



Office of Vice Chancellor for Academic Affairs

Administrative Memorandum No.

1-99 March 12, 1999

DUAL CREDIT POLICY

This memorandum sets forth the Purdue University North Central policy and procedures that govern the awarding of academic credit for Dual Credit courses offered by high schools.

Definition: Dual Credit Dual credit is credit earned for a college course that is used as a part of a high school's curriculum and is taught concurrently for high school credit and college credit by a secondary school employee.

Policy: Purdue University North Central will award academic credit for a dual credit course if the faculty of an appropriate academic unit at Purdue University North Central or Purdue University West Lafayette reviews the course and determines that academic credit should be assigned to the course. This determination will include reviewing at least the course syllabus and the examinations.

Procedures for Administration of the Purdue Dual Credit Policy

Section I. High School Initiated Request for Dual Credit Course

1. In order for a specific high school course to be granted credit at Purdue University North Central, the high school personnel must submit the syllabus and the examinations for that course to the Vice Chancellor for Academic Services.
2. The Vice Chancellor forwards the syllabus and examinations to the Chair of the Academic Section responsible for the subject matter.
3. The Academic Section Chair determines whether the course in question is a course that Purdue University North Central is authorized to offer. "Authorized to offer," for the purposes of this document, means that the course is listed in the "Purdue University Course Master File for Campus North Central" and that the course is offered by an Academic Section that has been granted Delegated Academic Authority (DAA).

4. If the course is a course that PU/NC is authorized to offer, and if the faculty approve the syllabus and examinations, then the Academic Section Chair approves the course as a dual credit course. The Academic Section Chair notifies the Admissions Office and the Office of the Vice Chancellor for Academic Services that the course will be granted Purdue dual credit. The course is added to the Admissions Office Dual Credit Course matrix.
5. If the high school course is a course that PU/NC is authorized to offer, and if the syllabus and examinations fail to be granted approval by the faculty, then the Academic Section Chair notifies the Admissions Office and the Office of the Vice Chancellor for Academic Services, and the Section Chair cites the reason why approval was denied.
6. If the high school course is a course that PU/NC is not authorized to offer, then the documents are forwarded to the Purdue University West Lafayette academic department responsible for the subject matter along with a request that the faculty validate the credit earned for the dual credit course.
7. If the West Lafayette faculty grant approval of the course as a Purdue dual credit course, the West Lafayette faculty notifies the PU/NC Academic Section Chair that approval has been granted. The PU/NC Academic Section Chair notifies the Admissions Office and the Office of the Vice Chancellor for Academic Services that the course will be granted Purdue dual credit, and the course is added to the Admissions Office Dual Credit Course matrix.
8. If the West Lafayette faculty do not grant approval of the course as a Purdue dual credit course, the West Lafayette faculty notifies the PU/NC Academic Section Chair that approval has been denied. The PU/NC Academic Section Chair notifies the Admissions Office and the Office of the Vice Chancellor for Academic Services that the course has been denied approval as a Purdue dual credit, and the Academic Chair provides, if available, reasons why approval was denied.
9. The Vice Chancellor for Academic Services notifies the high school personnel of the Purdue University North Central decision.

SECTION II. Student Initiated Request for Dual Credit for a Course

1. A student submits an application and transcripts to the Admissions Office and requests dual credit for a specific course.
2. Student pays the transcript evaluation fee.
3. The Admissions Office verifies that the student earned a grade of at least a C in the course. If the student had not earned at least a C or higher in the course, then the request for transfer credit is denied.

4. If the student earned a grade of at least a C in the course, and if the Admissions Office confirms that the course is listed on the Admissions Office Dual Credit Course matrix, then Admissions Office grants Purdue dual credit for the course.
5. If the course is not listed on the Dual Credit Course matrix, then the student may submit copies of the course syllabus and examinations to the Admissions Office. The Admissions Office forwards the course syllabus and examinations to Chair of the Purdue University North Central academic section responsible for the subject matter.
6. If the course is a course that PU/NC is authorized to offer, and if the syllabus and examinations are approved by the faculty, then the Academic Section Chair approves the course as a dual credit course. The Academic Section Chair notifies the Admissions Office that the student will be granted credit for the course. The course will be added to the Admissions Office Dual Credit Course matrix.
7. If the high school course is a course that PU/NC is authorized to offer, and if the syllabus and examinations fail to be granted approval by the faculty, then the Academic Section Chair notifies the Admissions Office and cites the reason why approval was denied.
8. If the high school course is a course that PU/NC is not authorized to offer, then the documents are forwarded to the Purdue University West Lafayette academic department responsible for the subject matter along with a request that the faculty validate the credit earned for the dual credit course.
9. If the West Lafayette faculty grant approval of the course as a Purdue dual credit course, the West Lafayette faculty notifies the PU/NC Academic Section Chair that approval has been granted. The PU/NC Academic Section Chair notifies the Admissions Office that the course will be granted Purdue dual credit and the course is added to the Admissions Office Dual Credit Course matrix.
10. If the West Lafayette faculty do not grant approval of the course as a Purdue dual credit course, the West Lafayette faculty notifies the PU/NC Academic Section Chair that approval has been denied. The PU/NC Academic Section Chair notifies the Admissions Office that the course has been denied approval as a Purdue dual credit and provides, if available, reasons why approval was denied.
11. The Admissions Office notifies the student of the Purdue University North Central decision.

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