



## Dual Credit Handbook

### Concordia University's Mission

Concordia University is a Lutheran higher education community committed to helping students develop in mind, body, and spirit for service to Christ in the Church and the World.

### Dual Credit Course Format

Concordia University currently offers a variety of fully online Dual Credit courses to help enhance high schools' offerings of honors-level courses. High schools may also work with Concordia University to arrange face-to-face Dual Credit courses that take place directly on their high school campus. All courses are instructed by university-hired faculty and adjunct faculty.

### Reasons for Concordia University Dual Credit

Concordia University offers Dual Credit courses for a variety of reasons. The Dual Credit program:

- Helps fulfill the Concordia University mission.
- Provides greater accessibility to higher education.
- Facilitates enhanced partnerships with the high schools.
- Eases the student transition to higher education.
- Delivers honors options for high school students.

### Students Earn College Credit

Concordia University's Dual Credit program provides students with opportunities to earn college credits in a variety of formats including (but not limited to) online, hybrid, and face-to-face on the university and/or high school campuses. Dual Credit courses differ from Advanced Placement programs in many ways, but the primary difference is that students actually enroll as university students and earn generally transferable college credits while participating in Concordia University's Dual Credit program.

### How are Dual Credit courses different from AP courses?

The chart below compares the key differences that exist between Dual Credit and Advanced Placement courses.

Dual Credit Courses	AP Courses
College undergraduate course	High school course
Taught by Concordia University faculty/adjunct faculty	Taught by high school instructors
Students are enrolled as college students	Students remain enrolled as high school students only
Students participate in the college course	Students prepare for an AP exam
Students earn credits on a college transcript	Students might be awarded credit based on a particular score earned during the AP exam
Regular coursework contributes to an overall course grade that provides the student with transferable college credit	The possibility of earning college credit is contingent on the single AP exam score
Semester-long courses	AP classes usually take place throughout the entire school year

## Student Eligibility

The Concordia University Dual Credit courses are designed for motivated honors-level high school students. Eligibility requirements are listed on the Dual Credit [Preliminary Agreement](#).

In order to be eligible for Dual Credit with Concordia University, students should be of traditional high school age, have a minimum of a 3.0 grade point average in their high school classes and have already 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.

In addition to meeting the GPA and test score requirements, students should carefully evaluate whether they are ready to take on the challenge of college-level responsibilities. The Preliminary Agreement can assist students in determining readiness for the Dual Credit program.

Individual partner high schools may increase or add to the eligibility requirements and also determine which courses to offer for high school credit within the Dual Credit partnership.

Enrollment in a Dual Credit course does not necessarily guarantee subsequent enrollment at Concordia University as an undergraduate student.

## Preliminary Agreement

Students, parents, and high school personnel are encouraged to carefully review the requirements as listed in the [Preliminary Agreement](#). Many of the characteristics listed in the Preliminary Agreement will help students determine if they are ready for a successful Dual Credit experience.

Concordia University requires a representative at the high school to verify that the statements on the Preliminary Agreement are true for all Dual Credit applicants prior to signing the Preliminary Agreements. Due to the nature of college-level courses, some of the most important characteristics in the list include the following: taking initiative, being intrinsically motivated, completing work in a timely manner, asking for help when needed, and managing time effectively. If a student does not demonstrate those characteristics as well as the other characteristics listed on the Preliminary Agreement, the student may not yet be ready for college-level courses.

## Application Process

Students or high school representatives with application questions may contact the Dual Credit admission counselor directly.

For New Dual Credit Applicants The student should:

1. **THIS STEP MUST BE COMPLETED FIRST.** Go to [online.cuw.edu/dcapply](http://online.cuw.edu/dcapply). The student will be required to create an account. The student should apply as a “Dual Credit” student by choosing the appropriate Dual Credit link based on the student’s residence.
2. Ask the high school counselor to send a copy of the official high school transcripts. If the student is homeschooled, a parent will serve as the high school representative and will need to send a transcript.
3. Complete the Preliminary Agreement, sign it, have a parent sign it, and give the form to the high school counselor. He/she will then complete the final portion of the form and send it directly to the admission counselor at Concordia University at [dualcredit@cuw.edu](mailto:dualcredit@cuw.edu).

