



*Kish* | KISHWAUKEE  
COLLEGE

# Early College Program Handbook

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## **What is the Early College Program?**

The Kish Early College Program provides academically motivated juniors and seniors enrolled in local, public high schools an opportunity to take college courses at Kish and dual credit courses at their high school working towards an associate degree at the same time. The Kish Early College Program offers several benefits for qualified high school students who attend Kish during their junior and/or senior year.

- The Early College 2-year Program is for degree completion – High school diploma and associate degree completed at the same time during their junior and senior year of high school.
- The Early College 1-year Program is not for degree completion – students are enrolled in one year of Kishwaukee College credit courses their senior year of high school.

Students will be completing courses through Kishwaukee College and dual credit at their high school. Students are responsible for the cost of tuition, textbooks, and supplies. They also need to provide their own transportation to Kish when attending Early College courses on campus. Courses taken at Kishwaukee College through The Early College Program must be college level (100 or above) and approved by the student's high school and Kishwaukee College.

## **Program Qualifications**

### **A. Pre-selection Criteria:**

High schools identify qualified students based on the district agreement with Kish and any additional district specific criteria. (May vary by district).

- Academic standing in high school to guarantee high school graduation at completion of the Early College Program.
- A minimum cumulative GPA of 3.0 in high school at the time of application.
- Must be in at least their high school sophomore year to apply for the Early College Program.
- Completed one year of algebra and one year of geometry with a grade of “B” or higher in each semester of each course.
- Completed two years of English with a grade of “B” or higher in each semester of each course by the end of sophomore year.

### **B. Kishwaukee College Application**

The Kishwaukee College student application is available online at [www.kish.edu/apply](http://www.kish.edu/apply).

Completed applications along with high school transcripts will be submitted to the Kishwaukee College Dual Credit Office.

Once the application is processed, the Student Services Office will mail out a Welcome to Kishwaukee College letter. This letter provides the student with their Kish student ID number along with other school information they can use to set up their myKish account and password.

Please note – this is NOT an acceptance letter to the Early College Program. It is an admissions letter to Kishwaukee College.

### C. Early College Program Application

High school students must complete an Early College Program Student Application. These are available through the high school counselors. All information and signatures must be completed in full and submitted by the due date for consideration of enrollment in the program. Applications submitted beyond the deadline will be reviewed. However, there is no guarantee of admittance to the program due to course availability. Students may apply for either the 1-year or 2-year program. Students should check with their high school to verify specific programs offered by their district.

### D. Testing

Students may complete Kish's ACCUPLACER test or submit PSAT/SAT/ACT scores for possible waiver of placement testing. ACCUPLACER tests will be administered at the high school. Testing typically occurs at the high schools in March and April. See high school counselor for specific dates. Testing may also be completed at Kishwaukee College through the Testing Center.

- College-level placement required in all areas (reading, English, quantitative reasoning, algebra, & statistics).
- Students have an opportunity to retest once per subject at Kishwaukee College. Students will be charged a \$10.00 retesting fee per test.
- ACCUPLACER test prep resources are available online: [www.kish.edu/placement](http://www.kish.edu/placement)
- Minimum required ACCUPLACER test scores:
  - WritePlacer: 5+
  - Quantitative Reasoning, Math, & Statistics (QAS): 270
  - Or**
  - Quantitative Reasoning, Math, & Statistics (QAS): 245 with Advanced Algebra & Functions (AAF): 230+

### E. Welcome Packet

Kish Early College will mail packets to accepted students by late April. Students must return the required forms to Kish Dual Credit by early May.

