



## Concurrent Enrollment Student-Parent Course Agreement

5/14/19

College Course (Prefix, Course Number, Section Number) \_\_\_\_\_

D49 students are embarking on an exciting higher education journey while still in high school. With this privilege comes processes unlike those of the high school.

When students attend a high school class, parent/guardians have immediate access to their academic life, but on the college level, including Concurrent Enrollment (CE) classes communications look very different.

Please read the following list to understand the legally-binding positions a college instructor is obligated to keep on behalf of the Institution of Higher Education (IHE). This list is not exhaustive but summarizes the expectations and channels of communication between the college, instructor, student, high school staff, and parent/guardian:

1. **Self-Advocacy:** The college student must commit to self-advocating without parental assistance. If students do not understand assignments or reasons for a grade, they must talk to the instructor first (an IHE requirement). According to college policy, student concern forms with Pikes Peak Community College (PPCC) will not be processed until the student confirms that s/he spoke to the instructor.
2. **Course Syllabus:** Read the course syllabus to understand grading criteria, late work policies, classroom and online etiquette, homework load, etc. The syllabus is a binding document, outlining procedures, policies, and consequences. Assume the instructor will enforce it strictly.
3. **Institutional Policy Documents:** IHEs maintain policies that advise students of rights, services, and procedures; they expect students to be aware of them. For example, PPCC posts a catalog and institutional syllabus online. Note that college accommodative services (ACCESSibility Services at PPCC) handle IEPs and 504s very differently.
4. **Attendance:** College instructors do not monitor excused and unexcused absences. They teach for a specific number of contact hours and expect college students to be responsible for the course content and material (including test days) regardless of attendance. Some instructors connect attendance to grading, so check their syllabi.
5. **FERPA Form (Federal Educational Rights and Privacy Act):** Students must complete a FERPA form to allow a parent/guardian access to an instructor for conferencing. PPCC's form: <https://www.ppcc.edu/records>. Once completed, the student must submit it to the Registrar's Office of the IHE. The instructor will verify FERPA completion before conferencing with a student and parent/guardian. Conferencing cannot infringe on class time, as required by any IHE.

6. **Phone and Email Communication:** Due to FERPA, college instructors take phone calls or answer emails from students only, and students must use their IHE- or D49-assigned email.
7. **Access to Grades and Course Information:** The student can show counselors and parent/guardians course information in the Desire2Learn course shell. Instructors post attendance and grades there. Being transparent about grades and attendance prevents the need for conferencing, thus minimizing surprises.
8. **Books and Materials:** If students receive books or materials from D49, they are responsible for returning them at the end of the semester. If damaged beyond normal wear and tear, the student and parent/guardian will be assessed a fee.

In summary, students must commit to self-advocating with the instructor and the IHE, and they must commit to communicating with parent/guardians while in the CE program. This will create the kind of accountability that will give CE students every opportunity to succeed.

I have read and am aware of the following information required of me as a **CE student**:

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

Student's Printed Name \_\_\_\_\_

I have read and am aware of the following information required of me as **parent/guardian** of a CE student:

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Printed Name \_\_\_\_\_