



UNIVERSITY OF THE INCARNATE WORD

EARLY COLLEGE PROGRAM

Dual Enrollment Parent and Student Agreement

By signing this agreement, the student and parent/guardian acknowledge that they understand and agree to abide by the following dual enrollment policies and procedures.

Student Name _____

Academic Year: 20____ - 20____

Parent/Guardian Name _____

Dual Enrollment Courses

- UIW core courses and lower-division courses within a declared pathway are eligible for dual enrollment. Courses offered at the School of Professional Studies are not eligible for dual enrollment.
- All eligible courses are taught by UIW faculty with the same syllabus, materials, and rigor as any other section taught on the main campus.
- The availability of dual enrollment courses is determined by demand, course cycles, and compatible meeting times.
- The student is responsible for contacting the prospective post-secondary institution to determine whether courses taken at UIW are transferable.
- Courses are taught on the UIW main campus either in-person or online and consist of a combination of high school and UIW undergraduate students. Classes that are taught online may consist of synchronous or asynchronous instruction.

Grades and Transcripts

- All grades earned at UIW become part of the student's permanent college record.
- A student who fails to earn a minimum 2.0/C term grade in each enrolled course at the end of the semester may lose their eligibility to continue in the Early College Program.
- The student's grade point average earned while at UIW may affect their eligibility for future college scholarships and financial aid availability.
- It is the student's responsibility to communicate directly with their instructors regarding course expectations and grades.

Registration and Enrollment

- The student and parent/guardian are responsible for knowing all deadlines for registering, adding and dropping classes. All course changes must be submitted to the Early College Program office for processing by the published deadline dates set by UIW. It is the student's responsibility to inform their high school counselor of any changes.
- Proof of Meningitis vaccination must be submitted with the application to register and attend classes on campus. Details on the Meningitis requirement can be found at <https://my.uiw.edu/health/services/meningitis-info.html>
- The student/parent/guardian is responsible for all tuition and fees as well as the cost of books and materials associated with the UIW Early College program. There is no financial aid available for dual enrollment courses, however students enrolled in the Program receive a 30% tuition-only discount for fall and spring terms. There is no discount for summer courses.
- Course refunds are subject to UIW's refund policy and published deadlines, as set forth in the UIW academic calendar found at <https://my.uiw.edu/registrar/academics/index.html>.

Academic Policies

- The student agrees to abide by the student code of conduct of the [UIW Student Handbook](#). Failure to abide by the code of conduct will result in dismissal from the Program.
- The student is subject to the same academic policies, guidelines and procedures as UIW students. For more detailed information, go to <https://www.uiw.edu/academics/academicpolicies.html>.
- Students will follow the UIW academic calendar and are expected to attend all the instructional days set by UIW.

Student Records

Student records are protected under the Family Educational Rights and Privacy Act (FERPA). Neither the parent/guardian, nor a school representative may obtain information on a student's enrollment, academic performance, attendance without the expressed written consent of the student. Additional information and consent form can be found at <https://my.uiw.edu/registrar/ferpa.html>.

Student Support

- Students are eligible to access the same UIW libraries, databases, and tutoring services as all UIW students. Tutoring services may be provided on the UIW campus or online.
- Students who receive accommodations may request accommodations from the office of Student Disability Services at <https://my.uiw.edu/sds/index.html>. Requests must be made each semester in which the student is enrolled.

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

Submit to: Robin Rodriguez, Early College Program Coordinator
(210) 829-3180 • rmrodri6@uiwtx.edu