



EARLY COLLEGE HANDBOOK

POLICIES AND PROCEDURES

2017-2019

CITY COLLEGES OF CHICAGO

Welcome Message

We are delighted that you have chosen City Colleges of Chicago as your post-secondary institution. City Colleges and Chicago Public Schools are working closely together to create a seamless path to college for Chicago students.

Our Early College program is designed to assist you with your academic goals and provide you with the tools you will need to successfully maintain a rewarding collegiate experience. Our team is committed to your success and we look forward to working with you toward your college graduation.

The information in this handbook will provide you with details about the benefits of the program, how to enroll, and who you should contact as a CCC Early College student. Please read this handbook carefully with your parents and high school support staff.

Are you ready? Now, let's get started!

Early College Mission

The mission of Early College programming is to enroll high school juniors and seniors into college credit courses with the goal that students will earn college credits prior to their high school graduation. We do this by adhering to academic and institutional standards, policies, and procedures.

Core Values:

1. We promote academic integrity and academic success while working in collaboration with CCC faculty and staff.
2. We support equity and shared governance while working in collaboration with parents and staff at Chicago Public Schools.
3. We advise and monitor student outcomes to ensure continuous improvement of programmatic guidelines.

Meet the Staff:

CCC College	DE Coordinators	Phone Number	Fax Number
Daley		773-838-7729	773-838-7605
Harold Washington	Kim Bowens	312-553-5666	312-553-5868
Kennedy-King	Shannice Berry	773-602-5037	773-602-5120
Malcolm X	LaKisha Hillard	312-850-7446	312-850-7338
Olive-Harvey	Holly Thrash	773-291-6478	773-291-6599
Truman	Nicole Blotnick	773-907-4344	773-506-3855
Wright	Mila Simeonovska	773-481-8234	773-481-8817
District Director	Shavon N. Taylor	312-553-3483	

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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 an earned grade (A-F).**

Dual Credit High School Requirements

- Submit a Dual Credit partner high school application request
- Provide transcript(s) and resume for qualifying teachers
- Facilitate the course during the school day with qualified students enrolled exclusively and a CCC approved teacher. Thus, **mixed classes are not allowed.** All students must be eligible for the course to have a seat in the course.
- 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 Dual Credit instructor credentials
- Facilitate an annual professional development for high school teachers
- Identify CCC faculty coordinators to coordinate CCC programmatic components
- There are no tuition and/or fees associated with Dual Credit course(s) taught at the high school

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 are required to enroll as CCC college students and meet all enrollment criteria.

Dual Enrollment is defined as an instructional arrangement where an academically qualified junior or senior who is 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 the high school's approval.

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Dual Credit / Dual Enrollment Course Offerings

DC/DE courses are selected from transfer courses that have been articulated with baccalaureate institutions in Illinois or from courses in an ICCB approved certificate or associate in applied science degree programs. Most College to Career (C2C) courses or sequences of courses are also eligible for Dual Enrollment (please refer to specific C2C enrollment qualifications, e.g., age requirements, background, and drug screens).

Examples of acceptable courses include but are not limited to:

Accounting	Algebra	Anatomy
Architecture	Art	Auto Technology
Biology	Business	Calculus
Chemistry	Communications	Computer Information Systems
Criminal Justice	English	Foreign Language
Graphics	Health Sciences	History Journalism
Philosophy	Math	Manufacturing

Developmental education, continuing education and courses that do not lead to certification and/or a degree are not eligible for Dual Enrollment or Dual Credit.

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 provide current high school ID, valid IL state identification or IL driver's license.
- Junior and senior students enrolled in high school are eligible for DC/DE course(s).
- Dual Enrollment students are eligible to take one class per semester at one CCC college. Students may not self-enroll into any course and must meet with their campus's Early College Coordinator prior to course selection. Parents and 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 at their high school.
- Students can be enrolled in a DC and DE course concurrently.
- Home school students are permitted to enroll in DE courses. Home school students must have a valid form of ID to verify city of Chicago residency; be 16 years old and have parental permission.
- Students under age 16 enrolled must be enrolled in high school and obtain the approval of the College President or designated official to enroll in a DC/DE college credit course, per Academic and Student policy.

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- Graduating seniors are **not** eligible for DE/DC courses in the summer following their senior year.
- High school graduates who enroll in an Early College Program course **in the year of graduation** are eligible to apply for a tuition waiver only if;
 - There are extenuating circumstances as determined by CCC staff
 - Students are enrolled at CCC in the semester following their HS graduation
 - The request for tuition waiver is submitted to the Early College Coordinator at the college before the student enrolls.
 - The request for tuition waiver is approved by the district office administration prior to enrollment.

Qualifications:

- Student must meet all prerequisites of the course prior to enrollment. If under the age of 16, students only qualify for enrollment in college courses that require Math or English course prerequisites and receive permission to enroll from the College President. (see **Prerequisite Qualifications**)
- Students must submit a Parental Permission form completed and signed by the parent/guardian.

