



ILLINOIS VALLEY
COMMUNITY COLLEGE

DUAL CREDIT AND ENROLLMENT

Instructor Handbook

2024-2025

ILLINOIS VALLEY COMMUNITY COLLEGE DUAL CREDIT AND DUAL ENROLLMENT FACULTY HANDBOOK 2024-2025

MISSION STATEMENT

Illinois Valley Community College is dedicated to creating opportunities for students and our community by providing access to affordable, high-quality higher education and life-long learning.

VISION STATEMENT

Illinois Valley Community College will foster personal and professional growth and well-being for our students and community through growing programs, updated facilities, and educational innovation.

CORE VALUES

Achieving Excellence through our Core Values (I-CARE)

- Integrity
- Compassion
- Accountability
- Respect
- Equity

A copy of Student Dual Credit Handbook can be found [here](#).

IVCC DUAL CREDIT CONTACTS

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Dual Credit Office

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Each high school in the IVCC district has a designated contact person at their school. Please contact your Guidance office for more information.

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DUAL CREDIT/DUAL ENROLLMENT PROGRAM BASICS

OVERVIEW OF DUAL CREDIT/DUAL ENROLLMENT

Illinois Valley Community College provides opportunities for high school students to take college-level courses before graduating. These opportunities are widely known, and state supported, as dual credit and dual enrollment courses. Illinois Valley Community College offers these opportunities in partnership with the school districts in response to the educational needs that school administrators have identified for their students.

Dual Credit: college credit courses taken by high school students who receive both college credit and high school credit upon successful completion of the class.

Dual Enrollment: college credit courses taken by high school students who will receive only college credit for the class upon successful completion.

The courses taken for dual credit/dual enrollment have the same requirements whether the courses are offered on the college or high school campus. The courses must contain content articulated with colleges and universities in the state. Course prerequisites, descriptions, outlines, requirements, learning outcomes, and methods of evaluation are the same for all students. If a high school instructor is teaching the college class, he/she must meet the same educational competencies in the discipline as other Illinois Valley Community College instructors.

BENEFITS OF DUAL CREDIT/DUAL ENROLLMENT

- Speeds up the time it takes to complete a college certificate or degree.
- Reduces overall college costs.
- Provides students with college credit that is transferable to other colleges and universities.
- Allows for a wider range of course options for students who are ready for more advanced study.
- Promotes challenging educational opportunities while students are still in high school and encourages lifelong learning.

QUALIFICATIONS OF DUAL CREDIT/DUAL ENROLLMENT STUDENTS

Students interested in dual credit/dual enrollment need to be highly motivated and dedicated to learning. The dual credit/dual enrollment program is an opportunity for students to take courses at the college level; therefore, the amount of work necessary to succeed is much greater than in high school classes. Dual credit/dual enrollment courses become part of a permanent college transcript. Therefore, performance in these courses is critical to future college plans and grade point averages.

Enrollment in dual credit college courses is found to be most appropriate for high school juniors or seniors, though there are exceptions. To appeal an age restriction, start by filling out an appeal and contacting the Vice President of Student Services: mark_grzybowski@ivcc.edu

Students must have appropriate academic qualifications, an elevated level of motivation, and adequate time to devote to studying. Any course prerequisites as identified in the Illinois Valley Community College Academic Catalog must be satisfied prior to enrolling.

A student's dual credit/dual enrollment course selection must be approved by the student's high school counselor and/or school official. Students under 18 must obtain the approval of their parent/guardian to participate in the dual credit/dual enrollment program. We strongly recommend that students work with an academic advisor and dual credit coordinator to outline an appropriate pathway based on their interests and long-term goals.

COURSES AVAILABLE FOR DUAL CREDIT

GENERAL EDUCATION

General education courses are usually introductory courses in the arts and sciences intended to provide students with a broad educational experience.

CAREER AND TECHNICAL EDUCATION (CTE)

Career and technical education is a term applied to schools, institutions, and educational programs that specialize in the skilled trades, applied sciences, modern technologies, and career preparation. Most CTE courses offered as Dual Credit may be applied to the Associate of Applied Science (AAS) degree at IVCC but they generally do not transfer. A student who attends IVCC after high school may use this earned credit, but the AAS degree itself is not intended for transfer.

