Dual Credit Initiative

Dual Credit (DC) at City Colleges of Chicago is an instructional arrangement where an academically qualified junior or senior student in high school also enrolls in a college level course taught at their high school by a qualified instructor. Upon completion, the student receives both college credit and high school credit with their earned grade (A-C). Grades for the college credit and high school credit may not necessarily be the same.

Dual Credit School Requirements

- Submit an application each academic school year
- Provide transcript(s) and resume for qualifying teachers
- Facilitate the course during the school day with qualified students enrolled exclusively
- Identify high school liaison to coordinate the programmatic components
- Adhere to City Colleges of Chicago course enrollment, registration, grade submission and withdrawal policies and procedures

City Colleges of Chicago Responsibilities

- Approve the Dual Credit course offerings and participating schools
- Facilitate an annual orientation for high school teachers
- Identify CCC campus liaisons to coordinate the programmatic components at CCC
- Waive tuition and fees for participation high school junior and senior students enrolled in a Dual Credit course(s)

Dual Enrollment Initiative

Dual Enrollment (DE) at City Colleges of Chicago allows high school students to enroll in college courses at one of the City Colleges of Chicago (CCC). Course instruction for DE students occurs on the college campus. High school students must be integrated into the regular CCC student population for instruction. Students are required to enroll as college students and meet all enrollment criteria (see Eligibility below)

Dual Enrollment is defined as where an academically qualified student who is still enrolled in high school also enrolls in a college level course at one of the City Colleges of Chicago. Upon successful completion, the student earns college credit with the possibility of earning high school credit based on high school approval.
Dual Credit / Dual Enrollment Course Offerings

DC/DE courses must be selected from transferable courses that have been articulated with senior institutions in Illinois or from the first-year courses in an ICCB approved associate in applied science degree program. Career Technical Education (CTE) courses are also eligible for Dual Enrollment.

Examples of acceptable courses include but are not limited to:

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Algebra</th>
<th>Anatomy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>Art</td>
<td>Auto Technology</td>
</tr>
<tr>
<td>Biology</td>
<td>Business</td>
<td>Calculus</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Communications</td>
<td>Computer Information Systems</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>English 101</td>
<td>Foreign Language</td>
</tr>
<tr>
<td>Graphics</td>
<td>Health Sciences</td>
<td>History Journalism</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Math</td>
<td>Manufacturing</td>
</tr>
</tbody>
</table>

General Educational Development (GED), Developmental Education, Online, Adult Education, and Continuing Education courses are not eligible for Dual Enrollment.

Dual Credit/ Dual Enrollment Eligibility Requirements

All students must comply with these requirements of CCC’s Dual Credit/ Dual Enrollment Process Regardless of funding source or location of classes.

Eligibility:

• Students must either be enrolled in a Chicago area high school or can verify residence in Chicago.

• Students must provide current Chicago high school ID or valid IL state identification.

• Rising junior and senior students are eligible for DC/DE course(s).

• High school seniors may not participate in DC/DE courses following graduation.

• Dual Enrollment students are eligible to take one class per semester at one CCC campus. Students are responsible for tuition and fees for additional courses.

• Dual Credit students are eligible to take up to four dual credit classes per semester/ per high school campus.

• Students can be enrolled in a DC and DE course concurrently.

• Home school students must are permitted to enroll in DE courses. Home school students must have a valid form of ID to verify residency, be 16 years old and have parental permission.
Qualifications:

- Student must meet all prerequisites of the course prior to enrollment. (see Prerequisite Qualifications)

- **Chicago Public School students** must have a minimum cumulative GPA of 2.5 or higher on the high school transcript or most recent report card and maintain a high school 2.5 GPA throughout the program

- Students must submit a Parental Permission Form completed and signed by the parent/guardian. **Chicago Public School students must also receive a signature from the CPS high school administrator/counselor.**

Requirements:

- Students must pass the course with a “C” or better to remain eligible to participate in Dual Credit / Dual Enrollment.

- Students who receive a WTH (withdraw), ADW (administrative withdraw) and/or NSW (no show withdraw) is no longer eligible to participate in DC/DE.

- Students who withdraw from the DE course before the course begins or within the first week of the course will be receive a DEL (delete) and remain eligible to participate in DC/DE.

**Dual Credit/ Dual Enrollment Process**

The Dual Credit campus representative at each college will work directly with the High School liaison to collect student enrollment and eligibility documents. Each college is responsible for the approving high school teacher credentials, the course creation process, qualifying and enrolling students.

