

Dual Credit Handbook

DUAL CREDIT PARTNERS
2026-2027



CORBAN
UNIVERSITY

CENTER FOR NONTRADITIONAL LEARNING

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Description

Corban University's Dual Credit program is for highly motivated high school juniors and seniors who wish to earn college credit through academically rigorous high school courses. The program provides an opportunity for students to develop critical academic skills and explore specific interests, allowing them to accelerate their academic studies and get a head start in college without sacrificing their high school experience.

Through this program, Corban University works collaboratively with High School Administrators and qualified instructors to provide college-level courses during regular class hours through which students can receive credit simultaneously at both the high school and college level. Upon the successful completion of a dual credit course, credit will be transcribed at both the high school and Corban University.

Purpose and Benefits

The Dual Credit program fosters relationships between Corban University and area high schools that generally align with the University's mission to educate Christians who will make a difference in the world for Jesus Christ. In this sense, the program relates to any high school that pursues the *intellectual development of Christians* for the purpose of *impacting the world through lives of discipleship, service, and dedication to God*.

• Benefits for the Students

Dual credit courses help ambitious high school students prepare for college by providing a transitional classroom experience that eases them into the increasingly rigorous coursework they can expect to encounter in college.

Participation in a dual credit course demonstrates college readiness.

Consequently, participation in the Dual Credit program is an attractive addition to a college application.

Successful completion of dual credit courses can save the student significant time and money. Fulfilling some college general education requirements while still in high school can free up time in a busy college schedule for a student to enroll in additional electives, add a second major, or even graduate early—all at a fraction of standard college/university tuition rates!

• Benefits for High School Instructors

Qualified high school teachers who participate in the Dual Credit program are granted the status of adjunct instructor at Corban University. They will gain valuable experience teaching a college-level course, setting academically rigorous standards for students and helping prepare them for higher education. For each dual credit course, the High School Instructor is assigned a Corban University Faculty Sponsor, who will be available for guidance and support. The Faculty Sponsor may assist the instructor with the development of the student learning outcomes and syllabus for each course. In addition, the instructor is granted access to the Corban University library.

The instructor is paid a stipend of \$200 per credit hour for courses with five or more students enrolled. For courses with less than five students, the instructor is paid a pro-rated rate of \$120 per student.

Personnel

Have questions or need assistance? Your dedicated contact for dual credit at Corban University is here to support you every step of the way—from application to course completion. Feel free to reach out with any questions about registration, course offerings, or partnership opportunities.

Thressa Brand
Dual Credit Coordinator
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- **Corban Faculty Sponsor**

Each dual credit course will enlist the support of a faculty member from a corresponding department. The Faculty Sponsor will work with the High School Administrators and instructor to develop student learning outcomes to ensure that the dual credit course aligns with the objectives of Corban University course and that textbooks and other course materials are appropriate for college-level instruction. The Faculty Sponsor shall be available to the High School Instructor for questions and consultation as needed (which may include a site visit, talking with students, reviewing student portfolios, etc.).

- **High School Instructor**

The High School Instructor is the individual responsible to teach the dual credit course at the local high school. He/she will collaborate with the Faculty Sponsor to ensure that they develop the course syllabus and ensure the student learning outcomes outlined in the course syllabus align with those of the corresponding Corban University class. Because the dual credit course is to be considered a part of the instructor's regular teaching load, it is highly recommended that the added responsibilities of teaching a college-level course be taken into consideration when determining the workload of the instructor.

Eligibility and Standards

- **Student Eligibility**

Participation in Corban University's dual credit courses is limited to high school juniors and seniors with a minimum cumulative grade point average of 3.25. (Exceptions to this policy will be at the discretion of Corban University).

- **Instructor Eligibility**

Qualified instructors will have earned a master's degree in a subject area closely related to that in which the instructor will be teaching and will have at least two years of teaching experience. (Consideration will be given to instructors with substantial teaching experience and demonstrated competency in professional fields and will be at the discretion of Corban University).

- **Course Eligibility**

To be eligible for dual credit through Corban University, a high school course must align in both content and objectives. Total contact time must be equivalent to 15 hours per semester credit. The syllabus of the dual credit course must demonstrate coverage of the same fundamental content and state student learning outcomes consistent with the those of the corresponding Corban University course. (The Faculty Sponsor will be available to work with the High School Administrators and instructor to develop the syllabus of a potential dual credit course in order to meet this requirement).

Processes

NEW PARTNERS

When interested in beginning a dual credit partnership with Corban University, each secondary educational school will initiate that conversation with the Dual Credit Coordinator at the University.

Next, the interested school will submit the **Dual Credit Interest Form** for review.

