

Student's Name _____

Heritage High School
Dual Enrollment Contract

- 1) Students must complete all EFSC Admission steps outlined on the Eastern Florida Dual Enrollment Application Steps Checklist to begin Dual Enrollment **by the required deadlines** (see website for checklist).
- 2) Dual Enrollment students will attend classes at EFSC with students of varying ages and life experiences and are subject to the same policies and responsibilities as traditional college students.
- 3) Course content, instruction, academic expectations, and educational materials in EFSC courses have been developed for adult students (typically aged 18 or older) and will not be modified or changed to accommodate younger students.
- 4) Under the Family Educational Rights and Privacy Act (FERPA), progress reports, test scores, assignment grades, and final grades are examples of protected student information. Parents may not access this information without the written authorization of the student.
- 5) The high school counselor is the point of contact for parents seeking information about their student's academic progress at EFSC. Parents may not contact their child's EFSC instructor in person, by phone, or by email for this information.
- 6) The student's EFSC Titan email is the official means for communicating with college faculty and staff. College employees will not communicate with a registered student using the student's high school or personal email account. The student may provide their preferred email (Heritage, EFSC, or personal) to their high school counselor to use. Students must check their EFSC Titan email, Heritage email, AND their personal email daily.
- 7) EFSC uses the Canvas Learning Management System in online and on-campus classes. First-time students must complete the online Student Canvas Orientation and should be aware that their instructors may require an assignment during add/drop week.
- 8) Students must meet placement test scores and GPA requirements for initial entry, then maintain an unweighted high school GPA of at least 3.0, and a college GPA of at least 2.0 to remain in the dual enrollment program. A college ready math score is required by 12th grade.
- 9) Students are responsible for knowing important dates on the EFSC Academic Calendar (which is on the EFSC website), including, but not limited to registration deadlines, add/drop and withdrawal deadlines, graduation application deadlines, and important due dates identified in each course syllabus.
- 10) EFSC does not have classes on Fridays. On Fridays, 10th grade students report to the cafeteria during 3rd and 4th period. Students must remain in the cafeteria, and cannot go to other classrooms, wander around campus, or go into the parking lot. If the student is not in the cafeteria during this time, they will receive a referral for being "out of area". Students must also be wearing their EFSC student ID's while in the cafeteria.
- 11) Grades received in Dual Enrollment courses become part of the student's permanent college and high school transcripts; a pattern of poor grades and withdrawals from dual enrollment classes can impact future college admissions, scholarships, and financial aid. Students with poor grades at Heritage and/or EFSC may be subject to removal from the Dual Enrollment program.
- 12) Students who receive two or more Withdrawals (W's) in a semester, or are Academically Withdrawn (W4) in at least one course by EFSC in a semester, will be removed from Dual Enrollment for a semester. If a student withdraws from a course, or is academically withdrawn by EFSC from a course, and does not tell their high school counselor, the student will be removed from Dual Enrollment for two semesters.
- 13) If the majority of the student's grades are D's, F's and/or W's, they will be removed from Dual Enrollment for a semester.
- 14) Students are expected to follow the BPS Student Code of Conduct and the EFSC Student Code of Conduct. Cheating, including plagiarism, is a serious disciplinary offense at EFSC and students may receive a grade of "F" in the class, as well as lose their dual enrollment eligibility. Students will be removed from Dual Enrollment for poor behavior deemed inappropriate, whether occurrence happens on Heritage High School or EFSC's campus.
- 15) Students must attend their EFSC classes regularly and are responsible for knowing the attendance policy for each of their classes. Students follow both the BPS and EFSC Academic Calendars.
- 16) Students must have good attendance at Heritage to begin Dual Enrollment, and must have good attendance at Heritage and EFSC to stay in Dual Enrollment.
- 17) EFSC does not have an excused absence policy.
- 18) Students must follow the directions provided by their high school media specialist to receive free, required college textbooks. Inability to follow high school textbook directions and/or meet high school textbook pick up and drop off deadlines will result in the student paying for the textbooks. Students are responsible to pay EFSC for the required consumable materials such as

workbooks and/or lab manuals, the annual parking permit, the WI-FI access fee, library fees, intent to graduate application, and any EFSC parking fines/tickets.

