

Recognition Standard 5 – Dual Credit

Directions: There are two parts to the audit of dual credit that is conducted as part of the recognition review process. The college is required to complete both parts of the dual credit audit and provide the ICCB with the name and contact information for the person(s) responsible for conducting and/or certifying the audit results. **ICCB staff will provide additional instructions and templates to complete this step following the submission of the Recognition Self-Study.**

- Part 1: Student Sample utilizes dual credit data that derives 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 (provided through the secure ICCB ftp website) with three separate tabs, detailed below under “Part 1”.
- Part 2: Faculty requires the college to provide a list of all faculty members teaching dual credit courses in the previous two fiscal years, including their credentials.

PART 1: Dual Credit Placement Policies and Student Qualifications

Tab 1 – College Policies: For each course listed in the sample, the following questions must be answered:

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

Tabs 2 and 3 – Fiscal Years 1 and 2 Sample (Student Qualifications): This sample contains the college number, course prefix, course number, term PCS code, and student names. The following items must be addressed:

1. What was the student’s grade level at enrollment?
2. What was the student’s placement score, if applicable (should correspond with the information provided on Tab 1)?
3. Did the student meet all the course prerequisites?

PART 2: Dual Credit Faculty Qualifications

For all faculty members who taught dual credit in the previously completed two fiscal years, provide the following information within the excel spreadsheet (template provided):

1. Faculty Name
2. List of all courses that were taught in the two fiscal years (including: course title and number) ***PCS codes 1.1 and 1.2 are provided on separate tabs.***
3. Highest degree earned.
4. Degree discipline area
5. Graduate hours in the discipline within which they are teaching.
6. Occupational hours (CTE only).
7. How are the qualifications documented?

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Notes: For faculty members teaching multiple courses, list all courses in the one designated cell. For faculty members teaching PCS 1.1 (transfer) and 1.2 (CTE) courses, list faculty in both sheets accordingly.

Dual Credit Sample File(s) Retrieval and Submission Instructions

The dual credit student sample will be transmitted from and to the ICCB via the secure ICCB FTP/VPN process. The files contain student level data and should **NOT** be sent by email. The FTP site should **ONLY** be accessed by the Institutional Research (IR)/Information Technology (IT) department, and the designated ICCB MIS Coordinator should be the staff member responsible for the retrieval and submission of the dual credit sample file(s). Thus, appropriate Academic/Dual Credit staff responsible for completion of the dual credit sample files will need to work with the MIS Coordinator in the retrieval and submission of the files. When returning the file through the FTP site, do not include any spaces in the file name. Upon submission, send notification to Michelle Dufour at michelle.dufour@illinois.gov and to this email address: ICCB.dp@illinois.gov. If you have questions related to the ICCB FTP site process and protocol, please contact Michelle.

Recognition Standard 5 – Dual Credit: Self Study Items

Recognition Standard 5 states, “Courses offered by the college for high school students during the regular school day at the secondary school shall be college-level and shall meet the following requirements under the ICCB Administrative Rules, Section 1501.507 (11).”

Dual Credit courses offered by the college for high school students during the regular school day shall be college-level and shall meet the following requirements:

- A. State Laws and Regulations and Accreditation Standards. All State laws, ICCB regulations, accreditation standards specified by the North Central Association, and local college policies that apply to courses, instructional procedures and academic standards at the college apply to college-level courses offered by the college on campus, at off-campus sites, and at secondary schools. These policies, regulations, instructional procedures and academic standards apply to students, faculty and staff associated with these courses.
- B. Instructors. The instructors for these courses shall be selected, employed and evaluated by the community college. They shall be selected from individuals with appropriate credentials and demonstrated teaching competencies at the college level. For transfer courses (1.1 PCS), these qualifications include a minimum of a Master’s Degree with 18 graduate hours appropriate to the academic field of study or in the discipline in which they will be teaching. For CTE (1.2 PCS) courses, these qualifications include 2,000 hours of work experience and appropriate recognizable credentials, depending on the specific field.
- C. Qualification of Students. Students accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation and adequate time to devote to studying a college-level course. The students’ course selections shall be made in consultation with high school counselors and/or principals and are restricted to students

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who are able to demonstrate readiness for college-level work, as determined by placement procedures consistent with those that would be used with college level students. The students shall meet all college criteria and follow all college procedures for enrolling in courses. Credit hours generated by freshman and sophomore students for dual credit courses are not eligible for reimbursement.

- D. Placement Testing and Prerequisites. High school students enrolling in college-level courses must satisfy the same course placement tests or course prerequisites as other college level students, when applicable, to assure that they are qualified and prepared.
- E. Course Offerings. Courses shall be selected from transfer courses that have been articulated with baccalaureate institutions in Illinois (see 23 Ill. Adm. Code 1501.309(d)) or from courses in ICCB approved certificate or associate in applied science degree programs.
- F. Course Requirements. The course outlines utilized for these courses shall be the same as for courses offered on campus and at other off-campus sites and shall contain the content articulated with colleges and universities in the State. Course prerequisites, descriptions, outlines, requirements, learning outcomes and methods of evaluating students shall be the same as for on-campus offerings.