



# DUAL CREDIT



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*In my junior and senior years I will be able to take 8 JJC Dual Credit classes which will allow me to have 24 credit hours. I will be able to start college as a sophomore.*  
--Sarah Knight, Minooka High School Dual Credit Student

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2018/2019

Instructor Handbook

The Dual Credit program is a partnership between JJC and area high schools and career centers. Junior and senior high schools students earn both high school and college credit upon successful completion of Dual Credit courses.

# Dual Credit

## Instructor Handbook

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## INTRODUCTION

The purpose of this handbook is to provide information on Joliet Junior College's Dual Credit program. This handbook includes information about the program, services, and procedures for instructors.

Joliet Junior College offers opportunities for high school students to earn college credit at the college campuses, district high schools, and career centers. Joliet Junior College offers services and support to assist students, parents, and instructors in order to facilitate enrolling in the dual credit courses.

### Contact

Office of Dual Credit  
JJC Main Campus  
1215 Houbolt Road, D-1004  
Joliet, IL 60431  
Phone: (815) 280-6927  
Fax: (815) 280-6930  
Email: [officeofdualcredit@jjc.edu](mailto:officeofdualcredit@jjc.edu)

Amy Kittle, Manager, Dual Credit & P-20 Partnerships  
815-280-7708, [aluck@jjc.edu](mailto:aluck@jjc.edu)

Jennifer Majchrzak, Dual Credit Specialist  
815-280-6926, [jmajchrz@jjc.edu](mailto:jmajchrz@jjc.edu)

Amanda Englehart, Dual Credit Specialist  
815-280-6921, [aengleha@jjc.edu](mailto:aengleha@jjc.edu)

For further information, visit the JJC Dual Credit website:  
<http://www.jjc.edu/getting-started/admissions/dual-credit>

## PURPOSE OF DUAL CREDIT

Dual Credit offers an opportunity for high school students to conveniently earn college credits during their regular high school day. Students are able to reduce their overall college costs, as JJC-approved Dual Credit courses are free to high school students. An enhanced high school curriculum better prepares students for the rigors of college-level coursework, easing the transition from high school to college. Many Dual Credit courses are transferrable, allowing students to complete their college degree or certificate in less time.

## HIGH SCHOOLS AND CAREER CENTERS

JJC seeks to provide education and training through Dual Credit that facilitates the transition of high school students to college career and transfer programs. Access to college credit offerings is an important goal of JJC and the community served by JJC.

The following high schools and career centers have partnerships with JJC for Dual Credit:

BLOOMINGTON AREA CAREER CENTER  
BOLINGBROOK HIGH SCHOOL  
COAL CITY HIGH SCHOOL  
DWIGHT HIGH SCHOOL  
GARDNER SOUTH WILMINGTON HIGH SCHOOL  
GRUNDY AREA VOCATIONAL CENTER  
JOLIET CATHOLIC ACADEMY  
JOLIET CENTRAL HIGH SCHOOL  
JOLIET WEST HIGH SCHOOL  
LEMONT HIGH SCHOOL  
LINCOLN WAY CENTRAL HIGH SCHOOL  
LINCOLN WAY EAST HIGH SCHOOL  
LINCOLN WAY WEST HIGH SCHOOL  
LOCKPORT EAST HIGH SCHOOL  
MINOOKA CENTRAL HIGH SCHOOL  
MORRIS COMMUNITY HIGH SCHOOL  
PLAINFIELD CENTRAL HIGH SCHOOL  
PLAINFIELD EAST HIGH SCHOOL  
PLAINFIELD NORTH HIGH SCHOOL  
PLAINFIELD SOUTH HIGH SCHOOL  
REED CUSTER HIGH SCHOOL  
SENECA HIGH SCHOOL  
TECHNOLOGY CENTER OF DUPAGE  
THORNRIDGE HIGH SCHOOL  
THORNTON TOWNSHIP HIGH SCHOOL  
THORNWOOD HIGH SCHOOL

## BENEFITS OF DUAL CREDIT

### Students

#### **Earn College Credit Prior to High School Graduation**

Dual Credit courses are transferable and speed up the time to college degree completion.

#### **Reduces Overall College Costs**

JJC Dual Credit courses are free to high school students.

#### **Student Access**

High school students are considered JJC students, and therefore are granted access to JJC resources and activities on campus.

#### **Convenience**

High school students can take the courses as part of the regular school day.

#### **Facilitates the Transition between High School and College**

Dual Credit courses help prepare students for the transition to college by engaging them in college-level work and developing pathways to degree attainment.

### Instructors

#### **Tuition Waiver**

Dual Credit instructors are eligible for a tuition waiver for one course of up to five credit hours per term. To apply, the instructor must complete an Academic Tuition Waiver.

#### **Staff Development**

Professional Development opportunities sponsored by JJC are available to Dual Credit instructors.

#### **Adjunct Teaching at JJC**

Dual Credit instructors are eligible to apply for summer and evening adjunct instructor assignments. Please apply directly to the department chair to be considered for these assignments.

### **Staff Photo ID/Library Card**

A JJC Staff ID card can be obtained at Main Campus Photo ID Services or the Romeoville Campus Resource Center. This card also provides access to the JJC Library resources.

## **COURSES AVAILABLE FOR DUAL CREDIT**

### **General Education**

General education courses are usually introductory courses in the arts and sciences intended to provide students with a broad educational experience.

### **Career and Technical Education (CTE)**

Career and technical education is a term applied to schools, institutions, and educational programs that specialize in the skilled trades, applied sciences, modern technologies, and career preparation.

Most CTE courses offered as Dual Credit may be applied to the Associate of Applied Science (AAS) degree at JJC, but they generally do not transfer. A student who attends JJC after high school may use this earned credit, but the AAS degree itself is not intended for transfer.

## GENERAL TIMELINES

### APRIL 1<sup>ST</sup> – 4<sup>TH</sup> WEEKS

Credentials submitted to the Office of Dual Credit for any new instructors for the following year.

Credentials reviewed by Department Chairs for preliminary approval. Official materials submitted to JJC Office of Human Resources.

Department chair interviews candidates for final approval.

Last day to drop for spring courses (dates vary).

### MAY 1<sup>ST</sup> WEEK

Send Dual Credit Course Master Schedule from High School/Career Center to Office of Dual Credit

### MAY 4<sup>TH</sup> WEEK

Final Grade Reports due for spring semester and yearlong classes.

