Program Requirements and Restrictions

Classes must be satisfactorily completed prior to high school graduation in order to count as high school credit and be covered by the agreement. Provisional college credit will be granted for work satisfactorily completed. Final credit is granted and is applicable toward a degree after the student earns a high school diploma or equivalent.

Courses may be taken on Chipola’s campus or at high schools offering dual enrollment. Available Dual Enrollment courses include all courses taught through Chipola that are approved by the high school and are on the state approved Dual Enrollment/Early Admission Course Equivalency List available at www.flvc.org. No dual enrollment/early admission student shall be enrolled in a college mathematics, English, Gordon Rule social science or humanities course unless the student has demonstrated adequate pre-collegiate preparation on the basic mathematics and communication skills assessment of an approved entry-level placement test.

The following course selections are not available to dual enrollment students at Chipola College: Physical education/recreation courses; College preparatory courses; courses that are fewer than 3 semester hours; Distance Learning courses with additional fees; Directed Independent Study courses.

Dual Enrollment students taking academic courses may pursue up to 7 semester hours of college work during a summer session and up to 11 semester hours during the fall or spring semester while concurrently enrolled in high school. This includes combined on and off campus classes. Workforce development students may take up to 330 clock hours during the fall or spring semester and 180 clock hours during a summer session.

Early admission students must enroll and maintain full-time status. Academic students are limited to no more than 18 hours per semester for two semesters. Workforce development students are limited to no more than 540 clock hours per semester.

Early Admission Program Eligibility for Public School Students

1. Be officially enrolled in a public high school within the college’s five county district.
2. Have completed the 11th grade.
3. Have written approval of the high school principal and the district school board.
4. Have test scores on all sections of the ACT, PERT, or SAT that are no more than two years old.
5. Meet same placement test score requirements in applicable areas and chosen program of study as all postsecondary students.
6. Have the requirements listed below:
   - **Academic Program**
     - passing test scores on all sections of the ACT, PERT, or SAT no more than two years old, AND
     - have the minimum unweighted cumulative high school grade point average of 3.00
   - **Workforce Development Program**
     - passing test scores on all sections of the ACT, PERT, or SAT no more than two years old, AND
     - have the minimum unweighted cumulative high school grade point average of 2.00

Early Admission Program Eligibility for Home Education, Private and Virtual High School Students

1. Be officially enrolled in a public high school within the college’s five county district.
2. Be no more than 18 years of age by the first day of class for each term in which they plan to enroll. A student can participate in the Program for a maximum of three years.
3. Meet same placement test score requirements in applicable areas and chosen program of study as all postsecondary students.
4. Have passing test scores on all sections of the ACT, PERT, or SAT that are no more than two years old.

Minimum Test Scores for Early Admission

<table>
<thead>
<tr>
<th>TEST</th>
<th>READING</th>
<th>WRITING</th>
<th>MATH</th>
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<td>123</td>
</tr>
<tr>
<td>SAT</td>
<td>440</td>
<td>440</td>
<td>440</td>
</tr>
</tbody>
</table>

Dual Enrollment Program Eligibility for Public School Students

To be eligible for initial enrollment the student must:

1. Be officially enrolled in a public high school within the college’s five county district.
2. Have written approval of the high school principal or designee.
3. Have test scores on all sections of the ACT, PERT, or SAT that are no more than two years old.
4. Meet same placement test score requirements in applicable areas and chosen program of study as all postsecondary students.
5. Have passing Reading Score that is no more than two years old: ACT-19, PERT-106 or SAT-440
6. Have the minimum unweighted cumulative high school grade point average for program:
   - **Academic Program** – 3.00
   - **Workforce Development Program** – 2.00

Dual Enrollment Program Eligibility for Home Education, Private and Virtual High School Students

1. Be officially enrolled in a private, a Virtual High School or a Home Education Program within the college’s five county district.
2. Be no more than 18 years of age by the first day of class for each term in which they plan to enroll. A student can participate in the Program for a maximum of three years.
3. Meet same placement test score requirements in applicable areas and chosen program of study as all postsecondary students.
4. Have passing test scores on all sections of the ACT, PERT, or SAT that are no more than two years old.

AdmOff 2/2015
Admission Procedures

Prospective students must submit all of the following documents before admission and eligibility can be determined.

1. Application for Admission

2. Official Test Scores on ALL sections of the ACT, PERT or SAT that are no more than 2 years old.

3. Official Cumulative High School Transcript, or Pupil Progression Plan, if enrolled in a private, home, or virtual school.

4. Principles of Participation

5. Eligibility Form or, if applicable a Home Education/Private School/Virtual School Dual Enrollment Agreement.

6. Course Approval Certification Form

Registration for Chipola Campus Classes

New students taking classes on the Chipola campus or online must submit all documents to the college by the application deadline listed in the college calendar. New students accepted into the program will receive an acceptance notice and registration appointment. After meeting with an adviser the Course Approval Form must be submitted to the Business Office in lieu of payment of fees. Failure to go by the Business Office will result in the cancellation of registration.

Registration for High School Campus Classes

New students taking classes on the high school campus must submit all documents to the high school Guidance Office or designee, who will then forward to Chipola College. All documents must be received prior to the first day of classes. Students taking classes at the high school will not come to the Chipola campus for registration.

Attendance - Students attending classes on Chipola’s campus must adhere to college attendance policies. The only excused absences are those sanctioned by Chipola College. High school activities are not excused for students enrolled in classes at Chipola.

Books - for public school students are purchased by and remain the property of the appropriate county school board. Private school, virtual school and home education students are responsible for the cost of textbooks.

Continued Enrollment - Students must maintain a minimum term and cumulative College grade point average of 2.0. Students who fail to meet this requirement will be placed on academic suspension until after high school graduation.

Fees - Students who resign from a public high school or receive a GED during the time he/she is enrolled in this program will be liable for all fees for that term.

Grades - Grades and unofficial transcripts are available through www.flvc.org. Dual enrollment courses taught at the high school sites must conform to the college grading policy. The letter grade earned by a student in the college credit course must be the same letter grade earned at the high school.

Transportation - Students are responsible for transportation to the Chipola campus.

Withdrawal - Students must have approval from the high school to withdraw from college coursework. Students may not repeat college credit or workforce development courses in which they have earned grades of W, D, or F until after high school graduation. Dual Enrollment/Early Admission students are not allowed to audit classes.

Changing or Resigning from High School

Students changing high schools during dual enrollment must notify the college. Students who resign from a public high school and change to a home, a private, or a virtual school must complete a Home School/Private School/Virtual School Dual Enrollment Agreement.

Attending Other Colleges - Students who are attending or have attended other colleges must have official college transcripts sent to Chipola College.

Chipola College offers qualified high school students the opportunity to enroll free of charge in college courses to earn college credit and credit toward high school graduation by participating in the Dual Enrollment/Early Admission Program. The Program is authorized under Florida Statue 1007.27 and is a cooperative effort with Chipola College and Calhoun, Holmes, Jackson, Liberty, and Washington school districts to provide enhanced learning opportunities for qualified students through effective use of college programs and resources.

The Early Admission Program allows eligible students to enroll in college on a full-time basis, and take courses that are applicable toward meeting the graduation requirements at both the high school and the college. Eligible students must enroll and maintain full-time status. Students cannot be concurrently enrolled in high school, high school virtual school, or another college. A student can participate in the program for a maximum of one year (equivalent of 12th grade).

The Dual Enrollment Program allows eligible students to enroll in college courses applicable toward meeting the graduation requirements at both the high school and the college. A student can participate in the Dual Enrollment Program for a maximum of three years.