Contact Us!

270-789-5218

dualcredit@campbellsville.edu

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Campbellsville, KY 42718

CAMPBELLSVILLE UNIVERSITY
DUAL CREDIT

2025-26 Teacher Handbook

CU Dual Credit Teacher Handbook

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STAFF DIRECTORY

DUAL CREDIT

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CAMPBELLSVILLE UNIVERSITY-CAMPBELLSVILLE

Main Line....(270)789-5000
Admissions....(800) 264-6014
Student Accounts....(270)789-5203
Student Records....(270)789-5233
Student Services....(270)789-5005
IT Department....(270)789-5012
Montgomery Library....(270) 789-5024
Barnes and Noble Bookstore....(270) 789-5010

Welcome to the dual credit program!
Dual Credit students can earn college credit for the program courses they take during a regular high school day. As a Dual Credit teacher, you are a qualified college instructor. This means you are providing your students with a quality education comparable to what they would receive on a college campus. At Campbellsville University, we're making education fit the world around us. That means we're offering a continually growing range of academic programs and many different formats to fit the lives of our students. Earning dual credit in high school is just the beginning of all the possibilities students will find at Campbellsville University!

CREDENTIALING PROCESS

To serve as a Dual Credit Instructor with CU, you must possess the following credentials:

- Have a conferred Master's Degree
- Have completed 18 graduate hours in the subject seeking to be taught.

Steps for Faculty Credential Approval:

1 – We will need unofficial transcripts from your undergrad and graduate institutions along with a current CV (Curriculum Vitae) emailed to Kathy Snow, our Dual Credit Academic Coordinator kdsnow@campbellsville.edu. These will be forwarded and reviewed by our Credential Coordinator for a "tentative" approval.

2 - If "tentative" approval is given, you will receive an email with an official transcript request form and instructions. By following this specifically, the official transcripts will come directly to the person who will officially approve or deny the Faculty Credential application.

3 – Once you are officially approved, we will help you through the HR process needed to be an adjunct faculty member. You will receive instructions on how to create a WorkDay account. This will give you access to Concourse where you will be able to find and edit your Syllabus for your course.

EMPLOYMENT PAPERWORK

Once you have received official Credential Approval, you will be contacted by our office to complete any necessary requirements from our HR office. This must be completed in order for you to be paid by CU as a dual credit instructor. Without a complete HR file, the university cannot begin paying you for the course(s) you teach.

An application for employment and a background check will be required.

You will receive an application link from the Dual Credit Academic Coordinator. Once accepted, you will begin to receive communication from the HR department.

*All HR onboarding will be completed with our HR department.

SYLLABUS AND CONCOURSE

CU uses a software called Concourse to collect all instructor syllabi. Teachers will upload and edit their syllabi through Concourse.

1. Go to my.campbellsville.edu
2. Login in using the same password given to you for your CU email account.
3. Once you are logged in, you will be able to see your Campbellsville dashboard.
4. Click on the tab Concourse Syllabus Management.
5. Click on the box of the course you want to edit the syllabus for.
6. Click on the Syllabus drop down menu
7. Click Edit

If you need further detailed instructions, contact the Academic Coordinator.

If you have issues logging in to my.campbellsville.edu, please contact our IT department at cuithelpdesk@campbellsville.edu

MOODLE FOR INSTRUCTORS

Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalized learning environments. You can submit course announcements and grades, grade assignments, give quizzes, contact your students, and more.

All online courses are accessed through **Moodle** by visiting **http://courses.campbellsville.edu**.

Moodle is designed to function using your Campbellsville University issued email address. Please do not edit your preferred email address in Moodle as it will inhibit your ability to access your account. Professors do not have access to personal email accounts nor are they permitted to correspond with students via personal accounts.

Need help?
Click on the Support tab at the top of your homepage in Moodle for helpful resources or you can view the Faculty Resource Site provided by CU's Cheatham Center listed at the bottom of the homepage of your Moodle account. You can also access it by clicking on this link and using your CU email to log in:
https://courses.campbellsville.edu/course/view.php?id=23928

REGISTRATION PROCESS

Requirements for Students:
Students must be a sophomore, junior, or senior with at least a 3.0 gpa in order to qualify for dual credit.