### JULY 2<sup>ND</sup> WEEK

ACT/SAT Score Deadline

High School Transcripts Deadline (indicating course prerequisites)

### JULY 3<sup>RD</sup> WEEK

New instructors are assigned JJC email accounts for all reports and access to resources.

Confirm/Correct fall term and yearlong course offerings.

### MID-AUGUST

Post Instructor Cover Sheets and Enrollment Summary forms for Instructors.

Post Student Registration Forms for Instructors.

Assist with Online Application to obtain JJC Student ID Number.

Send Course Registration forms to Office of Dual Credit (deadline is listed on student registration form).

### EARLY SEPTEMBER

Preliminary Course Roster sent to instructors by Office of Dual Credit. Instructors review and contact the Office of Dual Credit with discrepancies.



Course syllabi for fall and yearlong courses submitted to Office of Dual Credit for Departmental review.

Letters sent by JJC to students who could not be enrolled for the fall term and/or yearlong courses.

#### MID-SEPTEMBER/OCTOBER

Final Course Rosters for the fall term and yearlong sent to instructors by Office of Dual Credit. Instructors review and correct.

Midterm Enrollment Verification Report for the fall term to be completed online by each instructor.

#### NOVEMBER

Confirm spring term course offerings from the Master Schedule.

Last day to drop for fall courses (dates vary).

#### DECEMBER/JANUARY

Final Grade Reporting for the fall term classes due.

Post Instructor Cover Sheets and Enrollment Summary forms for Instructors.

Post Student Registration forms for instructors.

Assist with Student Online Application to obtain JJC Student ID Number.

Send Course Registrations to Office of Dual Credit (date is listed on student registration forms).

Preliminary Course Roster sent to instructors by the Office of Dual Credit.

Instructors review and correct.

#### JANUARY

Midterm verification for year-long courses begun in fall due first week of January.

Course syllabi for spring courses submitted to Office of Dual Credit for departmental review.

Final Course Roster for spring term sent to instructors by the Office of Dual Credit.

Letters sent by JJC to students who could not be enrolled for the spring term.

#### MARCH

Midterm Enrollment Verification Report for the spring term to be completed online by each instructor.

Last day to drop for year-long fall courses.

Ongoing for all Math, English, and classes with mandatory placements:

Student Dual Credit Online Application for JJC ID student number (needed before taking the JJC placement test).

ACT scores sent to JJC.

Placement Testing – Prior to Course Registration

## BECOMING A JJC DUAL CREDIT ADJUNCT INSTRUCTOR

Dual credit teachers must be credentialed in the same manner as full-time and adjunct instructors for the college. Students completing dual credit courses receive official college transcripts from JJC with no separate indication of dual credit, and transfer institutions expect that the dual credit sites have complied with the requirements of the Illinois Dual Credit Quality Act, the Illinois Community College Board, and the Higher Learning Commission of the North Central Association.

After reviewing credentials requirements, interested and qualified candidates for teaching should complete the **Instructor Information Form** found in the Forms section of this handbook. The completed form should be faxed to the Office of Dual Credit at 1-815-280-6930.

### The Credential Review Process

Complete credential packets should be submitted to the Office of Dual Credit. A complete packet consists of the following:

- Copies of appropriate licensures/certification (excluding K-12 certification).
- Official transcripts from *all* institutions of higher education attended. (NOTE: When a graduate degree is not in the teaching discipline, accumulating 18 credits in the discipline from various institutions will generally qualify an individual to teach.)
- *Curriculum vitae*/résumé.
- Documentation of work experience and/or industry certification, if required for CTE classes.
- All official transcripts and other documentation should be directed to Amy Kittle at [aluck@jjc.edu](mailto:aluck@jjc.edu) .

Credentials are forwarded to the appropriate JJC Department Chair to review qualifications. The Chair then interviews potential candidates at the high school or

career center and makes the final determination to accept the teacher for dual credit.

## Transfer versus Career and Technical Credentials

Credentials for teachers of dual credit courses intended for transfer require strict compliance. CTE curriculum allows for some consideration of experience in the field and may include separate licensures.

Transfer Credentials	CTE Credentials
<ul style="list-style-type: none"><li>▪ A master's degree in the teaching discipline.</li></ul> OR <ul style="list-style-type: none"><li>▪ A master's degree with 18 graduate hours in the teaching discipline.</li></ul> <p>NOTE: A "discipline" is quite specific. For example, a degree in biology does not qualify a person to teach chemistry; a degree in political science does not qualify a person to teach sociology.</p>	<ul style="list-style-type: none"><li>▪ Must have a degree one level above that of courses being taught or developed with tested experience showing certification or licensure within the content area.</li><li>▪ Alternative Credentials (AC) for instruction must identify course work equivalencies through competency, effectiveness, capacity, licenses/certifications, continuing education hours, awards</li></ul>

NOTE: In general, graduate courses should be chosen in the academic department of the discipline, not the Education Department.

## High School versus College Credentials

High school teachers often ask why the credentials and certifications for high school teaching differ from the requirements for college teaching. A brief summary of differences appears in the table below:

Community College Credentials	High School Credentials
<p><b>Governance:</b> Illinois Community College Board (ICCB)</p> <p><b>Accreditation:</b> Higher Learning Commission (HLC) of the North Central Association</p> <p><b>Coursework:</b> Master's degree in the discipline; master's degree in a different field with 18 graduate credits in discipline; Alternative Credentialing for some non-transfer disciplines</p> <p><b>Licensure/Certification:</b> Illinois state teacher certification does not equate to higher education certification.</p>	<p><b>Governance:</b> Illinois State Board of Education (ISBE)</p> <p><b>Accreditation:</b> Commission on Accreditation and School Improvement (CASI) of the North Central Association until 2006; now AdvancED</p> <p><b>Coursework:</b> Required credits vary, but undergraduate degrees are accepted for licensure.</p> <p><b>Licensure/Certification:</b> Professional Educator License and Endorsements</p> <p><b>Tests:</b> Appropriate scores for TAP, ACT, or SAT, Content-area test, APT (Assessment of Professional Teaching) score</p>

## INSTRUCTOR RESPONSIBILITIES AND NON-COMPLIANCE POLICY

In order to meet the requirements of Dual Credit legislation and the Memorandum of Understanding between JJC and each Dual Credit site, instructors must meet specific responsibilities. A policy for non-compliance is in place for addressing concerns.

