

## South Western High School – Dual Enrollment Contract

Student Name: \_\_\_\_\_

SWHS Student Number: \_\_\_\_\_

College or University for Dual Enrollment (DE): \_\_\_\_\_

Student participation in any Dual Enrollment (DE) program is a choice and a privilege. It is the responsibility of the student and the parent/guardian to be knowledgeable about the program and its potential effects upon high school graduation, grade point averages, etc.

**Parent/Guardian & Student: please review all information below & initial after each statement. Full signatures are required where indicated on the back of this contract.** Complete this contract and submit it to your High School Counselor along with a completed application for dual enrollment to your college/university of choice.

	Student	Parent/Guardian
<b>Enrollment/Scheduling</b>	Initials	Initials
DE Students are responsible for completing and submitting DE application and completing all enrollment requirements of the college.		
DE Students are required to complete <u>a minimum</u> of 3 courses in each semester. Courses can be taken in any combination (i.e. 2 college courses & 1 SWHS course; 2 SWHS courses and 1 college course; 3 college courses).		
DE students are required to submit their college schedule to their SWHS counselor prior to the start of classes each semester.		
SWHS Counselor will determine if DE classes meet SWHS graduation requirements.		
DE student may schedule any college courses allowed by the DE college. However, there is no guarantee desired courses will be available at desired times. DE student is responsible for coordinating with both college and SWHS counselor to finalize schedule.		
DE student must provide his/her own transportation for DE courses.		
DE student must consider if after school commitments (practices, games, work, etc.) will interfere with the completion of DE course work.		
DE courses are a semester long commitment. Dropping/withdrawing from a DE course in the middle of a semester could result in the student receiving an F on their SWHS and/or college transcript, not graduating from SWHS on time, and removal from the DE program to be returned to full time SWHS attendance.		

## Attendance

Student

Parent/Guardian

DE colleges do not follow the SWSD calendar. Students are responsible for keeping track of schedules and honoring attendance requirements at both SWHS and their college.		
When entering /exiting SWHS, DE students must always sign in/sign out via the Attendance Office.		
Only when <u>direct conflicts</u> exist with face-to-face DE courses is the student permitted to miss SWHS courses. (Example: during Keystone exams SWHS periods change times and may conflict with a face to face DE course). DE student must communicate directly with SWHS teachers and staff <u>in advance</u> of this absence and make up all missed work. If no conflict exists, the DE student is expected to attend all SWHS courses.		

## Grading

DE students are responsible for monitoring their own grades and progress in DE courses. The college WILL NOT share any grades with SWHS until the course is complete and all grades are final.		
DE courses are recorded as Pass/Fail on the SWHS transcript.		
Each DE Course the student completes with a passing grade will add (1) credit to a student's transcript.		
DE Courses are NOT included in SWHS GPA calculations. However, DE Grades may effect a student's college GPA when transferred to a full time college.		

## Graduation/College Credit

Dual Enrollment Students are responsible for completing all SWHS graduation requirements. A DE student will not graduate or participate in the graduation ceremony if: <ul style="list-style-type: none"> <li>• A student fails a DE course needed for graduation.</li> <li>• A student does not register themselves for the correct DE courses to meet graduation requirements.</li> <li>• A student withdraws from a DE course needed for graduation.</li> </ul>		
DE credits may or may not transfer to another college. DE Student should verify if DE credits earned will be accepted at their chosen college and how those courses will count toward the student's intended major.		

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_