Dual Enrollment campus representative at each college should work directly with DE students to complete the college admissions and enrollment process. Students are encouraged to follow the application checklist available at www.ccc.edu/earlycollege.

The DC/DE campus representative is responsible for providing a master list of DC/DE students to the registrar’s office. Upon receipt, the Registrar will indicate either “Dual Credit” or “Dual Enrollment” as the Enrollment Reason on the student’s record. A copy of the DC/DE master list must also be provided to the Business Office to apply the appropriate Equation Variable.

The DC/DE campus representative is responsible for ensuring that each enrolled DE student has a “DUE” Service Indicator and each DC student has a “DUC” Service Indicator associated with their PeopleSoft account. Service indicators must be applied to students account by the third week of class each semester.

Revised 4-11-13
COMPASS Placement Exam

Students can take the COMPASS Placement Exam at any City Colleges of Chicago testing center and selected Chicago Public Schools. Test results from these administrations will be accepted for placement of CPS students enrolling in Dual Enrollment courses. CPS COMPASS Placement results is available at in the CPS COMPASS portal. The portal provides individual untranslated student scores.

Prerequisite Qualifications

- For courses with a Math pre-requisite, students must have the appropriate ACT (math) or COMPASS (math) according to the placement guidelines.

- For English 101, students must have the appropriate ACT (reading) and E-Write scores according to the placement guidelines.

**Note:** Students who are eligible for English 101 with a reading or supplemental course, must enroll in both courses. Students may not enroll in English 101 alone.

- For courses with an English 101 eligibility pre-requisite (such as History or Social Science), students must have the appropriate ACT (reading) and E-Write scores according to the placement guidelines.

- Students who are eligible for English 101 with a reading or supplemental course are not eligible to enroll in courses with an English 101 eligibility pre-requisite. Example: A student who is placed into English 101/Reading 125 may not enroll in a course with an English 101 pre-requisite such as Social Science.

Retest Policy

Students may re-take the COMPASS Placement Exam. Retesting is appropriate when there is reason to believe that a score obtained from previous testing does not accurately reflect the examinee’s true level of knowledge or skill. Typically, retesting is appropriate in two situations:

1. When factors other than the examinee’s ability are believed to have influenced the previous testing, or
2. When the scores obtained from earlier testing are no longer believed to reflect the student’s current ability

Students may retake the COMPASS Placement Exam either in its entirety (math, reading and writing) or by individual test module (math or reading or writing or any combination).

- The highest test scores may be used for purposes of placement (even if not the most recent)

- Students may not retest if they have begun a sequence of courses in that subject, unless retesting is included as a part of a course in which the student is enrolled
• Students should not be allowed to retest a module more than two times (that is, a maximum of three times total, including the initial test)

Students must retest if their test scores have expired, i.e., after 12 months have elapsed following a previous COMPASS Placement Exam and prior to beginning a sequence of courses in that subject.

Data and Reporting

Dual Credit/ Dual Enrollment campus representative must maintain a file for every participating high school student regardless of funding source for auditing purposes.

All files must include the following:
• Signed Permission Form (copy to Business Office and Registrar)
• Copy of High School ID, Driver’s License or State ID
• Copy of the ACT and/or COMPASS test results
• PSSA printout of student midterm grade or instructor reported grade
• PSSA printout of student final grade
• Copy of the Student Account Summary indicating all cost associated with the course
• Satisfactory Academic Progress (SAP) waiver
• Proof of compliance with prerequisite requirements (when applicable)

The following documents are preferred but not required:
• High School Transcript
• Letter of Recommendation
• Monthly Progress reports

Each college is required to submit the following Dual Enrollment reports to District Office each semester. The master list template is provided by the District office.

Master List – Day 1 enrollment numbers without student specific data week (1) of the start of the semester and/or special terms e.g. mini session. Completed enrollment data spreadsheet week (3) of the semester/term and final enrollment master list is submitted by the semester/term census date.
Midterm Grade Report – Submit no later than two (2) weeks following the midterm date. Waivers will be submitted for DE students to ensure their financial accounts are clear for the next semester.

Final Grade Reports
Final grades should be submitted two weeks after the end of the semester.

Billing
The Dual Enrollment campus representative or the appropriate staff member of the college will forward their dual enrollment master list to the District Office to the Director of Compliance. All data fields must be complete (i.e. name of student, SSN, PeopleSoft # etc.). The Director of Compliance will verify, compile and submit the billing documentation to the Student Financial Department.