TRANSFER CREDIT TO OTHER INSTITUTIONS

Transfer credits are credits in the general education courses that allow students to transfer the credit to other universities. This is true for dual credit transfer courses as well.

This [website](#) lists over 100 colleges and universities in Illinois for acceptable Gen Ed and major courses.

DUAL CREDIT QUALITY ACT

The Illinois State Board of Education (ISBE) and the Illinois Community College Board (ICCB) are jointly committed to expanding access to quality dual credit coursework for Illinois high school students. The purpose of the Dual Credit Quality Act (DCQA) (110 ILCS 27/1 et seq.) is to reduce college costs, speed time to degree completion, improve the curriculum for high school students and the alignment of the curriculum with college and workplace expectations, enhance communication between high schools and colleges, and to offer opportunities for improving degree attainment for underserved student populations.

Under the Dual Credit Quality Act, Community Colleges must enter an agreement with school districts within their jurisdiction to offer dual credit coursework (Section 16 Paragraph 1). If an agreement cannot be reached, community colleges must implement the provisions of the Model Partnership Agreement 1. School districts may offer any course identified in the Illinois Articulation Initiative General Education Package (GECC) as a dual credit course on the campus of a high school of the school district and may use a high school instructor to teach the course (Section 16 Paragraph 2). The Dual Credit Quality Act can be read in full [here](#).

ICCB DUAL CREDIT ADMINISTRATIVE RULES - SECTION 1501.507 (B) 11 11.

Courses offered by the college for high school students during the regular school day at the secondary school shall be college-level and shall meet the following requirements:

- A. State Laws and Regulations and Accreditation Standards.** All State laws, ICCB regulations, accreditation standards specified by the North Central Association, and local college policies that apply to courses, instructional procedures and academic standards at the college apply to college-level courses offered by the college on campus, at off campus sites, and at secondary schools. These policies, regulations, instructional procedures, and academic standards apply to students, faculty and staff associated with these courses.
- B. Instructors.** The instructors for these courses shall be selected, employed, and evaluated by the community college. They shall be selected from full-time faculty and/or from adjunct faculty with appropriate credentials and demonstrated teaching competencies at the college level.
- C. Qualification of Students.** Students accepted for enrollment in college level courses must have appropriate academic qualifications, a high level of motivation and adequate time to devote to studying a college-level course. The students' course selections shall be made in consultation with high school counselors and/or principals and ordinarily are restricted to students in the junior and senior years of high school. The students shall meet all college criteria and follow all college procedures for enrolling in courses.
- D. Placement Testing and Prerequisites.** Students enrolling in college-level courses must satisfy course placement tests or course prerequisites when applicable to assure that they have the same qualifications and preparation as other college students.

- E. Course Offerings.** Courses shall be selected from transfer courses articulated with senior institutions in Illinois or from first-year courses in ICCB-approved associate in applied science degree programs.
- F. Course Requirements.** The course outlines utilized for these courses shall be the same as for courses offered on campus and at other off campus sites and shall contain the content articulated with colleges and universities in the State. Course prerequisites, descriptions, outlines, requirements, learning outcomes and methods of evaluating students shall be the same as for on-campus offerings.
- G. Concurrent Credit.** The determination of whether a college course is offered for concurrent high school and college credit shall be made at the secondary level, according to the school's policies and practices of the district.

LOCATION OF DUAL CREDIT/ DUAL ENROLLMENT CLASSES

HIGH SCHOOLS

Many high schools offer dual credit classes on their high school campus. Courses offered for dual credit/dual enrollment at the high school must meet college-level content requirements. All policies and procedures that define college level instruction and student prerequisite knowledge, skill, and performance expectations must apply to all dual credit courses.

High school students may also enroll in classes on an Illinois Valley Community College campus where they are integrated with other college students. Additionally, qualified high school students may enroll in dual credit/dual enrollment courses offered online.

ONLINE COURSES

Time management and organization skills are especially important for students who wish to be successful in an online course. Students should work with an advisor or dual coordinator to select the online course that would be an appropriate fit. Students should also check their IVCC email account daily for communication from their instructor.

