



Policy Source: Georgia Code O.C.G.A. §20-2-161.3	Owner: Vice Presidents for Academic Affairs and Student Affairs	Effective: 08/01/2018
Division: Student Affairs and Academic Affairs	Reviewed: 5/2019, 2/2023 Revised: 2/2023	

6.8.4 GT OCGA Dual Enrollment Procedures

I. Purpose of Dual Enrollment

Georgia's Dual Enrollment Program is administered by Georgia Student Finance Commission, in accordance with O.C.G.A. §20-2-161.3. It aims to assist students who are attending a participating eligible high school or eligible home study program located within the State of Georgia to enroll in coursework at a participating eligible postsecondary institution as dual credit enrollment students. Please refer to GAfutures.org for detailed information about the Georgia Student Finance Commission's Dual Enrollment program.

The procedures below apply to both general education and technical education courses offered by Gwinnett Technical College.

II. Eligibility

- A. In the State of Georgia, students who are in the 10th, 11th, or 12th grades attending a participating Georgia high school or an approved home study program may qualify to take college-level courses under the Dual Enrollment Program.
- B. To be eligible for Dual Enrollment at Gwinnett Technical College, a student must:
 - a. be at least 14 years of age by the first day of the semester in which the student participates in Dual Enrollment;
 - b. be enrolled in the 10th, 11th or 12th grade of a private or public high school in Georgia, or a home study program in Georgia operated in accordance with state law;
 - c. be admitted to Gwinnett Technical College;

III. Admissions Requirements

- A. Students participating in Gwinnett Tech's Dual Enrollment program must meet all of the College's admissions requirements, including:
 - a. complete all Georgia Student Finance Commission requirements for Dual Enrollment funding every semester of participation;
 - b. complete a Gwinnett Tech dual enrollment admissions application;
 - c. submit official eligible test scores (Accuplacer, high school GPA, SAT, PSAT, or ACT);
 - d. complete Dual Enrollment Tuition Acknowledgement (DETA) form;
 - e. complete a Dual Enrollment funding application each year with Georgia Student Finance Commission;

- f. meet the minimum age requirements set for some programs.
- B. Once the admissions process is complete, an eligible Dual Enrollment student will be accepted as a type “H” student, meaning “high school” and not a beginning, returning, or transfer-level college student.
- C. Accepted students must register themselves during the registration period. It is the responsibility of the student to verify approved courses through the GaFutures.org course directory.

IV. Textbooks and Fees

- A. Gwinnett Tech provides Dual Enrollment textbooks through a rental program with the campus bookstore. Therefore, will be charged a lost or damaged book fee if the book is not returned, and/or not returned in the required condition. No refund shall be made for books issued to students participating in the Dual Enrollment program.
- B. Late registration fees and course-related fees, not including textbook(s), may be assessed to the student’s account. These charges are NOT waived and are the student’s responsibility for payment.

V. Clubs and Activities

- A. Dual-enrolled students may continue to participate in activities, clubs and athletics at their high schools, but those activities do not excuse them from the requirements of their college courses. Students must meet all deadlines posted and must follow all guidelines set forth in the College Catalog and Student Handbook.
- B. Due to the admit type, age, maturity, and life experience levels, Dual Enrollment student participation in on-campus college activities, clubs, and etc. is limited. Dual Enrollment students:
 - a. may participate in internships if minimum age and program requirements are met;
 - b. may participate in off-campus *instructional* events only; parent/legal guardian must accompany student at own cost;
 - c. may participate in on-campus activities, speakers, events, and services;
 - d. may not join campus clubs.
 - e. may not participate in SkillsUSA at the college level; may participate at the secondary level with affiliated high school or home school;
 - f. may not participate in the ambassador or student leadership programs;
 - g. are not eligible for the GOAL competition;
 - h. are not eligible for outstanding program student, distinguished student, SOLA, award of merit, or spirit awards;
 - i. are not eligible for National Technical Honor Society (NTHS) or Phi Theta Kappa (PTK).

VI. Structure and Administration of Dual Enrollment Offerings Delivered on a High School Campus

- A. Dual Enrollment course offerings delivered on a high school campus must be approved by the VPAA or his or her designee.
- B. 50% or more credits toward an academic program may not be offered at a high school or other off-campus site without prior approval from SACSCOC.
- C. The instructor of record for a Dual Enrollment course must be credentialed to teach at the college level and must meet the minimum requirements for teaching in the College's academic program(s). Faculty credentials must be verified and approved by the VPAA, or his or her designee, using the College's "Faculty Credentials Approval Form." Documentation of credentials must accompany the form when it is submitted to the Office of Academic Affairs.
- D. The college's full-time faculty must provide appropriate oversight for Dual Enrollment courses taught in high schools. The program director/lead instructor, or his or her faculty designee, is responsible for the Dual Enrollment course's instructor of record and must meet with the instructor prior to the start of the academic year or term to ensure the course content and rigor are the same as a course delivered on the college campus. The course syllabus, textbook(s), content, requirements, teaching methodologies, assessment strategies, etc. must be the same for all course sections. Documentation of course alignment must be submitted to the Office of Academic Affairs using the "Off-Campus Dual Enrollment Quality Assurance" form.
- E. All students enrolled in a Dual Enrollment course must be enrolled in the class for college credit. Students may not have the option to receive high school credit or college credit, and a course may not combine students receiving college credit with students receiving only high school credit.
- F. Students must have access to the College's library and learning resources, academic, and student support services or high school resources and services that are comparable to those available on the College's campus. The College must also ensure that students receive timely instruction in the use of library resources and must document that students are able to use such resources effectively.
- G. The college must also ensure that Dual Enrollment courses are offered in adequate high school facilities.

VII. Institutional Effectiveness

- A. Dual Enrollment students must be included in the College's institutional effectiveness processes, including faculty observations, course evaluations, student learning outcomes assessment, program reviews, etc.
- B. The College must also regularly assess the effectiveness of the library/learning resources and student support services it provides to Dual Enrollment students.