



Dual Credit Application Checklist

_____ Instructor / Course Application Form

_____ Instructor's Credentials

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

_____ Syllabus

- Instructor's contact information including email and office hours
- Course prerequisites
- 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
 - Percentage breakdowns
- Schedule of assessments
 - Broken down by week
 - Topics and subtopics
 - Student activities
- Class rules and protocol

_____ Assessments

- Three or more quizzes
- Three or more unit tests
- Midterm(s) and final exam(s)
- 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 cannot include true or false, word bank, or matching questions

_____ High School Profile