

Dual enrollment students will be enrolled in courses that count toward high school graduation and college credit, so understanding the expectations of being a college student is important. To ensure that students understand the policies and procedures regarding conduct, communication, curriculum, and college policies, all students are asked to read and abide by the following; Principles of Participation and Student Responsibilities. This document applies to any student who is registered in any dual enrollment courses, including public school students, private school students, charter school students, and homeschool students. This document applies to any Traditional Dual Enrollment or Collegiate High Dual Enrollment student.

Principles of Participation for Dual Enrollment, Early Admission, and Collegiate High School students

- Students are required to communicate any issues to the appropriate people (high school contact, dual enrollment office, faculty, parents, etc.). If you are not sure who you need to communicate with, ask your high school contact or call the Dual Enrollment office at 386-312-4136)
 - Students are expected to address any course issues with their instructor, it is the student's responsibility to notify the instructor of absences caused by illness, emergencies, etc.
 - Postsecondary institutions must abide by the Federal Family Educational Rights and Privacy Act (FERPA). SJR State's faculty and staff are not permitted to discuss student performance with anyone other than the student or designated educational staff unless the student signs a release. For a copy of this act, please call our office at 386-312-4136 to be provided with the information.
- Dual enrollment students are held to the same standards as regular/traditional college students, unless otherwise restricted by federal, state or local requirements.
- Students must abide by all SJR State policies and procedures, including but not limited to, the SJR State Student Catalog/Handbook, attendance policies, academic integrity, and discipline policies as published.
 - The only excused (approved) absences are those sanctioned by SJR State. High school holidays, activities, and sports are not excused absences for students enrolled in classes at SJR State or dual enrollment courses held at the high school site. Students need to check the academic calendar before registering for courses to be sure there are no conflicts (spring break, winter break, summer vacation, etc.).
 - Academic work submitted by a student to the instructor is assumed to be the result of his or her own thought, research, or self-expression. When a student borrows ideas, workings or organizations from another source, he or she is expected to acknowledge that fact in an appropriate manner (citation).
 - Dual enrollment students are entitled to the same appeal processes (grade appeal or Academic Misconduct) as regular college students. The appeals process can last until the following semester. This process is conducted by the SJR State Office of Student Affairs.

- Students are required to know the policies and outcomes, related to grades, academic history, and graduation.
 - Students are not permitted to re-take courses in which they have earned a grade of “C” or higher.
 - Any letter grade below a “C” will not count as credit toward the Gordon Rule requirement (English, Math, and Humanities). However, all grades will be calculated into the student’s GPA and will appear on their college transcript.
 - All dual enrollment (college) grades will become part of the student’s permanent college transcript and may affect college admissions to other colleges and universities, financial aid, and Bright Futures eligibility. These grades are permanent.
 - Withdrawal (“W”) from a course will be listed on the student’s permanent college transcript.
 - College credits earned through the dual enrollment program will be recorded on both the student’s high school transcript and SJR State transcript.
 - Students who receive a D, F, or W in a course may not register for another course within that same term until they have completed the petition process through the SJR State Dual Enrollment office. For example, if a student receives a W in a Fall A course, they may not register for a Fall B course until they have completed the petition process.
 - Students are only permitted to take 2 courses during the Summer sessions (a maximum of 8 credit hours). Courses requiring a co-requisite will only count as 1 course.
 - A student receiving an “I” grade must complete the course within a 30-day calendar period which begins on the first day of classes of the next term. Students are not eligible for graduation until all “I” grades have been removed from their academic record. Incomplete work will convert to an “IF” if the course work remains incomplete.
 - Dual Enrollment students who have graduated high school, may participate in Summer A courses the year of graduation. Students must petition the Office of Student Affairs to attend these courses and are responsible for all fees. You can contact the Dual Enrollment Office for this petition process.
- Dual enrollment students must understand the differences between high school and the college’s curriculum, course structure, and student body.
 - The depth, breadth, rigor, and pace of college courses will be at the college level and will not be “brought down” to the high school level to accommodate variations in student age and maturity. The course material in these classes may reflect topics not typically included in secondary courses, which some parents may object to for “minors.”
 - The curriculum, content, evaluation (grading practices), and selection of appropriate instructional materials are the right of the college instructor and will not differ for dual enrollment students. The same material will be presented to regular college students and dual enrollment students. College grading policy will be used for all dual enrollment courses. Instructors will not adapt their course for dual enrollment students.
 - Dual enrollment at the high school site will follow the same standards as courses offered on SJR State’s college campuses.
 - SJR State is an open campus, and classes (face to face and online) will have students of various ages and

backgrounds enrolled in these courses.

