

Loyola University Chicago Dual Credit Program

FACULTY HANDBOOK



LOYOLA
UNIVERSITY CHICAGO

Preparing people to lead extraordinary lives

Loyola University Chicago

Dual Credit Program

FACULTY HANDBOOK

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Welcome to Loyola University Chicago's Dual Credit Program

The Dual Credit Program is an extension of Loyola's Jesuit mission to promote academic excellence and improve college access. By participating in the program, your students can earn college credit while also fulfilling their high school graduation requirements.

BENEFITS OF LOYOLA'S DUAL CREDIT PROGRAM

- Eases students' transition to college by preparing them for the demands of college-level coursework
- Exposes students to academically challenging material in the familiar surroundings of their high school
- Allows students to begin their first year of college with college credit while also earning credit toward high school graduation
- Empowers students to earn college credit at a significantly reduced cost
- Allows high school teachers to collaborate with their university counterparts, sharing the resources and expertise of their discipline
- Provides qualified high school teachers with Loyola affiliate lecturer status

DUAL CREDIT CONTACT INFORMATION

The Director of Dual Credit is available to assist with all issues related to Loyola's Dual Credit Program, including course applications, teacher credential requirements, student registration, transcript requests, grade entry, mentor site visits, and more.

Detailed information and dual credit faculty application materials can be found at Loyola's Dual Credit Website (LUC.edu/dualcredit).

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STUDENT ELIGIBILITY

Students must have the appropriate academic qualifications to be considered for Loyola's Dual Credit Program. Loyola seeks highly motivated and capable high school students who meet the following criteria:

- Currently enrolled in their junior or senior year of high school
- Have a cumulative un-weighted GPA of 2.5 or higher on a 4.0 scale
- Have authorization from a high school administrator that certifies their school year and academic standing

Sophomores enrolled in courses with majority junior or senior-level enrollment may participate in the Loyola Dual Credit Program. Sophomores must also have a cumulative unweighted 2.5 or higher on a 4.0 scale.

COURSE REQUIREMENTS

Academic Integrity and Rigor

Loyola Dual Credit courses must be college-level to meet Loyola's standards for content, quality, and rigor. Courses must be aligned with our on-campus courses in topics addressed, competencies, and learning outcomes. Dual credit instructors are responsible for maintaining each class's academic integrity and rigor.

Syllabus

Dual Credit students should receive the course syllabus by the first or second day of the dual credit class. Instructors must use the syllabus approved by Loyola's faculty in the respective content-specific departments at the time of application. The syllabus will include information about the dual credit opportunity for students, contact information for the Director of Dual Credit, the Loyola dual credit website address, course learning outcomes, and the required Loyola University policy statements (FERPA, Academic Integrity Policy, etc.).

Dual Credit instructors must submit an updated syllabus to the Director of Dual Credit every fall by the posted deadline. See key dates on page 10 of this handbook.

Grading

Dual credit courses should implement similar grading standards as those used by the University's on-campus classes. Standardized grading practices foster transparency, consistency, and a fair assessment of students' academic progress. Failure to comply with these grading policies may jeopardize the high school's ability to offer dual credit classes and/or grant college credit.

Dual credit students are earning both high school credit and university credit. Grades entered in LOCUS should be determined by the criteria set by Loyola University and the respective departments. If the grading criteria differ, the university grade may differ from those recorded for high school credit.

All dual credit courses should be assessed using Loyola's grading scale.

93% - 100%	A	73% - 76%	C
90% - 92%	A-	70% - 72%	C-
87% - 89%	B+	67% - 69%	D+
83% - 86%	B	63% - 66%	D
80% - 82%	B-	60% - 62%	D-
77% - 79%	C+	Below 60%	F

Year-long course grades should be the average for the fall and spring semesters.

