



By signing this agreement, the students and parent/guardian acknowledge that they agree to abide by the following enrollment policies and procedures:

Dual Enrollment Funding

- **The Dual Enrollment Funding Cap is 30 semester hours or 45 quarter hours.** This is a hard cap. The hours are based on hours paid by [Dual Enrollment Funding](#) for terms of enrollment in the program.
- Courses not approved on the [Dual Enrollment Course Directory](#) are considered non-funded courses. Students who wish to enroll in non-funded Dual Enrollment courses are responsible for tuition, fees, and books associated with the self-pay course.
- Students may not receive funding for the same course twice.
- Students become ineligible to continue to receive Dual Enrollment Funding after their second course withdrawal, regardless of the total paid hours or funding cap calculation.
- After funds have been exhausted, students who want to continue enrolling in Dual Enrollment courses will become joint-enrolled and are responsible for paying full tuition, fees, and books.

Student Records

- Student records are protected under the Family Educational Rights and Privacy Act (FERPA). Neither the parent/guardian nor a school representative may obtain information on a student's enrollment, academic performance, or attendance without the student's expressed written consent. **Additional information and a consent form can be found on [KSU's FERPA website](#).**
- The Dual Enrollment Program office may contact a Dual Enrollment student's parent/guardian and high school counselor at the telephone number and email provided in the admission application.

Advising and Registration

- The Dual Enrollment Program advisor does not register students for their Dual Enrollment courses and cannot guarantee availability or override a student into a course.
- Students must attend an advising appointment before registering for KSU classes each semester.
- It is a student's responsibility to contact post-secondary institutions about transfer credit.
- Dual Enrollment students will not withdraw from any course without obtaining permission from their high school counselor and Dual Enrollment Program advisor.
- Dual Enrollment students must withdraw before the Last Day to Withdraw published on the [KSU Academic Calendar](#).

Class Attendance & Withdrawal

- The Dual Enrollment Student must attend their Dual Enrollment classes regularly, even if those classes conflict with high school spring break or other holidays.
- The Dual Enrollment Student is responsible for reviewing and communicating with their instructors about attendance policies as noted in their syllabi.

Academic Performance and Dismissal

- Dual Enrollment students who earn a GPA of less than 2.0 in their KSU courses during their enrolled semester will be **dismissed** from the Dual Enrollment Program and required to return to their high school to make up failed or withdrawn courses.
- All grades earned at KSU become a part of the student's permanent college record.
- Students who fail the Dual Enrollment course(s) required for high school graduation will not be eligible to repeat that subject at KSU.
- KSU will send an official transcript of the student's high school grades to the high school at the end of each semester.
- Dual Enrollment Students must adhere to the code of conduct in the [KSU Student Handbook](#).
- Students caught cheating and or plagiarizing **may be dismissed** from KSU's Dual Enrollment Program, and will be reported to the Student Conduct and Integrity Office.

Questions regarding Dual Enrollment Program academic policies or registration procedures? Contact the Office of Undergraduate Admissions at (470) 578-4363 depoffice@kennesaw.edu.