### Responsibilities

Each of the responsibilities listed below must be addressed in a timely fashion to meet JJC deadlines. The Dual Credit Program General Timeline Checklist provides further detail on these deadlines.

- ✓ Develop or update an individual course syllabus each semester and distribute it to students, either in print or electronically. All templates for JJC course syllabi are available at [www.curricunet.org/joliet](http://www.curricunet.org/joliet), and all required content is identified in the templates and on the Canvas Learning Management site entitled JJC Dual Credit Instructors.
- ✓ Submit each course syllabus each semester to the Canvas Learning Management site for review by academic department chairs or appropriate departmental coordinators. A rubric of requirements is available on the site.
- ✓ Submit any renewed state or professional licenses or credentials required to teach the class.
- ✓ Have students complete the registration form for the course. Details are provided in this Handbook in the section entitled Dual Credit Registration Procedures.
- ✓ Verify the accuracy of class rosters. Details are provided in the section entitled Checking that Students Are Registered.
- ✓ Maintain complete records of attendance and student grades and submit the electronic Midterm Verification Report for attendance and Final Grade Submission to meet JJC deadlines.
- ✓ Participate in the classroom observation process annually. The academic department chair or coordinator for specific curriculum will conduct the visit and complete the standard JJC Classroom Observation Form, which is shared with the instructor only and is housed in JJC's Office of Human Resources. The observer will also meet briefly to provide assistance with duties and responsibilities and answer any questions.
- ✓ Participate in any Dual Credit training and discipline-specific workshops provided by JJC.

## Non-Compliance Policy

If any Dual Credit instructor fails to comply with the responsibilities listed above, the procedures for addressing compliance are as follows:

1. The Office of Dual Credit, coordinating with the academic department chair, will notify the instructor of non-compliance in writing. The department chair or discipline-specific coordinator/observer will meet with the Dual Credit instructor to offer assistance with concerns, such as syllabi development, course assessments, resource materials, orientation, or administrative procedures and duties.
2. If non-compliance continues, a warning letter will be sent to the Dual Credit instructor and the principal or appropriate administrator of the high school or career center.
3. If non-compliance is not rectified after the second warning, the instructor may be removed from teaching future classes in the Dual Credit Program.

## ACCESSING INSTRUCTOR'S EMAIL ACCOUNT, E-RESOURCES, AND CANVAS

Dual Credit instructors receive a JJC email account, which is essential for communications, accessing student records and reports, and accessing the site for Dual Credit Instructors in the Canvas Learning Management System. The email login is the universal login for JJC, including e-resources, Canvas, Library databases, and the JJC Portal.

### JJC Email

New instructors will receive the following email notifications when the new email account is complete: *"An account has been created for the new user John Doe username; jdoe."*

Additionally the Office of Dual Credit will email the instructor at the high school or career center address to notify him or her that the JJC email account is ready to access.

**To access, change, or find a password, follow the steps below:**

1. Go to [www.jjc.edu](http://www.jjc.edu).
2. Choose **Faculty and Staff** at the upper right.
3. Select **ID/Username/Password Help**.
4. Follow links to find or change a password or unlock an account.

NOTE: JJC requires a change of password every 180 days.

**To access the email account, follow the steps below:**

1. Go to [www.jjc.edu](http://www.jjc.edu).
2. Choose **Faculty and Staff** at the upper right.
3. Select **Login to Faculty/Staff Office 365 Email**.
4. Type in your username and password.

Staff Technical Support Services (815-280-2222) are available Monday through Friday from 7:00 am to 10:00 pm and Saturday from 8:00 am to 4:00 pm.

## E-resources and Reports

E-resources is the essential site for instructors to access class rosters, midterm reports, final grades, and a variety of other resources.

**To access e-resources, follow the steps below:**

1. Go to [www.jjc.edu](http://www.jjc.edu).
2. Choose **Faculty and Staff** at the upper right; select **eResources**.
3. Select **Login** tab.
4. Type in your username and password

## Canvas Learning Management System

The Office of Dual Credit has a site on the Canvas Learning Management System entitled JJC Dual Credit Instructors. The Site has information, resources, and places for posting course syllabi and other curriculum materials.

**To access Canvas, follow the steps below:**

1. Go to [www.jjc.edu](http://www.jjc.edu).
2. Choose **ICAMPUS** at the upper right.
3. Type in your username and password.
4. Pull down **Courses** menu; select **JJC Dual Credit Instructors**.
5. Explore the site.



## FACILITATING THE JJC DUAL CREDIT STUDENT APPLICATION

All students **MUST** apply to JJC to receive a JJC student ID number which is necessary to enroll in a Dual Credit course. Students need to have or know their Social Security number to complete the online application. Students who do not have a Social Security number, should contact the Admissions Office at (815)280-2493 for assistance in completing the paper application necessary to receive a JJC identification number.

If a student already has a JJC ID number, he or she does not need to re-apply to JJC again for Dual Credit. If a student does not remember his or her JJC ID number, the student must retrieve the ID number following the steps listed under **Retrieving a Student's JJC ID Number**.

### Application for Dual Credit

**To apply for Dual Credit at JJC, follow the steps below:**

1. Go to [www.jjc.edu](http://www.jjc.edu).
2. Choose **Getting Started**.
3. Under **Admissions** heading, select **Dual Credit**.
4. Select **Dual Credit Application** in step 4.
5. Complete the six screen application.

After completing the application, a final message will appear:

*"Thank you for applying! We have received your information for application to Joliet Junior College, and we are pleased to welcome you to Joliet Junior College!*

*Our system is still processing your information. Please print this page for reference. Students are provided a free JJC email account within 24-72 hours after completing the online application. Please visit the ID/Username/Password Help page within the next couple of days to access your JJC account and obtain your JJC ID number. If you are a twin, a triplet, or a multiple birth AND your sibling has also applied to JJC, your JJC ID will not appear. Please call the Office of Dual Credit at 815-280-6927.*

*You will be receiving important correspondence from JJC through your JJC email account, so be sure to check it regularly."*

**NOTE:** A JJC ID number is required prior to taking any placement tests and to register for courses through JJC.

## Retrieving a Student's JJC ID Number

To retrieve a student's ID number and email information, follow the steps below:

1. Go to [www.jjc.edu](http://www.jjc.edu).
2. Choose **Tools** at the upper right; select either **Current Students**.
3. Select the link for **ID/Username/Password Help**.
4. Follow additional links to locate an ID number, locate or change a password, or unlock a locked account.
5. Be ready to print or write an ID number. It only remains on the screen for 60 seconds.

