

# Valley Christian Dual Credit Program POLICY

## ☐ ACADEMICS

- Once enrolled at the VCHS partnering college and dual credit courses, students must adhere to the colleges' policies. College policies, such as add/drop and W/F (Withdraw/Fail) deadlines, are non-negotiable and cannot be modified by VCHS.
- To withdraw from dual credit courses, students **must inform** both the **teacher** and the **HS office** (email [dualcredit@vcs.net](mailto:dualcredit@vcs.net)) explaining their decision. The VCHS office will submit a withdrawal form to the college for the student. Failure to communicate with your teacher could result in a W/F grade on the college transcript.
- Seniors taking yearlong and spring dual credit courses **are required to take the final exam**, irrespective of their grade in the course.
- For yearlong classes, the student's first and second-semester number grades are averaged for their final grade. Students' AP scores will NOT affect their dual credit grades. Once the student's grade is sent to the colleges, the college transcript is kept permanently and VCHS cannot change it.

## ☐ KEEPING RECORDS

- **IMPORTANT!** VCHS cannot maintain your dual credit college records or obtain transcripts for you. It is the student's responsibility to keep all their dual credit records. They are advised to **keep a record** of the following information for at least 8 years. Most of the info is in your course syllabus.

• VCHS course name	• Teacher name
• College Course Name	• Copy of the <b>syllabus</b>
• Name of college	• College course number
• <b>College student ID number</b>	• Year course was taken

- VCHS strongly recommends that students order an unofficial transcript, 6 weeks after the completion of the course, to verify its accuracy. It is the student's responsibility to ensure their academic record is accurate.

## ☐ COLLEGE APPLICATION

- Students must inform their VCHS **academic counselor** of their completed dual credit courses when applying to colleges.
- The student is responsible for sending the final transcript to the attending college to verify what was reported on the **college application**. Partner colleges do not automatically send out transcripts to the attending college and transcripts must be ordered by the student through the online college system. \*\*\*Failure to do this could result in a college withdrawing its admissions offer.
- **VCHS does not guarantee that the college credits will transfer to the student's college of choice.** \*\*\*It is your responsibility to confirm how your college of choice will handle dual credit.

## ☐ PAYMENT

- Your VCS Parent Portal Account will be billed course fees in November and the payment will be due on 12/1/2023. Fee agreements are final as of the student's enrollment. Failure to make the full payment will affect students' graduation status or VCHS re-enrollment in the next year. Once the student is officially enrolled in the Dual Credit course(s), VCHS will not issue refunds after the withdrawal deadline has passed.