- Dual enrollment students are required to attend/read New student orientation materials. The orientation presentation is available online, on campus, on the high school site, or can be sent to you via email. It is the student's responsibility for viewing and ensuring they understand the materials presented in the dual enrollment new student orientation.
- Dual enrollment students are held responsible for the following logistics and paperwork requirements:
 - Students are required to ensure the accuracy of their information (full legal name as presented on the birth certificate, birthdate, and social security number). Students will be responsible to notify the Dual Enrollment Office of any changes to their address, phone number, high school, test scores, etc. It is the student's responsibility to provide updated test scores for placement to the high school and dual enrollment office.
 - Students need to have the ability to log in to MySJState, in order to view or access their schedules, Canvas (online course management system), grades, order transcripts, etc. Providing the correct social security number, date of birth, and zip code allows the student to be registered for this access and will alleviate login issues.
 - Students who do not log in to their online course within the first week, may be dropped from the course for non-attendance.
 - Students with disabilities need to provide documentation to SJR State's Advising Office, in order to receive accommodations. The student must self-identify to receive these accommodations. Accommodations at the high school are not automatically sent over to SJR State, it is the responsibility of the student to provide these to the Advising Office/Disabilities Coordinator.
 - Students are accountable for completing the appropriate college forms and meeting college-established deadlines for add/drop and/or withdrawal. Students must have prior approval from their designated high school contact to add/drop or withdrawal from college courses. Please note that dual enrollment deadlines are often different than the traditional College deadlines. All dates and deadlines are notated on the SJR State Dual Enrollment homepage (www.sjstate.edu/dual). High school site deadlines are often also different, please be sure you are aware of dual enrollment deadlines at the high school site.
 - Students are responsible for ordering/paying for their college transcript once they have graduated from high school.
 - It is the responsibility of the dual enrollment student to ensure they have their textbooks and necessary materials for their courses. For public school students, textbooks are handled through the school district; for private and charter school students, textbooks are the responsibility of the student; and for homeschool students, textbooks are handled through the SJR State bookstore. All textbooks for high school site classes are provided by the individual high school.
 - All correspondence regarding dual enrollment classes, petitions, dates and deadlines, and any other messages will be sent to the student's SJRState email address (name@vikings.sjstate.edu), students will be responsible for knowing how to access this email address.
 - Students enrolled as Dual Enrollment, Early Admission, Collegiate High School, or Career Early Admission shall be

exempt from the payment of registration, tuition, and laboratory fees. Students are not permitted to pay for extra courses over the designated limit, a maximum of ten (10) Dual Enrollment credit hours in the fall term, ten (10) dual enrollment credit hours in the spring term, and six (6) to eight (8) Dual Enrollment credit hours (a maximum of 2 courses) in the summer term. Early Admission Dual Enrollment students must take a minimum of twelve (12) and a maximum of sixteen (16) Dual Enrollment credit hours each fall and spring term.

- Dual enrollment students are eligible for a total of 3 years' worth of service. For example, if a student began the program in the Fall semester, they would end in the summer semester (start Fall 2018, student would finish Summer 2021). Dual enrollment students are limited to 9 semesters of dual enrollment.
- Dual enrollment students need to understand the eligibility requirements listed below:
 - Students whose unweighted high school GPA drops below 3.0 and college GPA drops below 2.0 will lose eligibility for dual enrollment.
 - Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a dual enrollment course if the student is disruptive to the learning process, including when the progress of other students or the efficient administration of the course is hindered.
 - Students sentenced to disciplinary action from the high school may lose eligibility for dual enrollment at the high school site, due to excessive absences.
 - Students with excessive absences, at the high school, college or online, may be withdrawn from the course by instructor.
 - Students may appeal eligibility requirements with the petition process through the Dual Enrollment Office. Students will only be granted a maximum of one petition during their dual enrollment career.
 - Dual Enrollment students are all required to attend a New Student Orientation, it is located online and must be viewed before registering for courses.

Student Responsibilities for Dual Enrollment, Early Admission, and Collegiate High School students

- Dual Enrollment Online Application needs to be completed with the correct information.
 - Full legal name as presented on birth certificate
 - Correct Social Security Number
 - Correct birthdate (please check your birth year)
- If using PERT, ACT, or SAT test scores, please provide a copy of your official test scores when turning in your Dual Enrollment application to your high school's dual enrollment contact. If your scores change, and you need to use your updated scores to register for a course, it is the student's responsibility to provide those scores to the high school counselor who provides them to the Dual Enrollment Office.
- If using AICE, AP, or IB test scores, please provide a copy of your official test scores when wanting to use these scores to satisfy prerequisite requirements.
- Students will need to be able to log into mySJState, in order to view their schedules, grades, etc.
- Students will need to be able to communicate any issues to the appropriate people (high school contact, dual enrollment office, faculty, parents, etc.)
- Students will need to keep track of all deadlines (ie, add/drop deadline, withdrawal deadline, etc.)
- Students are responsible for knowing which courses they are registered for, when the courses begin/end, and what delivery mode the course is being offered in.
- Students with disabilities need to provide documentation to SJR State's Advising Office, in order to receive accommodations.
- Students need to inform the Dual Enrollment Office of any changes: address, phone number, high school, test scores, name change etc.
- Students are responsible for knowing college and course policies (parking decal, academic integrity, etc.)
- Students are responsible for ordering/paying for their college transcript once they have graduated high school.
- When a student receives a "W," "D," or "F," it is their responsibility to obtain a Dual Enrollment Petition Form from the student's high school counselor (homeschool students please call the DE Office 386-312-4136). Students will not be permitted to register for courses until the DE Office has received this item.

Please retain this document as a reference for the SJR State Dual Enrollment program. When a student signs the SJR State Dual Enrollment online application signature page, you agree to the above statements.

For questions regarding any of the items listed above, please contact the SJR State's Dual Enrollment Office at (386) 312-4136 or dualenrollment@sjrstate.edu.

The SJR State Dual Enrollment Office is located on the Palatka Campus, at 5001 St. Johns Avenue, Palatka, FL 32177