

## Dual Enrollment Student and Parent Information and Agreement

This agreement outlines the policies and procedures that Dual Enrollment students are expected to follow. Students and parent/guardian are required to agree to the items listed below. Please read each item and initial next to each. Please sign the bottom, stating that you have read, understand, and agree to the following:

| Student Initial | Parent Initial |  |
|-----------------|----------------|--|
|                 |                | 1. The Ida S. Baker High School bell schedule, block schedule, and calendar do not coincide with those of FSW. Careful consideration of these factors is necessary when selecting the appropriate college courses. Students taking an online course must have reliable online access.  |
|                 |                | 2. Students must provide Dual Enrollment Coordinator with a copy of their FSW schedule.  |
|                 |                | 3. Dual Enrollment is recommended only for independent, self-motivated students. Students are responsible for all aspects of their coursework. Parents and Baker staff do not have access to grades until the end of each semester when the college reports the final grades to the high school. There is no communication between the college professor and Baker or parent.  |
|                 |                | 4. It is the Dual Enrollment student's responsibility to know when college courses start and to begin the coursework on time. Students shall log onto the FSW website to view the calendar and verify when classes start and end.  |
|                 |                | 5. Textbooks shall be issued according to the following process: Upon receipt of the student's FSW schedule, textbooks shall be requested from the District book repository by Dual Enrollment Coordinator. Classes added after the Dual Enrollment deadline may not have textbooks available for the first day of classes. All Dual Enrollment instructional materials must be ordered through this process. <u>The School District is unable to refund instructional material purchases made by students or parents.</u>   |
|                 |                | 6. All textbooks and materials are the property of the School District of Lee County and must be returned to Baker within five days of the course end date. Failure to return issued textbooks/materials will result in charges to the student's account requiring payment in full.  |
|                 |                | 7. The FSW add/drop period is offered only during the first week of the college semester. Dropping a course requires a Registration Approval form to be completed and signed by Dual Enrollment Coordinator. It is the student's responsibility to take the signed Registration Approval form to the FSW Registrar by the add/drop deadline to drop the course. Students are required to return proof of dropping the course to Dual Enrollment Coordinator within two school days of receiving the signed Registration Approval form. Dropping a Dual Enrollment course may result a change to the student's Baker schedule. <b><u>Students may not drop a Dual Enrollment course after the add/drop period ends.</u></b> |

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|  |  | 8. Withdrawal from a Dual Enrollment course is prohibited unless the student has serious extenuating circumstances. Requests for withdrawal shall be made by following the late drop petition process outlined in the college catalog. Students meeting the extenuating circumstance criteria may begin this withdrawal petition process only with permission from the Assistant Principal of Curriculum and the School District Chief Academic Officer. Withdrawal requests are rare and are not guaranteed to be approved. Remember, there are college consequences to withdrawal and this is an option of last resort. |
|  |  | 9. Grades from FSW are a part of both the high school transcript and the college transcript. These courses should be taken very seriously as they will remain a part of the permanent academic record.  |
|  |  | 10. Full-time students are required to provide a current phone number and email address to Dual Enrollment Coordinator. Students are further required to check in with Dual Enrollment Coordinator on a monthly basis to ensure progress may be monitored and that the student is kept aware of all high school activities.   |
|  |  | 11. Dual Enrollment students must maintain the required unweighted high school GPA. If a student's GPA falls below the requirement, the student will be exited from the Dual Enrollment program. Students are also required to maintain a minimum college 2.0 GPA.  |
|  |  | 12. It is the student's responsibility to request and pay for transcripts of FSW coursework to be sent to the future institutions of acceptance.  |

Dual Enrollment Coordinator: Kim d'Albenas

[kimberlyd@leeschools.net](mailto:kimberlyd@leeschools.net)

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My signature denotes that I have read and accepted the terms of this notice regarding Dual Enrollment opportunities and responsibilities at Florida SouthWestern State College. I agree to abide by all the above stipulations.

|                       |                      |                     |       |
|-----------------------|----------------------|---------------------|-------|
| _____                 | _____                | _____               | _____ |
| Student Printed Name  | Date                 | Parent Printed Name | Date  |
| _____                 |                      |                     |       |
| _____                 | _____                |                     |       |
| Student Signature     | Parent Signature     |                     |       |
| _____                 |                      |                     |       |
| _____                 | _____                |                     |       |
| Student Email Address | Parent Email Address |                     |       |
| _____                 |                      |                     |       |
| _____                 | _____                |                     |       |
| Student Cell Number   | Parent Cell Number   |                     |       |
| _____                 |                      |                     |       |