Year-Long Courses vs. One-Semester Courses

While offered in just one semester when taught on-campus at Loyola, many dual credit courses run the entire school year at the high school. For year-long courses, students register once in the fall. Tuition is due in the fall as well. Some dual credit courses run for only one semester and are followed in the second semester by the next course in the sequence (e.g. Biology 101 in the first semester, followed by Biology 102 in the second semester). Students must have successfully completed the first-semester course as a Loyola dual credit student to be eligible for second-semester registration. Students must register again in January for the second-semester course. Students do not need to reapply to the Dual Credit Program.

Tuition is due upon registration. Instructors should remind students of the payment deadlines. Students who wish to register for the second-semester course must have successfully completed the first-semester course as a dual credit student.

Dropping a Dual Credit Course

Dual credit students must adhere to the deadlines regarding dropping a course. As dual credit students, although still in high school, they are beginning their official college transcript. Grades earned in dual credit courses will be part of their records throughout their college career. Faculty should remind students of drop dates and procedures to avoid a transcript with a negative grade.

Students should be aware of the impact of their withdrawal on the associated transcript entry and any potential refund. For specifics, please see section titled “Key Dates” on page 10 of this document, or visit the Dual Credit Program website (LUC.edu/dualcredit). Students who fail to meet the withdrawal deadlines risk receiving a failing grade on their Loyola transcript.

To initiate the withdrawal process, students should contact the Director of Dual Credit at dualcredit@LUC.edu and inform them of their withdrawal intent. In the email, they should include their name, course name, teacher's name, and the name of their high school. It is essential that students officially drop the class to avoid receiving an “F” grade on their transcript.

Course Evaluations

After each course, dual credit students are asked to complete an online course evaluation administered by Loyola. These course evaluations are the same ones used for Loyola's on-campus classes. They are designed to provide formative feedback and suggestions for dual credit instructors. The evaluation includes feedback about student progress on relevant course objectives, instructor teaching methods, and overall impressions of the course.

Course evaluation data will be shared with the dual credit instructor, faculty mentor, and the Director of Dual Credit. Course evaluations may be used to assess whether any further action or support is required from the faculty mentor or the Director of Dual Credit. It is important to note that these evaluations are not included in the instructor's high school employee record.

Tuition

The tuition for high school students participating in Loyola's Dual Credit program is \$65 per credit hour. This represents approximately 10% of the tuition a typical Loyola student pays. Most classes are 3–4 credit hours.

INSTRUCTOR EXPECTATIONS

New Faculty Orientation

All new dual credit instructors are required to attend a discipline-specific orientation before the start of their course. The Dual Credit New Faculty Orientation is designed to provide new instructors with essential knowledge and resources to effectively teach their dual credit courses. The orientation covers a range of topics, including curriculum guidelines, grading criteria, and assessment methods. By participating, instructors are equipped with the necessary tools and support they need to provide a high-quality educational experience for dual credit students.

Yearly Syllabus Submission

All dual credit instructors must submit an updated syllabus to the Director of Dual Credit by the posted deadline, typically within the first two weeks of class. The syllabus must contain the Loyola learning outcomes, policy statements (FERPA, Academic Integrity Policy, etc.), an explanation of the dual credit opportunity, the contact information for the Director of Dual Credit and the Loyola dual credit web address. Instructors should notify the Director if significant changes have been made to the syllabus since its original submission.

Dual Credit Student Handbook

The Director of Dual Credit will provide an electronic copy of the Dual Credit Student Handbook. Instructors should share it with their dual credit students by providing a link in their syllabus and posting it to their course learning management system. The Student Handbook is also available at LUC.edu/dualcredit.

Course Roster Verification

Following the online student registration deadline, dual credit instructors are required to verify their dual credit course roster in LOCUS. Instructors must verify that all students who have applied and registered for the course appear on the course roster. Instructors should inform the Director of any discrepancies with the roster (missing students, additional students who should not be in the course, etc.) by the posted roster verification deadline.

Loyola University strictly prohibits retroactive registration in dual credit courses once the registration deadline and roster check process have been completed.

Change in Student Status

The Director of Dual Credit should be promptly notified whenever a student drops a course due to illness, scheduling changes, moving out of the district, etc.