## Undocumented Students

When a student does not have a Social Security number, the student must:

- ✓ Obtain a current transcript from the high school(s) attended to show proof of being a student in the United States.
- ✓ Have a picture ID from the high school.
- ✓ Visit the Admissions Office at Joliet Junior College - Main Campus to complete a paper application. The student must bring high school transcripts and school ID.
- ✓ Admissions will assign the student a JJC ID number.

## Contact

Admissions Office  
JJC Main Campus  
1215 Houbolt Road, A-1020  
Joliet, IL 60431  
Phone: (815) 280-2493  
Fax: (815) 280-6740  
Email: [admission@jjc.edu](mailto:admission@jjc.edu)

## DUAL CREDIT REGISTRATION PROCEDURES

Dual Credit instructors will receive a notification email from both Joliet Junior College and the JJC Office of Dual Credit explaining when they may access their classroom registration forms and cover sheets on JJC's website for each Dual Credit course.

This form will establish the official class roster.

1. Log on to JJC's webpage for Dual Credit Instructors: Master Course Schedules and Registration Forms (Instructors may want to add this link to Favorites for quick access).
2. Scroll down and select your high school.
3. Select your name.
4. Print as many copies as needed.
5. Assist your students in completing the Dual Credit registration form using a pen (black or blue). Instruct them to write their JJC ID number in the boxes.
6. Please remind them to sign the form.
7. Review the completed Dual Credit registration forms for accuracy.
8. Complete and attach the required enrollment summary sheet for each class section. Please follow instructions listed on the form.
9. Forms may be submitted by:
  - a. Scan and email the forms electronically to the Office of Dual Credit: [OfficeOfDualCredit@jjc.edu](mailto:OfficeOfDualCredit@jjc.edu).
  - b. Fax forms to the Office of Dual Credit at 815-280-6930.
  - c. Mail or drop off forms to the Office of Dual Credit, JJC Main Campus, 1215 Houbolt Road, D-1004, Joliet, IL 60431

NOTE: Students not registering for Dual Credit must complete a registration form indicating that they are not pursuing the course for college credit.

## VERIFYING STUDENT ROSTER

Dual Credit instructors will receive an email with student rosters for each course section from the Office of Dual Credit. Electronic rosters may be accessed as follows any time.

**To access electronic rosters, follow the steps below:**

1. Go to [www.jjc.edu](http://www.jjc.edu).
2. Choose **Faculty and Staff** at the upper right; select **eResources**.
3. Select **Login** tab.
4. Type in your username and password.
5. Select **Faculty** on right column.
6. Select **Class Rosters**.
7. Select Class Information.
8. Print Roster.

NOTE: Please check to confirm every student registered for Dual Credit is listed on each roster. Notify the Office of Dual Credit to correct the class roster prior to the registration deadline.

## INSTRUCTOR'S PROCEDURE TO WITHDRAW/DROP A STUDENT

By enrolling in Dual Credit courses, students have created an academic record/transcript at JJC. It is advisable for students who are not succeeding with a grade of C or better to withdraw from the course. Below is the procedure for instructors to withdraw/drop students from their Dual Credit course(s). **NOTE: Both Withdrawals and course grades of D or F will have an impact on future financial aid.**

1. The Office of Dual Credit needs to be contacted to withdraw/drop a student from the JJC Dual Credit course(s). If the student is dropped before midterm reports, no permanent record of enrollment is placed on the transcript. If the student withdraws after the midterm date and before the last day to drop, the student will receive a "W" on his or her transcript.
2. The instructor, counselor, or administrator must complete the **Instructor-Initiated Withdrawal** form located in the Forms section of this handbook and available on JJC's Dual Credit webpage. The instructor, counselor, or administrator will need to provide the student's JJC ID number, course number, and section number listed on the registration form of the class roster. For deadlines, see the Important Alerts box below.
3. Every course has its own withdrawal date. E-mail or fax the completed Instructor-Initiated Withdrawal form to the Office of Dual Credit. After the student has been withdrawn, the instructor will receive a revised roster via e-mail. An updated roster will also be available in eResources.
4. If the student is not withdrawn/dropped by the date listed on the final roster, the student may receive a failing grade in the Dual Credit course, AND the grade will appear on the official JJC transcript.

### IMPORTANT ALERTS!

If the midterm date falls on a holiday, weekend, or a school break, the drop form must be submitted by noon on the last business day before the holiday, weekend or school break.

After the midterm date, only the student, counselor, or instructor can request the student be dropped from the course by the final day to drop. Parents may not withdraw students.

The student procedure to withdraw/drop a course is located in the Student Procedure Pages of this handbook titled A Student Guide to Withdraw/Drop a Dual Credit Course

## ACADEMIC CAUTION

When a Dual Credit student receives a D or an F in a previous Dual Credit class, this student will be placed on **Academic Caution**. Academic Caution prevents high school Dual Credit students from taking any future Dual Credit classes throughout their high school careers.

Students may be withdrawn from a class prior to the midterm date without generating a JJC transcript or record of enrollment.

Students may be withdrawn after the midterm date and prior to the last day to drop. These students will receive a W on the JJC transcript.

Please refer to the Instructor Procedure to Withdraw/Drop a Student and the Student Procedure Pages of this Handbook explaining the dropping/withdrawing procedures. Both grades of D, F, and W impact future financial aid.

NOTE: After the official last day to drop has passed, the instructor must submit a letter grade for the course.

## MIDTERM ENROLLMENT REPORT PROCEDURE

Midterm Enrollment Reports are completed electronically for all Dual Credit courses. The Midterm Enrollment Report is an official enrollment report and is required by the Illinois Community College Board as a part of the audit process. It **MUST** be completed as soon as possible after midterm. The Office of Dual Credit will send reminders and procedures to the high school email accounts of all Dual Credit instructors.

