

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 on the first day and should attend all scheduled classes. On the College campus, students may be assigned a grade of FN (Failure for Nonattendance) by the instructor for being absent (regardless of the reason).
- Students taking courses on the college campus are expected to have 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. There is no such thing as make-up work or grade recovery for college courses.
- 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, even if a FERPA form is on file at the College.
- 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:

- Participation in mandatory orientation for all dual enrollment students is mandatory. Early College and Early Admission students are required to attend mandatory monthly meetings. Nonattendance will result in courses being dropped.
- Final course grades of W (withdrawal), D, F, FN, I, or 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, FN, I or assignment of NA (drop for nonattendance) in a single term will remove student eligibility for dual enrollment unless a probation application is submitted on time and approved. (If a probation application is approved, courses will be limited.)
- Students whose college GPA drops below 2.0 or whose cumulative unweighted HS GPA drops below 3.0 between application submission and the start of the next semester will not be permitted to participate in the program. Continuation will be based on the grades posted at the end of the semester. Students will be responsible for notifying their designated high school dual enrollment coordinator, their designated FSCJ college dual enrollment coordinator, and the District Dual Enrollment Specialist that they have filed an appeal or had a grade change. Appeals and grade changes not resolved three (3) business days prior to the start of the following semester will not be considered in determining student eligibility for continuation.
- Students must complete the 15 credit hours of "State Core" General Education prior to attaining 24 total college credit hours. Students must complete 36 hours of General Education courses prior to earning a total of 50 credit hours.
- To drop or withdraw from a course, the student, parent, and high school designee must submit the appropriate documentation prior to the deadline through the high school to the College.
- Once a schedule has been entered for the semester, there will be no changes to the schedule unless a class is canceled.
- 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. Academic appeals must be initiated in the term immediately following the assignment of the grade in question.
- **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 online.