Loyola Faculty Mentor

Each dual credit instructor is assigned a Loyola faculty mentor in their discipline. Loyola strives for consistency in dual credit courses, aligning them closely with our on-campus counterparts. As part of this commitment, the university designates a faculty member with credentials and expertise in the respective discipline. This faculty mentor collaborates with each dual credit instructor to uphold the course's academic integrity and rigor, reinforcing Loyola's dedication to maintaining high standards.

We hope that the dual credit instructor–faculty mentor relationship will help both parties reflect on and hone their skills in the classroom. This is an opportunity for dual credit instructors to collaborate with and receive mentoring from a university professor in their discipline. We see this as part of our mission to give back to the community by empowering high school teachers with professional development.

Course Observations

The faculty mentor will conduct class observations at least once a year in the fall. After the classroom observation, faculty mentors should immediately engage with dual credit instructors, offering valuable feedback, support, and suggestions. This collaborative process ensures that instructors receive constructive guidance to enhance their teaching practices and further enrich the learning experience for students.

Faculty mentors document their site visits by completing the Dual Credit Observation Report, which captures their observations and insights. This report is shared with the dual credit instructor and serves as a valuable tool for clarifying the site visit follow-up conversation. It also serves as a formal record of the exchange. The faculty mentor submits a copy to the Director of Dual Credit, who is responsible for receiving and tracking site visit reports.

During the class observation, dual credit instructors should provide the faculty mentor copies of their syllabus, sample assessment materials, 2-3 samples of student work, and samples of graded student work. These documents are required to meet the accreditation requirements set by the National Alliance of Concurrent Enrollment Partnerships and The Higher Learning Commission.

Professional Development

All dual credit instructors must attend an annual professional development workshop hosted by their faculty mentor. The event will address topics related to teaching their discipline at the collegiate level. Possible topics include pedagogy, assessments, course content, grading, research and development, evaluation, and more. These workshops allow dual credit instructors to meet and collaborate with other dual credit instructors offering the same or similar courses.

Grade Entry

Dual credit instructors should promptly submit their grades into LOCUS, typically 72 hours after the final exam. For year-long courses, instructors should enter grades at the end of the academic year, averaging the first and second-semester grades.

Communication

Dual credit instructors are responsible for maintaining active and attentive communication with representatives from Loyola University. It is crucial to ensure that all communication is prompt, professional, and comprehensive. Whenever the faculty mentor or the Director of Dual Credit requests documents, rosters, or syllabi, it is essential to promptly send these requested items.

Prolonged Leaves

If a Loyola dual credit instructor cannot fulfill their teaching responsibilities for the academic year due to illness or any unforeseen circumstances, each high school should try to find qualified alternative teachers within their own faculty to ensure that the course is not canceled. It is essential to inform the Director of Dual Credit about any changes that may arise regarding the designated dual credit instructor. If a substitute teacher is expected to teach a Loyola University course for a duration exceeding two weeks, partner high schools must obtain approval from both the Director and the faculty mentor.

Student Teachers

Student teachers are not approved to teach Loyola dual credit courses. Student teachers should not be assigned to any course sections designated as dual credit. Doing so makes the students ineligible to earn college credit.

Non-Compliance

At Loyola University, we uphold high standards of professionalism and adherence to established guidelines for all instructors involved in our dual credit program. The non-compliance policy addresses situations where dual credit instructors fail to fulfill their obligations and responsibilities. All issues of non-compliance will be handled on a case-by-case basis.

Non-compliance may include, but is not limited to:

1. Failure to attend professional development workshops. Instructors must attend all professional development workshops. However, we understand that rare absences may occur due to special circumstances. The instructor must notify the Director of Dual Credit and the faculty mentor if such circumstances arise. If an instructor misses two consecutive annual professional development workshops, they risk being removed from their dual credit instructor role.
2. Failure to teach the dual credit course in a manner equal in course content, assessments, and rigor as the on-campus course equivalent. Necessary support will be provided to correct instructional issues, which will be handled on a case-by-case basis.
3. Failure to comply with the required first-semester class observation by the faculty mentor.
4. Failure to provide all required documents promptly, as requested by the Director of Dual Credit and/or the faculty mentor.

