

APPROVAL FORM FOR HIGH SCHOOL STUDENTS

SECTION I - STUDENT INFORMATION: (PLEASE PRINT)

Last Name _____ First Name _____ MI _____ Date of Birth / / Polk State College Student ID _____
 High School Name _____ Graduation Month/Year _____ Counselor's Name _____ / Phone Number _____ / E-mail Address _____
 POLK STATE COLLEGE ACADEMIC TERM _____ YEAR _____

SECTION II - COUNSELOR or HOME SCHOOL PARENT APPROVAL:

EARLY ADMISSION: (12 – 15 credits per semester)

Courses Needed to Graduate:

- English IV
 American Gov't
 Economics
 Elective credits _____
 Other _____

ACCELERATED DEGREE PROGRAM: (15+ credits per semester in selected programs) (Polk State staff adds the AD student designator) Digital Media Technology (Graphic Design Specialization, Video Production Specialization), Network Systems Technology (Network Infrastructure Administration, Network Infrastructure Design, Network Server Administration, Network Virtualization and Cloud Technologies).

- I understand that I must take at least 15 college credit hours per semester, be in the 12th grade, and meet and maintain the requirements of Early Admission. My program of choice is: _____.
- I understand that I am financially responsible for optional industry certifications which are outlined by degree in the College's catalog/handbook.
- I understand that I can view my selected schedule of courses by term through my degree audit in PASSPORT.

DUAL ENROLLMENT: (3 – 11 credits per semester)

- Students who have earned a minimum of six (6) high school credits in core courses may take one (1) college course per term.
- Students who have earned a minimum of eight (8) high school credits in core courses may take up to two (2) college courses per term.
- Students who have earned a minimum of ten (10) high school credits in core courses may take up to eleven (11) college credit hours per term regardless of the number of courses.

Courses Approved: _____

Substitutions may occur when approved course is not available.

Current High School Record			
HS Grade Level:	HS GPA:	HS Credits Earned	Test Scores Used to Qualify:
<input type="checkbox"/> Sophomore		To Date:	Reading: Type: _____ Score _____ Date: _____
<input type="checkbox"/> Junior			Writing: Type: _____ Score _____ Date: _____
<input type="checkbox"/> Senior			Math: Type: _____ Score _____ Date: _____

Counselor or Home School Parent Signature _____ Date _____
For the home-schooled student and private school student, the parent/private school signature constitutes the signing of an articulation agreement with Polk State College. The Dual Enrollment Agreement and Addendums can be found on the website at polk.edu.

SECTION III - PRINCIPAL or HOME SCHOOL PARENT APPROVAL:

Polk County Students

- Signature indicates the **high school principal** or **home school parent** has read the PCSB-Polk State College Dual Enrollment Articulation Agreement and addendum and understands and agrees to its policies.
- The **private school principal** understands that books/ supplies are the responsibility of the private school.
- **Home school parents** have read the addendum for home schools and understand that books/ supplies are the responsibility of the parent.

Florida Virtual School Students

Florida Virtual School principal signature indicates the articulation between Polk State College and the Florida Virtual School has been read and that the principal agrees to its regulations and policies. Books and supplies are the responsibility of the Florida Virtual School and the students.

Principal or Home School Parent Signature _____ Date _____

Polk State College is committed to and encourages equal opportunity/equity/access for its programs, services, and activities.

STEPS TO REGISTRATION

Steps to Admission can be found on the website at <http://www.polk.edu/admission-aid/dual-enrollment-early-admission/>.

The Guide to Admission at Polk State (GPS) also contains questions and answers for dual enrolled students. All students must register with a college advisor. Public high schools will host an admission event and a registration event prior to the beginning of each term. Students may attend any event on any campus or come to the College to see an advisor.

Start by downloading or obtaining this Dual Enrollment Approval form and taking it to your high school counselor for approval. This signed and completed form must be brought with you when you see a college advisor.

*In all e-mail from Florida Virtual High School students to Polk State College, the subject line should state: [FLVS: Your Name].

Polk County School Board Students should attend an admission event on their high school campuses.

RULES TO PARTICIPATE

- ❖ Students are required to take the College's student orientation.
- ❖ Students may participate in any combination of dual enrollment, early admission, and the accelerated degree program for a total of three academic years.
- ❖ Students must maintain a minimum cumulative GPA of 2.00 at Polk State and continue to maintain a high school GPA of 3.00 in order to remain eligible for the dual enrollment program.
- ❖ Early Admission students, including accelerated degree program students, must maintain a minimum cumulative GPA of 2.0 at Polk State and maintain a high school GPA of at least 3.20 to remain eligible for the early admission program or the accelerated degree program.
- ❖ Students will pay for two attempts at a course. Third and subsequent attempts must be paid for by the student after completion of high school and at the "full cost of instruction," which is generally equivalent to out of state tuition.
- ❖ The College does not provide transportation to any college campus or center for dual enrollment. Transportation will be the responsibility of the student.
- ❖ All students, including dual enrollment students, are subject to FERPA privacy laws. Parents are not permitted information about the student's attendance, academic performance, or grades without proper FERPA permission regardless of the site where the class is held. Read the College Catalog for additional FERPA information. Advisors do not have nor are they able to provide attendance and grade information to parents.
- ❖ Students may withdraw from a dual enrollment course and receive a grade of "W" on their college transcript; however, the high school grade assigned for a withdrawal is based on the rules and regulations of the high school. Only the student, professor, or college administration can withdraw a student from a college class.

STUDENT AND PARENT AGREEMENT

1. I agree to abide by both Polk State College and high school rules and policies. I am aware that inappropriate conduct will result in administrative withdrawal from Polk State College coursework and possible other consequences.
2. I am aware that enrolling in a Polk State College course is voluntary, that I will be in class with regular college students of varying ages, and that Polk State College is not required to conduct background screening of its instructors and employees to the extent that is required by the PCSB.
3. I understand that Polk State College courses, textbooks, materials, and lectures are developed for the adult student, age 18 or older, and will not be modified or changed to accommodate younger students.
4. I understand that I am obligated to the attendance policy on the class's syllabus.
5. I understand that academic expectations are at the postsecondary level and that grades become a permanent part of **both** my college **and** high school records. I authorize Polk State College to forward my placement test results, my class schedule, and my grades to my high school for inclusion on my high school transcripts.
6. I am aware that parents may **NOT** access a student's college records, including attendance, grades, and any other non-directory information, **unless** the parent follows procedures to obtain such rights (Family Educational Rights and Privacy Act – FERPA).
7. I understand that even with FERPA rights, Polk State College faculty are not under obligation to share information with parents regardless of where the classes are held.
8. I understand that I may be registered for recommended alternatives to approved courses that are not available within my program objective.
9. I understand that class registration activity is between the student and Polk State College, not the student and the high school.

I certify that this application information is true and correct to the best of my knowledge. I understand that any misrepresentation may result in my application and/or registration being cancelled by Polk State College.

Student Signature

Date

Parent Signature

Date

Florida Virtual School Students: FLVS counselor will e-mail this completed form to dualenrollment@polk.edu or fax to 863- 297-1023.

All other students return in person to a Polk State College Academic Advisor at the time of registration.

Polk State College is an equal access/equal opportunity institution committed to excellence through diversity in education and employment. The college complies with all state and federal laws granting rights to applicants for employment or admission to the College, employees, and students. The College prohibits unlawful discrimination on the basis of race, color, national origin, creed, ethnicity, sex, age, religion, marital status, veteran status, genetic information or disability in any of its employment policies or practices, educational programs or activities.