

Hardin Valley Academy

Dual Enrollment (DE) Authorization for off-campus courses

(to be completed for each DE course)

Student Full Name: _____ Grade/Academy: _____

Circle semester of DE Course: <i>Fall</i> or <i>Spring</i>	Name of College/Institution:
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College Course Title and Number: _____

Days/Times of course: _____

Placement on days w/ no DE course: (teacher signature OR parent signature if 1st or 4th periods):

Please check one: _____ This course satisfies a core high school requirement.
_____ This course is being taken as an elective.

Student Responsibilities

- Completion of all application requirements to the college, including DE grant application.
- Knowledge of time and place of college course. Transportation to and from DE course.
- Must sign-in in HVA main office upon arrival and when leaving, if applicable.
- Attendance and academic performance in both HVA and college courses.
- Obtain permission (signature) from a teacher to be in his/her class on the days not in college course OR obtain parent signature if college class is 1st or 4th period and the student will be considered in the parent's care. If DE class does not overlap with Flight Time, you are required to attend.
- Submit proof of registration (Student Detail Schedule) in the college course to the school counselor within two weeks of the beginning of the high school semester.
- Submit official verification of the final grade from the college within one week of the end of the course. This **must be** submitted to the counseling office in order to appear on the transcript.

Notes

- No Online classes may be taken through Dual Enrollment.
- DE courses are not listed as Honors or Advanced Placement courses on the high school transcript, however, they will receive 1.0 weight in the weighted GPA.
- The course title and grade earned at the post-secondary institution/college will appear on the high school transcript.
- Students will be enrolled in an DE course at HVA. This course will be for zero credit (the actual DE course will earn the credit.) Withdrawing from a DE course after the Withdrawal date may result in a failing grade on the transcript. YOU MUST TALK TO YOUR COUNSELOR if you PLAN to WITHDRAW!
- No interim grades will be reported. The college teacher will not discuss a student's academic progress with the parent.

____ I have read the attached letter and this authorization form and agree to abide by its policies.

Student Signature/Date

Parent Signature/Date

RETURN COMPLETED FORM TO YOUR COUNSELOR