Midterm reporting will not be posted on eResources until 1 day after the official Midterm date for each class. The official Midterm date is listed on your Preliminary and Final Rosters.

**To access Midterm Reporting, follow the steps below:**

1. Go to [www.jjc.edu](http://www.jjc.edu).
2. Choose **Faculty and Staff** at the upper right; select **eResources**.
3. Select **Login** tab.
4. Type in your username and password.
5. Select **Faculty**.
6. Select **Midterm Reporting**.
7. Select the appropriate term in the pull-down menu and Enter.
8. Select the appropriate course in the pull-down menu and Enter.
9. The class roster will appear with bullet points for reporting **Pursuing** or **Not Pursuing** for each student.
10. Mark **Pursuing** for all students still attending class. Mark **Not Pursuing** for students who are no longer attending at all, and type in the last date of attendance. Students will receive an email through their JJC accounts from the Registrar indicating that they are Not Pursuing credit. They will be advised to withdraw.
11. If a student is no longer seeking Dual Credit for the course, the **JJC Office of Dual Credit needs to be contacted to withdraw/drop the student from the JJC Dual Credit course**.

NOTE: The Midterm Report is to verify attendance, NOT for entering a Midterm Grade. Marking a student as Not Pursuing does NOT drop the student. The student will still appear on the roster.

Instructors seeking to withdraw/drop a student, please refer to the Instructor Procedure to Withdraw/Drop a Student section of the handbook. The Instructor Initiated Withdrawal Form is located in the Forms section of this handbook. All withdrawals are processed through the Office of Dual Credit.

## FINAL GRADING

Joliet Junior College instructors must enter their final grades online, just as the Midterm Enrollment Reports.

**To access Final Grading, follow the steps below:**

1. Go to [www.jjc.edu](http://www.jjc.edu).
2. Choose **Faculty and Staff** at the upper right; select **eResources**.
3. Select **Login** tab.
4. Type in your username and password.
5. Select **Faculty**.
6. Select **Final Grading**.
7. Select the appropriate term in the pull-down menu and Enter.
8. Select the appropriate course in the pull-down menu and Enter.
9. The class roster will appear with individual boxes for entering letter grades. The only valid grades are A, B, C, D, F, or I for Incomplete. A last date of attendance must also be entered for any students receiving a grade of F.
10. Confirm Grade Entries by selecting **I Certify These Grades are Accurate**.
11. Select **Done Grading this Section. Until this step is completed, the grades are not submitted!**
12. Print a copy of Final Grading for your records before exiting.

Valid Grading Period: An instructor can only grade sections within the valid grading period. Your grading window will open at 12:01am on the 1<sup>st</sup> day of your exams. It will remain open for 7 days, closing at 11:59 pm on the last day. Grading windows can be extended, but not opened early.



## ELECTRONIC CHANGE OF GRADE PROCESS

Joliet Junior College now has an electronic change of grade form that can be accessed from the JJC portal. This electronic grade change form can be used to change a student's grade, including incompletes.

### Preparation

**Before you begin, be sure to have the following information ready:**

- ✓ Your JJC username and password
- ✓ Your JJC ID number
- ✓ The student's correct name and student ID number
- ✓ The course name, number, section, and semester
- ✓ The original and new grades
- ✓ The reason for the change

### Procedure

**To access Change a Grade, follow the steps below:**

1. Go to [www.jjc.edu](http://www.jjc.edu).
2. Choose **MYJJC** at the upper right.
3. Type in your username and password.
4. Select **Faculty/Staff Resources** in upper right.
5. Select **Forms**.
6. Scroll down to **Registration and Records**.
7. Select **Change of Grade** link.
8. All fields must be completed before submitting the grade.

## STUDENT GUIDE TO WITHDRAWING FROM A DUAL CREDIT COURSE

By completing Dual Credit courses, students have created an academic record/transcript at JJC. **If the Office of Dual Credit is notified prior to the midterm date, students will be deleted and no permanent record of enrollment will be documented.** Below is the procedure for students to properly withdraw from their dual credit course(s) after midterm. Students need to contact the Office of Dual Credit to withdraw from their dual credit course(s). The last day to drop is listed on the instructor's final roster, and students should ask their instructors for this date. **Students will receive a W on their transcript.**

1. Students may contact the Office of Dual Credit to withdraw from their dual credit course(s) by calling 815-280-6927. Dropping prior to the midterm date will delete the student with no record on the transcript. Dropping after the midterm date and before the last day to drop listed on the registration form will appear as a W on the transcript. All withdrawals/drops must be processed by the close of business by the last day to drop. Please call the Office of Dual Credit before noon on that date.
2. Students will need their JJC ID number, the course(s) number, and section number listed on their registration form.
3. Every course has its own withdrawal/drop date. The last day to withdraw/drop can be obtained from the instructor. It is listed on the instructor's final roster for the class.
4. Students who do not withdraw/drop properly by the date listed on the instructor's final roster will receive a failing grade for the student's Dual Credit course AND on their official JJC transcript.

JJC Course Name and Section: \_\_\_\_\_

Midterm Date: \_\_\_\_\_

Last Day to Drop: \_\_\_\_\_

Note: If the midterm date falls on a holiday, weekend, or a school break, the drop form must be submitted by noon on the last business day before the holiday, weekend or school break.

## STUDENT GUIDE TO FINAL GRADES AND ACADEMIC SUMMARY

By completing Dual Credit courses, students have created an academic record/transcript at JJC. Students will not receive a paper grade report, but may access their final grades for courses completed through JJC eResources.

### To access Final Grades, follow the steps below:

1. Go to [www.jjc.edu](http://www.jjc.edu).
2. Choose **Current Students** at the upper right; select **eResources**.
3. Select **Login** tab.
4. Type in your username and password.
5. Select **Students**.
6. Under **Student Academic Profile**, select **My Grades**.
7. Select **Term**.
8. Repeat login by typing your username and password.
9. View and/or print your grade report.

### To access Academic Summary (unofficial transcript), follow the steps below:

1. Go to [www.jjc.edu](http://www.jjc.edu).
2. Choose **Current Students** at the upper right; select **eResources**.
3. Select **Login** tab.
4. Type in your username and password.
5. Select **Students**.
6. Under **Student Academic Profile**, select **My Academic Summary**.
7. Repeat login by typing your username and password.
8. View and/or print your academic summary.

