Dual Enrollment Program Enrollment Agreement

SECTION I - STUDENT INFORMATION: Please PRINT in blue or black ink.

____________________________________   __________________________
Last Name                                      First Name            MI          Date of Birth     Polk State College Student ID
____________________________________   __________________________
High School Name                               HS Counselor’s Name    HS Counselor’s Phone   HS Counselor’s E-mail

POLK STATE COLLEGE ACADEMIC TERM ________________ YEAR __________

SECTION II - COUNSELOR or HOME SCHOOL PARENT APPROVAL:

□ EARLY ADMISSION: (12 – 15 credits per semester) (Students who have earned 21 high school credits.)
□ ACCELERATED DEGREE PROGRAM: (15+ credits per semester in selected programs)
□ DUAL ENROLLMENT: (3 – 11 credits per semester)

TEST SCORES:
Reading: Type: _________  Score: _________  Date: _________
Writing: Type: _________  Score: _________  Date: _________
Math: Type: _________  Score: _________  Date: _________

Guidance Counselor/ Home School Official Signature ____________________________ Date __________________

SECTION III – PRINCIPAL APPROVAL:
Polk County, Home School, Private, or Out-of-County Students
1. Signature indicates the high school principal (Polk or out-of-county) has read the Polk State College Dual Enrollment Articulation Agreement and relevant addendum and understands and agrees to its policies found at www.polk.edu.

Principal Signature ___________________________________________________________ Date __________________

SECTION IV – PARENT AND STUDENT UNDERSTANDINGS:
Student AND parent/guardian - Please initial each statement below. Your initials indicate that you understand the eligibility criteria, enrollment steps, registration timelines, articulation, and deadlines for enrolling as a dual enrollment student with Polk College. Student - initial the first line and parent - initial the second line.

1. I understand all the steps required to enter the dual enrollment program. ________ _________
2. I understand the timeline for each dual enrollment step and will abide by it. ________ _________
3. I understand that when I do not meet the criteria and timeline, I will not be able to enroll in the program. ________ _________
4. I understand that it is my responsibility to follow-up with all entities to ensure that enrollment in the program/course(s) takes place. ________ _________

June 2021
5. I understand the courses selected and enrolled in are solely my responsibility. __________ 

6. I understand participation in any combination of dual enrollment, early admission, and the accelerated degree program is limited for a total of three academic years no matter which semester is the initial enrollment. __________

7. I understand that I must maintain a minimum cumulative GPA of 2.00 at Polk State and continue to maintain a high school GPA of 3.00 to remain eligible for the dual enrollment program. __________

8. I understand that 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. __________

9. I understand the College covers 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. __________

10. I understand the College does not provide transportation to any college campus or center for dual enrollment. Transportation will be the responsibility of the student. __________

11. I understand 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. __________

12. I understand 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. __________

13. My signature below indicates that I have read the Polk State College Dual Enrollment Articulation Agreement and relevant addendum and I understand and agree to its policies found at www.polk.edu. __________

_________________________  _______________________
Student Signature            Date                  Parent/Guardian Signature  Date