

Dual Enrollment is when an academically-qualified high school student enrolls at one of the City Colleges of Chicago (CCC) and enrolls in a college credit class. High school students apply as a non-degree-seeking student and begin their official college transcript.

Dual Credit is when an academically-qualified high school student enrolls into a college credit class at their high school. High school students apply to CCC as a non-degree-seeking student and begin their official college transcript.

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

### Active Pursuit Policy

Measures of active pursuit may include: class attendance, class participation, taking required quizzes and examinations, submission of required papers and homework assignments, and/or completion of online academic activities. Active pursuit cannot be tied to a specific grade. It is a measure of a student’s participation in class via attendance and the completion of coursework. In short, a student can be failing while actively pursuing the course. Students who are not actively pursuing that class at mid-term maybe withdrawn. After midterm certification, it is the student’s responsibility to withdrawal from the class prior to the withdrawal deadline.

### Student Academic Progress 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 maintain a GPA based on the number of credits attempted (see chart below) and a 67% course completion rate—regardless of payment method or enrollment status—to remain in good academic standing. For more information, visit [www.ccc.edu/services/Pages/SAP-Appeal.aspx](http://www.ccc.edu/services/Pages/SAP-Appeal.aspx).

### Standards of Satisfactory Academic Progress

Students must maintain a minimum cumulative GPA according to the following chart:

Total Number of Credits Attempted	GPA Requirement
1–15	1.5
16–30	1.75
31 or more	2.0

### Measures in Place to Safeguard Satisfactory Academic Progress

CCC is committed to using its Early College program to promote students' college readiness, facilitating the transition between high school and college, shortening the time to degree completion, and enabling future success in post-secondary education. Students are supported and monitored with the following parameters:

- High school students are limited to enrolling in one class based on their CCC academic standing as a dual enrollment participant. Students may enroll in a second class if the student is a participant in an accelerated certification program such as Jumpstart or Model Pathways, or has consented to earning their degree prior to their high school graduation.
- High school students have access to CCC tutors and scheduled office hours with their college professors.
- High school students should consult with their college advisors, department chairs, and college professors for guidance. In addition, high school students should review their Study List (found in their student portal) which includes specific deadlines for each enrollment term.
- Mid-term grades are shared between CCC and Chicago Public Schools. Students with mid-term grades below a "C" are alerted and are consulted on either withdrawing from the course or supported with assistance for successful completion. Withdrawal after the statistical date will affect the course completion rate of SAP.

- I understand that I must follow the eligibility requirements outlined in the CCC Academic and Student policy manual.
- I understand that I can withdraw from my course without an impact on my SAP before the transcript date after the course starts.
- I understand it is my responsibility to withdraw from a course prior to the student-initiated withdraw deadline.
- I understand that my instructor may administratively withdraw (ADW) me if I am not actively pursuing the class (see active pursuit measures above).
- I understand that if my CCC GPA is below 2.0, it may prohibit my registration for additional dual enrollment/dual credit courses and could negatively impact my future registration.

**Student Signature**

**Date**

**Guardian's Signature**

**Date**