

Valley Christian Dual Credit Program POLICY Agreement

Dual credit registration will not be completed without this form signed. **Please submit to your teacher by due date.**

Student Last Name: _____	Student First Name: _____
VCCHS Student Number: _____	(NOT your lunch ID. Check PowerSchool for your ID)

VCCHS Course: _____	Teacher: _____	Period: _____ (e.g. 1A,2B)
WJU Course Number: _____	WJU Student ID Number: N/A	

 **Check that you read the policies (you and you parents)**

ACADEMICS

- Once enrolled at the VCCHS 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 VCCHS. Note that VCCHS maintains its own policies, which applies to VCCHS-specific courses, records, practices, and transcripts.
- When withdrawing from dual credit course, students must inform both the **teacher** and the **HS office** (email dualcredit@vcs.net) their decision. The VCCHS 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.
- Note that students may choose to withdraw from dual credit but remain enrolled in the VCCHS course.
- Students taking dual credit courses **are required to take the final exam**, irrespective of their grade in the course or other VCCHS policies.
- 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 VCCHS cannot change it.

KEEPING RECORDS

- **IMPORTANT!** VCCHS 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**.



• VCCHS course name	• Year course was taken	• College Course Name
• Teacher name	• Name of college	• College course number
• Copy of the syllabus	• College student ID number	

- VCCHS strongly recommends that students order an unofficial transcript 4-6 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 VCCHS **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 rescinding its admissions offer.
- **VCCHS 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 12/1/2024. **Fee agreements are final as of the student's enrollment.** Failure to make the full payment will affect students' graduation status or VCCHS re-enrollment in the next year. Once the student is officially enrolled in the Dual Credit course(s), **VCCHS will not issue refunds after the withdrawal deadline has passed.**

I read the program policies and have chosen to enroll in the dual credit program for this class.

Student Signature: _____	Date: _____
Parent Signature: _____	Date: _____