



# North Idaho College Dual Credit

[www.nic.edu/dualcredit](http://www.nic.edu/dualcredit)

## Dual Credit Authorization Form

The dual credit program allows students to take NIC courses for college credit. The high school (not NIC) determines if proposed courses will also count for high school graduation requirements. Dual credit students must meet with their high school counselor *every* semester prior to registering for courses. By signing this form, students agree that they will meet with their high school counselor prior to registering for NIC classes *each* semester.

### Eligibility Criteria

Students must be at least 16 years old or have completed at least half of the requirements for high school graduation. A 3.0 grade point average is highly recommended. Exceptions may be requested by a high school counselor, a dual credit instructor, and/or the NIC Dual Credit program director. Admission to the college does not guarantee acceptance into certain classes or programs.

### Testing

The placement assessment (COMPASS) is an important part of the enrollment process because it measures each student's entry skills in reading, writing, and math.

Students are required to complete the placement assessment prior to entering their first college English or math course. Enrollment in other courses with an English or math prerequisite (or equivalent placement scores) may also require completion of the placement assessment.

ACT, SAT, or ASSET scores can substitute for COMPASS scores in fulfilling the placement assessment requirement.

### Student Information

Name \_\_\_\_\_  
Last First Middle Your personal email \_\_\_\_\_

Date of Birth \_\_\_\_\_ High School \_\_\_\_\_ Cell number \_\_\_\_\_  
MM/DD/YY (to receive text messages)

### Important Note for Parents and Students: Privacy Laws of Educational Records

**Family Educational Rights and Privacy Act (FERPA):** North Idaho College is required by law, regardless of age, to keep student records confidential. Without your express permission, we cannot share your student records with anyone but you (or appropriate college employees, high school counselors, or dual credit instructors). Initial if you will allow NIC to disclose your student records to your parents or legal guardians while you are in the Dual Credit program. Without your initial, your parents cannot contact the college on your behalf. For more information: [www.nic.edu/ferpa](http://www.nic.edu/ferpa).

Initial here if you approve NIC to disclose your student records to your parent or guardian.

If you wish your parent or guardian to receive NIC emails about the Dual Credit program, please print the email address here: \_\_\_\_\_

### Counselor Approvals

I confirm that this student is eligible to enroll in dual credit courses at NIC. This student has a cumulative high school GPA of 3.0 or higher, is at least 16 years old at the start of the semester or has successfully completed a minimum of one-half of the high school graduation requirements as certified by the high school, and is considered to be academically capable of completing college level courses.

Age \_\_\_\_\_ Cumulative HS GPA \_\_\_\_\_ Anticipated date of HS graduation: \_\_\_\_\_

### Exception Explanation

- This student has less than a 3.0 cumulative high school GPA.
- This student is under the age of 16\* and plans to take an NIC class held *at* the high school.
- This student is under the age of 16\* and plans to take an NIC class *not* held at the high school.

\* All students under the age of 16 are considered on a case-by-case basis. Contact Lynn Bates in the Admissions Office each semester at (208) 676-7150, [lynn\\_bates@nic.edu](mailto:lynn_bates@nic.edu) for the process to follow for admissions/registration for underage dual credit students.

I understand that the student is responsible to meet with me each semester to review his/her plans to register for NIC courses so that I can advise him/her of their applicability for high school credit as well.

\_\_\_\_\_  
School Official Title

\_\_\_\_\_  
Name of High School Date

## **Student Acknowledgement**

I, (name) \_\_\_\_\_ understand the following:

1. I will apply for dual credit admission at [www.nic.edu/dualcredit](http://www.nic.edu/dualcredit).
2. I will schedule testing with NIC to meet prerequisite requirements as needed, if I do not have SAT or ACT scores.
3. It is my responsibility to register online each semester in order to receive college credits for classes. I will register according to the dates outlined by NIC. (This is not high school registration).
4. I will meet with my high school counselor each semester to review which NIC courses I should register for in order to ensure that my coursework meets my high school graduation requirements. Failing an NIC course could cause me to not meet my high school graduation requirements.
5. I understand I will be enrolling in a college-level class that will require rigorous academic work. This class demands responsibility and maturity equal to that of a college student.
6. I understand that regular classroom attendance and participation is required. Failure to do so may affect my grade.
7. I will be graded on a college-level grading standard.
8. I am responsible to drop any classes that I decide not to take after registering. Failure to do so may result in me owing tuition and fees for the course if I miss the drop deadline.
9. If I choose to withdraw from a class, I understand I must do so by the deadlines set by NIC. If I fail to do so, I may receive a failing grade which could impact my high school graduation.
10. I understand that I must notify my high school counselor if I make any changes to my NIC class schedule.
11. I understand that NIC does not provide a grade for partial work if I withdraw from a course. An audited grade receives no NIC credit.
12. I give NIC permission to release transcripts and other student records to my high school.
14. I understand that if I am not a Kootenai County resident, I am responsible for out of district tuition if I do not file a certificate of residency form with my county clerk office. Information: [www.nic.edu/admissions/residency.asp](http://www.nic.edu/admissions/residency.asp).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **Parent Acknowledgement**

1. My child has chosen to enroll in the NIC Dual Credit program. I understand the information on this handout and give permission for my child to participate until he/she graduates from high school or is no longer eligible for dual credit.
2. I understand that my child's account will be assessed tuition on a per credit basis at the dual credit rate and fees may be assessed for labs, music, etc. Tuition and fees must be paid according to NIC's schedule.
3. I understand that my child will be responsible for registering, dropping, adding, and withdrawing from courses according to NIC's deadlines. Failure to meet deadlines will result in my child being dropped from classes or owing for classes they did not drop.
4. I have read and understand the FERPA law. [www.nic.edu/ferpa](http://www.nic.edu/ferpa).
5. I have read and understand the non-Kootenai county out of district residency verification. [www.nic.edu/admissions/residency.asp](http://www.nic.edu/admissions/residency.asp)
6. Other than specific class fees (such as lab fees) dual credit students do not pay regular student fees. High school students attending NIC (on- or off-campus) are not covered by NIC accident insurance as dual credit students do not pay the NIC insurance fee. I expressly acknowledge that it is my responsibility to ensure that my child is covered by medical insurance, individually, or as a part of an organization and that NIC will not provide such coverage.
7. NIC course descriptions are available at [www.nic.edu/schedules](http://www.nic.edu/schedules). Syllabi and readings may be found by querying the instructor's name at [www.nic.edu/directories](http://www.nic.edu/directories) and choosing "syllabus." Instructor's syllabi and readings will be posted prior to the start of each semester.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

### **NOTE**

This verification is valid for the duration of the student's eligibility for dual credit unless notification is given to North Idaho College Dual Credit program in writing to rescind the recommendation. Students may take courses for dual credit as long as they do not graduate from high school before a course is complete.

#### **Return this form to:**

**NIC Admissions Office**  
1000 West Garden Ave., Coeur d'Alene, ID 83814  
Phone (208) 769-3311  
Fax (208) 769-3399

#### **Direct questions about the dual credit program to:**

**NIC Dual Credit Office**  
1000 West Garden Ave., Coeur d'Alene, ID 83814  
Phone (208) 625-2329 Fax (208) 769-7805  
dualcredit@nic.edu [www.nic.edu/dualcredit](http://www.nic.edu/dualcredit)

C&M 03/21/13