1. All students must meet the minimum GPA requirement to participate in dual enrollment. As required by statute, GPA’s will be verified every semester before a student is permitted to take classes in the dual enrollment program.

2. All home school students must have a signed Home School Articulation Agreement each academic year that they are dual enrolled.

3. The college falls under a different set of privacy laws than the high schools. Once the student is in our system as a college student, we cannot give any information to the parent about the student’s records and faculty members cannot give information to the parent about how the student is doing in the class. This applies regardless of the student’s age. In addition, the student must be present for all enrollment processes: admissions, registration, and all schedule changes. Parents cannot process forms without the student being present.

4. While Daytona State College strives to provide a safe learning environment for our students please be aware that this is a public institution and as such our campuses are open to the public. Unlike high schools, the college cannot restrict access to our campuses and we do not do background checks on our students. Dual Enrollment students are in class with a diverse group of students and will be interacting with people of various age groups.

5. Students who take classes through the Dual Enrollment program are in actual college classes. They are not easier for Dual Enrollment students because the student is still in high school. The State of Florida and the college’s accreditation agency require all students to be held to the same requirements. Dual Enrollment requires students to be self-motivated. College is a very different environment than high school. Students must:

   a. Make sure you are on time for class, stay the entire class, and attend all sessions. College instructors have attendance policies and missing class may negatively impact student’s grade (regardless of the reason for the absence or tardiness).

   b. Maintain regular communication with an instructor. If there is an absence, it is the student’s responsibility to ask the instructor about the missed lecture and/or assignments.

   c. Realize that College instructors do not necessarily allow make-up work for assignments or tests missed. Missed work may mean a “0” for that assignment. Very few instructors provide opportunities for make-up work and if they do, it usually comes with a penalty (i.e. ½ credit for the assignment or test).

   d. Read your syllabus and follow the instructions. This is the document that contains information about what is expected in the class. Keep a copy of it in your binder so you can refer back to it when needed.

   e. Read the material assigned by the instructor.

   f. Make sure you have enough time to study. National statistics show that successful students study 2-3 hours per week for every one credit hour of the course. That means 4-6 hours of homework/reading/study time per week besides class time. Some classes may take more time and some may take less time.

   g. Complete your homework and turn it in ON TIME. Most college instructors do not accept late assignments.

   h. Pay attention! Do not talk with your friends, text, surf the internet, etc. during class.

   i. If you are required to do work on the internet and you cannot log in or you are having problems call the help desk. The number is listed on the log in page.

   j. If you need help ask! All instructors have office hours and students can meet with the instructor during their office hours.
6. Dual Enrollment courses are weighted the same as IB and AP courses in the high school record. Any course taken becomes a permanent part of the student’s academic record. If a student does not successfully complete their course(s) it could affect future financial aid eligibility.

7. **Dual Enrollment students are held to the College’s academic calendar and deadlines.** Any schedule changes must be made by College published deadlines. A link to the academic calendar can be found on the college’s home page at [www.daytonastate.edu](http://www.daytonastate.edu).

8. Students are not permitted to take more than 15 credit hours in the fall and spring semester and 12 hours in the summer (6 hours in "A" term and 6 hour in “B” term). Dual Enrollment students may take one on-line class per semester (fall, spring, summer). Dual Enrollment students are not permitted to take Upper Level (3000 or 4000 level) courses while they are Dual Enrolled.

9. Students who earn an “F” or “FN” grade in a class are no longer eligible to dual enroll.

10. Students who earn a “D” grade may retake that one class in the next semester (as long as their GPA still meets the minimum requirement). At the completion of the next semester dual enrollment eligibility will be determined by the school district for public schools and by the DSC Dual Enrollment Administrator for private and home school students.

11. Dual enrollment students who withdraw two times are no longer eligible to participate in the dual enrollment program.

12. In accordance with s. 1007.263, F.S. 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 such that the progress of other students or the efficient administration of the course is hindered. In addition, a student will be sanctioned accordingly if found to violate any of the DSC student code of conduct standards as outlined in the DSC Student Handbook. This could include a sanction ranging from a warning to permanent dismissal from DSC.

13. The State of Florida requires that students in the dual enrollment program take courses that will help them complete their high school diploma and college requirements early. Dual Enrollment is not for students to take classes “for fun” or just because the class “looks interesting”. Students are required to be working toward a specific degree or certificate program when they dual enroll. Each course taken through dual enrollment will count toward the students total attempted hours once they are out of high school if the student takes unnecessary course work will could impact Federal Financial aid and university excess hour fees in the future.

14. Students must score into college level course work using the ACT, SAT, or P.E.R.T. (placement test) scores to dual enroll. Students may only take the P.E.R.T. exam twice at the college and must wait a full high school semester between attempts. If a student does not pass the placement exam he or she cannot take remedial course work as a Dual Enrollment student. This is prohibited by the state Dual Enrollment legislation.

15. **While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.**

16. **Home school and private school** students must purchase their own text books. Volusia and Flagler public school students will get their books and/or book voucher from the high school. The text books must be returned to the high school, undamaged or the student will be charged the full cost of the text book. **Students must purchase any supplies needed for their class. This includes but is not limited to: Uniforms and knife sets for Culinary majors, art supplies for art classes.**

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