



Francis Marion University Dual Enrollment Program

Francis Marion University's (FMU) Dual Enrollment program is designed to allow qualified high school juniors and seniors the ability to earn college credit while still in high school. In order to participate, students should have a minimum high school GPA of 3.0, complete the required application, verify citizenship, and obtain permission from their parent/guardian and high school. Once accepted, students and their parent/guardian should carefully review the information below and sign the agreement before beginning a course.

Attendance Policy: FMU and high schools have separate academic calendars. Students should adhere to the **FMU academic calendar** and follow the attendance policy outlined by the instructor in the syllabus. (**NOTE:** FMU courses may be scheduled when high school is not in session.)

University Policies: Once accepted and enrolled in courses at FMU, students are college students and must adhere to the policies found in the 2020-2021 FMU Catalog and the 2020-2021 Student Handbook which can be found online at www.fmarion.edu. This includes, but is not limited to Academic Conduct, Student Conduct, Grading System, and Class Attendance policies. Dual enrollment students are also required to follow the University's drop, add, and withdrawal dates.

Faculty Communication: Communication regarding courses should be between the student and faculty member.

Grades/Transcripts: At the end of the semester, official transcripts will be sent to the student's high school. Students will be able to view their final grade by accessing the Patriot Portal. In addition, numerical grades will be reported to the high school for inclusion on the high school transcript. Please note the following:

- FMU's official grades are reported as letters.
- Dual credit is awarded by the high school, so it is imperative that the student gain permission from the high school to count a course towards their high school graduation requirements.
- Failure to complete a dual credit course or pass a course could have potential negative impacts on the student's high school graduation.
- Final grades on **all** college courses taken as dual credit in high school are included in the initial LIFE Scholarship calculation once the student enrolls in college upon high school graduation.
- Final grades on **all** college courses taken in high school are included in LIFE Scholarship GPA calculations to retain the scholarship after enrolling in college.
- Graduating seniors can have their official transcript sent electronically to the college or university they are attending from www.fmarion.edu/registrar/transcript.

Campus ID: Students are required to get a FMU ID to gain access to library materials and resources, for entry to various campus events and activities, and for specific entry permission to certain facilities on campus.

Transferability of Courses: It is advised that students check with the college or university they plan to attend to see how a course will transfer before enrolling in the course. Most courses offered will transfer to any public state institution, but the way in which the course transfers may vary (i.e. general education requirement, elective credit, towards the major, etc.). Students should also determine what grade must be earned in the course to have it transfer to another institution. (Typically, a grade of “C” or higher will transfer.)

Tips for Success

- Attend class based upon the attendance policy outlined in the course syllabus.
- Complete all assignments (written and reading) on time.
- Ask questions of your instructor.
- Allow time to study for your course(s) and take advantage of resources available.
- Accept responsibility for your learning and remember that taking college courses in high school is a privilege and requires self-discipline.

Agreements:

Part One: To be completed by the student

Full Legal Name: _____ Preferred name: _____
Street Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Email: _____
High School: _____ Expected HS Graduation Year: _____

I, _____, have read and understand the information above. By signing below, I indicate that I will follow the conditions set forth above.

Signature Date

Part Two: To be completed by the parent/guardian

I give my student, _____, permission to take dual enrollment college courses through Francis Marion University. I understand that my student will be a FMU student through participation in the Dual Enrollment Program and will be required to follow the policies outlined in the University Catalog. I also understand that my student will be in a college learning environment.

Printed Name

Signature Date

Return this signed form by email to atodd@fmarion.edu or by mail to FMU Admissions, Attn: Dual Enrollment, PO Box 100547, Florence, SC 29502.