



DUAL CREDIT GUIDEBOOK



TABLE OF CONTENTS

DUAL CREDIT DESCRIPTION	1
STATE LAWS AND ACCREDITATION REGULATIONS.....	2
HIGH SCHOOL TEACHER SELECTION	2
STUDENT ELIGIBILITY	3
PLACEMENT TESTING AND PREREQUISITES	4
ATTENDANCE POLICIES/ENROLLMENT VERIFICATION.....	4
GRADES/CREDITS.....	5
TUITION AND FEES.....	6
CURRICULUM ARTICULATION AND PROCEDURES	6



POLICIES AND PROCEDURES FOR DUAL CREDIT

DUAL CREDIT DESCRIPTION

Dual Credit is an opportunity that has been created so students can simultaneously earn high school and college credit. Prairie State College (PSC) and district high schools have made formal agreements to allow high school students to take approved courses already offered in their high schools and to get PSC credit as well.

Each high school decides which of its own courses they would like to have approved for dual credit, submits the necessary materials to PSC, and awaits dual credit designation on a course by course basis. The high school must articulate the course with Prairie State College to ensure that it is equivalent to the respective PSC course. Upon successful completion of the approved course at the high school (with a grade of “C” or better), students are also awarded credit at the college, which then appears on the student’s college transcripts.

Prairie State College made the strategic decision to offer the Dual Credit program only to students taking Career and Technical Education (CTE) courses. This decision was made to encourage career students at the high schools to recognize that they could benefit from the advanced training offered at the college and to recognize that are “college material.” As of Fall, 2014, college-wide efforts to continue expansion and improvement of dual credit courses are funded by the Dual Credit Enhancement Grant. Efforts to continue this grant will be made on an annual basis, providing an opportunity to utilize stipends for high school dual credit faculty as well as the PSC dual credit faculty coordinators. Any decisions to expand Dual Credit offerings to General Education/ Transferable courses may be discussed if college officials see it as necessary and feasible, and if agreed upon by all concerned parties.

STATE LAWS AND ACCREDITATION REGULATIONS

The PSC dual credit program adheres to the mandates put forth in the Illinois Dual Credit Quality Act, effective January 1, 2010. The Act can be found in its entirety at:

<http://www.ilga.gov/legislation/ilcs/ilcs3.sp?ActID=3117&ChapterID=18>

PSC adheres to the standards put forth by the following accrediting agencies: Higher Learning Commission, Illinois Community College Board, and National Alliance for Concurrent Enrollment Partnerships (NACEP). The guidelines can be found at the respective websites:

<https://www.ncahlc.org/Accreditation-Processes/dual-credit-programs-and-courses.html>

<http://www.iccb.state.il.us/dualcredit.html>

<http://www.nacep.org/accreditation/standards/>

HIGH SCHOOL TEACHER SELECTION

High schools recommend teachers who meet PSC's minimum qualifications to teach a college course in the respective program. These qualifications differ from program to program. Teachers who do not meet these requirements cannot teach these courses as dual credit, per accreditation standards. If teachers are approved to teach a course (or courses) as dual credit, they will be compensated with a stipend/honorarium when funds are available. The stipend compensates high school teachers for the following items:

- Extra time required both for the required college administrative paperwork
- Attend the annual dual credit negotiations/articulation meeting in the Fall semester with PSC career faculty coordinators and administrators

- Submit necessary course materials for review; re-submit materials if necessary in order to meet PSC-level standards
- Submit PSC student applications, student rosters and final grade reports on time

Per the Illinois Dual Credit Quality Act, dual credit teachers who teach PSC articulated courses are considered Prairie State College adjunct faculty, and are thus entitled to the following:

- Professional Development opportunities offered to faculty at PSC
- Access to PSC email, WebAdvisor, and the college's classroom management system
- Access to facilities, such as manufacturing labs, adjunct office space, etc.

Any and all concerns or issues regarding the PSC adjunct status as it relates to the PSC adjunct faculty union and/or the respective high school teachers union will be addressed by all necessary high school and PSC parties on an annual basis.

