DUAL CREDIT STUDENT HANDBOOK

IN-HIGH SCHOOL PROGRAM
ACADEMIC YEAR 2023-2024

Contents

WELCOME MESSAGE

Dear Student,

Welcome to the *In-High School Dual Credit Program*! Early college credit opportunities for high school students are a vital part of Elgin Community College's (ECC) efforts to promote college readiness and student success. We believe that this will be a positive and beneficial experience. This handbook provides you with information on the program's expectations and student responsibilities, as well as an overview of the ECC student systems and student services available at ECC.

About Dual Credit

The Dual Credit program is a partnership between ECC and area high schools. This program provides the opportunity for high school students to earn both high school and college credit upon successful completion of a college course. The benefits are many, but here are just a few reasons why students enroll in this program:

- Reduces the cost of college
- Reduces time to complete college degree
- Increases College Readiness

The dual credit course/s that you will complete will be part of your regular school day. However, these are college courses that required you to meet academic prerequisites set by ECC. The curriculum of dual credit courses is the same as the curriculum that the college offers to its students at the main campus and the expectations are the same for all students. **Most importantly, the dual credit courses will be the first grades on your college academic record.** You are required to send these grades to the colleges and/or universities that you apply to in the coming academic years. The grades are reported on your official ECC transcript and high school transcript. Lastly, specific information about your course/s will be provided in the course syllabi, which you will receive on the first day of class.

We look forward to a successful academic year! Please share this handbook with your parent/s or guardian/s. Also, please contact our office if you have any questions or need additional guidance.

Sincerely,

Sean Jensen
Assistant Dean of College in High School Programs

PROGRAM OVERVIEW (PART-TIME)

Academic students may enroll in dual credit courses offered by ECC in partnership with your high school. The part-time program offers courses in General Education (Gen Ed) or Career-Technical Education (CTE). The *Gen Ed* option allows students to complete courses from a variety of academic disciplines (i.e., English, math, history, science, etc.). The *CTE* option allows students to continue a program of study aligned to one of ECC's Associate of Applied Science programs (i.e. automotive, culinary arts, paralegal, etc.). These courses vary by high school and have been selected by your school district.

PART-TIME DUAL CREDIT
GENERAL EDUCATION AND/OR CAREER TECHNICAL EDUCATION (CTE) COURSES

- Students enroll in 1-3 courses each semester
- Students choose courses based on high school's offerings
- Courses are limited and have been selected by the school districts
- Courses fulfill part of the General Education Core Curriculum or a CTE program of study
- Students may use these courses to fulfill high school graduation requirements
- Student may continue their participation in high school activities

ACADEMIC ADVISING: CHOOSING YOUR COURSE/S

Students enrolling in dual credit courses at their high school will be guided through the course selection process by their school counselor. After attending an informational event to learn about the various courses available via the dual credit program, students will meet individually with their school counselor to identify the course/s that align to their current academic plan as well as future postsecondary goals.

After an initial selection has been made, students are encouraged request additional assistance from ECC's Academic Advising Department. If you would like to meet with an Academic Advisor to discuss your course selection, academic pathway, or transfer plans, please call 847-214-7390, or visit accessECC to schedule an appointment.

EXPLORING YOUR TRANSFER OPTIONS

ECC is the ideal place to start a bachelor's degree, earn summer credits for transfer, or begin dual admission with a university. You can transfer seamlessly to virtually any four-year college or university.

For institutions participating in the *Illinois Articulation Agreement*, completing the general education core at ECC means your freshman/sophomore general education requirements will have been completed and will transfer as a package.

THE ILLINOIS ARTICULATION INITIATIVE (IAI)

A statewide transfer agreement, which is transferable among more than 100 participating colleges and universities in Illinois. IAI works best for students who know they are going to transfer but are undecided on the college or university that will grant their baccalaureate degree.

GENERAL EDUCATION COURSES AND PACKAGE

All colleges and universities participating in the IAI agree to accept a "package" of IAI general education courses in lieu of their own comparable lower-division general education requirements. Keep in mind, the IAI general education transfers as a package. Any course-to-course transfer credit is not guaranteed. You should work with your institutions to see exactly how your courses will transfer beyond the IAI package. View a description of the disciplines in the [IAI general education package](#), also known as the GECC.

