



Dual Enrollment at Chesapeake College



*Get a head start
on college*

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Chesapeake College General Information

About

Your Time. Your Place. Wherever you are and wherever you want to go in life, Chesapeake College can help you get there. Founded as Maryland's first regional community college in 1965, Chesapeake offers a range of educational opportunities that combine excellence, convenience, and affordability. Our degree programs (with more than 70 college majors), certificate programs, career training, non-credit workforce training, and lifelong learning have transformed the lives of thousands on the Eastern Shore.

Mission

Chesapeake College's core commitment is to prepare students from diverse communities to excel in further education and employment in a global society. We put students first, offering transformative educational experiences. Our programs and services are comprehensive, responsive and affordable. The college is a catalyst for regional economic development and sustainability and a center for personal enrichment and the arts. The college offers a large selection of credit and continuing education offerings designed to help students prepare for transfer to upper level institutions, for immediate entry into a career, or for enhancing work-related skills. Beyond the curricula, the college offers many opportunities for further academic, social, personal, cultural, and athletic development through a rich variety of extracurricular and co-curricular activities.

To enhance student learning and to promote teaching excellence, the college commits to providing a supportive learning environment characterized by a dedicated, caring and highly qualified faculty and staff. The college offers all employees professional development opportunities that are aligned with goals outlined in its Strategic Plan. Through these commitments, the college nurtures a community of lifelong learners among faculty, staff and students.

In addition, the college embraces its commitment to regional economic and community development that will improve the quality of life by acting on the following:

- Support workforce development by providing the courses and training needed to build a skilled labor force.
- Enhance enjoyment and appreciation of the arts by incorporating cultural activities into the curriculum and bringing fine and performing arts events to the region.
- Sponsor a broad range of community and civic activities that reflect the college's role as a community-learning center.
- Extend access to baccalaureate and graduate degree programs for Upper Shore residents through inter-institutional partnerships.

Accreditation

Chesapeake College is accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104. (267-284-5000, 267-284-5000 FREE) The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Chesapeake College's Dual Enrollment Program

Dual Enrollment

Dual Enrollment classes are college courses taught by full-time or part-time faculty members at one of Chesapeake College's campuses (Wye Mills Campus or the Cambridge Center) or at an off-campus location, such as a high school in the Mid-Shore service region. Dual Enrollment courses can be used for high school and college credit. High school students must meet Dual Enrollment eligibility guidelines and assessment requirements for courses prior to registration.

Currently, parents/guardians and/or the student's high school must accept responsibility for tuition for the college course. Financial aid is not available for courses taken through Dual Enrollment. However, grants are available for Dual Enrollment students, including the Maryland Part-time Grant (Caroline, Dorchester, Kent, Queen Anne's and Talbot Counties), the Holt Grant (Caroline County) and the Todd Grant (Dorchester County).

Contact Information

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Dual Enrollment Advantages

Earn college credits that will appear on a Chesapeake College transcript and may transfer back to the high school.

- Earn college credit that may transfer to many in- and out-of-state colleges.
- Save money, since Dual Enrollment students pay only 75% of the regular tuition.
- Explore different fields of study.

Eligibility Guidelines

To participate in Dual Enrollment, a high school student must:

- Be a high school junior or senior;
- Be at least 16 years of age;
- Possess a cumulative grade point average of 2.5 or above
- Be enrolled in one of the public school systems in the College's service region (must be a resident of Caroline, Dorchester, Kent, Queen Anne's, or Talbot County) or in a non-profit institution offering instruction at the secondary level that is either operating with a Certificate of Approval issued by the Maryland State Department of Education or registered with the Department as a Church Exempt School, and
- Be certified by an official of the high school as meeting all of the eligibility requirements outlined above.

NOTE: Some home-schooled students may be eligible to participate in this program. Please contact the Office of Admissions at 410-822-5400 ext. 2240 or 2287 for more information.

