

# Dual Credit

## Memorandum of Agreement

This Memorandum of Agreement (“Agreement”) is an agreement between \_\_\_\_\_ (“Partner”) and Waubonsee Community College (“WCC”) to clarify guidelines for Dual Credit courses.

The purpose of the Dual Credit program is to extend access to affordable higher education to a larger percentage of district residents, stimulate and challenge students in high school, ease the transition to college, and to give students the potential for advanced college placement when entering the colleges of their choice. These courses are important links in the transition from one educational experience to another and into careers. Courses may be offered within the high school setting, on one of the college campuses, and/or through the college online education system.

This Agreement is intended to set forth the general terms for the annual Schedules and processes under which the Dual Credit program will operate. Waubonsee Community College retains primary responsibility for the academic quality and oversight of all dual credit coursework in accordance with Higher Learning Commission (“HLC”) expectations, Illinois Community College Board Administrative Rules, and the Illinois Dual Credit Quality Act (110 ILCS 27/1 et seq.). Dual credit courses shall maintain equivalency in curriculum, learning outcomes, assessment methods, instructional rigor, and academic quality with corresponding courses offered by the college.

In accordance with the guidelines set forth by the Illinois Community College Board (“ICCB”), the Illinois State Board of Education (“ISBE”), and the Dual Credit Quality Act (110 ILCS 27/1 et seq.) (“DCQA”), both parties agree to participate according to the policies and procedures listed below:

### **I. Partner Responsibilities**

#### **A. Student Eligibility**

1. Enroll only students who demonstrate readiness for college-level work. This is determined by placement procedures consistent with those used at the college level.
  - a. Placement measures will include evidence-based multiple appropriate measures that are currently in place for college-level students, with considerations relative to student age and grade level and consistent with ICCB guidance and WCC placement practices.
  - b. Students accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college-level course.
  - c. Student course selections will be made in consultation with high school counselors and/or principals.
  - d. On-site testing at high schools may be available for a group of students; to ask about availability, email [assessment@waubonsee.edu](mailto:assessment@waubonsee.edu) at least 4 weeks in advance of the date requested.
  - e. Evidence-based multiple measures may include, but are not limited to: high school GPA, transcript review, standardized test scores, prerequisite coursework, placement testing, prior coursework performance, and other college-approved placement measures.
2. The Partner is responsible for disseminating all Dual Credit and course information directly to the students.
3. District high schools must notify all qualified 11<sup>th</sup> and 12<sup>th</sup> grade students of all dual credit opportunities provided pursuant to this Agreement.
4. Ensure that participating students meet the course prerequisite requirements and can provide evidence, if applicable.
5. Compliance with Public Act 102-0516 mandates covering students with Individualized Education Plan (“IEP”) and 504 plans is required:
  - a. Individual students with disabilities must have access to dual credit courses, provided they are able to meet the criteria for entry.

- b. The student shall have access to the supplementary aids and accommodations included in the IEP or 504 plan while the student is accessing a dual credit course on a high school campus in accordance with established practices at the high school.
  - c. Ensure that, in any class that uses a WCC instructor to teach in the school setting, the instructor receives necessary information to provide academic support to students that require supplementary aids and/or accommodations as contained in an IEP or 504 plan.
6. “Mixed” classes are allowed per the Dual Credit Quality Act. The term “mixed” refers to combining qualified and unqualified students in the same dual credit course taught in a high school classroom. Should a high school choose to offer dual credit in a “mixed” environment, the following rule will apply:
- a. A high school student who does not otherwise meet WCC’s academic eligibility requirements to enroll in a dual credit course taught at the high school shall be allowed to enroll in that dual credit course only for high school credit.
  - b. The high school must establish procedures prior to the first day of class to communicate to all individual high school students and their parents/guardians enrolled in a mixed enrollment dual credit course whether or not they are earning college credit for completing the course.
  - c. Expectations for maintaining the rigor of mixed dual credit courses that are taught at the high school and including students not deemed ready for college-level coursework are set according to WCC standards.