TRANSFER ASSOCIATES DEGREES- AA, AS, AES, AFA

Institutions in Illinois grant two primary transferable Associates degrees.

The Associates in Arts degree, or AA, has a full general education package (GECC) fully incorporated. When you complete an AA degree and transfer, your general education requirements should be waived at the next 4-year IAI participating institution you choose to attend.

The Associates in Science degree, or AS, is specifically designed for science, technology, engineering, and mathematics, or STEM, areas of study. This degree has a modified general education package which allows students in these demanding fields the opportunity to remain on track with their cohorts at the 4-year institutions and complete a couple of general education courses after they transfer to their institution of choice. Under the AS degree model, students will take one additional math course and one science course, which will delay two GECC courses in the Humanities & Fine Arts and Social & Behavioral Sciences categories. The GECC package remains intact; however, a student will complete the package upon transfer to a university.

STUDENT EXPECTATIONS & RESPONSIBILITIES

Students must understand that their participation in Dual Credit will result in a permanent college transcript. The following sections include information related to student expectations and responsibilities, as well as resources available to all students.

STUDENT ORIENTATION – CLASSROOM PRESENTATION

All dual credit students will be required to complete an orientation session held at their high school classroom. The dual credit instructors will provide additional information to help

students succeed in their dual credit course/s. Emphasis will be on student responsibilities and resources, including online systems (accessECC Student Portal, student email, and Desire2Learn learning management system) and services and activities available on the ECC main campus to supplement the high schools' resources.

ACADEMIC PROGRESS AND CONDUCT POLICIES

All students must demonstrate qualities of integrity, honesty, civility, and respect in their conduct both in and out-of-the-classroom. Students are expected to review ECC's Student Code of Conduct 4.402 by the second week of their first semester. Students must meet deadlines established by their college instructors, prepare for class, and ask questions. Students must maintain a cumulative GPA of 2.0 throughout the program. Students experiencing academic issues will be required to meet with a high school representative.

COMMUNICATION AND PRIVACY

The Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 122g) (herein referred to as FERPA) generally governs access and release of student education records. Under FERPA, students have certain rights pertaining to the disclosure of and access to their education records:

- While parents have the right to review high school records until their student is 18 years old, only the student has access to their college-level records, regardless of age.
- Parent(s)/guardian(s) cannot inquire about their student's academic progress in the college course (i.e. grade, attendance, etc.).
- Instructors teaching college courses must be granted consent by the student to provide any information to the parent(s)/guardian(s) related to their academic progress in the college course.

To support student success, ECC has developed the *FERPA Consent Form*. Students participating in the **In-High School Dual Credit program** may elect to sign this consent form to allow the dual credit instructor and/or other school officials to share information related to their academic progress in the college course. By signing this consent form, the student agrees and authorizes the following:

- Allow their participating high school to access their dual credit information for legitimate educational purposes.
- Allow their parent(s)/guardian(s) to access their dual credit information, including grades and any other information that is pertinent to support your academic progress in the course.
- Allow their parent(s)/guardian(s) and dual credit instructor to communicate about their academic progress in the course (i.e. grade, attendance, etc.).

ACADEMIC INTEGRITY

Elgin Community College is committed to providing a learning environment that values truth, honesty, and justice. Academic integrity means being responsible for learning, which is expected of students in all their learning experiences, and failing to do so is considered academic dishonesty. The purpose of academic assignments is to help students learn. Your grade shows your understanding and effort. It also indicates how well you met the learning objectives. To demonstrate your learning, the work you do must be your own, and if you consult others' work, that must be cited.

It takes only a missed citation or stating another's work as your own to misrepresent what has been learned thus damage your reputation and that of the College. Therefore, students who commit any act of academic dishonesty will be subject to sanctions initiated by their instructor. Acts of dishonesty include cheating, plagiarism, fabrication, complicity, submitting the same work in multiple courses, and/or misconduct in research. Sanctions may include failure of the course, for more information, please read ECC's Academic Integrity policy. For more information on how to avoid academic integrity violations, see the Plagiarism Modules or visit the ECC Library Tutorials Research Guide. Students may also seek assistance from Librarians as well as the Write Place staff.

ATTENDANCE POLICY

Students are expected to follow their instructors' classroom policies. If you plan or need to be absent, it is your responsibility to confer with classmates and inquire about what work you missed, as well as review the course syllabus. Grades will include attendance and participation.