Where Classes Are Held

- Wye Mills Campus
- Cambridge Center
- Local high schools
- Online

When and How to Enroll in the Program

1. Attend a Dual Enrollment Interest meeting at your high school.
2. Complete your sophomore year of high school.
3. Meet with your guidance counselor or other high school official to discuss your interest in the Program. With the assistance of the high school official, complete the Dual Enrollment Certification Form with all of the required signatures.
4. Submit your college application to the Office of Admissions. You can [apply online](#) or fill out the PDF [college application](#). (Non-U.S. citizen students need to complete a hard copy application.)
5. Meet with a college advisor to review your ACCUPLACER scores or exemption information and to register for classes. (This can take place at the high school or at the college.)

Please see page 10 of this guide for complete information and steps regarding how to become a Dual Enrollment student, including Accuplacer exemption information.

Assistance with Tuition and Fees

Maryland Part-time Grant

Chesapeake College awards need-based grants to Dual Enrollment students who meet the eligibility criteria through the Maryland Part-time Grant. The student and parent/guardian must meet all the following guidelines to be given full consideration for scholarship funds:

- Student must be enrolled in one of the public school systems in the College's service region or in a non-profit institution offering instruction at the secondary level that is either operating with a Certificate of Approval issued by the Maryland State Department of Education or registered with the Department as a Church Exempt School.
- Student must be registered for college-level course(s) that total 3 to 11 credit/load hours per semester.
- Student must demonstrate need-based on criteria set by Chesapeake College and the Maryland Higher Education Commission.

Grants can be awarded for up to four semesters (fall and spring only), pending fund availability and successful completion of a dually enrolled course with a grade of "C" or better. Students must re-apply each semester for additional funding. Grant applications received by June 1 for the fall semester and by December 10 for the spring semester will be given first consideration and will be based on the availability of funds.

NOTE: In order to participate in the Dual Enrollment Program, a student must submit a Dual Enrollment Certification Form at the time of registration each semester. Dual Enrollment students are permitted to take fall and spring courses.

Roberta B. Holt Dual Enrollment Grant – Caroline County Public Schools

Chesapeake College has been given authorization by the Mid-Shore Community Foundation to work with Caroline County Public Schools to implement the \$50,000 Roberta B. Holt Dual Enrollment Grant each year (fall and spring semesters only). This grant has been made possible by the generosity of Dr. Roberta B. Holt to greatly expand early access to college education to Caroline County high school students and help these students accelerate attainment of their educational and career goals.

The student and parent/guardian must meet all the following guidelines to be given full consideration for grant funds:

- Student and parent/guardian must be residents of Caroline County.
- Student must be enrolled in Colonel Richardson High School or North Caroline High School.
- Student must meet the eligibility requirements for the Dual Enrollment Program set forth by Chesapeake College and Caroline County Public Schools.
- Student must be pre-registered for college courses in order to be considered for a grant each semester.
- Student may register for a full- or part-time credit load, pending approval of the college and the high school.
- Students must reapply each semester to be considered for funding.

Roberta B. Holt grant applications received by June 1st for the Fall Semester and by December 10th for the Spring Semester will be given first consideration and will be based on the availability of funds.

George B. Todd Dual Enrollment Grant – Dorchester County Public Schools

Chesapeake College has been given authorization by the Mid-Shore Community Foundation to work with Dorchester County Public Schools to implement the \$20,000 George B. Todd Dual Enrollment Grant each year (fall and spring). This grant has been made possible by the generosity of George G. Todd to greatly expand early access to college education to Dorchester County high school students and help these students accelerate attainment of their educational and career goals.

The student and parent/guardian must meet all the following guidelines to be given full consideration for grant funds:

- Student and parent/guardian must be residents of Dorchester County.
- Student must be enrolled in Cambridge South Dorchester or North Dorchester High School.
- Student must meet the eligibility requirements for the Dual Enrollment Program set forth by Chesapeake College and Dorchester County Public Schools.
- Student must be pre-registered for college courses in order to be considered for a grant each semester.
- Student may register for a full- or part-time credit load, pending approval of the college and the high school.
- Students must reapply each semester to be considered for funding.

George B. Todd grant applications received by June 1st for the Fall Semester and by December 10th for the Spring Semester will be given first consideration and will be based on the availability of funds. More information can be found online at www.chesapeake.edu.