## **B. Student Registration**

The Partner and College will collaborate to ensure eligible students complete all required admissions, placement, registration, and consent processes in accordance with College deadlines and procedures. The Partner is responsible for submitting accurate and timely student information and assisting with roster confirmation. The College will enroll eligible students who have satisfied all applicable requirements. Add/drop requests, roster changes, and enrollment corrections must be communicated within timelines established by the College.

Detailed operational procedures, timelines, and required forms may be maintained separately by the College through training materials, process guides, or administrative procedures and may be updated as needed.

## **C. Instructor and Course Approval Requirements**

WCC and the Partner agree to collaboratively engage in course and instructor review processes in a timely manner consistent with the Illinois Dual Credit Quality Act and associated administrative requirements.

### **Instructor Approval Requirements**

1. Submit an up-to-date resume and copy of all relevant transcripts of instructors to the WCC Dual Credit Office, preferably at least two months prior to the scheduling of any dual credit course, to confirm that the instructor meets credential requirements.
2. Instructor qualification requirements shall not exceed the minimum qualifications outlined in Section 20 of the Illinois Dual Credit Quality Act.
3. All dual credit instructors must meet the minimum qualifications established by the Higher Learning Commission and Illinois Community College Board (ICCB) Administrative Rules section 1501.313. The form to review qualifications can be found in [Exhibit 2 – New Dual Credit Instructor Credential Review Form](#).
  - a. Transfer Courses
    - i. The instructor has either a master's degree in the discipline or a master's degree plus 18 graduate hours in the discipline **OR**
    - ii. The instructor has less than 18 graduate hours in the discipline, but they have a master’s degree in any discipline and they have completed at least 9 hours in the discipline, so they are eligible for a professional development plan (PDP) as long as they are actively pursuing the additional 9 hours to earn 18 graduate hours in the discipline. This Professional Development Plan (PDP) is a structured pathway to full qualifications, but allows them to teach the dual credit course while earning the full qualification. (Transcripts showing progress each term, need to be submitted.)

- b. Career and Technical Education – The instructor has the industry credential (degree, certificate or license) and a resume showing at least 2,000 hours of paid, non-teaching work experience in the discipline.
  - c. For instructors who are entering a professional development plan (PDP) to raise their credentials in line with these qualifications:
    - i. WCC has 30 days to review the plan and approve that it is aligned with the appropriate credentials listed above.
    - ii. These plans may be in effect for no more than 3 years after approved
    - iii. The instructor meets qualifications in the Dual Credit Quality Act (110 ILCS 27/20)
4. Be responsible for hiring and compensating their instructors.

**Instructor Approval Requirements**

- 1. Ensure that the instructors follow the college’s course outline(s), syllabus template, and use the required college course textbook(s).
  - a. When the required textbook listed for a course is updated to a new edition of the same course material, Partner may use the current adoption or one edition behind the current adoption.
- 2. Instructors must meet with WCC faculty for textbook adoption, curriculum coordination and syllabus development. This will be coordinated by Dual Credit Office.
- 3. WCC and the Partner agree to engage in ongoing course equivalency review processes during the applicable school year to ensure alignment of curriculum, student learning outcomes, assessments, instructional rigor, grading standards, instructional materials, and student performance expectations.
  - a. Course equivalency review processes may include, but are not limited to, curriculum meetings, syllabus reviews, classroom visits, assessment alignment discussions, faculty collaboration activities, and review of student learning outcomes and course performance data.
  - b. For Career and Technical Education (CTE) dual credit courses, equivalency review may also include evaluation of technical competencies, industry-aligned learning outcomes, equipment, instructional resources, and applicable credentialing expectations.
- 4. Ensure that courses appear in all high school documents with the same title as that on the college’s course outline and distribute the approved syllabus to all students participating in the dual credit course.
- 5. Ensure that total class contact time meets or exceeds the college’s requirements.
- 6. A minimum of 10 students is required to run any class that will use a WCC instructor or the class may be cancelled.
- 7. Establish contingency plans if the approved instructor is no longer able to teach the course and a long-term substitute is required. A long-term substitute is defined as more than 25% of the course. This may involve using a different credentialed high school teacher and/or team teaching with a WCC instructor.

