



Dual Credit Textbook Review Process and Form

Per the Higher Learning Commission (HLC), dual credit courses should meet the “...*the same level of rigor in dual credit courses or programs as it does for its regular higher-education courses or programs. Dual credit courses or programs meet the same curricular standards and undergo the same institutional approval processes as the institution’s regular courses or programs*”. Additionally, the HLC states, “*Expectations for student learning and learning outcomes in dual credit courses or programs are consistent with the same courses or programs that the institution offers at the higher-education level*”.

To ensure the same curricular standards and expectations for student learning outcomes are met consistently across all modalities and locations, all instructors (full-time and adjuncts, including dual credit adjuncts) are expected to utilize the student learning outcome, syllabus, and textbook. In limited circumstances, the use of the same textbook may not be feasible. The following process will be utilized when a textbook cannot be adopted for a course.

1. Complete the *Dual Credit Textbook Review Process and Form*. Submit this form and a copy of the textbook being reviewed to the Director of Early College and Admissions.
2. The Director of Early College and Admissions will forward the form and text to the appropriate academic dean.
3. The academic dean will collaborate with discipline faculty who will review the text and make a recommendation. This review process may take up to two weeks to complete.
4. The academic dean will communicate the decision with the Director of Early College and Admissions
 - a. If the text meets all requirements, a copy of the form will be housed in the dual credit Teams page (in the appropriate folder) and the Director of Early College and Admissions will communicate the approval to the appropriate school.
 - b. If the text meets some requirements but will need supplemental assignments/materials, the Director of Early College and Admissions will communicate with the appropriate school and request the additional supplemental assignments for review. These assignments will be reviewed and documented on the form.
 - c. If the text does not meet the requirements, the Director of Early College and Admission will communicate with the appropriate school.

The approval will remain in place until which time the department elects to transition to a new textbook or the school offering dual credit request to transition to a new textbook, including the transition to a new edition of approved textbooks. East Central College will conduct a system wide review of dual credit textbooks every three years beginning with the 2023-2024 academic year.



Dual Credit Instructor Name:

Dual Credit School:

ECC Course Name and Number:

Course Outcomes/Student Learning Outcomes:

ECC Course Textbook:

Dual Credit Alternate Textbook:

ECC Department assigned to review:

Department Review and Comments:



Meets all requirements.

Meets some requirements, will need supplemental assignments/materials for the following:

Does not meet requirements.

Signature of Faculty Reviewer: _____ Date: _____

Dean Signature: _____ Date: _____

The Following To be Used for Review of Supplemental Assignments/Materials:

Department Review and Comments of Supplemental Assignments/Materials:

Meets all requirements (textbook with supplemental assignments/materials is approved).

Does not meet requirements (textbook not approved due to not meeting learning outcomes).

Signature of Faculty Reviewer: _____ Date: _____

Dean Signature: _____ Date: _____