Consequences of Non-Compliance

In the event of non-compliance by a dual credit instructor, the following actions may be taken:

- Initial Warning: The faculty mentor or the Director of Dual Credit will issue a written warning to the instructor, outlining the specific areas of non-compliance and providing an opportunity for improvement within a designated timeframe.
- Remedial Action: If the non-compliance issues persist or escalate, the instructor may be required to participate in additional training, mentoring, or professional development activities to address the identified areas of concern.
- Course Reassignment: In severe cases of non-compliance, Loyola University reserves the right to reassign the course to another qualified instructor (if available), which may result in removing the non-compliant instructor from their dual credit teaching responsibilities.
- Termination of Dual Credit Agreement: In extreme cases of repeated or significant non-compliance, Loyola University may terminate the dual credit agreement with the instructor's affiliated high school, thereby discontinuing the offering of Loyola dual credit courses at that institution.

Dual credit instructors need to understand and comply with Loyola University's policies and procedures to maintain the integrity of our dual credit program. Non-compliance can have serious consequences that may impact both the instructor and the high school's participation in the program.

AFFILIATE LECTURER RESOURCES

Teachers who participate in the program receive affiliate lecturer status at Loyola, which includes the same benefits given to adjunct faculty who teach on campus.

Campus ID Cards

All Loyola University dual credit instructors are eligible for a Loyola Campus Card. The Rambler Card is Loyola's official identification card and identifies all members of the Loyola community. Faculty can visit the Campus Card Office to be issued their Rambler Card once they have received their Loyola Universal ID. For location and hours of the Campus Card Office, please visit [LUC.edu/campuscard/](https://luc.edu/campuscard/).

University Libraries

All Loyola University dual credit instructors are encouraged to use the university libraries. These resources facilitate the pursuit of knowledge and creativity through user-focused services and collections in an inviting, collaborative, and innovative learning environment. Faculty must present their Loyola Campus Card to use any library materials. Dual credit instructors also have full access to Loyola's online resources. Visit [libraries.LUC.edu](https://libraries.luc.edu) to access them.

Information Technology Services

All Loyola University dual credit instructors are encouraged to use Loyola's Information Technology Services (ITS). ITS offers skilled technical expertise and provides secure, reliable information and resources. Check out the services offered at [LUC.edu/its/](https://luc.edu/its/).

Hoonuit

Hoonuit is an online, on-demand training site that offers over 50,000 tutorial videos on over 250 technology applications, including Microsoft and Adobe. Topics are subdivided into tiny chunks and presented in videos of one or two minutes. Instructors can even pull Atomic Learning videos directly into their presentations. 24/7 access to training offers flexible, on-demand learning. Visit atomiclearning.com/highed/login/luc to access this service.

STUDENT'S RIGHT TO PRIVACY AND ACCESS TO RECORDS

Dual credit students are considered Loyola University students in every way as it pertains to their academic record. According to the Family Education Rights and Privacy Act (FERPA) of 1974, students have the right to the following:

1. Inspect and review their education records within 45 days from the day the University receives a request for access.
2. Request the amendment of records that they believe are inaccurate or misleading.
3. Consent to disclosures of personally identifiable information in their education records, except to the extent that FERPA authorizes disclosure without consent.
4. Refuse to permit Loyola University from disclosing "Directory Information." Directory Information is information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed.
5. File a complaint with the U.S. Department of Education, Family Policy Compliance Office, concerning alleged failures by the university to comply with the requirements of FERPA.

Further details regarding FERPA can be found at: [LUC.edu/regrec/aboutus/ferpa/](https://luc.edu/regrec/aboutus/ferpa/)

SUPPORTING YOUR STUDENTS THROUGH APPLICATION AND REGISTRATION

Detailed directions for the three-step application, password, and registration process can be found in the Loyola Dual Credit Student Handbook. If students encounter any issues, they should immediately contact the Director of Dual Credit at dualcredit@luc.edu.

