

# DUAL ENROLLMENT

# STUDENT HANDBOOK



**EMBRY-RIDDLE**

Aeronautical University

# CONTACT US



**1 AEROSPACE BLVD  
DAYTONA BEACH, FL 32114-3900**



[Dualenrollment@erau.edu](mailto:Dualenrollment@erau.edu)



855-404-7836



[Dualenrollment.erau.edu](http://Dualenrollment.erau.edu)

# WELCOME TO EMBRY-RIDDLE!

On behalf of Embry-Riddle Aeronautical University (ERAU), I would like to welcome you to the Dual Enrollment Program. Embry-Riddle Aeronautical University is an institution of higher learning that is recognized around the world for training the aviation and aerospace leaders of tomorrow. Our Dual Enrollment Program provides talented and motivated students with the opportunity to get a head start on a post-secondary education while completing their high school diploma.

All courses offered through the Dual Enrollment Program are part of our award-winning [Worldwide Campus Online Program](#). Exposure to these undergraduate courses is a great way to begin your journey into higher education and truly makes the overall experience one of a kind!

The adjustment to college-level courses can be challenging. Our student handbook, along with other free resources will help you find success as you begin your first term as an Embry-Riddle Dual Enrollment student.

We believe that learning is the key to lifelong success, as it provides a pathway from one stage of development to the next. As your academic partner, we look forward to working with you and supporting your goals.

Good Luck This Year!

Sincerely,

*Samantha Miata*

Samantha Marshall  
Director of Dual Enrollment Embry-  
Riddle Aeronautical University



# YOUR DE TEAM!



Gillian McCoy  
Dual Enrollment Advisor

Gillian holds a Bachelor's Degree in English Literature from the University of Central Florida. With a strong passion for reading and writing, she brings both creativity and analytical insight to her work. Gillian is highly dedicated, detail-oriented, and deeply committed to student growth and success. She takes pride in helping students build confidence, develop their skills, and achieve their academic goals.



Selina Esposito  
Dual Enrollment Coordinator

Selina holds a Bachelor's Degree from the University of Central Florida in Event management. She loves any and all Italian food, and in her free time she enjoys reading, working out, baking, and long walks on the beach. Selina is also a fellow Eagle, and is currently enrolled in the Worldwide Master's program.

# RUNWAY

to Registration

**APPLY**

Dualenrollment.erau.edu



**1**

## SUBMIT TRANSCRIPTS

Emailed from school admin to:  
Dualenrollment@erau.edu

**2**

## ADMISSION

Decision within 24-48 hours

\*subject to change per holiday or office hours

## CREATE ERNIE ACCOUNT

Instructions provided via  
Email

**4**

**3**

## ASSIGN PARENT AUX ACCESS

Refer to Parent Aux  
Access Guide for Setup

## ENGLISH & MATH ASSESSMENT

Work with your advisor to determine  
which assessment is right for you

**5**



**TALK TO YOUR ADVISOR  
ABOUT THE BEST COURSES  
FOR YOU!**

**REGISTER FOR  
COURSES!**

# NEW STUDENT CHECKLIST



Check each item off your list!

- Setup Student Account
- Access ERAU Email Account
- Assign Parent Aux Access
- View Computer Compatibility & Requirements
- Perform a Computer Check
- Download Free Microsoft Office Suite to your PC or Mac
- Take the English and/or Math Assessment
- Work with your Advisor to Register for Courses
- Order Textbooks
- Pay Tuition
- Set up Free Grammarly Account



# TABLE OF CONTENTS

## **I. PROGRAM OVERVIEW** 8

*Mission/ Core Values* 8

*ERAU Worldwide campus* 8

---

## **II. ACADEMIC CALENDAR** 9

*Online Learning* 10

---

## **III. NEXT STEPS** 11

*ERAU student Account* 11

*ERAU Email Account* 11

*Parent Aux Access* 11

*English & Math Assessments* 11

---

## **IV. ADVISING** 12

*Academic Plan* 12

*Course options* 12

*Learning Options* 12

*Online* 12

*On-Ground* 12

*Course registration* 12

*New students* 13

*Active or Returning Students* 13

*Canvas* 13

A large, light blue silhouette of an eagle is positioned in the background, facing right. Its wings are spread, and its tail feathers are visible. The eagle's head is turned slightly towards the viewer.

