



Tennessee Dual Enrollment Grant

RULES AND PROCEDURES

(August, 2006)

Tennessee Dual Enrollment Grant

RULES AND PROCEDURES

The Tennessee Dual Enrollment Grant program is defined as a grant for study at an eligible postsecondary institution that is funded from net proceeds of the state lottery and awarded to students who are attending high school and who are also enrolled in college courses at eligible postsecondary institutions for which they will receive college credit.

The Tennessee Dual Enrollment Grant program is funded by the Tennessee Lottery and administered by the Tennessee Student Assistance Corporation. It is designed to provide financial assistance to qualified high school students in pursuit of postsecondary study at an eligible Tennessee public or private institution while receiving dual high school and college credit from successfully completed courses. This program provides opportunities for these students to begin working toward a college degree, while still pursuing a high school diploma, and encourages postsecondary education and the acceleration of postsecondary attainment. *The term “dual enrollment” applies to these enrollments regardless of course delivery location or course delivery method.*

ELIGIBILITY AND PARTICIPATION REQUIREMENTS

To be eligible for the Tennessee Dual Enrollment Grant program, a student enrolled in an eligible high school must be admitted to and concurrently enrolled in an eligible postsecondary institution. Institutional admission requirements will govern the admission of dual enrollment students. A student must be a Tennessee resident, as defined by Chapter 0240-2-2, Classifying Students In-State and Out-of-State, as promulgated by the Board of Regents, for one year as of September 1 of the academic year of enrollment in an eligible postsecondary institution. To be eligible, the student must:

- (1) Have completed all of the academic requirements of the 10th grade (high school sophomore) and be classified as an 11th grader (high school junior) or 12th grader (high school senior) by the student’s eligible high school. Eligible high school is defined as follows:
 - (a) Tennessee public secondary school; or
 - (b) Any private secondary school that is located in Tennessee and:
 - i. Is approved by the State Board of Education as a category 1, 2, or 3 secondary school; or
 - ii. Is a candidate for full accreditation status by an accrediting agency approved by the State Board of Education by June 8, 2004 for the purpose of application for Tennessee Hope scholarships for the 2004-05 academic year by students who graduated after January 1, 2003 and prior to December 1, 2004;
- (2) Apply the grant in postsecondary enrollment in their junior and/or senior years prior to high school graduation;
- (3) Submit the Tennessee Dual Enrollment Grant application to the postsecondary institution to which the student is seeking admission;
- (4) Meet admissions criteria for dual enrollment to the postsecondary institution to which they are applying for admission as a dual enrollment student;
- (5) Enroll at the postsecondary institution; however, there is no required minimum number of hours of enrollment.
- (6) Renew the Tennessee Dual Enrollment Grant application each postsecondary academic term;
- (7) Comply with United States Selective Service System requirements for registration, if such requirements are applicable to the student;

- (8) Be in compliance with federal drug-free rules and laws for receiving financial assistance;
- (9) Not be in default on a federal Title IV educational loan or Tennessee educational loan;
- (10) Not owe a refund on a federal Title IV student financial aid program or a Tennessee student financial aid program;
- (11) Not be incarcerated;
- (12) Not have already received a high school diploma or General Education Development (GED) diploma;
- (13) Be a Tennessee resident one (1) year prior to enrollment; and
- (14) Be attending an eligible postsecondary institution as defined below:
 - (a) Eligible Postsecondary Institution: An eligible independent postsecondary institution or an eligible public postsecondary institution.
 - (b) Eligible Independent Postsecondary Institution:
 - i. An institution created by testamentary trust for which the state acts by statute as trustee and for which the governor is authorized to appoint commissioners with the advice and consent of the senate and that offers courses leading to undergraduate degrees; or
 - ii. A Southern Association of Colleges and Schools accredited private postsecondary institution whose main campus is located in Tennessee; or
 - iii. A private, four-year postsecondary institution that:
 - a. Has been chartered in Tennessee as a not-for-profit entity for at least thirty (30) consecutive years;
 - b. Has had its primary campus domiciled in Tennessee for at least thirty (30) consecutive years;
 - c. Is accredited by an accrediting agency that is recognized by the United States Department of Education and the Council on Higher Education Accreditation;
 - d. Awards associate or baccalaureate degrees; and
 - e. As of May 1, 2005, has an articulation agreement with an institution of the state university and community college system or the University of Tennessee system.
 - (c) Eligible Public Postsecondary Institution:
 - i. An institution operated by the Board of Regents; or
 - ii. An institution in the University of Tennessee system.

