

Prince George High School

STUDENT NAME:	JTCC ID NUMBER:
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Dear Parent or Guardian,

Dual Enrollment

Your son/daughter seeks admittance into the Dual Enrollment Program offered through a partnership between John Tyler Community College and your school district. Dual Enrollment affords eligible students an opportunity to take college courses at their high school and also earn high school credit. Courses are rigorous and taught by college-credentialed high school faculty who deliver instruction according to JTCC policy and standards. Participants will utilize textbooks, manage course assignments and adhere to academic, attendance and conduct policies that apply to students on campus. Dual enrollment students must be mature, highly motivated and prepared to meet college-level expectations which include:

- ✓ Taking notes during class lectures and devoting ample time for homework and study
- ✓ Submitting all assignments and completing projects on time
- ✓ Being present during class sessions and adhering to College honor and disciplinary codes to avoid withdrawal
- ✓ Striving to achieve no lower than a final grade of 'C' to maintain satisfactory academic performance

JTCC requires students to be **physically present** and **actively participating** in no less than 80% of the classes that are scheduled each semester. Students who violate attendance requirements due to extended illness, homebound instruction, school suspension, or other reasons will be reported by DE faculty and possibly subject to withdrawal. Options for makeup work through seat time will not apply. **Earning a failing grade in one dual enrollment course will result in dismissal from the program and students will be ineligible for enrollment in additional DE courses.**

JTCC complies with federal and state data privacy protection that separates the roles of students and parents. The Family Educational Rights and Privacy Act (FERPA) requires that specific information related to a student's educational records not be shared with anyone (including parents) other than the student. DE faculty and JTCC staff may not discuss private information or grades with a student's parent/guardian unless the student chooses to sign the written authorization. Questions about FERPA guidelines can be referred to dualenrollment@jtcc.edu.

School counselors are best equipped to verify eligibility and answer all questions related to the application process. Completion of the online JTCC Application for Admission is also required for new participants and students must use special instructions provided by their school counselor. **The deadline for submission is determined by the high school.** Both signatures are required on this form and it must be returned to the school counselor no later than 03 / 06 /2020.

'I hereby grant permission for my student to participate in the Dual Enrollment program. My child is prepared to comply with course expectations, adhere to class attendance and conduct policies, maintain satisfactory academic performance and visit the JTCC website to review College policies. I acknowledge that all decisions concerning my child's continuance in the program are dictated by VCCS and JTCC policy.'

Parent/Guardian's Signature

Date

'I hereby agree to perform all tasks as outlined by the instructor, adhere to class attendance and conduct policies, maintain satisfactory academic performance and visit the JTCC website to review College policies. I understand that if I fail a course as a participant in the Dual Enrollment program, I will be dismissed without the possibility of reinstatement. I authorize JTCC to release applicable test scores and grades to my high school for the purposes of the program.'

Student's Signature

Date

Are you or will you be 18 or older before the end of the school year? Circle one: Yes No