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.
- 90% attendance rate.
- Recommendation letter is required if the GPA and attendance rate is below the CPS requirements.
- 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 elect to withdraw from a DC/DE course before the statistical date after the course begins will remain eligible to participate in DC/DE.
- A student whose Early College eligibility has been revoked may be reinstated into the Early College program by:
 - Repeating a previously enrolled Early College course in which he/she earned a final grade of “D” or “F,” received an NSW or ADW, or from which they

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withdrew (WTH). Students are responsible for paying the full cost of tuition and any other charges associated with the repeated course; and

- Successfully completing the course with a final grade of “C” or higher.

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Dual Credit/ Dual Enrollment Tuition Waiver Process

The Dual Credit Early College Coordinator 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 Early College Coordinator 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 Early College Coordinator 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 or service indicator on the student's record. A copy of the DC/DE master list of students must also be provided to and reviewed by the College's business office to apply the appropriate tuition waiver amount. The Early College Coordinator is responsible for ensuring that each enrolled DE student has a "DUE" Service Indicator placed onto their student academic record at the time of enrollment. Each DC student is enrolled into either a CPS (dual credit semester only) or CDC (dual credit yearlong CCC) session associated with their enrollment.

CCC Math Placement

ALEKS Preparation, Placement and Learning (PPL)

City Colleges of Chicago uses ALEKS mathematics placement assessment to determine the best course level for you. The ALEKS Placement Assessment covers material from Basic Math through Pre-calculus and will take approximately 90 minutes to complete. After the assessment, a targeted Prep and Learning Module is available for you to review and learn material, and to improve placement and eventual course outcomes

A score of at least 46 on ALEKS PPL is required to qualify for Dual Credit/Dual Enrollment math.

CCC English Placement

Reading to Write (RTW)

City Colleges of Chicago requires a Reading to Write (RTW) placement assessment through College Success to determine your preparedness in reading and writing. English faculty use the RTW test to place you into the appropriate English courses that will best promote your success, and to determine eligibility for other courses you can take in your first semester. The test contains several sections that all must be completed in a single session.

A score of 6 on CCC RTW is required to qualify for Dual Credit/Dual Enrollment courses requiring college level English.

Note: Students who are eligible for English 101 with a reading or supplemental course, must enroll in both courses concurrently. Students may not enroll in English 101 without the supplemental course.

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

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Additional Testing notes:

1. ALEKS PPL provides an online platform combining preparation and learning with up to five test attempts
2. From the first time a student logs in they have access to their account for one year
3. Once they begin working in the preparation and learning module they have access to those resources for six months
4. During that time, students should take full advantage of them prior to each test attempt
5. ALEKS PPL may be taken up to five times
6. There is a mandatory 24 hour wait time between attempts
7. Three to five hours of preparation and learning module work are required between attempts beyond the second
8. The more time students spend working in the preparation and learning module, the higher the likelihood they will test eligible for dual credit/dual enrollment courses
9. RTW is taken online in a single sitting with a maximum time limit of 2.5 hours
10. If a student logs out or closes the browser before submitting the test, they will not be able re-start the test – it will be locked
11. Students need to submit the test at the end of the last section
12. Students can take RTW once per City Colleges semester – twice per year – which makes it extremely important for students to adequately prepare before taking the test
13. If a student takes RTW and does not qualify for Dual Credit/Dual Enrollment, they may retest in the following semester
14. To request a re-test they need to contact the Testing Center at their CCC home college; the Testing Center will verify eligibility for retesting and add a retake test version to their dashboard in College Success

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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 CCC Placement Test. 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 CCC Placement Test 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 CCC Placement Test and prior to beginning a sequence of courses in that subject.

Data and Reporting

Dual Credit/ Dual Enrollment college 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, SAT, and/ or CCC test results
- Copy of the student midterm grade (optional)
- Copy of the Student Account Summary indicating all cost associated with the course

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- 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
- Midterm grade
- Anecdotal records pertaining to the student's enrollment transaction and/or staff feedback

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. 12 - w e e k o r second 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.

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

Tuition Waiver Process

The Dual Enrollment college representative or the appropriate staff member of the college will forward their dual enrollment master list to the District Office to the Compliance officer. All data fields must be complete (i.e. name of student, CCC student ID#, HS ID#, course name, and tuition amount, etc.). The Director of Compliance will verify, compile, and submit the documentation to the Student Financial Department.

Failure to cross reference the DE student master list with the CCC student ID # may result in inaccurate waivers and possibly delay posting student waivers. The college 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 Compliance officer.

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TUITION AND FEES

Tuition per course is \$599.00 and \$1,069 for multiple courses.

If there is a Lab Fee or other associated cost 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.

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. Lab 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, EC's Compliance officer will conduct an internal review of Dual Enrollment documentation and tuition charges. The Compliance officer 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 College 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. Early College Coordinators 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 Early College Coordinators 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 College 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 College 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

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transcripts and future financial aid awards. Students that show significant attendance problems may be withdrawn without consultation.

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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-college 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 college 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 college 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

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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

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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 Withdraw (WTH) from a Dual Enrollment or Dual Credit course after the Statistical Date. Note: the Statistical (STAT) Date is

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based on the length of the class, but is typically 7 calendar days after the class start date for a 16-week class.

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 college 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.