LP AREA CAREER CENTER

These courses are transferable courses into Illinois Valley Community College's Associate of Applied Science degrees or certificates. Transferability to universities or other community colleges is up to the receiving institution. Students are advised to review IVCC Transfer Services, itransfer.org, and the transfer credit webpage of the receiving institution for more information on transferability. These courses are at no cost to the student. Contact your high school guidance counselor to register for these courses.

PARTICIPATING HIGH SCHOOLS

The following area high schools participate in IVCC Dual Credit/Dual Enrollment:

- Bureau Valley High School
- DePue High School
- Earlville High School
- Fieldcrest High School
- Hall Township High School
- Henry- Senchawine Consolidated High School
- LaMoille High School
- LaSalle Peru Christian School
- LaSalle Peru Township High School
- Marquette Academy
- Mendota Township High School
- Midland High School
- Ottawa Township High School
- Princeton Township High School
- Putnam County High School
- Seneca Township High School
- Serena High School
- St. Bede Academy
- Streator Township High School
- Woodland High School

IVCC DC INSTRUCTOR RESPONSIBILITIES

BECOMING AN INSTRUCTOR OVERVIEW

Dual credit instructors must meet the same credentialing guidelines as an IVCC instructor or have a professional development plan in place in compliance with the Dual Credit Quality Act.

Instructors must submit a course proposal form that is available from the dual credit coordinator. Instructor must also submit unofficial transcripts for evaluation.

Once the instructor is approved, a follow up email will include employee and tax forms to be completed and returned to dual credit coordinator.

Upon receipt of the forms, instructor will be given an ID number to access IVCC Self-Service portal.

NEW INSTRUCTORS

- 1. Minimum Education Requirements.** Baccalaureate Transfer Dual Credit instructor positions require a minimum of a master's degree (any educational discipline or field) plus eighteen hours of graduate work in the discipline being taught or a related field. Instructors without a master's degree must have a bachelor's degree and a minimum of nine credits in discipline or field and agree to proceed with professional development plan to get a master's degree and eighteen credits in discipline or field. Preference and priority for selecting Dual Credit instructors in the Baccalaureate Transfer area will be given to those candidates with a master's in the teaching discipline or related area. Faculty assigned to a career field must meet existing state vocational education requirements, certification, and other qualifications established by the Board of Trustees to be competent to render. Faculty positions in a career field prefer a bachelor's degree in a specific major. Some career disciplines (i.e., nursing) require a master's degree.
- 2. Proposal and Transcripts.** Potential dual credit instructors must complete a course proposal and submit college transcripts. Unofficial transcripts may be sent from the school district's unit office for review.
- 3. Approval.** If approved, new dual credit instructors are notified in writing as to their approval to teach a dual credit course. Official transcripts must be sent to human resources and subsequent papers must be completed-Dual Credit Application and W-9 form.
- 4. Workshop.** New dual credit instructors are also required to attend the dual credit workshop held in the fall at IVCC.

NEW COURSE APPROVAL

The administration at a high school may request a dual credit course be established on the high school campus.

1. The first step is to determine if there is a faculty member at that high school who meets the college hiring requirements.
2. If there is a high school faculty member who meets college hiring requirements and who wishes to teach a dual credit course, then the curriculum, grading procedures, and syllabus will all be reviewed to substantiate that the course at the high school meets the same academic standards as if it were taught on the IVCC campus. While textbooks do not have to be the same in all sections of the course, their content must be approved by the college. Final approval for a new course rests with the Department Chair and the Dean for Academic Affairs.
3. After the course is approved, if the instructor changes (including the assignment of long-term substitutes) the course is no longer approved until both the new instructor is approved and the course is reapproved.

DUAL CREDIT INSTRUCTOR RESPONSIBILITIES

1. Develop or update a Course Syllabus each term and distribute it to students. The updated or new syllabus must be submitted to the Dual Credit Office each term the course is taught.
2. Submit any renewed state or professional licenses or credentials required to teach the class.
3. Read and sign off on the Dual Credit Faculty Handbook each year.
4. Have students complete the registration form for the course.
5. Once students are registered, verify the accuracy of the class lists.
6. Maintain student grades and attendance records. Instructions are found below.
7. Conduct the student course evaluations each term. A summarized report will be disseminated to each dual credit instructor.

