

College of Biblical Studies

Dual Credit Program Student/Counselor/Parent Consent Form

Entering program as a:  1st time Sophomore  1st Time Junior/Senior  Returning Dual Credit Student

Please select one of the following:

Public School Student  Home School Student\*  Private School Student\*

Name of High School: \_\_\_\_\_

Address: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Student Consent for release of information and participation in the dual credit program for the academic term of:  Fall  Spring  Summer 20\_\_\_\_.

I, \_\_\_\_\_ and \_\_\_\_\_ understand  
(Print Parent/Legal Guardian's Name) (Print Student's Name)

**The College:**

- Will be authorized to retrieve, request, and share the student's high school records (to include a copy of the parent residency cards if necessary), transcripts, test scores and grades to determine eligibility. Information will be shared from high school to college and/or college to high school via email, fax or an electronic file.
- Will comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). All information provided to College of Biblical Studies relating to educational records will be confidential and we will not disclose, communicate or divulge, or permit disclosure, communication or divulgence, to another or use for their own benefit or the benefit of another, any confidential information, unless permitted by FERPA or required by the laws of the State of Texas.
- Will not permit the student to participate in the dual credit program if he/she fails to: submit an accurate dual credit application by the announced deadline, submit all other documents pertaining to residency to the appropriate person by the announced deadline(s), verify enrollment into the correct dual credit courses, and/or maintain satisfactory academic progress.
- Will provide final eligibility status to the high school dual credit liaison to complete the student's file.
- Will use the provided Student.CBSHouston.edu email address to send information about the dual credit program.
- Will address errors, made by the College that affected a student's enrollment into courses.

**I understand that:**

- This form is required for the student's participation in the Dual Credit Program each semester.
- A copy of the current high school transcript is required each semester.
- Submitting this consent form and/or high school course card does not guarantee eligibility or enrollment into the program or selected courses. Eligibility and enrollment into the Dual Credit program and courses is dependent on a complete application packet submitted by the deadline and qualifying test scores for each course selected, as determined by the servicing college and high school.

- Courses will be more academically challenging than traditional high school courses, will include different requirements for each course, and will result in a separate grade for each course.
- Courses held on the college campus and/or online (all instructional methods apply) may contain a mix of both high school and traditional college students. Therefore, the subject matter of the course may be more complex and mature in nature and the expectation is that the student's behavior and performance will be equivalent to that of a college student.
- My child may be enrolled in dual credit courses approved by the high school.
- Grades earned in dual credit become part of the student's permanent academic record and will be reflected on the college transcript.
- Students have one academic year from date grade is issued to contest posted grade.
- Students who fail to verify enrollment per each term's Census Date for the College, cannot contest enrollment thereafter. The submission of a high school transcript will not be considered.
- Students must attend their Dual Credit class regularly and turn in all required assignments. Students may be withdrawn for lack of attendance and/or lack of progress. This attendance policy pertains to all students enrolled in any section of a dual credit course on any campus or online. Students underperforming are encouraged to drop the course before the drop date.
- My child will not be allowed to continue in the Dual Credit program if he/she earns a grade of D or F in a Dual Credit class.
- My child is responsible for knowing and adhering to the drop date deadlines for withdrawal on the CBS academic calendar.
- My child must maintain a cumulative college GPA of 2.0 and remain in good standing at the high school to continue in Dual Credit.
- If a student plagiarizes a paper, or cheats in any dual credit class, the student will be subject to the disciplinary policies and procedures of the college. In some instances, severe cases may result in failure of the course and suspension from the dual credit program. Any disciplinary action will become part of the student's education record with the college district.
- Courses are generally transferrable and we recommend if the student is planning to attend a college other than CBS that they contact the institution to confirm that the dual credit course(s) for which the student enrolls are transferable to the college/university the student plans to attend.
- If my child earns thirty or more college credits, he/she may be considered a sophomore at some higher education institution and this could affect scholarships and other financial opportunities. It is my responsibility to check with the receiving institution to determine how dual credit hours are handled.
- Dual credit students are limited to two courses each semester from the approved list of courses

**\*Home and Private School Students:**

I understand that:

- All of the statements above and below apply to all Home and Private school students.
- Once I have been accepted into the program, I must select up to two courses
- The course must have an equivalent (articulated) high school course and must be approved by the high school (or parent) and the college.

**Authorization of Participation:**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Dual Credit Counselor's Signature

\_\_\_\_\_  
Date