



July 1, 2015

Dear Georgia Education Community,

Today marks the start of increased educational opportunities for Georgia’s students. Earlier this year, the Georgia legislature passed and Governor Deal signed into law the Move On When Ready Act. The Move On When Ready [MOWR] program simplifies and expands Georgia’s dual enrollment opportunities so that high school students can simultaneously satisfy high school requirements and get a jump-start on a postsecondary credential.

Attached to this letter are detailed Frequently Asked Questions about the new program. There are a few features we would like to highlight:

- The state will cover the cost of a dually-enrolled student’s postsecondary tuition, fees, and books. Students will only need to pay for course-related fees such as a welding mask for a welding course. See additional details in the FAQs.
- Postsecondary credits earned through dual enrollment do not count toward a student’s HOPE Grant or HOPE Scholarship caps.
- Students attending a Georgia public or private high school or a home study program operated pursuant to law are eligible to participate in MOWR.
- MOWR strengthens partnerships between postsecondary institutions and K-12 schools, which is formalized in a signed agreement by participating institutions with the Georgia Student Finance Commission.

We strongly encourage all postsecondary institutions and K-12 schools and partners to participate in and support this worthy program, and we ask that you please share this opportunity and information with others. For more information on MOWR, please visit the Georgia Student Finance Commission [website](#).

We believe MOWR furthers the Alliance of Education Agency Heads’ mission to create an innovative and collaborative education system that is student-focused and facilitates student success. Through this streamlined program, we are confident that Georgia’s workforce will be better prepared to meet the demands of the 21<sup>st</sup> century global economy.

Sincerely,

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President, Georgia Student Finance Commission

Gretchen Corbin  
Commissioner, Technical College System of Georgia

Erin Hames  
Deputy Chief of Staff, Governor Nathan Deal

Kelly Henson  
Executive Secretary, Professional Standards Commission

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Amy Jacobs  
Commissioner, Department of Early Care & Learning

Martha Ann Todd  
Exec. Director, Governor’s Office of Student Achievement

Richard Woods  
Superintendent, Georgia Department of Education

**1. What is the Move On When Ready program?**

Move On When Ready (MOWR) is Georgia's new dual enrollment program that allows high school students to earn college credit while working on their high school diploma. The new law streamlines the existing dual enrollment options (Move On When Ready, Accel and HOPE Grant) into one program with one funding source. By consolidating the existing programs into a single program, it will be easier for students and parents to navigate and take advantage of the available options to enroll in college courses while still in high school. The new MOWR program includes provisions to help remove some of the financial barriers that may prevent students from participating in a dual enrollment program.

High schools are to provide MOWR program information to each 8th grade public school student at the time the student is developing his or her individual graduation plan as required by O.C.G.A. 20-2-327.

The new MOWR program is administered by the Georgia Student Finance Commission (GSFC).

References available on **GAcademy411.org**: FY 2016 Move On When Ready Program Regulations, Move On When Ready Web page, MOWR FAQs for Students/Parents, and Dual Enrollment Comparison Chart.

**2. When is the new MOWR program in effect?**

The program was signed into law on April 30, 2015 and is effective July 1, 2015 (FY 2016) and begins with the fall term of the academic year 2015-2016.

**3. Can a student pursue his/her high school diploma and a postsecondary degree or certificate at the same time?**

Yes, while in high school, eligible students may choose to pursue a postsecondary degree, diploma or certificate. Students should speak with their high school counselor to explore the options associated with this opportunity.

Eligible high school students may choose to pursue their high school diploma by:

1. Completing required courses as listed on the GADOE High School Required Course List, including two English, two math, two science, and two social studies courses, the associated end of course tests for each, and one health and physical education course (courses that would normally be taken during the 9th and 10th grade year); and,
2. Enrolling at an eligible participating postsecondary institution and earning one of the following:
  - a. Associate degree,
  - b. Technical diploma, or
  - c. Two certificates in one specific career pathway, all postsecondary academic education, technical education and training prerequisites for any state, national, or industry occupational certifications or licenses required to work in the field as determined by the Technical College System of Georgia (TCSG).

## **PARTICIPATION IN MOWR**

### **4. How do eligible high schools, home study programs and postsecondary institutions participate in MOWR?**

Each eligible high school, home study program and postsecondary institution must execute a Participation Agreement as prescribed by GSFC in order to participate in the program.

- High schools may choose to participate by completing the MOWR High School/Home Study Program Participation Agreement.
- Eligible home study students may choose to participate in MOWR by their parent completing the MOWR High School/Home Study Program Participation Agreement.
- Eligible postsecondary institutions may choose to participate in MOWR by completing the MOWR Postsecondary Institution Program Participation Agreement.

