

# Technical College Dual Enrollment Approval Form

**Expectations & Guidelines:**

1. Students are responsible for tuition, fees and materials associated with dual credit courses. There is no financial aid available to dual credit course work.
2. Courses offered are college courses with college-level expectations and standards. Students must keep current on their coursework – assignments, email, student portal and other related activities. Students will be graded accordingly.
3. Grades for Dual Credit courses will be provided to the student’s School District. Grades will also be recorded on technical college’s transcripts. Students can request a copy of their official transcript by contacting the technical college’s Registrar’s Office.
4. All courses will become part of and remain on the student’s permanent record. It is the responsibility of the student to contact his/her prospective post-secondary institution and to provide necessary information so the institution may determine if the Dual Credit program credits that you have earned are transferable. Technical Colleges cannot guarantee transferability of credits to any institution.
5. Students must be aware of the published add/drop with refund and withdraw dates.
6. Under SDCL 13-28-37 and SDCL 13-28-27.1 students who withdraw or fail a course through the High School Dual Credit program are no longer eligible to participate, absent a showing of good cause. Students who receive a W or F grade in dual credit coursework that would like to continue in the program, will be required to submit a petition for continuing eligibility.
7. Before dropping a Dual Credit course, students must consult with their high school counselor to determine the best plan to be followed. Once the step has been completed, the student must contact the technical college to complete the drop process. Students who stop attending class without processing an official withdrawal will stay on the course roster and be assigned a failing grade for the course.
8. Courses are subject to change or cancellation based on meeting minimum enrollment.

I acknowledge that federal law permits institutions of higher education to disclose academic, enrollment and financial aid information about me to staff who need to know such information to carry out their administrative tasks. I understand and acknowledge that the institutions that comprise the South Dakota system of higher education are also permitted to share such academic, enrollment and financial aid information, either within or outside the South Dakota system of higher education, when I transfer between institutions or when I enroll in coursework from more than one institution during a term. By participating in this dual enrollment program, I will be deemed to have consented to the disclosure of academic information, including, but not limited to, academic standing, progress and grades, with the technical college and my high school.

Additionally, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. However, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Since dual credit courses are taken at a school beyond the high school, the technical colleges are not allowed to share information – outside of directory information – with anyone unless authorized by the student.

With my signature below, I verify that all information on the application is complete and accurate to the best of my knowledge. Additionally, by signing below I understand that I am giving my permission to release any academic information, financial information or disciplinary action to my Parent/Guardian, as well as my school district. If admitted, I agree to observe the rules and regulations of the technical college.

Student Name: \_\_\_\_\_ Student Birthdate: \_\_\_\_\_ Student Phone: \_\_\_\_\_

Student Signature \_\_\_\_\_ Student Email: \_\_\_\_\_ Date: \_\_\_\_\_

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

Parent/Guardian Email Address: \_\_\_\_\_

**Courses you applied for:**

Course Number	Section	Course Title	Credits	Day & Time or On-line	Semester
<i>ENGL 101T</i>	<i>1</i>	<i>English Composition (Example Class)</i>	<i>3</i>	<i>MWF, 10:00 to 10:50 a.m.</i>	<i>Fall</i>

**School Official:**

With my signature below, I verify that all student information on this form is complete and accurate to the best of my knowledge. I verify that I have read and understand enrollment requirements for the High School Dual Credit Program, and that the student meets these requirements. I verify that the student’s high school has a signed MOU with the Department of Education.

**Please check the appropriate box regarding payment for dual credit coursework:**

- The student is responsible for the cost of the course(s).       The school district is responsible for the cost of the course(s).

High School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

High School Official Name \_\_\_\_\_ Phone No.: \_\_\_\_\_ High School Graduation Year: \_\_\_\_\_

High School Official Email: \_\_\_\_\_

Please return by fax, email or mail to the appropriate technical college along with any other required materials. **\*Transcript Required. If a student is requesting English or Math course placement scores required.**