

DUAL ENROLLMENT

Under 16 – Parent/Guardian Acknowledgment Form



This must be completed before your student's enrollment is completed



According to the Montana Office of the Commissioner of Higher Education (OCHE), in order to be eligible for a dual enrollment course, a student must be between the ages of 16 – 19. The Dual Enrollment program at Montana State University Billings – City College allows exceptions to this rule for students under the age of 16 that wish to enroll in the Dual Enrollment program.

This document is to clarify the responsibilities of students that choose to enroll in the Dual Enrollment program. Students admitted who are under the age of 16 have the same rights and responsibilities as any other MSU Billings – City College student. To ensure these responsibilities are clear, we require that every underage student and their parent or legal guardian review the details of this agreement, and by signing, acknowledge and accept the expectations of the Dual Enrollment program. Please note that this agreement is good for one semester. A new acknowledgment form must be submitted each semester that a student enrolls if they are under 16 years of age.

Students choosing to enroll in the Dual Enrollment program at MSU Billings – City College must comply with all student policies and conduct code. The student policies and conduct code can be found in the Students Policies and Procedures handbook online here: <https://www.msubillings.edu/vcsa/studenthandbook.htm>

Students are expected to conduct themselves in a manner appropriate for higher education and understand they are choosing to learn in an adult-oriented educational environment. We want students and their parents/guardians to fully understand the differences between middle and high school environments and the college environment.

Please read the following statements:

- As a Dual Enrollment student, please understand that courses you choose to enroll in will have course content, instructor focus and classroom discussions that will not be amended to account for ages under 18.
- Instructors expect students to perform at a college-level. If a student has any issues with class content or with an instructor, they are expected to reach out to the instructor in a timely manner.
- Federal education law, the Family Educational Rights and Privacy Act (FERPA) governs access to the records of all students enrolled in college courses, including minor students. Under FERPA, parents **DO NOT** have the right to access their students' educational records without written consent from the student. The student may complete a Release of Information form (<http://www.msubillings.edu/connections/pdf/Ferpa%20Release.pdf>) if they want to grant access of information to any parent or guardian. This does not grant parents the right to serve as a proxy for the student.
- Parents/guardians are not permitted to attend class with any student.
- Please understand that most students will find the pace of the college classroom to be significantly accelerated compared to middle and high school classes, keep this in consideration when selecting classes.
- The email address a student provides on their application will be the email the college uses to communicate with them. **Please do not use a parent/guardian's email for this point of contact.**

IMPORTANT: By enrolling in the Dual Enrollment program, you are creating a **permanent college academic record and transcript**. The credits you earn through this program will stay with you throughout your collegiate career. Grades earned in classes will become part of my official transcript and will not be eligible for adjustment at a later date due to my being under 18 when they were earned. Your permanent academic record may impact your eligibility for future financial aid, scholarships and transferring credits to another college/university.

By signing, my parent/guardian and I have read and understand the information in this document. I understand this form only lasts for one semester, if I choose to enroll in courses again after this semester, a new form will have to be signed and submitted.

Print Student Name

Print Parent/Guardian Name

Student Signature

Date

Parent/Guardian Signature

Date