



**Illinois  
State Board of  
Education**



## **DUAL CREDIT GUIDANCE**

### **Issued by:**

Illinois Board of Higher Education  
Illinois Community College Board  
Illinois State Board of Education

The guidance below advises secondary and postsecondary institutions in Illinois on supporting and accommodating students who are enrolled in dual credit courses during the COVID-19 public health emergency.

Executive Order 2020-05 required all public and nonpublic schools to suspend in-person instruction beginning on Tuesday, March 17, 2020, through Monday, March 30, 2020. Executive Order 2020-10 extended the suspension of in-person instruction through April 7, 2020. March 17-30 are identified as Act of God Days for preK-12 public schools. Work can be assigned during these days, but any work completed must not negatively impact a student's grades or academic standing. Effective immediately, dual credit instruction should continue, if at all possible, during the suspension of in-person instruction, or resume as soon as possible, to ensure students are able to meet the objectives of the dual credit course. However, that instruction must not negatively impact a student's academic standing.

- **For those dual credit courses that are taught by a high school instructor:** The online, alternative, or remote instruction that takes place must still meet the standards for college credit. So long as coursework is being completed in these courses, students should receive credit for that work.

If the high school lacks the capacity for online, alternative, or remote instruction, it is the agencies' recommendation that the college work with the high school to share any online resources/platforms needed to ensure student success. For example, the college or university might set up a Blackboard course section for the high school instructor or loan laptops to the students in the class, if needed.

- **For those dual credit courses that are taught by a college instructor:** The institution of higher education should work with the high school to transition those students to online, remote, or alternative delivery options, consistent with the direction of both systems at this time.
- **For Career and Technical Education dual credit courses typically delivered in person but currently being delivered online through an alternative format or via**

**remote instruction after March 17, 2020:** In the event that students are able to resume in-person instruction at the high school or institution of higher education campus and complete the hands-on competencies as a part of the course, the high school and institution of higher education should ensure that instructors and students are exercising social distancing practices.

If after April 7, 2020, the college were to resume in-person instruction but the high school did not, opportunities to bring students on campus to complete the hands-on competencies as a part of the course should be implemented. If the high school were to resume in-person instruction but the institution of higher education did not, students should be allowed the opportunity to complete the course and/or the hands-on competencies as a part of the course at the high school, even if this is outside of normal timelines. Institutions of higher education and high schools should work together to finalize these plans.

- **For those students who may not be able to complete a course within the current semester framework:** Students unable to complete the dual credit course within the semester timeframe may be given the option to receive an “Incomplete,” with an individual plan to complete that work as soon as is possible, within the context of the credit granting higher education institution’s policies for completion of coursework.

For all students who are unable to complete a dual credit course through a community college or four-year college or university, the instructor of the course should make every effort to work with the student and, if possible, their high school counselor to contact the community college, college or university to inquire about the college or university’s completion policies for dual credit courses.

If an incomplete is granted, institutions of higher education and high schools should work together to support all students with the development of an individual plan for the completion of a dual credit course, with a focus on students who are expected to graduate in the spring of 2020.

- **For students who choose not to continue their dual credit enrollment, given the challenges associated with the COVID-19 pandemic:** Recognizing that students may be experiencing varying mental and physical health challenges at this time and may have very different access to supports and technology at home, grading should strongly consider the principle of “No educational harm to any student.” High schools and institutions of higher education should be actively engaged with each student to ensure he/she is not penalized by this situation. With oversight authority from the Illinois Community College Board and the Illinois Board of Higher Education, the Dual Credit Quality Act was enacted to protect the academic standing of students. See 110 ILCS 27/15, to wit:

Sec. 15. Student academic standing. Institutions may adopt policies to protect the academic standing of students who are not successful in dual credit courses, including, but not limited to, options for (i) late withdrawal from a course, or (ii) taking the course on a pass-fail basis, or both.