COURSE SYLLABUS

The syllabus includes the "written rules" for each course. Students will receive a syllabus for each class they take. Students are expected to use this document throughout the semester to help them plan for what needs to be completed and manage their time. The student is responsible for seeking clarification on course requirements, dates, assignments, etc. **It may NOT be possible for students to submit late work. Also, make-up exams may NOT be allowed. Students should plan accordingly to keep up with attending each class meeting and completing classwork on time.** The syllabus will also include each instructor's contact information and office hours. College classes move at a much faster pace than high school classes —do not delay in addressing any issues as it can quickly become too late to resolve. Students are also encouraged to take advantage of their high school support services like tutoring and retention assistance early in the semester.

ACADEMIC RECORDS

COLLEGE TRANSCRIPT

Dual Credit students are beginning their official college transcript. Grades earned in dual credit classes will be part of their official college transcript. The Records Office posts grades in the student portal via www.elgin.edu/accessECC at the end of each semester. The Dual Credit office will provide the high school with an official grade report at the end of each semester.

FINANCIAL AID IMPLICATIONS

Dual credit courses are recorded on the student's college transcript and impact future financial aid eligibility at ECC and/or other colleges and universities. Per the U.S. Department of Education and State of Illinois student aid regulations, Elgin Community College is required to establish minimum standards of academic progress in qualifying for federal and state financial aid. This Satisfactory Academic Progress Policy measures a student's academic progress in three ways. Students must meet all three standards to be in a satisfactory status. For more information, see Standards of Academic Progress 1.102.

WITHDRAWALS

Dual Credit students may not withdraw from courses unless they have received formal approval from their high school and Dual Credit Office.

Students who have attended their classes and withdraw during the allowable time-period for their class receive a grade of "W", which carries no academic penalty and is not used in the calculation of the student's grade point average. Withdrawal dates are course-specific, please consult your syllabi. Instructors reserve the right to withdraw students from their classes with a failing grade at any point in the semester due to excessive, unexcused absences; plagiarism; or other gross infractions of their course requirements. If students are out of compliance with any of the policies referenced in this handbook, the Dual Credit Office and high school have the right to dismiss the student from the Dual Credit program.

ECC STUDENT SYSTEMS

ACCESSECC STUDENT PORTAL

The portal offers features that will help students navigate ECC resources and systems conveniently in one easy-to-use location. Students will use this tool to review their progress toward an ECC degree or certificate.

Please follow the instructions on the Access ECC Portal video to set up your account.

STUDENT EMAIL

Students should use their high school email account for communication. Students will also receive an ECC student email account, which will be used to retrieve the end-of-term course evaluation. Instructors will communicate with students using the high school's email server. Students are responsible for all information communicated by e-mail.

DESIRE2LEARN (D2L) LEARNING MANAGEMENT SYSTEM

Access to online course content is available through D2L. High school instructors may use D2L to communicate information, homework assignments, quizzes, etc. However, please consult the course syllabi for specifics on which course management system will be used for the course.

DISABILITY ACCOMMODATIONS

ECC welcomes students with disabilities and is committed to supporting them as they attend college. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health, or learning), s/he may be entitled to some accommodation, service, or support. While the College will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with accommodations to help meet these requirements.

The laws state a person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the college does not have to make any exceptions to standard procedures. **To request accommodations, please follow up with your high school instructor and/or school administrator.**

ACADEMIC & STUDENT SUPPORT SERVICES

Students have access to ECC's resources. Although the high school will have the appropriate support, students are encouraged to seek additional guidance from their instructor. Below are a few services that may be most beneficial for students throughout the semester. For a complete list, please visit - www.elgin.edu/life-at-ecc/services-resources/.

TUTORING

All ECC students who are enrolled in courses for credit may be eligible for tutoring by professional tutors. Private tutoring may also be available. Please visit ECC's Tutoring website for more information.

Tutoring Center
Building C, Room 230
847-214-7256

THE WRITE PLACE

Free one-to-one assistance for all your writing needs. Please visit [ECC's Tutoring website](#) for more information.

Student Resource Center
Building B, Room 310
847-214-7480

MATH LAB

Small study groups, work on homework, get help with class projects, placement test preparation, and final exam preparation! Please visit [ECC's Tutoring website](#) for more information.

Building D, Room D219
847-214-4169