

**APPROVED**  
**April 7, 2015**

Item #V-17  
April 7, 2015

## **PROPOSED RULES: DUAL CREDIT COURSES**

**Submitted for:** Action.

**Summary:** This item seeks Board approval of the proposed rules to administer the Dual Credit Quality Act (Public Act 96-164). The Board of Higher Education is responsible for oversight and review of dual credit programs offered jointly by high schools and institutions, except for public community colleges. Pursuant to the Act, the Board is to develop and implement a review process based on the standards enumerated in the Act.

The Illinois Administrative Procedures Act specifies a three-step process for the proposal and adoption of administrative rules: (1) initial Board approval; (2) a publication and public notice period including a period for review by the staff and members of the legislative Joint Committee on Administrative Rules; and (3) final adoption by the Board.

**Action Requested:** That the Board approve the proposed rules for administration of the Dual Credit Quality Act (23 Ill. Adm. Code 1009) to be filed with the Secretary of State for publication in the *Illinois Register*.



STATE OF ILLINOIS  
BOARD OF HIGHER EDUCATION

**PROPOSED RULES: DUAL CREDIT COURSES**

This item requests approval of the proposed rules to administer the Dual Credit Quality Act (P.A. 96-164). Pursuant to the Act, the Illinois Board of Higher Education (IBHE or the Board) is responsible for oversight and review of dual credit programs offered jointly by high schools and institutions, except for public community colleges. The proposed rules provide a review process that incorporates the standards enumerated in the Act.

The benefits of offering dual credit courses to high school students are many. The purpose of the Act and the proposed rules are to accomplish the following: (1) to reduce student college costs; (2) to speed time to degree completion; (3) to improve the curriculum for high school students and the alignment of the curriculum with college and workplace expectations; (4) to help facilitate the transition between high school and college; (5) to enhance communication between high schools and colleges; and (6) to offer opportunities for improving degree attainment for underserved student populations.

Dual credit students are generally in the junior or senior year of high school and have appropriate academic qualifications and motivation for a college-level course. Students meet the college or university course prerequisites and placement testing standards and practices, just as any prospective student who wishes to enroll in the college or university course would, when applicable. Courses are lower-division level, typically first-year courses. Course outlines, syllabi, texts, and all instructional materials are the same as used for college students. Whether a course is offered for both high school and college credit or not is determined at the secondary level.

Once approved by the Illinois Board of Higher Education, the proposed rules will be submitted to the Secretary of State for publication in the Illinois Register. The Illinois Administrative Procedures Act specifies a three-step process for the proposal and adoption of administrative rules: (1) initial Board approval; (2) a publication and public notice period including a period for review by the staff and members of the legislative Joint Committee on Administrative Rules; and (3) final adoption by the Board. Final presentation is tentatively scheduled for the August 2015 Board meeting.

**Staff Recommendation**

Staff recommends the adoption of the following resolution:

*The Illinois Board of Higher Education hereby approves the proposed rules for the Dual Credit Courses (23 Ill. Adm. Code 1009) as detailed in the attached document for publication in the Illinois Register.*

TITLE 23: EDUCATION AND CULTURAL RESOURCES  
SUBTITLE A: EDUCATION  
CHAPTER II: BOARD OF HIGHER EDUCATION

PART 1009  
DUAL CREDIT COURSES

Section	
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1009.20	Definitions
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AUTHORITY: Implementing and authorized by the Dual Credit Quality Act [110 ILCS 27].

SOURCE: Adopted at 39 Ill. Reg.\_\_\_\_\_, effective \_\_\_\_\_.

**Section 1009.10 Purpose**

*The Board of Higher Education is to develop policies to permit multiple appropriate measures using differentiated assessment for granting eligibility for dual credit to students. The measures developed shall ensure that a student is prepared for any coursework in which the student enrolls* (Section 15 of the Act).

This Part does not apply to Illinois community colleges which are subject to administrative rules adopted by the Community College Board for dual credit course requirements (23 Ill. Admin. Code 1501.507 (b)(11)).

**Section 1009.20 Definitions**

“Accredited” means holding institutional accreditation by name as a U.S.-based institution from an accreditor recognized by the U.S. Department of Education

“Act” means the Dual Credit Quality Act [110 ILCS 27].

“Board” means the Illinois Board of Higher Education.

“Dual credit” means an instructional arrangement where an academically qualified student currently enrolled in high school enrolls in a college-level course and, upon successful course completion, concurrently earns both college credit and high school credit.

*“Institution” means an “institution of higher learning” as defined in the Higher Education Student Assistance Act. (Section 5 of the Act)*

“Operating Authority” means, for the purposes of this Part, approval from the Board authorizing an institution to operate in the State under the Private College Act [110 ILCS 1005] and the Academic Degree Act [110 ILCS 1010].

### **Section 1009.30 Institution Approval Requirements**

- a) In order to be approved to offer dual credit courses in Illinois, an institution must maintain the following standards:
  - 1) State Laws and Regulations and Accreditation Standards
    - A) Institutions must have operating authority in the Higher Education Region in which coursework will be offered pursuant to the applicable administrative rules adopted by the Board, 23 Ill. Admin. Code for private colleges and universities and 23 Ill. Admin. Code 1050 for public universities.
    - B) Institutions must provide evidence of accreditation by a body recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation.
    - C) Institutions must comply with all State laws, agency regulations, accreditation standards, and institution policies that apply to courses and instructional procedures.
    - D) All academic standards at the college or university must apply to college-level courses offered by the institution on campus, at off-campus sites, and at secondary schools.
    - E) These policies, regulations, instructional procedures, and academic standards apply to students, faculty, and staff associated with these courses.
  - 2) Faculty
    - A) The instructors for these courses shall be selected, assigned, and evaluated by the college or university. They shall be selected from individuals with appropriate credentials and demonstrated teaching competencies at the college level.
      - i) For transfer courses, these qualifications include a minimum of a Master’s degree with 18 graduate hours appropriate to the academic field or discipline in which they are teaching.

