

Academic Experience
Dual Enrollment Program

Parent/Guardian & Student Agreement Form

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

Dual Enrollment Information

Courses offered through the Dual Enrollment Program 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 Dual Enrollment course in a high school after the assigned final add date. Course drop dates are determined by the university registrar. Students are not permitted to drop a course after the final drop date. Students must contact Dual Enrollment if any changes are made to the high school schedule which affects dual credit classes. All registration for dual credit must be completed through Dual Enrollment Staff. Seeing “Dual Credit” on the high school schedule does not mean the student is registered for college credit.

Tuition

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

- The parent/guardian (**including parent/guardians of students receiving free and reduced lunch**) are responsible for full payment of all tuition by the due date given, incurred during any academic year.
- Dual Enrollment tuition is \$20/credit hour (example: ENG103 - 3 credit hours x \$20 = \$60).
- 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.
- No payment plans are allotted to Dual Enrollment students.
- There are no refunds after the assigned drop date. If a student drops a class after this period, tuition fees still remain on the student account.
- Tuition not paid in full by the due date indicated on the student’s invoice, will be considered delinquent.
- 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 do not constitute withdrawal from classes, but will result in the student being dropped from the Dual Enrollment program, and credit will not be granted upon successful completion of the course.
- Trine University is authorized to discuss the student’s financial account with parents/guardians.

Grade Information

Trine University operates under a different grading scale than most high schools. Courses through the Dual Enrollment Program will be evaluated based on the Trine University grading scale: A, B+, B, C+, C, D+, D, F. 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. The following individuals will have access to a student’s academic information: officials from the participating high school, officials from Trine University, and the student’s parents/guardians.

Collection of Data

Trine University Dual Enrollment will be collecting data concerning Dual Enrollment 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, and satisfaction surveys. Students may receive follow-up surveys following their enrollment. All surveys are anonymous and optional.

Transfer and Transcript Information

All Dual Enrollment 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 Dual Enrollment 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.

Dual Enrollment Student Expectations

All students registered for a course through the Trine University Dual Enrollment are expected to:

- Complete all enrollments and courses add/drops through the Dual Enrollment staff.
- Follow the policies given within the Dual Enrollment Student Handbook and the course syllabus.
- Utilize the Trine University student email account.
- Apply for full-time status through Trine University if he/she is interested in attending after high school graduation. Acceptance to a Dual Enrollment course does not guarantee acceptance to the university.

Questions

All questions about the Trine University Dual Enrollment Program can be directed to the participating high school guidance counselor, course instructor, or the Dual Enrollment Staff.

Dual Enrollment – Phone 260.665.4648, 260.665.4655, 260.665.4645 or Email:dual-enrollment@trine.edu.

This form is the official agreement between Trine University Dual Enrollment and students and 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 July 2016).

TRINE UNIVERSITY

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Parent/Guardian & Student Agreement Form Signature Page

By signing below, I am stating that I understand and agree to the policies and procedures described in the Parent/Guardian & Student Agreement Form (updated July 2016).

- **A student and parent/guardian (including parent/guardians of students receiving free and reduced lunch) 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).**

Student Name _____ High School _____

Student Signature _____ Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

By signing below or providing an up to date transcript to the Dual Enrollment Staff, I am stating that the above named student is academically prepared to register for college courses through Trine University.

Guidance Counselor Signature _____ Date _____