- 19) Transportation will be provided to 10th graders during the Heritage High School 3rd and 4th period time frame. They will leave their 2nd period early to make the bus on time, which departs Heritage promptly at 10:15am, and are responsible for all missed classwork/assignments from their 2nd period. Students must be on time for the bus going to and coming from EFSC. The bus will leave EFSC promptly at 12:15pm to return to Heritage. When the 10th grade students return to Heritage's campus by bus from EFSC, they will attend "C" lunch, then proceed to 5th period when the bell rings. Students are responsible for their own transportation when public schools are not in session, and if they miss the bus. (The 2nd period class in which the student would be leaving early from might be a core class (English, math, science, or history) and might not be able to be changed).
- 20) 11th and 12th graders are responsible for their own transportation to and from campus, and must take their courses either at the beginning or end of their Heritage High School schedule. This will be discussed and selected with their high school counselor. 11th and 12th grade students don't have to be on campus when they don't have a Heritage class, however, if they are on campus, they must be in the cafeteria. Students must remain in the cafeteria, and cannot go to other classrooms, wander around campus, or go into the parking lot. If the student is not in the cafeteria during this time, they will receive a referral for being "out of area". Students must also wear their EFSC student ID's while checking in or out of the front office, while they're walking to the cafeteria, and while sitting in the cafeteria.
- 21) If a Dual Enrollment student would like to take additional EFSC courses outside of their dual enrollment course load or retake a dual enrollment course in which they did not pass, they can do so through ECCO (Early College Credit Option) in which the student is responsible for: registering for the course(s) directly through their EFSC advisor, and paying for the tuition, fees, and textbooks themselves. Courses taken through ECCO only count for college credit on their EFSC transcript, and DO NOT count for high school credit, nor will ECCO courses show on their high school transcript.
- 22) Students' EFSC courses should not overlap or interfere with their high school schedule.
- 23) To earn the AA degree by high school graduation, students must start at the beginning of 10th grade and do a part time schedule for three years. All other students will finish their AA degree after high school graduation.
- 24) Students are required to consult regularly with their high school counselor AND EFSC advisor to select courses that meet high school graduation and AA degree completion requirements. Students must meet with their EFSC advisor each semester to discuss post-secondary goals and upcoming semester course selections PRIOR to meeting with the high school dual enrollment counselor to select their upcoming semester courses. Students are also responsible for submitting their passing AICE exam results to EFSC to obtain their college credit from their AICE exams that they passed each time exam results are distributed. Delay in submitting exam results to EFSC can delay students from taking necessary courses for their AA degree.
- 25) Summer classes are needed to earn an AA degree by high school graduation, but are not required.
- 26) Additional study expectations are required with college courses, and balancing college, high school, and extracurricular demands is necessary.
- 27) All AA degree students are required to identify their intended university major at 30 credit hours with their EFSC advisor. This enables students to complete the prerequisites for their chosen bachelor's degree program within their AA degree. Students may change their major, but this may delay their degree, and also entry into their selected program of study at their university of attendance.
- 28) The State of Florida Guarantees that students who graduate from a Florida state college with an AA degree will be admitted to one of the twelve public Florida universities. They are not guaranteed immediate admission, however, to the university of their choice, nor to the selected major at the university.

Our signatures indicate we are aware of program policies and agree to adhere to these stipulations. As the parent/guardian, I give my student permission take the PERT exam and to register for Dual Enrollment classes recommended by the high school counselor and college advisor:

Student Name (Please print)

Student Signature ***Date***

Parent Name (Please print)

Parent Signature ***Date***