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:** _____

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

VCHS Course: _____ Teacher: _____ Period: _____ (e.g. 1A,2B)

==SJSU== Course Number: _____ ==SJSU== Student ID Number: N/A

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

☐ 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. Note that VCHS maintains its own policies, which applies to VCHS-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 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.
- Note that students may choose to withdraw from dual credit but remain enrolled in the VCHS course.
- Students taking dual credit courses **are required to take the final exam**, irrespective of their grade in the course or other VCHS 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 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	• Year course was taken	• College Course Name
• Teacher name	• Name of college	• College course number
• Copy of the syllabus	• College student ID number	

- 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.

☐ 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 rescinding 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 12/1/2024. **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**.

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

==Student Signature:== _____ Date: _____

==Parent Signature:== _____ Date: _____