1. As required by statute, all students must meet the minimum GPA requirement (3.0 cumulative, unweighted for AA, AS, and college credit certificates. 2.0 for vocational certificates) to participate in dual enrollment. GPA’s will be verified every semester.

2. All home school students must have a signed Home School Articulation Agreement each academic year that they are dual enrolled. Private schools must have a signed articulation agreement for their students to register with Daytona State College.

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. Parents are not permitted to sit in the classroom with their child.

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 your instructor.
   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 even if your mom or dad call the instructor. You will be treated like every other student in class.
   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 (this includes withdrawing from courses).
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 14 hours in the summer (2 classes in “A” term and 2 classes in “B” term). Dual Enrollment students may take two on-line classes per semester (fall, spring, summer). Students who have a 3.0 or above college GPA may be permitted to take an additional credit hour for a lab in the fall and spring semesters. Students in their graduating semester may be permitted to take up to 18 credit hours if the student will be able to complete his/her college GPA with the additional course.

9. Students must declare an eligible major (listed online at [www.daytonastate.edu/advising](http://www.daytonastate.edu/advising) under dual enrollment). Students seeking an Associate of Arts degree (AA) must complete their General Education requirements and University pre-requisites BEFORE they are permitted to take other electives. Students may only take courses needed for the degree they are seeking.

10. Students who earn an “F” or “FN” grade in a college class will be required to sit out to college semesters. After the two semesters the student will be permitted to repeat only the course in which they earned an “F”. If the student earns a “C” or better in the course when he/she repeats it the student will be permitted to take full dual enrollment courses in subsequent semesters.

11. 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). First semester dual enrollment students are exempt from the college GPA requirement for the first semester only. Students must earn a “C” or better in the repeated course or they will no longer be eligible to participate in the dual enrollment program.

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

13. 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.

14. 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.**

15. 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.

16. **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.**

17. **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.

Revised: 8/12/15