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“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 post-secondary collaboration and interdependence.”

- Illinois Community College Board (ICCB)

Contact Information

If you have any questions about Waubonsee’s dual credit program, please contact:

High School Partnerships Center
Waubonsee Community College
Route 47 at Waubonsee Drive
Sugar Grove, IL 60554
(630) 466-2394
(630) 466-9495 (fax)
www.waubonsee.edu/highschool

Waubonsee does not discriminate based on any characteristic protected by law in its programs and activities.
Purpose and Laws

Purpose of Dual Credit

Waubonsee Community College offers college-level general education, as well as career and technical education courses to qualified high school students. This program extends access to affordable higher education to a larger percentage of district residents, stimulates and challenges students in their junior and senior years of high school, and reduces the costs of a college education for students and their families. These courses are important links in the transition from one educational experience to another. They help to create a smoother transition from high school to college.

The Dual Credit program is also aligned with six goals of the Illinois P-20 Initiative:

1. Improving academic achievement
2. Increasing college access and success
3. Improving use of existing data and measurements
4. Requiring greater accountability
5. Promoting lifelong learning – a necessity in today’s economy
6. Easing the transition to college and reducing remediation, which reduces tuition costs

Source: http://igpa.uillinois.edu/system/files/IR09/text/ch6-higher-education.pdf

State Laws and Regulations

To ensure the academic integrity of college-level courses offered by Illinois community colleges, the Illinois Community College Board (ICCB) has adopted Administrative Rules pertaining to dual credit (ICCB Rule Section 1501.507). Waubonsee endorses these rules and adheres to their intent.

All state laws, ICCB regulations, accreditation standards specified by the Higher Learning Commission of the North Central Association and local college policies apply to college-level courses offered by the college for dual credit. These policies, regulations, instructional procedures and academic standards apply to students, faculty and staff associated with these courses.

The Dual Credit Quality Act (Public Act 96-0194) was approved by the Governor on Aug. 10, 2009, with an effective date of Jan. 1, 2010. The Act requires the Illinois Community College Board (ICCB) and the Illinois Board of Higher Education (IBHE) to develop policies regarding dual credit.

Source: http://www.ncahlc.org/
Student Information

Right to Privacy and Access to Records

Dual credit students are considered Waubonsee Community College students in every way as related to their academic record. According to the Family Education Rights and Privacy Act (FERPA) of 1974, students have the right to:

- Inspect and review their educational records
- Request the amendment of inaccurate or misleading records
- Consent to disclosure of personally identifiable information contained in their educational record
- Request confidentiality
- File a complaint with the U.S. Department of Education concerning alleged failures by Waubonsee Community College to comply with this law

Waubonsee classifies the following items as directory information:

- Student’s full name and city of residence
- Affirmation of student enrollment status (full-/part-time), class level and major field of study
- Dates of attendance, graduation, degree(s), certificate(s) and honors received
- Pertinent information relating to participation in officially recognized activities and sports

Waubonsee will only disclose directory information to individuals or entities with legitimate educational interests. Student schedules, grades and other academic information will not be released to parents or guardians without written consent of the student. To restrict disclosure of directory information or to authorize release to specific individuals, students must contact Registration and Records at (630) 466-7900, ext. 2370.

Benefits of Dual Credit

Student Advantages

- Students are able to earn college credit and gain confidence in dealing with college-level work while still in high school. They can use their dual credit work to demonstrate their ability to complete college-level work when they apply for admission to colleges, universities and vocational schools.

- Students learn the rigors of college work early. They are able to adjust study habits to college work before they have to deal with the total college experience.

- Students are offered expanded high school course offerings and provided a seamless transition from high school to college.

- Students get a jump start on their education, which may shorten the time required to complete an undergraduate degree or certificate.

- Students can complete entry-level general education, elective, or career and technical college credit work at significantly lower costs than they would experience at four-year public or private institutions of higher education.
Definitions

College and Career Readiness
Students currently enrolled in high school may also enroll in a developmental education course to help them become college and career ready. A developmental education course is designed to give students the skills they need to be successful in 100-level college courses. Developmental education courses are offered in math, writing and reading. Upon successful course completion, students earn high school credit, and the course and grade are recorded on their Waubonsee transcript. These credits are NOT transferrable to other college or universities, but completing these courses can help students place into college-level coursework at Waubonsee. Students may take developmental education courses on a Waubonsee campus, online, or as part of a dedicated program in partnership with specific high schools.

Dual Credit
This refers to an instructional arrangement where an academically qualified student currently enrolled in high school enrolls in a college-level course, and, upon successful course completion, concurrently earns both college credit and high school credit. Dual credit indicates that curriculum has been aligned to achieve a competent, college-level outcome worthy of college credit and transferability while also satisfying high school graduation requirements through advanced, college-level study. Students may take dual credit courses individually on a Waubonsee campus, online or as part of a dedicated program in partnership with a specific high school.

