

## **West Shore Dual Enrollment Student/Parent Participation Agreement**

As a potential Dual Enrollment Student, I understand the following:

1. ***I understand grades received in college courses become part of my permanent college and high school transcripts and GPA.***
2. I will attend classes at EFSC with students of varying ages and experiences and will be subject to the same standards, policies, and responsibilities as traditional college students.
3. Course content, instruction, academic expectations and educational materials in EFSC course have been developed for adult students typically aged 18 or older and will not be modified or changed to accommodate younger students.
4. I must attend a dual enrollment orientation with my parent(s)/guardian(s).
5. Withdrawal from a college course with a grade of “W” may jeopardize my graduation and completion of my AA degree; I understand that I will no longer be eligible for Dual Enrollment if the college administratively withdraws for an EFSC course due to non-attendance or for disciplinary reasons.
6. The school counselor is the contact for parents wanting information about their student’s academic progress and that parents may not directly contact their child’s EFSC instructor in person, by phone, or by email for this information.
7. My West Shore counselor is my primary point of contact for all information about college and high school classes. All decisions about EFSC courses must be discussed with my guidance counselor at West Shore.
8. I must meet Dual Enrollment Academic Standards to remain enrolled in the program. Standards include the requirement to maintain an overall state ***cumulative unweighted high school GPA of at least 3.0, and earn a GPA of at least 2.0 in college course work each term.***
9. I must have passing placement tests scores in reading and writing for admittance to the program, and I must meet the minimum placement score requirement for College Algebra (MAC 1105) no later than the summer prior to senior year.
10. Inappropriate and disruptive behavior will not be tolerated and will result in administrative withdrawal from the Dual Enrollment program and possible loss of dual enrollment eligibility—this is also a potential violation of the West Shore contract.
11. Cheating, including plagiarism, is a serious disciplinary offense at EFSC and students may receive a grade off in the class where the offense took place, as well as losing dual enrollment eligibility.
12. Completion of high school graduation requirements does not guarantee completion of an AA degree, and at the same time fulfilling all of your AA requirements may not earn you the correct credits for high school graduation—work closely with your West Shore counselor to ensure success.
13. To receive an AA degree, a student must meet all program requirements identified in the EFSC catalog at the time of the student’s initial admission.
14. I must attend my EFSC classes regularly and am responsible for knowing EFSC attendance policy. I am aware that EFSC instructors may set a more stringent attendance policy, and this will be reflected in their course syllabus. I am also aware that I must follow both the BPS and EFSC Academic Calendars.
15. I am to communicate with my West Shore counselor regularly to make sure that all of my EFSC courses meet high school graduation expectations, and I am on track for graduation.

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16. I must meet with my EFSC advisor to better understand the AA degree requirements, due date, application process, and direct connect process. My West Shore guidance counselor is helping me to meet high school graduation requirements; my EFSC advisor is helping to potentially get my AA.
17. I must be back on campus before my classes at West Shore begin (i.e. start of 3<sup>rd</sup> period or start of 4<sup>th</sup> period) and that I am 100% responsible for any missed information, material, quizzes, tests, etc.
18. I am to see my counselor at the times assigned by the West Shore counseling office. Failure to do so may result in not getting my acceleration paperwork in time to register for classes.
19. As with classes at West Shore, should I get a D or F in my dual enrollment classes, my West Shore eligibility may be in jeopardy.
20. I am to make all of my dual enrollment appointments with my West Shore counselor during the specified times—NOT doing so may result in my registration being delayed or even suspended for a semester.
21. It is my responsibility to see my EFSC advisor in a timely manner so I can secure my books for my courses—allowing plenty of time to receive these books before the course begins.

***Your signature indicates that you have read and are in agreement with the previous policies and procedures:***

Student name (printed)	Student Signature	Date
Parent/Guardian name (printed)	Parent/Guardian signature	Date

**STUDENT** email address (This is where all DE emails will go—you will be 100% responsible for updates in information in these emails.)

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**STUDENT** phone number

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