# TABLE OF CONTENTS

---

## **V. TUITION COST** 14

*Financial Aid* 14

*Tax Form 1098-T* 14

*Textbooks* 14

---

## **VI. STUDENT RESOURCES** 15

*College Writing* 15

*Grammarly* 15

*EAGLE Card (Student ID)* 16

*Hunt Library* 16

*Microsoft Office* 16

*Campus Departments & Services* 16

---

## **VII. ACADEMIC AFFAIRS** 16

*Student Status* 17

*Academic Status* 17

*Academic integrity* 17

*Plagiarism* 17

*Electronic Plagiarism Tool* 18

*Cheating* 18

*Student Conduct* 18

---

## **VIII. STUDENT PRIVACY** 19

### **INFORMATION**

*FERPA* 19



# TABLE OF CONTENTS

---

## **IX. POLICIES & PROCEDURES** 19

*Active Participation* 19

*Course Syllabus* 19

*Course Drop and Withdrawal* 20

*Faculty* 20

---

## **X. TRANSCRIPTS & CREDIT** 20

### **TRANSFERABILITY**

*Grades* 20

*Grade Point Average (GPA)* 20

*Incomplete Grades* 21

*Grade Appeals* 21

*Transcripts* 21

*Credit Transferability* 21

*Transcript Ordering* 21

---

## **XI. SCHOLARSHIPS** 22

## Program Overview

One of the most valuable aspects of the Embry-Riddle Dual Enrollment Program is that students can earn college credit while in high school as they develop the critical thinking skills needed for continued academic success.

By the time they reach college, many students already have an idea of the career path that they want to pursue in the years ahead. The Embry-Riddle Dual Enrollment Program can help students make their goals and dreams a reality by

providing:

- **Regionally Accredited** college-level coursework that can be transferred to post-secondary institutions across the nation.
- **Learning Opportunities** that will build a foundation of skills necessary to pursue a career in Aviation/Aerospace or STEM-related industries.
- **Tuition Savings** by potentially eliminating up to a year's worth of tuition costs or more and shortening the time it takes to get a college degree!

## Mission / Core Values

Our mission is to create opportunities for all students and to prepare them for the rigors of the 21<sup>st</sup> century.

We aim to achieve this mission by helping students learn how to think critically, solve problems, ask questions, and embrace challenges.

## ERAU Worldwide Campus

Embry-Riddle Aeronautical University (ERAU) is the world's oldest, largest, and most prestigious university specializing in aviation and aerospace. We're also the only fully accredited, aviation and aerospace-oriented university in the world.

U.S. News & World Report named the Embry-Riddle Worldwide Campus No. 1 in its ranking of U.S. online bachelor's degree programs in 2022. This is the seventh consecutive year the university has been recognized as a top online school on the list.

## Academic Calendar

All Courses offered through the Dual Enrollment Program will adhere to the Semester Dates established for each

Academic Year. Courses available to Dual Enrollment students online will begin and end with dates published on the [ERAU Dual Enrollment Academic Calendar](#). Courses taught at a high school campus will begin and end with dates approved by the High School Administration and ERAU Dual Enrollment Office.

<b>2026-2027 Dual Enrollment Academic Calendar</b>		
<b>Dual Enrollment Semesters</b>		
<b>Semester</b>	<b>Start Date</b>	<b>End Date</b>
<b>Summer</b>	May 31, 2027	August 1, 2027
<b>Fall</b>	August 10, 2026	December 20, 2026
<b>Spring</b>	January 11, 2027	May 23, 2027

The following terms are available to Online Dual Enrollment students for the 2026-27 Academic Year. For a detailed listing of all ERAU Dual Enrollment courses by term, please visit our [2026-27 Online Course Schedule](#).

