

**Kankakee Community College**  
**MEMORANDUM OF UNDERSTANDING**  
**Dual Credit Program**

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This Memorandum of Understanding is an agreement between \_\_\_\_\_ High School and Kankakee Community College (KCC) to identify and agree on rules for Dual Credit courses. Dual Credit arrangements will comply with the Illinois Dual Credit Quality Act and the Administrative Rules of the Illinois Community College Board.

**The High School District will:**

1. Submit all Dual Credit course requests for approval by KCC administration as outlined KCC's Dual Credit Guidebook.
2. Identify only junior and senior students to participate in Dual Credit courses.
3. Agree to submit all student paperwork (college recommendation form, high school transcript, registration form, and assessment scores – ACT, SAT, etc.) by deadlines provided annually by KCC.
4. Have all students in the class, including those not receiving dual credit, listed on the class roster provided by the high school. Each student must meet course eligibility requirements.
5. Not add any students after the roster is provided. Students cannot withdraw after the KCC deadline.
6. Have the faculty member complete all reporting (midterm verification, final grades, etc.) online using KCCConnect. Grades will be assigned using KCC's grading scale and policies.
7. Design coursework and instructional strategies in alignment with KCC's master course syllabi, course-level student learning outcomes, and textbooks as approved by the appropriate academic division. Working course syllabi will be submitted to the appropriate academic division by established deadlines provided annually by KCC.
8. Participate in KCC's Assessment of Student Learning Outcomes process.

**KCC will:**

1. Provide the high school district with appropriate forms including registration forms, evaluation forms, final grades, instructor/course evaluation
2. Provide access/directions for online reporting of midterm info and final grades.
3. Provide appropriate assessment testing, as required.
4. Ensure that faculty assigned to dual credit classes meet KCC's established minimum qualifications.
5. Ensure that students meet the course prerequisite requirements, as applicable.
6. Award college credit and record student grades on an official KCC transcript.
7. Conduct regular evaluation of instruction, which may include periodic classroom observations.

\_\_\_\_\_  
Associate Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President,  
Instructional and Student Success

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Counselor

\_\_\_\_\_  
Date