Failure to cross reference the DE student master list with the PeopleSoft account may result in inaccurate waivers and possibly delay posting student waivers. The campus may be obligated to pay financial discrepancies due to inaccurate billing.

NOTE: Adjustments to student’s account for dual enrollment must be completed at the District Office. All such request must be submitted to the Director of Compliance.

TUITION AND FEES
Tuition per semester is $89.00 per credit hour for In-District students (increases are through the Board of Trustees). Activity Fees are $50.00 (for part-time student status), Registration Fees are $30.00 and Lab Fees are $30.00 (can be additional depending on course). Below, is a table of what one course can cost. NOTE: The Activity Fee for Summer Semester is $25.00.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Activity Fee</th>
<th>Registration Fee</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>$267.00</td>
<td>$50.00</td>
<td>$30.00</td>
<td>$347.00</td>
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<td>4</td>
<td>$356.00</td>
<td>$50.00</td>
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<tr>
<td>5</td>
<td>$445.00</td>
<td>$50.00</td>
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<tr>
<td>6</td>
<td>$534.00</td>
<td>$50.00</td>
<td>$30.00</td>
<td>$614.00</td>
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</tbody>
</table>

If there is a Lab Fee, an additional $30.00 should be included for the waiver. In certain instances, there may be other fees attached to the course and should also be submitted for the waiver.

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A student may take more than one course. However, only one course will be covered by City Colleges of Chicago. The amount that will be covered is listed above. If there are any additional fees (i.e. Activity or Registration Fees) the difference will be charged to the student.

Above fees are effective for the current Fiscal Year. Tuition and fees are subject to change with Board of Trustees approval.

NOTE: After being notified that waivers have been posted, colleges are required to check student accounts to ensure that waivers are posted for all students included on master list. All tuition and fees must be submitted for waivers by the end of the current semester. After that time, District will not accept any additions and the colleges will be responsible for any balances on the student’s accounts.

Internal Review

Periodically, District Office Director of Compliance will conduct an internal review of Dual Enrollment. The Director of Compliance will request a random sample of student files from each college to ensure that all program documentation is properly maintained in the student files. It is the responsibility of the Dual Enrollment Campus representative to ensure that all required documents are available, legible, and securely archived.

Student Support

The purpose of the DE program is to provide a positive early college experience for students prior to high school graduation. Dual Enrollment Campus representatives should provide an orientation to emphasize the level of responsibility involved in participating in a DE course. They should also advise students of the positive and possible negative impact of participating in college level course while in high school.

In addition to maintaining student files, the DE Campus representatives are encouraged to meet with students periodically to assess their academic progress. Meeting notes and progress reports must be maintained in the student file. Note: Students should be encouraged to communicate with the DE Campus representative if academic, attendance or other difficulties should arise.

Students earning a grade lower than a “C” at any point should meet with the DE Campus representative to access services and discuss the possibility of withdrawal from the course. Please note: poor grades and withdrawals can have a negative impact on college transcripts and future financial aid awards. Students that show significant attendance problems may be withdrawn without consultation.
The Dual Credit Quality Act

The Dual Credit Quality Act (Public Art 96-0194) requires the Illinois Community College Board (ICCB) and the Board of Higher Education (IBHE) to develop policies regarding dual credit. Dual credit instructors teaching credit, college-level courses must meet the same requirements as on-campus faculty, and dual credit instructors teaching career and technical education courses must have appropriate credentials and teaching competencies.

The Act requires that dual credit students meet the same academic criteria as those enrolled in credit-bearing college courses, including taking appropriate placement testing. Additionally, course content and learning outcomes must be the same as that required for credit-bearing college courses and must be appropriately measured.

Dual Credit- Illinois Community College Board

Dual Credit course content is prescribed by the community college in accordance with established course requirements. According to ICCB Administrative Rules: “Course prerequisites, descriptions, outlines, requirements, learning outcomes, and methods of evaluating students shall be the same as for on campus offerings”. Dual credit can be offered on the community college campus, at the high school, area career center, online, or via distance learning. Both transfer/core courses, as well as CTE courses, can be offered. Dual credit is taught by community college instructors with the exception of high school teachers who meet faculty requirements set by the college.

“Institutions shall provide high school instructors with an orientation in course curriculum, assessment methods, and administrative requirements before high school instructors are permitted to teach dual credit courses.” High school instructors must be provided with orientation, assessment methods, and administrative requirements before teaching dual credit courses, and they must be able to participate in all activities available to adjunct faculty.