Tuition and Fees

Students applying to Chesapeake College's Dual Enrollment Program may be eligible for additional tuition assistance through their County Board of Education (BOE). The County BOE will only pay for four courses. Chesapeake College will verify eligibility; all required documentation must be at the County BOE to be eligible for additional tuition assistance. Once a student has reached the maximum four courses, any additional courses are the financial responsibility of the student. Most Dual Enrollment courses are three college credits each. Examples include: General Psychology (PSC 150); Fundamentals of Organizational Communication (COM 101); and Introduction to Art (ART 101).

Students admitted under Dual Enrollment are not eligible to receive federal Pell or SEOG Grants from the College while they are still in high school.

Tuition rates are subject to change. Each spring, the Board of Trustees for Chesapeake College sets tuition rates for the next academic year. Please see the FY18 Dual Enrollment tuition chart or go to Chesapeake College's website for the most current tuition rates. Tuition rates for students still enrolled in high school are not the same rate as those enrolled at Chesapeake College after earning their high school diploma or GED. Rates are reduced for Dual Enrollment students.

The following information can be found on Chesapeake College website. (www.chesapeake.edu)

The information below is limited information regarding tuition and fees and payment options. We encourage you to go onto www.chesapeake.edu and read more important information for the Registration and Business Offices.

Payment Policies

Tuition and fee payments have due dates (*"Pay by Dates"*) based upon when you register for the semester. Students with unpaid bills beyond the due date are subject to cancellation by the College. The Deferred Payment Plan is available. The balance must be paid in full by the due date to avoid cancellation of your entire schedule. You are responsible for withdrawing from each course if you do not plan to attend.

The College reserves the right to revise the tuition and fee schedule without prior notice.

Deferred Payment Plan

An online deferred payment plan is available to credit students for the fall and spring semesters with a minimum balance of \$150.00 in tuition and fees. To participate, you must first register for classes and obtain a student ID. There is a rolling percentage down payment required plus a non-refundable \$25 processing fee.

Late Registration and Drop/Add Fee

A late registration fee of \$10 will be applied to all registrations and schedule changes processed on or after the semester start date. A \$5 Add/Drop fee will also be assessed when a course is added or dropped after the semester starts. Please consult the 2017-2018 Academic Calendar to learn more about the add/drop deadline dates for each semester.

FY18 DUAL ENROLLMENT TUITION CHART

# of Hours	TUITION	REGISTRATION FEE	CONSOLIDATED FEE	CAPITAL IMPR. FEE	TOTAL	# of Hours
(PER CREDIT)						
1	\$91.50	\$10.00	\$35.00	\$15.00	\$151.50	1
2	\$183.00	\$10.00	\$70.00	\$15.00	\$278.00	2
3	\$274.50	\$10.00	\$105.00	\$15.00	\$404.50	3
4	\$366.00	\$10.00	\$140.00	\$15.00	\$531.00	4
5	\$457.50	\$10.00	\$175.00	\$15.00	\$657.50	5
6	\$549.00	\$10.00	\$210.00	\$15.00	\$784.00	6
7	\$640.50	\$10.00	\$245.00	\$15.00	\$910.50	7
8	\$732.00	\$10.00	\$280.00	\$15.00	\$1,037.00	8
9	\$823.50	\$10.00	\$315.00	\$15.00	\$1,163.50	9
10	\$915.00	\$10.00	\$350.00	\$15.00	\$1,290.00	10
11	\$1,006.50	\$10.00	\$385.00	\$15.00	\$1,416.50	11
12	\$1,098.00	\$10.00	\$420.00	\$15.00	\$1,543.00	12
13	\$1,189.50	\$10.00	\$455.00	\$15.00	\$1,669.50	13
14	\$1,281.00	\$10.00	\$490.00	\$15.00	\$1,796.00	14
15	\$1,372.50	\$10.00	\$525.00	\$15.00	\$1,922.50	15
16	\$1,464.00	\$10.00	\$560.00	\$15.00	\$2,049.00	16
17	\$1,555.50	\$10.00	\$595.00	\$15.00	\$2,175.50	17
18	\$1,647.00	\$10.00	\$630.00	\$15.00	\$2,302.00	18

FERPA

FERPA stands for the Family Education Rights and Privacy Act and provides for the confidentiality of student education records. Chesapeake College may not disclose student information about students nor permit others to view their records without permission. Dual Enrollment students are required to sign a Dual Enrollment Certification form each semester, which gives permission to College administrators and staff to share information with parents/guardians and the high schools. Information pertaining to a student's financial obligations/status, financial holds, academic records, grades, and semester schedules can be shared.

