



Triton College
Dual Credit
Faculty & Course
Approval Guide

**An Overview on Establishing
New Dual Credit Partnerships**

An Introduction to the Dual Credit Quality Act: The Framework for all Illinois Dual Credit Partnerships



- The Dual Credit Quality Act (110 ILCS 27) was first enacted by the Illinois State Legislature in January 2010 in order to outline programmatic standards of dual credit partnerships for the purpose of reducing the cost of college and students' time towards degree or certificate completion.
- This framework is comprised of policies and assumed practices governed by the Illinois Community College Board (ICCB) and Higher Learning Commission (HLC) on faculty credentialing requirements, course content, and student academic placement.
- In compliance with this legislation and in conjunction with Triton College Board Policy, the Office of Dual Credit has created the following guide to aid in the approval of new dual credit faculty and course opportunities.

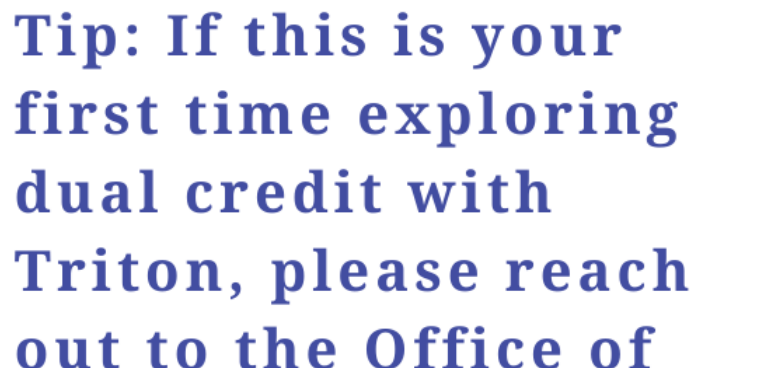
START



"Now, how can I get the ball rolling on this?"

In order to have any course eligible for dual credit, it must have a qualified instructor approved by the college and documentation that the course meets the academic standards and content of the college-level course.

The Faculty and Course approval process often go hand-in-hand but they may also be addressed at different intervals depending on each party's needs and availability. Because of this, we have broken down the individual requirements and steps for each approval:



Tip: If this is your first time exploring dual credit with Triton, please reach out to the Office of Dual Credit so you can be directed to the correct channels and guided through the process.

What is needed for course approval?



Submission of Dual Credit Course Request Form (Appendix C of The Dual Credit Handbook)



Discussion on curriculum and course requirements with the academic program chair or coordinator



Submission of proposed dual credit course syllabus aligned to college's official course outline

NEW DUAL CREDIT COURSE REQUEST GUIDE



Reach out to the Office of Dual Credit

By first reaching out to the college's dual credit personnel - you can be assured your inquiry will be followed up on and you will be provided with all the necessary information and documentation.



Submit Dual Credit Course Request Form

Once a dual credit course opportunity has been identified, the high school district office will submit a Dual Credit Course Request form which is to include the high school course title and number, duration of course, the college course it is to be aligned to, and the signature of the requester and district official.



Discussion of Dual Credit Course Curriculum

- The Office of Dual Credit will connect the high school requester with the academic Chair or Coordinator to facilitate alignment and the official course outline and a sample syllabus will be provided.
- Key areas of course content and objectives will be addressed in order for the high school course to meet the equivalent college standards and rigors.



Submit Proposed Dual Credit Syllabus

- Following the guidelines and requested revisions of the Academic Chair or Coordinator, the proposed syllabus will be submitted to the academic Chair/Coordinator or Office of Dual Credit.
- The syllabus will then be reviewed and signed for approval by the respective college academic personnel or sent back for additional revisions.



Triton's Office of Dual Credit Confirms Approval!

After all required signatures are made on the Dual Credit Course Request Form, the Office of Dual Credit will confirm approval to the requester along with a copy of the finalized paperwork.

What is needed from the high school instructor?



Dual Credit Adjunct
Application Form
(including all
requested supporting
documents)



Official Transcripts from
all Post-Secondary
Coursework



An interview with the
Academic Department
Chair/or Coordinator
and Dean

DUAL CREDIT FACULTY APPROVAL: A STEP BY STEP GUIDE



Complete the Online Dual Credit Adjunct Instructor Application

- The job posting can be found in the Triton College Job Portal under "Part-Time Faculty" or via the following link: jobopenings.triton.edu/applicants/Central?quickFind=51694
- In addition to completing the application form, candidates must also attach; an up-to-date resume (including current high school employer), a cover letter, and a brief synopsis of their philosophy of teaching.



Submit Official Post-Secondary Transcripts

- If you have not already notified the Office of Dual Credit of your intention to teach dual credit at your partnering high school, please do so at this time.
- The Office of Dual Credit will follow up to request your official transcripts and provide directions on where to request hard copies or electronic copies to be sent. ***Please note that scanned or photo copied transcripts will not be accepted for hire***



An Interview will be Scheduled

- The applicant's file is forwarded to Program Chair and Dean by the Office of Dual Credit
- If qualified, the academic department will reach out to schedule an interview for final approval



The Office of Dual Credit Confirms Approval!

- Upon approval of Chair/Coordinator and Dean, the applicant's file is sent to Human Resources and faculty accounts are created for the new faculty member.
- Login credentials will then be provided to new hire for access to their Triton Portal and WebAdvisor accounts along with guides on grade and attendance reporting.



Contact Information

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