### **5. Where can the MOWR Program Participation Agreements be accessed?**

The MOWR High School/Home Study Program Participation Agreement and the MOWR Postsecondary Institution Program Participation Agreement are located on **GACollege411.org** on the MOWR Web page.

The FY 2016 Participation Agreements were also provided with Dear Colleague Letter (DCL) 2016-02– MOWR Implementation and Instruction for Eligible High Schools and DCL 2016-03- MOWR Implementation and Instruction for Eligible Postsecondary Institutions.

### **6. How should a Participation Agreement be submitted?**

All MOWR Program Participation Agreements must be submitted to GSFC:

Email: [sas@gsfc.org](mailto:sas@gsfc.org)

Fax: 770.724.9249

Mail: Georgia Student Finance Commission  
Attention: Student Aid Services  
2082 East Exchange Place  
Tucker, GA 30084

## **ELIGIBILITY**

### **7. Which students are eligible to participate in MOWR?**

To be eligible to participate in the MOWR program, students must be in the 9th, 10th, 11th or 12th grade at a participating eligible high school or in a home study program operated in pursuant to O.C.G.A. 20-2-690.

Students must meet the MOWR/dual enrollment admissions requirements set by the participating postsecondary institution they wish to attend. Those requirements may include a minimum grade level and/or age requirement.

The admissions requirements set for applicants wishing to participate in the MOWR program may not differ from those set for dual enrollment students wishing to attend the institution in the same manner but who are not eligible for MOWR.

Students must also meet the postsecondary institution's satisfactory academic progress policies.

**8. Is there a residence requirement to participate in MOWR?**

There is no residence or citizenship requirement to participate in the MOWR program.

A student must be enrolled at an eligible participating high school located in Georgia or home study program operated pursuant to Code Section 20-2-690 located in Georgia, and meet the postsecondary admissions requirements and enroll in a participating postsecondary institution.

**9. May a student attending an out-of-state high school, home study program or distance learning program operated in another state participate in the MOWR program as long as they live in Georgia?**

A student living in Georgia but attending a public or private high school out of state is not eligible for MOWR.

A student must be enrolled in an eligible participating high school or home study program operated pursuant to Code Section 20-2-690 in order to participate in the MOWR program. A home study program utilizing curriculum from out of state does not disqualify the home study student whose parent completed the requirements of O.C.G.A. 20-2-690.

**10. May participating high schools establish eligibility requirements for students participating in the new MOWR program?**

Any student meeting the definition of 'eligible high school student' is eligible to participate provided the MOWR admissions requirements to attend the eligible participating postsecondary institution are met. High schools are to provide MOWR program information to each 8th grade public school student at the time the student is developing his or her individual graduation plan as required by O.C.G.A. 20-2-327.

**11. Are students who participate in the new MOWR program eligible to continue to participate in extracurricular activities, clubs and athletics at their high school?**

Yes, MOWR students may continue to participate in activities, clubs and athletics at their high school.

**ADMISSIONS & APPLICATION**

**12. Can postsecondary institutions set Admissions Policies for MOWR applicants?**

Each participating postsecondary institution can set its admissions policies for high school dual enrollment students. The admissions policies for all high school dual enrollment students must be the same whether the student is funded through MOWR or another funding source. The admissions policies for dual enrollment students do not have to be the same policy for the traditional student population (e.g. college-age freshmen, transfers, etc.).

**13. What is the application process for MOWR?**

The MOWR Application has three parts:

*Part A:* Student Section – should include parent and student information.

*Part B:* High School or Home Study Program Section – should include student information and advisement of dual enrollment and high school requirements.

*Part C:* Postsecondary Institution Section – should include student information and advisement of dual enrollment, as well as postsecondary course requirements.

The MOWR application is required each term the student plans to participate in the dual enrollment program and would like to receive funding from MOWR. The MOWR application requires the dual enrollment courses to be listed and approved by the high school/home study program and postsecondary institution. The courses must be from the MOWR Approved Course Directory located on **GCollege411.org**.

**14. Are there application deadlines?**

The MOWR program does have term specific application deadlines.

The student, high school/home study program or parent and the postsecondary institution must complete the MOWR application and submit it to GSFC by the following deadlines:

<b>Term</b>	<b>Application Deadline</b>
Fall	October 1
Winter	March 1
Spring	March 1
Summer	May 15

High schools may also have a MOWR procedure for students and parents. Students must be approved and classified as a MOWR student.