**D. For Partners Offering Certified Nurse Assistant (CNA) Certification Programs (NAS101) Using a WCC Instructor**

- 1. CNA cohorts require a minimum of 8 students and have a maximum of 16 students. If the minimum enrollment is not met, WCC may choose to supplement the section with other students or cancel the section.
- 2. Students preparing to register for the NAS101 program must meet benchmarks for enrollment prior to the start of the course. These deadlines will be communicated from the WCC Dual Credit Office and are typically in mid-May for fall registration and December 1 for spring registration. These benchmarks include submission of the background check form and copy of Social Security card to the Dual Credit/Health Professions and Public Service (HPPS) office. The applicable high schools will be billed the discounted rate of credit hour tuition and fee per student.
- 3. Responsibility for additional costs associated with the CNA program is detailed in [Schedule A, Fees and Payments](#).
- 4. Students will be required to attend a mandatory program orientation that will be held approximately one week prior to the start of class. Information will be shared with email addresses on file and school counselors (if applicable).

## **E. Dual Credit Approved Instructor Responsibilities**

1. Submit a course syllabus in the appropriate format by the end of the first week of class to the Dual Credit Office at WCC. The syllabus must clearly demonstrate an alignment to the learning outcomes of the college course.
2. Complete a roster confirmation in the first few weeks of the semester/term which includes comparing the high school Student Information System (“SIS”) to the WCC SIS and identifying any student who:
  - a. needs an update to their name on the roster,
  - b. is missing from the roster, or
  - c. should be removed from the roster.
3. Complete midterm attendance reporting in the WCC SIS according to specifications outlined in training materials, while also confirming that the WCC class roster matches the Partner school/center roster. Any students who are missing from the WCC roster must be identified by completion of the midterm verification process.
4. Complete final grade reporting in the WCC SIS according to timelines and procedures established by the College.
5. Provide students the opportunity to complete an instructor/course evaluation form.
6. Report major instances of academic dishonesty (plagiarism, cheating, etc.) to the Dual Credit office.
7. Agree to a classroom visit by the college Provost or designee that is consistent with WCC’s review for on-campus adjunct faculty. Classroom visits will ensure that course content, delivery, and rigor are consistent with the college expectations. This visit shall not impact the instructor’s performance evaluation.
8. Distribute and review the Dual Credit Handbook with students to promote understanding of the value of the dual credit program and emphasize the academic supports available to students through the college (e.g. library, tutoring).
9. Ensure that each student earning dual credit is informed of and acknowledges the expectations, responsibilities, and academic implications associated with enrollment in a college-level dual credit course. This includes:
  - a. The creation of a permanent college transcript that follows the student wherever they go
  - b. Implications of earning a D, F, or W grade on future satisfactory academic progress and financial aid eligibility
  - c. Expectations related to college-level rigor, attendance, academic integrity, communication, and personal responsibility for meeting course deadlines and requirements.

## **F. Cost and Fee Structure**

1. The parties agree to the [Schedule A – Fees and Payments](#), which will be updated each academic year.
2. The Partner will complete the Dual Credit Billing Agreement, which can be found in [Exhibit 4 – Dual Credit Billing Agreement](#), each year.
3. Refund eligibility, billing adjustments, and financial responsibility timelines shall follow WCC institutional policies and applicable refund deadlines established within the academic calendar and dual credit timeline.

## **G. Designation of Liaisons**

1. The Partner shall designate an official liaison responsible for communication, coordination, negotiation, documentation, and operational oversight related to this Agreement and associated dual credit activities.
2. The designated liaison shall collaborate in good faith with WCC faculty and staff to address operational concerns, support implementation of the Agreement, facilitate communication between the parties, and maintain documentation related to timelines, approvals, negotiations, and compliance activities.
3. The parties will both complete [Schedule B – Designation of Liaisons](#) as often as needed to keep contacts up to date.