Submit an Application
Students can submit an application online at the **Dual Credit Website**.

We also need a current high school transcript submitted with the student's application. We typically receive those from the guidance counselor.

In order for your students to receive dual credit through Campbellsville University, the student must be enrolled in your course **AND** enrolled in the course through CU. Our office will handle registering students into the course for college credit.

Our office completes enrollment based on the roster for your dual credit courses.

If at any time, a student moves out of your class or needs to drop the dual credit then you must notify our office so we can remove them from the dual credit course.

ATTENDANCE & ABSENCES

If the class takes place at the high school, the high school attendance policy is enforced. If the class is taken online or on campus, CU's attendance policy will be enforced.

Click **here** to see CU's attendance policy found in the Undergraduate Student Handbook.

WITHDRAW AND DROP DEADLINES

Fall and Yearlong Deadlines

- **September 15th -** Submit all rosters, applications, and transcripts
- **October 1st -** Deadline for all enrollment, calculating teacher pay, and dropping a student from the course with no tuition charges. Any student who drops after this deadline will receive a W on their transcript and pay tuition charges.

Spring Deadlines

- **February 1st** - Submit all rosters, applications, and transcripts
- **March 1st** - Deadline for all enrollment, calculating teacher pay, and dropping a student from the course with no tuition charges. Any student who drops after this deadline will receive a W on their transcript and pay tuition charges.

Trimester and Bi-term Deadlines

- **Week 2 of the term** - Submit all rosters, applications, and transcripts
- **Week 4 of the term** - Deadline for all spring enrollment, for calculating teacher pay, and for dropping a student from the course with no tuition charges. Any student who drops after this deadline will receive a W on their transcript and pay tuition charges.

In order for students to withdraw or drop from a class they are taking at their high school, they must notify you and the guidance counselor. The guidance counselor or teacher will need to notify their respective dual credit coordinator.

If students are taking an online or on-campus class they need to notify our office directly.

GRADING AND DEADLINES

When entering grades for assignments, please be aware you should only be using the following grades: A, B, C, D, F.

For those teaching ENG 111 and ENG 112, if a student does not make a C or better in the course then the grade U must be entered and the student will not receive credit for that course. "D" and "F" grades are not acceptable in ENG 111 or ENG 112.

For dual credit purposes we do not use, I, X, +/-

Students who drop a course after the drop date deadline will receive a W for the course and then still owe tuition for that course. However, our office will handle these requests. You will not be responsible for entering the W as the grade.

For Fall, grades must be entered by January 15th.
For Spring, grades must be entered by June 30th.

It is very important these deadlines are met for grading and these deadlines will be upheld by the University.

CHECK YOUR ROSTER

It is very important for our teachers to check their rosters in WorkDay periodically to determine we have the correct students enrolled in your course for dual credit through the University.
You will receive an email from a Coordinator asking you to check your roster(s) to ensure we have all of your students enrolled and to determine if any students have been enrolled by mistake.

OBSERVATIONS AND EVALUATIONS

The Dual Credit Academic Coordinator conducts and performs classroom observations on our dual credit teachers. Our goal is to observe all our dual credit schools on a 2-year rotation. Teachers will be contacted by the Academic Coordinator at least two weeks before the intended visit.

Before the visit, teachers are emailed a copy of the observation rubric that will be used to complete the observation. This way teachers know what specific criteria the Academic Coordinator will be looking for during the visit.

The Academic Coordinator will also bring a survey to give to 5 students in the classroom to complete. This survey is a brief, anonymous student evaluation of the teacher and the class being taught. This will be given at the beginning or end of the class.

Please Note: These surveys are anonymous **AND** confidential. A copy of these surveys will **NOT** be provided to the teacher.

After your scheduled observation is complete, you will receive an email with an attachment of the completed observation form to review yourself. Your completed observation will be shared with the dean of your content area for review.

GENERAL EDUCATION ASSESSMENT AND ROTATION

Each semester, CU assesses certain general education learning outcomes. This assessment is set up on a two-year rotation. Teachers who instruct one of the courses listed in the rotation are expected to submit student work samples related to the specific learning objective being evaluated.

You will receive an email from the Dual Credit Academic Coordinator with instructions and information on how to collect student work samples and submit them.

