Collegiate Academy Dual Enrollment Contract

Dual enrollment classes are offered as a voluntary educational option. Students assume a responsibility to fulfill all obligations of both the college and Collegiate Academy course-load. Students are to conduct themselves in an ethical and mature manner. Students must abide by the drop/add policy of each individual college and are responsible for knowing the deadlines and requirements for any such changes. **No change in college schedule can be made without a signed schedule change form available in the guidance office.**

1. Collegiate Academy students who elect to take college classes during the regular school day must agree to these conditions:
2. Dual enrollment courses must be in a core subject area (English, math, science, social studies, world language) in order to receive Advanced Placement credit.
3. With administrative permission, other college courses can be considered as an elective for Collegiate Academy honors credit. All dual enrollment course selections must represent a progression forward in coursework and not a repetition of classes already completed.
4. Dual enrollment college courses taken as a required core Collegiate Academy course must be taken in the fall semester to ensure successful completion of the course. Enrollment in a college core class in the winter or spring semester will be approved for elective credit only.
5. Students are responsible for making up work for any Collegiate Academy class missed to attend college courses. While Collegiate Academy schedules will be adjusted as much as possible to accommodate dual enrollment classes there is usually at least one class missed on a regular basis. It is the responsibility of the student to follow the dual enrollment requirements of any Collegiate Academy class missed, which will include weekly meetings with the teacher as well as attending special help and meeting deadlines as specified. The student is responsible for keeping up with missed work on a weekly basis in accordance with the policy of the individual teacher.
6. Students agree to follow the grading and attendance policies of the college and individual instructor.
7. Students are to follow Collegiate Academy dress code every day of the Collegiate Academy school year.
8. Students must provide their own transportation to and from the college course. Students have 30 minutes to report to their Collegiate Academy classes after their college class ends.
9. With the exception of 8:00 am classes or after school classes, students must report to school prior to leaving for their dual enrollment class and must sign out at the attendance office before leaving for their class and sign in at the attendance office upon their return to Collegiate Academy. Students may not stay after dual enrollment courses to meet with professors or student groups without first obtaining administrative permission.
10. Students who withdraw from their college course for any reason must have approval from the guidance office and follow all regulations of the college for dropping a course.
11. In the event of a Collegiate Academy schedule change due to early dismissal or testing schedule (or for any other reason), dual enrollment students are required to inform any teacher involved that they will not be able to attend class and make up any missed work involved. Students are expected to attend college classes when there is no school at Collegiate Academy but college classes are in session.

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12. Conversely, any college schedule change (college spring break or difference in holiday schedule for example) that results in the student not having college class on a day that Collegiate has class will mean that the student is expected to be present in all periods of that Collegiate Academy day.

13. Remember that you are a representative of Collegiate Academy at all times, and your behavior reflects upon the school and the student body. Please conduct yourself within the expectations of Pride, Honor, Respect.

Student Signature_____**Date**_____

Parent Signature _____**Date**_____