HOW TO FILL OUT YOUR INTERACTIVE PDF

Please read the following instructions for a step-by-step guide on completing your interactive PDF form.

**Mac and Chrome users: It is important that you use Adobe Acrobat Reader DC to fill out the form, as you will not be able to properly complete it with Preview or Chrome PDF Viewer. Click here to download Adobe Acrobat Reader DC for free.

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1. Download the PDF directly to your computer before completing it.

- Position your cursor over the file and right-click **"Save As,"** **"Download,"** or comparable option.

- Select a name for the file and a location to save it on your own computer before clicking **"Save."**

2. Open the file in Adobe Acrobat Reader DC.

- You will need the latest version of Adobe Acrobat Reader DC to fill out the form. The program can be downloaded for free at https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html.

3. Fill out the form by directly typing or copying/pasting text into each field.

- To add your signature, use one of the following options:

  ➜ Find and select the pen icon on the toolbar at the top of the screen and click **"Add Signature."** Either type, draw, or upload an image of your signature and click **"Apply"** to add it to the form. Then, drag your signature to the appropriate box.

    OR

  ➜ Click the signature box and follow the steps to configure your **"Digital ID,"** if you do not have one already.

4. Save your completed form as a new PDF.

- On the reader menu, select **"File" > "Save As…"**

CITY COLLEGES® of CHICAGO

Dual Enrollment Satisfactory Academic Progress (SAP)
Disclosure Statement

Dual enrollment registration begins the official college transcript with documentation of each course attempted and completed.

Students who successfully complete a dual enrollment course will have credits that will count toward degree/ certification completion at City Colleges of Chicago (CCC).

Federal Guidelines:

City Colleges of Chicago's 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 considers all classes attempted. CCC requires all students to achieve a minimum 2.0 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 here

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 are limited to enrolling in one course a semester as a dual enrollment participant.

2. Students can elect to withdraw from the course before the Statistical Date (STAT) after the class starts. The withdrawal (WTH) will appear on the student's permanent academic record but will be excluded from Grade Point Average (GPA) calculations. Student-initiated withdrawals occurring after the Statistical Date (STAT) will be counted as registered hours. Inquire with the dual enrollment liaison about specific dates.

3. Students have access to CCC's Learning Resource Centers, where they can receive tutoring.

4. Academic Advising & Support: Students should consult with their Academic Advisors, dual enrollment liaison or professors for assistance.

5. Mid-term grades are sent to the CCC dual enrollment team and Chicago Public Schools. Students with grades below a "C" are alerted and will be consulted on either withdrawing from the course or supported with assistance to pass the course. Withdrawal after the Statistical Date will affect the course completion rate of SAP.

- **I understand that I need to pass my course with a grade or "C" or better to maintain Satisfactory Academic Progress.**
- **I understand that I can withdraw from my course without an impact on my SAP before the Statistical Date after the course starts.**
- **I understand it is my responsibility to withdraw from a course during the student initiative withdrawal dates if my midterm grade is a "C" or below.**
- **My instructor has the right to drop me from a course if he/she doesn't believe I am meeting the standards to pass.**
- **Any grades of "D" or "F" as well as all withdrawals after the Statistical Date will prohibit my registration for additional dual enrollment/dual credit courses and could have a negative impact on my SAP.**

Student Signature	Date
Guardian's Signature	Date