

2026-2027 DUAL CREDIT PARTNERSHIP AGREEMENT

This Dual Credit Partnership Agreement (“Agreement”) is entered into by and between Southwestern Illinois College (“SWIC”) and **Dupo Community Unit School District #196** (“DISTRICT”), collectively referred to as the “Parties,” pursuant to the Dual Credit Quality Act (110 ILCS 27/1 et seq.). The Agreement is effective for the academic year commencing August 2026 and concluding July 2027.

1. Purpose

The purpose of this Agreement is to formalize a partnership through which eligible high school students may enroll in SWIC-approved dual credit courses, thereby earning simultaneous college and high school credit.

2. General Features

The Parties agree that the DISTRICT shall offer one or more SWIC general education transfer and/or vocational courses as part of its curriculum. SWIC shall award college credit to those students who (i) meet established SWIC entrance criteria, (ii) complete the SWIC registration process, and (iii) successfully satisfy all course requirements.

All dual credit course content and instructional objectives shall be determined solely by the SWIC and shall be delivered in accordance with official SWIC course syllabi. Said syllabi shall reflect the approved content, rigor, and academic outcomes as established by SWIC academic departments.

3. Identification of Dual Credit Liaisons

Each Party shall appoint a Dual Credit Liaison or Coordinator who shall serve as the primary point of contact for programmatic administration and oversight. These liaisons shall collaborate to ensure (i) the academic integrity of dual credit courses; (ii) consistent and effective communication between DISTRICT instructors and SWIC Chairs, Coordinators, and Deans; (iii) timely resolution of programmatic concerns; and (iv) compliance with all relevant deadlines. The DISTRICT shall identify and communicate the name and contact information of its designated liaison to the SWIC on or before the commencement of each academic year.

4. Quality Assurance

4.1 Instructor and Course Approval

All dual credit courses offered under this Agreement shall be taught by DISTRICT instructors who meet the qualification standards set forth by the SWIC, the Higher Learning Commission (HLC), and the DCQA.

- Instructors of transfer-level courses must hold a Master’s degree in the content area or a Master’s degree in any field supplemented by a minimum of 18 graduate credit hours in the relevant discipline.
- Instructors of career and technical education (CTE) courses must possess a minimum of 2,000 hours of documented professional experience in the relevant field, along with appropriate industry-recognized credentials.
- Instructors not yet meeting the full graduate credit requirement may qualify under an approved Professional Development Plan (“PDP”) if they hold at least 9 graduate credit hours in the content area and are actively pursuing the remaining credits. PDPs shall be developed in consultation with the relevant SWIC Department Chair or Coordinator and must be completed within three (3) years, as required by DCQA Section 20.B.

All prospective instructors must submit a current résumé, official academic transcript(s), and a SWIC application. CTE instructors must additionally submit a completed work experience form and a letter verifying relevant employment.

Course Approval

- For course approval, SWIC will provide a master syllabus and relevant supporting materials to any SWIC instructor for the dual credit course being requested. All instructors must utilize the master syllabus for their course offerings. The dual credit instructor must provide a syllabus that aligns with academic standards, content, and materials to the department chair or program coordinator for review and approval prior to formal approval of the course.
- Specific courses may adopt common assessments that will be required to be administered for the dual credit course.
- Additionally, for courses with specific material, equipment, or technology requirements, a site visit may be required prior to approval of courses

4.2 Instructional Responsibilities

Once approved, dual credit instructors shall be solely responsible for delivering the designated course content. Instructors who are absent for more than fifteen percent (15%) of the total instructional period (e.g., three weeks) must be replaced by a substitute who meets SWIC approval standards. Failure to do so may result in suspension or termination of the course offering.

4.3 Academic Alignment Review

An annual Academic Alignment Review (“AAR”) shall be conducted for each dual credit course by the respective SWIC Program Chair, Coordinator, or designee. The AAR shall verify that the high school course remains academically identical to its SWIC counterpart and shall support ongoing collaboration between faculty. The AAR is intended for quality assurance purposes only and shall not interfere with collective bargaining agreements or employment contracts.