- ii) For Career and Technical Education (CTE) courses, these qualifications include 2,000 hours of work experience and the appropriate recognizable credential depending on the specific field.
  - B) *Institutions shall provide high school instructors with an orientation in course curriculum, assessment methods, and administrative requirements before high school instructors are permitted to teach dual credit courses (Section 20 of the Act).*
  - C) *Dual credit instructors must be given the opportunity to participate in all activities available to other adjunct faculty, including professional development, seminars, site visits, and internal communication, provided that such opportunities do not interfere with an instructor's regular teaching duties (Section 20 of the Act).*
- 3) Qualification of Students
- A) 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.
  - B) Students shall select dual credit courses in consultation with high school counselors and/or principals and participation is restricted to those 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 at the offering institution of higher education.
  - C) Students shall meet all college criteria and follow all college or university procedures for enrolling in courses.
- 4) Placement Testing and Prerequisites  
High school students enrolling in college-level courses must satisfy course placement tests or course prerequisites established and administered by the college or university when applicable to ensure that they have the same qualifications and preparation as other college students.
- 5) Course Offerings  
Institutions shall offer for dual credit only coursework that is also offered on campus. Courses must have been articulated with at least three regionally-accredited Illinois universities.
- 6) Course Requirements
- A) The content of each dual credit course shall be the same as courses offered on campus and at other off-campus sites and shall contain the same

content as the master course that has been articulated with coursework at Illinois institutions.

- B) Course prerequisites, descriptions, outlines, requirements, learning outcomes, and methods of evaluating students shall be the same as for on-campus offerings.
  - C) *Every dual credit course must be reviewed annually by faculty through the appropriate college or university department to ensure consistency with campus courses* (Section 20 of the Act).
- 7) **Publications and Information**  
Higher education institutions offering dual credit courses must provide students with catalog information including: course descriptions, course prerequisites, enrollment and admissions processes, course costs, fail and repeatability policies, transcripts and records information, and information about where earned credits will be accepted.
- 8) **Distance Education**
- A) The institution must provide students, faculty, and staff with effective technical support and training for any educational technology hardware, software, and delivery system that will be used.
  - B) The help desk function must be available to students during hours when it is likely to be needed, which shall be, at a minimum, 18 hours a day.
  - C) Appropriate admissions processes, policies, and assessments must be used to ensure that students are capable of succeeding in an online environment and that students are adequately informed of the nature and expectations of online learning.
  - D) Appropriate measures of security systems must be maintained.
  - E) Assessments of student learning, especially exams, must take place in circumstances that include student identification and assurance of the integrity of student work.

#### **Section 1009.40 Application for Approval**

- a) Prior to offering dual credit courses in Illinois, institutions must seek approval from IBHE and provide evidence of compliance with the requirements outlined in this Part.

- b) Following receipt of an institutional application, Board staff will review the documentation submitted and make a determination on an institution's compliance with the Act and this Part.
- c) Following the staff's decision to approve or deny the application, a letter signifying the decision will be sent to the institution.
- d) A letter of approval will serve as official authorization for the institution to offer dual credit courses in Illinois.

#### **Section 1009.50 Reporting Requirements**

- a) *Each institution shall report annually to the Board of Higher Education. The reports shall include, but not be limited to, the following data:*
  - 1) *Number and description of dual credit courses.*
  - 2) *Faculty teaching dual credit courses and their academic credentials.*
  - 3) *Enrollments in dual credit courses.*
  - 4) *Sites of dual credit offerings.*

(Section 30 of the Act).
- b) *The Board of Higher Education shall include information regarding student participation and performance in dual credit programs and their success in postsecondary education in a state wide longitudinal data system. (Section 30 of the Act)*
  - 1) *The data system shall track dual credit students and courses on student records (Section 30 of the Act).*
  - 2) *Analysis of data relating to student success in dual credit courses as well as performance in postsecondary education must be incorporated into the evaluation of dual credit programs in both high school and college (Section 30 of the Act).*

#### **Section 1009.60 Concurrent Credit**

The determination of whether a college course is offered for concurrent high school and college credit shall be made at the secondary level, according to the school's policies and practices of the district.

#### **Section 1009.70 Board Review**

The staff of the Board may conduct reviews and/or visitations of authorized institutions and high school partner sites as necessary for the implementation of the Act and this Part. Board staff may review all course offerings, in cooperation with institutional staff, to verify the institution's implementation and maintenance of the conditions that were presented in its applications and that formed the basis upon which the authorizations were granted.

### **Section 1009.80 Revocation of Authority**

The staff of the Board may deny a continuation of initial approval if the institution:

- a) Has failed to permit any duly authorized representative of the Board to enter upon the premises of the institution and to inspect or otherwise examine the institutional records regarding dual credit offerings in Illinois;
- b) Has failed to maintain the conditions under which the institution was authorized;
- c) Has a loss of accreditation with an accrediting body with which the institution is or was affiliated; or
- d) Has a memorandum, letter, or report issued by federal or state regulatory agencies or offices of attorneys general, offices of inspectors general, or similar bodies that affect an institution's status with those bodies.

