



## Concurrent Enrollment Student-Parent Course Agreement

5/17/18

Student Name (Printed) \_\_\_\_\_

Professor Name \_\_\_\_\_

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

Students at D49 are embarking on an exciting journey in higher education while still in high school. With this privilege comes processes unlike those of the high school—a major one being communications required by the Institution of Higher Education (IHE).

Please read the following list to understand the legally-binding positions a college instructor is obligated to keep on behalf of the 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:** Students must commit to self-advocating without parental assistance. For example, if students do not understand assignments or reasons for a grade, they must talk to the instructor *first*. If a student has an academic concern, s/he should complete an Academic Concern Form with Pikes Peak Community College (PPCC): <https://www.ppcc.edu/concern>. The concern will not be processed until the student has *first* spoken to the instructor. Students should not contact building principals or counselors over academic concerns.
2. **Access to Grades and Course Information:** Grades and attendance are kept in Desire2Learn (D2L). Students can share this information with counselors and parent/guardians. Being transparent about grades and attendance prevents the need for conferencing, thus minimizing surprises.
3. **FERPA Form (Federal Educational Rights and Privacy Act):** Students must complete a FERPA form to allow parent/guardians access to an instructor for conferencing: <https://www.ppcc.edu/records>. Once completed, the student submits 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.
4. **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.
5. **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.
6. **Course Syllabus:** Read the course syllabus to understand grading criteria, late work policies, classroom and online etiquette, homework load, and any other expectations. The syllabus is a binding document, outlining procedures, policies, and consequences. Assume that the instructor will enforce it strictly.

7. **Institutional Policy Documents:** IHEs maintain policies that advise students of rights, services, and procedures; they expect students to be aware of them. PPCC posts a catalog and institutional syllabus online.
8. **ACCESSibility Services:** College accommodative services (ACCESSibility Services at PPCC) handle IEPs and 504s very differently. Instructors cannot change or reduce assessments, assignments, and course content. Accommodations can only be granted with appropriate ACCESSibility Services documentation. To start that process, students should contact their high school counselor several weeks before the start of semester:  
<https://www.ppcc.edu/accessibility-services>.
9. **Books and Materials:** If students receive books or materials from D49, they are responsible for returning them at the end of the semester. Please do not write in them. If damaged beyond normal wear and tear, the student and parent/guardian will be fined.

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 Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_