STUDENT ELIGIBILITY

Per the Higher Learning Commission, NACEP, and Illinois Community College Board standards, dual credit students must meet the same course standards and complete the same requirements as all PSC students (per PSC Board Policy), which entails the following:

- A student under the age of 16 may not participate without administrative approval from both the high school and the college. As stated in PSC Board Policy F-1:

Individuals 15 years or younger shall be handled on a case-by-case and course-by-course basis. Such admission requires high school consent, parental consent, and/or approval by the college President or designee.

- A student must complete Prairie State College’s registration form and application for admission.
- A student enrolling in the dual credit program must have a minimum GPA of 2.0 and demonstrate college-level readiness and maturity.
- Students must enroll at their high school and complete the approval form and get it signed by a parent.
- A student’s participation must be approved by a school counselor or teacher.
- A student must complete all dual credit courses with a grade of “C” or better to be eligible to re-enroll in the dual credit program.
 - o Students who are withdrawn from any dual credit course must file an appeal at his or her high school and also at Prairie State College in order to request re-enrollment in the program.

PLACEMENT TESTING AND PREREQUISITES

Per PSC Board Policy, **ALL** PSC students must take the college’s official placement test to enroll in courses at the college. Thus, dual credit students must take the applicable portion(s) of the college’s official placement test for placement and prerequisite purposes. As stated in PSC Board Policy F-2:

Students shall be required to complete the appropriate academic skills assessment testing program before or during their first nine (9) credit hours of enrollment.

ATTENDANCE POLICIES/ENROLLMENT VERIFICATION

The beginning and ending dates of approved dual credit courses coincide with the calendar of the district high school. There are several state mandates that all PSC courses must follow to ensure compliance with the respective state and national education agencies (i.e., financial aid, re-accreditation, etc.). This includes the following protocol:

- Dual Credit instructors **MUST** complete and submit the Midterm Verification Form by the required date (the date will be identified at the beginning of each semester).

GRADES/CREDITS

In order for a student to earn Prairie State College credit(s) in a dual credit course, the student must:

- Successfully complete the dual credit-approved course with a grade of “C” or better.
- Officially sign up for the course as dual credit at the beginning of each school year or semester (if a one semester course at the high school).

If a student successfully earns dual credit, the following results will take place:

- Prairie State College creates a permanent transcript in the student’s name.
- For each dual credit course that is completed, the student’s high school grade is placed on their PSC transcript as that same grade.
- Those dual credit courses count towards completion of a certificate or an Associate in Applied Science (AAS) degree at Prairie State College.
- High school teachers issue the grades for the approved dual credit courses.

Courses in Prairie State College's Associate in Applied Science (AAS) degree and certificate programs are designed for students who are preparing for a career that require one or two years of post-secondary education. Students who complete an AAS degree are also eligible to transfer to many colleges and universities that have capstone baccalaureate degree programs. Individual courses in the AAS program do not generally transfer to colleges and universities, although some institutions accept these courses for elective credit. The Prairie State College grade will be determined on a course-by-course basis, as previously agreed upon for dual credit purposes.

TUITION AND FEES

Tuition is waived for students enrolled in the dual credit programs. High schools who offer the dual credit courses provide the books and instructional materials for the students, so all course-specific fees are waived as well.

CURRICULUM ARTICULATION AND PROCEDURES

Prairie State College and its district high schools sign agreements to offer selected career courses at each school for dual credit. The schools and Prairie State College also agree to review the dual credit courses annually, making any necessary updates or revisions when deemed necessary. Beginning in Fall 2015, the annual curriculum articulation meeting between the participating district high schools and Prairie State College will take place one full academic year ahead of schedule. This strategy is designed to ensure that ample time is given for any curriculum updates, revisions, textbook purchases, student registration, teaching assignments, etc. that are deemed necessary for dual credit approval.

For more information and updates to the PSC Dual Credit Program, visit:

[prairiestate.edu/student-services/advising-and-counseling/
high-school-counselors/dual-credit-high-school-program.aspx](http://prairiestate.edu/student-services/advising-and-counseling/high-school-counselors/dual-credit-high-school-program.aspx)



The following schools are participating in the Dual Credit Program with PSC:

Beecher District 200

Crete-Monee District 201

Bloom Township District 206

Rich Township High School District 227

Homewood Flossmoor High School District 233

Kankakee Area Career Center



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