Student Responsibilities

- Students are responsible for coordinating their high school class schedule with Chesapeake College's class schedule.

- Students must provide their own transportation to and from Dual Enrollment courses offered at the Wye Mills Campus and the Cambridge Center.
- Students must have their parent(s)/guardian(s) approval to participate.
- Students are responsible for purchasing their own textbooks and/or supplies. (Note: If a student is receiving a grant and would like to use the grant funds to purchase textbooks and supplies, the purchase must be made at the College Bookstore.)
- Students must receive school permission to enroll in Dual Enrollment courses.
- Students must understand how the grade earned in a Dual Enrollment class impacts their high school GPA.

Expectations of Dual Enrollment Students

- Use your skipjack e-mail account for all college-related correspondence.
- Adhere to Chesapeake’s Academic Calendar and each faculty member’s class schedule.
- Arrive on-time to class and complete all assignments by their due dates.
- Adhere to the attendance and other policies provided in your course syllabus.
- Stay up to date by logging into your MyCampus account.
- [Ensure your Student Account bill is paid in full prior to classes starting](#)

Becoming a Dual Enrollment Student

Before applying to Chesapeake College, let your school counselor know that you would like to participate in Dual Enrollment. Make sure you meet the eligibility guidelines. (See p. 5 of this guide.) With your school counselor, complete the Dual Enrollment Certification form. Submit this form to the college advisor on the day of Dual Enrollment registration.

It's easy to get started. Just follow these Easy Steps to Enrollment:

-
1. Attend a Dual Enrollment information session at your high school.
 2. Apply for Admission.
Submit a college application. **Apply on line**, request an application from the Admissions office, or **download the application**, and mail it to: Chesapeake College, Office of Admissions, P.O. Box 8, Wye Mills, MD 21679.
 3. If you do not meet an exemption requirement, take the ACCUPLACER (college placement test).
Exemptions:
 - High school cum GPA of 3.0 or higher – English exemption.
 - High school cum GPA of 3.0 or higher and a grade of C or better in Algebra II – Math exemption.
 - Score of 500 or higher on the Reading section of the SAT – English exemption.
 - Score of 500 or higher on the Math section of the SAT – Math exemption.
 - Composite score of 21 or higher on the ACT – English and Math exemptions.
 - Final score of 3 or higher on AP English and Math courses. Student must provide advisor with documentation of an AP course with a score of 3, 4 or 5. Documentation must contain the student’s full first and last names.
 - PARCC (English 10 or 11 – score of 4 or 5; Algebra II - score of 4 or 5)

If you plan to work toward a degree or certificate or enroll in a college-level English or math course, you must take the Accuplacer test before enrolling unless you meet one of the exemptions listed on this link

(**ACCUPLACER Test**). There is no fee to take it the first time. No appointment is necessary. You must bring your Social Security number and a photo ID. Check the **Testing Center** website for testing days, times, and procedures.

4. **Seek Academic Advisement**
Discuss your test results (or exemption information) with one of our academic advisors, who will help you develop an academic plan and select courses for the upcoming semester.
5. **Explore Dual Enrollment Grants**
Contact the Admissions office at 410-822-5400 ext. 2240 to ask about Dual Enrollment grants, or you may explore grant options under the Dual Enrollment link at www.chesapeake.edu.
6. **Register for Classes**
Check out the College's **academic calendar** for new student registration dates. Review course offerings. Work with your academic advisor to register for classes. Dual Enrollment Program students must register in person. For more information, call 410-822-5400 ext. 2240.
7. **Pay Tuition & Fees**
Pay your tuition bill by the due date on your bill. Payments can be made in person, online, or by mail. A **Deferred Tuition Payment Plan** is available to students whose bills exceed **\$150.00**. Contact the **Business office** at 410-822-5400 ext. 2244 for more information.
8. **Purchase Textbooks & Go to Class**
Before the semester begins, buy your textbooks and other needed supplies, check out the location of your courses, and get ready for your first day of class!