High schools and postsecondary institutions may also set institutional deadlines for participation.

**15. How do dual enrolled students from the previous year apply?**

Accel applications completed by students in spring 2015 (before the MOWR application was released in mid-June) can be used for the MOWR program's Fall term 2015. Accel applications not completed by October 1, 2015 will be deleted.

Dual enrolled students that completed a GSFAPPS for HOPE Grant in the past are required to complete a MOWR application.

Students that participated in the previous MOWR program must complete a current MOWR application for each term of participation.

**16. Which MOWR application should a student complete?**

Students attending an eligible public or private high school in Georgia should complete the Move On When Ready online application that can be found on **GCollege411.org**.

Home study students must complete the paper application that can be printed from **GCollege411.org**.

**17. Is a student eligible to attend more than one postsecondary institution in the same term in the MOWR program?**

Yes, a MOWR student may take courses at more than one postsecondary institution. See the *Funding* section of this document for more information.

**ENROLLMENT REQUIREMENTS**

**18. Are students required to take an End of Course (EOC) assessment associated with a course they complete through the MOWR program?**

Yes, public school students participating in the MOWR program are required to take all appropriate EOCs. Students who are home schooled or attend a private school are not required to take EOCs.

More information on the EOCs can be found online at [EOC Assessment](#).

**19. Are students participating in the MOWR program eligible to enroll in online courses or transient courses?**

Yes, MOWR students may enroll in courses offered online or approved as transient provided the course appears on the approved course list. Students should be advised to carefully consider (1) whether an online course is a good fit before enrolling in the course and (2) to pursue a course load that is manageable.

## **20. How are courses added to the MOWR Approved Course Directory?**

Each institution must submit courses through the GATRacs process, similar to the Accel course approval process. Courses are submitted to GaDOE for review and the assignment of a code for the high school dual credit tracking on the transcripts. Upon the completion of the process, the courses are included in the MOWR Approved Course Directory located on **GCollege411.org**.

Courses that were in the Accel Course Directory and the original MOWR program supplemental list were transferred to the MOWR Approved Course Directory the first week of July, 2015.

## **21. What if my institution is not familiar with the GATRacs process?**

Contact the GATRacs (Georgia Transfer Articulation Cooperative Services) office at [GATRACS@usg.edu](mailto:GATRACS@usg.edu).

They can provide assistance or training on the GATRacs process for submitting courses to the MOWR Approved Course Directory.

## **22. How often is the MOWR Approved Course Directory updated?**

The course directory is updated weekly.

## **FUNDING**

### **23. How is MOWR funded?**

The program is funded through state appropriations. Institutions must invoice GSFC to receive payment. The process is similar to how invoicing and payments were handled with the previous Accel program.

### **24. What MOWR funds are provided at the postsecondary level?**

#### ***Tuition***

**Public Postsecondary Institutions:** Standard undergraduate tuition up to a maximum of 15 credit hours per term, per school.

**Private Postsecondary Institutions:** \$250 per semester hour and a maximum of 15 hours; \$187 per quarter hour and a maximum of 12 hours.

In the event the funds provided to the institution by GSFC do not cover a student's tuition for the term, the institution must waive/not charge any remaining tuition balance.

If a student chooses to enroll in courses that are not MOWR approved courses, the student may be charged for those non-MOWR courses.

***Textbooks***

Postsecondary institutions on the semester system will receive a payment of \$25 per semester hour to be applied towards textbooks. Institutions on the quarter system will receive a payment of \$15 per quarter hour.

Institutions are required to provide textbooks at no cost to participating students.

The postsecondary institution may charge a MOWR recipient a fine for a lost or damaged book which was loaned to the student, up to \$75 or the cost of the book minus the book allowance, whichever is less.

***Mandatory Fees***

Postsecondary institutions will receive \$50 per semester or quarter for each participating MOWR student to be applied to mandatory fees. The institutions are required to waive any remaining balance of mandatory fees.

If the institution does not charge any mandatory fees to all students then the institution will not receive the \$50 MOWR fee amount.

***Other Fees***

**Non-Course Related Fees**

Institutions may not charge students for non-course related fees. Non-course related fees are those fees charged by a postsecondary institution to students regardless of enrollment status and are not charged to every student. These fees do not include fees that are optional to a student such as parking fees, graduation fees, etc. If a postsecondary institution charges a fee to all students, then the fee is considered mandatory. Room and board fees, charges or deposits, meal plan costs and charges, or fines incurred due to actions by a student such as parking tickets, library fines, and late fees or lost or damaged book charges, are not included in non-course related fees.