<b>Dual Enrollment Online Terms</b>					
<b>SUMMER 2027</b>					
<b>Term</b>	<b>Registration Deadline</b>	<b>Start Date</b>	<b>Tuition/Drop Deadline</b>	<b>Last Day to Withdraw</b>	<b>End Date</b>
<b>May</b>	May 14, 2027	May 31, 2027	June 3, 2027	July 1, 2027	Aug. 1, 2027
<b>FALL 2026</b>					
<b>Term</b>	<b>Registration Deadline</b>	<b>Start Date</b>	<b>Tuition/Drop Deadline</b>	<b>Last Day to Withdraw</b>	<b>End Date</b>
<b>August</b>	July 31, 2026	Aug. 10, 2026	Aug. 13, 2026	Sept. 10, 2026	Oct. 11, 2026
<b>September</b>	September 4, 2026	Sept. 14, 2026	Sept. 17, 2026	Oct. 15, 2026	Nov. 15, 2026
<b>October</b>	October 9, 2026	Oct. 19, 2026	Oct. 22, 2026	Nov. 19, 2026	Dec. 20, 2026
<b>SPRING 2027</b>					
<b>Term</b>	<b>Registration Deadline</b>	<b>Start Date</b>	<b>Tuition/Drop Deadline</b>	<b>Last Day to Withdraw</b>	<b>End Date</b>
<b>January</b>	Jan. 1, 2027	Jan. 11, 2027	Jan. 14, 2027	Feb. 11, 2027	March 14, 2027
<b>February</b>	January 29, 2027	February 8, 2027	Feb. 11, 2027	March 11, 2027	April 11, 2027
<b>March</b>	March 12, 2027	March 22, 2027	March 25, 2027	April 22, 2027	May 23, 2027

## Add/ Drop

Students enrolled in the Dual Enrollment program not are eligible to add courses once the term has begun. Late additions beyond the registration deadline ,but prior to the first day of class are subject to availability and are at the sole discretion of the DE department.

## Online Learning

All Dual Enrollment students taking an online course must be self-directed and manage their time well.

Students frequently have the misconception that they can do the work whenever they choose. However, online courses are very structured and there are set deadlines as detailed in the course syllabus.

All courses offered to through the Dual Enrollment program are college-level courses. Therefore, the rigor of content in the courses offered will exceed that of high school courses.

**Please Note: *Students are expected to login to each course on the first day of the term.***

Prior to taking your first course, please verify that your computer is compatible and has the necessary hardware and software required.

- 
-

## Next Steps

All Dual Enrollment Students must complete a few important steps prior to gaining clearance to register for their first course.

Your Dual Enrollment Advisor will provide the information needed to;

- Activate your ERAU Student Account,
- Access your ERAU Email Account,
- Assign Auxiliary Access to your Parent or Guardian, and
- Complete the English and/or Math Assessment.

## ERAU Student Account

Prior to registering for your first course, you must setup your ERAU Student Account, also known as your **ERNIE** account.

You will receive an email from the Dual Enrollment Office with your Student ID and ERAU Email Address, along with instructions on how to setup and activate your [ERAU Student Account](#).

## ERAU Email Account

All Dual Enrollment students will receive an [ERAU Email Account](#). Once you have setup and logged into your ERNIE Account, your ERAU Email Account can be accessed via Outlook.

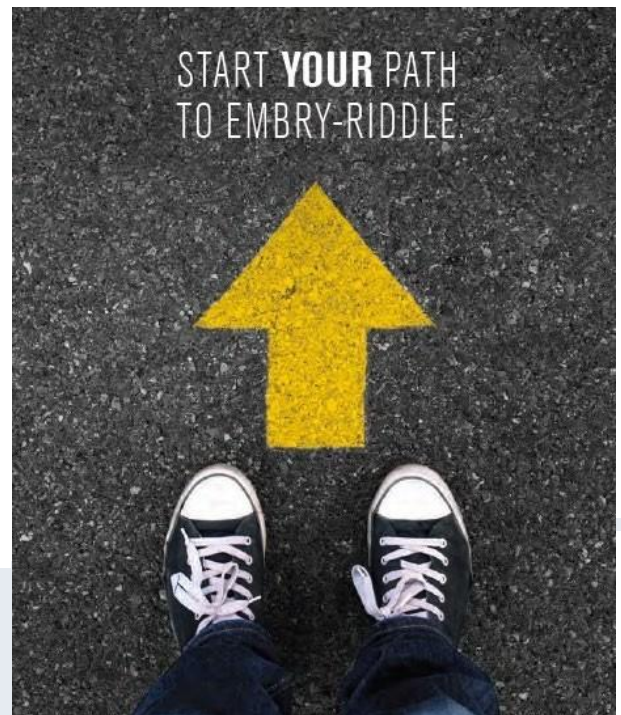
It is critical for all Dual Enrollment students to check their ERAU Email Account on a regular basis. Nearly all communication sent to a student by the university will go to their ERAU Email Account. Students can also use the Outlook apps to access their ERA Email Account on all digital devices.

## Parent Aux Access

After you have successfully activated your ERNIE account, you will need to assign [Parental Aux Access](#). Due to the sensitive nature of minors taking college level courses with adults, it is imperative that all Parents and Guardians have auxiliary access to your student account. This is a key step in the process because, without Parental Aux Access, you will not be able to register for your first course(s).

