

## COVID-19 and Delivery of Postsecondary Coursework through Dual Enrollment

### Introduction

This guidance applies to all students participating in the Dual Enrollment Program (DE) at any of Georgia's 22 technical colleges. Our goal is to continue to deliver quality dual credit courses and to assist students in meeting their education and career goals during the COVID-19 crisis.

### Question and Answer

1. Q. If the school district closes, but the technical college continues the term, is the student expected to continue to participate in the DE course?

A. Yes. Even though the high school may award a student high school credit for the course, the DE course is ultimately a college course and the college can decide to continue the course until the end of the term. Students should continue to participate in the course, unless specific exemptions are established by the college. It is important that the student communicate with the instructor, the college's DE representative and high school counselor.
2. Q. If the college extends the semester in order to make up lost instructional time, can a DE course taught at a high school campus extend beyond the end of the school district's academic year?

A. Yes. Colleges should work with their local school system and DE instructor to determine the appropriate academic term length.
3. Q. The DE class was delivered on the high school campus by a college credentialed high school teacher, how is a student expected to continue to access the course if the high school is closed?

A. Students may access the course through online format established by the college. Colleges will work with the high school to make alternative arrangements for the student to continue courses.
4. Q. Are high school teachers, employed by the school district and teaching Dual Enrollment courses required to continue to teach the college course even if the school district is closed?

A. Yes. Even though the teacher is employed by the high school, the teacher is also on contract with the college to teach the course. The college must continue to meet SACSCOC standards for course completion.
5. Q. Will high school teachers, employed by the school district and teaching Dual Enrollment courses be given resources to continue teaching college courses? Under what format will the instruction take place?

A. Most colleges have moved to the online format in Blackboard to complete the term. All online instruction that takes place must still meet the standards for college credit. The college will work with the high school to transition those students to the online format. Additionally, colleges will work with instructors to provide necessary instructional resources such as virtual training, Blackboard instruction or needed hardware such as laptops.
6. Q. What support services are available to students DE courses?

A. It is specified in law that a student enrolled in DE courses must have access to the same academic and support services available to all college students. Although services may differ from those provided by the high school, the college can assist with services needed to complete the DE course.

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7. Q. What if a student decides to not continue participating in the DE course?
  - A. A student may voluntarily withdraw from the DE course according to the established withdrawal policies of both the high school and the college. However, students must contact the high school counselor to ensure that the student is on track to complete all high school graduation requirements. Students must also speak with the college's DE representative, or financial aid office regarding the impact of course withdrawals, incompletes or failing grades on future financial aid eligibility.
  
8. Q. What is the process for those students who may not be able to complete a course within the current time frame or chooses to not continue with the DE course because the school system closes for the term?
  - A. The college and the instructor of the course should make every effort to work with the student. If the high school and the college allows, a high school may use, for high school credit, the grade the student earned at the time the high school requests the grades. Colleges will require students to continue the college course for college credit. Students unable to complete the dual credit course within the semester timeframe may be given the following options:
    - "I or IP = Incomplete or In Progress" - students may receive an I grade for the college credit with an individual plan to complete the course work as soon as possible by the college's established deadline. Should the course work not be completed, then I would automatically roll over to a grade of F.
    - "W or WP = Withdraw or Withdraw Passing" – Students may receive a W or a WP for the college credit. This could have a negative impact on financial aid for your future college plans.
    - "P = Pass" - Students may receive a grade of P for the college credit. A college cannot guarantee other colleges and universities will accept a grade of P for course credit.
    - "WF = Withdraw Failing" – Withdrawal while failing has numerical equivalents and will be calculated in the student's GPA. WF is unacceptable credit in a course.
    - "S or U = Satisfactory or Unsatisfactory" - Students may receive a grade of S or U for the college credit. This may also negatively affect financial aid in the future if your grade is not passing or "Unsatisfactory" This is typically a "D" or lower. A college cannot guarantee other colleges or universities will accept a grade of S for course credit.
    - "Z grade" - a grade of Z may be issued for students who withdraws or stops attending classes because of a qualifying emergency related to COVID-19. Federal guidelines have stated that students who withdraw or stop attending classes can have certain regulations waived for those classes by receiving a waiver from the school. This waiver should be granted when the student experiences a qualifying emergency related to COVID-19. The Z grade would not count against the student's GPA or attempted for SAP. Only if the course is funded under HOPE, would the grade count against lifetime paid hour limit but it would not count against the HOPE GPA.