For Returning Dual Credit Students

The returning student should:

1. Complete the Preliminary Agreement, sign it, have a parent sign it, and give the form to the high school counselor. He/she will then complete the final portion of the form and send it directly to the admission counselor at Concordia University at [dualcredit@cuw.edu](mailto:dualcredit@cuw.edu).

The university will notify students if acceptance is granted or not.

## **Deadlines**

The deadline for the fall semester is usually July 1. The deadline for the spring semester is usually December 1. Application deadlines can be confirmed with the online admission counselor in the Office of Continuing and Distance Education at Concordia University Wisconsin.

Many high school guidance counselors choose to have students complete the paperwork and application process much sooner in order to accommodate the high school course registration process.

## **Online Student Orientation**

Each new Dual Credit student is required to complete an online orientation after initial application. The orientation takes 2-3 hours to complete. Students may choose to complete the orientation in one sitting or save their work and return to it later. Within the orientation, students will learn how a course is organized and how to navigate the Learning Management System to engage in the class activities. The Admission Counselor and/or Online Student Success Advisor will provide students with more information for how to access the orientation after the student's application has been accepted.

## **Accommodations**

Students who require special accommodations for learning disabilities should contact the Director of the [Learning Resource Center](#) at Concordia University and provide the necessary information and documentation related to the possible accommodations. The Director of the Learning Resource Center will provide the student with a letter explaining accommodations. The student may then choose to share the letter with his/her instructor(s). Accommodations only become active if the student chooses to share the letter with his/her instructor(s). Accommodations cannot be applied retroactively.

## **Disability Policy**

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and assured services and accommodations that provide equal access to the activities and programs of the university. Students with a documented disability who require accommodation in order to obtain equal access to this course should inform the instructor, and must also contact Disability Support Services:

- Mequon campus (262) 243-4299 or [www.cuw.edu/dss](http://www.cuw.edu/dss)
- Ann Arbor campus (734) 995-7552 or [www.cuaa.edu/arc](http://www.cuaa.edu/arc)

## **High School International/Foreign Exchange Students**

Students who are enrolled in their high schools as international or foreign exchange students may enroll in Dual Credit courses just as other students of that high school. However, enrollment in a Dual Credit course does not necessarily guarantee subsequent enrollment at Concordia University as an undergraduate student. When pursuing enrollment as undergraduate students, international students will be required to meet additional requirements and standards within the application process. Contact the university admissions office and the [Concordia International Center](#) for more information.

## **Participation & Enrollment in Dual Credit Courses**

Although the Dual Credit courses provide the same content as the courses offered to traditional undergraduate students, the online Dual Credit course enrollment is limited to Dual Credit honors-level high school students who are of traditional high school age. The students in each Dual Credit class are from a variety of high schools including Christian, private, public and home school environments.

The online Dual Credit courses typically operate with 7-15 students enrolled per class. In order to keep class sizes small, Concordia University may choose to offer multiple sections of courses that are requested by many students. If this occurs, students within a particular high school may be enrolled in different course sections with different instructors.

### **Course Load for Dual Credit Students**

A Dual Credit student can take up to two Concordia University Dual Credit courses at a time within a single term (unless a specific exception is granted). The Concordia Promise scholarship allows a student to earn a maximum of 36 credits for Concordia University Dual Credit.

### **Tuition Payment Information**

Each student will be individually billed by the University for Dual Credit courses.

### **1098T-Tax Form**

As a higher education institution, Concordia University provides a 1098T form for each tuition-paying student. The 1098T reflects tuition paid for courses taken in the previous calendar year. The 1098T form could provide a tax benefit; families should consult a tax professional to determine how this may affect their taxes.

### **Tuition Rates for Dual Credit**

The Dual Credit program allows students to earn college credits at a drastically reduced tuition rate of \$200 per credit. In addition, some students may be eligible for state or district funding to cover dual credit tuition or a Concordia Promise scholarship uniquely offered by Concordia University (specifically Concordia University Wisconsin & Concordia University Ann Arbor).

### **Concordia Promise & Dual Credit**

Concordia University provides students enrolled in Christian high schools (or homeschool environments) with the [Concordia Promise](#) scholarship, an exciting initiative to support a variety of opportunities for advanced learning and higher education. The Concordia Promise scholarship reduces the cost of tuition from \$200 per credit to \$50 per credit.\*

\*Concordia Promise is available for students currently enrolled in a Christian high school or homeschool who are not eligible for state, district, or outside funding.