Corban's Dual Credit Coordinator will follow up:

- Requesting résumés from all participating High School Instructors.
- Requesting syllabi for all proposed Dual credit courses.

The Director for Online and Nontraditional Learning reviews all submitted materials to ensure dual credit opportunity fits within the context of accreditation and credit integrity.

For each dual credit course, the High School Administrator or instructor completes an online Dual Credit Request Form (see p. 8). The information gathered from this form will be used by Corban University to determine if the proposed instructor and course meet the necessary requirements for a dual credit course.

Review of the Proposed High School Instructor. The first step in the review process is to determine if the proposed instructor meets the necessary eligibility requirements (see *Eligibility and Standards* above). The instructor's credentials will be reviewed by the Director for Online and Nontraditional Learning, who will personally discuss any concerns and potential alternatives with the High School Administrator.¹ Once a qualified High School Instructor has been approved, the process can move forward to the review of the proposed course.

Review of the Proposed Course. Once the High School Instructor has been approved, the Dual Credit Coordinator will secure an appropriate Corban Faculty Sponsor for the course. The Faculty Sponsor will review the details of the course to determine if the content and student learning outcomes meet Corban University expectations. If they do not, the Faculty Sponsor will work with the High School Administrator and the High School Instructor to develop the course, bringing it into alignment with Corban University standards.

Once a dual credit course and instructor have been approved, the High School Instructor becomes the instructor of record, and is the sole person permitted to teach the dual credit course.

The Dual Credit Request Form must be submitted by the deadline:

- **For classes beginning in the Fall term: August 1**
- **For classes beginning in the Spring term: December 7**

Upon Approval:

- Courses and instructors are officially recognized.
- The school is formally added as an official Dual Credit Partner.

CONTINUING PARTNERS

Schools wishing to continue their Dual Credit partnership will complete a **Dual Credit Continuation Form** annually.

The form will confirm:

- Continued alignment with Corban University's mission.
- Whether any changes to course offerings or instructors are proposed.

If changes are indicated:

- The same review process will occur, including syllabus and résumé submission and Director of Online and Nontraditional Learning review.

The **Dual Credit Coordinator** will maintain communication with the school throughout the process, ensuring transparency and timely updates.

¹ Note that in all other situations, the Dual Credit Coordinator is the sole means of communication between Corban University and the high school. However, in regard to discussing an unqualified High School Instructor, the communication will come from the Director for Online and Nontraditional Learning.

- **Registration Process**

The Dual Credit Coordinator will send a link to an online Student Registration Form (see p. 8) to the High School Administrator, who will distribute it to every student enrolling in a dual credit course. Each student is responsible to complete the Student Registration Form to be registered for one or more dual credit courses and eligible for college credit. **Students must complete the Student Registration Form by the end of the first week of class.**

Once a student has submitted the Student Registration Form, he/she will be accepted to Corban University and will be given a Corban University email address and access to Populi (the Learning Management System).

Tuition payment for the dual credit course is collected as part of the Student Registration Form submission. With approval of the Dual Credit Coordinator, schools can request a “pay later” option for the Student Registration Form for their students. In these cases, students will log into Populi anytime after registering and before the payment deadline to pay their full dual credit course fees. **Tuition payment for the dual credit course must be paid by the deadline:**

- **For Fall term courses: October 15**
- **For Spring term courses: February 15**

Tuition for dual credit courses is charged at a rate of \$75/credit hour.

- **Execution Process**

To provide for the best learning opportunities, dual credit classes should meet regularly, as scheduled. The High School Instructor is expected to meet with classes as scheduled. When students are given class time to work individually, the High School Instructor is to be available for questions and direction. At all times, the High School Instructor is to maintain a safe and professional environment for students in the classroom, laboratory, and other work areas.

A High School Instructor may miss class due to illness, family obligations, or professional commitments. Anticipated absences must have prior approval from the High School Administrator. Absences due to unforeseen circumstances must be reported to the High School Administrator as soon as possible. Should it become necessary for a substitute to teach the course for a period of five or more days, the High School Administrator will work with the Dual Credit Coordinator to identify a qualified substitute in order to maintain dual credit status.

Throughout the course, the High School Instructor will strive to teach the course according to the schedule and standards outlined in the approved syllabus. At the conclusion of the course, grades are to be submitted through Populi within two weeks of the final class session. Failure to post grades by this deadline or to maintain regular class responsibilities may result in the High School Instructor’s suspension from the Dual Credit program for a determined period. In cases where there is substantial or consistent deficiency, the Faculty Sponsor and/or Director

for Online and Nontraditional Learning may recommend an improvement plan, including specific outcome requests. If these outcomes are not met, Corban University may not renew the High School Instructor's approval for subsequent Dual Credit opportunities.