The Welcome Packet will include:

- *A Welcome Letter* inviting students to confirm their participation in the Early College Program.
- *The Participation Agreement*. This document outlines expectations for the Early College Program, including a required summer course, attendance policies, and other Early College Academic Conduct Policies. The student and a parent/guardian must sign the Participation Agreement. The signatures will also allow for Kish to share grades and information with the high school district and include the student's grades in statewide research reports and publications.
- *The Early College Academic Conduct Policies*. Students will be held responsible for adhering to the contents of the Early College Academic Conduct Policies and the Kishwaukee College Student Handbook (available for viewing at [www.kish.edu/student-life/student-handbook/](http://www.kish.edu/student-life/student-handbook/))

- *Kishwaukee College Release Form for Media.* This form grants permission for Kishwaukee College to take photographs, video, or digital recordings to use in any forms of media for use by the College.
- *Consent Agreement for Minors* This form grants parental/legal guardian consent for enrollment of students under age 16 into college courses.
- *Information regarding Pre-Program Orientation* Students are required to attend Early College Orientation prior to the start of classes. Information regarding meeting dates, times and locations will be provided.

### **After Acceptance**

We encourage students to set up their myKish account upon completion of the Kishwaukee College Application.

#### **A. Technology Account and Communications**

Students accepted into the program are required to set up their online Kishwaukee College account. Students will need to provide a valid, personal email address on the Kishwaukee College Application. The Dual Credit office expects students to:

- Set up their electronic account **no later than May 13.**
- Begin checking Kish email for correspondence daily.
- Set up Kish Alerts; registered Kish students are encouraged to sign up for the service to receive alerts for weather, school closures, campus safety, and important deadlines

#### **B. Program Orientation**

Students will be **required** to attend a Pre-Program Orientation event. Parents and guardians are highly encouraged to attend. Information to confirm attendance is provided in the Welcome Packet.

#### **C. Advising**

Information from the Early College Program Student Application will be used for course selection. Schedule planning will take place in April and May during a meeting with a Kish Academic Advisor. Please note classes are assigned in cooperation with the high school counselors. Students will not build their own schedule.

#### **D. CSD-100 The College Experience**

Students will be enrolled in this required two credit hours, 8-week online course as an Early College cohort during the summer preceding their fall semester enrollment. A grade of “C” or higher must be earned to continue in the program. Attendance is required for all class meeting dates. No repeats allowed.

### **What to Expect as an Early College Student**

#### **A. You are a college student**

Early College students are considered college students; they will assume greater responsibility for their education and academic life. The faculty will expect the same level of classroom participation and quality of work from Early College students as they do from adult college students.

## B. MyKish

MyKish is your source for College news and announcements and your starting point for access to online tools such as email, Brightspace by D2L, KishConnect, and Self-Service. Kishwaukee College Self-Service allows students to confirm profile information, print class schedules, view final grades, order official transcripts, pay tuition, and much more. Students can access Kishwaukee College Self-Service at <https://kish.edu/mykish/>.

## C. Advising and Communication

Early College students are expected to:

- Meet with your high school Counselor for high school graduation and semester schedules.
- Only add or drop classes with your high school Counselor.
- Meet with a Kish Advisor for College graduation requirements.
- Respond to communication via Kish email and myKish accounts daily.
- Keep all scheduled appointments.

## D. Schedules

Students will be expected to take 4-5 college or dual credit courses per semester. This will keep students on track to complete the required 64 credit hours needed to graduate in two years. Students who need to repeat a course will be addressed on an individual basis. Tuition costs for any repeated courses will be at the expense of the student.

In the Early College Program, courses fulfill requirements for both high school graduation as well as an associate degree. Most classes are also selected from the Illinois Articulation Initiative (IAI) for ease of transfer to a 4-year institution.

- ***CSD-100 The College Experience***: This is a required Kish course for all Associates of Arts or Associates in Science degrees. Early College students must complete the course during the summer before the first fall semester. Students must pass with a grade of “C” or higher to remain in the program. No repeats are allowed for this course.
- **English**: Most students will take ENG 103: Composition I their first semester and ENG 104: Composition II their second semester. Students must earn a grade of “C” or higher in both courses.
- **High School Consumer Education**: Students may enroll in an economics class at Kish if it is an approved high school course substitute.
- **History**: Two semesters of U.S. History are required for the two-year Early College Program. Students will take HIS 220: History of US to 1865 and HIS 222: History of US Since 1865. (No sequence required).
- **Math**: Students will take a minimum of one year of math with at least one course being part of the approved IAI General Education Core Curriculum.
- **Science**: Students will take a combination of life science and physical science courses with at least one of each being part of the IAI General Education Core Curriculum.

