

Valparaiso University College Experience Dual Enrollment Program Student & Parent/Guardian Agreement

When you complete the admission application for Valpo's Dual Enrollment Program, you and at least one parent/guardian will need to acknowledge that both of you have read and agree to the conditions in this agreement in order for you to be considered for admission to the program. You'll do this in the admission application, itself, so there is no need to sign and submit this agreement separately. It is posted on this site so you can easily access it whenever you or your parent/guardian wish to refer to it.

The Valparaiso University College Experience Dual Enrollment Program is for high school students to earn dual credit through courses offered either in their high school or on campus at Valpo. These courses are taught by Valparaiso University professors. Classes taught in the high school will be with other part-time Valparaiso University dual enrollment students. Classes taught on campus will be with other full and part-time Valparaiso University students. Classes are typically offered during the day on weekdays, though some weeknight and online courses may be available. Public, private, and home-schooled high school sophomore through senior students are welcome to apply.

Dual Enrollment Information

Courses offered through the Dual Enrollment Program fulfill requirements for high school graduation and earn the allotted amount of credits through Valparaiso University. The high school is responsible for determining which graduation requirements the course meets for use on the high school transcript. You'll need to work with your high school prior to enrolling in a Valpo course to make this determination.

Course Registration Information

High school students interested in participating in the Valparaiso University College Experience Dual Enrollment Program will apply for admission to the university through the dual enrollment online application. Application will include submitting a current high school transcript. Upon admission to the Valparaiso University College Experience Dual Enrollment Program, the student will be assigned an academic advisor who is their primary contact at Valparaiso University. This advisor will help the student work through the Valpo course registration process and any associated paperwork (e.g. payment agreement form).

An updated high school transcript must be sent to Valparaiso University each academic year in order to enroll in classes. No dual enrollment student will be able to add a course after the university add/drop deadline. Drop dates for dual enrollment courses will be the same as the university add/drop deadlines. Students are not permitted to drop a course after the drop deadline. Add/drop, as well as other important academic dates, can be found on the [University Registrar Important Dates Calendar](#). Students must contact their Valparaiso University academic advisor if any changes are made to the high school schedule that affect dual credit classes. All registration for Valpo credit must be completed through the

university academic advisor. Seeing “Dual Credit” on the high school schedule does not mean the student is registered for college credit.

Tuition & Fees

All Dual Enrollment students and parents/guardians understand and agree to the following related to tuition and fees:

- The parent/guardian (**including parent/guardians of students receiving free and reduced lunch**) are responsible for full payment of all tuition by the due date given, incurred during any academic term. Due dates and e-bill information can be found on the [University Financial Aid & Student Accounts website](#).
- All Dual Enrollment students will be given a Valparaiso University Gmail account. This is the official means of communication for university coursework, including dual credit. Electronic billing statements will be emailed to the student’s Valpo email. Details for accessing your Gmail@Valpo email can be found in the [IT New On Campus Student FAQs](#) (for students taking courses on campus) or the [IT New Distance/Online Student FAQs](#) (for students taking courses in your high school or online).
- Dual Enrollment tuition is \$100/credit hour. The cost of course materials, or any course-specific fees, is extra and varies by class.
- Students are responsible for paying for any course materials and/or course-specific fees (e.g. textbooks, access codes, lab fee, etc.). Required course material information can be found by looking up the class in [Search for Sections](#) and clicking the Bookstore link on the right side of the course listing.
- No payment plans are available for Dual Enrollment students.
- There are no refunds after the drop date (important dates are on the [Registrar calendar](#)). If a student withdraws from a class after this period, tuition fees remain on the student account.
- Tuition not paid in full by the due date indicated on the student’s billing statement, will be considered delinquent.
- A student will not be permitted to register for a new semester with a past due balance.
- The transcript will remain on HOLD as long as a student has an outstanding financial obligation to the University.
- Nonpayment and/or nonattendance do not constitute withdrawal from a class, but will result in the student being unable to continue in the Dual Enrollment program.
- Valparaiso University is authorized to discuss the student’s financial account with parents/guardians.

