

Dual Credit Memorandum of Understanding between Highland Community College and Stillman Valley School District

This Memorandum of Understanding (“MOU” or “Agreement”) is entered into this 1st day of August, 2026 between Stillman Valley School District (“School District”), located at 425 South Pine Street, Stillman Valley, IL 61084 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the “Parties”).

WHEREAS, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit; and

WHEREAS, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the agreed upon “dual credit courses,” as listed on the Dual Credit Proposal which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before May 1, 2026 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors (“School District Dual Credit Instructors”) or Highland Community College Instructors during the academic year. Highland Community College’s faculty credential qualifications to teach require submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach. If teaching an Occupational course, 2,000 workplace experience hours must also be documented and submitted.
3. In the case that substitute instruction is necessary for five or more consecutive class periods in a Highland Community College dual credit/dual enrollment course, substitutes will be approved provided:
 - A.) The instructor of record for the course has been approved by HCC and holds appropriate credentials, per Illinois Community College Board Administrative Rules and HLC guidelines;
 - B.) Every effort has been made to hire a substitute instructor who also holds appropriate credentials, per Illinois Community College Board Administrative Rules and HLC guidelines; including the use of Highland faculty to substitute if no substitute instructors from the school’s subbing pool are qualified and available (Highland will be reimbursed at the school’s substitute instructor rate)
 - C.) The substitute instructor holds a minimum of an undergraduate degree or relevant work experience in the content area if no qualified high school or Highland instructor could be secured;
 - D.) The instructor of record and/or school administration works with the substitute instructor to ensure course syllabus and learning outcomes alignment;

- E.) The need for the substitute was either not known in advance of the start date of the course or is not a planned absence totaling more than one-third of the course;
 - F.) Highland Community College is notified as soon the school realizes a need for a substitute and is given the substitute instructor's name, contact information, duration of subbing assignment, and a copy of undergraduate and graduate transcripts.
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- 4.) All dual credit instructors shall not surpass the allowed 10 contact hours per semester. An approval process of contact hours will be viewed on a year-to-year basis by the Deans and VP/CAO of Academic Services at Highland Community College to ensure that all requirements are being met and hours are not exceeded.
 - 5.) All dual credit courses shall be taught at the School District's campuses or at Highland Community College or delivered through alternative delivery methods.
 - 6.) Establish a collaborative process and criteria by which a school district and a community college district shall work to ensure that individual students with disabilities have access to dual credit courses, provided that those students are able to meet the criteria for entry into a dual credit course, and communicate about a student's progress. Qualified students shall have access to the supplementary aids and accommodations included in the student's individualized education program under Article 14 of the School Code or Section 504 plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on a high school campus, in accordance with established practices at the high school for providing these services. A student who accesses a dual credit course on a community college campus shall have access to supplementary aids and accommodations provided in the partnership agreement, including access to the community college's disability services.
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- 7.) It is further agreed upon by the Parties that School District, on an annual basis, will:
 - a. Verify that School District Dual Credit Instructors submit an updated syllabus and learning outcomes for their dual credit course(s);
 - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit completed student enrollment forms and the attached Dual Credit/Dual Enrollment Agreement;
 - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College's placement requirements necessary for each class, which may include English, reading, and/or mathematics, prior to registering for a class, if applicable;
 - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;
 - e. Upon request, send Highland Community College an initial roster, by July 15th for the fall semester and November 15th for the spring semester;

- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor. This observation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix A which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- l. Participate in Highland Community College's assessment of student learning outcomes;
- m. School District Dual Credit Instructors must be qualified to deliver dual credit instruction in compliance with ICCB and the Higher Learning Commission ("HLC").
- n. Provide associated instructional costs such as instructional materials and supplies, as needed.
- o. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for expenses associated with their proposed instructional delivery of the dual credit course at the School District.
- p. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program. Students will sign FERPA release on student enrollment form to authorize the release and exchange of grades between Highland Community College and School District. Students will also sign FERPA release to authorize Accuplacer test scores and/or qualification status for college-level courses between Highland Community College and School.

- q. Highland Community College is authorized to administer surveys, as appropriate to the minor status of the student, and utilize other data collection methods in dual credit classes for the purposes of reporting to federal, state, and grant agencies and for the assessment of programs and services.

8.) It is agreed by the Parties that Highland Community College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in the Dual Credit Proposal;
- c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
- d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
- e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
- f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, enrollment forms, certified class lists, and final grade reports;
- g. Provide appropriate placement testing to participating students, as required;
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
- i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
- j. Review this MOU annually for accuracy; and

9.) Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.

10.) This Agreement may be terminated by mutual agreement of the parties upon 30 days' notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.

11.) This agreement will be in effect for the 2026-2027 school year.

Leslie Showers
LS 5/13/26
High School Superintendent Date

Highland Community College Date

Board of Education Date

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Appendix A

Dual Credit Roster & Grading Procedures

1. High School Dual Credit Instructor sends signed and dated summary class list from their ROAR account to HCC by the College's posted summary class list date. HCC makes class list adjustments based on the submitted summary class list.
2. High School Dual Credit Instructor will enter midterm grades electronically into their ROAR account by the HCC's posted midterm grading deadline. HCC will make any necessary class list adjustments.
3. High School Dual Credit Instructor will send any "Withdrawal" forms to HCC. The Withdraw form can be a student or an Instructor Initiated form. Forms must be submitted by the posted HCC's Withdrawal deadline. HCC will make adjustments to the class list.
4. High School Dual Credit Instructors will enter final grades electronically into their ROAR account by HCC posted final grading deadline.