5. Student Procedures

To be eligible for enrollment in dual credit courses, students must meet the following conditions:

- Complete the SWIC application prior to the course start date.
- Establish an eStorm account and register through eStorm for each course in which dual credit is sought.
- Satisfy all prerequisite requirements for desired courses.
- Register no later than fifteen (15) business days after the high school’s course start date. Retroactive registrations are prohibited.
- Submit a declination form if opting out of receiving dual credit.

Student attendance is governed by the DISTRICT. Students not in attendance during the first fifteen (15) days of the high school course are ineligible to register for dual credit, pursuant to truancy and schedule change policies.

It is the student's responsibility to confirm the transferability and applicability of earned dual credit at postsecondary institutions of their choice. SWIC does not guarantee transfer acceptance by third-party institutions.

Students requiring accommodations must meet all course requisites and objectives. Such accommodations shall not compromise the academic integrity of the course.

In cases of suspected dishonesty during placement testing, SWIC reserves the right to investigate. Verified misconduct will result in disqualification from the applicable course for the upcoming year, and notification will be sent to relevant school personnel.

While enrolled, dual credit students shall have access to SWIC facilities and services including but not limited to: tutoring, the Success Center, library services, fitness centers, Metro-link passes, and applicable student discounts.

6. Instructor Rights and Responsibilities

All new instructors must complete onboarding with the SWIC High School Partnership team, including submission of a Person of Interest form, SWIC account creation, and attendance at a virtual onboarding session.

Annual attendance at the Dual Credit Instructor Meeting (DCIM) is mandatory. This meeting is held in the Spring and will be conducted virtually. Instructors must confirm attendance, including via recording review. Non-compliance after three reminders will be addressed through administrative escalation.

Instructors shall receive official rosters from the SWIC and are responsible for verifying the enrollment status of all eligible students. Three roster submissions per term are required: initial, midterm, and final grade rosters. Final grades must be submitted to the SWIC per communicated deadlines.

Syllabi for all dual credit courses must be submitted by August 15 (fall), October 15 (year-long), or January 15 (spring). All syllabi must align with approved SWIC course content and require Department Chair/Coordinator and Dean approval.

Instructors are required to maintain and regularly monitor their official SWIC email account. Use of Brightspace is mandatory when required by the relevant department.

Dual credit instructors may utilize SWIC facilities and are eligible for instructor tuition reductions. Ongoing professional development opportunities are available at all SWIC campuses.

7. Non-Compliance Policy

Instructors who fail to meet the expectations of this Agreement shall be notified in writing. A meeting will then be convened between the SWIC Associate Director of High School Partnerships, the instructor, and the principal. An Academic Alignment Improvement Plan (AAIP) will be developed in collaboration with the SWIC Chair/Coordinator and Dean. Failure to satisfactorily complete the AAIP shall result in suspension of future course offerings until full compliance is achieved.

8. Technology

The DISTRICT shall provide all necessary technology and software to support dual credit course instruction. Such technology shall be consistent with the standards employed by the SWIC and regional employers.

Textbooks must either match those used by the SWIC or be approved by the Department Chair/Coordinator. All textbooks must reflect collegiate-level rigor and content equivalent to those used by the SWIC.

9. Financing

The DISTRICT agrees to fund and staff all dual credit course offerings, including instructor salaries. The SWIC agrees to waive tuition for all approved dual credit courses. The DISTRICT shall also provide all instructional materials and technology in alignment with SWIC standards.

10. Future Offerings

Additional dual credit courses may be added by mutual written consent of the Parties. Pursuant to Section 16.10 of the DCQA, the SWIC shall be given the right of first refusal for any new course offerings before the DISTRICT seeks alternative partnerships outside of Community College District #522.

11. Terms of Agreement

This Agreement shall be effective from August 2026 through July 2027.

12. Changes and Termination

This Agreement may be amended or modified only by mutual written consent of the Parties. Either Party may terminate this Agreement upon written notice. In such event, students currently enrolled in dual credit courses shall be permitted to complete their coursework under the terms in effect at the time of registration.

13. Signatures

HIGH SCHOOL:

High School Liaison

Date

High School Administrator

Date

SOUTHWESTERN ILLINOIS COLLEGE:

Director, High School Partnerships

Date

Chief Academic Officer

Date

President

Date