Home School Student:

Home School Student: A student who is completing high school in a Tennessee home school program meeting the requirements of §49-6-3050. For two (2) years immediately preceding completion of high school as a home school student, such student shall have been a student in a home school associated with a church-related school as defined by §49-50-801 and registered with the Tennessee local school district which the student would otherwise attend as required by §49-6-3050(a)(2)(C)(i) or an independent home school student whose parent or guardian has given notice to the local director of a Tennessee school district under § 49-6-3050(b)(1) of intent to conduct a home school.

PAYMENT AT POSTSECONDARY INSTITUTIONS

- (1) The Tennessee Dual Enrollment Grant program maximum award is \$300 per semester and \$600 per academic year (\$200 per quarter) or approved Tennessee Technology Center schedule. The award amount is prorated for students enrolled at the postsecondary level as follows:
 - i. 1 hour - \$100
 - ii. 2 hours - \$200

- iii. 3 hours - \$300

The Grant will pay only for lower division postsecondary courses to include remedial or developmental courses (numbered lower than 100-200 or 1000-2000). The grant will not pay for upper division courses (numbered 300-400 or 3000-4000).

- (2) The Tennessee Student Assistance Corporation will utilize an invoicing methodology to transfer payment to eligible post-secondary institutions.
 - i. Funds shall be paid to the postsecondary institution by check or electronic transfer of funds on behalf of eligible students each school term upon submission to the Corporation of an invoice.
 - ii. An electronic spreadsheet will be delivered to the Corporation by the eligible postsecondary institution for each term after census date.
 - iii. Once the Corporation has processed student payment records for each recipient, funds will be disbursed to the eligible postsecondary institution.
- (3) The Tennessee Student Assistance Corporation will reconcile awards as follows:
 - i. After the completion of the award year, each institution will print and sign a reconciliation report that certifies student payment records for the award year.
 - ii. The institution must conduct a complete student-by-student reconciliation with the Corporation and submit a reconciliation certification form to the Corporation by August 1 of the current award year.
 - iii. The institution must return to the Corporation by August 1 any funds not utilized according to the final reconciliation.

LENGTH OF ELIGIBILITY

A student's participation in the Tennessee Dual Enrollment Grant program is limited to the remaining amount of time normally required to complete the high school diploma, from the time of initial participation in the program. Participation is also limited to the regular school year (fall and spring semesters). The grant is available for the summer terms, prior to graduation from high school, for those students who did not exceed the maximum award during the regular school year.

CREDIT HOURS AND GRADE AVERAGE DETERMINATION

- (1) Semester hours attempted under the Tennessee Dual Enrollment Grant program grant shall not count under § 49-4-913 toward the total semester hours attempted at postsecondary institutions for purposes of Tennessee HOPE scholarship eligibility.
- (2) The corresponding grades for the postsecondary credit hours taken as a dual enrollment credits shall not be included in the postsecondary cumulative grade average for purposes of the HOPE program.
- (3) To be eligible for a dual enrollment grant for any semester beyond the first semester of receipt, the student shall continue to meet all eligibility requirements for the grant and shall achieve a cumulative grade point average of 2.75 for all postsecondary courses attempted while participating in the Tennessee Dual Enrollment Grant program.
 - i. The grade point average is the numbered grade average calculated using a 4.0 scale, calculated to the hundredth decimal.
 - ii. The postsecondary cumulative grade point average used to determine eligibility for a renewal of a Tennessee Dual Enrollment Grant must be calculated by the institution the student is currently attending, utilizing its institutional grading policy and must be based on all credit hours attempted, except as otherwise provided in this rule.

