

## **Agreement of Parties**

**STUDENT AND PARENTS OR GUARDIANS:** Endorsement of the Form by the STUDENT and PARENT, unless the STUDENT is 18 years old, shall be evidence that they possess an awareness of, and agree with the following provisions.

### **1. Admission and Enrollment of Students**

For a student to be accepted and enrolled into a dual or concurrent credit program, the STUDENT shall:

- a) discuss potential college credit courses with the appropriate DISTRICT and POSTSECONDARY INSTITUTION staff, including POSTSECONDARY INSTITUTION admission and registration requirements, course requirements, credits to be attempted, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course;
- b) obtain course requirements for each course, including course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information (course syllabi);
- c) obtain approval for enrolling in the dual or concurrent credit program each semester by acquiring all necessary signatures on the Form;
- d) register for courses during the POSTSECONDARY INSTITUTION standard registration periods (Note: enrollments shall not be permitted after the close of posted late registration);
- e) discuss any request for a change in registration (add, drop, withdrawal) and complete all necessary forms and procedures with appropriate DISTRICT and POSTSECONDARY INSTITUTION staff; and
- f) comply with the POSTSECONDARY INSTITUTION and DISTRICT student code of conduct and other institutional policies.

### **2. Rights and Privileges of Student**

The right and privileges of STUDENTS participating in Dual or Concurrent Credit Courses include:

- a) The rights and privileges equal to those extended to DISTRICT and POSTSECONDARY INSTITUTION students, unless otherwise excluded by any section of this Agreement;
- b) The use of the POSTSECONDARY INSTITUTION library, course related labs and other instructional facilities, use of the POSTSECONDARY INSTITUTION programs and services such as counseling, tutoring, advising, and special services for the students with disabilities, and access to POSTSECONDARY INSTITUTION personnel and resources as required; and
- c) The right to appeal, in writing to the DISTRICT or POSTSECONDARY INSTITUTION, as applicable, any decision pertaining to enrollment in the dual or concurrent credit program.

### **3. Confidentiality of Student Records**

- a) Student educational records created as a result of this Agreement shall be retained and disseminated in accordance with Family Educational Rights and Privacy Act (FERPA) requirements.
- b) Participation in dual or concurrent credit courses requires STUDENT and, if applicable, PARENT/GUARDIAN signatures on the Form for compliance with FERPA regulations.

#### **4. Secondary School and Postsecondary Institution Calendars**

STUDENTS earning dual credits shall abide by the regular operating calendars, schedules and associated requirements of the DISTRICT and POSTSECONDARY INSTITUTION. If the calendars are incongruent, the dual credit STUDENT is required to independently satisfy both calendar requirements and may consult with DISTRICT counselors for assistance.

**5. Directory information includes** student name, address, phone number, major field of study, participation in officially recognized activities and sports, photograph, email address, dates of attendance including whether currently enrolled, and degrees and awards received. The college may disclose any of these items without prior written consent, **unless notified to the contrary in writing by the student** at the Student Records Office.

**Student and Parent Approval:** We, the student and parent or guardian, agree for the above-named student to enroll in the Concurrent and/or Dual Credit courses listed above offered in coordination with our school district and Wyoming community college, Laramie County Community College.

We understand that

- The high school representative will authorize course selection for each term.
- All prerequisite requirements, including assessment and course placement, must be met.
- Any courses registered for, or grades earned, become a permanent part of the student's high school and college record, and, therefore, may impact transferability and financial aid.
- The student is responsible to receive approval from the high school representative for permission to drop or withdraw from a dual credit program course.

We will cooperate with both the high school and community college in fulfilling student responsibilities. At the end of each semester, we authorize each stated community college to forward all grades of the listed courses to the high school.

According to the Family Educational Rights and Privacy Act (FERPA) of 1974, all rights of access to students' educational records transfer from parent to student when the student is enrolled in a postsecondary institution. Except as allowed by FERPA, non directory information from the education record will be disclosed only with the written consent of the student. Directory information may be released without written consent. Please consult the LCCC college catalog for a list of items included in directory information.

As a participant in the concurrent/dual credit program, I, the student, understand that it is the responsibility of the postsecondary institution to release my grades to my high school. I have the right to inspect any written records released pursuant to this consent. I understand that I may revoke this consent at any time but understand that revoking consent will exclude participation in this program."