NPUC ACADEMY DUAL CREDIT PROGRAM

I. Introduction
High school students and their families should thoughtfully consider the options available to receive credit toward a university degree including Advanced Placement (AP), International Baccalaureate, and Dual Credit programs. Well-designed dual credit programs can improve high school achievement, increase university graduation rates, and potentially reduce the cost of a higher education degree. However, in some cases AP courses may be more rigorous than a dual credit course. Additionally, dual credit courses may extend over many more weeks than a comparable university course which may convey a false sense of the pace of university courses.

Dual credit courses go on a student's permanent university record, so it is important that the student is ready for the demands of a university class. Furthermore, if a student fails a dual credit course, it could mean the student will not graduate from high school on time. Parents and students should carefully consider the value and risks of any dual credit course before enrolling.

Walla Walla University provides a dual credit program through which qualified North Pacific Union Conference (NPUC) juniors and seniors can enroll in university courses on their own academy campus and simultaneously receive academic credit on their academy transcript and a Walla Walla University (WWU) transcript.

II. Academy
An academy may propose to offer a dual credit course following the qualifications, expectations, and finances as shown below. Proposals will be evaluated based on the following criteria:

a. Qualifications
To participate in offering a dual credit program, an academy must
1. Be accredited through the NPUC Department of Education
2. Have an overall environment conducive to a successful university-level academic experience
3. Have an administration that recognizes the demands of instructing a university course, provides adequate time for instruction periods (ten hours of class for each credit), and works to minimize schedule changes
4. Provide adequate facilities, such as a classroom, library, or laboratory, as needed
5. Make available appropriate materials and equipment for the course
6. Ensure the university course does not interfere with the overall curriculum nor prevent a student from taking high school courses

b. Expectations
To propose offering dual credit courses, academy administration must
1. Submit a Dual Credit Request Form for each course the academy wishes to offer to the WWU Associate Vice President for Academic Administration
2. Propose only 100 and 200 level general studies (general education) courses listed in the current WWU bulletin
3. Require instructors submit proof of a Master’s or higher degree or equivalent in the academic discipline of the course they propose to instruct as WWU accreditation standards require
4. Submit requests by December 1 for courses to be offered the following school year
To offer dual credit courses once a proposal is accepted, academy administration must
1. Ensure students have junior or senior academic standing and a minimum cumulative GPA of 3.0
2. Verify students are enrolled in no more than two dual credit courses per term
3. Submit dual credit registration forms to the WWU Academic Records office within one week of the start of each course. First semester courses will be registered as fall quarter courses at WWU; second semester courses will be registered as spring quarter courses at WWU.
4. Monitor the workload of the instructor to accommodate the expectations of a university course
5. Evaluate instructor and course effectiveness using the WWU student evaluations system
6. Arrange for the dual credit instructor to visit WWU at least once annually while the course is occurring on the university campus
7. Collect the course tuition from each student
8. Submit to WWU quarterly payment for tuition charges

II. Instructor
Instructors play an important role in supporting student success as well as ensuring the level of academic rigor and classroom environment are appropriate for a university course. A dual credit instructor’s professionalism and individuality are to be respected; he/she will counsel with the university department chair, to the same extent that on-campus instructors do, regarding course outline, text or materials, and evaluation of students. He/she will be expected to meet departmental and general administrative policies (add and drop deadlines, grade reporting, etc., as found in the WWU Bulletin), and to maintain the same quality of instruction as his/her university colleagues.

a. Qualifications
To participate in offering a dual credit course, an academy instructor must
1. Have a Master’s or higher degree or equivalent in the academic discipline of the course which he/she instructs as WWU accreditation standards require
2. Be committed to the task of teaching a university-level course
3. Have a work load that accommodates the time commitment of a university course

