

**Student Agreement Form**

Updated October 2010

The Campus Experience at Trine University Middle College is a program for high school students to earn dual credit from courses offered on any of the campuses of Trine University. These courses are taught by Trine University professors. All Middle College students will be in classes with full and part-time Trine University students. Classes are offered during the day, in the evening, or online. Public, private, and home-schooled high school students are all welcome to apply.

**Dual Credit Information**

Courses offered through the Campus Experience 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**

All students must apply online ([www.trine.edu/middlecollege](http://www.trine.edu/middlecollege)) and be accepted to Trine University Middle College. An updated high school transcript must be sent to Trine University each semester in order to enroll in classes. Accepted students must enroll in the class prior to the end of the first week of the semester. No student will be admitted to a Middle College course after the first full week of the semester. Course drop dates are determined by the university registrar. Students are not permitted to drop a course after the final drop date. Special circumstances may be reviewed and approved by the high school guidance counselor, the Middle College Director, and the university registrar.

**Tuition and fees**

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

- Middle College tuition is \$100/credit hour (example: ENG103 = 3 credit hours x \$100 = \$300). Online courses have an additional fee of \$100/credit hour (example: ENG103 online = 3 credit hours x \$200 = \$600).
- Students/parents or guardians are responsible for the cost of books. A local donor provides books for all 21<sup>st</sup> Century Scholars (a program through the state of Indiana).
- The student/parent or guardian is 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 or guardian must submit payment for courses by the due date given on the bill received from the Trine University Business Office. All payments are to be made to Trine University (online, in person, or check by mail).
- If payment will be provided through a different source, please indicate it here \_\_\_\_\_.
- The student/parent or 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. 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 for dual credit. 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 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 Middle College 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 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.

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

### **Middle College Student Expectations**

All students registered for a course through the Trine University Middle College 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.
- Complete a Trine University Middle College application at [www.trine.edu/middlecollege](http://www.trine.edu/middlecollege) prior to the semester in which the student plans to enroll.
- Follow the policies given within the syllabus of each instructor and the online Student Handbook.
- Utilize the Trine University email account given upon registration in a course.
- Address academic concerns with the 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 the Middle College does not guarantee acceptance to the university.

### **Questions**

All questions about the Trine University Middle College can be directed to the Middle College Staff.

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

Middle College – Phone: (260)665-4307, E-mail: [middlecollege@trine.edu](mailto: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 October 2010).**

## Student Agreement Form Signature Page

By signing below, I am stating that I understand and agree to the policies and procedures described in the Student Agreement Form (updated October 2010).

Student Name \_\_\_\_\_ High School \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Guidance Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_