REGISTRATION PROCEDURES

1. All students in the class must be juniors or seniors. Appeals for younger students may be filed with the Vice-President of Student Affairs.
2. All students in the class must register for dual credit or sign a waiver indicating the class is for high school credit only.
3. All students must have test scores—Accuplacer, SAT, or ACT for designated classes that require a prerequisite score.
4. The completed forms shall be sent to the Dual Credit/Dual Enrollment office.
5. High school transcripts are to be sent to the Admissions office.
6. All required registration paperwork must be submitted by the 10th day of the semester.
7. Students cannot add or drop dual credit classes taught in the high school. They must contact their high school counselor or the Office of Dual Credit/Dual Enrollment.

ACADEMIC CALENDAR/DC TIMELINES

Instructors must follow the IVCC Academic Calendar of important dates. They can be found [here](#).

Spring break at high schools may differ from IVCC's spring break. Instructors teaching at the high schools or for high school sections will follow the high school's spring break schedule.

CLASS MINUTES REQUIREMENTS

Classes taught at the high schools must meet the minimum minutes required by IVCC. Each credit class must meet 800 minutes minimum. For example, a 3-credit course must have a minimum of 2400 minutes.

NON-COMPLIANCE POLICY

If any dual credit instructor fails to comply with the responsibilities listed above, the instructor will be notified of non-compliance in writing. The Illinois Valley Community College division dean will then meet with the dual credit instructor to offer assistance such as syllabi development, course assessments, resource materials, a new discipline orientation, etc. If non-compliance continues, a warning letter will be sent to the instructor and the principal of the high school. If non-compliance is not rectified after the second warning, the instructor will be removed from the dual credit program and students will not receive college credit.

ACADEMIC INFORMATION AND REGULATIONS GRADING SYSTEM

SYMBOLS

Grading Symbols are as follows:

A - Excellent	4 grade points
B - Good	3 grade points
C - Fair	2 grade points
D - Poor, but passing	1 grade points
F - Failing	0 grade point (no credit)

INC - Incomplete. May be completed by the student at the instructor's discretion. The maximum time for completing an "INC" is one semester; otherwise, the student must repeat the entire course in order to gain credit. The incomplete grade will remain on the transcript if the course is not completed or retaken after one semester. No grade points/no credit/no penalty.

W - Authorized withdrawal no later than the last day of the fifteenth week of the semester. No grade points/no credit.

COURSE REPEATS

A student may repeat a course only once to improve a "D" or "F" grade for a given course. The student can appeal to the Dean of Student Services for permission to repeat the course another time. In instances where a student repeats a given course, the higher grade received by the student will count in the computation of the student's overall grade-point average. In cases where a "W" or "INC" is received as a result of a student repeating a course, the previous grade in that course will not be marked out and will continue to be used in the overall grade-point average.

NOTIFICATION OF INCOMPLETE GRADE AGREEMENT

Term Faculty are not encouraged to give INC grades. If you encounter any situation that might warrant an INC grade, please consult with your associate dean or your department chair before you assign the INC grade

STUDENT ACCOMMODATIONS

Individuals with disabilities and/or medical/mental health conditions who attend or plan to attend IVCC may need reasonable accommodations, modifications, and/or auxiliary aids to have equal access to programs and services offered. The laws that require post-secondary institutions to provide services to otherwise qualified students include the [Americans with Disabilities Act](#) (ADA) and [Section 504](#) of the Rehabilitation Act of 1973. Students can notify the Center for Accessibility and Neurodiversity to initiate the process and to determine eligibility for accommodations. High School staff can follow high school recommendations for accommodations if the rigor is maintained.

STUDENT RETENTION ALERT

Retention Alert allows student support personnel to attempt intervention with students at risk. Faculty are encouraged to continue working with at risk students. Student Services and Learning Resources personnel will make attempts to reach students who would benefit from academic and personal support services. The Retention Alert form will ask you to identify the reason for the alert and your recommendation(s) for follow up.

If you are already intervening through phone and email, we may not be able to help. However, if you would like reinforcement or would like to delegate attempting contact with a student, please submit an alert.

Please be sure to select the appropriate reason(s) for the alert. You may indicate more than one alert reason on the form.

To be able to process and track alerts, please use only the form to submit alerts. We cannot effectively manage retention alerts that are submitted in bulk via email.