## English & Math Assessment

The ERAU Dual Enrollment program is committed to supporting your academic success. To accomplish this, we use ALEKS [English and Math skills assessments](#) to determine the best courses for you to take at the beginning of your academic career. Assessments are not graded on a pass/ fail system, instead they are used to determine where the students skill level is relative to the coursework. Each assessment is delivered online. Your Dual Enrollment Advisor will work with you



## Course Registration

Dual Enrollment Students cannot self-register for ERAU courses. Before a Dual Enrollment Student can register for a course, they will need approval from their high school counselor, parent/guardian, and a Dual Enrollment Advisor.

Registration for available courses is on a first come, first-served basis. **Please Note: All students must have a Parent Aux Access Waiver on file before they are permitted to register for their first course.**



## New Students

The transition from secondary to post-secondary coursework can be a challenging adjustment for any student. To help ease this transition, new students are only permitted to enroll in one course during their first term. After the first term, the student will work with their Dual Enrollment Advisor to determine an appropriate course load for future terms.

Starting with one course ensures that each student is able to adjust to the rigors of post-secondary coursework and is set up for maximum success.

**Please Note: In some cases, a student may obtain approval to take more than one course during their first term.**

## Active/Returning Students

Students who have taken one or more courses via the Dual Enrollment program must work with their Dual Enrollment Advisor to determine how many courses they may take each term. The number of courses allowed per term varies with each student on a case-by-case basis.

All ERAU Online courses are offered through Canvas. Once you have been registered for a course, please log into your [ERNIE](#) account to verify the course is correct. Next, you will need to go to Canvas and enter your course. We recommend taking some time to become familiar with the course content, layout, etc. Our [Dual Enrollment Course Navigation Guide](#) is a reference tool that will help you familiarize yourself with the course setup, and all of the features available to you.

If you experience any issues with accessing your course, please contact IT Support for assistance at [ITSupport@erau.edu](mailto:ITSupport@erau.edu) or 866-227-8325.

to determine which skills assessment must be taken and provide you with instructions on how to take them. Please note that assessments may be required to be taken to be eligible for certain courses.

**Please Note: All students are required to take both the English and Math assessment.**

## Advising

Advising is an essential element of the Dual Enrollment experience at Embry-Riddle. We are committed to student achievement and believe in providing support to students throughout each step of their academic journey.

All ERAU Dual Enrollment students are assigned to a [Dual Enrollment Advisor](#). The Dual Enrollment Advisor is the primary point of contact for all Dual Enrollment students, and their parents or guardians. Students should maintain active communication with their DE advisor and instructor.

## Academic Plan

Our Dual Enrollment Advisors will work together with each student, parent/guardian and counselor or home study admin to create the best academic plan possible for achieving the student's academic goals.

After each term, the Dual Enrollment Advisor will meet with the student to discuss all available options. An Academic Plan is never final. It is designed to provide an academic game plan and can be adjusted anytime.

## Course Options

The ERAU Dual Enrollment program offers a variety of courses spread across three key academic areas of study, Aeronautics, Arts and Sciences and Business. All ERAU courses offered through the Dual Enrollment program can be taken on an individual basis, or via a customized pathway created to fit the needs of each student.

Prior to choosing courses, we recommend that all Dual Enrollment students review our [Course Schedule](#) to confirm course availability and consult their high school counselor or home study admin on which course(s) would be the best fit.

**Please Note: Some courses may not be available online, or at our individual partnership locations. Course availability is subject to the academic need of the University.**

## Learning Options

Courses are available to students via two learning options. **Online** through our Worldwide Campus, or **On-Ground** in classrooms at our High School partnership locations.

### Online

Dual Enrollment Students are eligible to take courses Online through the ERAU Worldwide Campus alongside our Undergraduate Students using ERAU's award-winning virtual classroom technology. Online Courses are offered during a nine-week terms.

### On-Ground

The On-Ground learning option offers Dual Enrollment Students the ability to take ERAU courses in person at their own school. Courses are offered during 15 week semesters and taught by fully vetted high school instructors.

## Tuition Cost

The cost of tuition for ERAU courses offered through the Dual Enrollment Program is **\$250 per credit hour**. Most courses are three credit hours. Tuition for each course is due prior to the end of the Drop period. Students and their Parents/Guardians can make the tuition payment online by following the steps listed in our [Tuition Payment Guide](#).

