



## Dual Credit Compliance Form

Name of Institution: \_\_\_\_\_

**Instructions:** Please complete one form per request for dual credit authorization and email the application materials to [dualcredit@ibhe.org](mailto:dualcredit@ibhe.org). If distance education is NOT offered, please write "not applicable or N/A" in the initials box.

REQUIREMENTS	INITIAL
<b>STATE LAWS AND REGULATIONS AND ACCREDITATION STANDARDS</b>	
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). <u>List proposed region(s) for dual credit:</u> _____	
The institution is accredited by an accrediting body recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation. <u>List accrediting body:</u> _____	
The institution has an appropriate student complaint procedure and agrees to the Board's oversight and authority in consumer complaint resolution.	
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, instructional procedures, and academic standards apply to students, faculty, and staff associated with the courses.	
<b>FACULTY</b>	
Instructors for the courses are selected, assigned and evaluated by the college or university. Instructors have appropriate credentials and demonstrate teaching competencies at the college level. <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	
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.	
<b>QUALIFICATIONS OF STUDENTS</b>	
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.	
<b>PLACEMENT AND TESTING</b>	
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 they have the same qualifications and preparation as other college students.	
<b>COURSE OFFERINGS</b>	
Institutions offer dual credit coursework that is also offered on campus.	
Courses must have been articulated with at least three regionally accredited four-year Illinois universities. <u>Attach documentation</u>	

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.	
Dual credit course prerequisites, descriptions, outlines, requirements, learning outcomes and methods of evaluating students are the same 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	
<p>Each institution shall report dual credit activity annually to IBHE. The submission includes, but not limited to, the following data:</p> <ol style="list-style-type: none"> <li>1. Number and description of dual credit courses</li> <li>2. Faculty teaching dual credit courses and their academic credentials</li> <li>3. Student enrollments in dual credit courses</li> <li>4. Sites/locations of dual credit offerings</li> <li>5. Class lists (student names and grades)</li> <li>6. Progress reporting of faculty professional development plans (if applicable)</li> </ol> <p>IBHE includes information regarding student participation and performance in dual credit programs and their success in postsecondary education in a statewide longitudinal data system.</p> <ol style="list-style-type: none"> <li>1. The data system tracks dual credit students and courses on student records.</li> <li>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.</li> </ol>	
<b>Agency Official Use Only</b>	

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

Name of Main Dual Credit Contact: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_