



DUAL CREDIT AGREEMENT HIGH SCHOOL AND AUGUSTANA UNIVERSITY

_____ High School (HS) and Augustana University (AU) agree to provide university level courses to high school students. Students who successfully pass these courses have the opportunity to receive both university and high school credit. Concurrent courses through Augustana University provide rigorous academic enrichment, along with a convenient and affordable avenue for earning college credit while still in high school.

Information for Students and Parents

- Students who are enrolled in approved courses and successfully complete the course(s) will receive “dual credit.” Dual Credit students earn both high school credit (through HS) and university credit (through AU).
- The cost of concurrent, dual credit courses offered in the high school is \$50 per credit hour. Most courses are 3-4 credit hours, making the total cost of each course \$150 or \$200. This price provides students with a significant savings over typical tuition prices.
- In order to receive dual credit, students must register for each course(s) prior to the designated deadline for each semester. The registration deadline for the fall semester is December 1. The deadline for the spring semester is May 1. Students are not eligible to register for credit after the designated deadlines. Registration can be completed online at augie.edu/dualcredit.
- The approved site instructor will have specific forms of assessment to be conducted throughout the course. Students do not need to complete the AP exam to receive university credit from AU.
- Students must request an official AU transcript through the Registrar’s Office to transfer credit. Transcript request information can be found at augie.edu/transcript. Requested paper copies of the transcript are sent for free. Electronic copies of the transcript cost a minimal \$5 fee.
- AU credit is transferable to colleges and universities throughout the United States. However, each institution develops and approves its own transfer policies; therefore, students should check the transfer policies at the colleges and universities to which they plan to enroll to determine transferability. AU does not guarantee transferability of courses.

Course and Faculty Approval Process

Before courses can be added to the approved course list, the following procedures must be followed:

- Faculty Approval: Faculty should have a Master’s degree in the subject being taught or a Master’s degree and 18 credits in the subject being taught. Faculty credentials will need to be submitted to include official transcripts and curriculum vitae. The faculty member must be approved by AU in order to receive adjunct instructor status.
- Course Approval: Course content must meet the standards set by Augustana University including appropriate discipline coverage. A credit hour includes one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester.
- Content must be submitted for review through a syllabus in a style approved by AU. The course must be approved by the Department Chair (or appointed departmental liaison).
- Courses and instructors will need to be resubmitted if content changes or approved instructor teaches less than 90% of the course.
- The above information should be sent via email to Joni.Krueger@augie.edu (AU Registrar).
- Course approval form is available at augie.edu/dualcredit.

Evaluation Process

To ensure the integrity of the Dual Credit program at Augustana University, it is necessary that evaluations be conducted at the end of each semester. This is also in keeping with our commitment to student satisfaction. AU is subject to review by the Higher Learning Commission, thus evaluations for all instructors should be on file at all times. The Office of Academic Affairs will coordinate the evaluation process. The evaluation process is confidential, and students will not be personally identified in any way. A summarized copy will be placed in the instructor's personnel file at AU. If the course instructor's delivery is questioned, it will be reviewed by AU's Senior Vice President for Academic Affairs and the Dual Credit Coordinator at the high school to determine a solution to the concern.

Responsibilities

Augustana University agrees to:

- Review and act upon all course and faculty approval requests submitted by High School.
- Process student registrations and enroll students to AU as a non-degree seeking Dual-Credit students.
- Transcript the grades of students and keep such records indefinitely.
- Compensate adjunct faculty (HS Instructors) five dollars (\$5) per credit hour, per student for each approved dual credit course. In the case of shared classes the compensation will be split equally.
- Assign a faculty liaison from the appropriate AU academic department to each high school dual credit instructor to serve as a mentor to assist if there are any academic concerns.
- Complete an evaluation and assessment process of the course and faculty member following university procedures.
- Defend, indemnify, and hold High School harmless from any and all claims or demands, including reasonable attorney's fees, from any occurrence resulting from activities related to this agreement causing any loss, injury, death, or damage to persons and property; except that AU shall not be obligated to indemnify High School for the negligent or intentional acts or omissions of High School, High School's agents or employees. This indemnification shall survive the expiration of this agreement.

High School agrees to:

- Submit for approval, at least sixty (60) days in advance, only those courses and faculty meeting recognized standards for university credit.
- Screen each student who is interested in a university course to approve for registration in dual credit courses.
 - Students must meet the following criteria in order to enroll in dual credit courses with Augustana University:
 - Students must be either a junior or senior in high school.
 - 3.0 cumulative grade point average.
 - Minimum grade of "B" in prior content related courses of the dual credit course.
- Enforce the academic policies of AU for university courses taught at High School.
- Provide school calendar to the University Registrar.
- Publicize the dual credit program at High School along with registration information.
- Work in partnership between High School and AU faculty for assessment purposes.
- Follow deadlines, policies and procedures relating to registration, deficiencies, grading, payment, refunds, drop/add, and withdrawing.
- Receive written consent from AU before any part of this Agreement is reassigned to another party.

High School Representative Signature

Augustana University Registrar Approval

Date

Date

