

Dual Enrollment, Understanding How it Works

Participation in the Dual Enrollment program at Athens Technical College is a choice made by the student in conjunction with his/her parents or guardians and high school principal or representative. Because this choice exists for students, it is the responsibility of the student and the parent/guardian to be knowledgeable about the program and its effects upon high school graduation. The principal and/or representative will discuss with the technical college the academic, emotional, social, and other characteristics of the student that should be considered in the decision to enroll the student. The remainder of this document will explain the program and its implications for students.

GAINING AND MAINTAINING ELIGIBILITY

Students must meet the following eligibility requirements in order to enroll and continue enrollment in the Dual Enrollment program:

1. Be enrolled in the 9th, 10th, 11th, or 12th grade with a regionally accredited high school in the State of Georgia (cannot have received a high school diploma) **and** on track for graduation.
2. Hold a minimum cumulative high school grade point average (GPA) of 2.0 on a 4.0 scale for Technical Certificate of Credit (TCC) and Diploma programs. Hold a minimum **HOPE** GPA of >2.60 on a 4.0 scale for Associate Degree programs or general education cores classes.
3. Have program ready admission test scores from the ACCUPLACER, ASSET, COMPASS, SAT, or ACT. High School students are ineligible to participate in these opportunities if their placement test scores indicate that they must take learning support courses in reading, writing, or mathematics.
4. Complete at least 67% of coursework each semester and maintain a minimum of 2.0 on a 4.0 scale while enrolled at the college.
5. Must be in good academic and disciplinary standing at the participating high school.
6. NOTE: High School counselors reserve the right to withhold recommendation for a student to continue in the Dual Enrollment program.

SPECIAL PERMISSIONS

High school students enrolled in dual enrollment programs at Athens Technical College can agree to allow parental/guardian access to all college records by signing the college's Waiver of Confidentiality. Students and their parents agree to allow college personnel and high school personnel to review grades and course information at the secondary and postsecondary level for the purpose of evaluating credit and providing information to staff at the technical college and high school.

TUITION AND FINANCIAL AID

Financial Aid assistance is available to qualified students through Dual Enrollment state funding. This funding covers the cost of tuition, mandatory fees, and books. This funding will not be counted towards the number of hours a student may receive the HOPE Scholarship. High school students enrolled in postsecondary programs of study are prohibited from receiving other financial aid benefits from the State of Georgia. Students must pay any course related supply fees and/or equipment for class(es). Students must apply for funding **EACH SEMESTER** through the website: www.GaFutures.org prior to the college's fee deadline. If you are a homeschool student or a non-citizen, please complete the paper application. The high school representative must also complete the appropriate steps to verify this application. **If these steps are not completed by the payment deadline, the student will be rolled out of classes for non-payment.**

Students must maintain Satisfactory Academic Progress, SAP, to remain in good standing at the college. This means they must maintain a cumulative Grade Point Average (GPA) of at least 2.0 on a 4.0 scale. Students must also successfully complete two-thirds (66.6%) of all hours attempted. Failure to maintain SAP may result in the loss of funding and program eligibility. Students that do not meet the above guidelines will initially be placed on **Financial Aid Warning**. A student assigned a Warning will be notified by email at their ATC student email account. The student may continue to receive financial aid for one subsequent semester

Dual Enrollment, Understanding How it Works

under this status. SAP standards must be met to continue eligibility. Students who do not meet SAP standards under the Warning status at the end of the subsequent semester will be placed on **Financial Aid Exclusion**. Students on Exclusion are **NOT** eligible to receive financial aid. Students who were placed on Financial Aid Exclusion may choose to appeal the exclusion. If the appeal is approved, the student is placed on Financial Aid Probation status. A student on Financial Aid Probation may receive financial aid for one subsequent semester. At the conclusion of the Financial Aid Probation semester, the student must be meeting SAP standards.

TEXTBOOKS

Textbooks are available for check-out at the Athens Technical College library the first day of the semester. Students should bring their college picture ID and their class schedule when checking out books. All books must be returned to the college at the conclusion of each semester. Students failing to return books will have a hold placed on their account and will be charged accordingly, not to exceed \$25 per semester hour per textbook.

