

Standard 5 – Dual Credit Student Review Instructions

As part of the Recognition process, the Illinois Community College Board (ICCB) will be conducting a review of students who are enrolled in dual credit coursework. The instructions for completing this review are noted below.

ICCB will use the dual credit data derived from the ICCB Annual Course (AC) submission to select samples of *courses* and *students* taking dual credit from the previous two completed fiscal years. The samples are contained in an excel spreadsheet with three separate tabs.

Dual Credit Placement Policies and Student Qualifications

Tab 1

Community College Policies: For each course listed in the sample, the following questions must be answered:

1. What placement tests are required?
2. What are the cutoff scores for the placement tests?
3. What course prerequisites are required for entry into the course?

Tabs 2 and 3

Fiscal Years (Student Qualifications): This sample contains the course prefix, course number, Term, PCS code, student's last name, and student's first name for each student. The following questions must be answered:

1. What was the student's grade level at enrollment?
2. What was the student's placement score?
3. Did the student meet the course prerequisites?
4. If the student did not meet placement test and/or course prerequisite requirements, did a college dean waive these requirements?

After the student file is uploaded to the ICCB secured site, **please notify the ICCB Research & Analytics & IT staff** at ICCB.dp@illinois.gov.

Instructions:

Dual Credit student samples **will be available** on the ICCB secured site in a file titled, **FYXX Dual Credit Sample College Name.xlsx**. Once the file is uploaded, Academic Affairs and Student Success will notify the designated ICCB MIS Coordinator.

The dual credit sample data will be transmitted from and to the ICCB via the ICCB secured site.

Here are some key things to note:

- The file contains student level data and must **NOT** be sent or returned to ICCB through email since it is not secure.
- The ICCB secured site must **ONLY** be accessed by the Institutional Research (IR) / Information Technology (IT) Department. The designated ICCB MIS Coordinator at the college is the staff member responsible for the retrieval and submission of the dual credit student sample file.
- The staff responsible for completion of the dual credit sample file needs to work closely with the MIS Coordinator in the retrieval and submission of the file.

- The file submitted through the ICCB secured site must **not have any spaces in the name**; this will hold up the submission process.

Upon submission, please notify the Research and Analytics/IT staff at ICCB.dp@illinois.gov, that the file has been uploaded to the ICCB secured site. For clarity, please include the exact name of the file that was uploaded.

For questions related to the ICCB secured site process and/or protocol, contact ICCB.dp@illinois.gov. For all other questions about the Recognition process, contact Patrick Moore, Senior Director for Academic Affairs and Instruction at patrick.f.moore@illinois.gov.

Thank you for your commitment to compliance.