Instructions for Dual Credit Course Application

For New Dual Credit Applicants:
1. **THIS STEP MUST BE COMPLETED FIRST.** Go to [online.cuw.edu/dcapply](http://online.cuw.edu/dcapply). You will be required to create an account. Apply as a “Dual Credit” student by choosing the appropriate Dual Credit link based on your residence.
2. Ask your school counselor to send a copy of your official high school transcripts. If you are homeschooled, a parent will serve as the high school representative and will need to send a transcript or your grades from the current semester.
3. Fill out this Preliminary Agreement. Once you have completed the form and obtained a parent’s signature, give the form to your school counselor. He/she will then complete the final portion of the form and send it directly to the admissions counselor at Concordia University: dualcredit@cuw.edu.

For Returning Dual Credit Students:
1. Fill out this Preliminary Agreement. Once you have completed the form and obtained a parent’s signature, give the form to your school counselor. He/she will then complete the final portion of the form and send it directly to the admissions counselor at Concordia University: dualcredit@cuw.edu.

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## Dual Credit Course Preliminary Agreement

**Student Name:** ___________________________________________ **High School Graduation Year:** __________________________

**High School:** ____________________________________________

**Course(s) Desired:** ____________________________________________

**Term:** (Circle One) Spring Fall Summer **School Year:** __________________________

**Home Phone Number:** __________________________

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### This Section is for Returning Students Only

**FOO#:** __________________________

**Address (if it has changed):** ____________________________________________

**Concordia Email Address:** ____________________________________________

(This email address will be used for all Concordia correspondence.)

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**All Dual Credit Student Applicants and Returning Students:** Please indicate *Yes* or *No* to the following statements.

- [ ] I take initiative as an active learner.
- [ ] I am a diligent student, and I apply my best effort to my educational experiences.
- [ ] I take responsibility for my learning and my performance as a student.
- [ ] I am intrinsically motivated to read assignments, study, and complete work in a timely manner.
- [ ] I demonstrate excellent written communication skills, and I ask my instructors for help when I do not understand an assignment.
- [ ] I have a minimum of a 3.0 grade point average in my high school classes.
I scored a minimum composite score of 23 on the ACT test, a 25 on the applicable subsection of the ACT test, or a 1050 on the SAT CR + M test.

I understand that a dual credit course is a college course with college-level expectations.

I agree to meet deadlines, manage my time effectively, and follow the college course schedule with the understanding that it may not align with my high school schedule.

I recognize that the course grade I earn will be part of my permanent college transcript.

I understand that if I earn less than a C- in a Concordia University dual credit course, I will no longer be eligible to continue with Concordia University dual credit courses.

I understand that it is my responsibility to verify the transferability of the Concordia University credits to whichever university I plan to attend. I understand that it is my responsibility to request a transcript and pay any applicable transcript fees.

I will consistently display honest, ethical behavior and maintain academic integrity as a student of Concordia University.

I understand that designated university personnel may communicate directly with my high school's personnel to share information related to my coursework, progress, conduct (including school policy violations and any criminal activity off site), and grades earned within the Dual Credit course. If I am homeschooled, I understand that the person who signs this form as the high school counselor will serve as the high school representative/counselor and may receive the aforementioned information from the university.

I agree to follow the terms of the Student Handbook for Office of Continuing and Distance Education as well as the Dual Credit Handbook.

I understand that the Student Life Office will notify my high school if I have been found responsible for a violation of the Code of Student Conduct. The notification will include my name, the code violated, any and all applicable sanctions, and the date of the violation. I understand that Concordia University reserves the right to charge me with an alleged violation of the Code of Student Conduct in addition to any action or inaction my high school or local legal system might take.

(online students only) I understand that my enrollment in an online course requires me to have regular and reliable internet access for me to participate in the course.

(Michigan students only) I understand that if I earn less than a C- in the course, the state of Michigan will not subsidize the tuition and I will be responsible for full tuition payments.

I understand the statements listed above, and I agree that the statements are true and accurate.

Student Signature: ___________________________________________ Date: ________________

I understand that the student and/or the high school representative will be responsible for communicating directly with the university regarding any information related to the student’s enrollment in the Dual Credit courses.

Parent/Guardian Signature: ___________________________________ Date: ________________

This Section is for the High School Only

School Official/Representative: Please send an official high school transcript for each new Dual Credit applicant. Transcripts are not required for returning Dual Credit students. Please also provide the following information for all new and returning Dual Credit students:

Student’s GPA: ___________________________ Student’s Test Score: ___________________________

School Guidance Counselor Comments: (Please comment on the student’s academic qualifications as they relate to the specific statements listed above. Add additional pages if necessary.)

- The high school recognizes the right of privacy of the student and commits to keeping the conduct information described above private.
- The high school will notify the Concordia University Dean of Students if the student is found in violation of a policy of the high school and/or involved in criminal activity.

School Representative/Guidance Counselor Signature: ___________________________ Date: ________________

Please scan and email this completed form to the Online Admissions Counselor at dualcredit@cuw.edu.