EMAIL

Students must be proficient and use the college's student email for all communication with the college; i.e. all staff and instructors. Prior to registration students are required to complete the college's New Student Orientation. If at any time a student experiences problems with their college email, it is imperative that the student communicate these issues with the instructor immediately, submit an IT trouble ticket, and follow-up on the status of the trouble ticket until the problem is resolved.

ON-LINE LEARNING ENVIRONMENT - BLACKBOARD

Students must be proficient in using the college's online learning platform, Blackboard. Prior to registration students are required to complete the college's e-learning orientation. If at any time a student experiences problems with the online learning platform it is imperative that the student communicate these issues with the instructor immediately, submit an IT trouble ticket, and follow-up on the status of the trouble ticket until the problem is resolved.

COURSE CONTENT

Material covered in college-level classes is intended for college-level students. The assigned readings and topics discussed are standard college content found in introductory course texts and syllabi and often pertain to adult subjects. Students and parents should be forewarned and make sure they are comfortable with this policy before students enroll. If a student has any concerns with the course material, they should personally discuss with the instructor as soon as the material is presented.

ATTENDANCE POLICY

Regular and punctual attendance is required of all students who enroll in classes at Athens Technical College. Absences prevent students from receiving full course benefits, seriously disrupt orderly course progress, and significantly diminish the quality of group interaction in class. Athens Technical College considers both tardiness and early departure from class as forms of absenteeism.

Students absent from class for any reason are responsible for all work missed which includes courses that have practicum, clinical, lab, or internships. Students should enroll only in those classes that they can reasonably expect to attend on a regular basis. ***Instructors determine whether work missed may be made up, and any make up work allowed will be scheduled at the discretion of the instructor.***

It is the instructor's right and responsibility to set reasonable expectations for class attendance. This information will be clearly communicated on the course syllabus addendum.

Dual Enrollment, Understanding How it Works

1. If the student is taking the technical college class on the college campus, he/she must attend Athens Technical College according to the Athens Technical College calendar adhering to holidays/breaks, and ending semester dates. **Attendance at non-curricular activities such as pep-rallies and sports activities are NOT considered excused absences.**
2. Dates of completion of high school courses may differ from completion dates of technical college courses. Students must follow the technical college calendar and remain in class until a semester is over, or the postsecondary instructor releases the student.

ELIGIBILITY FOR EXTRACURRICULAR HIGH SCHOOL ACTIVITIES

Students enrolled in the Dual Enrollment program must continue to meet the Georgia High School Association eligibility requirements for participation in high school competitive interscholastic activities. Students must also abide by all rules of the high school when participating in extracurricular activities and when attending events sponsored by the high school.

GRADING & TRANSFER POLICY

The Dual Enrollment regulations state the college will provide an official transcript to the high school at the conclusion of each semester. The college issues letter grades only. **The instructor will provide a letter grade and the school district can convert the letter grades as they deem appropriate such as: A=95, B=85, & C=75 etc. These grades will be submitted to the High School Representative assigned to this program as well as the Athens Technical College Director of Registration and Records.**

Regarding the transferability of courses taken at Athens Technical College, the right of acceptance is always up to the receiving institution. In 2012, an agreement was made with the University System of Georgia, USG, and the Technical College System of Georgia, TCSG, where 27 general education courses are transferable within these institutions. In 2013, an agreement was made with Georgia Independent College Association, GICA, and the Technical College System of Georgia, TCSG, for transferable general education courses. Courses taken at Athens Technical College can be viewed on the transfer equivalency website of the institution students are planning to transfer.

CONSEQUENCES OF FAILING OR NOT COMPLETING COURSES

High school students must complete all high school courses and technical college courses as designated in order to meet their high school graduation requirements. **Failing or withdrawing from a course may prevent students from graduating from high school on schedule if the technical college course is needed to fulfill the high school graduation requirements.**

Students who withdraw from their college classes **MUST** notify their high school counselor to determine how the withdrawal impacts their high school classes and graduation requirements. High school students enrolled in Dual Enrollment courses must submit a withdrawal form to the Athens Technical College High School Coordinator. Students who stop attending classes without formally withdrawing from courses risk earning final grades of "F" which appear on academic transcripts. **The student who begins attending postsecondary classes and withdraws from all classes must wait until the next semester to resume his/her program at the college and must have permission of the high school coordinator and high school counselor.**

Students will not receive technical college credit for courses they withdraw and the withdrawal will impact the Satisfactory Academic Progress (SAP) which will have both academic and financial repercussions.