Please follow each step carefully, and if you experience any technical difficulties, please contact the Dual Enrollment Office immediately.



**Please Note:** To make the payment online, Parents/Guardians will need [Auxiliary Access](#) to your ERAU student account.

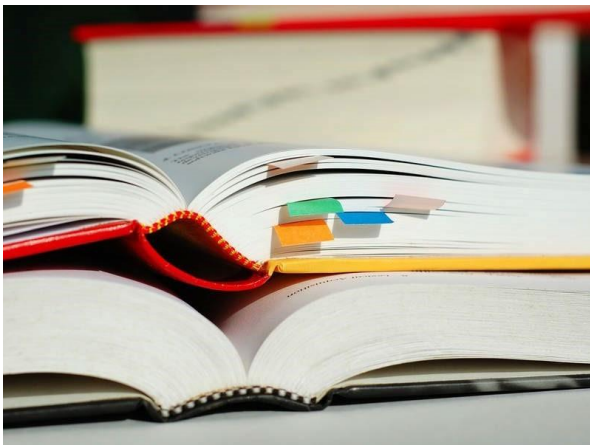
## Financial Aid

ERAU Dual Enrollment Students are not eligible for Financial Aid administered by the University. Some states do offer reimbursement programs for the cost of tuition, fees, and books associated with dual enrollment courses. We encourage all of our students to meet with their high school counselor to see if there are any funding programs available for dual enrollment courses.

## Tax Form 1098-T

To access your Tax Form 1098-T, please log into your ERAU student account. From your student service center, please navigate to self-service, then campus finances. Once you are in campus finances, you can click on the “**view 1098-T**” link.

**Please Note:** Tax Form 1098-T will automatically generate if a student’s social security number is on file.



## Textbooks

Required Materials and Textbooks will vary with each course. If your course requires textbooks or other materials, it is recommended that you obtain these items prior to the first week of class.

Prior to the start of each term, all Students will receive an email from the Dual Enrollment Office with a **Textbook and Course Materials Ordering Guide** included. Please refer to both the email and the guide for details on what textbooks and/or materials are required for your upcoming course(s) and instructions on how to order them.

## EAGLE Card (Student ID)

Applying for a student identification card, known as the [EAGLEcard](#), is done through your [ERNIE](#) login under [Student Services](#). These identification cards may be used for student discounts wherever a student identification card is honored.



### Hunt Library

[Hunt Library](#), located on the Daytona Beach Campus, is the library for all ERAU students, faculty, and staff, regardless of location. The Hunt Library and all of its resources are available to Students online 24/7.

Their mission is to provide information resources and services to students, faculty, and staff in support of the University's commitment to excellence in teaching, learning, and research.

Students can use the [EAGLEsearch](#) feature to explore much of the library's electronic collection and print holdings simultaneously.

## Microsoft Office

All Dual Enrollment students receive free access to Office 365 apps while they are actively taking courses in the program. Students can access the Office 365 apps through their ERNIE account, by Downloading the app to their PC or MAC, or by installing the apps on their phone or tablet. Please visit the [Worldwide Campus website](#) for additional instructions and software options available to Dual Enrollment students.

## Campus Departments & Services

Department	Phone	E-mail	Website
<b>Bookstore</b>			<a href="#">ERAU WW Bookstore</a>
<b>Disability Support Services</b>	386-226-7334	<a href="mailto:wwdss@erau.edu">wwdss@erau.edu</a>	<a href="#">ERAU WW DSS</a>
<b>EAGLEcard</b>	386-226-7578		<a href="#">Eagle Card</a>
<b>Information Technology</b>	866-227-8325	<a href="mailto:ITsupport@erau.edu">ITsupport@erau.edu</a>	<a href="#">IT Support Help Desk</a>
<b>Library Services</b>	386-226-7656	<a href="mailto:library@erau.edu">library@erau.edu</a>	<a href="#">Hunt Library</a>

## Academic Affairs

The Dual Enrollment Office ensures that the high-level of academic standards and quality associated with the name Embry-Riddle continue throughout the program. Just like a degree-seeking student attending an Embry-Riddle campus, Dual Enrollment students are held responsible for knowing and abiding by the academic regulations and procedures required for continued attendance in the program.

A student who requires clarification of any policy or regulation should seek help from their Dual Enrollment Advisor.

University regulations will not be waived because a student is unaware of established policies and procedures. The University reserves the right to change curricula, as well as academic regulations and procedures, without notice or obligation.

