

**Central Christian College of Kansas
Dual Credit Program Handbook**



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Central Christian College of Kansas Dual Credit Policy Handbook

Introduction

The Dual Credit Program through Central Christian College of Kansas (henceforth referred to as CCC) in conjunction with participating Christian high schools, enables eligible students to simultaneously earn both high school and college-level credit at a reduced tuition rate. Participation in the program allows students to continue their walk of faith as they experience college-level work and accumulate college credit prior to high school graduation.

Dual credit courses will be taught by approved high school teachers who will contract with CCC to teach the courses offered.

Guiding Principles

It is recognized that Christian high school students experience not only high levels of academic instruction and achievement, but do so in an environment in which they can grow in their faith. The Dual Credit Program through Central Christian College is for high school junior or senior students who are ready for more rigorous coursework while maintaining their Christian surroundings. A cooperative relationship between CCC and the participating high school is maintained to ensure program quality.

Benefits

Benefits to participating Christian high schools and their students include:

1. Increased value added to the high school program allowing for the marketing of additional benefits to prospective families
2. Instructors receive teaching credentials that extend beyond the high school campus environment
3. Students receive college credit without leaving the high school campus while continuing to experience a nurturing Christian environment
4. Dual credit courses are offered at a significantly lower tuition rate than regular tuition

Program Coordinators

CCC will maintain a campus coordinator for the dual credit program. Similarly, a dual credit program coordinator should be designated from each participating high school. This could be a principal, guidance counselor, or a faculty member. Responsibilities will include facilitating and monitoring the program at the high school site and acting as liaison between the high school and CCC.

Program Promotion

Each high school is encouraged to promote the program to its students and parents on an ongoing basis. The college coordinator will work with the high school coordinator to promote the program in whatever way is appropriate for each school, including visits by college personnel if feasible.

Student Eligibility and Grading

To be eligible for dual credit, students must be approved and recommended by the participating high school principal or his or her official designee. Recommended students will be admitted to CCC as part-time students and may take no more than 2 courses per semester. In order to receive college credit for a course, the student must receive a grade of "C" or above.

Definition of Credit Hour

Credit is expressed in terms of credit hours. One hour of credit is given for the successful completion of classroom work of fifty minutes a week for a semester, together with the necessary outside preparation.

Student Registration

Registration is complete when the CCC application for enrollment, including course selection, is submitted and the student is accepted for admission. Enrollment in dual credit courses should be integrated with the high school's regular enrollment process for each semester. The student will be informed by the high school of details regarding course scheduling and location.

Tuition

Dual credit tuition is offered at a discounted rate from traditional tuition. Payments are arranged through each participating high school and are communicated to the student by the high school. Schools are required to assess tuition charges and submit a dual credit tuition payment to CCC for each semester's enrollment. Schools keep one-third of tuition collected to assist with operational costs. Any tuition paid through the dual credit program by students will be credited back to the student should he or she enroll as a full-time freshman at CCC upon high school graduation.

Instructors

Instructors for dual credit courses will be high school teachers. They must have the same academic credentials and qualifications for teaching as required by CCC for adjunct instructor status. Copies of credentials shall be on file in the office of distance education. A minimum of a master's degree is required, unless the Dean of Adult & Distance Education approves other qualifications. Prospective instructors should submit a current resume, two letters of recommendation, and a personal statement of faith.

Instructor Compensation

CCC realizes that courses offered for dual credit may be similar in content to an existing high school honors curriculum, and could be taught during regular high school hours. However, some modification may be necessary to bring the course to college standards. Instructor compensation will need to be determined on a case-by-case basis.

Orientation

Information about CCC will be distributed to dual credit instructors. This information will include a history of the College, mission, values and belief statements, policies and expectations, and other pertinent information that will be beneficial to instructors who represent CCC.

Course Content

It is preferred that courses taught for dual credit use the current CCC syllabus, course outlines and resource materials. High school instructors may seek clarification from individual department chairpersons. Syllabi may be modified to meet general school guidelines, but changes to instructional content should be approved by the appropriate CCC department chair. Should a school wish to use their own teaching materials for a particular course, all supporting documentation should be made available to the appropriate CCC department chair. This shall include the textbook, syllabus, and any other instructional documentation in order for the department to make a determination for appropriate academic content and format.

Course Selection

CCC will provide a list of courses available for dual credit. High schools may select courses from this list. Courses numbered 100 through 299 are considered freshman and sophomore level courses respectively. The participating high school and CCC will work together to determine which courses are appropriate for dual credit at that school. The dual credit coordinator at the high school, the high school instructors, and College department chairpersons will collaborate with the dual credit coordinator at CCC to select course offerings on an annual basis. Requests for courses not previously offered must be approved by the Department Chair and Dean of Adult & Distance Education.

Student Course Load

Students in the dual credit program are limited to no more than two courses per semester, or a maximum of 4 courses (12 credit hours) per year. Any exceptions must

be approved by the high school administrator and CCC Dean of Adult & Distance Education.

Assessment

Testing and grading will be the responsibility of the classroom teacher. Random samples of tests and assignments may be requested in a portfolio of representative work from each dual credit course. To ensure quality, each dual credit instructor shall provide every dual credit student the opportunity to evaluate the course in writing. Evaluations shall be submitted to the college coordinator who will then distribute copies to academic department chairpersons and instructors for review.

Dropping a Course

To drop a course, students must notify the coordinator at the high school of their intent, who then informs the college coordinator who will facilitate a drop procedure with the registrar. A grade of "W" will be recorded on the student's transcript. Tuition will be refunded based on the following: Courses dropped between day one through day eight receive an 80% refund of tuition. After the 11th day of the semester, no refund is offered.

Transferring Credits

Central Christian College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. As such, credits earned through the College transfer to other similarly accredited schools. However, it is in the interest of the student to consult the registrar's office or catalog of the college or university in which they plan to enroll, if other than Central Christian College, concerning policies of acceptance of college credits earned in a high school setting.

Transcript Request

Upon receipt of a signed, written request of a student and the appropriate fee(s), a transcript of credits will be issued by the registrar. A transcript fee of \$5.00 is charged for each transcript, official or unofficial. If time is a factor, transcript requests may be faxed along with a credit card number. An additional credit card processing fee of \$5.00 per transaction will be charged.