



Student's Last Name: _____

Student's High School: _____

Student's HS Graduation Year: _____

Dual Enrollment/Early Admissions/Collegiate High School Program Principles of Participation

Dual enrollment students will be enrolled in courses that count toward high school graduation and college credit. To ensure that students understand the policies and procedures regarding conduct, communication, curriculum, and college policies, you are asked to read and abide by the following.

SJR State's policies and requirements include but are not limited to the following:

1. Students are required to communicate any issues to the appropriate people (high school contact, dual enrollment office, faculty, parents, etc.).
 - 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.
2. Dual enrollment students are held to the same standards as regular college students, unless otherwise restricted by federal, state or local requirements.
3. Students must abide by all SJR State policies and procedures, including but not limited to, the SJR State Student Handbook, attendance policies, academic integrity, and discipline policies as published.
 - The only excused (approved) absences are those sanctioned by SJR State. High school holidays and activities are not excused absences for students enrolled in classes at SJR State.
 - 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 appeal process can last until the following semester.
4. 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.

SJR State's Dual enrollment program policies, requirements, and expectations include but are not limited to the following:

1. 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.
 - 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.

2. 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.
 - Students need to have the ability to login to MySJRState, in order to view or access their schedules, Blackboard (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 with disabilities need to provide documentation to SJR State's Counseling Office, in order to receive accommodations.
 - 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.
 - When the student has earned 30 college credits, the student will need to notify the Dual Enrollment Office of the student's intended major and intended college or university of transfer.
 - Students are responsible for ordering/paying for their college transcript once they have graduated from high school.

3. 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.

