

MOWR Program Specifics

Participation in the ***Move on When Ready (MOWR)*** dual enrollment program at Athens Technical College is a choice made by the student in conjunction with his/her parents or guardians and high school principal or representative. Because this choice exists for students, it is the responsibility of the student and the parent/guardian to be knowledgeable about the program and its effects upon high school graduation. The principal and/or high school representative will discuss with the technical college considerations like the academic, emotional, and social characteristics of the student in the decision to enroll the student. The remainder of this document will explain the program and its implications for students.

GAINING AND MAINTAINING ELIGIBILITY

Students must meet the following eligibility requirements in order to enroll and continue enrollment in the Move on When Ready program, formerly called Dual Enrollment and/or ACCEL, programs:

1. Be enrolled in the 9th, 10th, 11th, or 12th grade with a regionally accredited high school in the State of Georgia (cannot have received a high school diploma) and on track for graduation.
2. *Prefer* a minimum high school grade point average (GPA) of 2.0 on a 4.0 scale for Technical Certificate of Credit (TCC) and Diploma programs. *Prefer* a 3.0 on a 4.0 scale for Associate Degree programs or general education cores classes.
3. Have program ready admission test scores from the ACCUPLACER, ASSET, COMPASS, SAT, or ACT. High School students are ineligible to participate in these opportunities if their placement test scores indicate that they must take learning support courses in reading, writing, or mathematics.
4. Complete at least 67% of coursework each semester and maintain a minimum of 2.0 on a 4.0 scale while enrolled at the college.
5. Must be in good academic and disciplinary standing at the participating high school.
6. NOTE: High School counselors reserve the right to withhold recommendation for a student to continue in the MOWR program.

ELIGIBILITY FOR EXTRACURRICULAR HIGH SCHOOL ACTIVITIES

Students enrolled in the Move on When Ready program must continue to meet the Georgia High School Association eligibility requirements for participation in high school competitive interscholastic activities. Students must also abide by all rules of the high school when participating in extracurricular activities and when attending events sponsored by the high school.

SPECIAL CONSIDERATIONS

It is important to note that the student is creating a **permanent** college transcript and since he or she is the student of record, it is the student's responsibility to communicate with college instructors and Move on When Ready staff. High school students enrolled in the MOWR program at Athens Technical College must agree to allow parental/guardian access to all college records by signing the college's Waiver of Confidentiality. Students and their parents agree to allow college personnel and high school personnel to review grades and course information at the secondary and postsecondary level for the purpose of evaluating credit and providing information to staff at the technical college and high school. Parents are certainly encouraged to help facilitate the process, but ultimately it is the student's responsibility.

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TUITION AND FINANCIAL AID

Financial Aid assistance is available to qualified students through MOWR state funding. This funding covers the cost of tuition, mandatory fees, and books. This funding does not count toward the number of hours a student may receive the HOPE Scholarship. High school students enrolled in postsecondary programs of study cannot receive other financial aid benefits from the State of Georgia. Students must pay any course related supply fees and/or equipment for classes. Students must apply for funding **EACH SEMESTER** through the website: www.GaFutures.org prior to the college's fee deadline. Homeschooled students or non-citizens must complete the paper application located at www.GaFutures.org. The high school representative must also complete the appropriate steps to verify the financial aid application. **If the student and high school representative do not complete these steps by the college's fee payment deadline, the student will be responsible for payment of classes.**

To continue receiving MOWR funds students must maintain satisfactory academic progress, SAP. SAP entails a cumulative Grade Point Average (GPA) of at least 2.0 on a 4.0 scale and successful completion of two-thirds (66.6%) of all hours attempted. Failure to maintain satisfactory academic progress may result in the loss of funding and program eligibility. Students who do not meet the above guidelines will be placed on **Financial Aid Warning**. A student assigned a Warning will be notified by email at their ATC student email account. The student may continue to receive financial aid for one subsequent semester under this status. Students must meet SAP standards to continue eligibility. Students who do not meet SAP standards under the Warning status at the end of the subsequent semester will be placed on **Financial Aid Exclusion**. Students on Exclusion are **NOT** eligible to receive financial aid. Students placed on Financial Aid Exclusion may choose to appeal the exclusion. If the appeal is approved, the student is placed on Financial Aid Probation status. A student on Financial Aid Probation may receive financial aid for one subsequent semester. At the conclusion of the Financial Aid Probation semester, the student must be meeting SAP standards.

TEXTBOOKS

Textbooks are available for checkout at the Athens Technical College library the first day of the semester. Students should bring their college picture ID and their class schedule when checking out books. Students must return all textbooks to the college library at the conclusion of each semester immediately after final exams. Students failing to return books will have a hold placed on their account and will be charged accordingly, not to exceed \$25 per semester hour, per textbook. An account hold will prevent the release of the student's college transcript to any other college and may affect their future enrollment at Athens Technical College.