## II. Waubonsee Community College (WCC) Responsibilities

1. Review and approve each instructor's qualifications to teach the course(s) prior to scheduling, in accordance with minimum qualifications established by the Higher Learning Commission and Illinois Community College Board (ICCB) Administrative Rules section 1501.313.
2. Provide copies of the outlines of all official college courses which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation.
3. Provide the instructor with a copy of all required textbooks.
  - a. WCC will notify the liaison/instructor on the adopted book and the format of the adopted book.
4. Consult with high school administration to provide appropriate assessment testing, where required.
5. Provide all appropriate forms including registration documents, student evaluations and other forms as required.
6. Provide access and directions for online reporting of mid-term attendance and final grades.
7. Award college credit and record student grades on an official college transcript.
8. Provide access to supplementary aids and accommodations as necessary through the Access Center for Disability Resources for students taking dual credit courses at WCC or online through WCC.
9. Take appropriate steps to ensure that dual credit courses are equivalent to those courses offered at WCC in quality and rigor to qualify for college credit pursuant to the Dual Credit Quality Act.
10. Establish a mechanism for evaluating and documenting, on a regular basis, the performance of students who complete dual credit courses and share appropriate student performance data with the Partner consistent with applicable privacy laws and institutional policy.
11. WCC shall maintain processes for ongoing evaluation and documentation of course equivalency, instructional quality, student performance, and academic rigor for dual credit coursework offered under this Agreement.
12. WCC and the Partner agree to annually review disaggregated student data related to dual credit enrollment, participation, persistence, successful course completion, postsecondary transition, and student performance outcomes to support continuous improvement, equitable access, and student success. To the extent feasible and permitted by law, annual disaggregated data review may include analysis by gender, race/ethnicity, income status, and other student demographic indicators.

## III. General Terms

1. **Confidentiality.** To administer and assess the impact of this Agreement, the Parties will exchange student information, grades, and other appropriate data as permitted by Family Educational Rights and Privacy Act ("FERPA"), the Illinois School Student Records Act ("ISSRA") and other applicable law. If a student is enrolled concurrently in the Partner and WCC, the Parties may disclose the student's education records in accordance with FERPA and ISSRA and will mutually share data on the performance of students in a meaningful and timely basis. Each Party designates the other Party as its agent with a legitimate educational interest in students' educational records for purposes of FERPA and ISSRA. The Parties will institute policies and procedures designed to ensure that its employees and agents comply with FERPA, ISSRA, and other applicable laws governing the privacy and protection of student education records, and will protect student education records against accidental or deliberate re-disclosure to unauthorized persons. Both parties agree to limit access to shared student information to employees, agents, and representatives with a legitimate educational interest consistent with FERPA, ISSRA, and applicable institutional policies.
2. **Term & Termination.** This Agreement will remain in effect unless terminated by the mutual agreement of the Parties. Any termination will be effective upon the completion of the Dual Credit courses being offered that school year.
3. **Disputes.** Both parties agree to seek to collaboratively resolve any disputes regarding this Agreement by working with each other and their designated liaisons in good faith and in a timely manner. In the event that a resolution cannot be reached through local discussions, either party may seek guidance or review through the Illinois

Community College Board or another appropriate state agency consistent with the Illinois Dual Credit Quality Act.

