

Sauk Valley Community College

Dual Credit Classes: Memorandum of Understanding

2023- 2024 Academic Year

This MOU is between Sauk Valley Community College (SVCC) and Oregon High School.

This memorandum of understanding is designed to clarify the dual credit responsibilities of both Sauk Valley Community College and the participating high school. Dual credit occurs when a high school student takes a college-level course and receives credit for both the college-level course and his/her high school course. Dual credit is indistinguishable from a college transcript from other college courses a student may take. Therefore, dual credit courses must align with SVCC course outlines and meet the same minimal standards of quality and rigor as any other SVCC course.

Dual Credit Class Offerings

Eligible high school students may take SVCC courses for dual credit by enrolling into:

1. Preapproved SVCC courses offered at the high school; this MOU determines which dual credit courses may be taught at the high school.
2. SVCC online or on-campus courses taught by SVCC instructors. An MOU is not necessary for high school students to enroll into these courses, but high school students must still meet all SVCC eligibility requirements.

****Tuition is assessed based upon instructor/teacher used, below****

- **Dual Credit Cost Per Course (Taught by High School Teacher)**

In order to provide accessible college credit to high school students, SVCC offers dual credit at a reduced tuition and Student Support Fee rate for dual credit classes. Regarding tuition, all students will be charged a \$50 flat rate per class in which they are enrolled. Billing for these fees will be sent to the high school. SVCC also waives the individual course fees for dual credit classes taught at the high school, however, the high schools will need in turn to provide support for instructional supplies for that course.

- **Dual Credit Tuition Waiver (Taught by SVCC Instructor)**

In order to provide accessible college credit to high school students, SVCC offers dual credit at a reduced tuition and Student Support Fee rate for dual credit classes. In order to be eligible for this waiver, the high school or student must provide evidence of need by providing information about free or reduced lunch status. This notation is made through a check box on the online registration form that is completed by the high school counselor. Based on this status, the Dual Credit Tuition Waiver is:

- 25% tuition and fee waiver for standard students (students who do not show evidence of need)
- 50% tuition and fee waiver for students who receive a reduced-price school lunch
- 75% tuition and fee waiver for students who receive a free school lunch

SVCC also waives the individual course fees for dual credit classes taught at the high school, however, the high schools will need in turn to provide support for instructional supplies for that course.

Select this link to [view the most current tuition and fees](#).

Dual Credit Course Schedule Key Definitions

Course Number and Title: SVCC course definition and coding. This information is found on the course outline and in the [college catalog](#).

Number of Credits, Lecture and Lab Hours: SVCC course outlines describe the number of college credits a class is worth and the number of lecture hours and lab hours a class must meet over a typical 16 week semester.

Minimum Number of Lecture and Lab Contact Minutes per Semester: For each credit hour, a class must meet a minimal number of lecture and lab hours (see #2, above) where each lecture/lab hour equals 50 minutes per week over 16 weeks. For example, BIO 103 (4 credits, 3 lecture, and 2 lab per week) would meet for 150 minutes of lecture (50 min X 3) and 100 minutes of lab (50 min X 2) per week over a typical 16-week semester. If a class is scheduled

differently than a 16-week semester, then the course must still meet the minimum number of minutes per semester (1 lecture or lab session = 16×50 minutes = 800 minutes minimum per semester). Using BIO 103 as an example, the class would need a minimum of 2,400 minutes of lecture and 1600 minutes of lab. SVCC administration will determine this for you; all classes must meet this minimum standard.

Instructor Origin: The college instructor can be a high school teacher (HS) or can be hired by the College as an adjunct faculty member (SVCC). Most dual credit classes are taught by high school teachers. If the high school wishes for SVCC to hire an adjunct faculty to teach a dual credit course, the course may have to be canceled if there is no qualified adjunct available. Approved instructors are classified as adjunct faculty at SVCC and information for them can be found in our directory like other employees.

Instructor Name: A full name is required for SVCC records. Even if it is a high school instructor teaching the class, SVCC will need the instructor to undergo SVCC training and follow SVCC rules and regulations as any SVCC employee would.

