



## ACADEMIC PROCEDURES

### DUAL ENROLLMENT (OFF THE HIGH SCHOOL CAMPUS)

<b>Qualifications</b>	Students may attend HCC or USF on a part-time basis. Students may only take courses at USF that are not offered at HCC. USF verifies the course selection and makes the final enrollment decision. The student must have a minimum unweighted cumulative grade point average (GPA) of 3.0. The student must achieve an acceptable score on the Postsecondary Education Readiness Test (PERT), SAT, or ACT.
<b>Academic Impact</b>	<p>The dual enrollment student receives both high school and college credit. Since college credit is awarded, this grade will remain a part of the college transcript.</p> <p>Dual enrollment courses will receive the same course weighting as Advanced Placement courses. A bonus of .08 is added to the cumulative GPA for every one-half credit and .16 per 1.0 high school credit for each dual enrollment course in which the student earns a grade of C or higher.</p> <p>Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.</p>
<b>Student Responsibilities</b>	During the program planning process, the student, with the assistance of the school counselor, should establish the <i>need</i> for dual enrollment off the high school campus based on the student's academic requirements and the class offerings at the school site. The student will complete <b>Authorization Form B "Dual Enrollment Off the High School Campus"</b> under the supervision of the school counselor. For dual enrollment at HCC, the student must also complete the <b>"Special Category Student Authorization Form"</b> found on the HCC website ( <a href="http://www.hccfl.edu">www.hccfl.edu</a> ) keyword "dual enrollment" (Steps to Apply). The student must research the availability of courses at the postsecondary institution, complete and submit the application for admission to the institution. The application for HCC is online. The application fee is waived. Dual enrollment courses must be taken at HCC. In the event the course is not available at HCC, the student may take the course at USF with verification by USF. <u>All paperwork must be submitted to HCC or USF 30 working days prior to the start of the semester.</u>
<b>Counselor Responsibilities</b>	During program planning, the school counselor assists the student in completing the <b>Authorization Form B "Dual Enrollment Off the High School Campus"</b> and verifies student eligibility. The school counselor retains the original authorization form and gives a copy to the student. The student's schedule should be adjusted to accommodate the off-campus course. <b>Students must return all textbooks to Instructional Materials Depository within five (5) working days from the end of the semester. <u>Previous semester textbooks MUST be returned BEFORE new semester orders will be processed.</u></b>

**AUTHORIZATION FORM B**  
**DUAL ENROLLMENT (OFF HIGH SCHOOL CAMPUS)**  
**STUDENT RESPONSIBILITY**

(CIRCLE ONE)

SEMESTER: 1

SEMESTER: 2

Date: \_\_\_\_\_

Hillsborough County Public  
School Student Name: \_\_\_\_\_

State Student Number: \_\_\_\_\_

High School Name: \_\_\_\_\_

Postsecondary Institution: \_\_\_\_\_

Dual Enrollment Course(s): \_\_\_\_\_  
\_\_\_\_\_

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Alternative Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.

- Grade Level (9, 10, 11, or 12 only) - circle one
- Grade Point Average (minimum GPA: 3.0 unweighted): \_\_\_\_\_
- Acceptable test score on the PERT, SAT, or ACT
- Application submitted to HCC or USF: \_\_\_\_\_

**ONLY THE COURSE(S) LISTED ABOVE HAVE BEEN APPROVED.** If the course chosen is unavailable on the HCC or USF campus, and the student wishes to take another course, the student is required to consult with the counselor for approval of an alternative course from the master list of DOE approved courses.

Dual enrollment courses must be taken at HCC. In the event the course is not available at HCC, the student may take the course at USF with verification by USF.

**Principal's Statement**

In order to meet the academic needs for the student named, the student may dually enroll in a postsecondary institution for the course(s) indicated.

\_\_\_\_\_  
Principal's Signature (or Designee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date

***Please continue for additional information*** →

**AUTHORIZATION FORM B (continued)**

**DUAL ENROLLMENT (OFF HIGH SCHOOL CAMPUS)**

**Student's Statement of Responsibility**

- Student **must** obtain signature from principal or designee.
- Student **must** obtain signature from counselor.
- Student and parent **must** sign "Statement of Responsibility."
- Student understands if course(s) is/are unavailable, additional approval is required from the high school counselor
- After enrolling/registering at HCC, students must obtain an access code from the high school to order textbooks online (HCC courses only).
- Additional fees such as online access codes (ie... My Math Lab (MML), XL, Access Code) and consumables will be the responsibility of the individual student.
- Dual enrollment courses must be taken at HCC. In the event the course is not available at HCC, the student may take the course at USF with verification by USF.