College Status

Participation in a Dual Enrollment course establishes your Chesapeake College transcript, which is a permanent record maintained by the College's Registrar. Your transcript may be forwarded to other institutions at your request, if all financial obligations to Chesapeake College have been met.

Attending Class

What to Expect

Being a Dual Enrollment student puts you in a college setting with full-time college students. Whether you participate in Dual Enrollment on-campus or at an off-campus location, college-level courses are more challenging than those you are used to in high school. Be sure to attend class and adhere to the professor's and College's policies.

Syllabus

Be sure to read your course syllabus. It contains essential information about course expectations, key dates, class attendance, projects, and grading. Keep your syllabus (and all your exams, papers, reports, and other assignments) after the course has ended. If you attend a college other than Chesapeake College, having the syllabi from the classes you took through Dual Enrollment may help you to secure transfer credit. Policies for each class are set

within the faculty member's syllabus. Be sure you understand what is expected of you for each class. If you don't understand, ask questions!

Please make sure you familiarize yourself with each course syllabus. Each faculty member will explain in the syllabus how grades are earned and the grade percentages earned for tests, papers, quizzes, presentations, etc. Students receive their midterm and final grades electronically. They can be obtained by accessing MyCampus, Chesapeake College's portal.

Classroom Etiquette

- Take responsibility for your education. Whether you learn or not depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course.
- Arrive on time. Coming to class late is a distraction for other students and your instructor. Tardiness communicates lack of interest and lack of dependability.
- Come to class prepared.
- Ask appropriate questions and keep them related to the classroom discussion.
- Practice common courtesy.
- Respect all opinions.
- Respect your instructor.
- If you are struggling with your coursework, seek assistance from your instructor and from Tutoring Services.

Assignments

Late assignments are generally not accepted by college instructors. Consult your course syllabus for your instructor's policy.

Class Attendance

Research shows that class attendance contributes significantly to academic achievement. It is your responsibility to attend class and complete the required assignments and tests. Each Chesapeake College course's attendance policy is developed by the instructor. The individual college course instructor determines consequences for absences from his/her class.

You are expected to attend all of your Chesapeake College classes when they are scheduled to meet. Remember, your high school calendar and College calendar may not match, so if your high school is on vacation or has a snow day, you still must attend your College class. There are no excused absences in college.

If you must miss a class due to sickness, vacation an extenuating circumstance, please contact your instructor *in advance* of missing the class(es).

Textbooks

For courses requiring textbooks, students are responsible for purchasing their textbook(s). Books need to be paid for at the time of purchase. Once you have registered for classes, you can take your schedule to the Barnes & Noble Bookstore and the staff will assist you in finding the required books for your class or classes. The bookstore

is located on the Wye Mills Campus in the Caroline Center. You may also purchase textbooks through the online store at <http://chesapeake.bncollege.com>.

Using MyCampus

MyCampus, which is Chesapeake College's portal, is your means for accessing campus essentials. Through myCampus, you can view your schedule, grades, unofficial transcripts and so much more.

Is this your first time?

The first time you log in you'll be prompted to answer a few security questions. The answers provided help you to reset your password if you forget it. You'll then be prompted to change your password. Passwords must be at least eight (8) characters, and include upper and lowercase letters, a number and/or a special character.

How do I get logged in?

Your username: Your first and last name, no spaces, all lowercase. You can check your username at the login page for myCampus at mycampus.chesapeake.edu.

Your password: First initial of first name (capitalized). First initial of your last name (capitalized). Last four digits of your SSN, and cc. For example, if your name were John Smith and the last four digits of your SSN were 3456, your myCampus password would be "JS3456cc."

Canvas – the place for courses

Your course content exists in Canvas. The only way to get to it is through the myCampus portal. You should sign in to your courses often for updates from your instructor.

How?