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## STUDENT GUIDE TO REQUEST AN OFFICIAL TRANSCRIPT

There are three ways to request an **official transcript** from JJC:

- Online through Transcripts Plus
- In Person—Immediate Pick-up Only
- Telephone

**To order Official Transcripts, follow the steps below:**

1. Go to [www.jjc.edu](http://www.jjc.edu).
2. Choose **Student Resources** on the toolbar.
3. Select **Records & Transcripts**.

### Online

JJC uses a service called Transcripts Plus provided by Credentials Solutions that allows students to complete the request for a transcript online and track the progress of the order. By selecting the **Order Transcripts Online** link, the student will complete the online request form, order additional copies, make payment, etc. Students may benefit from reviewing the Transcripts Plus FAQs before ordering.

### In Person – Immediate Pick-Up Only

All students wishing to request an in person transcript must make payment through the JJC Student Accounts and Payment Center, A-1020

When picking up your transcript the student will be required to do the following:

1. Complete the request form at the table across from the Student Accounts and Payments Window (Campus Center Enrollment Center, A-1020).
2. Make payment of \$15.00.
3. Upon receiving a receipt for payment, students must walk over to Registration located next to the payment window and produce their paid receipt, so the transcript requests can be processed.
4. A photo ID is required when picking up your transcript.

### Telephone Transcript Request

Joliet Junior College has retained Credentials Inc. to accept transcript orders by telephone. Please call Credentials Inc. at (800) 646-1858.

## TRANSFERRING JJC CREDITS

### Public Colleges/Universities in Illinois

Students wishing to transfer JJC credits to public colleges and universities within Illinois should access the Illinois Articulation Initiative (IAI) Website at <http://www.itransfer.org/>.

IAI is a statewide GECC (General Education Core Curriculum) transfer agreement, which is valid among more than 100 participating colleges or universities in Illinois. This site provides information for students, academic advisors, teachers, and military veterans.

The site provides a series of worksheets and resource pages to help students and teachers understand which courses transfer and how they may fit into the requirements for General Education. Navigation is simple, and no passwords are needed.

The resource, MyCreditsTransfer, within the itransfer website, is a statewide initiative designed to facilitate transfer within Illinois using the nationally available tool, Transferology. Within Transferology find the courses that transfer between institutions, degree requirements your courses satisfy and different majors that institutions offer.

### Private College/Universities

Individuals planning to transfer to a private college or university should work with that particular school to learn about transferability of courses. JJC has formal articulation agreements with some of the private colleges and universities that receive many JJC students.

### Out of State College/Universities

Students planning to attend a college or university, either public or private, outside of Illinois need to work with the particular college to learn about which courses will transfer and whether they will be accepted as General Education or elective credits.



**Enrollment Summary Sheet**

**To:** Office of Dual Credit Fax # 815-280-6930 Phone #815-280-6927

**From:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Name:** \_\_\_\_\_ **Instructor Name** \_\_\_\_\_

**Start/End Date** \_\_\_\_\_ **Start/End Time** \_\_\_\_\_ **Course Number** \_\_\_\_\_

**H.S. / Career** \_\_\_\_\_ **Center Course Title:** \_\_\_\_\_

<p># of Freshman and Sophomore in this class (all are ineligible to register – do NOT submit registration forms)</p> <hr/> <p># of Juniors and Seniors ENROLLING (A)</p> <hr/> <p># of Juniors and Seniors NOT ENROLLING (B)</p> <hr/> <p># of Juniors and Seniors in this class (C) This total should = (A + B)</p> <hr/> <p># of ENROLLING Junior and Senior forms submitted (if total does not = (A) above, please explain in Comments section)</p> <hr/> <p># of NOT ENROLLING Junior and Senior forms submitted (bottom acknowledgement section must be completed); if total does not = (B) above, please explain in Comments section</p> <hr/>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: right;"><b>Check</b></p> <p><b>Current H.S. class roster MUST be attached:</b></p> <p>Cross off any Freshman an Sophomore students <input type="checkbox"/></p> <p>Indicate “NE” next to Juniors and Seniors “N”ot “E”nrolling <input type="checkbox"/></p> <p style="text-align: right;">Alphabetized registration forms</p> <p>Place Not Enrolling forms behind Enrolling forms <input type="checkbox"/></p> <p style="text-align: right;"><b>Cancel Class (No Enrollment)</b> <input type="checkbox"/></p>
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**Comments Section:**

Please send your registration forms, AS A GROUP BY COURSE, to the Office of Dual Credit when all are completed.  
Email to: [officeofdualcredit@jjc.edu](mailto:officeofdualcredit@jjc.edu) or fax to (815) 280-6930.

You may check the status of each course by viewing the course roster via eResources.



**This dual-credit registration form cannot be processed if received after:**

A student must have applied for and obtained a JJC ID number before completing this registration form; return completed form to your instructor. For additional information on dual credit, visit <http://www.jjc.edu/dual-credit>

**Please print in black or blue ink (Do NOT use pencil)**

JJC Student ID #:        Circle current year: 16 17

First Name: \_\_\_\_\_ Email: \_\_\_\_\_

Last Name: \_\_\_\_\_ Address: \_\_\_\_\_  
If apartment, include apartment number

Phone: [\_\_\_\_\_] \_\_\_\_\_  Home  Cell City: \_\_\_\_\_

Birth Date: Mo \_\_\_\_\_ Day \_\_\_\_\_ Yr \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

School Name: \_\_\_\_\_ Block 2016FL Date: 08/17-12/22 Days: MTWRF  
JJC Course: \_\_\_\_\_ JJC Course Name: \_\_\_\_\_ School Course Name: \_\_\_\_\_ Credit: \_\_\_\_\_

Pre-Requisites: No Prerequisites

**Student Responsibilities**

- ✓ This JJC dual-credit course is separate from the high school or career center course. I understand that if I drop the high school/career center course, move out of district, or attend another school, that I must drop the JJC course by calling (815) 280-6927 or risk a failing grade being posted to my JJC transcript.
- ✓ I need to drop this JJC dual-credit course (by the drop date provided to my instructor) if I am not going to earn a grade of "A," "B," or "C" by calling (815) 280-6927.
- ✓ I am ineligible to enroll in this course if I have received a grade of "D" or "F" in a previous JJC course.
- ✓ I understand that providing false or incomplete information on this registration form may make me ineligible to enroll in this course.

