

**Martin Luther High School**

Greendale, WI

- Please print a copy of this form and complete ALL blanks. A student signature is REQUIRED.
- **A parent or guardian must also sign for students under 18, as well as students over 18 whose GPA is 2.50-2.99.**
- Return the completed form with your payment to your school administrator.
- New Dual Credit Students **are required** to complete an online application (found at [www.cune.edu/dualcredit](http://www.cune.edu/dualcredit)) in addition to this form. Students who have previously taken CUNE Dual Credit courses do not need to re-apply.

Today's Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_  
Last First Middle  
Street City State Zip Code Phone

HS Cum. GPA \_\_\_\_\_ Email \_\_\_\_\_ HS Class      
FR SO JR SR

**2019-2020 classes: Please check box(es) to indicate class(es) selected.**

	Course	Instructor	Course Name	Credit Hrs	Semester	Tuition
<input type="checkbox"/>	PS 111	Loveless	American Government	3	Sem. 2	\$270
<input type="checkbox"/>						
<input type="checkbox"/>						
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<input type="checkbox"/>						

Credit Total \_\_\_\_\_ x \$90/cr hr = \$ \_\_\_\_\_  
 Total Due

**The signatures below** indicate permission to take dual credit with the understanding and acceptance of the terms above, verification of the accuracy of the information provided, and certification that the signers are familiar with Concordia Dual Credit policies.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Principal or counselor signature



## **Concordia University, Nebraska (“CUNE”) Dual Credit Policies (abbr.)**

For the complete policy manual, please consult the Student and Parent Handbook available at [www.cune.edu/dualcredit](http://www.cune.edu/dualcredit).

### **Application and Registration**

Similar to high school procedures, a student must first *apply* to the institution and then *register* for classes. Click on Step 1 at [www.cune.edu/dualcredit](http://www.cune.edu/dualcredit) for the online application. To register, use this printed registration form.

*Students will not be enrolled for CUNE dual credit unless they have submitted both the application and registration.*

### **Student Admission Requirements**

To be eligible to take dual credit through CUNE, juniors and seniors must have a minimum 3.0 GPA, or a 2.50-2.99 GPA with parent permission. Freshmen and sophomores with a minimum 3.0 GPA are eligible by parent permission, with the high school administrator further verifying a freshman’s eligibility. Meeting these conditions results in automatic admission to participate in CUNE’s dual credit program.

### **Enrollment Cancellation or Withdrawal**

This completed form is to be returned to your teacher *no later than the last Friday in January*. Until then, a student may change her or his mind and withdraw without academic or financial penalty. After that date, a student is considered registered at CUNE. Registration for the CUNE dual credit course is separate from registration for the high school course. Any change in registration status must be made in accordance with CUNE’s policies.

Students wishing to withdraw from the course *must submit a Course Withdrawal Form to CUNE*. Students who withdraw may receive a 50% refund of the tuition until March 6. Refunds will be made to the party that paid the tuition in accordance with the above policy. Students may withdraw from the dual credit aspect of the course without affecting their status in the high school aspect of the course. If a student discontinues the high school course, he or she must also withdraw from the dual credit course.

The final day a student may withdraw from a course without receiving a grade is *May 1*. When students withdraw from a course, a “W” is recorded on their college transcript with no effect on college GPA. If students consider withdrawing to protect their future college GPA, they should be aware that many institutions do not include transfer credit in their GPA calculations. Students should check with specific colleges regarding their policies. Transfer of credit is likely available without harm to the GPA. If a student enrolls at CUNE, the credit is *not* transfer credit and *will* be included in the student’s cumulative GPA.

### **Transferability and Requesting Transcripts**

The Higher Learning Commission, North Central Association of Colleges and Schools, accredits Concordia University, Nebraska. Other institutions generally accept CUNE credit, either as program credit, general education credit, or free elective credit. Students are strongly advised to check with the institution of their choice regarding the acceptance and application of transfer credit. It is the institution *receiving* the credit that determines its ultimate acceptability.

You may request transcripts through [www.cune.edu/dualcredit](http://www.cune.edu/dualcredit) or directly at <https://transcripts.cune.edu>. Because grades for the dual credit classes cannot be posted until the high school class is completed, an updated transcript may not be available until approximately two weeks after the high school submits grades for the course.

### **Student Privacy Rights (FERPA) and Parent Access to Student Information**

If a parent of a dual credit student wishes to discuss that student’s academic record with CUNE personnel, the student must have submitted a signed FERPA release granting the parent permission to do so, regardless of the student’s age. (See the U.S. Department of Education Family Educational Rights and Privacy Act for more information.) A FERPA release form can be found on the dual credit website.

For issues related to the student's high school academic record or performance, parents may consult with the classroom teacher or administration in accordance with the high school's policies and procedures.