STUDENT ACADEMIC COMPLAINTS

As members of the College community, students have the right to express their opinions as to the fair treatment of their academic achievement. Students who wish to dispute a grading matter, or another academic matter (e.g. violation of the plagiarism policy) related to their courses, shall express these concerns to the appropriate faculty member as follows:

1. The student should discuss the matter with the faculty member in an informal manner.
2. When feasible, the initial informal meeting between the student and faculty member should occur within **five (5) class days** (normally Monday through Friday when classes are in session) after notification of the grading matter or other academic matter by the instructor.
3. If the complaint is not resolved after the informal discussion, the student may appeal informally (usually a conference), to the Dean of the faculty member involved. Where feasible, this appeal to the Dean should be made within **five (5) class days** of the informal discussion with the faculty member.
4. If the nature of the complaint is personal, involving a faculty member directly and his/her behavior or demeanor, the student may appeal informally directly to the faculty member's Dean as outlined above, bypassing the informal discussion directly with the faculty member. The student should understand that anonymity cannot and usually will not be protected.
5. If the complaint is not resolved after the normal informal discussion, the student may appeal **in writing** to the Dean of the faculty member involved within **five (5) class days** after the informal discussion. In filing the written complaint, the student may request a meeting with the Dean.

6. The Dean shall review the complaint and respond in writing to the student within **five (5) class days** after receiving the student's written statement.
7. If the results of the Dean's review are unsatisfactory to the student, the student may appeal to the Vice President for Academic Affairs within **five (5) class days** of receiving the written response of the dean. The student may request a meeting with the Vice President.
8. The Vice President for Academic Affairs shall issue a written response to the student within five (5) class days of receipt of the student's appeal.
9. The decision of the Vice President for Academic Affairs shall be considered final with regard to student academic complaints.

ACADEMIC INTEGRITY

Academic Integrity is directly linked to the Core Values of Illinois Valley Community College, three of which are RESPONSIBILITY, RESPECT, and HONESTY. It is the RESPONSIBILITY of each student to RESPECT the academic integrity of each class/course by doing their own work and by refusing to assist others in deception. Academic dishonesty violates the academic integrity expected of all students. The Office of the Vice President for Academic Affairs will keep a file of these submissions. When a student has been identified as committing an act of academic dishonesty twice, the Vice President for Academic Affairs will conduct an investigation, which may include a formal hearing, and will recommend or impose appropriate discipline.

The purpose of this provision is to identify students who commit multiple acts of academic dishonesty in different courses, which the student might otherwise avoid. The assumption is that multiple acts constitute a more grievous offense than a single incident, which would constitute a learning experience for the student.

Academic dishonesty is defined as, but is not limited to:

1. **CHEATING**: using or attempting to use unauthorized materials, study aids, or information in any academic exercise, including copying from another person's work or preparing work for another person that is to be presented as the other person's own work. This includes utilizing phones or cameras to copy test or assignment materials.
2. **FABRICATION**: furnishing false information to a College official relative to academic matters, including but not limited to, misrepresentation of written information provided in admission documents.
3. **PLAGIARISM**: comes from the Latin word plagiare, which means "to steal." Therefore, plagiarism is a form of cheating. Plagiarism is defined as using the words or ideas of another as one's own either on purpose or unintentionally. This includes, but is not limited to, copying whole, portions or the paraphrasing (rewording) of passages or information from any source in any academic exercise (written or oral) without giving credit to the author or source using an appropriate citation style. Students must be able to prove that their work is their own.

4. **FACILITATING ACADEMIC DISHONESTY**: helping or attempting to help another to violate any provision of this code.

Academic dishonesty violates the Student Code of Conduct. The faculty member has full authority to identify academic dishonesty in his/her classroom and to impose any of the following sanctions:

1. Failure of any assignment, quiz, test, examination or paper, project or oral presentation for the work in which the violation occurred.
2. Lower grade.
3. Involuntary withdrawal from the course.
4. Failure of the course.
5. Report extreme cases of academic dishonesty (such as, but not limited to, collusion among a number of students, selling or providing papers or repeated violations of academic dishonesty, etc.) directly to the Vice President for Learning and Student Development for disciplinary action as outlined in Section VII, Disciplinary Process.
6. Other sanctions as determined by the faculty member. The sanction will be put in writing and signed by the student, faculty member and the Dean.

