



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: tmorgan@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

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