I have read and understand the Student Responsibilities (Student Signature): **X** \_\_\_\_\_

If you are a Junior or Senior and NOT enrolling in this course, please LEGIBLY print and sign your name below to indicate you are NOT pursuing this dual credit course (you do NOT have to provide demographic information above):

Printed: Name: \_\_\_\_\_ (Student Signature): **X** \_\_\_\_\_

Joliet Junior College  
Instructor-Initiated Withdrawal Form

TO: Registration and Records Staff Campus Center A-1020

Please withdraw the student(s) listed below from my class \_\_\_\_\_  
Course section#

*Faculty please note:* **Instructor initiated withdrawal must be processed on or before the midterm date of this section. After the midterm date, instructor initiated withdrawal must be approved by the College Registrar.**

Last Name	First Name	Student JJC ID#	Reason For Withdrawal

Possible reasons for student withdrawal:

- a. Lack of attendance
- b. Poor academic performance
- c. Student can no longer complete course requirements in the prescribed time.
- d. Other (please list) \_\_\_\_\_

*\*\*\*Note: Student code of conduct violations should be referred to the Dean of Students for judicial action. Decisions to remove students from the course for behavioral reasons should be done with the involvement of the Vice President of Academic Affairs of the Vice President of Student Development.*

\_\_\_\_\_  
Instructor's Signature date

\_\_\_\_\_  
Department Chair's Signature date

The signature of the department chair is required prior to submitting the form to Registration and Records Department. The chair's signature is not an approval of the action, but rather an indication that they have viewed the form.





### Dual Credit Instructor Information Form

Instructor Name			
Home Address			
City, ST, Zip			
Home Telephone		Date of Birth (mm/dd/yy)	
Social Security #			

High School/Career Center	
High School/Career Center Address	
City, ST, Zip	

Work Telephone Number		ext.	
Work Email Address			
Best time to contact you			

Please list courses you are approved to teach:

High School Courses	Joliet Junior College Courses

We require one form on record for each instructor. If there are any changes to the above information, please resubmit this form. Thank you.

\_\_\_\_\_

Instructor Signature

\_\_\_\_\_

Date

**This form must be completed by instructor before being assigned as faculty. Please fax completed form to: 815-280-6930.**

**JOLIET JUNIOR COLLEGE  
TUITION WAIVER FOR CREDITED COURSES INCLUDING HPR COURSES  
IT IS YOUR RESPONSIBILITY TO OBTAIN AUTHORIZED SIGNATURE(S)  
AND MAKE PAYMENT**

TO BE COMPLETED BY FACULTY/STAFF MEMBER:

1. \_\_\_\_\_  
EMPLOYEE DEPARTMENT I.D. NUMBER

Please check appropriate categories below:

**Employee Information: Student Data:**

\_\_\_ Full-Time \_\_\_ Faculty NAME \_\_\_\_\_

\_\_\_ Part-Time\* \_\_\_ Administrator

\_\_\_ Professional

\_\_\_ Support Staff ADDRESS \_\_\_\_\_

\_\_\_ Clerical

\_\_\_ Facility Services CITY \_\_\_\_\_ STATE \_\_\_ COUNTY \_\_\_\_\_

\_\_\_ Campus Police

\_\_\_ Food Service I.D. NO. \_\_\_\_\_

\_\_\_ Adjunct

\_\_\_ Support and Technical DATE OF BIRTH \_\_\_\_\_

**Student Information:**

\_\_\_ Employee TERM/SEMESTER \_\_\_\_\_

\_\_\_ Spouse

\_\_\_ Dependent\*\* (see Eligibility on reverse side)

\_\_\_ Retiree

**I attest the above information is true and accurate as of this date.** \_\_\_\_\_  
Employee Signature

\*SUPERVISOR SIGNATURE REQUIRED IF COURSE IS DIRECTLY RELATED TO JOB RESPONSIBILITY OR EMPLOYEE IS PART TIME.

\_\_\_\_\_  
Supervisor Signature

2. DOES THIS CLASS CONFLICT WITH NORMAL WORK HOURS? \_\_\_ YES \_\_\_ NO

(If YES, signature denotes approval\*\*\*) \_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Course Section Tuition Day Time Location

\_\_\_\_\_

Course Section Tuition Day Time Location

\_\_\_\_\_

Course Section Tuition Day Time Location

\_\_\_\_\_

Course Section Tuition Day Time Location

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

Human Resources

## TUITION WAIVER PROCEDURE

### ELIGIBILITY:

- Union members should consult their respective Union contract for details on eligibility.
  
- Retirees, full-time non-union employees, their spouses, and dependent\*\* children shall be entitled to enroll in credit courses offered at Joliet Junior College, with all tuition charges waived.

\*\*eligible dependent children include those who are unmarried and under the age of twenty-four (24) and are dependent upon the retiree or full-time employee for support and maintenance at the commencement date of the class.

### PROCESSING TUITION WAIVER FORM:

The tuition waiver process is a five step process, personally securing all authorized signatures and making payment:

1. The employee will complete all information in items #1 and #2 of the Tuition Waiver and take it to the Human Resources Department.

- Part time employees require supervisor signature.

2. Human Resources will verify the eligibility for the tuition waiver and sign the form.

3. **EMPLOYEES WHO RESIDE OUTSIDE DISTRICT 525:** Employees who are out-of-district residents must present an approved (signed) tuition waiver to the Admissions Office prior to submitting the waiver to Student Accounts and Payments. Tuition will then be adjusted to the in-district rate for the purpose of the tuition waiver only. Should employees or dependents become “ineligible” for the tuition waiver benefit, the out-of-district amount of tuition will remain in effect. This process needs to be done each semester the student is enrolled.

4. The employee should deliver the completed tuition waiver to Student Accounts and Payments.

5. Payment for fees not covered by this waiver must be paid by your tuition due date.

\*\*\*Approval assumes there will be others in the office to cover the position in the absence of the staff member who wants to take the course and there will be no disruptions to customer service. All class time taken must be made up by the employee during each respective week.

