

Garfield High School Running Start Contract

*We, the student and parent, understand the following about participating in the Running Start program:
(Signatures required on the back page)*

1. **Running Start students are expected to check their Seattle Schools email address regularly,** even if they do not attend classes at Garfield High School. As college students, they are also expected to check their college email address frequently, as well as their personal email address if that has been provided to their Garfield counselor.
2. The community colleges run on a quarter system. Students must enroll in classes during all three quarters of the school year – Fall, Winter, and Spring. Students may take classes during Summer Quarter if they have not exceeded their funding for courses during the school year. **Students must meet with their Garfield counselor to complete an Enrollment Verification Form before enrolling in classes for the upcoming quarter. This amounts to three meetings each academic year** (four meetings if participating in Summer quarter). Students must be proactive about scheduling these meetings.
3. It is **the student’s responsibility to turn in their Enrollment Verification Forms to their college each quarter.** Failure to do so may result in receiving a tuition bill, removal from classes, or a hold on the student’s account that prevents them from future class enrollment.
4. Community college courses can fill up quickly. **Students are strongly encouraged to enroll in college courses as soon as possible during each registration season.** Each community college maintains an Academic Calendar, accessible online, that includes when course registration for each quarter opens. We cannot guarantee that students will have a place in their selected college classes. If students fail to enroll early and are placed on a waitlist, they must communicate with the instructor of the class about being admitted.
5. GHS students are expected to be full time **students between any high school classes and college classes.** “Full time” means attempting a minimum of six credit per academic year. Each semester class at Garfield is worth .5 credit. A three (3) credit community college class equals a .6 high school credit. A five (5) credit community college class equals a 1.0 high school credit.
6. Students are **responsible for all non-tuition costs at the community college, which may include lab fees, online fees, or program fees.** Fee waiver requests must be explicitly communicated to the Garfield counselor.
7. Running Start students need to follow the same rules and regulations that all students follow at the college. **College coursework is faster paced, and students consistently report that they receive less help from college instructors compared to high school teachers. Each course syllabus needs to be carefully reviewed,** particularly for policies regarding attendance, late work, and how the final class grade is determined.

8. All college students are subject to FERPA regulations. The Family Educational Rights and Privacy Act (FERPA) is a federal law that any educational institution administered by the U.S. Secretary of Education must follow. This act is about protecting student privacy by not releasing grades or other personal information to anyone but the student. **Under FERPA, instructors and other college staff cannot communicate with parents about a student’s educational records in person, via email, or by phone. Educational records include grades, GPA, class enrollments, complaints, and grade appeals.**

9. The college grading system is different from Garfield’s grading system. **65% is the minimum passing grade in college. At Garfield, the minimum passing grade is 60%.**

10. **Failure to maintain “satisfactory academic progress” in college classes, which means having a GPA lower than 2.0 (75%), may disqualify your student from receiving Federal Financial Student Aid after graduating from high school.**

Student Name:

Parent Name:

Student Signature:

Parent Signature:
