

2025-2026 Dual Credit Program POLICY Agreement

Please submit to your teacher by the due date.

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

VCHS Course: _____ Teacher: _____ Period: _____ (e.g. 1A,2B)
 Dual Credit Course Number: _____ Dual Credit Student ID No (CCU only): _____

🔄 **Check that you and your parents have read the policies.**

☐ REGISTRATION VERIFICATION

- Dual credit registration will not be completed without this form signed and online registration to the college. You must check with your teacher to ensure your registration.

☐ ACADEMICS

- **College Terms:** Once enrolled at the VCHS partnering college for dual credit courses, students must adhere to the college's policies. College policies, such as add/drop and W/F (Withdraw/Fail) deadlines, are non-negotiable and cannot be modified by VCHS. Students cannot drop dual credit after the deadline, once they are registered for dual credit, without a 'W' or 'F' on their college transcript.
- **Course Drop:** When dropping a course, students must inform both the **teacher** and the **HS office** (email dualcredit@vcs.net) of 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 an **F** grade on the college transcript.
- **Finals:** All students taking dual credit courses **are required to take the final exams**, irrespective of their grade in the course or other VCHS policies.
- **Withdrawal:** Should a student be struggling academically in a course, the High School Academic team and their counselor may suggest withdrawal from dual credit only.
- **Grade:** 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.
- **Syllabus:** 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 you need is **in your course syllabus**, which you can ask your course teacher for a copy.

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

- **Unofficial Transcript:** VCHS 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.

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☐ **COLLEGE APPLICATION AND CREDIT TRANSFER**

- **Application Prep:** Students must inform their academic counselor of all completed dual credit courses when preparing college applications.
- **Application Accuracy:** Students are solely responsible for accurately reporting dual credit coursework on college applications. Valley Christian High School staff will not verify application content or assist with corrections on college applications regarding dual credit records after submission errors occur. Valley Christian High School assumes no responsibility for any consequences resulting from inaccurate dual credit reporting in college applications, including but not limited to admission delays, rescinded offers, or academic standing issues.
- **Official Transcript:** Partner colleges do not automatically forward transcripts to students' chosen institutions. Students must initiate transcript requests through each partner college's official transcript ordering system. **Failure to submit required transcripts may result in admission offers being rescinded or delayed.**
- **Verification Process:** Students should confirm receipt of all transcripts with their prospective colleges' admissions offices.
- **Transfer Policy Disclaimer:** Valley Christian High School makes no guarantee regarding the transferability or acceptance of dual credit coursework by receiving institutions. Transfer credit policies vary significantly among colleges and universities. ***It is your responsibility to confirm how your college of choice will handle dual credit.

☐ **PAYMENT**

- Your FACTS account will be billed for course fees in November, and the payment will be due on 12/1/2025. **Fee agreements are final as of the student's registration.**
- 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.**

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

Student Signature: _____

Date:

Parent Signature: _____

Date: