

DUAL CREDIT/ DUAL ENROLLMENT

ADMINISTRATIVE PROCEDURES AND HANDBOOK

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Welcome

At McHenry County College we are committed to giving high school students opportunities to enroll in college level courses. These opportunities to earn college credit save time and money when students go to college. These courses also provide students with a head start on career opportunities when they graduate.

Important Terms:

Articulated Credit – These courses earn dual credit and will allow the student to earn high school and college credits for the same class. These credits are **ONLY** accepted at McHenry County College and will not transfer to other colleges or universities.

Dual Credit – Courses that earn dual credit will allow the student to earn high school and college credits for the same class. These credits are accepted at McHenry County College as well as many other colleges and universities.

Dual Enrollment – Courses that are taken at McHenry County College while students are still in high school. Some high schools allow these classes to be completed during the regular school day, otherwise they are available before or after school, or during the summer. High school credit is typically not awarded, but the college credits are accepted at McHenry County College and most other colleges and universities.

Purpose:

The program provides opportunities consistent with the overall purpose of dual credit, which is outlined by the Illinois Dual Credit Quality Act as follows:

- To reduce college costs.
- To decrease the time to degree completion.
- To improve the curriculum for the high school students and the alignment of the curriculum with college and workplace expectations.
- To facilitate the transition between high school and college.
- To enhance communication between high schools and colleges.
- To offer opportunities for improving degree attainment for underserved student populations.

Additional considerations:

While dual credit courses offer a multitude of benefits, participants should also be made aware of the impact of dual credit courses on their high school and college transcripts. Students should always work to their best ability as all grades earned in these courses will be weighed on their high school and college transcripts permanently. Students and parents with questions should speak with their high school counselor about the impact of these courses on their high school transcript and check with the advising office at McHenry County College or their desired college or university in regards to their ability to transfer.

Pathways:

Dual Credit:

- Some high schools in the district offer college-level classes that students can take as part of their regular class schedule. These courses are taken at their high school with their own teachers, and the classes count for college credit while also applying toward their high school graduation requirements. These courses have no MCC tuition cost attached to them, but could have a minimal program fee attached (such as CDM 110). Most colleges and universities accept these credits. Some of these high schools also offer articulated credit courses which are credits only accepted at McHenry County College.

Dual Enrollment:

Dual enrollment courses are taken at McHenry County College. To enroll in these courses students will need to complete the Dual Enrollment Registration Form found on McHenry County College's website.

- Running Start – Depending on a student's high school's attendance policy, they can take college classes at McHenry County College before, during, after school, or during the summer. The student will earn college credit for completing these courses, which is typically transferable to most colleges and universities; each high school in the area has their own policies regarding accepting these courses for high school credit.
- Partnerships for College and Career Success (PCCS) – The PCCS program lets students earn articulated credit toward a professional certificate or associate's degree from McHenry County College. The student takes occupational classes at their school or McHenry County College, and the credits are part of their McHenry County College student record. These credits give students a start on their educational career at McHenry County College and allow them to save time and money. Some of the courses in this program are available for dual credit as well.
- Science and Engineering Academy – This is a unique program that allows students to complete approximately one year of their Associate's degree from McHenry County College while they are still in high school. This program will start the summer before a student's senior year, continuing through the student's senior year in high school, and the following summer. The schedule allows students to start their day at McHenry County College and finish their required courses at their high school in the afternoon. These courses are transferable to most colleges and universities.

Process for Dual Credit Courses:

Course Selection – Course requests for each academic year are due during the prior academic year. Course confirmation is granted during the prior academic year as well. High school staff must meet all college minimum qualifications to offer the course at the local high school. High school staff interested in teaching a dual credit course must complete the dual credit

requisition on the employment page of McHenry County College's website, at www.mchenry.edu/jobs.

Student Admission – The high school staff and college staff will work together to get all students through the admission process in preparation for enrollment. A designated representative from each high school is responsible for submitting rosters containing only students who meet the requirements to be enrolled for college credit. This includes assessment scores if that is a required attribute for a particular course (i.e. transcripts and placement tests). This will include processing data for all dual credit students as well as updating new student records through the completion of the College in High School Participation Form.

Partnership Confirmation – Partnerships are solidified first when a teacher/course is approved for dual credit through the dual credit agreement. This allows a teacher to teach a particular course and will be reviewed as needed or every three years, whichever comes first. Partnerships are further solidified each year with the signing of a memorandum of understanding (MOU) document that outlines the terms of the agreement regarding approved dual credit/enrollment course offerings.

Instructors:

McHenry County College strictly adheres to the Dual Credit Quality Act (Public Act 096-0194) in its policies and processes for selection and preparation of instructors for dual credit instruction.

- 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.
- 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.
- Dual credit students must be assessed using methods consistent with students in traditional credit-bearing college courses.
- Every dual credit course must be reviewed annually by faculty through the appropriate department to ensure consistency with campus courses.
- 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.

Faculty for Dual Credit courses shall be selected from individuals with demonstrated teaching competencies and appropriate credentials, per Illinois Community College Board (ICCB) Administrative Rules.

- For transfer courses (1.1), these qualifications include a minimum of a Master's Degree with 18 graduate hours in the academic field of study or discipline.

- For career technical education courses (1.2), these qualifications include 2,000 hours of work experience and the appropriate recognizable credential, depending on the specific field.

Any teachers interested in teaching dual credit at their high school shall follow the guidelines listed below.

- The teacher shall submit a resume, transcripts, and any additional, applicable certifications by the deadline according to the appropriate partnership process timeline. This will be completed through the dual credit requisition on the McHenry County College website, at www.mchenry.edu/jobs.
- Professional review and determination of selection as an instructor for Dual Credit will be the responsibility of the appropriate McHenry County College division administrator.
- Upon approval, the instructor will be provided with information regarding a meeting between high school staff and McHenry County College staff to review policies and procedures and complete the necessary documentation for Human Resources to establish a profile at McHenry County College.

Substitute Teachers:

In the case that substitute instruction is necessary for five or more consecutive class periods in a McHenry County College dual credit course, substitutes will be approved provided:

- The instructor of record for the course has been approved by McHenry County College and holds the appropriate credentials, per ICCB Administrative Rules; and
- Every effort has been made to hire a substitute instructor who also holds appropriate credentials, per ICCB Administrative Rules, including the use of McHenry County College faculty to substitute if no substitute instructors from the school's subbing pool are qualified and available (McHenry County College will be reimbursed at the school's substitute instructor rate); and
- The substitute instructor holds a minimum of an undergraduate degree in the subject if no qualified high school or McHenry County College instructor could be secured; and
- The instructor of record and/or school administration works with the substitute instructor to ensure course syllabus and learning outcomes alignment; and
- The need for the substitute was either not known in advance of the start date of the course or is not a planned absence totaling more than one-third of the semester; and
- McHenry County College is notified as soon as the school realizes a need for a substitute and is given the substitute instructor's name, contact information, duration of subbing assignment, and copy of undergraduate and graduate transcripts.

High School Staff Expectations:

Teachers in the high school are awarded the same opportunities and are encouraged to participate in all activities available to other McHenry County College adjunct faculty, including professional development, and department and college meetings. Subsequently,

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each year an annual curriculum alignment will be completed to ensure that the curriculum being taught in the dual credit course mirrors what is being taught in the course as it is delivered on campus. To ensure success a McHenry County College faculty member will meet with and observe the high school teacher during the dual credit class. The high school teacher must also submit a syllabus to the Director of College and Career Readiness for each **section** they teach utilizing the template found on myMCC. High school staff are also expected to:

- Meet the minimum qualifications to teach dual credit in their discipline.
- Prepare and submit a course syllabus, using the template found on myMCC, for each section taught at the high school.
- Create a learning environment that fosters student success and the attainment of the learning outcomes on the course syllabus.
- Maintain reasonable accessibility to students.
- Manage student issues and problems in a manner consistent with current McHenry County College policies and protocols. The high school should inform McHenry County College about student discipline matters including, but not limited to, academic dishonesty.
- Cooperate with college-wide and division instructional goals.
- High school staff must check their provided MCC e-mail weekly and respond, when appropriate, to McHenry County College e-mails in a timely fashion. This e-mail must be used to communicate information regarding students (such as grades, sections, discipline, etc.).
- Respond to requests for syllabi in a timely fashion.
- High school staff must complete their 10-day attendance verification as prompted by the McHenry County College Records Office at the beginning of each semester.
- Submit midterm grades by the deadline only using the codes “OK” or “NP” for each student. As a dual credit course you can ONLY submit a grade of “OK” or “NP” as a midterm grade for a student. OK means that the student is pursuing completion of the course. NP means that the student is not pursuing completion of the course. NP should only be used if a student never attended your course (you have a box to select for this option), **or** if they attended your course for awhile, but then dropped the course.
- Submit final grades by the deadline using only letter grades (A, B, C, D, or F). McHenry County College does not utilize a “plus (+)/minus (-)” system for grades.
- Respond to requests from McHenry County College faculty to set up a course observation each semester. This is only an observation to see if the high school instructor has any questions and is utilizing the appropriate course materials. This is NOT an evaluation of performance.
- Provide a college-like environment within the high school physical setting.
- Ensure that total class contact time meets or exceeds that of the college.
- Approve high school student participation in college-level dual credit courses.

- Ensure that each participating student meets the college’s placement test requirements.
- Ensure that each participating student meets the course prerequisites, as applicable.

Course Evaluation:

Dual Credit courses will be evaluated by McHenry County College to ensure the course is meeting the same expectations for college-level design and rigor as courses taught at McHenry County College. Such evaluations may include:

- Review of syllabi each semester;
- Classroom observations conducted each semester by McHenry County College mentor;
- Review of assignments and student work

Our high school partners and McHenry County College retain supervisory authority over instructors employed at each institution.

- Should a course or instructor provided by the high school be non-compliant with the College’s expectations, formal notice, with a deadline for remediation if appropriate, shall be provided by the Vice President of Academic Affairs to the appropriate high school administrator. If remediation is not appropriate or the remediation deadline is not met, the Vice President for Academic Affairs shall inform the high school partner of the termination of the partnership for the course.
- Should a course or instructor provided by the College not meet the high school’s expectations, formal notice, with a deadline for remediation if appropriate, shall be provided by the high school administrator to the Vice President of Academic Affairs. If remediation is not appropriate or remediation deadline is not met, the high school administrator shall inform the Vice President of Academic Affairs of the termination of the partnership for the course.

Textbooks & Materials:

Textbooks and technology/software used in the delivery of the dual credit course must meet the standard for McHenry County College as dictated by curriculum needs. Information regarding textbooks and materials used to teach the course will be outlined at a meeting with the high school and College prior to the course being offered. In some instances, the high school must agree to utilize the same text as the College, but not in all cases. The high school is expected to reimburse McHenry County College for the use of licenses required for certain courses (ie. CDM 110). These conversations will be handled on a case-by-case basis. For dual enrollment courses, students are expected to purchase course materials through the McHenry County College bookstore.

Transitional Math:

The most compelling learning experiences combine appropriate, relevant material and a clear understanding of how skills in high school can be used in the future. A major barrier to

postsecondary persistence and completion is remedial education, and many Illinois high school graduates require remedial courses in math. The Postsecondary and Workforce Readiness (PWR) Act includes provisions for evaluating students' math proficiency during junior year. Students who are shown ready can decide whether they want to take a math course during their senior year. Students who aren't ready can choose from three types of transitional math courses for 12th grade and the content of each course corresponds to the student's career pathway of interest.

The STEM Transitional Math course is tailored to career goals that require application of calculus or advanced algebraic skills. The Technical Math course is tailored to career goals in technical fields that do not require application of calculus, advanced algebraic, or advanced stats skills. The Quantitative/Literacy Stats course is tailored to career goals outside of STEM or Technical – focus on general stats, data analysis, quantitative literacy and problem-solving. For more information about Transitional Math please visit www.iltransitionalmath.org

Student Information:

Admission:

Testing:

Students should go to the Testing Center website (www.mchenry.edu/testingcenter) to find a time to complete the required placement tests for particular courses. In some instances, high schools have scheduled group testing sessions at their schools. Testing can be waived for particular courses if students have achieved other eligible scores through alternate placement tests including the ACT or SAT. Placement scores for these exams can also be found on the Testing Center's website.

Enrollment:

- Only students who meet all necessary requirements should be allowed to request enrollment into dual credit courses through their high school counselor.
- McHenry County College personnel will enroll and register students based on rosters and data submitted by each high school.
- The designated high school staff and McHenry County College personnel work together through each academic year to ensure that all dual credit rosters are correct.
- McHenry County College realizes that at times students relocate into our district during the course of the semester; if the student is able to make up all work they will be able to earn the dual credit; if the student joins the course and the high school "waives" a portion of the work, the student can remain on the high school roster, but will not be eligible to earn dual credit.

Repeating Courses:

Students may repeat any MCC course for the regular cost of the course if one of the following conditions are met:

- If the student has not completed the course with a grade of C or higher, the student may repeat the course once. After two attempts and if the student has not successfully completed the course with a grade of C or higher, the student may repeat the course one additional time after obtaining approval from the department chair/dean and associate vice president. All attempts on the course will remain on the transcript; however, only the highest grade received will be computed into the cumulative GPA. The repeat grade will be designated by a REPEAT in the hour column; or
- The last time the student completed the course was at least four years prior or within a timeframe consistent with state regulatory guidelines and the student is repeating the course to upgrade his/her skills in that area; or
- The student took and passed the course at MCC but is being mandated to repeat the course due to technology changes in the curriculum of Career and Technical Education programs; or
- Students who wish to repeat a course after receiving a grade of C or higher with the intent of bringing his/her GPA up to the minimum required for graduation, or to be accepted into limited enrollment program.

NOTE: The repeat policy does not impact the repeatable courses approved by ICCB and identified in the MCC Course Catalog

Class Withdrawal:

The withdrawal period begins two weeks after the start date of a class whose duration is longer than 9 weeks, or one week after the start date of a class whose duration is less than 9 weeks. The withdrawal period ends three-fourths (3/4) of the way through the class, based on class start and end dates. For example, a student must withdraw from a 16-week class within the first 12 weeks. Refer to www.mchenry.edu/registration/withdrawing.asp for more information and for specific dates.

Upon withdrawal, a “W” will be recorded on the student transcript, but will not count in computing the student’s grade point average.

Failure to attend classes does not constitute withdrawal. Withdrawal from class is valid only after the proper procedure has been followed. A failing grade will be posted on the student transcript if college withdrawal procedures are not followed.

To withdraw from a class, students are encouraged to consult directly with their instructor, an academic advisor and/or financial aid personnel to ensure that all respective requirements are still being met. Students may withdraw online, in-person by visiting the Registration Office, or by fax (815) 455-3766. Include the student’s name; student ID number; course prefix, number and section; course title; instructor; reason for

dropping and student signature. Due to federal privacy regulations, withdrawal from a class cannot be accepted over the telephone.

Benefits:

- High school students have the opportunity to develop and enhance their college transcript with the successful completion of each course.
- The accumulation of college credit throughout high school helps reduce the time-to-degree completion, which decreases college debt.
- Taking college-level courses in high school allows for early college-level exposure and exploration of different subject matters while in familiar surroundings.
- Taking college courses in high school affords students the opportunity to discover more about themselves and to gain more responsibility and control over their education and coursework.
- Successfully completing college courses while still in high school can lead to increased levels of confidence and competence that can serve as the catalyst for successful full-time enrollment into a college/university after high school.

Home School Students:

Students that are homeschooled and interested in participating in dual enrollment will need to complete the “Dual Enrollment Registration Form” found on McHenry County College’s website. The parent or agency delivering the curriculum and issuing the credits will act as the “High School/Home School Official.”

Expectations:

College Coursework:

Dual credit/dual enrollment courses offered to high school students are college-level courses that require 2-3 hours of outside work for each hour in class. College courses may deal with controversial subject matter that is not typically found in high school curricula. College course expectations for participation, learning outcomes, course materials, and evaluation are included in each course syllabus. Additionally, students taking programs such as CNA, Automotive Tech., Early Childhood Education, Culinary, Fire Science, or Criminal Justice are expected to attend the evening orientation event at McHenry County College the Wednesday prior to the beginning of each semester. Details about this event will be sent to the high school on file for each student before the end of the prior school year.

Withdrawal Policy:

Students have the right to withdraw from any college course. Students should consult with their high school counselor on specific high school procedures and deadlines to withdraw from high school credit for the course. Students who withdraw from a McHenry County College dual credit course by the 10th day attendance verification will

have no academic record or transcript of that course. Students who withdraw from a course after the 10th day of the semester will receive a “W” in McHenry County College’s system to signify the withdrawal. This will NOT be weighted on their transcript. A list of these dates can be found on the student’s myMCC account page as “Important Class Dates.”

ICCB requires that faculty submit a midterm attendance verification to ensure students are actively pursuing completion of the course. Therefore, dual credit students enrolled and not actively pursuing completion of the course at midterm will be withdrawn from the college course. A student is defined as not “actively pursuing” completion in the course if they have not met any of the following minimum standards:

- Has not completed at least 60% of assignments/activities.
- Has unexcused absences totaling more than 30% of the course contact hours.
- Has consecutive absences totaling more than the equivalent of 1/4 the number of weeks in the semester at midterm.

Transcripts/Transferring Credits (www.mchenry.edu/transcripts):

All courses that a student completes as dual credit or dual enrollment are permanently recorded on their college transcript. A student can request a copy of their transcripts at any time by going to the “Transcript Request” page on the McHenry County College website. If a student is interested in sending their credits to another college or university, they can complete that request at this page as well. Additional questions about transcripts can be directed toward the Registration department, 815-455-8588.

Mentors:

High School faculty members will be assigned a “curriculum expert” from McHenry County College to act as a mentor. This individual is accessible to the high school teacher for questions regarding college processes and curriculum. Appendix H outlines the duties and expectations of all mentors working with the Dual Credit program.

Family Educational Rights and Privacy Act (FERPA):

Student records are maintained in a manner that protects the privacy of students and provides eligible students access to the information recorded. FERPA (PL92-380) provides that education institutions allow students to withhold from disclosure certain information regarded as public directory information.

To withhold directory information from disclosure, students must notify the Admission and Records Office in writing at the beginning of each semester. Failure to make such a written request indicates approval to disclose directory information by the College for any purpose, at its discretion.

Americans with Disabilities Act (ADA):

McHenry County College supports the terms of the ADA of 1990 and according to the rules and regulations of the state of Illinois and the federal government, will make reasonable accommodations to ensure that college facilities are accessible and in compliance with employment practices. Students should make a request for special accommodations, if necessary, to the college's Access and Disabilities office.

Disclaimer:

All materials and policies contained in this handbook are accurate as of the day of release. Changes in laws and policies by the College, State, and our governing bodies will be made to this document in a timely manner.

Appendices:

[Appendix A: Teacher approval process](#)

[Appendix B: Sample Dual Credit Agreement \(Completed after teacher approval\)](#)

[Appendix C: Personal Information Form](#)

[Appendix D: FERPA Form \(Completed for HR after teacher approval\)](#)

[Appendix E: Sample Memorandum of Understanding \(Completed each year\)](#)

[Appendix F: Staff grading directions \(Top 10 Tips\)](#)

[Appendix G: Dual Enrollment Registration Form](#)

[Appendix H: Mentor Guidelines and Class Peer Observation Rubric \(Submittable Online Format\)](#)