University of Nebraska-Lincoln

New Dual Credit Course

**Definition of Dual Credit:** Dual credit courses are those taught to high school students for which the students receive both high school credit and college credit.

**Approved Tuition Rate for Dual Credit Courses:** $330/course

**Annual Deadline for Reporting**: Due December 1 to EVC Office

# I. Descriptive Information

|  |
| --- |
| **Name of Institution Proposing New Dual Credit Course** |
| University of Nebraska-Lincoln |
| **Name of High School Participating in New Dual Credit Course** |
|  |
| **Dual Credit Course Subject Code/Number (i.e. MATH 208)** |
|  |
| **Dual Credit Course Title (i.e. Calculus III)** |
|  |
| **Administrative Unit for the Program** |
|  |
| **Proposed Date the Dual Credit will be Initiated** |
| *[term/year]* |

# II. Overview

1. **Summary of the proposed dual credit arrangement:**
2. **Rationale of the dual credit arrangement:**

*[Include the following: What need will this dual credit arrangement provide? Why is it important?)*

# III. General Program Structure and Management

1. **Faculty: Qualifications and Training**
2. **Students: requirements to register for the course**
3. **Funding: teacher salaries, enrollment fees, other expenses**
4. **Evaluation and Reports: assessment of progress, annual reporting**

# IV. Specific Program Details

1. **Background**
2. **Students**

*Who are the students being targeted for this opportunity? Who will be eligible?*

*What are the standards for enrollment (e.g. high school GPA, success in pre-req courses, junior level*

*standing etc.?)*

*How will these students be identified?*

1. **Faculty**

*Who are the proposed instructors? Do they have the requisite training to offer such curriculum?*

*What professional development opportunities will the university provide to ensure instructors are qualified? HLC guidelines require the same level of credentials and qualification for faculty in dual credit courses or programs as it does for regular higher-education courses.*

1. **Curriculum**

*What structure or processes will ensure that the courses for the high school students are equivalent in learning outcomes and levels of achievement to the university’s curriculum?*

*How will dual credit students be provided access to the institution’s learning resources (libraries, databases, etc.) equivalent to students in the same higher education courses or programs?*

1. **Assessment: grading policies and exams**

*How will the institution exercise proper monitoring and oversight of dual credit activity to ensure that the dual credit courses meet higher education standards?*

1. **Evaluation**

*How will the institution inform students clearly and accurately whether the course taken for dual credit will transfer to other institutions?*

*Who will be responsible for providing the annual report on the dual credit courses to the Office of the Executive Vice Chancellor, including the number of students who enrolled, the tuition variance (if any), and overall assessment of student achievement in the courses?*

**! For faster processing**

**Before submitting to the Office of the Executive Vice Chancellor**

**Formatting**

* Remove italicized text in the proposal template, meant to be a guide for completing the proposal
* Format your inserted text to non-bolded and non-italicized text
* Remove this text box

**Submit the following to the Office of the Executive Vice Chancellor, electronically**

* Proposal form as a Word document
* Supporting documentation as a PDF