4. **Governing Law.** This Agreement will be governed by and interpreted in accordance with the laws of the State of Illinois. Both Parties will comply with all applicable laws, rules, and regulations.
5. **Severability.** The invalidity of any one or more phrases, sentences, clauses, or sections contained in this Agreement shall not affect the remaining portions of this Agreement.
6. **Relationship of the Parties.** No provision of this Agreement, or act of either Party, will be construed as creating the relationship of principal and agent, or as creating a partnership, joint venture, or other enterprise. This Agreement is not intended to benefit any third parties.
7. **Indemnification.** The parties agree to hold harmless and indemnify each other, their officers, agents, trustees and employees, and defend each of them, against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against them, arising out of their acts, omissions, or failure to comply with any applicable law or regulation.
8. **Counterparts.** This Agreement may be executed in multiple counterparts by the parties. All executed counterparts shall constitute one agreement binding upon all parties, and the terms of this Agreement shall apply to all annual Schedules and any other related addenda, when such counterparts have been signed by each of the parties. In the event of a conflict between this Agreement and its counterparts, the counterpart shall prevail.
9. **Entire Agreement.** This Agreement contains the entire understanding between the Parties and supersedes all prior agreements, understandings, or representations. This Agreement may be amended at any time by the written agreement of both Parties.

#### IV. Signatures

By signing below, the parties agree to the terms set forth in this Agreement.

**Waubonsee Community College**

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

**Schedule A**  
**Fees and Payments**  
**2026-2027**

<b>Fees</b>	<b>Description</b>	<b>Amount</b>
Dual Credit Fee	Courses taught by high school or career center dual credit approved instructor	\$12.00 per credit hour per student
Tuition and Student Fee <i>Required costs for credit courses</i>	Courses taught by WCC instructor <i>Online class, standard rate</i>	\$152.00 per credit hour per student
	Courses taught by WCC instructor <i>In-person class, eligible for high school discount</i>	\$108.00 per credit hour per student
Course Fee <i>Fee for extra costs for supplies, equipment, or services for certain classes</i>	Flat fees that are charged automatically when a student registers in a course that uses them	Varies per course
MyMaterials (Inclusive Access) <i>Electronic books and course material access</i>	Flat fees that are charged automatically when a student registers in a course that uses them	Varies per course

1. If a course has an electronic book charge (MyMaterials/Inclusive Access), the school will be billed unless noted in the billing section that it is billed to the student directly.
2. The high school or career center will be invoiced for the total amount of applicable student tuition and/or fees for all students remaining on course rosters after the course refund deadline. Invoices cannot be sent until after midterm attendance verification is complete.
3. Students are responsible for any balance not paid by the school before future registration at WCC is approved.
4. Additional general information about fees is available at <https://www.waubonsee.edu/admissions/costs-and-payments>.
5. **Certified Nurse Assistant (CNA) Cost**
  - a. Individual students will be responsible for paying the remainder of program expenses, including but not limited to: course fee, textbooks, materials, uniform and supplies.
  - b. The WCC website provides additional information on the Basic Nurse Assistant program at <https://www.waubonsee.edu/programs-courses/programs-subject/health-sciences/nurse-assistant>, including the Handbook.

**Schedule B**  
**Designation of Liaisons**

**Liaisons**

Liaisons for the Partner and WCC are designated below, as of this date: \_\_\_\_\_

**Waubonsee Community College**

\_\_\_\_\_  
*Partner (School or Career Center)*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Email Address*

New dual credit course requests are submitted by the high school district administrator who works directly with the Waubonsee Community College Dual Credit Office. This form serves to document conditions outlined in the Dual Credit Quality Act of Illinois.

Please note the following form submission guidelines:

- For a Fall Semester course – March 1
- For a Spring or Summer Semester course –October 1 of the previous calendar year

**Course Information:**

College course # and title being requested: \_\_\_\_\_

District/School to offer this course: \_\_\_\_\_

District course # and title: \_\_\_\_\_

Anticipated first semester to offer course: \_\_\_\_\_

**Requested Course Type** (check all that apply):

- |   |   |                                |
|---|---|--------------------------------|
| <input type="checkbox"/> Taught at the high school by high school teacher(s)* | <input type="checkbox"/> Taught at the College or online by college faculty | <input type="checkbox"/> Other |
|---|---|--------------------------------|

\*If taught at the high school, also submit the Instructor Credential Review Form and related documentation if applicable.

