

Student Agreement Form

The Academic Experience at Trine University Middle College is a program for high school students to earn dual/concurrent credit from courses offered in participating high schools. These courses are taught by high school teachers who have become instructors through Trine University.

Dual/Concurrent Credit Information

Courses offered through the CEP fulfill requirements for high school graduation and earn the allotted amount of credits through Trine University. The third number of the three digit code indicates the number of university credit hours in a course (example – ENG103 is 3 credit hours). The school district is responsible for determining which graduation requirements the course meets for use on the high school transcript.

Course Registration Information

Applications and Registration forms are filled out during high school registration days. An updated high school transcript must be sent to Trine University each academic year in order to enroll in classes. No student will be admitted to a Middle College course in a high school after the first full week of the semester. Students are not permitted to drop a course after the final drop date. Special circumstances may be reviewed and approved by the CEP Adjunct, the high school principal, the Middle College Director, and the university registrar. Students must contact the Middle College if any changes are made to the high school schedule. All registration for dual credit must be completed through Middle College Staff. Seeing “Dual Credit” on the high school schedule does not mean the student is registered for college credit.

Tuition and Fees

All CEP students/parents or guardians understand and agree to the following:

- Middle College CEP tuition is \$50/credit hour (example: ENG103 - 3 credit hours x \$50 = \$150).
- The cost of books has been decided by the high school. In most cases, a book rental fee is assessed by the high school. Please address questions concerning books to representatives of the high school.
- Student/parent/guardian are responsible for full payment of all tuition and fees incurred during any academic year.
- No payment plans are allotted to Middle College students. A student/parent/guardian must submit payment for courses by the date given on the bill received from the Trine University Business Office. All payments are to be made to Trine University.
- There are no refunds after the first week of the semester. If a student drops a class after this period, tuition fees still remain on the student account.
- The student and parent/guardian may be held responsible for reasonable collection fees, attorney fees, and court costs, without relief of evaluation and appraisal law, to collect an outstanding balance.
- A student will not be permitted to register for a new semester with a past due balance.
- The transcript will remain on HOLD as long as a student has an outstanding financial obligation to the University.
- Nonpayment and/or nonattendance does not constitute withdrawal from classes.
- Trine University is authorized to discuss the student’s account with parents/guardians.

Grade Information

Trine University operates under a different grading scale than most high schools. Courses through the CEP will be evaluated based on the Trine University grading scale: A, B+, B, C+, C, D+, D, F. The grade given on the Trine University transcript must match the grade given on the high school transcript. The university operates on a 4.0 grade point scale; however, the high school may figure the high school GPA according to the policies of the school system.

Collection of Data

Trine University Middle College will be collecting data concerning CEP students during the tenure of their studies at Trine University and following their high school graduation. The data will reflect the group as a whole and no student will be named individually. Data being collected will consist of the following: course grades, cumulative G.P.A., post-secondary education, high school attended, free/reduced lunch program involvement, and satisfaction surveys. Students may receive follow-up surveys following their enrollment. All surveys are anonymous and optional.

Transfer and Transcript Information

All CEP course grades are submitted to an official Trine University transcript through the registrar's office. If a student applies, is accepted, and attends Trine University full-time following high school graduation, the CEP courses are on the student's official transcript and will be figured into the cumulative G.P.A. If a student chooses to attend another institution, it is the responsibility of the student to request a Trine University transcript to be sent from the registrar's office to the institution of interest. In most cases, institutions will accept transferred grades of C or better with no accompanying G.P.A. Therefore, the student will have credit hours earned but no G.P.A figured into that institution's cumulative G.P.A.

A written request signed by the student is required before a Trine University transcript may be released. A current student may obtain a maximum of five unofficial (personal) copies of his/her transcript at no charge while attending Trine University. All official transcripts bearing the registrar's signature and school seal, and additional unofficial transcripts are \$3 per copy. Transcripts are obtained through the Registrar's Office.

The individuals or entities listed below will have access to students' academic information:

- Officials from the participating high school
- Officials at Trine University
- Student's parents/guardians
- Others designated through student/parent or guardian written permission

CEP Student Expectations

All students registered for a course through the Trine University Middle College CEP are expected to:

- Have completed the sophomore year of high school, passed state required testing, maintained a cumulative G.P.A of 3.0/4.0, and ranked in the top half of the graduating class. Exceptions may be made for students based on recommendations from high school officials.
- Add and drop courses according to the university schedule. Contact your guidance counselor for registration dates.
- Contact Middle College staff concerning any changes in the school schedule or courses.
- Follow the policies given within the syllabus of each CEP instructor and the online Student Handbook.
- Utilize the Trine University email account given upon registration in a course.
- Address academic concerns with the CEP instructor before seeking outside assistance.
- Apply for full-time status through Trine University if he/she is interested in attending after high school graduation. Acceptance to a CEP course does not guarantee acceptance to the university.

Questions

All questions about the Trine University Middle College can be directed to the participating high school guidance counselor, course instructor, or the Middle College.

All official enrollments and course add/drops must be completed through the Middle College.

Middle College – Phone: (260)665-4307, Email: middlecollege@trine.edu.

This form is the official agreement between Trine University Middle College and students/parents/guardians. By signing the Student Agreement Form Signature Page, you are stating that you understand and agree to the policies and procedures described in this document (updated May 2011).

Student Agreement Form Signature Page

By signing below, I am stating that I have received a copy of the Student Agreement Form and I understand and agree to the policies and procedures described within (Student Agreement Form, updated May 2011).

Student Name _____ High School _____

Student Signature _____ Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

By signing below, I am stating that the above named student is academically prepared to register for college courses through Trine University.

Guidance Counselor Signature _____ Date _____