ON-LINE LEARNING ENVIRONMENT AND STUDENT E-MAIL

Students should be proficient in using the college's online learning platform, Blackboard. Prior to registration students are required to complete the college's e-learning orientation. If at any time a student experiences problems with the online learning platform it is imperative that the student communicate these issues with the instructor immediately, submit an IT trouble ticket, and follow-up on the status of the trouble ticket until the problem is resolved. Upon acceptance to the college, students will receive instructions on setting up an Athens Technical College student email. Students should set up an Athens Technical College student e-mail no later than the first week of class. **ALL** email correspondence to the college must come from the student's college email.

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COURSE CONTENT

Material covered in college-level classes is intended for college-level students. The assigned readings and topics discussed are standard college content found in introductory course texts, syllabi and often pertain to adult subjects. Students and parents should be forewarned and make sure they are comfortable with this policy before a student enrolls. If a student has any concerns with the course material, he or she should personally discuss their concerns with the instructor.

ACADEMIC SUPPORT

Academic support services assists students by offering free tutoring in most subject areas. Tutoring is offered in person at any of the campus locations as well as online. Students needing assistance should seek help early in the semester. Some instructors may submit students in jeopardy of failing the course to the early alert office for additional assistance. This office will reach out to students via e-mail and telephone.

DISABILITY SERVICES

Athens Technical College's Office of Disability Services assists students with disabilities in accordance with all relevant federal laws. As a post-secondary institution, Athens Technical College **cannot** accept IEPs or 504 plans from high school to support the provision of academic adjustments. To enroll in Disability Services with the college, students may contact the Office of Disability Services at 706-355-5006.

ATTENDANCE POLICY

Regular and punctual attendance is expected of all students who enroll in classes at Athens Technical College. Absences prevent students from receiving full course benefits, seriously disrupt orderly course progress, and significantly diminish the quality of group interaction in class. Athens Technical College considers both tardiness and early departure from class as forms of absenteeism.

Students absent from class for any reason are responsible for all work missed, which includes courses that have practicum, clinical, lab, or internships. Students should enroll only in those classes that they can reasonably expect to attend on a regular basis. Course instructors will clearly communicate their expectations for class attendance and their make-up policies on the course syllabus addendum.

1. If the student is taking the technical college class on the college campus, he/she must attend Athens Technical College according to the Athens Technical College calendar adhering to holidays/breaks, and ending semester dates. Athens Technical College does not consider absences related to non-curricular activities such as pep-rallies or sports activities, as excused absences.
2. Dates of completion of high school courses may differ from completion dates of technical college courses. Students must follow the technical college calendar and remain in class until a semester is over, or the postsecondary instructor releases the student.

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GRADING & TRANSFER POLICY

The Move on When Ready regulations state the college will provide an official transcript to the high school at the conclusion of each semester. The college will provide a **letter grade** and the school district can convert the letter grade to a numerical grade as they deem appropriate on the high school transcript, such as: A=95, B=85, & C=75 etc. If a student has a question or concern about grades, he or she should personally contact the instructor before the conclusion of the semester.

Regarding the transferability of courses taken at Athens Technical College, the right of acceptance is always up to the receiving institution. In 2012, the Technical College System of Georgia, TCSG, and the University System of Georgia, USG, entered into an agreement whereby 27 general education courses are transferable within these institutions. In 2013, the Technical College System of Georgia, TCSG, entered into an agreement with Georgia Independent College Association, GICA, for transferable general education courses. Students can view courses taken at Athens Technical College on the transfer equivalency website of the institution students are planning to transfer.

CONSEQUENCES OF FAILING OR NOT COMPLETING COURSES

High school students must complete all high school courses and technical college courses as designated in order to meet their high school graduation requirements. ***If students need the technical college course to fulfill the high school graduation requirements failing or withdrawing from a course may prevent students from graduating high school on schedule.***

Students who withdraw from their college classes **MUST** notify their high school counselor to determine how the withdrawal affects their high school classes and graduation requirements. High school students enrolled in Move on When Ready courses must submit a withdrawal form to the Athens Technical College High School Coordinator. Students who stop attending classes without formally withdrawing from courses risk earning final grades of "F" which appear on academic transcripts. The student who begins attending postsecondary classes and withdraws from all classes must wait until the next semester to resume his/her program at the college and must have permission of the high school coordinator and high school counselor.

Students will not receive technical college credit for courses they withdraw from and the withdrawal will affect the Satisfactory Academic Progress (SAP), which will have both academic and financial repercussions.