## Student Status

Students who participate in the Dual Enrollment program are considered to be “Non-Degree Seeking” because they have not graduated from high school. In most cases, Dual Enrollment students are minors, who require direct parental and school involvement in their academic affairs. Therefore, the Dual Enrollment Office requests the involvement of all parent(s), guardian(s) and school counselors to ensure that each student is set up for success while participating in the program. Visit the ERAU Dual Enrollment website for additional information on [student status](#).

## Academic Status

The Dual Enrollment program is available to students in grades 9-12 who have not graduated from high school. Once a student has graduated from high school, they are no longer eligible to take ERAU courses through the Dual Enrollment program. All ERAU Dual Enrollment courses must be completed before the student’s graduation date. If a student’s graduation date is set to take place during a term, then the student may not register for a course in that term.

The minimum ERAU GPA a student must have in order to continue active status within the ERAU Dual Enrollment program is a 2.0 on a 4.0 scale. If a student fails to maintain the minimum 2.0 ERAU GPA, then the student shall be placed on academic probation for the period of one term. If the GPA is not raised above the minimum 2.0 required, the student will be academically suspended from ERAU’s Dual Enrollment Program.

All situations will be reviewed on a case-by-case basis with the Director of Dual Enrollment. Please review the [Academic Status Policy](#) on the ERAU Dual Enrollment website for additional information.

## Academic Integrity

Embry-Riddle is committed to maintaining and upholding intellectual integrity. Dual Enrollment Students are expected to adhere to the standard university [Academic Integrity Policy](#) and [WW Student Honor Code](#). Key areas include Plagiarism and Cheating.

All students, faculty, and staff have obligations to prevent violations of academic integrity and take corrective action when they occur. The adjudication process will involve imposing sanctions that may include, but are not limited to, a failing grade on the assignment, a failing grade in a course, suspension, or dismissal from the University, upon students who commit the following academic violations:

## Plagiarism

Plagiarism includes the use of any source to complete academic assignments without proper acknowledgment of the source. Presenting the ideas, words, or products of another as one’s own. Reuse or resubmission of a student’s own

coursework, if previously used or submitted in another course, is considered self-plagiarism and is also not allowed under university policy.

## Electronic Plagiarism Tool

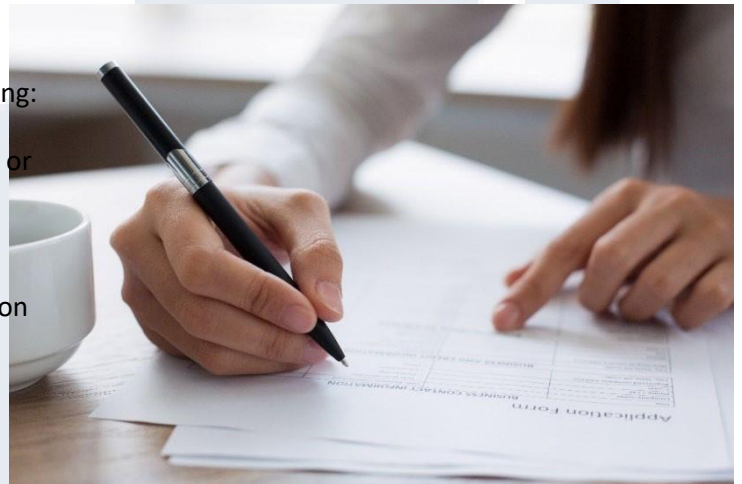
Instructors reserve the right to use any form of digital method for checking plagiarism. Several electronic systems are available and other methods may be used at the Instructor's discretion. All student work may be submitted to any electronic plagiarism detection system database.

All student work submitted to any electronic plagiarism system by the instructor will remain in the ERAU plagiarism system database. Students are not able to request the removal of the content submitted to any plagiarism system used by ERAU.

## Cheating

A broad term that includes, but is not limited to, the following:

1. Giving or receiving help from unauthorized persons or materials during examinations.
2. The unauthorized communication of examination questions prior to, during, or following administration of the examination.
3. Collaboration on examinations or assignments expected to be or presented as, individual work.
4. Fraud and deceit that include knowingly furnishing false or misleading information or failing to furnish appropriate information when requested, such as when applying for admission to the University.



## Student Conduct

Students taking dual enrollment courses are subject to the rules and regulations of ERAU Worldwide Campus as listed in the [ERAU WW Catalog](#), the ERAU Dual Enrollment Student Handbook, and [ERAU Dual Enrollment Website](#).

