

Southeast High School

Early College/Dual Enrollment Programs Agreement

Student name _____ College ID # _____

As a student planning to enroll in a Dual Enrollment program through either State College of Florida or University of South Florida – Sarasota/Manatee, my parent/guardian and I understand:

1. I must take responsibility for meeting admission requirements and completing the application process. I must also take responsibility for meeting the enrollment and testing deadlines.
2. I understand that the college calendar may be different from the school district's calendar and that the school district has no authority to change or alter the college calendar or procedures.
3. Once I am approved to take courses, I must notify and work with my counselor on my course schedule each semester to ensure that I am completing graduation requirements, completing any additional paperwork needed and registering for approved courses. This process will need to be completed each semester (except for USF classes taken at SEHS).
4. I am responsible for verifying college course pre-requisites and meeting with an advisor at the college if I am unsure about the requirements for the college degree. High school counselors will only advise on high school requirements.
5. Once I am enrolled and attending classes, I cannot withdraw until the semester is completed, nor will I drop or add courses without the approval of my counselor. I must maintain a full-time schedule (3.5 credits per semester) if I am enrolled part time at the college. If I withdraw from a course after the initial drop/add date, I will be ineligible for DE during the following term.
6. I will continue to be classified as a student with the School District of Manatee County and can participate on school teams and in school events, including graduation.
7. I will also be classified as a non-degree seeking college student and the course grades I earn will count for high school and college credit and will be recorded on both transcripts.
8. If I earn a W, C- (USFSM only), D, or F for **any** dual enrollment course, I will be ineligible for **all** DE programs the following term, even if enrolled at two different institutions.
9. Grading policies are determined by the college. I will refer to the course syllabus for each course for grading information.
10. All courses and grades will appear on my high school and college transcripts. Grades at both schools will be factored into my cumulative GPA, which is used to determine my class rank, eligibility for Bright Futures (and other scholarships), and future college admissions. If I earn below a C in any dual enrollment course, it is important to discuss the possibility of grade forgiveness with my school counselor as this may negatively affect college acceptances.
11. I have read and agree to the *School District of Manatee County Dual Enrollment Textbook Procedures* and will comply with those guidelines. There will be no charge to me for tuition or books.

I have read and agree to the criteria above. I understand that failure to meet any of the above criteria may render me ineligible for participation in the Dual Enrollment Program in the future.

Student Signature _____ Date _____

Email Address _____ Cell # _____

Parent/Guardian Signature _____ Date _____

Email Address _____ Cell # _____