Meeting Times/Days: These are the dates and times that the proposed dual credit class will meet. Be specific for lecture and lab times/days.

Start and End Dates: These are the dates the dual credit class begins and ends at the high school. Many dual credit classes are not taught on the same academic schedule as the College so it's important to verify these dates with the college.

Total Class Minutes of Class: Using the information found in #6 and #7 above, this should be calculated and compared to #3 above. If the totals exceed the minimum in #3, then the class can run as listed. If the class time is short, additional time must be found in order to run the class – there are no exceptions as this is a system rule set forth by the Illinois Community College Board.

Instructor Payment: SVCC can either pay the high school for the dual credit instructor (HS) or SVCC can pay the instructor directly (Instructor).

Tuition billed to: SVCC can bill the high school district for the students attending the dual credit class (HS) or the high school student/parent can be billed for a student attending the dual credit class. (Students).

Fall Semester: Example

Course Number and Title	Number Credits/Lab & Lecture Hours	Minimum Number of Lecture and Lab Contact Minutes per Semester	Instructor Origin	Instructor Name	Meeting Times/Day	Start & End Dates (Grades are due on this final date)	Instructor Payment (HS, Instructor)	Tuition Bill to? (HS, Students)
EXAMPLE Bio 103: Introduction to Biology	4 credits 3 lecture 2 lab	4000	SVCC	Brad Smith	8:00 – 9:00 a.m. M, W, F	August 19 December 13	HS	Students

Columns highlighted in green will be completed by SVCC.

Columns highlighted in yellow are negotiated between the College and the high school.

Columns highlighted in blue will be completed by the high school.

High School Responsibilities and Due Dates

Due Date	Activity
Fall and Spring	<p>The high school principal or counselors should coordinate with the Vice President of Academics and Student Services regarding faculty assignments, faculty qualifications and hiring of dual credit faculty prior to scheduling any dual credit classes. Scheduling of high school faculty teaching dual credit must be approved by the Vice President of Academics and Student Services and must report to the Human Resources office of SVCC before an instructor is authorized to teach a dual credit class.</p> <p>Dual credit instructors must meet the following minimal criteria to teach a transferable college course:</p> <ul style="list-style-type: none"> • Master's degree in the discipline (subject matter) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Master's degree in any subject plus 18 graduate credit hours in the discipline (subject matter) <p>Dual credit instructors must meet the following minimal criteria to teach a career-technical (vocational) non-transferable course:</p> <ul style="list-style-type: none"> • Relevant work and educational experience as determined by the Dean of Business, Career and Technical Programs or by the Dean of Health Professions. <p>While unofficial transcripts may be used initially to determine if an instructor is qualified, official transcripts must be provided to the HR Office of the College before they can officially teach a course. It is the responsibility of the instructor to provide these transcripts</p>
Spring (before the next academic year)	<p>Identify and enroll high school students into dual credit classes understanding the following stipulations:</p> <ol style="list-style-type: none"> 1. Students must have a cumulative high school GPA of 2.0 or better. 2. Students must meet the minimal placement standards and course prerequisites for the SVCC dual credit courses. Please review these placement and prerequisite standards here: www.svcc.edu/students/dual-credit 3. Enroll students into no more than 12 credit hours of dual credit classes. Exceptions must be approved by the Dean of Student Services at SVCC. 4. Students will not be allowed to register for classes one week after classes begin unless the instructor consents.
Spring (before the next academic	<p>High school principal and/or counselors and SVCC Dual Credit Coordinator and VP of Academics and Student Services devise draft</p>

