



Dual Enrollment/Early Admission Principles of Participation Agreement

We are pleased that you have made this academic choice and encourage your full participation in this educational experience. To assure an understanding of policies and procedures regarding conduct, curriculum, and communication you are asked to read and abide by the following:

1. I understand that I will be enrolled in college courses. The depth, breadth, rigor and pace of college courses will be at the college level. While appropriate for college-level study, course materials/class discussions may reflect topics not typically included in secondary courses which some parents may object to for “minors.” Courses are not “brought down” to high school level to accommodate variations in student age and/or maturity. I understand that as a dually enrolled high school student in college courses I am subject to the same standards, policies, and responsibilities as other college students unless otherwise restricted by federal, state or local requirements. I understand that the curriculum content, evaluation, and selection of appropriate instructional materials are the prerogative of the college instructor and will not differ for dually enrolled students from that presented for traditional college students.
2. I understand that Chipola is an open campus and that I could be attending classes with non-high school aged students and that I may encounter students of a variety of ages and backgrounds while on the Chipola Campus.
3. I understand that I must agree to abide by all Chipola policies and procedures including but not limited to the Student Handbook, attendance policies and discipline policies as published. The only excused absences are those sanctioned by Chipola College. High school activities are not excused for students enrolled in classes at Chipola.
4. I understand that college credits earned under this program will be entered on my Chipola College transcript as well as on my high school transcript. The college grading policy will be used for all dual enrollment courses.
5. I understand 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 and final credit granted after I earn a high school diploma or equivalent.
6. I understand that if enrolled as an Early Admission student I must enroll and maintain fulltime status and cannot be concurrently enrolled in virtual high school or another college. I can participate in the Early Admission Program for a maximum of one year (equivalent of 12th grade).
7. I understand that as a Dual Enrollment Student I am responsible for completing the appropriate college forms and meeting college established deadlines for withdrawal and/or resignation from class(es). The college calendar, dates, and deadlines are available in the college catalog, student handbook/planner, and online at www.chipola.edu.
8. I understand that if I wish to withdraw or resign from a class, I must submit an online withdrawal form. The withdrawal must be approved by the high school Guidance Counselor via an email to the Admissions and Records Office by the published deadline. Students are not allowed to audit classes.

NOTE: Jackson County does not allow withdrawals or audits.

9. I understand that I may not repeat college credit or workforce development courses in which I have earned a grade of W, D, or F until after high school graduation. All grades including "W" for withdrawal, become part of the student's permanent college transcript and may affect subsequent postsecondary admission.
10. I understand I cannot re-take classes in which a grade of "C" or higher has been earned.
11. I understand the Gordon Rule (6A10.030) requires all Florida college students to make at least a "C" in each Math, English, and Writing course; however, all grades are calculated in a student's GPA and will appear on his/her transcript.
12. I understand that I must maintain a minimum cumulative College grade point average of 2.0. Failure to meet this requirement will result in academic suspension until after high school graduation.
13. I understand that if I resign from a public high school or receive a GED during the time I am enrolled in this program I will be liable for all fees and cost for that term.
14. I understand that I am responsible for requesting a final official high school transcript to be sent to the Admissions and Records Office denoting graduation and for submitting official college transcripts from any colleges I have attended.
15. I understand that I must complete a Residency Declaration for Tuition Purposes after high school graduation. Failure to submit will result in being classified as out-of-state for tuition purposes, which may impact eligibility for Florida Scholarships and a higher tuition rate.
16. I understand that students who have disabilities are required to contact the College Office of Disability Services. Students must identify themselves and provide appropriate documentation, which will be used to determine eligibility for reasonable accommodations.

NOTICE OF NON-DISCRIMINATION:

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, sex, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Title IX of the Education Amendments of 1972 (20 U.S.C. ss1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions, which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Chipola College complies with all aspects of this and other federal and state laws regarding non-discrimination.

For information about compliance with Title IX or compliance regarding harassment or discrimination, including sexual harassment and sexual violence, contact the College's Civil Rights Compliance Officer and Title IX Coordinator: Wendy Pippen, Associate Vice President of Human Resources, Civil Rights Compliance Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, pippenw@chipola.edu

Students with disabilities concerning reasonable accommodations should contact Student Disability Services, Ugreenal Ivey, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 114, 850-718-2290, iveyu@chipola.edu