Dear Student:

I’m excited that you have signed up for the _______ course from the Advance College Project at Indiana University. Whether you are taking the course for high school credit only or for both high school and college credit, be advised that the course will have the same requirements.

First and foremost, ACP courses are actual college classes, taught as they are taught on the Indiana University campuses. These courses are not considered college prep classes. Students will spend a significant amount of time outside of class preparing for these courses. All assignments must be completed to receive credit for these college classes. Late work is generally not accepted in the college classroom.

If you are taking the course for credit, you will be responsible for all fees associated with the course, and the application—once it has been processed through the ACP office—becomes a legal contract with the university. The fees are approximately half the cost of taking the course on campus, affording you a great saving as you begin your college career. Dropping the course is not an option. If extraordinary circumstances require a student to withdraw from school, then an exception to the drop policy can be discussed with the ACP office. There will be an official IU transcript for the course once the work is completed, and it is available from the Registrar’s Office at any IU campus.

Credit at Indiana University is not automatic. Students must complete an application (with all requested signatures included) before they take a course for credit. Students must meet the admissions criteria for the project. Students cannot change their enrollment status during the course, so the decision to enroll must be carefully considered.

ACP is officially recognized as an accredited program by the National Alliance of Concurrent Enrollment Partnerships (NACEP), a national accrediting organization for programs that offer both high school and college credit. For more information about the Advance College Project, visit ACP on the web at http://www.indiana.edu/~acp/.

Again, welcome to this class. Please read the attached syllabus that details the work and course requirements. Then, sign this letter at the bottom of the page and return it to me by Friday. You and a parent or guardian must sign to indicate that you understand the responsibilities of taking a college course with the Advance College Project.

Wishing you success,

ACP Instructor

__________________________________________________________

I have read and understood the requirements for the Advance College Project course.

Student ___________________________________________ Date __________________________

Parent/Guardian ______________________________________ Date _______________________