



CCU Academy

Colorado Christian University

Grace and Truth

Dual Credit Application Checklist

____ Instructor / Course Application Form

____ Instructor's Credentials

- Current resume
 - Industry experience
 - Educational background
 - Number of years teaching high school
 - State teacher certification
 - AP / IB certification
 - Published works
- Unofficial transcript(s):
 - Doctorate
 - Masters
 - Additional graduate credits in the subject area
 - Undergraduate transcript(s)

Not all instructors will have a doctorate, AP/IB Certification, or published works. Only include what is relevant to your own experience.

____ Syllabus

- Instructor's contact information
- Course prerequisites (if any)
- Course text and resources
- School's course description, in addition to CCU's course description
- Course objectives
- School's student learning outcomes, in addition to CCU's student learning outcomes
- Biblical integration
- Course evaluation criteria
 - Grading scale – lists the letter grade by percentage earned
 - Percentage breakdowns – lists all of the assignments completed for points in the course
- Explanation of Assignments
 - Includes details on all assignments found in the grading breakdown and Schedule of Assessments
- Schedule of assessments and Scope and Sequence – includes all assignments listed in the percentage breakdown and Explanation of Assignments
 - Broken down by week
 - Topics and subtopics
 - Student activities
- Class rules and protocol

____ Assessments

- Midterm(s) and final exam(s)
- Three or more quizzes
- Three or more tests
- Three or more essay prompts and rubrics
- Two science-based labs
- Speech prompts and rubrics
- Project prompts and rubrics

Certain assessments listed above may not apply to all courses.

Assessments should not include true or false, word bank, or matching questions

____ High School Profile