Click on the Canvas link in the LaunchPad block in myCampus. Then click on your course to find your syllabus and grades. Many instructors have content, videos, assignments, discussions, quizzes and Canvas inbox (email and comments from instructors and classmates).

WebAdvisor/CRAB

The only way to access WebAdvisor/CRAB is through the portal. From here you can check official grades. Non-Dual Enrollment student can also register for classes and finalize Financial Aid.

How?

From the LaunchPad, click on WebAdvisor/CRAB link. The first time you click the link, you'll be prompted for your username and password. It's the same as the first time you logged into myCampus.

Skipjack email & google drive

A free college email and storage space for your electronic files. You have direct access from myCampus.

How?

If you wish to access your Skipjack mail from your smartphone, you will need your username and password. It's the same as myCampus.

Grade Point Average (GPA)

GPA is computed using the value of quality points. To compute a GPA multiply the number of semester hours of credit by the appropriate number of quality points A=4, B=3, C=2, D=1, F=0. Example: for each three-credit course in which an "A" grade is earned, three credits times four quality points equal 12 total quality points earned. The grade point average is then computed by dividing the total quality points earned in all semesters at Chesapeake

College by the total number of semester hours for which a grade of A, B, C, D, or F is recorded, except when courses are repeated.

Drop/Add

A student may drop a course only after making a written request by the date listed in the College's Academic Calendar and after receiving approval on the Drop/Add form available from the Office of Registration and Records. Failure to attend class without complying with this procedure will result in a failing grade.

A student who has registered for an undesired class may drop the class and add another one during the first week of classes in keeping with the scheduled last day for adding a course for credit.

Process to follow for dropping a class:

Prior to the start of classes, students may withdraw by calling the Registration office, coming in to the office or sending an email from their skipjack email account to the Registration Office (registration@chesapeake.edu).

Once classes have started, students may withdraw by emailing the Registration office (registration@chesapeake.edu) from their skipjack email account or by coming in to the office.

Grading Policies

Grading System

<u>Grade</u>	<u>Standard</u>	<u>Grade Points</u>
A	Superior	4
B	Good	3
C	Average	2
D*	Pass without recommendation	1
F	Failure	0
I	Incomplete	None
L	Audit	None
N	Withdrew, first 3 weeks of class	None
R	Re-Enroll	None
T	Temporary/Crosses over semesters	None

W	Official Withdrawal	None
<p>A “D” grade in any developmental course does not permit progression into the next course. In addition, the “D” grade is not a passing grade in some of Chesapeake College’s Allied Health programs. Please check individual programs for more information.</p>		

Students who wishes to reduce their course load after they have officially registered may do so. Consult the Academic Calendar for the last day to drop.

There will be a charge of \$5 for each Drop/Add form processed beginning the first day of classes.

Mid-term Grades

The temporary grades of “S” (Satisfactory) and “U” (Unsatisfactory) are entered at the middle of the term to indicate whether students are making satisfactory or unsatisfactory progress. Mid-term grades are not mailed but are available on MyCampus/CRAB, located through the College’s Website at: www.chesapeake.edu.

Grade Reports

College students are expected to assume responsibility for the quality of their work on a continuing basis. Instructors will welcome discussions with students regarding the student’s progress.

At the end of each semester, a complete report of that semester’s grades is available on MyCampus/CRAB, located on the College’s Website at www.chesapeake.edu.

Please note: Any student with an outstanding debt to the College must clear all charges before the semester’s grades will be released to the student.

Audit (“L”) Grade

An audit student may enroll in any Chesapeake College credit course without receiving credits or grades and without completing assignments. The student is expected to attend classes and participate fully in class. The student receives a grade of “L” (Listener) for the course.

Incomplete (“I”) Grade

The grade of “I” (Incomplete) may be granted IN CASES OF EMERGENCY after receipt of the student’s written request to the instructor and after approval on an official “Permission to Receive Incomplete Grade” form, signed by the Vice President for Academic Affairs. The request must be submitted prior to the beginning of final exams and is subject to the approval of both the instructor and the Vice President. An “I” grade which is not removed within four weeks after the beginning of classes for the next regular semester converts to an “F” grade.

