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| A close up of a logo  Description automatically generated | **Recommendation Form**  **for High School Students** |

University of Colorado Colorado Springs (UCCS) offers university-level online courses to select High School students who have a trained UCCS Teacher Mentor at their high school.

This form must be submitted by your Teacher Mentor to Online and Academic Outreach. Seats are limited. Accepted applicants will receive information regarding enrollment in the UCCS Online course.

Questions? please contact our office at (719)-255-3498 or email [dualcredit@uccs.edu](mailto:dualcredit@uccs.edu)

## Section 1: Applicant Information (to be completed by the high school student)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Full Name: | |  | | | | | |  | | | |  | | | |
|  | | Last | | | | | | First | | | | M.I. | |  |  | |
| Phone: |  | | | | | | | Email: |  | | | | | | |
| Course of Interest: | | | TCID 2090 – Technical Communication & Information Design | | | | | | | | | | | | |
|  | | | |  |  | | | | |  |  | | | | | |
| How will the $550 per course be paid? | | | | | |  | Student/Parent | | |  | School |  | Combination Student/School | | | |

## Section 2: Parent & Student Understanding (to be completed by the high school student and parent)

By signing this form, I confirm:

1. **I understand** online courses offered by UCCS have university-level content and subject matter and university-level expectations and standards. Students will be graded accordingly.
2. **I understand** all courses and grades will become part of and remain on the student’s permanent record. If the student will not be attending UCCS for post-secondary, it is the responsibility of the student to contact his/her prospective post-secondary institution and to provide necessary information so the institution may determine if/how the credits that have been earned are transferable.
3. **I understand** students must abide by all university rules and regulations (tuition and fees, add/drop, refund, withdraw dates).
4. **I understand** students must act on their own behalf. Parents, high school officials and others are not permitted to enroll, drop, or add classes on behalf of the student. Students are covered under the Family Education Rights and Privacy Act (FERPA). Parents and my high school Teacher Mentor(s) may gain access to student records if the student submits a FERPA waiver giving consent. This must be done, by the student, in the UCCS student portal for the student to take the course.
5. **I grant permission** to my high school Teacher Mentor(s) to complete Section 3 and 4 of this form regarding my readiness to take a university-level online course and submitting the form to UCCS Online & Academic Outreach office.
6. **I grant permission** to my high school Teacher Mentor(s) to review my graded assignments on Canvas.
7. **I grant permission** to my high school Teacher Mentor(s) to discuss my graded assignments with the Course Professor and/or Teaching Assistant.

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| --- | --- | --- | --- | --- | --- |
| Student Signature: |  | |  | |  |
|  |  | |  | | Date |  |  |
| Parent/Guardian Signature: |  | |  | |  |
|  |  | |  | | Date |
| Parent/Guardian Phone: |  | Parent/Guardian Email: | |  | | | |

## Section 3: Applicant Readiness (to be completed by high school Teacher Mentor)

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| By signing this form, I believe that the applicant mentioned above is ready and likely to succeed in a university-level online course. |

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| Print Name: |  | Signature: |  |

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| Work Email: |  | | Work Phone: |  |
| Name of High School/District: | |  | | |

## Section 4: Submission (to be completed by high school Teacher Mentor)

**Completed forms can be submitted online at:** [www.uccs.edu/outreach/hs/online](https://www.uccs.edu/outreach/hs/online)