b. Expectations
To teach a dual credit course, an academy instructor must
1. Teach only one dual credit course per term
2. Complete a brief online orientation for dual credit instructors
3. Construct a course syllabus using the university syllabus guidelines, including subjects covered, time devoted to each subject, length of periods, days classes meet, text(s), and bibliography, where appropriate, and submit the syllabus to
   a. the supervising WWU academic department chair for approval, and once approved,
   b. submit the syllabus to the WWU distance learning committee at least one month before the beginning of the course for consideration and approval
4. Use WWU course management software for recording scores and making materials accessible
5. Keep course materials and scores updated in course management software
6. Follow the US Department of Education requirement of having a minimum of 10 hours of instruction per credit hour and a total of 30 hours per credit of student effort (including class attendance)
7. Consult with the assigned university course advisor at least twice during the course
8. Send a copy of the proposed final exam, project, or paper for review by the university course advisor at least two weeks before the due date
9. Submit final course grades to the WWU Academic Records Office within one week of the end of the term

III. Student
a. Qualifications
To participate in the dual credit program, a student must
1. Be enrolled at an NPUC academy and have junior or senior status
2. Have a cumulative academy GPA of 3.0 or higher
3. Have successfully completed Algebra I and Geometry
4. Obtain permission from the academy instructor and principal
5. Complete placement examinations for some WWU courses (such as College Writing or Math) and receive an acceptable placement score in addition to satisfying the general criteria above

b. Expectations
To participate in the dual credit program, a qualified student
1. May enroll in a maximum of sixteen WWU credits per year
2. Must meet WWU registration deadlines that determine the type of credit the student wishes to receive (university, academy, or dual)
3. Must attend all class appointments and complete assignments on time as expected of “regular” university students
4. Should plan for two hours of homework/study for each hour of class
5. Will want to maintain good study habits and time management skills essential for success in college classes
6. Should seek assistance from his/her instructor when encountering difficulties
7. Must achieve a grade of at least a “C” in each course to maintain regular academic standing at WWU as a low GPA could result in academic dismissal from the university
8. Must contact the WWU Academic Records Office before the withdrawal deadline if he/she chooses to withdraw from a course since a student is never automatically dropped from a course and withdrawal could impact academy graduation

9. Should check his/her course scores and submit assignments as requested by the instructor through WWU’s course management system

c. **Finances**

To participate in the dual credit program, a qualified student

1. Pays tuition of $250 per class regardless of the number of course credits in a class or if the student withdraws from the class

2. Must understand that once a course has started, no refunds are given

3. Must purchase his/her own textbooks and supplies

**IV. University**

a. **Qualifying Conditions**

To begin the process and activate course proposals for dual credit, the Associate Vice President for Academic Administration will

1. Review the request for dual credit courses received from an academy with the chair of the appropriate WWU academic department

2. Notify the principal of the academy of acceptance or rejection of the proposed course in a timely manner

3. Grant approval to offer a given course on a one-year provisional basis

4. Review and grant subsequent approval of a course, subject to annual evaluation by the chair of the appropriate academic department, on a two-year basis with the understanding that any change in the conditions originally in the application may void the two-year approval and may necessitate new application and a return to one-year provisional status

b. **Expectations**

To support offering a quality dual credit program, WWU must

1. Work with the academy to ensure a quality university experience for instructors and students

2. Provide a dual credit website that includes the following:

   a. Information on dual credit policies, qualifications, expectations

   b. Instructions for academy students, academy administration, academy instructors

   c. Application and registration forms

   d. University syllabus guidelines

   e. The most recent university syllabus for any approved dual credit course

   f. Contact information for course support and technical assistance

3. Provide online training for dual credit instructors

4. Evaluate the proposed course syllabus through the WWU distance learning committee

5. Assign a WWU faculty member as a course advisor

6. Provide technical assistance with course management software

7. Provide technical assistance with the WWU course evaluations system

8. Provide access and instructions for online grade entry

9. Provide feedback to instructors through the WWU student evaluations system

10. Arrange for a representative from the appropriate university department at WWU expense to visit each dual credit class at least once during the provisional year. Such contacts are vital for

   a. Encouraging interrelationships with departmental colleagues

   b. Reinforcing departmental academic criteria

   c. Generally enriching the instructor and thereby his/her course

11. Do a site visit of course location on a biannual basis, if course is ongoing

12. Record student grades on a WWU transcript

13. Send an invoice to the academy at the end of each term for the tuition fee for all students