



**STUDENT AGREEMENT**

To be completed by the student.

1. I have checked this application for error and certify that the information is accurate and complete.
2. I agree to read, understand and abide by the FSCJ Dual Enrollment Student Success Contract. Failure to abide by all of the rules and regulations of this program will cause me to exit the program and return to my neighborhood high school.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN AGREEMENT & RESIDENCY**

To be completed by the parent/guardian.

My student, \_\_\_\_\_, has my permission to enroll in the Dual Enrollment Program at Florida State College at Jacksonville. I understand that credit will be provisional until he/she earns a high school diploma. I have read the section above signed by the school officials and agree that my child will return to high school upon failing to meet the requirements listed above. I understand that communications or updates regarding my student are to be with the high school counselors.

I attest that I am a bona fide resident and domiciliary of the State of Florida. I have lived in Florida since Month/Day/Year \_\_\_\_\_. I declare under penalty for perjury punishable by law as a misdemeanor under Section 837.06, Florida Statutes, that the foregoing is true and correct.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HIGH SCHOOL PERSONNEL AUTHORIZATION**

To be completed by District or Private School Guidance Counselor or Home School Parent.

The above named student is enrolled in a Duval County public high school, which has a Dual Enrollment contract with Florida State College at Jacksonville. This individual meets the established grade point average (GPA) and high school classification criteria, and I recommend that he/she be enrolled in the course(s) listed below. We agree that should the student fall below the requirements at the end of any College term, he/she will be returned back to the high school program. The high school diploma will be granted by the high school after the student has completed the listed college courses and any other requirements designated by the high school.

**STUDENT'S AUTHORIZED TERM REGISTRATION**

| Term | Course ID # | Class Number # | Course Title | Location of Class |
|------|-------------|----------------|--------------|-------------------|
|      |             |                |              |                   |
|      |             |                |              |                   |
|      |             |                |              |                   |
|      |             |                |              |                   |
|      |             |                |              |                   |

**Academic History and Official Test Scores must be attached.**

High School Counselor Name (Please Print): \_\_\_\_\_

High School Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor's Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**FLORIDA STATE COLLEGE AT JACKSONVILLE/DUVAL COUNTY PUBLIC SCHOOLS  
DUAL ENROLLMENT/COLLEGIATE CAREER HIGH SCHOOL STUDENT CONTRACT**

Success in dual enrollment college classes is dependent upon academic readiness, social maturity, and motivation. Students who choose to enter dual enrollment classes are subject to the same rules and regulations as other college students. Classes contain mature, adult students from diverse backgrounds and life experiences. Additionally, course content is college level and may contain material, situations, and examples that may offend immature students. Students choosing to take college classes do so with the understanding that course rigor and content is intended for a mature, college-level student.

The high school student on the college campus experiences the same freedom and lack of direct supervision as any other college student; consequently, dual enrollment students are expected to conduct themselves as adults and follow both Duval County Public Schools' Code of Student Conduct and the College's Expectations for Student Conduct.

College course-level expectations include, but are not limited to the following:

- Students are expected to follow the guidelines in the course syllabus and retain that syllabus for reference.
- Students are expected to be in class from the first day and should attend class regularly. Students may be assigned a grade of FN (Failure for Non-attendance) by the instructor for unexcused excessive absences.
- Students are expected to have their texts and other course materials the first day of class.
- Two to three hours of homework or study should be completed for each hour spent in class.
- Assignment deadlines are firm.
- Students are expected to monitor their own progress in a course and to communicate regularly with their instructor if they have any questions about their progress or course material.
- Parents or guardians who have questions or concerns about their students' progress are subject to FERPA requirements and should direct their questions to the College Dual Enrollment Office and not to the course instructor.
- Students who take classes on the high school sites will have their final exams and program level assessments returned to the college and held for a period of one calendar year.

Program Level Requirements include, but are not limited to the following:

- Final course grades of W (withdrawal), D, F, or FN, are permanent parts of a student's college transcript and may negatively impact transfer to other colleges and universities, scholarships, and eligibility for Federal Financial Aid.
- A grade of W, D, F or FN in a single term will remove student eligibility for dual enrollment.
- Students whose College GPA drops below 2.0 or whose unweighted HS GPA drops below 3.0 will lose eligibility for dual enrollment.
- Students must complete the 15 credit hours of "State Core" General Education prior to attaining a total of 24 college credit hours.
- Students who fail to follow appropriate procedures to return instructional materials for classes on the College campus will lose eligibility for dual enrollment.
- Students who violate the DCPS Code of Student Conduct or the College's Expectations for Student Conduct (including Academic Dishonesty) are subject to disciplinary action. Depending on the offense, this may include, but is not limited to, assignment or course failure, and suspension or removal from the dual enrollment program. Students are entitled to the College's Appeal Process in such circumstances.
- **Students are not permitted to independently perform any registration activity. Any student found in violation will not be allowed to continue in dual enrollment for subsequent terms.**
- Students may be asked to participate in educational research deemed exempt by the College's Institutional Research Board. This may include studies involving surveys and normal educational practices.

Students and Parents are expected to read the complete information regarding the Dual Enrollment program available in the Dual Enrollment Student Handbook on the College's website.

I have read and understand the above expectations and requirements for participation in the FSCJ/DCPS Dual Enrollment Program.

\_\_\_\_\_  
Print Student Name Date

\_\_\_\_\_  
Parent/Guardian Print Name Date

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
FSCJ Dual Enrollment Coordinator Signature Date

\_\_\_\_\_  
DCPS Signature Date

## Missing Safety and Security Information

\*Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*In compliance with Florida Statute 119.071(5), Florida State College at Jacksonville issues this notification regarding the purpose of the collection and use of Social Security numbers. Florida State College at Jacksonville will collect your Social Security Number (SSN) for use for legitimate business purposes, which include record identification, state and federal reporting. Providing your SSN on this application means that you consent to the use of your number in the manner described. If you choose not to provide your SSN, you will be provided an alternate identification number. All Social Security Numbers are protected by Federal regulations and are not to be released to unauthorized parties. Read more about the collection of Social Security Numbers in the College Catalog and on the College Web site.

Name \_\_\_\_\_  
Last First Middle

### Sexual Predators/Offenders

The College may deny admission or enrollment to an individual because of misconduct if determined to be in the best interest of the College. An individual designated as a sexual predator by any court will not be admitted to or enrolled with the College. An individual identified as a sexual offender by any court may be considered for admission or enrollment using procedures established by the administration.

For more information, please view our Administrative Procedures Manual 10-0701, Admissions – Sexual Predators/Sexual Offenders.

Please answer the following questions to complete the safety and security requirement of your admissions application:

Answer both questions.

Have you ever been designated a sexual predator by any court?  Yes  No

Have you ever been designated a sexual offender, or convicted of any sexual felony?  
 Yes  No

I certify that all of the information entered on this application is true and accurate. I understand that falsification or omission of application information may result in penalty. Once admitted, I agree to abide by the policies of the College's Board of Trustees and the rules and regulations of the College.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_