Kishwaukee College courses are scheduled on the Kish campus or online between 7:30am and 10:45am. Students will return to their high school to complete dual credit or elective courses and other high school requirements. All courses will be scheduled in collaboration with the high

school counselors and Kish Advisor. Permission of a high school counselor is required to add or drop courses and appropriate schedule changes may only be made under extreme circumstances.

**E. Course Formats**

Students will be enrolled in face-to-face and online synchronous or asynchronous courses based on college schedule availability.

**F. College Calendar**

College and high school calendars may be different. Spring breaks, winter breaks, and some holidays may fall on different days. Early College students must follow the Kish Academic Calendar for courses at [www.kish.edu/academics/resources/dates-deadlines.php](http://www.kish.edu/academics/resources/dates-deadlines.php).

**G. Emergency Notifications**

Students are required to provide Student Services with an emergency contact name and phone number in case Kishwaukee College should need to contact a parent/guardian in an emergency.

**H. Family Educational Rights & Privacy Act (FERPA)**

Kish must comply with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) which helps protect the privacy of student education records. Early College students and their parents/guardians are required to sign off on this privacy so that the College can share information, *By signature, student and parent/guardian agree to all of the requirements listed and grant Kishwaukee College permission to share information regarding student's academic record (i.e. transcripts, grades, attendance) with the articulated high school; the parent/guardian; for reports to the state; and for presentations and publication.* Signatures are required on the Early College Participation Agreement form.

**I. Attendance Policy**

Students are expected to attend every class meeting and arrive on time. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their high school office.

**J. Academic Content**

A college course may give exposure to alternative viewpoints and may include material of an adult nature.

**K. Academic Conduct Policies**

All Early College students at Kish are expected to demonstrate qualities of integrity, honesty, civility, and respect in their conduct both in and out of the classroom. All Kish policies can be viewed at <https://kish.edu/student-life/student-handbook/index.php> Adherence to all policies is essential and required to stay in the Early College Program.

- **Acts of Academic Dishonesty**

- Early College students are expected to be familiar with Kishwaukee College's policies, including Academic Dishonesty. These can be found in the Kish Student Handbook at [kish.edu/student-life/student-handbook/](http://kish.edu/student-life/student-handbook/).

- **Academic Probation**

Students must earn a cumulative grade point average (GPA) of 2.5 or higher and not receive a “D”, “F” or “W” for a course, or they will be placed on Academic Probation for one semester. The student will be required to work with the Dual Credit Office on options for credit recovery. If during the probation semester students fail to raise their GPA to 2.5 or higher or they earn an additional “D”, “F” or “W”, then they **will** be dismissed from the program and return to high school.

- **Academic Recovery Plan**

Early College students who struggle in a course are required to meet with the Director of Dual Credit as soon as possible to develop an academic recovery plan. In addition, Early College staff will reach out to students who by midterm and/or at final have received a grade of “D”, “F” or “W”. Students will be required to develop a plan which may include some of the following actions

- Meet with faculty members during office hours to seek additional assistance.
- Arrange for a Kish tutor or attend sessions in the Math Lab and/or Writing Center.
- Meet with the Director of Dual Credit to determine if withdrawing from the course is the best option. If a withdrawal is decided, the student must commit to repeating the course (if required for degree completion) in the subsequent semester, including the summer.
- Inform the high school of the grade and the plan to get back on track.
- Discuss returning to high school

**L. Grading System**

Final grade reports are available to students via Kishwaukee College Self-Service at the end of each term reflecting the credit hours attempted and completed, grades achieved, and quality points earned for each course in which students are enrolled. Only these final grades are used in computing the grade point average (GPA) and are recorded on the permanent academic record.

