

Please contact your CCU Academy
Representative for any questions, to submit
material, or to find out where your application
is in the review process. Your CCU Academy
Representative will communicate updates as
your file moves through the review process.

Dual Credit Application Review Process

Phase 1

Faculty Credentials and DC Application Form Submitted:

- Resume
- Transcripts
- Certifications
- Educational background



Faculty Approved



Phase 2

Syllabus and course schedule submitted:

Registrar's office reviews for equivalency approval.



Equivalency Approved



FULL APPROVAL

Course is eligible to go live for registration



In Review

Course enters a final review with our academic team, dean, and registrar.

Updates may be requested. File reenters "In Review" once updated items are received.



Phase 3

Curriculum submitted:

- Syllabus updated with CCU course description and student learning outcomes listed and incorporated into the course content
- Course schedule
- Assessments

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Revised 04.2023