**Semester(s) that the course will be offered** (check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Fall Semester<br>20__ | <input type="checkbox"/> Spring Semester<br>20__ | <input type="checkbox"/> Summer Semester<br>20__ |
|--|--|--|

**District Administrator/Requestor:**

\_\_\_\_\_  
Signature of District Administrator/Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Exhibit 1**  
**New Dual Credit Course Request Form**  
2026-2027

The Waubonsee Dual Credit team will contact the requestor to schedule a meeting or series of meetings to discuss the course. Attendees may include:

- Requestor (High school district administrator)
- High School Department Chair
- High School teaching faculty
- WCC Dean and appropriate faculty
- WCC Dual Credit Coordinator
- WCC Dual Credit Director
- VALEES Director (For CTE courses)

The requestor will let WCC know which high school (HS) representative(s) should be invited. Upon approval, Waubonsee will obtain appropriate signatures and will send a copy of the completed Request Form to the original requestor.

**Course information to be completed by WCC Dual Credit Department**

College course # and title	
Course Type	<input type="checkbox"/> High School Taught <input type="checkbox"/> College Taught <input type="checkbox"/> Other:
Semester the District course will start	<input type="checkbox"/> Fall Semester 20__ <input type="checkbox"/> Spring Semester 20__ <input type="checkbox"/> Summer Semester 20__
Semester in which College Credit will be awarded	<input type="checkbox"/> Fall Semester 20__ <input type="checkbox"/> Spring Semester 20__ <input type="checkbox"/> Summer Semester 20__
If known, College Course Contact (Dean or faculty member) name, email, phone number	
Course cost structure High school is billed for:	<input type="checkbox"/> Dual Credit Fee <input type="checkbox"/> Tuition <input type="checkbox"/> Course fee(s) <input type="checkbox"/> Student Fee <input type="checkbox"/> Books/MyMaterials
How course fits into postsecondary degree or certificate completion plans	

**Course Content and Instruction**

Topic	Notes
College course syllabus and outline shared with high school district	
Student prerequisite(s)	
Textbook requirement(s)	
Technology/software requirement(s)	
Assessment of learning outcomes: WCC common assessment materials and rubrics for the course.	
Common final assessment required (Y/N) College Contact (for final assessment) Time Frames discussed	
Additional accreditation requirements	
Course management system (high school/collegiate)	
Anticipated student count and number of sections	

**Instructor Support**

Topic	Notes
Curricular Collaboration Meeting Scheduled	
Course Content and Learning Outcomes Shared	
Professional Learning Opportunities Identified/Required	

**Approval for Proceeding with Course Planning, Syllabus Development and Documentation: High**

**School District Administrator:**

\_\_\_\_\_  
Signature of District Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**WCC Dean:**

\_\_\_\_\_  
Signature of WCC Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**WCC Director of Dual Credit:**

\_\_\_\_\_  
Signature of WCC Dean

\_\_\_\_\_  
Date

Sharon Rainbolt  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

This form must be completed by the High School District Administrator and submitted to the WCC Dual Credit Office for each new high school instructor who wants to teach dual credit. If applicable, submit with the New Course Request Form.

Instructor First Name:	
Instructor Last Name:	
High School District:	
College Course # and Title:	
Highest Degree Earned:	
Degree Discipline:	
First semester to teach:	

**For Transfer/IAI courses:**

The instructor has either a master's degree in the discipline or a master's degree plus 18 graduate hours in the discipline.

The instructor has less than 18 graduate hours in the discipline, but they have a master's degree in any discipline and they have completed at least 9 hours in the discipline, so they are eligible for a professional development plan as long as they are actively pursuing the additional 9 hours to earn 18 graduate hours in the discipline. This Professional Development Plan (PDP) as a structured pathway to full qualifications, but allows them to teach the dual credit course while earning the full qualification. (Transcripts showing progress each term, need to be submitted.)

**For CTE courses:**

The instructor has the industry credential (degree, certificate or license) and a resume showing at least 2,000 hours of paid, non-teaching work experience in the discipline.

