



Dual Credit Handbook  
for Parents and Students

[www.waubonsee.edu/dual](http://www.waubonsee.edu/dual)



**WAUBONSEE**  
COMMUNITY COLLEGE



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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

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

School District Partnerships  
Waubonsee Community College  
Route 47 at Waubonsee Drive  
Sugar Grove, IL 60554  
(630) 466-2394  
[www.waubonsee.edu/highschool](http://www.waubonsee.edu/highschool)

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

## Purpose and Laws

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### 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, 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.

Dual credit classes are college classes taken by high school students that concurrently count as credit toward high school graduation and college degree requirements. Students accepted for enrollment in college-level dual credit courses must have:

- appropriate academic qualifications
- a high level of motivation
- adequate time to devote to studying

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

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### 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. Any parent wishing to access protected student information must either accompany the student to the appropriate Waubonsee office or have a written statement from the student that gives permission to release that information. To restrict disclosure of directory information or to authorize release to specific individuals, students must contact Registration and Records at (630) 466-2370.

## Benefits of Dual Credit

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### 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

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### 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 must enroll at a Waubonsee campus for dual enrollment credit. Students may choose from courses offered on a Waubonsee campus, online, or hybrid. Students looking to register into courses with a placement requirement or prerequisite must meet those restrictions prior to registering.

### 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](http://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

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### 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 the Underage Student Authorization Form (see page 8), which requires a counselor or principal signature, and also meet with Waubonsee's Office of Enrollment Management for approval.

Students must meet placement test scores or prerequisites when applicable. English or math course placement is based on official results from standardized placement tests or completion of corresponding Transitional courses in English or Math.

Minimum test scores that demonstrate college readiness in English and math are available in the current college catalog. To inquire about placement testing, contact Learning Assessment and Testing Services at (630) 466-5700.

### Tuition

Dual credit students who take classes through their high school do not pay college tuition unless the school is using a Waubonsee Community College faculty member to teach the class. 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 applicable Waubonsee tuition.

## Grades/Transcripts

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### 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. Institutions may adopt policies to protect the academic standing of students who are not successful in dual credit courses, including the late withdrawal of unsuccessful students if the course is taken at a high school. 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 an on-campus or online 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.

### 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

## Student Responsibilities

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### 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, Advising and Transfer Center 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 must visit a campus registration office to withdraw from a course in person. 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. For courses available on campus or online, please visit the Waubonsee website at [www.waubonsee.edu/schedules](http://www.waubonsee.edu/schedules).

### **Step 2: Placement Testing**

If you would like to enroll in math or English courses, you will need to provide your scores on standardized placement exams and/or your high school transcript, and placement will be based on the current Waubonsee placement guide. Contact Learning Assessment and Testing Services at (630) 466-5700, for more information on placement.

### **Step 3: Complete the High School Student Registration and Authorization Form and Underage Student Authorization Form (if applicable)**

These forms are available at the end of this booklet, at your high school counselor's office or at [www.waubonsee.edu/enroll](http://www.waubonsee.edu/enroll). Submit your completed form(s) 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, you must withdraw in person at one of Waubonsee's campus registration offices.

### **Step 6: Transcripts**

Grades earned in dual credit courses are entered on your Waubonsee Community College transcript. Visit [www.waubonsee.edu/transcripts](http://www.waubonsee.edu/transcripts) to request an official copy.

Note: Dual credit and/or dual enrolled students must abide by Waubonsee's Code of Student Conduct.

**For more information, visit [www.waubonsee.edu/dual](http://www.waubonsee.edu/dual) or call the School District Partnerships office at (630) 466-2394.**



# Underage High School Student Authorization Form

Students accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation and adequate time to devote to studying a college-level course. Students' course selections shall be made in consultation with high school counselors and/or principals.

Students **below junior status or younger than 16\*** who want to register for classes at Waubonsee must present a copy of their high school transcripts and a signed copy of this form (in addition to the standard High School Student Registration and Authorization Form) to the Office of Enrollment Management (2nd floor of the Student Center at the Sugar Grove Campus).

*\*If a student will be turning 16 during the semester he/she is planning on attending, then this underage authorization form is not required.*

For questions, contact the Dean for Enrollment Management at (630) 466-5730.

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: \_\_\_\_\_

## HIGH SCHOOL AUTHORIZATION

By signing this form, the high school counselor/principal agrees to the following:

"I agree that even though the student named above is less than junior status or under 16, he/she has appropriate academic qualifications, a high level of motivation and adequate time to devote to studying college-level course(s)."

\_\_\_\_\_  
Counselor/Principal Signature

\_\_\_\_\_  
Date



# 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.

Waubonsee X #: \_\_\_\_\_ or Student Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

First Name: \_\_\_\_\_ Preferred/Chosen Name: \_\_\_\_\_

MI: \_\_\_\_\_ Last Name: \_\_\_\_\_ Legal sex:  M  F

Residential address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current High School: \_\_\_\_\_ Current Grade: \_\_\_\_ Email: \_\_\_\_\_

This information is requested solely to comply with federal and state laws. Your response will not affect consideration of your application or registration.

Are you Hispanic or Latino?  Yes  No

Check one or more of the following race/ethnicity groups:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> American Indian/<br>Alaska Native | <input type="checkbox"/> Hispanic or Latino                           | <input type="checkbox"/> Prefer not to answer |
| <input type="checkbox"/> Asian                             | <input type="checkbox"/> Native Hawaiian or Other<br>Pacific Islander | <input type="checkbox"/> White                |
| <input type="checkbox"/> Black or African American         | <input type="checkbox"/> Other/Not Listed                             |   |

Of these, what is your primary ethnicity \_\_\_\_\_

Major Code: \_\_\_\_\_

See class information or Major Codes List

Do you intend to complete  
certificate or degree at Waubonsee?  Y  N

Have you attended WCC previously?  Y  N

Ticket #	CRN	Course Name	Semester Hour(s)	Requesting High School Credit?		Fees
				Yes*	No	

Students interested in disability accommodations should contact the Access Center at (630) 466-2564.

**I certify the above information is complete and correct.  
I have received a copy of the Dual Credit Handbook  
(if applicable).**

**\* For Dual Credit Requests Only: The high school agrees to  
accept this class as credit toward high school graduation  
requirements.**

**X** \_\_\_\_\_  
Student Signature

**X** \_\_\_\_\_  
Principal/Counselor Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Date

**Note: Payment is due at the time of registration.**

Cash  Check  VISA  MasterCard  Discover  American Express

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Course Fee	
Other	
Total Fees	
Amount Received	

**Billing Address**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name printed on card: \_\_\_\_\_

**X** \_\_\_\_\_  
Authorized Credit Card Signature

**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) 466-2370`