The following grading structure is in effect at Kishwaukee College:

Grade Description Explanation		
A	Excellent	4 quality points earned per credit hour of credit
B	Above Average	3 quality points earned per credit hour of credit
C	Average	2 quality points earned per credit hour of credit
D	Below Average	1 quality point earned per credit hour of credit
F	Failure	0 quality points earned per credit hour of credit; included as hours attempted in GPA computations.
P	Pass	Represents academic achievement equivalent to letter grade of "D" or higher. Credit granted as hours completed; not included in GPA computations.

S	Satisfactory	Grade used for satisfactory progress in courses which are not transfer or career courses (i.e., not intended for use in courses numbered at the 100/200 level). Credit granted as hours completed; not included in GPA computations.
NC	Not Completed or No Credit	Grade used in course work offered in classes numbered below 100, in vocational skills classes at the 900 level, Adult Basic Education, Adult Secondary Education, English as a Second Language, and Continuing Education classes. NC for a noncredit course implies "Not Completed"; NC for a credit-bearing (non-punitive grade) course implies "No Credit" (no penalty; not included in GPA computations).
U	Unsatisfactory (non-punitive grade)	Credit not earned (no penalty); not included in GPA computations.

Grading Symbols		
I	Incomplete	Temporary symbol (no penalty); not included in GPA computations.
NR	Not Reported	Grade not reported; not included in GPA computations.
W	Withdrawal	Credit not earned (no penalty); not included in GPA computations.
AU	Audit	Credit not earned; not included in GPA computations.

Additional Kish grading policies are available in the Kish Academic Catalog. Students who do not successfully complete a course, and do not officially withdraw from the course, will receive a failing grade of “F.” A student receiving an “F” will not receive credit for the course and it will not count toward your high school graduation requirements. An F grade will affect both the high school and college GPA.

**College-level grades are permanent on a student’s academic record.** Students are creating a college transcript that will follow them throughout their educational path. Most university and graduate school admissions offices require submission of transcripts from all previously attended colleges and universities.

#### M. Dismissal from the Program

All Early College students may be dismissed from the program as a result of *any* of the following:

- Failure to attend and complete CSD-100: The College Experience in their first summer semester with a grade of “C” or higher. No repeat allowed.



- Failure to raise cumulative GPA to 2.5 or earn “D”, “F”, or “W” during the Academic Probation semester.
- Failure to participate in an academic recovery plan during the probation semester.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by Kish and/or the participating school district.
- Violation of any of the Kishwaukee College Code of Conduct Policies.
- Receiving a failing grade in a required academic core and/or prerequisite course.

In addition, students in their first year of Early College may also be dismissed from the program as a result of any of the following:

- Earning a combination of three “D”, “F”, or “W” grades in a single semester.
- Earning two “F” grades in a single semester.
- Earning a semester or cumulative GPA less than 2.0.
- Needing to recover more than 7 credits by the end of the first year in the program.

#### **N. Class Drops/Withdrawals**

A student may request to be dropped or withdrawn from a class while in the Early College Program on a case-by-case basis. This action must be approved by the high school counselor, as with any Kish schedule adjustments. Withdrawing or dropping courses may impact your future enrollment in the Early College Program.

#### **O. Repeating Courses**

The option to repeat a course will be considered on an individual basis. The student is responsible for tuition and fees for the additional coursework.

- **Prerequisite courses:** If the student does not meet the prerequisite grade requirement to move on in the sequence, a repeat course may be required to remain in the Early College Program. The privilege to repeat a course is not guaranteed and will be evaluated on an individual basis. If recommended, students would only be allowed one repeat of the same course. The repeated course should be completed in the next available semester. Students may be recommended to return to a regular high school schedule.
- **Cosmetic repeats** are classes that a student wishes to repeat because they are not satisfied with the grade of a “C” or “B”, and the course is not a prerequisite to move on in a sequence of courses.

#### **P. Tuition, Fees, and Other Expenses**

- **Tuition and Fees**  
Tuition costs (including any fees) will be covered as outlined in each high school district’s agreement. This does not include repeated courses or student self-elected summer courses.
  - Kishwaukee College Courses are billed at the same tuition rate established by the College for credit offerings. Visit [kish.edu/get-started/paying/tuition](http://kish.edu/get-started/paying/tuition) for current tuition rates.
  - Dual Credit Courses are billed at the rate contracted with individual high schools.

