

Erie High School 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 Erie High School 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.**

Erie High School students that elect to take college classes during the regular school day must agree to these conditions:

1. Dual enrollment courses must be in a core subject area (English, math, science, social studies, world language) in order to receive Advanced Placement credit.
2. Other college courses can be considered as an elective for Erie High School honors credit. All dual enrollment course selections must represent a progression forward in coursework and not a repetition of classes already completed.
3. Dual enrollment college courses taken as a required core Erie High School course must be taken fall semester to ensure successful completion of the course. Enrollment in a college core class winter or spring semester will be approved for elective credit only.
4. Students are responsible for making up work for any Erie High School class missed to attend college courses. While Erie High School 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 Erie High School 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.
5. Students agree to follow the grading and attendance policies of the college and individual instructor.
6. Students are to follow Erie High School dress code every day of the Erie High School school year.
7. Students must provide their own transportation to and from the college course. Students have 30 minutes to report to their Erie High School classes after their college class ends.
8. 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 Erie High School. Students may not stay after dual enrollment courses to meet with professors or student groups without first obtaining administrative permission.
9. 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.
10. In the event of a Erie High School 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 Erie High School but college classes are in session.
11. 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 Erie High School has class will mean that the student is expected to be present in all periods of that Erie High School day.
12. Remember that you are a representative of Erie High School 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** _____

Printed Name _____ **Homeroom** _____

Parent Signature _____ **Date** _____