



MEMO

DATE: May 22, 2020
TO: Community College Presidents and Chancellors
FROM: Dr. Brian Durham, Executive Director
SUBJECT: SU/SR submissions

In an effort to meet student needs and offer as much flexibility as possible, spring course sections may be extended through June 30, 2020.

Beyond that date, there should be a clear distinction between course sections in the spring and summer terms. To the extent possible, the spring term should end (offering incompletes as needed) and a new course section should be offered as appropriate. Otherwise, there is potential for issues with the calculated midterm date as part of ICCB Spring Course Enrollment (SU/SR) submissions.

Accurate reporting of SU/SR submission information is important to ensure that eligible credit hours are reported properly and allocations derived from these enrollments are fair and equitable to all districts within the Community College System.

- For the upcoming ICCB Spring Course Enrollment (SU/SR) submissions (due July 1, 2020), data should be submitted in the same manner as in the past even if colleges are considering an extension of the spring term for specific courses.
- Report SU/SR Item 9 (Course Section Beginning Date) and Item 10 (Course Section Ending Date) to reflect spring course date adjustments. Even with the permitted extension of the spring term through June 30, 2020, it is expected that the courses will meet the calculated midterm date upon submission of the Spring Course Enrollment (SU/SR) submissions.
- Upon submission, please carefully review the automated SU/SR Spring Instructional Credit Hour Claim Report to ensure accuracy.

Questions related to the SU/SR submission can be sent to Kris Pickford at kris.pickford@illinois.gov. If you expect delays in the SU/SR submission please email Kris Pickford. Any questions related to the ICCB Course Master File can be sent to Tricia Broughton at tricia.broughton@illinois.gov.

cc: Jennifer Franklin, Deputy Director for Finance and Administration
Kris Pickford, Senior Director for Financial Compliance
Tricia Broughton, Associate Director for Academic Affairs