Please Note: Not all teachers will be asked to participate in this. It is only for a select few who are currently teaching the specified learning outcomes.

If you have any questions, please email the Dual Credit Academic Coordinator.

MAXIMUM NUMBER OF HOURS

Due to accreditation restrictions, we can only offer up to 49% of our general education associates degree which is equivalent to 31 credit hours at your school. This spans over a period of 3 years.

ADDITION OF NEW COURSES

In order to add an additional course, teachers must be credentialed for the additional course they want to add.

Classes have to be approved before adding dual credit courses to your curriculum. Please contact the Academic Coordinator to determine if you are approved to add a course and to determine if your high school is eligible to add an additional course due to the maximum number of hours that are restricted.

SACSCOC ACCREDITATION

Campbellsville University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award diplomas, certificates, associates, bachelors, masters, specialist, and doctorate degrees. Questions about the accreditation of Campbellsville University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available at SACSCOC's website (www.sacscoc.org)
The University also holds accreditation in specific academic areas.

SUMMER TEACHER TRAININGS AND ACADEMIC BREAKOUT SESSIONS

As a dual credit teacher you have the opportunity to earn four total professional development hours by attending a teacher training and academic area breakout session. You will earn 2 hours for attending the teacher training, 1 hour for attending an academic area breakout session, and 1 hour for reviewing additional resources.

You will need to register for the 2 hour required teacher training that will be offered over the summer. There will be several dates to choose from and will be led on zoom. This training will have detailed information about the administrative side of DC Teaching, along with breakout sessions led by our CU professors that represent your area of teaching.

Our office will send out a google form at the end of the school year with the available dates for you to complete to signup.

TURNITIN

CU has a campus-wide subscription to Turnitin for plagiarism detection. Using Turnitin's Feedback Studio, you can check exact matches in student papers to resources on the internet, journals, books, etc., and Turnitin now also includes an AI detector. Turnitin can be used as a plugin in Moodle for any assignment or forum activity, and is also directly accessible at the Turnitin website.

When using Turnitin as faculty, you have three options:

1. Moodle - Add a Turnitin Assignment Activity
2. Moodle - Turn on the Plagiarism Plugin Inside a Moodle Assignment Activity
3. Direct Access to Turnitin.com

Video - Intro to Turnitin for Dual Credit Instructors

Faculty Profile Setup – Accessing Turnitin directly from turnitin.com

Contact CU's Turnitin administrator, Stephen Skaggs, at srskaggs@campbellsville.edu to request being added as an instructor to CU's Turnitin account.

1. Once added, you will receive a confirmation email from Turnitin with instructions on how to complete your account setup at www.turnitin.com.
2. Users who have not had a previous Turnitin user profile under the exact Email address provided by the CU account administrator will receive a temporary password to allow them to log in for the first time. Users with an existing Turnitin user profile under the email address provided will be sent only a notification of access to a new account as an instructor.

Using Direct Access to Turnitin through Quick Submit

You can use Quick Submit at the Turnitin website to spot check a paper (or papers) if, for any reason, you have an electronic copy of a student paper, but you did not have the assignment set up in Moodle to pass the papers through Turnitin. Below is what you need to do:

1. In order to use Quick Submit, you must make sure that you have set up your password so that you can log in directly at Turnitin.com.
   - If you have never used Turnitin before, see the instructions for setting up your account at the Getting Started - Direct Access to Turnitin.com page.
   - If you have used Turnitin before through Moodle, you just need to do a simple password reset to access the Turnitin.com website directly. For instructions about how to do this, see the page Information for Instructors or Students Who Use Both the Moodle Integration and Direct Access to Turnitin.com.

2. Once you are set up to access your account directly at Turnitin.com, you need to turn on the Quick Submit capability in your settings. For details on how to do this, see Turnitin's help page Activating Quick Submit.

3. After Quick Submit is activated, it is an easy process to upload papers and view similarity reports. For step-by-step instructions, see Turnitin's help page Submitting via Quick Submit.

Any questions concerning Turnitin can be directed towards our Turnitin administrator, Stephen Skaggs, at srskaggs@campbellsville.edu

STUDENT INFORMATION

KHEAA SCHOLARSHIP INFO

KHEAA Dual Credit Scholarship
KHEAA offers a Dual Credit Scholarship program that is available for Kentucky residents who are a Junior or Senior enrolled in an approved dual credit class.

