

# Idaho State UNIVERSITY

## Early College Program

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

### VERIFICATION OF ELIGIBILITY AND PARENT/GUARDIAN PERMISSION DOCUMENT

Student name: (Please print legal name) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

#### Important Information about Dual Credit and ISU's Early College Program

- **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](http://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](http://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](http://earlycollege.isu.edu)

#### High School Verification of dual credit eligibility: (To be completed by High School Official)

I, the undersigned, confirm that the student listed above is eligible to enroll in academic, dual credit courses. The student has a cumulative high school GPA of 3.0 or higher; is at least 16 years old (at start of semester), or has successfully completed a minimum of one-half of the high school graduation requirements as certified by the high school; and I consider him/her academically capable of completing college level courses. **Age:** \_\_\_\_\_ **Cumulative GPA:** \_\_\_\_\_

**Other considerations:** This student has less than a 3.0 cumulative high school GPA or is under the age of 16. I recommend that he/she be allowed to enroll in dual credit coursework based upon these special circumstances: \_\_\_\_\_

\_\_\_\_\_  
School Official 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 given to the Early College Program to rescind the recommendation. Students may take courses for dual credit as long as they do not graduate from high school before a course is

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My child has chosen to enroll in ISU's Early College Program. I understand the information outlined above and give permission for my child to participate until he/she graduates from high school or is no longer eligible for dual credit. I will notify ISU, in writing, if this permission is withdrawn. (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: \_\_\_\_\_

**This form MUST BE SUBMITTED to ISU before your Early College Admission is complete and you are allowed to register for classes.**

**Submit to: ISU Early College Program Office, 921 S 8<sup>th</sup> Avenue, Stop 8270, Pocatello ID 83209-8057 or FAX to (208) 282-3677.**

Updated 7/28/2014