- **Dual Credit Student Withdrawals**

Should a student choose to withdraw from a dual credit course, the following conditions apply:

- Within the first two weeks of the course, a student may receive a full refund, and no record of the course will appear on the student's transcript.
- Up to the conclusion of the sixth week of the course, no refund will be given, and the withdrawal will be recorded as a "W" on the student's transcript.
- After the beginning of the seventh week of the course, a student may not withdraw from the course—the student's transcript will reflect the grade earned.

- **Retroactive Dual Credit Enrollment Policy**

Students participating in Corban University's Dual Credit program are responsible for ensuring timely registration for all eligible courses. However, in rare circumstances where a student believes they registered for a course but were not officially enrolled due to miscommunication or oversight, the following steps must be taken to pursue retroactive enrollment.

- **Procedure for Retroactive Enrollment:**

1. **Instructor Verification:**

The course instructor must submit an official email to the Dual Credit Coordinator stating:

- That the student fully participated in and completed the course.
- The final grade earned by the student.

2. **Dual Credit Coordinator Review:**

Upon receiving the instructor's verification, the Dual Credit Coordinator will assess the request for completeness and appropriateness, then forward approval to the Registrar's Office for processing.

3. **Registrar Enrollment:**

If approved, the Registrar's Office will enroll the student retroactively for the applicable term.

4. **Student Accounts Notification:**

Once enrollment is processed, Student Accounts will be notified to bill the student for the appropriate tuition cost of the course.

5. Finalization:

After billing, the course and grade will be officially recorded on the student's academic transcript.

Additional Notes:

- Retroactive enrollment requests must be made within the same academic year the course was completed.
 - Students may be responsible for any outstanding balances prior to transcript release.
 - This process does not apply to courses completed outside of an official dual credit agreement with Corban University.
- **Maintenance**
The Dual Credit Coordinator will maintain regular contact throughout the year with administrators/instructors at area high schools. On-site informational meetings should be scheduled in late winter/early spring for the subsequent academic year. Throughout the duration of a dual credit course, the Dual Credit Coordinator will be available for questions, encouragement, and reminders—both proactively and reactively. Quality customer service is vitally important to Corban University.

Student Registration Form

Each student is required to submit a Student Registration Form by the end of the first week of class to be eligible for college credit for the course. The Student Registration Form will gather the following information:

- Student name
- Name of the high school in which the student is enrolled
- Name(s) of the dual credit course(s) for which they are registering
- A "Statement of Release" indicating that the student waives FERPA confidentiality rights and will allow personal information regarding student performance to be shared with parents/guardians.

Dual Credit Initial Request and Dual Credit Continuation Form

An online Dual Credit Request Form will be used by high schools as a means of setting up a dual credit course. A link to this form will be provided to High School Administrators and High School Instructors.

The Dual Credit Request Form will gather the following information:

- **Regarding the high school where the course will be taught:**
 - High School Name
 - High School Address
 - High School Mission Statement
 - Name of Principal/Headmaster

- Preferred Phone Number of Principal/Headmaster
- School Email Address of Principal/Headmaster
- Affirmation of Corban University Statement of Faith for Principal/Headmaster (display link to Statement of Faith, and selections “yes”/”no”; if “no,” comment/explain)
- **Regarding the potential High School Instructor:**
 - Name of Instructor
 - Preferred Address of Instructor
 - Preferred Phone Number of Instructor
 - School Email Address of Instructor
 - Educational History (degrees and schools attended)
 - Relevant Experience (teaching experience or other relevant professional experience)
 - Affirmation of Corban University Statement of Faith for Instructor (display link to Statement of Faith, and selections “yes”/”no”; if “no,” comment/explain)
- **Regarding the course:**
 - Course Number
 - Course Name
 - Course Description (this must match the description in the Corban University catalog precisely)
 - Student Learning Outcomes
 - Textbooks (including ISBNs) and Other Teaching Materials
 - Semester/Year in which the course will be taught
 - Assessment Criteria and Tools (e.g., papers, portfolios, quizzes, exams, labs, rubrics)
 - Course Start Date
 - Course Completion Date
 - Total Contact Hours
 - Course Prerequisites (if any)
 - Anticipated Enrollment
 - Additional Fees, if any (e.g., laboratory fees, textbook rental)

The online Course Request Form will also include a place to upload the syllabus (see “Syllabus Requirements,” page 10).

Syllabus Requirements

The syllabus serves as a means of communicating course expectations to students. As such, it must be made available to students by the end of the first week of class (preferably by the end of the first day of class).

