



USF: Guidelines for Participation in the Academic Dual Credit Program

1. What is the Academic Dual Credit Program?
 - The Academic Dual Credit program is an opportunity for eligible high school students to earn both high school and college credit concurrently.
 - Upon successful completion of an approved course, students will be awarded credit at their respective high school **and** credit at the University of St. Francis.
 - Students should ask the registrar's office at their intended university if the college will accept this credit in transfer. Generally, a "C" average or better is required for the course credit to transfer to other post-secondary educational institutions.
2. What are the advantages of enrolling in the Academic Dual Credit Program?
 - By beginning an official college transcript now, students' grades earned in dual credit classes will be part of their record throughout their college years and beyond. In addition:
 - College tuition costs are saved
 - Students accelerate their academic progress
 - Students move more quickly through an Associates Degree or transfer program
 - Classes are part of the student's daily schedule.
3. What are the participation criteria for a successful dual credit experience?
 - Students must:
 - Understand and discuss progress and grades with teachers and parents
 - Be in academic good standing at the high school
4. Are there any restrictions on Academic Dual Credit Program participation?
 - Participating students will be held to the same policies and procedures as traditional USF students. High school students will also be held to the same academic standards as traditional USF students.
5. What are the dual credit course/student expectations?
 - Each student enrolled in a dual credit class will receive a syllabus. The syllabus contains an outline of the material to be covered, assignments, due dates, grades, grading legend, absence policy, conduct expectations and other pertinent information.
 - Students **must** be mature enough to follow the syllabus, work independently, and behave appropriately. It is the responsibility of college students to complete assignments without reminders. It is also the responsibility of the **student**, not the parents, to communicate directly with the instructor if he or she is experiencing difficulty.
 - Students are expected to use higher level thinking skills and intellectual maturity to evaluate, analyze, and synthesize challenging, and complex work. If controversial issues are addressed in a class, they are discussed in conjunction with the course curriculum and are dealt with in a professional manner by the instructor.
 - Transportation to scheduled observational experiences required for the class is the responsibility and liability of the parents/guardians: Observational experiences will

be scheduled during the morning of SIP days and students will be released in time to arrive at Joliet Central or Joliet West for their regularly scheduled classes.

6. What are the discipline procedures and policies pertaining to dual credit courses?
- Although the dual credit student is still in high school, students who elect and are eligible to participate in dual credit courses are considered college students. In all matters related to the dual credit course, students are held to the standards, expectations and regulations of USF.
 - Students in these courses must also follow the Joliet Township High School Student Code of Conduct and are subject to school discipline according to the *Joliet Township High Schools Disciplinary Code*.
 - Students must understand that the grade that they earn during this course will appear on both their Joliet Township High School Transcript as well as their University of St. Francis Transcript.