year)	Dual Credit MOU. A face-to-face meeting may be scheduled to verify the MOU contents.
Spring – Summer (before the next academic year)	Qualified high school instructors can request a meeting with the appropriate Academic Dean and discipline specific SVCC full-time instructors to ensure course alignment, share best practices, and provide opportunities for questions.
April 1 to May 1	A signed Dual Credit MOU is returned to the Vice President of Academics and Student Services which details which dual credit classes the high school would like to teach on the high school campus. All courses will conclude at one agreed upon time that serves all students. For example, if seniors exit the year earlier than other students, the course is to conclude on the date that the seniors exit the class.
May 10	<p>Complete the electronic registration process for as many students as possible. All students who register must have all the required electronic signatures and paperwork from the high school counselors, parents, and students including the placement test scores that allow them to register for the class. When using the district's teacher, the high school will only be billed for the students in the class after they are officially registered for the class. Payment plans are available to students who register early. Note: Students will not be allowed to register for any SVCC class if they have an outstanding balance due to the College.</p> <p>Any students not on the May list must be submitted to the SVCC Admissions and Records prior to the first day of class.</p>
One Week Before SVCC Classes Begin to One Week After Classes Begin	Complete the electronic registration process for any high school students who have not completely registered. All students who register must have all the required electronic signatures and paperwork from the high school counselors, parents, and students including the placement test scores that allow them to register for the class. Students will only be billed for the class (if applicable) after they are officially registered for the class. Note: Students will not be allowed to register for any SVCC class if they have an outstanding balance due to the College.
First Week of Classes (fall and spring semesters)	<p>Dual credit instructors present the Dual Credit Orientation video to students.</p> <p>Students declining to take dual credit must sign the dual credit waiver form; students <u>will not</u> be allowed to retroactively request dual credit after the first week of classes.</p>
First Week of Classes (fall and spring semesters)	<p>Dual credit instructors must submit a course syllabus; the syllabus must be constructed upon the approved syllabus template. All syllabi must be sent to the Vice President of Academics and Student Services and will be kept on the SVCC intranet (FAST). The VP of Academics and Student Services will consult with these deans.</p> <p>All dual credit students must receive a syllabus from the instructor during</p>

	the first week of class.
First Week of Classes (fall and spring semesters)	All students must use approved SVCC college textbooks and materials for each college course. Students are required to have all required materials by the first day of class.
Second Week of Classes (fall and spring)	Dual credit instructors must verify their dual credit rosters by logging onto SOAR and comparing the roster information with their high school roster. Any discrepancies must be immediately rectified. As a reminder, students not registered for the dual credit class will not be given college credit for completing the class.
Third Week of Classes (fall and spring semesters)	<p>Payment for classes is due; students who have not paid their outstanding balance by the end of the third week of classes will be withdrawn from their classes and college credit will not be administered for the student.</p> <p>For courses that are held year-round (fall and spring), students will be required to make payment at the fall payment date. Refunds will also go by the fall dates, midterm grades will be entered by the end of fall, and final grades entered at the end of the spring semester.</p>
Third Week of Semester or Later	Work with SVCC to schedule a classroom visit at the high school to conduct an evaluation to ensure course quality and alignment with the SVCC course outlines. The evaluation document is provided only to the faculty member by mail or in person.
Sixth Week of Semester or Later	Provide all students enrolled in dual credit courses the opportunity to complete a course evaluation form provided by the College. A copy of the results will be provided to the instructor after the semester is complete.
Eight Week of Semester	Dual credit instructors must submit midterm grades using SOAR.
Final Week of Semester	Dual credit instructors must submit final grades using SOAR.

Sauk Valley Community College Responsibilities

1. Provide a list of SVCC contacts who can help answer questions about dual credit. See appendix at the end of this document.
2. Reserves the right to determine which dual credit courses will be offered by any high school.
3. Review the transcripts of any instructor recommended by the school district to teach a dual credit course to ensure compliance with college qualifications to teach. Poor evaluations of any instructor may lead to their termination in subsequent semesters as a dual credit instructor.
4. Identify a SVCC faculty member to serve as a contact/resource to the high school instructor.