The syllabus must include the following components:

- Course Number and Title
- Number of Credits
- Semester and Year
- Days/Times of regular class meetings
- Name of Instructor
- Instructor Contact Information (phone number, email address, office hours)
- Course Description (this must match the description in the Corban University catalog precisely)
- Student Learning Outcomes

It will be noted that “student learning outcomes” should be succinct statements describing specific knowledge or skills that students should be able demonstrate to prove they have mastered the course content. They should describe things that are measurable, observable, or demonstrable. For example, they can include skills that students should be able to demonstrate, concepts they should be able to define and/or explain – anything that provides evidence that learning has taken place.

The student learning outcomes for a dual credit course must match those of the corresponding Corban University course. If necessary, the Faculty Sponsor will work with the High School Instructor to develop student learning outcomes prior to the beginning of the course.

Class Size and Composition

Due to the academic rigor and preparation demanded of the High School Instructor, it is recommended that the total class size for a dual credit course be slightly lower than that which is typical. In general, most classes should not exceed 30 students. In regard to courses that involve a great deal of writing, enrollment should not exceed 25.

High School Administrators are encouraged to keep in mind that the student experience is best when at least half the students enrolled in a course are taking it for dual credit. Experience has shown that in regard to dual credit courses, the motivation of an entire classes is affected negatively when less than half the students are actually taking the course for college credit.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) provides guidelines that ensure the confidentiality of sensitive information (including student progress) and governs the rights of students with respect to student records. This policy applies to each educational agency or institution that receives funds under any program that is administered by the Secretary of the Department of Education. When a student reaches 18 years of age or when a student begins attending a post-secondary institution (regardless of age), FERPA rights transfer to the student. Parents may obtain information about student grades and other non-directory information when their student has provided a signed consent to the institution (which is a component of the Student Registration Form).²

Information regarding a student's grade, progress, or performance is to be kept confidential. High School Administrators and Instructors are to refrain from making positive or negative comments regarding student work, including public comments revealing students who have not yet submitted assignments. Student grades are to be posted on Populi; if grades appear anywhere other than Populi, the Instructor may not reveal the student's name (or nickname), names of family members, address, social security number, or any personal characteristics that would reveal the student's identity. A randomly assigned identification number may be used throughout the duration of a course, but this number is not to remain with the student beyond the conclusion of the course.

Entering Grades into Populi

Corban's Information Services department will add dual credit faculty to Populi, Corban's learning management software. An email will be sent with instructions for logging in to Populi.

Navigate to Populi using this link: <https://corban.populiweb.com>
Contact support@corban.edu or call (503) 375-7586 for any issues signing in.

In Populi, click the tab labeled "My Profile" at the top of the screen. Select the "faculty" tab within the faculty profile.

All courses assigned to the faculty will appear on the page. Click each course to enter.

² Students enrolled in a Dual Credit program present a unique situation. While FERPA assigns rights to parents/guardians with respect to high school students, these rights belong to the student with respect to postsecondary records (regardless of age). A Dual Credit student is considered both a high school and a postsecondary student *simultaneously*. FERPA's provisions do allow for the disclosure of information to parents of students who are dependents for income tax purposes, allowing a postsecondary institution to share grades and other sensitive information from the student's education records with his/her parents upon presentation of income tax records demonstrating that the student is a tax dependent. This entire situation is simplified when the student gives express permission for his/her parent(s)/guardian(s) to access their education records by completing the "Statement of Release" included in the Student Registration Form.

Entering grades step-by-step:

Select the "Gradebook" (left column of the page).

- Click "Edit Grades" (top left of course page).
- Fill in each student's grade.
- Click "Save grades." (top left of course page)
- Select "Finalize course"
- Select "Check all students" or scroll to the bottom of the page and check "Finalize course and all students."
- Click "Submit"

Sample Dual Credit Courses

The following offers a sampling of the kinds of courses that have been included in Corban University's Dual Credit program in the past. This is not intended to be an exhaustive list; rather, it provides select examples of courses that would be a good fit for a Dual Credit partnership. High School Administrators are welcome to propose additional courses that do not appear on this list.

• Bible/Theology

- BIB105 Bible Study Methods
- BIB133 Survey of Biblical Literature

• Humanities/History

- HIS114 American History I
- HIS115 American History II
- POL203 American Government
- SOC203 General Sociology
- PSY105 General Psychology
- WRI123 College Writing I
- WRI132 College Writing II

• Math/Science

- BIO210 Biology I (with Lab)
- BIO220 Biology II (with Lab)
- CHM214 General Chemistry I (with Lab)
- CHM224 General Chemistry II (with Lab)
- MTH113 College Algebra
- MTH133 Pre-Calculus
- MTH223 Statistics and Probability
- MTH234 Calculus I
- MTH244 Calculus II
- SCI143 Scientific Inquiry: Life Science
- THE262 Bioethics

