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## Dual Enrollment Age Waiver Application Packet

This process must be completed. Great Falls College will not consider incomplete applications.

**STEP 1: Student & parent/guardian read and sign the *Dual Enrollment Age Waiver Acknowledgment* (p. 1-2)**

**STEP 2: Student & school official complete the *Age Waiver Form* (p. 3)**

**STEP 3: Student obtains a copy of their high school transcript to submit with the *Dual Enrollment Age Waiver Application* packet.**

**STEP 4: Student is notified by Great Falls College. If approved, they are eligible to complete the DE Application & Registration Packet available online at <http://admissions.gfcmsu.edu/dualenrollment/destudents/apply.html>**

### DUAL ENROLLMENT AGE WAIVER ACKNOWLEDGEMENT

*This acknowledgment should be read and signed by the student who is requesting an exception to the age policy as well as the student's parent/guardian.*

Printed name of student petitioning for waiver: \_\_\_\_\_

According to the Montana Office of the Commissioner of Higher Education (OCHE), in order to be eligible for dual enrollment, a student must be between the ages of 16–19 and/or junior/senior high school standing. The DE program at Great Falls College allows exceptions to this rule.

The purpose of this document is to clarify the responsibilities of students choosing to enroll in the DE program. Admitted students under the age of 16 have the same rights and responsibilities as any other college student. Great Falls College requires that every underage student and their parent or legal guardian review the details of this agreement. By signing, all parties acknowledge and accept the expectations of the DE program.

Dual Enrollment 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. It is important for students and their parents/guardians to fully understand the differences between the high school environment and the college environment.

**\*\*Please note, this agreement is good for one academic year. If the student is still under the age of 16 and plans to enroll in the DE program for another year, a new waiver application will need to be submitted and approved.**

The following statements are written primarily for the student, however, both the parents/guardians and students should review and initial them together.

**Student Parent**

		As a DE student, I understand that the courses I enroll in will have college content, instructor focus, and classroom discussions that will not be amended to accommodate students younger than 18. Instructors and classmates will expect mature, adult behavior.
		Instructors expect DE students to perform at a college level. If I have any issues with course content or an instructor, I am expected to reach out to them in a timely manner. My parents/guardians cannot communicate with instructors on my behalf.
		The high school and college academic calendars are <u>not</u> the same. As a DE student, I am responsible for knowing and adhering to the attendance policies of both schools.
		The pace of college courses, especially 8-week courses, is very accelerated compared to high school classes, and I have considered this when selecting classes.
		The Family Educational Rights and Privacy Act (FERPA) is federal legislation enacted in 1974 that sets forth requirements regarding the privacy of student records. FERPA governs access to the records of all current and former students, including minors, enrolled in college. Under FERPA, parents <u>DO NOT</u> have the right to access their students' educational records ( <i>grades, bills, attendance, enrollment, conduct, health/safety, etcetera</i> ) without written consent from the student. A <b>Release of Information</b> is included in the Dual Enrollment Application & Registration Packet.
		The college uses the contact information provided on the DE application to communicate with students. <u>Please do not list a parent/guardian's info as the main point of contact.</u> The student is responsible for all communication with Great Falls College.

**IMPORTANT:** By enrolling in the Dual Enrollment program at Great Falls College, you are creating a **permanent college academic record and transcript**. The grades you earn will stay with you throughout your collegiate career and will become part of your official transcript. Your permanent academic record may impact your future eligibility for admission, enrollment, financial aid, and scholarships at another college or university.

By signing, my parent/guardian and I acknowledge that we read and understand the information provided in this document.

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**Student signature**

**Date**

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**Parent/Guardian signature**

**Date**

## DUAL ENROLLMENT AGE WAIVER FORM

This form must be completed by the student and a designated high school official who is familiar with the academic background of the student petitioning for an exception to the age policy.

**Student Name:** \_\_\_\_\_

**High School:** \_\_\_\_\_

**Term of Enrollment (Semester/Year):** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Cumulative GPA:** \_\_\_\_\_

***Student Response:***

Briefly explain what class(es) you are planning to take, and how it supports your future college and career goals. Describe any personal and academic strengths that show us you are prepared for college-level coursework. *(Continue on the back of the form if needed.)*

***School Official (Counselor, Teacher, Administrator) Response:***

Please explain why you recommend this student be approved for the age waiver. What personal and academic qualities does the student possess that indicates college-readiness?

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**High School Official Printed Name/Signature**

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**Date**