Grade Information

Courses that students enroll in through the Valparaiso University College Experience Dual Enrollment Program will be evaluated based on the Valparaiso University grading scale: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F. Credit is granted for all grades above an F; no credit is granted for an F grade. Please note

that some courses require a certain grade in a prior course in order to continue into a new course. If this is the case, then a dual enrollment student will be held to the standard in place for course prerequisites.

Some Valparaiso University courses are taught with an S/U grading scale. This is different than pass/fail. If a student enrolls in an S/U course, the student must earn a C- or better in the course to earn a grade of S. Any performance below a C- in an S/U course will result in a final grade of U and no credit granted.

The university operates on a 4.0 grade point scale; however, the high school may calculate the high school GPA according to the policies of the high school. Valparaiso University is authorized to discuss grade information with officials from the participating high school and a student's parents/guardians.

Collection of Data

Valparaiso University will be collecting data concerning dual enrollment students during the tenure of their studies through Valparaiso University. The data will reflect the group and no student will be named individually. Data being collected will consist of the following: course grades, cumulative GPA, high school attended, and course evaluations. The University may also collect information regarding students' post-secondary education plans and satisfaction surveys. Students may receive follow-up surveys following their enrollment. All surveys are anonymous and optional.

Transfer and Transcript Information

All Dual Enrollment course grades are submitted to an official Valparaiso University transcript through the university's Office of the Registrar. If a student applies, is accepted, and attends Valparaiso University full-time following high school graduation, the courses are on the student's official transcript and will be calculated into the cumulative GPA. If a student chooses to attend another institution, it is the responsibility of the student to request a Valparaiso University transcript to be sent to the institution of interest. In most cases, institutions will accept transferred grades of C or better with no accompanying GPA. Therefore, the student will have credit hours earned, but no GPA figured into that institution's cumulative GPA.

Dual Enrollment Student Expectations

All students registering for a course through the Valparaiso University College Experience Dual Enrollment Program are expected to:

- Have completed the sophomore year of high school, passed state required testing, maintained a cumulative GPA of 3.0/4.0, and be ranked in the top half of the graduating class. Exceptions may be made for students based on recommendations from high school officials.
- Apply for admission to the Valparaiso University College Experience Dual Enrollment program, and agree to the points covered in this agreement, prior to the semester in which the student plans to enroll.
- Follow the policies given within each professor's syllabus, the [Valparaiso University General Catalog](#), and the [Valparaiso University Student Handbook](#).
- Check their [Valparaiso University student Gmail account](#) regularly. This is the official means of communication for all university-related items.

- Complete all university enrollment, and any course add/drops, through their Valparaiso University academic advisor.
- Address academic concerns directly with the professor before seeking outside assistance from a parent/guardian, high school official, or other individual.
- [Apply for full-time status](#) with Valparaiso University **if** they are interested in attending after high school graduation. Acceptance to the Dual Enrollment Program does not guarantee acceptance to the university as post-high school undergraduate student.

Questions

All questions about the Valparaiso University College Experience Dual Enrollment Program can be directed to academic affairs staff in the university's Office of the Provost, the participating high school guidance counselor, university academic advisor, or the course professor.

Valparaiso University Office of the Provost – Dual Enrollment Contact:

Bonnie Dahlke Goebbert, Assistant Dean

Email: bonnie.dahlkegoebbert@valpo.edu

This form is the official agreement between Valparaiso University and students and parents/guardians. By signing below, you are stating that you understand and agree to the policies and procedures described in this document (updated April, 2024).

By signing below, I am stating that I understand and agree to the policies and procedures described in the Dual Enrollment Student & Parent/Guardian Agreement Form. A student and/or parent/guardian (including parent/guardians of students receiving free and reduced lunches) must submit payment for courses by the due date on the e-bill sent to the student's Valparaiso University email account by the due date. All payments are to be made to Valparaiso University (online, in person, or check by mail).

Valparaiso University Student ID Number

Student Signature

Student Signature Date

Student Email

Parent/Guardian Signature

Parent/Guardian Signature Date

Parent/Guardian Email