- iii. Courses in which a student enrolls as an audit student for which no college credit will be received cannot be paid with a Tennessee Dual Enrollment Grant award.
- iv. Students who obtain a grade change shall notify the Registrar's Office within thirty (30) calendar days of the grade change and request reinstatement of his/her award on a form developed by the institution for this purpose. If the grade change makes the student eligible for a Tennessee Dual Enrollment Grant, the student can be awarded retroactively in the current award year. If the grade change affects the student's eligibility from the previous award year, the award may be adjusted in the current award year.
- v. A student enrolled in a matriculating status at an eligible postsecondary institution shall qualify for award payment for distance learning courses if all other eligibility requirements are met.

RESPONSIBILITIES OF THE HIGH SCHOOL OR LOCAL SCHOOL SYSTEM

The high school or local school system of the student seeking dual enrollment assistance prior to high school graduation is responsible for the following:

- (1) Fulfill the postsecondary institution's requirements for certifying eligibility of students applying for postsecondary participation in dual enrollment. This may include, but is not limited to:
 - i. Obtain written consent of the parent(s) or guardian(s), if the student is a minor, for the student to participate as a dual credit student.
 - ii. Obtain written verification by the high school principal or school counselor of the student's eligibility to participate as a dual credit student.
 - iii. Obtain an administrative signature endorsing the Tennessee home school program curriculum change if student is participating in a Tennessee home school program or category IV school.
- (2) Accept toward state, local, or school graduation requirements the postsecondary credit of an eligible dual credit student who successfully completes an approved course at an eligible postsecondary institution.
- (3) Record on the student's high school record each approved course name, grade, and amount of credit hours earned for each course taken as a dual credit student.
- (4) Negotiate with postsecondary institution the terms of delivery of postsecondary courses on the high school campus, if postsecondary institution extends course delivery on the high school campus.

RESPONSIBILITIES OF POSTSECONDARY INSTITUTIONS

For the purpose of certifying dual credit students, participating postsecondary institutions are responsible for the following:

- (1) After census date for each semester, provide a list of students participating in degree-level coursework offered by the institution that qualifies for a Tennessee Dual Enrollment Grant. An electronic spreadsheet to include the names submitted by each eligible postsecondary institution will be delivered to the Corporation for each term after census date. Such spreadsheet shall include:
 - i. Name (First and Last)
 - ii. Social Security number
 - iii. High School
 - iv. High School Code
 - v. Postsecondary Institution
 - vi. Postsecondary Institution Code
 - vii. Term/Semester and Year
 - viii. Certified Indicator
- (2) Maintain Tennessee Dual Enrollment Grant application.

- (3) Maintain accreditation standards for faculty qualification.
- (4) Negotiate, with high schools, delivery of postsecondary courses for high school students only and at the high school.
- (5) Track students enrolled through the Tennessee Dual Enrollment Grant program and students enrolled as dual or joint without Grant support utilizing the criteria outlined above.
- (6) Apply other student discount(s) toward tuition cost prior to utilizing the Tennessee Dual Enrollment Grant
- (7) Transfer postsecondary credit hours earned in this program from one eligible institution to another eligible institution on the same basis as such credit hours are customarily transferred.
- (8) Notify the high school of each student's enrollment and grade(s) earned in the course(s).
- (9) Verify all residency, citizenship, Selective Service registration, and Drug-Free Act eligibility requirements.

