

Elgin Community College: Dual Credit Programs

Program Policies and Student Expectations

Academic Conduct Policies

All students at ECC must demonstrate qualities of integrity, honesty, civility, and respect in their conduct both in- and out-of-the-classroom. As college students, the college's procedures apply to anyone participating in dual credit. The [College Procedures](#) can be accessed on our website -

Academic Progress

Students that receive a D or F midterm/end of term will be required to complete an **Academic Success Plan** with the guidance of the Dual Credit office and high school counselors. Students must maintain a cumulative GPA of 2.0 throughout their participation in the program. **Students that fall below a 2.0 will be dismissed from the program.** Please understand that students that fail to meet the required cumulative GPA will be required to return to their high school to ensure successful completion of their high school diploma, not to punish or consequence them in any way.

Academic Integrity and Acts of Academic Dishonesty

The 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. Students' grades show their understanding and effort. It also indicates how well they met the learning goals. To demonstrate their learning, the work they do must be their own and if they consult others' work, it must be cited.

It takes only a missed citation or stating another's work as their own to misrepresent what has been learned thus destroying their 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 on the college's policy, visit our website - [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.

Course Syllabus and Homework

Instructors provide a class syllabus at the beginning of each semester. The syllabus includes the "written rules" for each course. Students are expected to use this document throughout the semester to help them plan for assignments, quizzes, and tests. Students are responsible for seeking clarification on course requirements, deadlines, assignments, etc. **It may NOT be possible for students to submit late work. Also, make-up exams may NOT be possible. Students should plan accordingly and are required to attend each class meeting. Submitting work on time is critical to students' success.** The syllabus will also include each instructor's contact information and office location. Students are strongly encouraged to make use of this information and visit instructors during office hours. College classes move at a much faster pace than high school classes —do not procrastinate in addressing issues. Students are also

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encouraged to take advantage of college support services like tutoring and retention assistance early in the semester.

Attendance Policy

Instructors expect you to attend class, and if you are not, it is your responsibility to confer with classmates and inquire about what work you missed, as well as review the course syllabus. Instructors will set their attendance policy in the syllabus. **It is likely that final grades will include attendance and participation.** Students should expect that late work likely not be accepted. Note that high school calendars may differ from the ECC calendar (see calendar later in this handbook). It is the student's responsibility to check for differences and plan accordingly. Students are responsible for informing their instructors about all mandatory testing dates ahead of time (PSAT, SAT, Civics Exam, etc.).

During inclement weather, students must use discretion in determining if they can safely travel to ECC. College closures will be communicated via text messages and on the college's website. Students will be automatically registered to the college's emergency notification system (Rave Alert). **Parent(s) and guardian(s) - students have the option to include up to three contact numbers and email addresses in his/her account. Please ask your student to add your contact information to his/her account on your behalf.**

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. **To meet FERPA requirements, ECC will share all information necessary for the admission, enrollment, and progress of students in dual credit courses directly with high school officials.** Communications are limited to the sharing of information between ECC and high school personnel. Per ECC policy, instructors and/or other ECC staff will share information directly with students to protect their rights to privacy. Information will not be shared with parents/guardians or other individuals. Parent(s) and guardian(s) are encouraged to work with their students and high schools to acquire information related to their students' academic progress.

Class Drops/Withdrawals

Dual Credit students may not withdraw from courses without formal approval from their high school and ECC. If there is a need to withdraw from a course, students must first talk with their school counselor and the dual credit office. Depending on the circumstances, a request may be approved. Each school district has their own policy that details any expenses that may be passed on to the student per each course that is dropped. ECC will not invoice or bill students directly.

Students who have attended their classes and withdraw during the allowable time period for their class may receive a grade of a "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.

Instructors reserve the right to withdraw students from their course at any point in the semester due to excessive and unexcused absences; plagiarism; or other gross infractions of their course requirements (see syllabus).

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Repeating Courses

The option to repeat a course will be considered on an individual basis.