Dual Enrollment
This is a situation where an academically qualified high school student also enrolls in a college-level course at the community college. Upon successful course completion, the student earns college credit only. No high school credits are earned. Individual students enroll at a Waubonsee campus or online for dual enrollment credit.

Illinois Articulation Initiative
The Illinois Articulation Initiative (IAI) is a statewide initiative that establishes comparative course relationships among state institutions to assist students who plan to transfer from a community college to four-year public/private colleges/universities in Illinois. (For more information see www.itransfer.org.) For the most part, only general education courses have IAI designations and not courses in major study areas. Many of the dual credit classes being offered at local high schools are IAI-approved general education classes that have IAI designation.
Enrollment Information

Eligibility

Students accepted for enrollment in college-level courses must have appropriate academic qualifications and testing, a high level of motivation, and adequate time to devote to studying for a college-level course. Students’ course selections are made in consultation with high school counselors and/or principals and are restricted to students who are able to demonstrate readiness for college-level work. Students under the age of 16 must complete an additional authorization form requiring a counselor or principal signature.

Students must meet placement test scores or prerequisites when applicable. English or math course placement is based on official ACT® or COMPASS® test results.

- ACT scores needed to place into college-level English or math courses:
  - ACT English score of 18 or higher; ACT mathematics score of 22 or higher

- The COMPASS exam consists of three untimed tests in reading, writing and math.
  - The exam may be offered at the high school (check with the high school counselor).
  - To schedule an appointment to take the exam at Waubonsee, contact the Center for Learning Assessment at (630) 466-7900, ext. 5700.

Tuition

Dual credit students who take classes through their high school do not pay college tuition. Some schools collect student fees and/or require textbook purchases. Students who enroll in on-campus or online classes are responsible for the payment of Waubonsee tuition.

Grades/Transcripts

Records

Dual credit students are beginning their official college transcript. Grades earned in dual credit classes will be part of the student’s records throughout his/her college career. If a regular semester credit course is repeated, only the higher grade is used to calculate the grade-point average. It is highly recommended that students who earn a D or F in a dual credit class retake the course during the summer term or their first term at Waubonsee.

Academic Probation

All students who earn a cumulative grade-point average below 2.0 are automatically placed on academic probation. There are three progressive stages of academic probation: (1) academic caution, (2) academic warning and (3) academic restriction. Probation students will begin their first semester at Waubonsee on “WARN” status, which will impact their financial aid eligibility.

Financial Aid Implications

Dual credit courses are recorded on the student’s transcript and evaluated in determining financial aid eligibility. Students who do not complete all of the courses they attempt with at least a 2.0 GPA may have an initial academic progress status of WARN at Waubonsee. While on WARN, students can receive financial aid; however, for aid eligibility to continue, they must earn at least a 2.0 GPA and complete all courses attempted during their first semester. Dual credit grades can also impact financial aid eligibility at other colleges and universities.
Student Responsibilities

Attendance
Regular attendance at all class meetings and laboratory sessions is expected of all students. Faculty members may establish attendance policies and/or makeup procedures for their classes. Some programs have established required attendance policies. It is the student’s responsibility to be aware of attendance policies and makeup procedures.

Code of Conduct
Students are expected to meet the conduct requirements of the educational institution where the course is being held. Students attending dual credit courses at their high school are subject to the high school’s code of conduct, while students attending class at a Waubonsee campus or online are subject to the college’s Code of Student Conduct, which can be found in the Student Handbook. Each student also assumes an obligation to act in accordance with generally acceptable standards of responsible adult behavior, which include respect for other students and other members of the learning community. Students remain subject to federal, state and local laws; violation of these laws may lead to prosecution by agencies or persons, in addition to disciplinary action by the educational institution.

Plagiarism
This is the use (whether deliberate or unintentional) of an idea or phrase from another source without proper acknowledgment of that source. Another form of plagiarism is copying or obtaining information from another student. Submission of written work, such as laboratory reports, computer programs or papers that have been copied from the work of other students, with or without their knowledge and consent, is plagiarism. Students are subject to the plagiarism policy of the educational institution where the course is being held (high school or Waubonsee). Penalties for violation of academic integrity vary but can range from individual course sanctions to expulsion.

Transferring
Students who have identified a transfer institution are encouraged to contact the institution directly to inquire about transferability of their college-level coursework. Resources to assist in this investigation may be found through the Waubonsee Counseling Department at (630) 466-7900, ext. 2361. Dual credit grades can also impact financial aid eligibility at transfer institutions.

