



# Dual Credit Course Proposal Form Danville Area Community College

2000 E. Main Street, Danville, IL 61832 (217) 443-3222 www.dacc.edu



**Dual Credit Course Dates & Deadlines:** *SUMMER/FALL - February 1st & SPRING - September 1st*

**To be completed by High School:** Submit to Timothy Morgan, Registrar at DACC  
Phone Number: 443-8803 Email: t.morgan@dacc.edu

High School: \_\_\_\_\_  High School Annual Review: FY \_\_\_\_\_

District Dual Credit Liaison: Name / Phone Number / Email: \_\_\_\_\_

High School Instructor: Name / Phone Number / Email: \_\_\_\_\_

High School Instructor's Application on File at DACC/HR: YES / NO

High School Instructor's Official College Transcripts on File at DACC in HR Department: YES NO

Course Name at High School: \_\_\_\_\_

Course Name at DACC: \_\_\_\_\_

Semester's Dual Class is Offered: Fall / Spring Full Year

Estimated Number of Students: \_\_\_\_\_

**Course Book:** Textbook or Online Follett Access Textbook (*Formerly IncludeED*)

**Billing:**

Who is paying for the Tuition on the student's account?: Student / High School

Who is paying for the Fees on the student's account?: Student / High School

Who is paying for the Textbooks on the student's account?: Student / High School

Who is paying for the Follett Access Textbook on the student's account?: Student / High School

If High School is paying, who is the Billing Contact Person & Phone Number? \_\_\_\_\_

**To be completed by DACC Division Dean:** *Please assign the date of completion and/or list delegated parties.*

Dean Annual Review: FY \_\_\_\_\_  Approved with same Instructor/Class Content

Instructor Credential Review /Form: \_\_\_\_\_

DACC Cooperating Instructor w/Checklist: \_\_\_\_\_

Course Outline Submitted & Approved (Submitted by DACC Faculty): \_\_\_\_\_

Credit Hour Form Submitted & Approved (Submitted by DACC Faculty): \_\_\_\_\_

*Communication of Requirements with Instructor:*

Syllabus Requirements  Textbooks Requirements/Follett Access Textbooks

Copy of MOU/Partnership Agreement  Assigned DACC Faculty and Copy of DACC Faculty Checklist

**To be completed by DACC Admissions Office:**

Student Information Forms Turned In: YES / NO Placement Scores Turned In: YES / NO

Class List has been submitted: YES / NO Students Enrolled in Class: YES / NO

Form Completion Date: \_\_\_\_\_

Registrar: Class Approval YES / NO Date: \_\_\_\_\_

**DACC Notes:** A copy of this initial form starts at the High School,  
and is then sent to the appropriate Dean, and then to the Registrar's Office.

**Copies of Approval will be sent to:** DACC Business Office / DACC Dean / High School Administration

**Dual Credit Liaison Team**  
**Danville Area Community College**

2000 E. Main Street, Danville, IL 61832 (217) 443-3222 [www.dacc.edu](http://www.dacc.edu)

**Vice President of Academic Affairs**

Dr. Carl Bridges  
Phone: 217-443-8771  
[c.bridges@dacc.edu](mailto:c.bridges@dacc.edu)

**Dean of Adult Education & Literacy:**

Terry Goodwin  
Phone: 217-443-8878  
[t.goodwin@dacc.edu](mailto:t.goodwin@dacc.edu)  
Fax: 217-443-8783

**Vice President of Student Services:**

Stacy Ehmen  
Phone: 217-443-8746  
[s.ehmen@dacc.edu](mailto:s.ehmen@dacc.edu)

**Dean of Business & Technology Division:**

Terri Cummings  
Phone: 217-443-8786  
[t.cummings@dacc.edu](mailto:t.cummings@dacc.edu)  
Fax: 217-443-8580

**Director of Admissions/Records & Registrar**

Timothy Morgan  
Phone: 217-443-8803  
[t.morgan@dacc.edu](mailto:t.morgan@dacc.edu)  
Fax: 217-443-8337

**Dean of Liberal Arts Division:**

Ryan Wyckoff  
Phone: 217-443-8727  
[r.wyckoff@dacc.edu](mailto:r.wyckoff@dacc.edu)  
Fax: 217-443-8571

**Academic Advisor / Dual Credit Liaison**

Amie Musk  
Phone: 217-443-8745  
[a.musk@dacc.edu](mailto:a.musk@dacc.edu)  
Fax: 217-443-8555

**Dean of Math, Science & Health Professions Division:**

Phone: 217-443-8806  
[@dacc.edu](mailto:@dacc.edu)  
Fax: 217-443-8595

**Director of Online Learning**

Maggie Hoover  
Phone: 217-443-8885  
[m.hoover@dacc.edu](mailto:m.hoover@dacc.edu)



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Community College**