- **Billing**  
The student is responsible for paying tuition and fees for all classes. Students will be billed for courses each semester.
- **Textbooks**  
The cost of textbooks is the responsibility of the student. Textbooks may be purchased at the Kishwaukee College Bookstore, lower level of the Student Center. Bookstore hours, required book lists, and online book ordering is found on the Kish bookstore website: [www.kish.edu/bookstore](http://www.kish.edu/bookstore).
- **Transportation**  
Students are responsible for their own transportation. Please consult your high school for their transportation policy.

**Q. Tested Credit**

Tested credit pertains to test results from Advanced Placement (AP) and College Level Examination Program (CLEP) exams. Tested credit will be handled on a case-by-case basis according to the Kishwaukee College’s policy for AP or CLEP testing. Students are required to request official test scores to be sent to the Kishwaukee College Student Services Office. Students are responsible for the cost of the CLEP test.

Students who are interested in earning foreign language credit towards an associate degree and have completed a minimum of two years of the same language course in high school with a “B” or better may take the appropriate CLEP or proficiency test. Scores from these tests will determine if college credit can be applied to the degree and/or placement in a college level course.

**R. Academic Records**

Students successfully completing classes through the Early College Program will receive both high school and college credit. At the end of each semester, Kish will send copies of Early College students’ college transcripts to their high school for placement on their school grade reports. Grades earned at Kish will be a part of students’ permanent high school and college transcripts.

**S. Official Transcripts**

Colleges and universities can require students to submit official transcripts from all colleges they have attended with applications. Students can order official transcripts from Kishwaukee College online, or in person. Instructions are available at [www.kish.edu/transcripts](http://www.kish.edu/transcripts). Transcript requests can take 24-48 business hours to process.

**T. Kish Graduation Requirements and Procedures**

Students must ensure that their coursework meets Kishwaukee College degree requirements by regularly communicating with their Kish Advisor. Every student planning to receive a degree from Kish is required to meet all degree requirements, receive a minimum GPA, and apply for graduation. Additional Kish graduation requirements and procedures can be found at: [www.kish.edu/academics/resources/graduation-requirements](http://www.kish.edu/academics/resources/graduation-requirements).

## U. High School Graduation Requirements

Students are responsible for meeting with their high school counselor to ensure they are meeting high school graduation requirements.

- **Constitution Test**  
As a high school requirement, students will be informed by the high school of the dates for taking the Constitution Test. Students are responsible for informing their Kish instructors if they will have to miss class. Missing any Kish class will be handled course-by-course, instructor-by-instructor, based on the syllabus for the course.
- **Consumer Education**  
Consumer Education is coursework required by some high schools. If a Kish Economics (ECO) class is an approved course substitution, students can enroll in an ECO class at Kishwaukee College.
- **Health**  
Health is coursework required by some high schools. Students must make arrangements with the high school to complete this requirement prior to graduation.
- **Physical Education**  
The high school district may require students to take a Physical Education (PE) class each semester unless the district or the student has a PE waiver.
- **PSAT & SAT Testing in the High Schools**  
The student's high school will notify the Kish Dual Credit Office of the test dates for the PSAT & SAT scheduled at the high school. These tests are required of all high school juniors and are administered by the high school in the fall (PSAT/NMSQT) and spring (SAT) of the junior year. Students are responsible for informing their instructors as soon as possible if they need to miss class because the testing date interferes with their Kish class schedule. Missing any Kish class will be handled course-by-course, instructor-by-instructor, based on the syllabus for the course.

## V. Transferability of Early College Credits

Many public and private colleges and universities in the state of Illinois will accept college-level credits from Kish in transfer. Students should check with their intended college/university regarding transferability of Kish credits. Acceptance of Kish credits is at the discretion of each institution.

