

Online Course Agreement

Each of the following stipulations must be met each semester to be eligible to continue enrollment in online courses through West Kentucky Community and Technical School.

- All expenses or fees are the responsibility of the student and parents, including books, above and beyond the KY Dual Credit Scholarship.
- The student must maintain a minimum cumulative 3.0 GPA on the college transcript. Failure to do so will result in withdrawal from future dual credit courses. This is a requirement set forth by WKCTC.
- The grade you earn will be the grade you receive. Numeric grades and letter grades will be transferred to the high school transcript.
- If student fails a course, they cannot repeat course for dual credit. Tuition will be charged at full price if course is repeated. Failed courses could result in student unable to complete high school graduation requirements.
- College cumulative GPA and withdrawn courses will affect future KEES money, FAFSA, and scholarship dollars.
- All courses must be approved by the guidance counselor before enrolling.
- The student will report progress in each course to the assigned high school faculty each week or as determined necessary. This includes students who take courses outside of the scheduled online class periods.
- It is the responsibility of the student to read and understand the course syllabus, class schedule, and all due dates. College calendars differ from high school calendars, you will be expected to complete assignments even if the high school is not in session.
- A WKCTC email will be created for each student. It is the student's responsibility to check the email frequently. Passwords expire every 90 -120 days and student will be locked out of WKCTC accounts.
- Unless it is required to test at WKCTC, all tests and quizzes **must** be taken at the high school with a faculty member present. It is the responsibility of the student to inform the high school designee of quiz/test dates. If a test or quiz is taken at home, the course will be dropped from your high school schedule and you will be enrolled in a high school course available at that time. If student is required to test at WKCTC, it is the student's responsibility to receive approval from high school counselor, principal, or designee BEFORE scheduling test.
- If course is dropped, you will be required to enroll in a high school course that fits your schedule.
- The student should always bring other homework to class, especially if online work is current.
- Respect of other students who are working is essential. This includes, but is not limited to, moderate noise level at all times, but especially when others are testing.

By signing below, I attest that I have read and will abide by the Online Course Agreement set forth by the high school and WKCTC.

Student signature

Parent/Guardian signature