“Dual credit students must be assessed using methods consistent with students in traditional credit-bearing college courses.” “Every dual credit course must be reviewed annually by faculty through the appropriate department to ensure consistency with campus courses.” “Dual credit instructors must be given the opportunity to participate in all activities available to other adjunct faculty, including professional development, seminars, site visits, and internal communication, provided that such opportunities do not interfere with an instructor's regular teaching duties.”

“Dual credit is a process, dual credit is a tool, and dual credit is a solution. Dual credit amplifies the usefulness and applicability of the 11th and 12th grades, maximizes state and local educational resources, and provides a platform that fosters secondary and postsecondary collaboration and interdependence.” Source: http://www.iccb.state.il.us/dualcredit.html
Courses and Programs “Current dual credit courses offered through cooperative agreements with Illinois community colleges generally fall into two broad categories: Career and Technical Education (CTE) or General Education (GE). General Education courses must be approved for credit under the Illinois Articulation Initiative (IAI). Such courses are accepted for credit by all IAI participating schools, which includes all Illinois public universities and some 94 other Illinois colleges and universities. CTE courses may or may not be accepted in transfer credit.”

Source: http://www.ibhe.state.il.us/DualCredit/materials/DCTFReport.pdf

Career and Technical Education (CTE) offerings should be aligned with associated degree programs and established program of study areas. CTE credit is applied if the student continues in that specific career cluster at City Colleges of Chicago.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. This includes the right to inspect and review education records, to seek to have education records amended in certain circumstances, and to consent to the disclosure of education records.

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Disclosures to parents and rights of students. (sect 99.5)

All rights of parents under FERPA transfer to the student once the student has reached 18 years of age or attends a postsecondary institution (and thereby becomes an “eligible student”). Therefore, all dual credit participants are “eligible students” as defined by FERPA.

However, current regulations also provide that even after a student has become an “eligible student,” postsecondary institutions may allow parents to have access to their child’s education records, without the student’s consent, in the following circumstances:

• The student is a dependent for Federal income tax purposes (§ 99.31(a)(8));

• The disclosure is in connection with a health or safety emergency,

• The student has violated any law, rule or policy governing the use or possession of alcohol or a controlled substance
High School and College Sharing Information

FERPA allows high schools and community colleges to share the educational records of dual credit students without the consent of either the parents or the student under Sec. 99.34(b).

Under FERPA, the rights belong to the student with regard to the records over at the college, but the rights still belong to the parents with regard to the education records at the high school. In this situation, FERPA not only permits the college to disclose information to parents of the high school student if he or she is a dependent for Federal income tax purposes (which they probably are), but it also permits the high school and the college to share information because the student is enrolled in both schools.

Satisfactory Academic Progress (SAP)

An official college transcript has begun with documentation of each course attempted when students enroll for Dual Enrollment/Dual Credit courses. Therefore, Dual Enrollment/Dual Credit students are treated as college students with the following responsibilities and privileges:
- Students are responsible for withdrawing from a course by the established deadlines if they believe that their progress will not lead to a passing grade of “C” or better.
- Students who successfully complete a Dual Enrollment/Dual Enrollment course will have credits that will count towards degree completion at City Colleges of Chicago (CCC) or any other 2-year and 4-year college/university.

SAP Federal Guidelines:

City Colleges of Chicago’s (CCC) Satisfactory Academic Progress (SAP) policy follows federal regulations for Satisfactory Academic Progress (SAP), which define the standards students must meet to maintain their financial aid eligibility for their entire college career. SAP is cumulative in nature: it takes into account all classes attempted. SAP affects all students. CCC requires all students to achieve a minimum GPA standard and a 67% Course Completion Rate – regardless of payment method or enrollment status – to remain in good academic standing. For more information go to http://www.ccc.edu/services/Pages/SAP-Understanding.aspx.
Measures in Place to Safeguard Satisfactory Academic Progress

CCC is committed to using its Early College Programs to promote students’ college readiness and future success in post-secondary education. Students are supported and monitored with the following resources:

1. Students and/or professors can elect to delete a class up to 7 days after class starts. A delete has no impact on SAP.
2. Students have access CCC’s Learning Resource Centers where they can receive tutoring.
3. Academic Advising & Support: Students should consult with their Academic Advisors, CCC campus representatives or Professor for advice on course success.
4. Students with grades below a “C” at mid-term are alerted and will be consulted on either dropping course or how to pass the course. Withdrawal does affect the Course Completion rate of SAP, but that impact is less than failing the course.