The instructor shall normally attempt to notify (if possible) the student within five (5) class days of identifying the act of dishonesty to discuss the applied sanction.

Students have the right to appeal through the Vice President for Academic Affairs office as outlined in Section II, Student Academic Complaints. A student identified as responsible for academic dishonesty, as defined above, may not withdraw from the course to avoid penalty.

Each time a faculty member documents an incident of academic dishonesty, he/she will submit to the Vice President for Academic Affairs office the following information (in hard copy to protect student confidentiality): student name, class, date, description of incident and action by faculty and/or student, faculty signature. The faculty member will retain the documentation.

IVCC STUDENT CODE OF CONDUCT

Discipline may be imposed whenever a student commits or attempts to commit any act of misconduct on the College campus, or at a sporting event, activity, function, or other event sponsored or supervised by the College.

Prohibited conduct includes, but is not limited to:

1. Possession, use, distribution or being under the influence of an illegal or controlled substance or look-alike drug.
2. Unauthorized and/or illegal possession, use, distribution, or being under the influence of any alcoholic beverage on campus property.
3. Theft of property or services.
4. Intentional or willful and wanton destruction of property.
5. Assault and/or battery.
6. Conduct constitutes harassment, sexual or otherwise, or abuse that threatens the mental well-being, health, or safety of anyone, including peer harassment of fellow students.
7. Conduct which constitutes hazing or any related act or activity that might inflict or intend to cause physical or mental harm or anxieties; that may demean, degrade, or disgrace any person, regardless of location, intent, or consent of participants. The intent of the act or the consent or the cooperation of the hazing recipient shall not constitute a defense of hazing. The College or the hazing recipient may charge an individual and/or the recognized student organization with responsibility for the hazing act(s) committed either online or on or off campus.
8. Possession of a firearm or other weapon, dangerous chemical or explosive substance or device.
9. Trespassing on College property or other unauthorized use of college property or services.
10. Academic dishonesty (see also [Academic Integrity](#) section). Such matters will be addressed by the Office of the Vice President for Academic Affairs.
11. Disruption of the educational process or related activity.
12. Failure to comply with the direction of an authorized College employee or representative performing their duties.
13. Verbal abuse to any individual including blatant profanity or gross disrespect to a student, faculty member, or staff member.
14. Stalking any individual.
15. Gambling.
16. Unauthorized use of college phones or facsimile (fax) machines.
17. Intentional willful or wanton tampering with computer equipment or networks, to include but are not limited to destruction of files, illegal or unauthorized file transfers or copying, introduction of a computer virus, unauthorized use of copyrighted software, altering or attempting to alter official College computer records, accessing offensive Web sites, malicious tampering, or any other violation of the computer use policies.
18. Gang recruitment and/or activities.

19. Any conduct which violates the terms of any discipline imposed in accordance with this procedure.
20. Any conduct which constitutes a violation of a Federal or State law, local ordinance or College rule or regulation, including failure of a registered sex offender to register with campus security.
21. Failure of a registered sex offender to register with Campus Security as required by Illinois State Law.
22. Violation of the Campus Smoking Policy.
23. Multiple parking violations.
24. Gross misconduct by any standard.

IVCC SELF SERVICE VERIFICATION AND GRADING

IVCC SELF SERVICE 10TH DAY VERIFICATION

1. Log in to IVCC Self Service.
2. Click on "Faculty."
3. Click on the course you intend to complete.
4. Click on "Census."
5. If a student has not attended, check the "Never Attended" box.
6. Click on "Certify."
7. Click "Submit" to finish the verification process.

IVCC SELF SERVICE MIDTERM VERIFICATION

1. Log in to IVCC Self Service.
2. Click on "Faculty."
3. Click on the course you intend to complete.
4. Click on "Grading."
5. Click on "Midterm Verification."
6. If a student is not actively pursuing the course at the midterm date, select W from the drop-down menu and add the "Last Date of Attendance." No other grades are needed now.
7. Once complete, or if all students are actively pursuing, click "Midterm Grading Complete."
8. Click "Continue" to finish the verification process.