Revised 04/14

HR DOC 040414

# Joliet Junior College

## Photo/Video Release Form

I hereby grant Joliet Junior College the absolute and irrevocable right and unrestricted permission to use photos/videos taken of me or in which I may be included with others, and to use, re-use, publish and re-publish the same in whole or in part, individually or in conjunction with other photos/videos and in conjunction with any printed/digital matter, in any and all print media, digital media or any other form of media now or hereafter known, and for any purpose whatsoever for illustrations, promotion, art, editorial, advertising and trade, or *any* other purpose whatsoever without restriction as to alteration, and to use my name in Connections therewith if Joliet Junior College so chooses.

I hereby release and discharge the photographer/videographer and Joliet Junior College and its Board of Trustees, officers, employees and agents ("Discharged Parties") from any and all claims and demands arising out of or in connection with the use of these photos/videos in any of the above described media presentations, including without limitation any and all claims for libel, slander or invasion of privacy.

This authorization and release shall also inure to the benefit of the heirs, legal representatives, licensees and assigns of the Discharged Parties as well as the persons of institutions for whom such photos/videos were taken.

I am 18 years of age or older and have the right to contract in my own name. I have read the foregoing and fully understand the contents thereof. This release shall be binding upon me and my heirs, legal representatives and assigns.

---

DATE

SIGNATURE

---

PRINTED NAME

---

ADDRESS

CITY

STATE

ZIP

---

YEAR and MAJOR

---

PARENT or LEGAL GUARDIAN'S SIGNATURE (if model is less than 18 years of age)

## Assignment

---

ASSIGNMENT

DATE

PHOTOGRAPHER/VIDEOGRAPHER

## ADMINISTRATIVE RULES OF THE ICCB (ILLINOIS COMMUNITY COLLEGE BOARD)

### Section 1501.507 Credit Hour Grants

11. 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:

#### **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 full-time faculty and/or from adjunct faculty with appropriate credentials and demonstrated teaching competencies at the college level.

#### **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 ordinarily are restricted to students in the junior and senior years of high school. The students shall meet all college criteria and follow all college procedures for enrolling in courses.

#### **D. Placement Testing and Prerequisites**

Students enrolling in college-level courses must satisfy course placement tests or course prerequisites when applicable to assure that they have the same qualifications and preparation as other college students.

#### **E. Course Offerings**

Courses shall be selected from transfer courses that have been articulated with senior institutions in Illinois or from the first-year courses in ICCB approved 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.

## **G. 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.

### **SOURCE:**

[http://www.iccb.org/pdf/career\\_tech/DualCreditWorkshopMaterials/AdministrativeRulesoftheIllinoisCommunityCollegeBoard.pdf](http://www.iccb.org/pdf/career_tech/DualCreditWorkshopMaterials/AdministrativeRulesoftheIllinoisCommunityCollegeBoard.pdf)

## ILLINOIS DUAL CREDIT QUALITY ACT

### Higher Education (110 ILCS 27/) Dual Credit Quality Act.

(110 ILCS 27/1)

Sec. 1. Short title. This Act may be cited as the Dual Credit Quality Act.

(Source: P.A. 96-194, eff. 1-1-10.)

(110 ILCS 27/5)

Sec. 5. Definitions. In this Act:

"Dual credit course" means a college course taken by a high school student for credit at both the college and high school level.

"Institution" means an "institution of higher learning" as defined in the Higher Education Student Assistance Act.

(Source: P.A. 96-194, eff. 1-1-10.)

(110 ILCS 27/10)

Sec. 10. Purpose. The purpose of this Act is to accomplish all of the following:

- (1) To reduce 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 facilitate the transition between high school and college.
- (5) To enhance communication between high schools and colleges.
- (6) To offer opportunities for improving degree attainment for underserved student populations.

(Source: P.A. 96-194, eff. 1-1-10.)

(110 ILCS 27/15)

Sec. 15. Student access, eligibility, and attainment.

(a) The Illinois Community College Board and the Board of Higher Education shall 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.

(b) Institutions may adopt policies to protect the academic standing of students who are not successful in dual credit courses, including, but not limited to, options for (i) late withdrawal from a course, or (ii) taking the course on a pass-fail basis, or both. All institutional policies relating to the academic standing of students enrolled in dual credit courses or the transfer of credit for dual credit courses must be made publicly available by the institution and provided to each student enrolled in dual credit courses offered by that institution.

(Source: P.A. 96-194, eff. 1-1-10.)

(110 ILCS 27/20)

Sec. 20. Standards

All institutions offering dual credit courses shall meet the following standards:

- (1) Instructors teaching credit-bearing college-level courses for dual credit must meet the same academic credential requirements as faculty teaching on campus and need not meet certification requirements set out in Article 21 of the School Code.

- (2) Instructors in career and technical education courses must possess the credentials and demonstrated teaching competencies appropriate to the field of instruction.
  - (3) Students must meet the same academic criteria as those enrolled in credit-bearing college courses, including taking appropriate placement testing.
  - (4) Course content must be the same as that required for credit-bearing college courses.
  - (5) Learning outcomes must be the same as for credit-bearing college courses and be appropriately measured.
  - (6) 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.
  - (7) Dual credit instructors must be given the opportunity to participate in all activities 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.
  - (8) Every dual credit course must be reviewed annually by faculty through the appropriate department to ensure consistency with campus courses.
  - (9) Dual credit students must be assessed using methods consistent with students in traditional credit-bearing college courses.
- (Source: P.A. 96-194, eff. 1-1-10.)

(110 ILCS 27/25)

Sec. 25. Oversight, review, and reporting.

- (a) The Illinois Community College Board shall be responsible for oversight and review of dual credit programs offered jointly by public community colleges and high schools. The Illinois Community College Board shall implement a review process and criteria for evaluating dual credit program quality based upon the standards enumerated in Section 20 of this Act.
  - (b) The Board of Higher Education shall be responsible for oversight of dual credit programs offered jointly by high schools and institutions, except for public community colleges as provided in subsection (a) of this Section. The Board of Higher Education shall develop and implement a review process based on the standards enumerated in Section 20 of this Act.
  - (c) Each institution shall report annually to the appropriate agency, the Illinois Community College Board or 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.
- (Source: P.A. 96-194, eff. 1-1-10.)

(110 ILCS 27/30)

Sec. 30. Accountability.

- (a) The State Board of Education, the Illinois Community College Board, and 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.
- (b) The data system shall track dual credit students and courses on student records.



(c) 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.

(Source: P.A. 96-194, eff.1-1-10.)