



## M STATE - CONCURRENT ENROLLMENT PROGRAM

### Student Agreement of Understanding

#### Be responsible

To be successful in college, you must accept responsibility for your choices and actions. You need to have self-discipline, good study habits and time-management skills. Students in concurrent courses are held to the same standards as students in classes taught on the college campus. Read your syllabus carefully to understand what is expected of you in your course.

#### Participate

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 and attend every class.

#### Hit the books

As a general rule, you will need to spend two hours of study time for every hour you are in class. College courses are more academically rigorous and demanding. Your college GPA will affect your high school GPA and your future college career.

#### Know your resources and support

Students need to visit [www.minnesota.edu/cepstudents](http://www.minnesota.edu/cepstudents) the first week of class to activate their StarID, learn about library resources, how to request a transcript and AA degree/transfer planning.

#### 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 an assignment, lower and/or failing grade in a course. The Academic Honesty and Integrity Policy, along with 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 academic progress requirements every semester. This means maintaining the GPA and percentage completion requirements outlined in the M State Student Handbook found at [www.minnesota.edu/handbook](http://www.minnesota.edu/handbook). Failure to meet these requirements will automatically disqualify you from the Concurrent Enrollment Program.

#### Ask for help

Talk your instructor and high school counselor right away if you are having difficulties, or call M State at 1.877.450.3322 and ask to speak with Concurrent Enrollment Program staff 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 course and decide to drop it, consult with your designated high school contact immediately. Concurrent students must follow the deadline for the last day to withdraw, just like all other college students. For important dates and deadlines, refer to the CEP timeline at [www.minnesota.edu/ceptimeline](http://www.minnesota.edu/ceptimeline).

#### 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.

#### Plan for your future

Your concurrent courses will be a part of your permanent college record. You will be required to send an M State transcript to all colleges you attend in the future. Contact CEP staff to learn more about AA degree/course transfer planning by emailing [concurrent@minnesota.edu](mailto:concurrent@minnesota.edu).