Guidance Counselors will typically help submit students information to KHEAA to apply for the dual credit scholarship. Refer students to their guidance counselor if they have any questions.

Eligible Courses
Any general education course is eligible to submit for the dual credit scholarship.

KHEAA Work Ready Scholarship
KHEAA also offers a Work Ready Scholarship that is available for Kentucky residents who are enrolled as a Freshman, Sophomore, Junior or Senior in an approved CTE (Career and Technical Education) class at a Kentucky high school.

Guidance counselors will also submit student information to KHEAA for the work ready scholarship. Refer students to their guidance counselor if they have any questions.

Work Ready Eligible Course List:

ACC 223	Principles of Accounting I
ACC 224	Principles of Accounting II
BA 100	Introduction to Business
BA 301	Marketing I
BA 311	Principles of Management
BIO 221	Human Anatomy and Physiology I/Lab
BIO 222	Human Anatomy and Physiology II/Lab
CIS 100	Computer Concepts and Applications
CJ 101	Introduction to the Criminal Justice System
CJ 200	Fundamentals of Homeland Security
CJ 215	Criminal Investigation
CJ 232	Juvenile Justice in America
CJ 235	Criminology
CJ 334	Introduction to Criminal Law
ECE 140	Guidance of the Young Child
ECE 230	Child Development II
ECE 280	Approaches to Curriculum and Methods
ED 220	Introduction to Teaching
ED 300	Human Development and Learning Theory
ED 310	Instructional Technology
ED 325	Teaching Diverse Learners

COURSE OPTIONS

We recommend dual credit students pursue General Education classes at the 100/200 level.

Students are eligible to take dual credit courses in a variety of formats. If you have students who are interested in taking an additional course on-campus or online, they may contact our office to see what courses are available per semester.

TUITION

The Kentucky Higher Education Assistance Authority (KHEAA) sets the current allowable dual credit tuition rate annually. This is a tremendous savings over the regular cost of college courses. Tuition is subject to change per school year.

PAYMENT

Below are four options students have for making a payment on their student account:

- **WorkDay** - Log in to your student dashboard to make a payment directly to your student account.
- **E-Market** - Visit commerce.cashnet.com/campbellsvstore. Scroll down and click on High School Students. You will need to know the balance due, your CU Student ID number, and the last four digits of your Social Security number.
- **Phone** - Call our Student Accounts office at 270-789-5203 to make a payment over the phone.
- **In-person** - Payment can be made in-person in the Student Accounts office at any CU campus.

TEXTBOOKS

Dual Credit Textbooks

Dual credit students are required to purchase their textbooks for any course they enroll in. Textbooks are NOT included in tuition cost for the course.

As the teacher of the course, you will determine the required textbook in conjunction with CU's department head.

If you have a student taking an online course, they may purchase their textbook from the University bookstore at campbellsville.textbookx.com

IT HELPDESK

Technical Difficulties?

The CU IT Helpdesk provides support for any technical problem that may arise.

Getting IT Help

There are two ways to get tech support from the CU IT Team:

- Send an email stating your name, student ID number, state you are a dual credit student and describe your issue to it_helpdesk@campbellsville.edu. This will generate an IT ticket and a representative will reach out to you in a timely manner.

- Call (270)789-5012 Monday-Friday from 8:00am-12:00pm and 1:00pm-5:00pm EST.

ONLINE LIBRARY ACCESS

Montgomery Library Online

The Montgomery Library is an incredibly helpful search tool that allows you to research thousands of documents remotely from anywhere you choose to be. To access it, click on this link: https://www.campbellsville.edu/academics/academic-affairs/montgomery-library/

MICROSOFT OFFICE

Microsoft Office

CU Students are granted usage of Microsoft Office programs via their student email address. Students will need to follow these steps to download Microsoft Office to your PC or laptop.

- Go to www.office.com/getoffice365
- Enter your student email address on the bottom left and click "Get Started."
- Click "I'm a student."
- Create an account with the information requested and provide the verification code sent to your email address.
- Click "Start" and follow the prompts.

