

DUAL-CREDIT PROGRAMS: STEP-BY-STEP INSTRUCTIONS FOR HIGH SCHOOLS

First Step: Contact



School Administrators: Counselors or principals must contact a coordinator for dual credit at their college or university of choice. You must verify that the college or university has a dual credit program for high schools.

*Note: Some colleges are split by districts. Verify with the college dual credit coordinator and find out if your school is allowed to have a dual-credit program with a particular college. Most of the time it is the college within a close radius of the high school.

Second Step: Finding Teachers or Instructors



This part of the process works differently for every school. The recommendation is to find teachers at your campus who have interest in and are qualified to teach dual credit. Qualification is generally 18 graduate hours in the content area to be taught.

The second option is to find instructors from the college or university. You will need to work with the dual credit coordinator, who will then reach out to chairs of departments to help you find instructors who can teach the course.

Third Step: Preparation for Instruction



School administration must prepare a space and materials for the students who will be taking dual credit courses. For example, schools must purchase all required course textbooks and ensure access to computers for the students for writing and research assignments.

The schools that have chosen college instructors may have the option of online courses. This will be decided with dual credit coordinators, chairs and instructors.