### **Concordia Promise Plus**

Any student taking Concordia University Dual Credit courses while attending a Christian high school is eligible for the Concordia Promise Plus, if the student chooses to attend Concordia University for an undergraduate degree. The Concordia Promise Plus is a tuition-back grant in the amount paid for Concordia University Dual Credit courses (up to \$50 per credit). The scholarship applies to Concordia University tuition after enrollment at Concordia University (WI & Ann Arbor) for an undergraduate degree.

Note: Enrollment in Dual Credit courses does not necessarily guarantee subsequent enrollment at Concordia University as an undergraduate student.

### **Concordia Promise Partner Schools**

Concordia Promise Partner Schools can receive an assortment of supplemental programs and services from Concordia University such as professional development opportunities, participation in leadership summits for qualified high school students, and access to Concordia University's free non-credit online courses which focus upon the needs of high school students, teachers, parents, and administrators.

### **Credit Transfer Information**

Most of the Concordia University Dual Credit courses have been designed to fit the core curriculum requirements at Concordia University. Concordia University credits are generally transferable. Dual Credit course grades are transcript and part of the students' permanent college records. When applying to other universities or colleges, Dual Credit students should always disclose all university-level courses taken regardless of the grade earned.

As with any transfer credit situation, students should verify the transfer process with the receiving university's Office of the Registrar. In all credit transfers, the receiving university determines how the credits will transfer into the student's chosen major.

### **Withdrawal Policy**

Both the student and the student's high school guidance counselor must verify a request for withdrawal from a Dual Credit course. Dual Credit courses follow the official withdrawal policies of the university. Students should consult the appropriate student handbook to review the policies. (Note: [Online courses](#) have different policies than [face-to-face courses](#). Please review the applicable category when seeking information regarding official withdrawal policies for Dual Credit courses.)

### **Policy on Credit Offered by High Schools**

High schools may choose to raise the eligibility requirements for their own students to enroll in the Dual Credit courses (because the high schools may also be awarding high school credit for the course).

High schools may choose to implement a policy in which the student earns only college credit in situations where the high school already offers an equivalent course. Therefore, it is possible that a student may take a Dual Credit course and only earn the college credits. The high school is responsible for communicating this information to the students and parents.

### **Structure of Courses**

Dual Credit courses are offered online and face-to-face. All Dual Credit course syllabi are developed by the university. There typically are no textbook costs for online courses, and most fall and spring semester courses are set up with a 15 week schedule to parallel the university schedule. The summer online courses provide a 10 week schedule.

### **High School Exemption Policies**

Dual Credit students must follow the policies and requirements of the Dual Credit course. Some high schools provide upperclassmen and/or high achieving high school students with incentives such as final exam exemptions. Those types of high school policies do not apply to the students' Dual Credit courses.

### **Attendance in Online Courses**

The online Dual Credit courses are asynchronous and have due dates and progress benchmarks throughout the course. Students will interact and collaborate with their classmates and instructors throughout the course and are required to login frequently to be successful. Students should plan to login to their courses at least once each day (Monday – Friday) during each week of the semester course.

The high school schedule may not coincide with the college schedule. Dual Credit students are required to regularly participate in the course regardless of a differing high school schedule. Students should communicate any requests for scheduling accommodations directly to the Dual Credit university instructor in advance to determine if they might be able to work ahead in the course content.

### **Resources Available**

Once enrolled in a Dual Credit course, students become official students of Concordia University and are afforded access to a wide-array of university resources such as the [university library](#), the many components of [Learning Resource Center](#), and other such university services.

### **Technological Concerns for Online Courses**

Occasionally, technological problems occur. Dual Credit students are encouraged to take initiative and have an alternate plan for such circumstances. In situations where an immediate solution is not possible, students should always contact [Concordia University's Tech Support](#) and the specific course instructor to communicate the problem and find help for a solution.

## **FERPA (Family Educational Rights and Privacy Act)**

Even though most Dual Credit students are minors, FERPA regulations still apply to all communication. Students are encouraged to communicate directly with their university instructors. Due to FERPA regulations, parents of Dual Credit students may direct their questions directly to the student and the high school counselors/representatives.

The following information provided by the [US Department of Education](#) is relevant:

What if my child is a minor and he or she is taking classes at a local college while still in high school - do I have rights? If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

## **Communication between the High School and University**

Each participating high school designates one staff member (usually the guidance counselor) to receive communication from the university regarding student applications, progress and conduct. If a student is in a homeschool environment, the university will recognize the individual who signs as the high school representative on the Preliminary Agreement as the contact for any necessary communication.

