

TRINE UNIVERSITY

DUAL ENROLLMENT

Campus Experience
On Campus and Online Courses
Dual Enrollment Program

Parent/Guardian & Student Agreement Form

The Campus Experience through Trine University Dual Enrollment 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 Dual Enrollment 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 Enrollment Information

Courses offered through the Campus Experience 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

All students must apply online (www.trine.edu/dual-enrollment) and be accepted to the Trine University Dual Enrollment Program. An updated high school transcript must be sent to Trine University each year 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 the Dual Enrollment Program 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 Dual Enrollment Staff, and the university registrar.

Tuition and fees

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

- The student and parent/guardian (**including parent/guardians of students receiving free and reduced lunch**) are responsible for full payment of all tuition and fees by the due date given, incurred during any academic year.
- Dual Enrollment tuition is \$75/credit hour (example: ENG103 - 3 credit hours x \$75 = \$225) when taken on main campus or branch campus.
- Dual Enrollment tuition is \$20/credit hour (example: ENG103 - 3 credit hours x \$20 = \$60) when taken online.
- No payment plans are allotted to Dual Enrollment students. A student and parent/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).
- 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 do not constitute withdrawal from classes.
- 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. 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.

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.

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

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

Dual Enrollment Student Expectations

All students registered for a course through the Trine University Dual Enrollment 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 Dual Enrollment application at www.trine.edu/dual-enrollment prior to the semester in which the student plans to enroll.
- Follow the policies given within the syllabus of each instructor and the Dual Enrollment Student Handbook.
- Utilize the Trine University student 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 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 Dual Enrollment Staff. All official enrollments and course add/drops must be completed through the Dual Enrollment staff.

Dual Enrollment – Phone 260.665.4648; 260.665.4655; or 260.665.4645 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 June 2014).

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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 June 2016).

- **A student and parent/guardian (including 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 _____