Withdrawals
Students who no longer wish to earn college credit may withdraw from the course until the posted withdrawal date. Students enrolled in programs located in high schools must originate withdrawals with their high school counselor. Students enrolled in college campus or online courses should refer to the college policy on withdrawals in the Student Handbook. Waubonsee may administratively withdraw those students who are not actively attending or pursuing course objectives as established by their instructors.
Steps to Dual Credit Enrollment

All high school students taking dual enrollment courses must meet the same requirements for admission to Waubonsee Community College as other post-secondary students.

**Step 1: High School Counselor Visit**
Visit your high school counselor to find out what dual credit courses are available at or approved by your high school. You must be at least 16 years old by the time the course ends.

**Step 2: Placement Testing**
If you would like to enroll in math or English courses, you will need to provide your ACT™ scores or take the COMPASS® exam for placement.

ACT scores needed to place into college-level English or math courses are as follow:
- ACT English score 18 or higher
- ACT mathematics score 22 or higher

The COMPASS exam consists of three tests. The tests are untimed and include reading, writing, and math.
- The exam may be offered at your high school (check with your high school counselor).
- To schedule an appointment to take the exam at Waubonsee, contact the Center for Learning Assessment at (630) 466-7900, ext. 5700.

**Step 3: Complete the Dual Credit Registration and Authorization Form**
The form is available on the back side of this sheet, at your high school counselor’s office or at www.waubonsee.edu/enroll. Submit your completed form to your high school counselor for signature and processing. Home-school parents may approve and sign the enrollment form. Please indicate the student is home-schooled in the school column.

**Step 4: Registration Deadlines**
College classes offered on the college campus or online generally begin before high school classes. Some are offered in eight-week block sessions. Check the class schedule each semester for these dates. Courses offered at high school locations will follow your regular high school calendar.

**Step 5: Course Withdrawals**
If you are enrolled in programs located in high schools and wish to withdraw, please see your high school counselor. If you are enrolled in a class on campus or online, refer to the college policy on withdrawals in the Student Handbook.

**Step 6: Transcripts**
Grades earned in dual credit courses are entered on your Waubonsee Community College transcript. Visit www.waubonsee.edu/transcripts to request an official copy.

Note: Dual credit students must abide by Waubonsee’s Code of Student Conduct.

For more information, visit www.waubonsee.edu/dual or call the High School Partnerships Center at (630) 466-7900, ext. 2394.
High School Student
Registration/Authorization Form

College credit is awarded for any student enrolled in a credit course. High school credit is optional and must be approved by the student's high school. College credit will appear on the student's permanent college transcript regardless of the grade. Although high school students are not eligible to receive financial aid, this coursework and any grades earned may be taken into account if the student ever applies for financial aid in the future.

Student Social Security #: _________ - ______ - ________ or WCC X #: _______________________________

Name: _______________________________________________________________________________________
  Last     First        MI
Address: _____________________________________________________________________________________
  Street Address                              City               State               Zip                    County
Home Telephone #: (_____) ________________ Cell #: (_____) ________________   Birthdate: ______/ ______/ ______

Current High School: ___________________________ Current Grade: _____  Email: ________________________

14a. What is your primary ethnicity? _______________________
14b. Are you from one or more ethnicities? (List all) ____   ____   ____
  5. American Indian/Alaska Native  9. Native Hawaiian/Pacific Islander
  4. Asian             8. Other/Not Listed
  2. Black/African American            6. Prefer not to answer
  3. Hispanic or Latino            1. White
14c. Are you in the U.S. on a Visa – Nonresident Alien?
  If yes, provide home country of origin. ____________________  Not in the U.S. on a Visa ______
15. Major Code _____________ See class information or Major Codes List
16. Do you intend to complete certificate or degree at Waubonsee?  1. Y ___     2. N ___

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<th>Ticket #</th>
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<th>Course Name</th>
<th>Semester Hour(s)</th>
<th>Requesting High School Credit?</th>
<th>Fees</th>
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I certify the above information is complete and correct. * For Dual Credit Requests Only: The high school agrees to accept this class as credit toward high school graduation requirements.

Student Signature

_______________________________________  Principal/Counselor Signature

___________          Date

Date

Note: Full or partial payment due unless otherwise indicated by counselor.
Check one:
Cash _____  Check _____  VISA_____  MasterCard_____  Discover_____  American Express_____
Card #: ________________________________  Expiration Date

Authorized Credit Card Signature   Name Printed on Credit Card

Mail to: Registration and Records
Waubonsee Community College
Route 47 at Waubonsee Drive
Sugar Grove, IL  60554-9454
FAX to: (630) 466-4964
Questions:
Call (630) 466-7900, ext. 2370.

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