**Course Related Fees**

The Eligible Postsecondary Institution can charge the student course related fees or for supplies or require the student to have the required course related items. Course related fees or supply items are considered required for participation in a specific course and all students enrolled in the specific course are required to purchase or pay a fee for such items. Course related fees or supplies may include: lab fees, materials, supplies, tools and equipment. Course related fees or supplies do not include books. MOWR will not provide for course related fees.

**25. If an institution offers optional access to facilities and resources not supported through the student mandatory fees, can the student be charged?**

Yes, if the student chooses to use facilities or resources not made available to all students through mandatory fees the student can be charged for the optional resource or activity.

**26. What MOWR funds are provided at the high school level?**

Public high schools maintain the full FTE funding but do not receive the \$200 administrative fee that was available with the previous MOWR program.

The MOWR act provides some transportation funds for participating eligible public high schools. GSFC will be providing a MOWR Transportation Grant Application packet in late fall 2015. The packet will be provided to those public high schools that have submitted a complete FY 2016 MOWR Program Participation Agreement.

**ADDITIONAL QUESTIONS**

**27. Does a MOWR student have full access to all facilities and resources at the postsecondary institution?**

Yes, the MOWR legislation states that institutions must “accept the amount paid by the commission [GSFC] as full payment for an eligible high school student’s tuition, mandatory and non-course related fees, and course books.” Since the institutions must consider a MOWR student as having his or her mandatory and non-course related fees as paid in full, the student must be provided access to all the facilities, services and resources funded through the mandatory fees.

**28. Are participating high schools required to provide transportation between the high school and the postsecondary institution for their MOWR students?**

High schools are not required to provide transportation to and from the postsecondary institution; however, public eligible high schools may apply to GSFC for a transportation grant, provided availability of funds.

**29. Can students be dual enrolled but not be in MOWR?**

Yes, students can be dual enrolled and not be eligible for MOWR.

**30. Can high school students participating in other college programs be eligible for MOWR?**

Yes, if they apply and meet the MOWR requirements. Additionally, the courses for MOWR funding must be chosen from the MOWR Approved Course Directory located on **GAcademy411.org**.

If a student chooses to enroll in courses that are not MOWR approved courses, the student may be charged for those non-MOWR courses.

### **1. What is the Move On When Ready program?**

Move On When Ready is Georgia's new dual enrollment program that allows high school students (9th – 12th grade) to earn college credit while working on their high school diploma. Move On When Ready replaces Accel, HOPE Grant for dual enrollment and the previous Move On When Ready program. The new Move On When Ready program now covers tuition, mandatory fees and required textbooks.

### **2. Why was the new Move On When Ready program created?**

The new Move On When Ready program is easier for students, parents and schools to understand – it is streamlined with one funding source and one set of eligibility requirements and regulations.

In addition, Move On When Ready aims to expand dual enrollment opportunities by increasing the number of courses students can take for college credit and removing financial barriers to student participation.

The goal of Move On When Ready is to increase college access and completion, and prepare students to enter the workforce with the skills they need to succeed.

### **3. What are the benefits for a student participating in the Move On When Ready dual enrollment program?**

There are several benefits for students who participate in Move On When Ready.

- Introduces students to college-level coursework.
- Earning college credits while still in high school may enable students to graduate early and/or possibly even earn an associate degree, diploma or certificate.
- Helps students adjust to certain aspects of the college experience (e.g., classes, coursework, instruction, being on a college campus) so the transition from high school to college may be easier.
- Students who participate in a dual enrollment program are more likely to go to college and get a college degree.
- Students may be able to take classes that are not offered at their high school, especially in subject areas they are interested in for a potential career.
- Participating in a dual enrollment program demonstrates a student's ability to handle more difficult coursework which is something college admissions officers may look upon favorably during admissions and recruiting.
- Taking college-level classes while still in high school may build confidence and encourage those students who may not be thinking about college to reconsider.

**4. Who is eligible to participate in Move On When Ready?**

All high school students (9th – 12th grade) attending a public or private high school in Georgia or home study program operated in accordance with O.C.G.A. 20-2-690(c) can participate in Move On When Ready.

Students should begin receiving program information and materials in 8th grade in preparation for high school. Public high schools are required to provide Move On When Ready program information and materials to each 8th grade student when the student is developing his or her individual graduation plan.

**5. How do eligible high schools and postsecondary institutions participate in Move On When Ready?**

Each eligible high school (public, private or home study program) must complete a MOWR Program Participation Agreement as provided by the Georgia Student Finance Commission (GSFC) in order to participate in the program.