Temporary (“T”) Grade

The grade of “T” (Temporary) will be used only in circumstances when a course is scheduled to extend beyond the traditional term ending date and an “I” grade is not appropriate. The grade of “T” remains only until the class is officially completed.

Official Withdrawal (“W”) Grade

The grade of “W” (Withdrawn) will be recorded only when the student executes and files an official “Drop/Add Form” in the Office of Registration and Records within the deadline for dropping courses that is listed in the College Academic Calendar in the Catalog. The grade of “W” is not computed in the grade point average. Any course dropped after the deadline or without compliance with this procedure will be recorded as “F” on the student’s official record.

Change of Grade

Only the assigned instructor is authorized to assign or change a grade. Once a grade has been submitted and verified to the student’s record, an instructor may change the grade if warranted by submitting a Change of Grade Form to the Office of Registration. Appropriate documentation must also accompany the form.

A request for a change of grade must be initiated by the student within one calendar year from the time the original grade was posted to the academic record.

Withdrawal from College

If a student, for valid personal reasons, is forced to withdraw from the College or to reduce their course load after the expiration of the withdrawal period, they may submit a request for withdrawal to the Vice President for Workforce and Academic Programs.

To obtain a late withdrawal, written notification of intention to withdraw from the College, together with reasons for this decision, must be furnished to the Vice President for Workforce and Academic Programs. The College does not recognize requests for withdrawal during the exam period.

Grades in Developmental Courses

All students who take developmental courses must pass them with a grade of “C” or better in order to progress to the next developmental level or into regular college-level courses in the same discipline.

Academic Honesty

Chesapeake College encourages a mature attitude toward learning and sound academic morale. Cheating, plagiarism and other forms of academic dishonesty including the acquisition, without permission, of tests and other academic material belonging to a member of the College community, and the sale and/or distribution of such material are in violation of College’s policy and subject to disciplinary action.

"**Cheating**" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the help of sources beyond those authorized by the instructor in writing

papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff. Examples of cheating include: pretending that somebody else's work is yours so that you can get a higher grade than your own work merits; falsifying data; and lying in order to extend a deadline or gain some other special advantage.

"**Plagiarism**" includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

A student who has been found to be in violation of academic misconduct may receive a failing grade in the course.

Performing Poorly in a Dual Enrollment Class

It is important for you to perform well in your Dual Enrollment classes as these courses will go on your permanent college transcript. If you are having difficulties in a class, speak to the instructor. If you feel you need to drop a class, consult with your high school guidance counselor and an Admissions Counselor.

Requirements for Continued Enrollment

Students need to complete a new Dual Enrollment Certification form for each semester they wish to attend Chesapeake College. Students may continue to participate in the dual enrollment program if they meet the following criteria:

- Students must maintain a high school GPA of 2.5 or greater.
- Students must have the permission of their high school and parent(s)/guardian(s)
- Students must obtain a "C" or higher in courses taken through Dual Enrollment.

Chesapeake College Disability Support Services

Our Purpose

Consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Chesapeake College is committed to providing equal access and assurance that no qualified person shall by reason of a disability be denied access to, participation in, or the benefits of any program or activity operated by the College. Each qualified person shall receive reasonable accommodations to ensure equal access to educational opportunities, programs and services.

Requesting Services

Students who request reasonable accommodations must self-identify and register with the Accessibility and Student Compliance Coordinator in the Office of Disability Services located in the Dorchester Administration Building (Room D139) on the Wye Mills Campus. Students who request accommodations must complete an Intake

Application and submit documentation of the disability (as defined by the ADA and Section 504) by a qualified professional.

For more information contact the Accessibility and Student Compliance Coordinator at 410-827-5805, or email her at jgordon@chesapeake.edu.

Acknowledgements

This guide was prepared by the Dean for Admissions and Recruitment; and modeled off of the following websites:

Kendall College of Art and Design Ferris University's Dual Enrollment Guide at

https://www.kcad.edu/uploads/docs/KCAD_Dual_Enrollment_Student_Guide_2015-2016.pdf

Academic Integrity and Cheating Resource Webpage at

<http://pages.ucsd.edu/~dkjordan/resources/cheat.html#definition>