



Triton College

Aligning Your High School Course for Dual Credit Eligibility

**An Overview of the
Administrative Rules and Policies
that Guide our Process**

The Three Key Elements of the Framework



The Illinois General Assembly's Dual Credit Quality Act (110 ILCS 27/)



Illinois Community College Board's Administrative Rules on Dual Credit



Triton College's Board Policy on Course Syllabi



1 What the Dual Credit Quality Act says:

- ✓ Course content must be equivalent to credit-bearing college-level courses offered at the community college.
- ✓ Learning outcomes must be the same as credit-bearing college-level courses and be appropriately measured.
- ✓ Dual credit students must be assessed using methods consistent with students in traditional credit-bearing college courses.

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

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Illinois Community College Board's Administrative Rules

- ✓ The course outlines utilized for these courses shall be the same as for courses offered on campus and at other off campus sites.
- ✓ Course prerequisites, descriptions, outlines, requirements, learning outcomes and methods of evaluating students shall be the same as for on-campus offerings.

Source: https://www.iccb.org/iccb/wp-content/pdfs/cte/Dual_Credit_ICCB_Admin_Rules.pdf



3 Triton College Board Policy on Syllabi:

The Triton College Board of Trustees and the College President require that an up-to-date instructor-developed syllabus based on the college-approved course outline be required for each course.

The proposed syllabus is what the college reviews for dual credit approval

The syllabus is to include:

- ✓ 1. General Course Information
 - a. Course title, catalog number, section
 - b. Semester, year
 - c. Credit Hours
 - d. Class dates, meeting times, location
 - e. Last day to withdraw with a “W”

- ✓ 2. Instructor Information
 - a. Name
 - b. Contact information: phone, email, preferred method of communication
 - c. Office location
 - d. Conference availability: hours and location





- ✓ 3. Course Description
 - a. Course description from catalog
 - b. IAI designation (as indicated)
 - c. Course outcomes
- ✓ 4. Instructional and Technological Information
 - a. Required materials
 - b. Prerequisites
- ✓ 5. Course Assignments and Assessments
 - a. Grading policy
 - b. Missing/Late assignment Policy
 - c. Final exam date
 - d. Weekly schedule of readings and assignments
- ✓ 6. Course Expectations
 - a. Attendance requirements
 - b. Academic Honesty statement
- ✓ 7. Disability and Academic Accommodations statement

Source: https://www.triton.edu/globalassets/media/documents/board-policy-manual/6000/policy_6080.pdf

What resources are available to help in the alignment process?



Course Outline & Sample Syllabus

Upon inquiry or submission of the Dual Credit Course Request Form, the requester will be provided with the official course outline and a sample syllabus



Curriculum Guidance from Academic Personnel

The academic chair, coordinator, or experienced faculty member will be available to answer questions on course content and provide feedback on proposed dual credit syllabus



Triton's Syllabus Template

The Triton College syllabus template provides an outline of required components that will be reviewed to determine dual credit course approval



Contact Information

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