Step 1: Student Application

All students interested in taking dual credit courses must apply to Loyola's Dual Credit Program. Even if they have previously taken dual credit courses at Loyola, they must apply again to verify their eligibility and update their information.

Advise students who wish to apply to log onto the Loyola Dual Credit website at LUC.edu/dualcredit and click "Apply Today" on the right-hand side of the page. Applying to the program does not commit students to enrolling in the dual credit course. There is no fee to apply.

As part of the application process, parents must sign and upload a parental release form allowing their child to participate in Loyola's dual credit program. Students that are 18 or over must sign and upload a student release form before participating. Acceptance emails will not be sent until the release forms are received.

Step 2: Password First-Time Setup

Students must reset their temporary password before registering for their dual credit course(s). Instructions for resetting their temporary password can be found in their acceptance email and the Student Handbook. If students face difficulty changing their temporary password, they should contact the IT Helpdesk at 773-508-4487.

To complete the first-time password reset and multifactor authentication, student must go to LUC.edu/its/services/passwordmanagement/firsttimesetup/.

Step 3: Student Registration

Once students receive their acceptance email and change their temporary password, they must log into LOCUS to register for their course. A registration tutorial was included in their acceptance email and can be found on the Dual Credit website (LUC.edu/dualcredit).

STUDENT TRANSCRIPTS AND TRANSFERRING CREDIT

Credits earned through Loyola's Dual Credit Program are recorded on an official Loyola transcript. These credits are generally transferable to other accredited colleges and universities nationwide. However, the receiving institution will always decide on the transferability of courses. Students are encouraged to consult with any institution they're considering and inquire about their policy for accepting transfer credit.

Current students can access their transcripts by logging into LOCUS at LUC.edu/locus. Former students can access their transcripts at transcriptrequest.LUC.edu/alumni/pages/jsp/ by entering the last four digits of their Social Security Number or their Loyola Universal ID (LID). Students who did not supply a Social Security Number in their dual credit application and have forgotten their LID will be required to submit a Written Request Form available on the transcript request webpage.

Students can request that their transcripts be sent to any university or college they choose. Please ask them to ensure that their final grades have been posted before they place their transcript order to avoid incomplete transcripts.

For students who decide to come to Loyola after graduating from high school, credit earned through the Dual Credit Program will be included in calculating their Loyola GPA. Students may not replace the course and grade with credit by examination.

KEY DATES

September 10	Dual Credit syllabus due to the Director of Dual Credit.
September 19	Last day to apply to Loyola's Dual Credit Program.
October 1	Last day for CPS students to submit FORL paperwork to their school to be eligible for dual credit tuition assistance.
October 15	Last day to register for Dual Credit Classes.
October 30	Roster Verification due to the Director of Dual Credit.
October 30	Last day to drop a semester-long course with no penalty – tuition refunded. After this date, students enrolled in a semester-long course will have their earned grade posted to their transcript. No tuition refunded. Students enrolled in a year-long course will have until February 1 to drop their course without penalty.
October 30	Dual Credit tuition due.
November 21	Students dropped for non-payment.
February 3	Last day to drop year-long courses with no penalty – tuition refunded.
February 7	Last day for NEW student applications. Students registering for the second course in a sequence (i.e., BIOL 102) only need to register for the course. There is no need to reapply.
February 20	Last day to register for second-semester courses.
February 26	Roster Verification due to the Director of Dual Credit.
March 2	Last day to drop a year-long course with a grade of "W." No tuition refunded. After this date, student's earned grade will be posted to their transcript.
March 10	Last day to drop new second-semester courses with no penalty – tuition refunded. After this date, students enrolled in a semester-long course will have their earned grade posted to their transcript. No tuition refunded.
March 10	Dual Credit second-semester tuition due.
March 31	Students dropped from second semester courses for non-payment.