Dual Enrollment students will be placed in undergraduate course sections with college students of all ages and backgrounds. The courses will introduce Dual Enrollment students to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level and class discussions require a mature understanding of different viewpoints and the ability to think critically on current issues.

In addition, grades earned while participating in the ERAU Dual Enrollment Program will become a part of a student's permanent college transcript. Poor performance in these courses will affect your academic future. Therefore, it is imperative that Dual Enrollment Students conduct themselves professionally at all times.

## Student Privacy Information

Students participating in the Embry-Riddle Dual Enrollment Program are Minors. Therefore, all academic information may be shared with their Legal Parent and/or Guardian via [Auxiliary Access](#).

### FERPA

The Family Educational Rights & Privacy Act (FERPA) of 1974 affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Embry-Riddle Aeronautical University to comply with the requirements of FERPA.
4. The right to obtain a copy of Embry-Riddle Aeronautical University's Student Records Policy.

## Policies & Procedures

### Active Participation

Dual Enrollment students are expected to actively participate in their course throughout the entire week. Active participation consists of attending class (in-person or online) for at least an hour per day. Students are also expected to participate in class discussions and submit assignments by the posted deadline. Simply logging into an online course is not considered to be active participation. If a student fails to actively participate in a course, their Dual Enrollment Advisor will contact them, as well as their parent/guardian and school counselor. Active participation spans beyond the class environment. Student's are expected to respond to emails from the dual enrollment office regarding class registration and course participation.

**Please Note: All Dual Enrollment students must follow course Discussion Board requirements. Please refer to the Course Syllabus for Posting Requirements and APA Format Guidelines.**

### Course Syllabus

A course syllabus will be made available to all students during the first week of a course. The course syllabus will outline the instructor's expectations, policies, and grading standards. All students are expected to follow the course syllabus and contact their instructor with any issues or questions. It's a good practice to contact your instructors directly with questions related to your assignments, your attendance, your grades, etc. Your syllabus should list the appropriate ways to contact your instructor as well as their office hours.

## Course Drop and Withdrawal

The Drop and Withdrawal deadlines are established by the Dual Enrollment Office when scheduling each Academic Year Calendar. All requests to Drop or Withdraw from a course must be handled through both the high school guidance counselor/home school administrator and the ERAU Dual Enrollment Office.

For the complete procedures on how to Drop or Withdraw from a course, please visit <https://dualenrollment.erau.edu/academics/academic-affairs/course-drop-withdrawals/>.

**Please Note: Students may not retake courses while participating in the Dual Enrollment program unless they are given an exception by the Dual Enrollment Office. Withdrawals are not permitted after the withdrawal deadline has passed.**

## Faculty

All instructors are credentialed under the [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#) accreditation rules, whether they are full-time college professors, adjunct faculty members, or high school teachers who teach dual enrollment classes. A high school teacher who teaches a course for the dual enrollment program is held to the same standard of educational credentials and performance that are required of any faculty member hired by the College.

By enrolling in a college level course, Dual Enrollment students will be responsible for communicating with their instructors for course related matters. On rare occasions, students may need to voice a concern about an instructor. If you have an instructor-related issue, please contact your Dual Enrollment Advisor immediately.

## Grades

Final grades are issued at the end of each term or high school semester. Students can access their grades immediately after they are posted by the faculty, via ERAU Online Services (Log in to [ERNIE](#), click on the Services link in the upper right, click on Campus Solutions in left menu, then Campus Solutions Student Center.)

## Grade Point Average (GPA)

A Grade Point Average (GPA) is a number between 0.0-4.0, which represents the average of a student's total graded points.

<b>A</b>	<b>4.0</b>
<b>B</b>	<b>3.0</b>
<b>C</b>	<b>2.0</b>
<b>D</b>	<b>1.0</b>
<b>F</b>	<b>0.0</b>

## Incomplete Grades

An incomplete grade must be completed no later than 7 working days after the end of the Online Term or On-Ground High School Semester in which the course was taken. The course instructor may require a student to complete the course requirements earlier than seven (7) working days following the end of the Online Term or On-Ground High School Semester.

**Please Note: *Students not completing their courses within the time limit will receive a failing grade “F” in the course.***

## Grade Appeals

Students who wish to appeal the final course grade must first communicate with the instructor to discuss and attempt to resolve the issue. The meeting must be arranged as soon as possible after final course grades have been issued (no later than 7 days after the end of the course).

