



# STUDENT CONTRACT FOR PARTICIPATION IN EARLY COLLEGE COURSES

Welcome to West Virginia University at Parkersburg! We are excited that you have decided to join us for our Early College Program. Please carefully read the following contract with your parent/guardian, and sign to confirm that you understand and agree to the following terms and conditions.

As a student at WVU Parkersburg, I understand that:

1. I am choosing to complete college-level course content. I agree to act appropriately, recognizing that college-level courses contain adult-oriented materials.
2. The college includes students of all ages and backgrounds.
3. All college policies pertain to me and no exceptions will be made for me because of my age. The WVU Parkersburg Student Handbook is available online at [www.wvup.edu/current-students/student-resources/student-handbook](http://www.wvup.edu/current-students/student-resources/student-handbook).
4. I must meet the attendance requirements of WVU Parkersburg and it is my responsibility to contact my instructor and high school guidance counselor about issues regarding my attendance, grades or other matters.
5. The grades that I earn in my college courses will be a part of my college transcript that will stay with me throughout my college career.
6. I am subject to the college's policies regarding grades and academic standing. A summary of the college's academic policies are available online at [www.wvup.edu/about/board-of-governors/policy/d-students](http://www.wvup.edu/about/board-of-governors/policy/d-students).
7. My grades and attendance will be shared with my high school and the College.
8. If I am taking this course for dual credit, my high school GPA may be affected by my college grades, thus affecting my high school graduation rank and status. Check with your high school to determine if your hours can work as dual credit.
9. I have the ability to seek support for my college courses from a variety of academic and student support resources through the college, including free tutorial assistance. For a list of resources, go to [www.wvup.edu/current-students/services/tutoring-center](http://www.wvup.edu/current-students/services/tutoring-center).
10. I understand my high school counselor or instructor cannot withdraw me from a college course. Any course changes whether withdrawals or additions must go through the College.
11. WVU Parkersburg advisors will provide guidance and help me transition into college courses and academic life.
12. Parents/guardians need a student's permission to access their college file. The Family Educational Rights and Privacy Act (FERPA), is a federal law that describes how schools and colleges keep and/or distribute student information and records. Part of the law covers students under 18 and enrolled in public schools. The act was created to safeguard student privacy. You may complete the FERPA waiver form on the back of this page. For more information on FERPA, visit <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Fall		Spring	
CRN	Course (Subject & Number)	CRN	Course (Subject & Number)

Student Name (Printed)

Student Signature and Date

WVU Parkersburg ID

Date of Birth

Social Security Number

Parent/Guardian Name (Printed)

Parent/Guardian Signature and Date

Guidance Counselor Name (Printed)

Guidance Counselor Signature and Date



### Office of the Registrar FERPA Waiver Form

**Instructions:** This form is to be used by the student to grant access to their education records to other entities besides themselves, such as a parent, spouse, etc. When completing this form, please print all items clearly to allow for correct processing.

The College maintains two types of student education records: directory information and other student records. Directory information is considered public information and may be released by the College upon request, in accordance with existing law. Any student who does not wish directory information released must submit the appropriate documentation indicating such with the Office of the Registrar.

*In signing this waiver, I, \_\_\_\_\_, give access of all academic records at West Virginia University at Parkersburg to the individual(s) listed below. I hold the authority to revoke this waiver at any time.*

- 1. \_\_\_\_\_  
Name Relationship
- 2. \_\_\_\_\_  
Name Relationship
- 3. \_\_\_\_\_  
Name Relationship
- 4. \_\_\_\_\_  
Name Relationship

I understand that this request is **permanent** and will remain in effect until I request in writing that the name(s) be removed.

\_\_\_\_\_  
Student name Student signature\*  
\_\_\_\_\_  
Student ID or SSN Date

**Witnessed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
WVUP Employee signature

*\*This form should be completed in person with the Registrar's Office. Students will need picture identification and should not sign the form until in the presence of a WVUP employee. **If this form is not filed in person, the signature and stamp of a Notary Public is REQUIRED** (see below).*

STATE of \_\_\_\_\_, COUNTY OF \_\_\_\_\_

Taken, Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

<b>For the Registrar's Office Use Only</b>
Processed by: _____ Date: _____

**Please return this form to the Registrar's Office.**