**Submission Information**

**For Transfer/IAI courses, submit:**

- Undergraduate Transcripts (Unofficial is fine for the review, official is needed once approved)
- Graduate Transcripts (Unofficial is fine for the review, official is needed once approved)

**For CTE courses:**

- Industry certificate or license, or degree if applicable
- Resume showing at least at least 2,000 hours of paid, non-teaching work experience in the discipline.

This verifies that the information is correct and accurately reflects the qualifications of the proposed course instructor.

_____ Signature of District Liaison	_____ Date
_____ Printed Name	_____ Title
_____ District/School	

**College Review**

**Meets minimum instructor qualifications (check one):**

- Yes without PDP (pending official transcripts)
- Yes with PDP (pending official transcripts)
- Unsure-needs further review
- No\*

\*For instructors determined to not meet the minimum qualifications, a written rationale will be provided by the college that specifically identifies the basis for why the proposed Instructor does not meet any of the academic credential requirements set forth in Section 20 of the DCQA.

**Preliminary Approval to Designate as Adjunct Faculty (pending official transcripts):**

- Yes
- Yes, subject to PDP
- No\*

This verifies that this review and determination of minimum qualifications and determination of approval status has been authorized and reflects the official action of the college.

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Signature of College Dean or their Representative

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Date

---

Printed Name

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Title

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District/School

NOTES:

This agreement provides the information and authorization that Waubonsee Community College (WCC) needs to bill a Dual Credit Partner (Partner), such as a high school or career center, for student educational costs in the Dual Credit program.

**For students who are registering directly into WCC courses** and having educational costs billed directly to the Partner, the following items are required for accurate billing:

1. On school letterhead, provide a list of students and courses approved for billing.
2. Send an updated list whenever there are changes to the approved student list, or approved courses.

Email completed form to the Dual Credit Office at [SDP@waubonsee.edu](mailto:SDP@waubonsee.edu).

<b>Partner Information and Approved Charges</b>			
<b><u>Waubonsee Billing Contact Information</u></b> Kayla Mauer, Senior Specialist Student Accounts & Cashier Route 47 at Waubonsee Drive, STC-249G Sugar Grove, IL 60554 <a href="mailto:studentaccounts@waubonsee.edu">studentaccounts@waubonsee.edu</a> Department Phone: (630) 466-5705	<b><u>Waubonsee Dual Credit Office</u></b> <a href="mailto:SDP@waubonsee.edu">SDP@waubonsee.edu</a> Department Phone: (630) 466-2394		
<b>Partner Billing Information</b>			
School or Career Center Name:			
Billing Address:			
Billing Contact Name:		Billing Contact Phone Number:	
Billing Contact Email:		Preferred Billing Method:	<input type="checkbox"/> Email <input type="checkbox"/> Mail
Check all boxes below associated with educational costs to be billed to the Partner for each student. Rates and explanation of fees can be found in the Dual Credit Memorandum of Agreement between Waubonsee and the Partner. Any cost that is not checked will be billed to the student.			
<input type="checkbox"/> Dual Credit Fee <input type="checkbox"/> Tuition and Student Fee <input type="checkbox"/> Course Fee <input type="checkbox"/> Books <input type="checkbox"/> <a href="#">MyMaterials*</a>			
<i>* MyMaterials are electronic books/course materials. More information is at <a href="http://waubonsee.edu/mymaterials">waubonsee.edu/mymaterials</a></i>			

<b>School Acknowledgement and Billing Authorization</b>			
<ul style="list-style-type: none"> <li><b>Agreement to Pay:</b> Partner agrees to pay for the approved courses and costs listed above within 30 days of billing date.</li> <li><b>Denial:</b> Waubonsee reserves the right to deny any Dual Credit Billing Agreement following a pattern of late or delinquent payment from the Partner. In this situation, Waubonsee will notify the Partner.</li> </ul>			
Authorized Signature:		Signature Date:	
Printed Name:			
Title:			