*I understand that HCC will submit a transcript to my high school. For courses taken at USF, I understand that I must request to have my transcript sent by USF to my high school and pay any applicable fees. In addition, **students must return all textbooks to Instructional Materials Depository within five (5) working days from the end of the semester. Previous semester textbooks MUST be returned BEFORE new semester orders will be processed.** HCPS textbook personnel will examine textbooks and determine their condition. If any textbook materials are damaged or lost, **the student will be charged a textbook fine or the replacement cost of the textbook.** Since textbook bundles often contain several separate materials and are not sold separately, students may be charged for the total cost of the textbook bundle if any one piece is missing.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



## HCC Transcript Request Dual Enrollment SDHC Public Schools

I authorize Hillsborough Community College to furnish my high school any and all information pertaining to my academic record while I am enrolled in Hillsborough Community College as a Dual Enrollment student. I hereby release Hillsborough Community College from any liability or damage that may result from furnishing the information requested.

\_\_\_\_\_  
Name of High School (Please Print)

\_\_\_\_\_  
Semester/Year

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security or HCC Student ID No.

Processed
Campus: _____
Date: _____
By: _____



Dual Enrollment Office  
 P.O. Box 31127  
 Tampa, FL 33631  
 (813) 253-7121  
 Fax (813) 253-7061  
 www.hccfl.edu/dualenrollment

## Special Category Student Authorization Form On HCC Campus, Center or Site

**Name:** \_\_\_\_\_ **SS# or HCC ID#** \_\_\_\_\_  
**Campus:** \_\_\_\_\_ **Term:** Year \_\_\_\_\_ Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_  
**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Student Type:**

- Dual Enrollment – Public School     Dual Enrollment – Home Education     Dual Enrollment – Early Admit  
 Dual Enrollment – Private School     Dual Enrollment – Charter School

**Name of High School:** \_\_\_\_\_ **Expected Date of HS Graduation:** \_\_\_\_\_

**Course(s):**

1. _____	_____	3. _____	_____
Course Name	Course Number	Course Name	Course Number
2. _____	_____	4. _____	_____
Course Name	Course Number	Course Name	Course Number

All applicable items below must be submitted **30 WORKING DAYS PRIOR TO THE START OF THE SEMESTER** to the address above. Please visit the dual enrollment website for deadline dates.

- Grade Level: \_\_\_\_\_  
 Completed online Application for Admission  
 High School Transcript (**GPA-3.0 unweighted for Dual Enrollment, 3.5 unweighted for Early Admit**)  
 Letter of Authorization from high school principal or designee (public and private schools) **REQUIRED EACH SEMESTER**  
 Dual Enrollment Transcript Request Form (Public School Only) **REQUIRED EACH SEMESTER**  
 Educational Plan that clearly delineates courses taken through home school, and courses to be taken at HCC and through home school for completion of home education program (Home Education Only)  
 Affidavit or proof of registration with SDHC Home Education Office (Home Education Only)  
 Home Education Dual Enrollment Agreement, two copies (Home Education Only)  
 Test Score (must achieve an acceptable score on the PERT, SAT, or ACT). **DOCUMENTATION ATTACHED**

PERT _____ reading 106 _____ writing 103 _____ math 114 MAC 1105 requires 123 MGF 1106/1107 requires 123	SAT _____ critical reading/verbal 440 _____ math 440 MAC 1105 requires 510 MGF 1106/1107 requires 510	ACT _____ reading 19 _____ English 17 _____ math 19 MAC 1105 requires 21 MGF 1106/1107 requires 21
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We, the student and parent or guardian, agree for the above named to enroll in the Dual Enrollment/Early Admissions Programs offered at Hillsborough Community College. We understand the course selection for enrollment will be authorized **each term** by the high school counselor or home educator for courses that are creditable toward the high school diploma. We agree to abide by the guidelines of the Dual Enrollment/Early Admissions Programs, as well as College policies and procedures, while enrolled in HCC. We understand that any courses registered for, or grades received, become a permanent part of the students record. In addition, the student must maintain a high school GPA of 3.0 and an HCC GPA of 2.0 to remain eligible.

We also understand that 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 mature and responsible manner.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent Signature

\_\_\_\_\_  
 Date