

AUTHORIZATION FORM B

DUAL ENROLLMENT (OFF HIGH SCHOOL CAMPUS)

Fall Spring Summer

Date: _____ High School: _____

Student Name: _____ State Student Number: _____

Student Email Address: _____

Dual enrollment courses must be taken at Hillsborough Community College (HCC). In the event the course is not offered at HCC, the student may take the course at the University of South Florida (USF) with verification by USF.

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 9th 10th 11th 12th
- Minimum GPA: 3.0 unweighted- HCC/ 3.5 unweighted- USF (attach student permanent summary worksheet)
- Minimum GPA Career Dual Enrollment: 2.0 unweighted- HCC (attach student permanent summary worksheet)
- Student is taking dual enrollment course(s) to meet specific course graduation requirement(s):

ONLY THE COURSE(S) LISTED ABOVE HAVE BEEN APPROVED. If the course(s) selected is unavailable and the student wishes to take another course, the student is required to consult with the school counselor for approval of an alternative course from the HCC Dual Enrollment Equivalency List (posted on HCC website) or State of Florida Dual Enrollment Equivalency List for USF.

- Student is taking dual enrollment course(s) for elective credit(s). The student may take any elective course as permissible by HCC or USF. Refer to the HCC Dual Enrollment Equivalency List or State Dual Enrollment Equivalency List for USF and the HCC or USF College Catalog.

Principal's Statement

In order to meet the academic needs for the student named, the student may dually enroll at HCC or USF for the course(s) indicated.

School Counselor's Signature

Date

Please continue to page 2 for additional information

Distribution: Original (School Counselor) Copy (Student) Copy (Data Processor)

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Student's Statement of Responsibility

- Student and parent must sign "Statement of Responsibility."
Student must apply to HCC or USF (circle one)
It is the student's responsibility to submit all required paperwork directly to HCC or USF by the published deadline on the college dual enrollment website.
Minimum required test score on the PERT, SAT, or ACT
Student and parent are aware that credits and grades earned through dual enrollment will be part of the student's permanent high school and the college record/transcript.
Student and parent understand that dual enrollment students interact with college students in a college campus environment with academic and social challenges.
After enrolling/registering at HCC, students return to the High School Guidance Office to obtain access to the "HCPS Dual Enrollment Online Textbook Ordering" site
Student must provide the college schedule to the high school.
Dual enrollment courses must be taken at HCC. In the event the course is not offered at HCC, the student may take the course at USF with approval 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 the Logistics Operations Warehouse 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 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