



Illinois Board of Higher Education

The Division of Academic Affairs
 1 N. Old State Capitol Plaza, Suite 333 • Springfield, IL 62701

Illinois Dual Credit Compliance Form

Name of Institution _____ Name of Institutional Contact _____

Please complete **one form for all institutional dual credit activity** and email the application materials to dualcredit@ibhe.org. If Distance Education is Not Applicable, please write Not Applicable in the initials box.

REQUIREMENTS	INITIAL
STATE LAWS AND REGULATIONS AND ACCREDITATION STANDARDS	
The institution has operating authority, in the Higher Education Region(s) in which coursework will be offered under IBHE rules (23 Ill. Admin. Code 1030 (Program Review (Private Colleges and Universities)) for private colleges and universities). List all proposed region(s) for dual credit	
The institution is accredited by an accrediting body recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation. List accrediting body	
The institution complies with all State laws, State agency regulations, accreditation standards, and institution policies that apply to courses and instructional procedures.	
All academic standards apply to college-level courses offered by the institution on campus, at off-campus sites, and at secondary schools.	
The institutional policies, regulations, and instructional procedures and academic standards apply to students, faculty, and staff associated with these courses.	
FACULTY	
The instructors for these courses are selected, assigned and evaluated by the college or university. The instructors are selected from individuals with appropriate credentials and demonstrated teaching competencies at the college level. <ul style="list-style-type: none"> • 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. • 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. 	
The institution provides 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.	
Dual credit instructors are given the opportunity to participate in all activities available to other adjuncts.	
QUALIFICATIONS OF STUDENTS	
Students accepted for enrollment in college-level courses have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college level course.	
Students 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.	
PLACEMENT AND TESTING	
High school students enrolling in college-level courses 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.	
COURSE OFFERINGS	
Institutions offer dual credit coursework that is also offered on campus.	
Courses must have been articulated with at least three regionally-accredited Illinois universities.	
COURSE REQUIREMENTS	

The content of each dual credit course is the same as courses offered on campus and at other off-campus sites and contains the same content as the master course that has been articulated with coursework at Illinois institutions.	
Course prerequisites, descriptions, outlines, requirements, learning outcomes and methods of evaluating students are the same as for on-campus offerings.	
Every dual credit course is reviewed annually by faculty through the appropriate college or university department to ensure consistency with campus courses.	
PUBLICATIONS AND INFORMATION	
Higher education institutions offering dual credit courses 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 situations in which earned credits will be accepted.	
DISTANCE EDUCATION	
The institution provides students, faculty and staff with effective technical support and training for any educational technology hardware, software and delivery system that will be used.	
The help desk function is available to students during hours when it is likely to be needed, which shall be, at a minimum, 18 hours a day.	
Appropriate admissions processes, policies and assessments are 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.	
Appropriate measures of security systems are maintained.	
Assessments of student learning, especially exams, take place in circumstances that include student identification and assurance of the integrity of student work.	
ANNUAL REPORTING REQUIREMENTS	
Each institution shall report annually to IBHE. The reports include, but not be limited to, the following data: <ol style="list-style-type: none"> 1. Number and description of the 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. 5. Class lists (student names and grades). 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 statewide longitudinal data system. <ol style="list-style-type: none"> 1. The data system shall track dual credit students and courses on student records. 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. 	
Agency Official Use Only	

Submission of this form certifies that the institution assures compliance with the Dual Credit Quality Act (110 ILCS 27). Although specific proof of evidence isn't requested for each requirement, please note that desk audits may be conducted for all institutions at later date to ensure compliance.

Name of Main Dual Credit Contact: _____ Signature: _____

Title of Main Dual Credit Contact: _____ Date: _____

Telephone: _____ Email: _____