



## Dual Enrollment Honors Program Policy Statement and Agreement 2017-2018 Academic Year

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

### Advising

1. I must attend a group advising session prior to registering for KSU classes each semester, at which time I will fill out a proposed schedule of classes. I will be notified of the advising sessions by DEHP every semester by email.
2. Immediately after my DEHP advising session, I will get my high school counselor's approval of my proposed KSU schedule. I understand that if I do not take the courses designated 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 will be provided in materials distributed in advising sessions. These materials will include information on Honors courses which may not be provided to the general KSU student population. Unless otherwise notified, DEHP students must follow the same registration guidelines and procedures as other KSU students, as published online each semester.
5. The DEHP Office 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 any changes in my course schedule must be approved by the DEHP office and my high school counselor, and 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 notifying my counselor and the DEHP office. My high school counselor must grant permission to withdraw from a course. 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, by completing an online Withdrawal Form accessible from Owl Express. 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 DEHP director, 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 DEHP and required to return to their high schools for Spring semester. In addition, I understand that disruptive classroom or campus behavior is grounds for dismissal from the program.

11. 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.
12. 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.
13. 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.

**Funding**

14. DEHP students who meet eligibility requirements may receive funding to offset DEHP expenses from the state Move on When Ready (MOWR) program. I understand that I am responsible for paying any remaining balance, including lab fees. I must complete a new funding application each semester I enroll at KSU. I understand that the MOWR funding program will only pay for courses on the course list published in my Advising Handbook. If I elect to take courses not on the approved list, I will be responsible for the costs of these courses.

**Communication with Parents and High School Counselors**

15. The DEHP director or her designee has 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 Honors Program, even if I am not physically present.
16. The DEHP 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.
18. Dual Enrollment students are not eligible to enroll in Summer term or Maymester classes. Students who have graduated from high school must apply for readmission for summer or fall as described above.

Questions regarding DEHP registration procedures or academic policies should be referred to the DEHP Office at (470) 578-6116 or dehp@kennesaw.edu.

**I agree to all of the policies stated above.**

\_\_\_\_\_  
Signature of DEHP Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
KSU ID Number

\_\_\_\_\_  
Signature of Student's Parent or Guardian

\_\_\_\_\_  
Date

*Stacey Solomon*  
**Stacey G. Solomon**  
Director, Dual Enrollment Honors Program

**Return this Dual Enrollment Participation Agreement to:**

**DEHP Office**  
420 Bartow Avenue, MD, 2301,  
Kennesaw, GA 30144