

**Dual Enrollment Program
Policy Statement and Agreement
2019-2020 Academic Year**

As a participant in the Dual Enrollment Program (DEP) at Kennesaw State University, I agree to the following policies:

Advising

1. I must attend an advising appointment prior to registering for KSU classes each semester, at which time I complete a proposed schedule of classes.
2. Immediately after my DEP advising session, the advisors will send the proposed schedule to the counselors via email for their approval. I understand that if I do not take the courses designated and approved by my high school counselor as necessary for graduation, I will jeopardize my ability to graduate with my class.
3. If I have questions about what KSU courses will be accepted by another college, it is my responsibility to seek that information from that college.

Registration & Schedule Changes

4. Registration dates and instructions are provided in materials distributed at the advising session. Unless otherwise notified, DEP students must follow the same registration guidelines and procedures as other KSU students, as published online each semester.
5. The DEP Office nor the DEP Advisors cannot *guarantee* a space in the classes I have selected on my proposed schedule. However, registering as soon as my time is assigned will maximize my chances of getting the classes I want. **If I fail to register at my assigned time, or if I have to change my schedule after initial registration, I understand that I may be competing with other KSU students for spaces in classes.** If I am unable to register for a KSU course I need for high school graduation, I must notify my high school counselor immediately to make arrangements to take that course through my high school.
6. After registration, I must provide a copy of my class schedule to my high school counselor. I understand that a DEP advisor and my high school counselor must approve any changes to my course schedule. Schedule changes must be made before the end of the Drop/Add period, typically the first week of each semester. After the Drop/Add period, I may be able to withdraw from a course if permitted by my high school counselor, but I cannot add a new course.

Class Attendance & Withdrawal

7. I must attend my KSU classes regularly, even if those classes conflict with my high school's Spring Break or other holidays. It is my responsibility to review my instructors' attendance policies, as noted in their syllabi. If a medical or family emergency should interfere with class attendance, I must notify my instructors immediately and seek their advice as to how to complete course requirements or withdraw from the course.
8. I will not withdraw from any course without first obtaining my high school counselor's and the DEP advisor's permission. If I withdraw from a course, I will return to my high school to complete the course credit. I must withdraw prior to the "Last Day to Withdraw without Academic Penalty," published in the KSU academic calendar. If I do not withdraw prior to the published date, I will receive a WF as my course grade, equivalent to an F in my GPA.

Academic Performance and Dismissal

9. I understand that I must maintain a grade point average at KSU that will satisfy my high school graduation requirements. If at any time I am in danger of falling below this GPA, I will seek the advice of the course instructor(s), the DEP director or KSU academic advisor(s) and my high school counselor immediately.
10. I understand that students who earn a GPA of less than 2.0 in their KSU courses during Fall Semester will be dismissed from the DEP and required to return to their high schools for Spring Semester.
11. If I fail any course required for high school graduation in Fall Semester, I will not be eligible to repeat that subject at KSU. I must contact my high school counselor immediately to discuss meeting my graduation requirements through the high school.
12. KSU will send my grades to my high school at the end of each semester. I understand that KSU does not mail grade reports to students, and that I will need to access my final course grades online through Owl Express.

13. Like any other KSU student, I must adhere to the KSU Student Code of Conduct, including its provisions for Academic Honesty, Disruption of Campus Life, and use and possession of drugs and alcohol. In addition, I understand that disruptive classroom or campus behavior is grounds for dismissal from the program.

Funding

14. DEP students who meet eligibility requirements will receive funding from a state appropriation. This dual enrollment funding will cover tuition, textbooks and mandatory fees at KSU – excluding course-related fees (ie. lab science fees, etc.). I understand that I am responsible for paying any remaining balance, including lab fees and parking. I must complete a new funding application each semester I enroll at KSU (found at www.GAfutures.org). I understand that the dual enrollment funding will only pay for courses on the course list published in the online Dual Enrollment Handbook. If I elect to take courses not on the approved list, I will be responsible for the costs of these courses and books.

Communication with Parents and High School Counselors

15. The DEP director and academic advisors have my permission to communicate with my parent(s) or guardian(s), my high school counselor, and my KSU instructors regarding my performance in the Dual Enrollment Program, even if I am not physically present.
16. The DEP office may contact me at the telephone numbers provided via any means, including text message or voice.

Readmission after High School Graduation

17. The Spring Semester of my senior year in high school will be the last semester I will be able to attend KSU without applying for readmission. If I choose to matriculate at KSU following my high school graduation, I must apply for readmission as a freshman, following application deadlines. I will submit a final high school transcript showing the date of my graduation prior to the application deadline. *(More information about how to reapply will come in fall.)*
18. Dual Enrollment students, who are graduating seniors, are not eligible to enroll in Maymester classes because they have not officially graduated from high school and need to complete their application process (see #17). High school juniors returning to DEP in the fall of their senior year are eligible to take summer classes, including Maymester classes.

Questions regarding DEP registration procedures or academic policies? Contact the DEP Office at (470) 578-6116 or DEP@kennesaw.edu.

I agree to all of the policies stated above.

Signature of DEP Student

Date

Print Student Name

KSU ID Number

Signature of Student’s Parent or Guardian

Date



Stacey G. Solomon, M.Ed.
Director, Dual Enrollment Program

RETURN SIGNED AGREEMENT to the DEP Office by one of the following methods:

- **Scan** signed agreement (**no photos**) and **return via email** to depoffice@kennesaw.edu (**PREFERRED METHOD**)
- **In person** to the DEP office located on the Kennesaw Campus: 430 Bartow Avenue, University College, Room 216C
- **USPS mail** to 430 Bartow Avenue, MD 2404, Kennesaw, GA 30144