Designated university personnel will communicate directly with the high school's personnel to share information related to a student's course work, progress, conduct (including school policy violations and any criminal activity off site), and grades earned within the Dual Credit course.

The Concordia University Student Life Office will notify the high school if the student has been found responsible for a violation of the [Code of Student Conduct](#). The notification will include the student's name, the code violated, any and all applicable sanctions, and the date of the violation. Concordia University reserves the right to charge the student with an alleged violation of the Code of Student Conduct in addition to any action or inaction the high school or local legal system might take.

The high school will recognize the right of privacy of the student and will commit 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.

## **Academic Integrity Policy**

Concordia University expects all students to display honest, ethical behavior at all times and under all circumstances. Academic dishonesty is defined as follows:

**Cheating:** includes, but is not limited to: a) the use of unauthorized assistance in taking any type of test or completing any type of classroom assignment; b) assisting another student in cheating on a test or class assignment, including impersonation of another student.

**Plagiarism:** includes, but is not limited to: a) failure to give full and clear acknowledgement of the source of any idea that is not your own; b) handing in the same assignment for two different courses without the consent of the instructors.

**Fabrication:** the forgery, alteration, or misuse of any University academic document, record, or instrument of identification.

**Academic Misconduct:** intentionally or recklessly interfering with teaching, research, and/or other academic functions.

**Sanctions:** Faculty members who find evidence of academic dishonesty have sole discretion to determine the penalty, using their professional judgment. This can include a failing grade in the course, or removal of the student from the course. Additional sanctions will be imposed when a student is found to have violated the academic integrity policy more than once; these sanctions may include suspension or expulsion from the university.

## Tips and Advice for Dual Credit Students

Students are encouraged to do the following:

- Keep copies of the course syllabi and course work. This will be especially helpful in the case of credit transfers to other universities.
- Check with the anticipated receiving university to determine how credits will transfer into the course requirements of a selected major.
- Keep copies of course work outside the Learning Management System until a final grade is issued.
- Wait until the final course grade is posted to the transcript before requesting an official transcript. Contact Concordia University's Office of the Registrar to [request an official transcript](#).

## Dual Credit Contact List

Please contact the individuals on the following list for assistance related to Dual Credit courses:

Online Admission Counselor – [dualcredit@cuw.edu](mailto:dualcredit@cuw.edu)

- Answers questions regarding the admissions process.
- Works with high school students and high school counselors to complete the application process.
- Facilitates the online student orientation.

Online Student Services Assistant – [jessica.valdes@cuw.edu](mailto:jessica.valdes@cuw.edu)

- Assists with course registration.
- Communicates login information for accessing the online courses.
- Provides students with cards for Concordia University library access.
- Serves as a liaison to high schools.

Student Services for Dual Credit at CUA – [erica.whitesell@cuaa.edu](mailto:erica.whitesell@cuaa.edu)

- Assists Michigan students with course application and registration.
- Works with students taking courses face-to-face at the CUA campus.
- Serves as a liaison to Michigan high schools.

High School Counselor/Representative - (contact the high school)

- Helps students determine eligibility for Dual Credit courses.
- Assists students with the online application process.
- Serves as a liaison for parents.
- Contacts the University Registrar to request student grade information for high school records.

University Instructor (students may contact the instructor as directed within the course)

- Helps students maintain college-level standards in coursework and participation.
- Communicates directly with students.
- Allows the high school counselor to communicate directly with parents if necessary. Continues to communicate with students directly.

Coordinator of Library Services – [karen.nowak@cuw.edu](mailto:karen.nowak@cuw.edu)

- Assists online students with access to library resources.

University Registrar – [registrar@cuw.edu](mailto:registrar@cuw.edu)

- Records student grades on university transcripts.
- Assists students with transcript requests for credit transfer.

Director of Dual Credit – [timothy.gieschen@cuw.edu](mailto:timothy.gieschen@cuw.edu)

- Coordinates the Dual Credit program and Concordia Promise Partnerships.
- Oversees programs and procedures.
- Serves as a contact and liaison for the university and participating high schools.

## Accreditation

Concordia University is accredited by the [Higher Learning Commission of the North Central Association of Colleges and Schools](#).