**6. What do students have to do to participate in Move On When Ready?**

To participate in Move On When Ready, students sign an advisement form with their high school or home study program, meet the admissions requirements at the postsecondary institution of their choice and make satisfactory academic progress.

Interested students should see their high school counselor and visit **GCollege411.org** for program information and the application.

**7. What classes/courses will be available to students?**

Approved courses for Move On When Ready are listed in the [Move On When Ready Approved Course Directory](#). Approved classes may include degree level or non-degree level courses in the five main academic areas (English, math, science, social studies and foreign language), as well as electives, career, technical and agricultural offerings.

The courses a student chooses each term must be listed on his or her Move On When Ready application and must be approved by his or her high school and the postsecondary institution he or she will be attending.

**8. Can a student pursue his/her high school diploma and a postsecondary degree or certificate at the same time?**

Yes, while in high school, eligible students may choose to pursue a postsecondary degree, diploma or certificate. Students should speak with their high school counselor to explore the options associated with this opportunity.

Eligible high school students may choose to pursue their high school diploma by:

1. Completing required courses as listed on the GADOE High School Required Course List, including two English, two math, two science, and two social studies courses, the associated end of course tests for each, and one health and physical education course (courses that would normally be taken during the 9th and 10th grade year); and,
2. Enrolling at an eligible participating postsecondary institution and earning one of the following:
  - a. Associate degree,
  - b. Technical diploma, or
  - c. Two certificates in one specific career pathway, all postsecondary academic education, technical education and training prerequisites for any state, national, or industry occupational certifications or licenses required to work in the field as determined by the Technical College System of Georgia (TCSG).

**9. Are online courses available to students participating in Move On When Ready?**

Yes, Move On When Ready students can enroll in online courses if the course is on the approved course list. Students should carefully consider whether an online course is a good fit for them before enrolling.

**10. Will students have to take an End of Course (EOC) assessment for a class they complete through Move On When Ready?**

Yes, public school students participating in Move On When Ready are required to take all appropriate EOCs. Students who are home schooled or attend a private school are not required to take EOCs.

**11. When will Move On When Ready be offered?**

Beginning Fall term 2015, students may participate in Move On When Ready for all terms.

- Fall, spring and summer semesters
- Fall, winter, spring and summer quarters

**12. How does a student apply to participate in Move On When Ready?**

Students attending an eligible public or private high school or participating in the GAMES Academy or the Advanced Academy of Georgia should complete the Move On When Ready *online* application which can be found on **GCollege411.org**.

Home study students must complete the *paper* application which can be printed from **GCollege411.org**.

The application has three parts:

- Students and parents complete Part A
- High school counselors or home study instructors complete Part B
- Postsecondary institutions complete Part C

All three sections of the application must be completed and submitted to GSFC:

Email: [sas@gsfc.org](mailto:sas@gsfc.org)

Fax: 770.724.9249

Mail: Georgia Student Finance Commission  
Attention: Student Aid Services  
2082 East Exchange Place  
Tucker, GA 30084

### 13. What are the deadlines to submit the application?

The MOWR program does have term specific application deadlines.

The student, high school/home study program or parent and the postsecondary institution must complete the MOWR application and submit it to GSFC by the following deadlines:

<b>Term</b>	<b>Application Deadline</b>
Fall	October 1
Winter	March 1
Spring	March 1
Summer	May 15

High schools may also have a MOWR procedure for students and parents. Students must be approved and classified as a MOWR student.

High schools and postsecondary institutions may also set institutional deadlines for participation.

### 14. What expenses does the Move On When Ready program cover for eligible participants?

Students who meet all eligibility requirements will receive a student-specific award amount to be applied to tuition, mandatory fees and books. The postsecondary institution cannot charge the student any additional tuition or mandatory fee costs for approved MOWR courses. The postsecondary institution must provide the required textbooks for the approved MOWR courses. How the books are provided to the MOWR student is determined by the postsecondary institution.

The aid is paid to the postsecondary institution. The award chart for Move On When Ready can be found on **GCollege411.org**.

**15. What expenses are not covered by the Move On When Ready program?**

Students may incur expenses for course related fees and supplies required for a particular course or optional fee charged by the postsecondary institution. If the postsecondary institution provided the textbooks through a lending program, the student may be charged a lost or damaged book fee if the book is not returned in the required condition.

The student is responsible for tuition and fees for any course taken that is not on the MOWR Approved Course Directory and the student's MOWR application.