APPLICATION DEADLINE

The application must be completed and processed by the deadline date each semester in order for a student to participate and receive funding from this grant. The student and high school official must complete and sign Sections I & II; respectively, and submit the application to the postsecondary institution to which the student is seeking admission. The processing deadline dates for the college award year are: September 1 for fall enrollment, February 1 for spring, or May 1 for summer enrollment. The processing deadline dates for Tennessee Technology Centers are: November 1 for fall enrollment, March 1 for spring and May 1 for summer enrollment.

REFUND POLICY

If the student officially withdraws, drops out, drops hours, is expelled, or otherwise fails to complete a period of enrollment, and is entitled to a refund, a portion of such refund may need to be returned to the Corporation. If the student was awarded a Tennessee Dual Enrollment Grant, the school must determine the amount of the refund, and return that amount to the Corporation. The remainder of the award is retained by the school to cover the school's cost for the portion of the school term that the student was enrolled.

REPAYMENT

If a student owes a refund, he or she shall repay the postsecondary institution and the postsecondary institution will pay the Corporation. The student shall no longer participate in the Tennessee Dual Enrollment Grant program until the refund has been satisfied. This procedure does not apply in cases of an audit exception.

APPEALS

Eligible postsecondary institutions must establish written procedures designed for an Institution Review Panel (IRP) for the purpose of hearing appeals from decisions that deny or revoke a recipient's eligibility to decide the continuation or revocation of the Tennessee Dual Enrollment Grant. Similar appeal procedures may exist at the postsecondary institution designated for the HOPE Scholarship program. Current IRP members who serve the appeal process for the HOPE Scholarship may serve to benefit the Tennessee Dual Enrollment Grant program as well.

Appeal decisions determined by the IRP shall be based on non-academic reasons. The IRP shall not rule on the student's appeal based on reasons for a Tennessee Dual Enrollment Grant cumulative GPA below the minimum for continuation.

No official at an eligible postsecondary institution who renders a decision to deny or revoke a Tennessee Dual Enrollment Grant shall participate in the appeal process for the same applicant or recipient.

The institution shall also establish a process to ensure students applying for or receiving a Tennessee Dual Enrollment Grant are notified of the procedures to appeal the denial and revocation of an award including the timeframe within which an appeal must be filed.

The IRP may reinstate the student's award without a hearing and shall make such determination within 14 calendar days. If the IRP determines a hearing is required, the IRP shall hear the appeal no later than 14 calendar days after the student properly files an appeal. A decision shall be rendered no later than 7 days after the appeal is heard, except where exigent circumstances exist.

The recipient's appeal can only be considered for medical or personal reasons and must be properly documented.

Recipients may appeal to the Lottery Scholarship Award Appeals Panel on decisions made by the IRP within 14 calendar days from the date that the decision was delivered to the student. TSAC must make a decision no later than 30 calendar days after an appeal is properly filed. Except where exigent circumstances exist, the Appeals Panel shall render a decision no later than 14 calendar days after hearing an appeal. Such decisions shall be reduced to writing and shall include a summary of the pertinent facts and issues and the panel's decision. The Appeals Panel shall provide a copy of the written decision to the appellant and the appellant's home institution as soon as practicable. Appeals made to the Award Appeals Panel should be mailed to the following address:

**Tennessee Student Assistance Corporation
c/o Lottery Scholarship Award Appeals Panel
Suite 1950, Parkway Towers
404 James Robertson Parkway
Nashville, TN 37243-0820**

The authority of the IRP and the Award Appeals Panel should be strictly limited to consideration of appeals arising from eligibility determinations made by an eligible postsecondary institution or TSAC.

TSAC's Compliance Division and legal staff will monitor all IRP decisions to ensure statute and rule compliance.

The decision of the Lottery Scholarship Award Appeals Panel is the final administrative appeal.

PRECEDENCE OF THE ACT

These regulations are subordinate to the Act and are intended to facilitate its implementation. Any portion of these regulations which are adjudicated as contrary to law are to be considered null and void. All other portions of these rules shall be severed there from and considered in full force.

