



# HCC Dual Enrollment Student and Parent Agreement

As the student and parent/guardian, we agree that the student plans to enroll in the Dual Enrollment/Early Admissions Programs offered at Hillsborough Community College (HCC). We also agree to follow the policies of the Dual Enrollment/Early Admissions Programs as well as HCC rules, procedures and regulations while enrolled at HCC. We agree that the student must complete an educational plan by the second term he or she is enrolled at HCC, and the completed educational plan must be uploaded to the student's record.

A signed copy of the Dual Enrollment Student and Parent Agreement must be on file in the HCC Dual Enrollment office in order for the student to be approved for this program. For any questions on the policies listed below, please contact [dualenrollment@hccfl.edu](mailto:dualenrollment@hccfl.edu) or call 813-253-7062.

By signing this Agreement, we understand and acknowledge the following statements:

## **RIGOR:**

- The HCC Dual Enrollment program is a rigorous program for academically motivated high school students who demonstrate interest, maturity and academic readiness. The Dual Enrollment program requires a significant commitment from students for them to be successful.
- Access to instructional materials has a strong impact on student success in a course. Dual enrollment students must order instructional materials in a timely fashion so that they have the materials by the first day of class. Failure to have the instructional materials by the first day of class may result in the student being administratively withdrawn from the course.
- Parents/guardians should consider their student's organizational, time management, and academic skills before enrolling.
- College courses and the amount of time required to be successful may be greater than high school courses.
- Students will be required to participate in college level courses requiring a greater degree of self-direction and motivation. The academic work will be more demanding and our faculty will expect students to perform at the same level as any other college student.
- Courses will not be modified to accommodate different student ages and maturity.

## **ENVIRONMENT:**

- Students will be in a learning environment that explores a diverse and open range of ideas that requires a mature understanding of multiple perspectives. Students must be able to engage in discussions in a respectful and responsible manner. While appropriate for college level, course materials and class discussions may reflect topics not typically included in high school courses, which some parents may object to for minors. Alternative assignments will not be provided in these cases.



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- Students will be attending classes with adult, non-high school aged students and may encounter a diverse student population that is different from their high school. Dual enrollment students at an HCC campus will experience students of various ages and backgrounds while on an HCC campus, including students who may have criminal records.

## 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 HCC transcripts, including failing grades and withdrawals. Grades, including withdrawal grades, may affect subsequent postsecondary admission and financial aid eligibility at HCC or another college/university.
- Students must meet statutory eligibility requirements to participate in the dual enrollment program as set forth in [Section 1007.271, Florida Statutes](#). Students must maintain a 2.0 HCC GPA as well as a 3.0 unweighted high school GPA to continue eligibility in the program.
- Students who receive a failing grade or who withdraw from a course may use the Dual Enrollment Petition one time to retake a class and/or to be reinstated into the program.
- Parents/guardians do not have access to a student's progress reports, grades, assignments, coursework, or college instructors, and HCC does not provide parent conferences. Instructors are under no obligation to speak to parents. FERPA requirements also do not permit anyone other than the student to register for courses; therefore, parents cannot register for courses on their students' behalf. Learn more about HCC's FERPA guidelines: <https://www.hccfl.edu/admissions/ask-registrar/ferpa>
- Transfers of dual enrollment credits to out of state schools may vary, and credits may not transfer. The student is responsible for verifying course transfers.

## COMMUNICATION POLICIES:

- The Dual Enrollment office will handle all approvals for registration.
- Students will visit HCC Student Services on an HCC campus for all enrollment or withdrawal activities, including course selection, account holds, or any other issue not directly related to course content or their grades including all requests for an accommodation.
- Students should communicate directly with their instructors for a clear understanding of course expectations and grades.
- Students must register their NetID and use their Hawkmail email address, which is the primary means of communication with both the Dual Enrollment office and with their instructors.
- HCC courses offered online and at HCC campuses use the Canvas learning management system. Students must monitor their Canvas page for course information.
- Students must comply with all registration dates, including Dual Enrollment registration deadline, last day to drop a class without penalty, and the last day to withdraw. Students can visit the Dual Enrollment website for Registration Deadlines for each term and for the HCC Academic Calendar.



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## ONLINE COURSES:

- The student experience with HCC online courses differs significantly from Florida Virtual School online courses. The table below summarizes these differences.
- Dual enrollment students must follow HCC policies and HCC instructor requirements in all courses taken at HCC, including online courses.
- All HCC online courses require students to complete at least one graded assignment before the end of the drop/add period to verify their attendance in the course; students who do not sign in and complete an assignment will be administratively withdrawn. The drop/add period is specified in the HCC Academic Calendar.
- Students should sign in to their course several times a week. Students must monitor their HCC email and announcements posted in the course.
- Some courses may require online proctored exams. Academic dishonesty occurs when someone (including parents or guardians) other than the student, completes the exams instead of the student. Academic dishonesty is grounds for a failing grade and disciplinary action under the [HCC Code of Student Conduct](#).

| Florida Virtual School   | Online Classes at HCC   |
|--|---|
| Statewide public school  | Two-year college  |
| Flexible start and end dates   | Set and structured start and end dates.<br>Assignments cannot all be turned in on the last day. |
| Mandatory phone call   | Orientations vary from non-existent, to optional, to mandatory.                                 |
| Communications through text messaging/phone                                | Communication through email and announcements   |
| Regular grade report and update  | Grades reported in the Learning Management System to students as needed                         |
| Flexible due dates   | Scheduled due dates   |
| Warnings provided when falling behind schedule                             | Students required to track their own progress   |
| Options to redo work to earn a higher grade                                | Few options, if any, to redo work   |
| Parents regularly connect with teachers to review student progress         | Parents do not have access to student course, grades or progress unless the student provides it |
| Beginning computer/internet skills and access required – Training provided | Intermediate computer/internet skills and access required                                       |
| Opportunities for tutoring from teacher                                    | Tutoring available at the Academic Success Center   |
| D2L – Focuses on specific assignments                                      | Canvas – Assignments and modules with set due dates   |
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## Parent or Guardian Section:

I grant permission for my child to participate in the Dual Enrollment program at Hillsborough Community College. By signing this Agreement, I understand and agree to the policy statements included in this document.

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

Printed Name: \_\_\_\_\_

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## Student Section:

I understand and agree to follow all HCC rules, procedures and regulations, including the HCC Dual Enrollment program rules, procedures, and regulations.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

High School of Enrollment: \_\_\_\_\_ Grade Level: \_\_\_\_\_

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Please scan and email back to [dualenrollment@hccfl.edu](mailto:dualenrollment@hccfl.edu) or Fax it to 813-253-7061  
For questions call 813-253-7121 or e-mail [dualenrollment@hccfl.edu](mailto:dualenrollment@hccfl.edu)