The grounds for appeal may include;

- Suspected mathematical errors in computing the final grade or,
- Interpretation of the weighing of course performance elements.

**Please Note: *Except for the most unusual of circumstances, appeals challenging the academic judgment of the faculty are not acceptable.***

If the dispute cannot be resolved between the student and the instructor, the student has three weeks (21 days) after the final grades have been issued to initiate a written appeal to the Dual Enrollment Office.

The appeal will be reviewed by the Director of Dual Enrollment. The Dual Enrollment Office will follow the applicable University policy to render a final decision. Final decisions will be returned to the Dual Enrollment Student as soon as possible.

## Transcripts

All courses taken by high school students through the ERAU Dual Enrollment program are transcribed and will remain permanently on their ERAU transcript. The ERAU transcript shows all attempted courses and the grades earned by semester. It also lists GPA by term as well as cumulative (total) GPA.

**Please Note: *ERAU does not provide numerical grades on a transcript.***

## Credit Transferability

As a [Southern Association of Colleges & Schools](#) (SACS) accredited institution, all earned credit is transferable. How the credit earned with ERAU is applied after being accepted is solely at the discretion of the receiving institution.

While the ERAU Dual Enrollment Office or University cannot guarantee how credit earned via the ERAU Dual Enrollment program will be applied or received, it is our goal to make the transfer of courses from one institution to another as simple as possible.

We strongly advise all students to review the credit earned through the ERAU Dual Enrollment program in comparison to the requirements of the program they will be entering at their new institution. They should also speak with their new Admissions Advisor to ensure they receive maximum value for all earned credit.

Should a student have trouble transferring Embry-Riddle credit, we encourage them to obtain information from the advisor at the receiving institution that provides clarification as to the transferability of credits into their program(s). We will help each student work to answer any questions the receiving institution may have to ensure the credit is accepted.

Generally, there are a number of factors that determine how Embry-Riddle credit will be accepted by another institution:

- The grade received for the course taken,
- The content covered in the course (Keep a copy of your course syllabus),
- The degree requirements of the program the student is entering and how many elective courses are allowed.

## Ordering Your Transcript

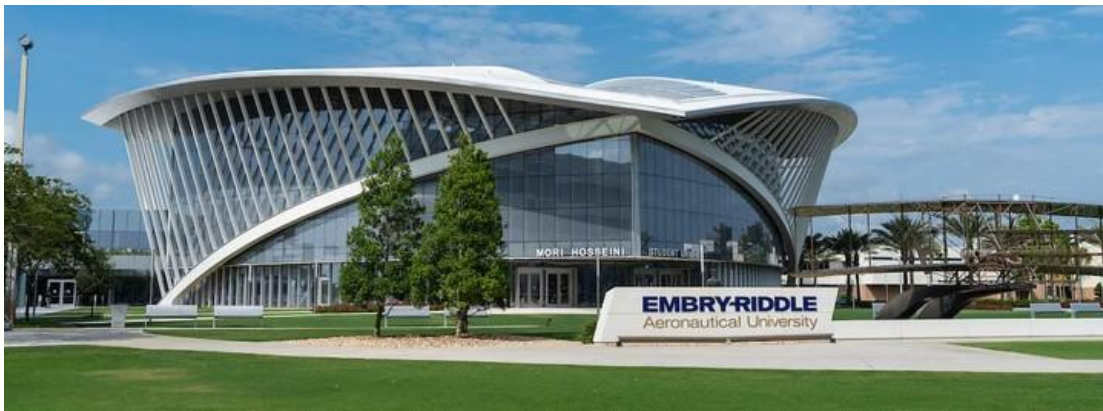
At the end of each semester, a copy of your transcript may be provided to your High School Counselor or Homeschool Administrator at no cost.

For all completed dual enrollment courses via the Embry-Riddle Dual Enrollment Program, students can request their official transcripts by completing the [Transcript Request Form](#). The student will be notified by email when the order has been submitted. As a courtesy, the first official transcript order is free, all others beyond that are subject to a \$15.00 fee, per transcript. Please note, an ERAU Student ID Number will need to be entered on this form.

If a student experiences any technical issues with ordering their transcript, they should contact the [Dual Enrollment Office](#) as soon as possible.



# DAYTONA BEACH CAMPUS



# PRESCOTT CAMPUS





# WORLDWIDE CAMPUS

