

## Be Responsible.

To be successful in college, you are expected to be self-disciplined, have good study habits and to have time-management skills. A concurrent course is held to the same standards as a class taught on the college campus. Read your class syllabus carefully to understand what is expected of you to be successful in the class.

## Participate.

Class attendance and active participation are critical to your success as a college student. Each instructor's attendance policy should be outlined in the course syllabus. It is important to be engaged in classroom discussions, ask questions and attend each class every day it meets.

## Hit the Books.

As a general rule, you will need to spend **two hours of study time for each hour you are in class**. College classes are more academically challenging than a high school class. College students are expected to:

- Use effective study skills
- Take effective notes and study them regularly
- Create study guides
- Utilize comprehensive research skills and properly cite sources
- Be organized and prepared for class

## Academic Honesty and Integrity.

Students are expected to be the sole author of their work and to acknowledge the authorship of others' work through proper citation and reference. Use of another person's ideas constitutes plagiarism and academic dishonesty and is prohibited conduct. The consequence of academic dishonesty is determined by the instructor and may include, but is not limited to: non-acceptance of submitted course work, failing grade on assignment, lower or failing grade in a course. The Academic Honesty and Integrity Policy, as well as all other M State policies, can be found at [www.minnesota.edu/policies/](http://www.minnesota.edu/policies/).

## Meet the Requirements.

You are responsible for meeting satisfactory program requirements **every semester**. This means maintaining the GPA and percentage completion requirements outlined in the student handbook at [www.minnesota.edu/handbook](http://www.minnesota.edu/handbook). Failure to meet these requirements will disqualify you from the concurrent enrollment program.

## Ask for Help.

If you are experiencing problems, talk with your teacher and high school counselor right away, or call M State at 1.877.450.3322 and ask to schedule an appointment with a staff member about your concerns.

## Comply with College Policies.

You are responsible for understanding and complying with college policies outlined in the handbook (i.e., drop/add/withdrawal, academic progress, etc.) If you register for a class and decide to drop it, contact your high school counselor immediately. Concurrent students must follow the deadline for the last day to withdraw deadlines, just like all other college students. The M State Academic Calendar can be found at [www.minnesota.edu/news/events](http://www.minnesota.edu/news/events).

## FERPA FAQs.

The Family Educational Rights and Privacy Act (FERPA) is a federal law which gives college students the right to control disclosure of private education records. If you would like your parent or guardian to have access to your records, you must sign a release of information form. The form should be available in your high school counseling office. More information on FERPA can be found at [www.minnesota.edu/?id=11461](http://www.minnesota.edu/?id=11461).

## Plan for Your Future.

Please keep in mind that your concurrent classes will be a permanent part of your college record. The grades you receive will count toward your cumulative college GPA and will impact your future college career. Understand that you will be required to send an M State transcript to all colleges you attend in the future, and you will be held to college policies regarding satisfactory academic progress and financial aid eligibility based on your academic performance.

I have read and understand the M State Concurrent Enrollment Student Agreement of Understanding.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_