

Idaho State UNIVERSITY

ISU Office Use:
Student ID No: _____
Date admitted _____ Initials: _____

DUAL CREDIT VERIFICATION OF ELIGIBILITY AND PARENT/GUARDIAN PERMISSION FORM

This required form must be submitted in order to complete the admissions process to Idaho State University and allow a student to register for a dual credit course.

Please return via fax at (208) 282-3677 or mail to ISU Early College Program, 921 S 8th Avenue, Stop 8270, Pocatello ID 83209-8057

Student name: (legal name) _____ Date of Birth: (mmddyyyy) _____

Mailing Address: _____ City, State, Zip Code: _____

Phone Number: (____) _____ Student's E-mail Address: _____

- **Taking a Dual Credit Class.** Some high school classes are offered for Dual Credit, in which a student may earn both high school and college credit for the same class. These courses are more rigorous and may require additional study time. Once a student is admitted to the Early College Program (ECP) they have the option to take courses on an ISU campus, as long as all prerequisite requirements are met. They must submit an On-Campus Registration Request form to the Early College Program Office prior to the start of the course. For additional information and forms please visit our website at earlycollege.isu.edu.
- **Prerequisites.** In order to take a dual credit course, students must have met the course prerequisite. Placement test scores may be used to fulfill prerequisites for English, math, Chemistry and Physics. Passing test scores must be submitted to the Admission's Office prior to registering for the course. Please see the Student Guide for required placement test scores.
- **Payment.** In order to receive college credit, a student must register and submit payment to ISU by the posted deadline for each course. Students cannot pay for and receive credit for a course after the course is substantially underway or completed. ISU charges reduced fees for courses taught in a high school. Note: classes cover college-level material and may include discussions with adult themes. If a student changes their mind about taking a course for college credit they must drop the class by the payment deadline to avoid financial obligation to ISU.
- **Establishing an official ISU transcript.** Each ISU course that a student takes becomes part of their permanent transcript. ISU credits are generally transferable to other higher-learning institution. Students are responsible for checking with other institutions to ensure an ISU credit is transferable and how it may apply to their chosen program. Some institution may not accept college credits that a student earned while still enrolled in high school. When a student enrolls in a college or university after high school, they will be required to submit transcripts from any college or university they have registered for courses, even if the grade recorded is a withdrawal. For information on ordering transcripts, go to <http://transcripts.isu.edu>.
- **Grades.** The dual credit high school teacher assigns and posts final ISU grades at the end of each term. Because grading scales may vary among ISU departments, the student's ISU grade and high school grade may not be the same.
- **FERPA.** Students registered for college level work have certain rights under the Family Educational Rights and Privacy Act (FERPA) regardless of whether they have reached the age of eighteen. Please refer to "Student Rights and Privacy" on our website: earlycollege.isu.edu.
- **PLEASE NOTE:** If a student is registered for a dual credit course and transfers out of their high school class, they need to also withdraw from their ISU class, it is not done automatically. In order to avoid a low grade on their college transcript, they must complete ISU's withdrawal procedure by the deadline. Check with instructor for course deadlines. ISU does not grant a refund for a withdrawal from a dual credit course.

For additional information see the Student Guide at earlycollege.isu.edu

High School Verification of Eligibility:

I confirm by signing and checking the below boxes that the student listed above is eligible to enroll in dual credit courses at Idaho State University.

Check all that apply:

- Student has a cumulative unweighted high school GPA of 3.0
- Student is age 16, or has successfully completed half of their Idaho High School Graduation Requirements
- I consider this student academically capable of completing college level courses
- The student does not meet the above age or GPA requirements, but please see my recommendation below:

Other considerations: I recommend the above listed student be allowed to register for dual credit coursework based upon these special considerations:

School Official's Signature

Title

High School Name

Today's Date

Please note: This verification is valid for the duration of the student's eligibility for dual credit unless notification is received by Idaho State University to rescind the recommendation. Students may take courses for dual credit as long as they have not graduated and are still an Idaho High School Student.

*My child has chosen to register for dual credit through Idaho State University. I understand the information outlined above and give permission for my child to participate until they graduate from high school. I will notify ISU, in writing, if this permission is withdrawn.

**If the full balance is not paid or satisfactory payment arrangements are made before the end of the semester; the University will have the option to send the full amount plus any late fees and pre-collection fees, to a collection agency and collection fees will be added. Parent will be responsible for any collection and legal fees. Tuition and Fees are qualified as an education loan, under I.R.C. 221, and as such, is exempt from discharge under the federal bankruptcy code, 11 U.S.C. 523 (a) (8).

***Past Due Accounts: The parent (if a student is a minor) will be responsible for any outstanding charges not covered through scholarships or grants.

Student's Signature: _____ Date: _____
(Students who are eighteen years old are not required to submit a parent's signature but the high school official's verification of eligibility is still required.)

Parent/Guardian Name: (Please print) _____

Parent/Guardian Signature: _____ Date: _____ Updated January 2016