5. Assist with registration and placement testing of dual credit students.
6. Provide the high school and the dual credit instructor with copies of official college course outlines and an example syllabus which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation.
7. Verify that the proposed dual credit class meets the minimum number of minutes per semester as specified in the course outline. Specific requirements should be determined with the appropriate Academic Dean.
8. Provide the school district with all appropriate forms and/or remote access to those forms including registration forms, student evaluation forms, midterm/final grade submission forms, and instructor/course evaluation forms.
9. The appropriate Academic Dean will visit dual credit classes for a classroom observation and instructor evaluation. If the students have not completed the student evaluation, it will be administered at this time.
10. Send a bill to dual credit students or the high school (whichever is applicable) to cover tuition and fees.
11. Award Sauk Valley Community College credit and record student grades on an SVCC transcript.
12. Provide support to dual credit instructors and to dual credit students. Dual credit classes are SVCC courses, as such, dual credit students and instructors have access to all of the same resources as our on-campus faculty and students. See the appendix at the end of this document. Please refer [dual credit students to this link for additional information.](#)
13. College reserves the right to cancel a course one week before the semester begins if the class does not have adequate enrollment.
14. The College will pay either the dual credit instructor or the high school as is indicated by the SVCC Adjunct Contract. Payment will be delivered near the end of each semester.
15. Sauk Valley Community College (SVCC) makes every reasonable effort to accommodate individuals with disabilities in accordance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and Sections 504 of the Rehabilitation Act of 1973 (504). According to the rules and regulations of the federal government and the State of Illinois, SVCC will make reasonable and appropriate accommodations to ensure that the college facilities, classes, and services and programs area accessible and in compliance with employment practices. A student who enrolls in a dual credit course at SVCC shall have access to supplementary aids and accommodations, including access to the college's Disability Support Services. All course and assessment modifications must meet curriculum requirements at the college level. Students and districts interesting in pursuing the accommodation process should contact the DSS office at (815) 835-6220.

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Columns highlighted in blue will be completed by the high school.

Year-Round Only:

Course Number and Title	Number Credits/Lab & Lecture Hours	Minimum Number of Lecture and Lab Contact Minutes per Semester	Instructor Origin	Instructor Name	Meeting Times/Day	Start & End Dates (Grades are due on this final date)	Instructor Payment (HS, Instructor)	Tuition Bill to? (HS, Students)
AGR 130 – Intro to Ag Mechanics	4 credits 3 lec/2 lab	4000	HS	Seth McMillan	12:34-1:19, M-F	8/17/23-5/21/24	HS	HS
AGR 142 – Prin of Ornamental Hort	3 credits 2 lec/2 lab	3200	HS	Seth McMillan	8:00-8:45, M-F	8/17/23-5/21/24	HS	HS

Fall 2023 Semester Only

Course Number and Title	Number Credits/Lab & Lecture Hours	Minimum Number of Lecture and Lab Contact Minutes per Semester	Instructor Origin	Instructor Name	Meeting Times/Day	Start & End Dates (Grades are due on this final date)	Instructor Payment (HS, Instructor)	Tuition Bill to? (HS, Students)
WLD 101 – Industrial MIG Weld	2 credits 1 lec/2 lab	2400	HS	Seth McMillan	2:14-2:59, M-F	8/17/23-12/22/23	HS	HS
WLD 101 – Industrial MIG Weld	2 credits 1 lec/2 lab	2400	HS	Seth McMillan	1:24-2:09, M-F	8/17/23-12/22/23	HS	HS

Spring 2024 Semester Only

Course Number and Title	Number Credits/Lab & Lecture Hours	Minimum Number of Lecture and Lab Contact Minutes per Semester	Instructor Origin	Instructor Name	Meeting Times/Day	Start & End Dates (Grades are due on this final date)	Instructor Payment (HS. Instructor)	Tuition Bill to? (HS. Students)
AGR 116 – Intro to Animal Science	4 credits 3 lec/2 lab	4000	HS	Seth McMillan	8:55-9:40, M-F	1/8/24-5/21/24	HS	HS
WLD 106 – Welding Fundamentals	2 credits 1 lec/2 lab	2400	HS	Seth McMillan	1:24-2:09, M-F	1/8/24-5/21/24	HS	HS
WLD 106 – Welding Fundamentals	2 credits 1 lec/2 lab	2400	HS	Seth McMillan	2:14-2:59, M-F	1/8/24-5/21/24	HS	HS

Essential Contact Information

ADMINISTRATION

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