

University of Florida Dual Enrollment Agreement

This document is intended for parents and students to acknowledge and agree to participation in this program and to adhere to the policies detailed below. The Dual Enrollment office will not enroll students into the program without a signed copy of this document. For any questions on the policies listed below, please contact dual-enrollment@dce.ufl.edu or call 352-273-4155.

Rigor:

- The University of Florida Dual Enrollment program is a rigorous program tailored to academically advanced high school students. Both the expectations and pace of UF coursework, including electives and introductory level courses, is reflective of the caliber and quality of the institution.
- The UF Dual Enrollment program requires a significant commitment by students to be successful.

Dual Enrollment Credit and Grading Policies:

- By participating in this program, students will be starting their college academic record. All grades earned will be part of their official UF transcript, including failing grades and withdraws. Grades, including "W," may affect subsequent postsecondary admission and financial aid eligibility.
- Transfer of dual enrollment credits to out-of-state schools may or may not be recognized. It is the student's responsibility to verify course transfers with the out-of-state institution.
- Students must maintain a 3.0 UF GPA as well as a 3.6 unweighted high school GPA to continue to participate in the program.
- Students who receive a W in any UF Dual Enrollment Course will be ineligible to participate in the subsequent term.
- Students must follow the University of Florida's code of conduct, found here: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>.
- Student's parents/guardians do not have access to progress reports, grades, assignments/coursework, or college instructors for parent conferences. Learn more about University of Florida FERPA guidelines visit: <https://catalog.ufl.edu/ugrad/current/regulations/info/student-ferpa-rights.aspx>.

Communication Policies:

- Students should work through the UF Dual Enrollment office for all enrollment or withdraw activities, including course selection, account holds, or any other issue not directly related to course content or their grades. The UF Dual Enrollment office will handle all scheduling requests.
- Schedule adjustments made by the student, whether alone *or with the assistance of other UF offices* may result in reversal of the action.
- Students should work directly with their instructors for clear understanding of course expectations and grades
- The student's primary means of communication with the Dual Enrollment office will be through e-mail. Students must ensure that they can receive e-mail from dual-enrollment@dce.ufl.edu, lfer@dce.ufl.edu, and bcase@dce.ufl.edu. They should also check their personal and UF e-mail accounts daily and read all e-mail messages from the Dual Enrollment office in their entirety. The Dual Enrollment office is not responsible for lost emails, emails in spam folders, or incorrectly entered email addresses.
- Academic records will be shared between the student's high school of enrollment and the University of Florida when a legitimate educational interest is found.

Parent or Guardian Section:

*I hereby grant permission for my child to participate in the Dual Enrollment Program at the University of Florida. Should my child be accepted, I grant permission to enroll in courses at the university. **I further understand that participation in the Dual Enrollment program does not guarantee admission to the University of Florida after high school graduation.***

Parent/Guardian Signature: _____ Date: _____

Florida Resident? ___ Yes ___ No If Yes, please provide Driver's License Number _____

Student Section:

*I hereby apply for admission to the Dual Enrollment Program at the University of Florida and agree to abide by all the rules and regulations of the University and this program. **I further understand that participation in the Dual Enrollment program does not guarantee admission to the University of Florida after high school graduation.***

Student Signature: _____ Date: _____

High School of Enrollment: _____ District Student Number: _____