Dual Enrollment registration means an official college transcript has begun with documentation of each course attempted. Therefore, Dual Enrollment 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 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.

**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 are prohibited from enrolling in more than one course a semester as a Dual Enrollment participant.
2. Students and/or professors can elect to delete a class up to 7 days after class starts. A delete has no impact on SAP.
3. Students have access CCC’s Learning Resource Centers where they can receive tutoring.
4. Academic Advising & Support: Students should consult with their Academic Advisors, Dual Enrollment representatives or Professors for advice on course success.
5. Mid-term grades are sent to the CCC Dual Enrollment team and Chicago Public Schools. Students with grades below a “C” 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.

My signature below denotes that I understand the impact my performance in a Dual Enrollment Course will have on my college career. I am participating in this program to earn college credit. I understand that I need to pass my course with a grade or C or better to maintain Satisfactory Academic Progress. I understand that I can delete my course without impact on my SAP within 7 days of the course starting. After that it is my responsibility to complete the course or withdraw from the class before the final deadline if I do not believe I will earn a passing grade. My course instructor also has the right to drop me from a course if he/she doesn’t believe I am meeting the standards to pass. Any grades of D or F as well as all withdrawals after the first 7 days will prohibit me from registering for additional Dual Enrollment courses in order to prevent any further negative impact on my SAP.

Student’s Signature: ______________________________ Date: ___________________

Parent’s/Guardian’s Signature: ______________________ Date: __________________

REVISED 12-21-12