



**Early College Permission Form**  
Academic Year

These permissions will govern three academic terms: Summer, Fall, and Spring

Academic Year

Student's Name:

Date of Birth:

Student's Address:

City:  State:  Zip Code:

Student's Telephone:  Email:

High School Name:

CPS ID#:  Grade Level:  SO  JR  SR Graduation Year:

Enroll Status:  **New Student**  **Returning Student**

**CCC OFFICE USE ONLY** CCC Student ID#:

**Eligibility: 2.5 GPA and 90% Attendance (CPS students only)**

All information contained in my application is complete and factually correct. My parent(s) or guardian grants permission for me to enroll at  College.

I understand that I am not to self-enroll into any CCC course and will be liable for any tuition charges if I do. I understand that I can download a copy of the Family and Educational Rights and Privacy Act by visiting [www.ccc.edu/news/Documents/CCC\\_FERPA.pdf](http://www.ccc.edu/news/Documents/CCC_FERPA.pdf).

I understand that I will be held to college-level standards and that I must successfully complete the course with a grade of 'C' or higher in order to participate in future Dual Credit / Dual Enrollment classes. I understand that my student ID, attendance, grades (mid-term and final), and test scores (SAT, ACT, and/or CCC Placement test) will be shared between CPS and CCC.

Some Dual Enrollment classes are eligible to fulfill CPS graduation requirements. Please contact your HS guidance counselor for more information.

**Students with previous balances or debts with City Colleges of Chicago must pay them in full before enrolling in Dual Credit / Dual Enrollment courses. Students can only enroll in one course per semester on one CCC campus.**

Student Signature

Date

Parent/Guardian Signature

Date



## Dual Enrollment Satisfactory Academic Progress (SAP) Disclosure Statement

Dual enrollment registration begins the official college transcript with documentation of each course attempted and completed.

**Students who successfully complete a dual enrollment course will have credits that will count toward degree/certification completion at City Colleges of Chicago (CCC).**

### Federal Guidelines:

City Colleges of Chicago’s Satisfactory Academic Progress (SAP) policy follows federal regulations for Satisfactory Academic Progress (SAP), which define the standards students must meet to maintain their financial aid eligibility for their entire college career. SAP is cumulative in nature: It considers all classes attempted. CCC requires all students to achieve a minimum 2.0 GPA standard and a 67% Course Completion Rate – regardless of payment method or enrollment status – to remain in good academic standing. For more information, go [here](#)

### Measures in Place to Safeguard Satisfactory Academic Progress

CCC is committed to using its Early College programs to promote students’ college readiness and future success in post-secondary education. Students are supported and monitored with the following resources:

1. Students are limited to enrolling in one course a semester as a dual enrollment participant.
2. Students can elect to withdraw from the course before the Statistical Date (STAT) after the class starts. The withdrawal (WTH) will appear on the student’s permanent academic record but will be excluded from Grade Point Average (GPA) calculations. Student-initiated withdrawals occurring after the Statistical Date (STAT) will be counted as registered hours. Inquire with the dual enrollment liaison about specific dates.
3. Students have access to CCC’s Learning Resource Centers, where they can receive tutoring.
4. Academic Advising & Support: Students should consult with their Academic Advisors, dual enrollment liaison or professors for assistance.
5. Mid-term grades are sent to the CCC dual enrollment team and Chicago Public Schools. Students with grades below a “C” are alerted and will be consulted on either withdrawing from the course or supported with assistance to pass the course. Withdrawal after the Statistical Date will affect the course completion rate of SAP.

- I understand that I need to pass my course with a grade or “C” or better to maintain Satisfactory Academic Progress.
- I understand that I can withdraw from my course without an impact on my SAP before the Statistical Date after the course starts.
- I understand it is my responsibility to withdraw from a course during the student initiative withdrawal dates if my midterm grade is a “C” or below.
- My instructor has the right to drop me from a course if he/she doesn’t believe I am meeting the standards to pass.
- Any grades of “D” or “F” as well as all withdrawals after the Statistical Date will prohibit my registration for additional dual enrollment/dual credit courses and could have a negative impact on my SAP.

Student Signature

Date

Guardian’s Signature

Date



## CLASS ENROLLMENT FORM

(Please read the back side of this form)

**For adding or withdrawing, please complete Part I and see a College Advisor  
For reinstatement, please complete Part I and submit to Instructor**

### PART I: STUDENT INFORMATION

STUDENT ID #: \_\_\_\_\_ FALL  SPRING  SUMMER  YEAR \_\_\_\_\_ DATE: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Signature: \_\_\_\_\_

Reason for Add, Withdrawal, or Reinstatement: \_\_\_\_\_

**PART II: STUDENT REVISION**     **ADD CLASS**                       **CLASS WITHDRAWAL (DROP)**                       **COMPLETE WITHDRAWAL**

ACTION REASON				CLASS WITHDRAWALS & REFUNDS	
<b>ENRO:</b> (Enroll and Add Classes) <b>WTH:</b> (Student Initiated Withdrawal)				<i>It is the student's responsibility to officially withdraw from classes. Failure to withdraw prior to the applicable refund date on the student's study list will result in mandatory payment of tuition/charges.</i>	
Action	Class Number	Subject	Catalog Number	Section	Notes

**School Designee\* (print):** \_\_\_\_\_ **School Designee\* (signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Faculty members who are approving a class override for a student (i.e. adding a seat) **must** email the approval to WR-Instruction@ccc.edu and the respective department chairperson(s). The email should include the student's name and CCC ID #, class number, subject, catalog number, section, and justification for override. The Office of Instruction staff will review the information submitted and render a decision to the student, faculty member, and chairperson.

Please refer to the College website or Advising and Transfer Office (A-120) for specific registration deadlines. Already registered students will be allowed to revise courses after the registration deadline, provided that: (1) It is within the first two days of the semester, (2) the course has not met, and (3) the course has available seats.

**PART III: FACULTY REINSTATEMENT SECTION:** This section must be completed and returned to the Records Office by the assigned class instructor. The Record's Office will not accept a class reinstatement form from a student. A mid-term grade must be reported if reinstating after mid-term.

Action	Class Number	Subject	Catalog Number	Section	Total Days Absent	Midterm Grade	Records Office Signature (If applicable)
RNS							

**Rationale for Reinstatement:** Attach a copy of documentation, if applicable (i.e. doctor's statement, obituary, etc.):

**Class Instructor (print):** \_\_\_\_\_ **Class Instructor (signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_