IVCC SELF SERVICE FINAL GRADING

1. Log in to IVCC Self Service.
2. Click on "Faculty."
3. Click on the course you intend to complete.
4. Click on "Grading."
5. Click on "Final Grade."
6. Select the grade from the drop-down list.
7. All grades of F need the Last Day of Attendance.
8. All Incompletes need the Last Day of Attendance and Expiration Date.
9. When all final grades are entered, click "Post Grades." (Once you click "Post Grades," the grades can only be changed by using the change of grade form.)
10. Click "Post Grades" to finish the grading process. (You will receive an email when the grades are posted.)
11. Email a digital copy of your grades to the Director of Admissions.

DOWNLOAD BRIGHTSPACE GRADES

1. Log in to Brightspace.

2. Open the course.
3. In the Purple Nav Bar, click on "Grades."
4. In the Enter Grade, view click on "Export."
5. Select the appropriate export options (for example, name and grade columns).
6. Click on "Export to Excel."

CHANGE OF GRADE PROCESS

Fill out the electronic grade change using [this](#) form only after grades have been submitted through Self-Service.

CETLA (CENTER FOR EXCELLENCE IN TEACHING, LEARNING, AND ASSESSMENT)

CETLA is available for all instructors for aid with technology.

INSTRUCTOR WITHDRAWAL/DROP

Withdrawals can be done on IVCC Self-Service.

COURSE EVALUATIONS

Students are invited to complete course feedback surveys for selected instructors after the middle of the term. Surveys are anonymous and instructors do not see the results until a week after grades have been submitted.

Students will receive an email sent to their IVCC email address the first day of the survey with a link that takes them directly to the survey or with a notification with a button to Go to My Survey or Do It Later. The notification disappears after they complete the survey.

Course surveys are administered at approximately week 5 of the 8-week term and approximately week 11 of the 16-week term.

All pre-tenure full-time, part-time, and dual credit faculty have course evaluations administered each fall and spring semester.

Tenured full-time faculty have course surveys administered according to the [Post-Tenure Review procedures](#). Deans will be contacted approximately 3 weeks prior to the start of the evaluation period for names of faculty and courses to be surveyed.

High School staff should encourage their students to also fill out the course evaluation.

Faculty can access [Course Feedback Results for Instructors](#) the week after grades are due.

FERPA

In compliance with the **Family Educational Rights and Privacy Act (FERPA) of 1974**, and all amendments, any unit of the college holding student records shall obtain written consent of the student before disclosing personally identifiable information, other than directory information, from his/her educational records.

FERPA RIGHTS

Students are afforded the following education records rights. Detailed information on these rights can be found at <https://www.ivcc.edu/admissions/ferpa.php>

- The right to inspect and review the student's education records
- The right to request the amendment of the student's education records that the student believes are inaccurate
- The right to consent to disclosures of personally identifiable information
- The right to file a complaint with the U.S. Department of Education

WHAT IS DIRECTORY INFORMATION?

Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed is considered Directory Information.

IVCC's Directory Information

- Student Name
- Mailing Address
- Telephone Listing
- Photograph
- Terms of attendance
- Major/Field of study
- Grade Level
- Enrollment status
- Participation in sports/clubs
- Degrees, Honors, and Awards received.

OPTING OUT OF DIRECTORY INFORMATION

To refuse or "opt out" of the release of directory information, students may fill out this form and return it to the Admissions & Records Office at IVCC. Before deciding to "opt out", a student should consider the effects of a confidential classification:

- The student will be required to make all address changes in person with a form of photo ID

- The student will not receive any mailings from outside educational entities (except the military as required by law) regarding programs or opportunities available
- Enrollment status as an IVCC student will be suppressed and unable to be released.

If a loan company, prospective employer, family member, etc., inquire about enrollment status, they will be informed that we have no record of attendance. The student will not be listed in any honors, graduation, or other recognitions submitted to the press or available to the public.

Once a student has decided to “opt out” and thus designated a confidential classification and requested that a block of directory information be added to his or her record, it will not be removed until the student fills out an "opt out" revocation form. Revocation forms are in the Office of Admissions & Records on the Main Campus.

DISCLOSURE OF EDUCATION RECORD INFORMATION

A student must provide written consent via a signed and dated FERPA Release Form before an institution may disclose personally identifiable information from their education records. Completed forms are stored in a secure location within the Admissions & Records Office at the main campus in Oglesby.