



Vernon Campus
4400 College Drive
Vernon, TX 76384
940.552.6291

Century City Center
4105 Maplewood Ave.
Wichita Falls, TX 76308
940.696.8752

Skills Training Center
2813 Central Expressway E
Wichita Falls, TX 76302 940.766.3369

Seymour Learning Center
200 Stadium Drive
Seymour, TX 76380
940.889.3133

Dual Credit/Concurrent Enrollment Approval Form

Vernon College is very excited to offer dual credit/concurrent course opportunities to high school students based on the following criteria:

1. A high school student is eligible to enroll in dual credit courses in the ninth, tenth, eleventh or twelfth grade.
2. The high school student must be eligible and college ready for the courses in which they enroll as specified in the Vernon College-ISD Dual Credit Memorandum of Understanding (Dual Credit MOU).
3. Eligible high school students are able to enroll in courses approved by the local high school administration.
4. The determination of the course as dual credit or concurrent enrollment is a decision made at the local high school.
5. Students, not high school representatives such as counselors or parents, are individually responsible for absence notices, grade discrepancies, success in the class and communicating with the VC faculty or staff. Students are required to adhere to VC policies and procedures as published in the current VC General Catalog and the current VC Student Handbook.
6. The Family Educational and Privacy Act (FERPA) is a federal law that protects the privacy of student education records and which applies to all schools that receive funds under an applicable program of the U.S. Department of Education. When a student turns 18 years old or enters a postsecondary school at any age, the rights under FERPA transfer from the parent to the student. College instructors are required to follow FERPA regulations and release of dual credit educational information (including grades), even to the parent(s), violates federal law.
7. High schools may request that the college provide the student's grade for any dual credit course. The grade transcribed for high school credit is the determination of the local high school.
8. ADA - High School students requesting special accommodations while enrolled in dual credit courses must follow all VC procedures. All requests for special accommodations will be made to and coordinated by the VC PASS Department/Office for students with Disabilities (OSD).
9. The applicant understands that official transcripts of the work completed at Vernon College will not be released until a completed high school transcript, showing date of high school graduation, is on file at Vernon College. (Please note the term "graduation" represents a diploma, not a certificate of high school completion).

I _____ am applying for admission to Vernon
Student's Name (PLEASE PRINT) Date of Birth

College subject to the conditions stated above, with the understanding that all admissions requirements, including high school graduation, must be met before an official Vernon College transcript will be released.

Student's Signature

Parent's Signature

High School Currently Attending

High School Counselor/Dual Credit Coord.