Consult with the admissions office at each university or college you wish to attend to determine whether you will be considered a transfer student or an incoming freshman. Determining transfer or freshman status is important for a variety of reasons including scholarships, deadlines, and housing. The individual university admissions office can provide the most current information based on the number of credits earned at the time of application.

### On-Campus Support Services & Resource Links

<b>Department</b>	<b>Information</b>	<b>Contact</b>
Bookstore	One-stop shop for textbooks, course materials, gifts, apparel, snacks, and more. <a href="https://kish.edu/bookstore">https://kish.edu/bookstore</a>	Location: Student Center, C1110 815-825-9445 <a href="mailto:bookstore@kish.edu">bookstore@kish.edu</a>
Business Office	Provides service and information to students regarding financial aid matters.	Location: Student Center, C2140 815-825-9400 <a href="mailto:busserv@kish.edu">busserv@kish.edu</a>
Campus Safety & Security	Resources for first aid, security escorts and vehicle assistance. Where to go concerning your safety and security concerns at Kish. <a href="https://kish.edu/student-life/safety">https://kish.edu/student-life/safety</a>	Kish Dekalb County Sheriff's Office Location: Student Center, C2177 815-825-9529
Disability Support Services	Provides services for students to ensure equal access to all programs and activities. <a href="https://kish.edu/student-services/disability-services">https://kish.edu/student-services/disability-services</a>	Location: C1200 815-825-2931 <a href="mailto:ds@kish.edu">ds@kish.edu</a>
Dual Credit Office	Resources for high school students earning early college credit. <a href="https://kish.edu/dualcredit">https://kish.edu/dualcredit</a>	Location: Student Center, C2100 815-825-9471 <a href="mailto:dualcredit@kish.edu">dualcredit@kish.edu</a>
IT Help Desk	Provides technical support services including password reset, laptop loans, and more. <a href="https://kish.edu/student-services/additional-services/technology-assistance">https://kish.edu/student-services/additional-services/technology-assistance</a>	Location: A1300 815-825-9888 <a href="mailto:helpdesk@kish.edu">helpdesk@kish.edu</a>
Library	Resources include books, e-books, library staff, videos, access to interlibrary loan materials, study spaces, and much more. <a href="https://kish.edu/student-services/library">https://kish.edu/student-services/library</a>	Location: A1100, Inside Door 58 815-825-9330 <a href="mailto:library@kish.edu">library@kish.edu</a>
One Stop and Student Services	Provides access and information to advising, records & registration, TRIO SSS and Upward Bound, and Testing. <a href="https://kish.edu/student-services">https://kish.edu/student-services</a>	Location: Student Center, C2100 815-825-9375 <a href="mailto:onestop@kish.edu">onestop@kish.edu</a>
Student Involvement	Early college students may join campus clubs, attend guest speaker events, and participate in other extra-curricular activities. Students are encouraged to take advantage of the many activities and opportunities available at Kish. <a href="https://kish.edu/student-life/student-involvement">https://kish.edu/student-life/student-involvement</a>	Location: Student Center, C1120 815-825-9527 <a href="mailto:kgundy@kish.edu">kgundy@kish.edu</a>
Tutoring Center	Provides support for the academic development and enrichment of students through free tutoring services provided by peer tutors. <a href="https://kish.edu/student-services/tutoring-services">https://kish.edu/student-services/tutoring-services</a>	Location: A1100, Inside Library 815-825-9377 <a href="mailto:tutoringservices@kish.edu">tutoringservices@kish.edu</a>

## **Resource Links**

**Academic Catalog-** <https://kish.edu/academics/resources/academic-catalog>

**Code of Conduct-** <https://kish.edu/student-life/student-handbook/code-of-conduct>

**College Application-** <https://kish.edu/get-started/apply>

**College Calander-** <https://kish.edu/academics/resources/dates-deadlines>

**Kish Graduation-** <https://kish.edu/academics/resources/graduation-requirements>

**Student Handbook-** <https://kish.edu/student-life/student-handbook>

**Testing Resources-** <https://kish.edu/student-services/additional-services/testing-services/placement>

**Transferology-** <https://www.transferology.com/school/kishwaukeecollege>