

ELGIN PUBLIC SCHOOL DUAL CREDIT APPLICATION

The following criteria and activity limitations govern those who participate in Dual Credit Courses:

- The school and School Counselor are not responsible for the assurance that a course will or will not transfer or count towards a degree. Students and guardians are encouraged to reach out to the schools to confirm transferability.
 - Some scholarship opportunities for incoming college freshmen may require that students are below 30 college credits.
 - The grades students earn will be on their **PERMANENT** high school and college transcript.
 - This is a Dual Credit Application and when Dual Credit classes are referred to throughout this policy, it will encompass all forms of college level courses, whether they are online, hybrid, or on campus.
1. Students must enroll in Dual Credit courses from accredited colleges or universities and may not enroll in more than 11 college credit hours in any one semester to maintain high school eligibility.
 2. The student must be in position to graduate without complications as determined by the School Counselor, Principal, and an Academic Team.
 3. The Dual Credit Application must be signed by the student AND by the parent/guardian.
 4. The student must be registered for the online class prior to the beginning of the semester.
 5. In the event of needing to drop a class, the student must drop the Dual Credit course within the first week of the Dual Credit class. The student will be placed in a class that fits into their schedule, if possible, for the remainder of the semester and the student will be responsible for making up any work missed in the new class. The student will have one week to make up the missed work in the new class or it will be entered as a Zero. Dropping the course after this deadline will result in the student receiving an “F” on their HS transcript, which will be factored into their cumulative GPA. In unique circumstances, appeals may be submitted to the Academic Team.
 6. Student grades in Dual Credit classes will be monitored and included in high school grades for eligibility. The student is solely responsible for meeting deadlines and expectations set by the college or university.
 7. A first time Dual Credit student enrollee may enroll into only one Dual Credit course per semester the first time. After that, they may enroll into a maximum of two Dual Credit courses per semester if they were successful in the first class (2.5 or above utilizing the college grading scale). An exception to this would be in which a student enrolls in a year-long Dual Credit course taught by an Elgin Public School on-campus teacher.
 8. Students must understand they are solely responsible for attaining all necessary books, supplies, and equipment for any class they enroll in and Elgin Public Schools will not provide technical support for a Dual Credit class not conducted on Elgin Public Schools campus.

This form must be completed and returned to the counselor’s office by

Student Name (please print)

Date of application

Student Signature

Primary Phone

Parent Signature

Date

****I have read and understand the requirements for the dual credit program at Elgin Public Schools. By signing this form I agree to abide by them.**