- **Prerequisite courses:** if the student does not pass a prerequisite course with a “C” or better, a repeat of that course may be required. The opportunity to repeat a course is not guaranteed and will be evaluated on an individual basis.
- **“Cosmetic repeats”** are courses that students wish to repeat because they are not satisfied with final grade, and the course is not a pre-requisite to move on in a sequence. This will not be approved by the dual credit office.
- Students in the full-time program that are approved for repeating a course may be asked to meet with an advisor to ensure high school and college requirements are being met in a timely manner.

Incomplete Grades

Due to rare and uncommon circumstances, students may be eligible to receive and “incomplete” as a final grade for any of their courses. All courses for which an “incomplete” grade has been assigned must be completed by the due date assigned by the faculty member teaching the course. The college recommends completion within 120 calendar days after the last day of the course. However, due to the nature of dual credit and the need for students to have a high school grade transcribed in a timely manner, the recommended timeframe will vary on case by case basis. A failing grade (F) will be recorded for courses not completed by the due date assigned.

Schedules

Full-Time Program

A minimum of 12 credit hours are required each semester for students to maintain a full-time status. For students in the 2-year program, 15 credit hours is recommended each fall and spring semester. This will keep students on track to graduate with the required 60 credit hours in two years.

Cases in which students need to repeat a course will be handled on an individual basis. Classes taken over the summer will be at the expense of the student through the college’s dual enrollment program. Please visit the ECC website more information on the [dual enrollment](#) program

- **2-year program:** Students’ graduation requirements are shared by school counselors and communicated to ECC academic advisors. Courses are selected to ensure that students fulfill both their high school graduation requirements and complete the requirements to earn an Associate in Arts or Associate in Science degree. By the end of the program, students will earn both their high school diploma and associate’s degree.
- **1-year program:** Students’ graduation requirements are shared by school counselors and communicated to ECC academic advisors. Courses in the 1-year program are pre-selected by ECC and school districts through a mutual agreement. These courses fulfill

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students' high school graduation requirements and allow students to earn college credits to start their general education core curriculum.

- **COL 101-Student Success:** This course is designed to help students successfully transition to college. All full-time students are required to complete this course.
- **Physical Education Requirement-PHC 109:** This course fulfills students' high school physical education graduation requirement. Any exceptions will have to be approved by school districts.

Courses will be scheduled Monday-Friday. Students may be in class from **8:00 a.m. to 3:15 p.m.** Some courses may be scheduled outside of this timeframe. Should courses be offered outside of this timeframe, the dual credit office will ensure that students and school counselors are informed in advance. Students are expected to commit to this timeframe and must understand that **scheduling of classes is managed by the dual credit office.**

Class sections (days, times, and instructors) are pre-selected by ECC to meet the needs of the program. Class schedules will not accommodate students' work schedules if it falls within the timeframe noted above. The ECC academic calendar may differ from the school districts' calendar. **The deadline to make schedule changes is July 15 for fall semesters and November 20 for spring semesters.**

Part-Time Program

Students select their dual credit courses with the guidance of their high school counselors. Course options are pre-selected by ECC and school districts. Not all college courses are available. A maximum of 2 courses or 7 credit hours per semester will be allowed for students in the general education program. Students in the CTE program typically take 2-3 courses each semester, which also does not exceed 7 credit hours per semester.

Cases in which students need to repeat a course will be handled on an individual basis. This program does not offer classes in the summer semester. Classes taken over the summer will be at the expense of the student through the college's dual enrollment program. Please visit the ECC website more information on the [dual enrollment](#) program

Courses will be scheduled Monday-Friday. Students may be in class from **12:30 p.m. to 3:30 p.m.** Some CTE programs (i.e. culinary arts) may only be available outside of this timeframe. Should courses be offered outside of this timeframe, the dual credit office will ensure that students and school counselors are informed in advance. Students are expected to commit to this timeframe and must understand that **scheduling of classes is managed by the dual credit office.**

Class sections (days, times, and instructors) are pre-selected by ECC to meet the needs of the program. Class schedules will not accommodate students' work schedules if it falls within the timeframe noted above. The ECC academic calendar may differ from the school districts' calendar. **The deadline to make schedule changes is July 15 for fall semesters and November 20 for spring semesters.**