

The College:

- Is authorized to retrieve, request, and share the student's high school records (to include a copy of the parent residency cards if necessary), transcripts, test scores and grades to determine eligibility. Information will be shared from high school to college and/or college to high school via email, fax, or an electronic file.
- Will comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). All information provided to Western Texas College relating to educational records will be confidential and Western Texas College will not disclose, communicate or divulge, or permit disclosure, communication or divulgence, to another or use for their own benefit or the benefit of another, any confidential information, unless permitted by FERPA or required by the laws of the State of Texas.
- Will not permit the student to participate in the dual credit program if he/she fails to: submit an accurate application by the announced deadline, submit all other documents pertaining to residency to the appropriate person by the announced deadline(s), verify enrollment into the correct dual credit courses, and/or maintain satisfactory academic progress.
- Will provide final eligibility status to the high school dual credit liaison to complete the student's file.
- Will use the provided email address to send information about the dual credit program; however the college does not guarantee receipt of email. It is the responsibility of the student to ensure spam and junk mail settings do not filter email from the college.
- Will address errors, made by the College, which affected a student's enrollment into courses.

I understand that:

- **This form is valid for the duration of the student's participation in the Dual Credit Program.**
- Students are responsible for knowing and adhering to the drop date deadlines for withdrawal on the Western Texas College academic calendar.
- Students are responsible for updating their demographic information (i.e. home address, phone number, email address.)
- If a student transfers to another high school, within the semester, they may be dropped from dual credit classes.
- Submitting this consent form does not guarantee eligibility or enrollment into the program or selected courses. Eligibility and enrollment into the Dual Credit program and courses is dependent on a complete application packet submitted by the deadline and qualifying test scores for each course selected, as determined by Western Texas College and the high school
- Courses will be more academically challenging than traditional high school courses, will include different requirements for each course, and will result in a separate grade for each course. The college transcript will reflect the grades awarded by the college.
- Grades earned in dual credit become part of the student's permanent academic record and will be reflected on the college transcript.
- Courses held on the college campus (all instructional methods apply) may contain a mix of both high school and traditional college students. Therefore, the subject matter of the course may be more complex and mature in nature and the expectation is that the student's behavior and performance will be equivalent to that of a college student.
- **APPEAL OF A FINAL GRADE:** A grade appeal must be initiated not later than the end of the fourth week of the semester (fall or spring semester) following the semester in which the final course grade was officially transcribed. Students are encouraged to initiate the process as soon as possible.
- Students may be enrolled in dual credit courses approved by the high school.
- Student must maintain a cumulative college GPA of 2.0 and remain in good standing at the high school to continue in Dual Credit.

- Students must attend their Dual Credit class regularly and turn in all required assignments. Students may be withdrawn for lack of attendance and/or lack of progress. This attendance policy pertains to all students enrolled in any section of a dual credit course on any campus with the exception of homebound students. If for any reason my child is not attending the Dual Credit class at the high school regularly, he/she will be withdrawn from the class (includes students sent to alternative school and homebound students). Students underperforming are encouraged to drop the course before the drop date.
- Students found in violation of Western Texas College’s Academic Integrity Policy will be disciplined at the discretion of the instructor. Acts of academic dishonesty shall include, but not limited to, cheating on a test, plagiarism, and collusion. The student will be subject to the disciplinary policies and procedures of the college. In some instances, severe cases may result in failure of the course and suspension from the dual credit program. Any disciplinary action will become part of the student’s education record with Western Texas College.
- Courses are generally transferrable; however, it is not the responsibility of Western Texas College to ensure that the dual credit course(s) for which the student enrolls are transferable to the college/university the student plans to attend.
- If a student earns thirty or more college credits, he/she may be considered a sophomore at some universities and this could affect scholarships and other financial opportunities. It is the student’s responsibility to check with the receiving institution to determine how dual credit hours are handled.
- Students who choose to take regular college courses outside the dual credit program requirements will be admitted as Early Admit and responsible to meet all admission requirements for the program as well as pay full tuition and fees based off residency status for all courses.

Dual Credit Enrollment Recommendations

- Before enrolling in dual credit courses, students should read and understand the course description(s) located in the WTC Course Catalog:
 - Rd at the end of a course means the course is Reading Intensive.
 - Wtg at the end of a course means the course is Writing Intensive.
 - Mth at the end of a course means the course is Math Intensive.
- Students should ask about course delivery. Courses are offered online, face to face, or hybrid (combination of face to face and online).
- WTC does not recommend first time dual credit students take more than 6 hrs their first semester.
- WTC does not recommend dual credit students, with a GPA below 2.0, take more than 6 hrs.
- WTC does not recommend dual credit students, with a GPA between 2.0 and 2.5, take more than 9 hrs.
- WTC does not recommend dual credit students, with a GPA between 2.5 and 3.25, take more than 12 hrs.
- Please refer to the WTC Course Catalog for other enrollment policies as well as scholastic probation/suspension policies.

Student Signature

Date

____ / ____ / ____

Parent or Legal Guardian Signature

Date

____ / ____ / ____

High School Principal Signature

Date

____ / ____ / ____

State law gives you the right to request, receive, and correct information about yourself collected on this form. Western Texas College does not discriminate on the basis of race, religion, color, national origin, sex, genetic identity, sexual orientation, veteran status, age, or disability with respect to access, employment programs or services.