THIRD PARTY ACCESS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.
Read more here: https://studentprivacy.ed.gov/

Dual credit students will need to grant Third Party Access to parent/guardian through their WorkDay student account. This allows a parent/guardian access to their student's information, grades, and payment information. Visit our website and click on WorkDay Student Help to find the instruction on how to grant access or visit this website: https://www.campbellsville.edu/academics/workday/workday-student-help.html

TRANSFERABILITY OF CREDITS

Most, if not all, CU courses will transfer to other universities. However, Students are responsible for determining the transferability and equivalency with the university where they will be transferring the credits.

Campbellsville University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

CHEATING/PLAGIARISM

CU's policy on Academic Integrity states: "Each person has the privilege and responsibility to develop one's learning abilities, knowledge base, and practical skills. We value behavior that leads a student to take credit for one's own academic accomplishments and to give credit to others' contributions to one's course work. These values can be violated by academic dishonesty and fraud."

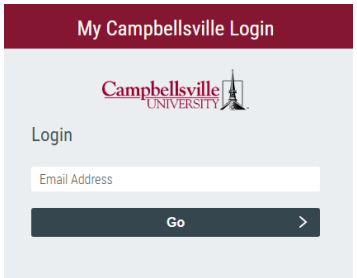
Plagiarism and cheating are examples of academic dishonesty and fraud and neither will be tolerated. Plagiarism is quoting or paraphrasing a phrase, sentence(s), or significant amounts of text from a web or print source, without using quotation marks and citations. The plagiarist submits the work for credit in a class as part of the requirements. Examples of cheating include cheating on a test, copying someone else's paper or an assignment and submitting the work as your own.

If a student commits plagiarism or cheats during any program or course, the professor will decide on one or both of two penalties: a zero for that assignment and/or an F for the course. If the student commits more than one act of plagiarism or cheating, the student will be placed on immediate academic suspension.

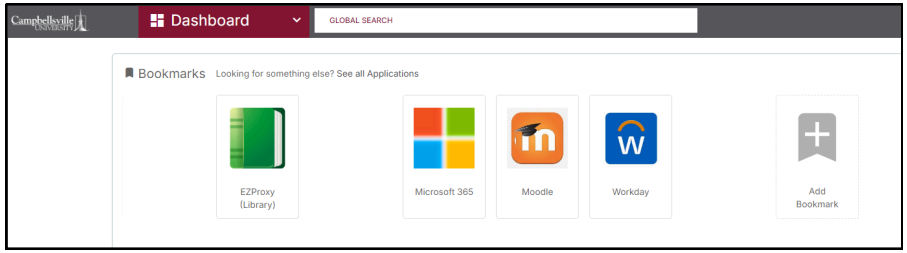
STUDENT DASHBOARD

How to Access your Student Dashboard

Visit my.campbellsville.edu and use your CU student email and password to log in.



This will show your Student Dashboard where you can access you Student email, Moodle account, and your student WorkDay account.



WORKDAY

What is WorkDay?

Workday Student has replaced Tigernet and allows students to manage everything from academic records and class registrations, etc.

WorkDay Student Help

For access to helpful guides for navigating WorkDay, visit this link:
https://www.campbellsville.edu/academics/workday/workday-student-help.html

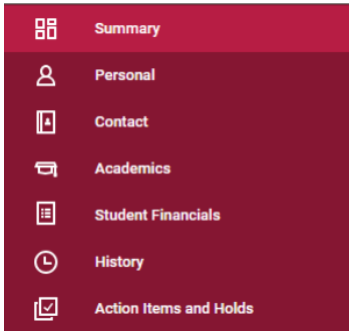
Access Your Student Profile

From the homepage, click the person icon in the upper right-hand corner of the page and then click the **View Profile** button.

This will show a summary dashboard with information regarding academic progress, current classes, account activity, etc.

WORKDAY FUNCTIONS

Use the tabs located on the left hand side of your WorkDay account to locate any of the items listed below.



- The Personal tab contains the following:
  - Legal and preferred names
  - Personal information such as gender, date of birth, age, and other demographics
  - Social security number
  - Housing status – whether you are residing on or off campus
  - Residency status
- The Contact tab contains the following:
  - Home contact information
  - Emergency contact information
  - Friends and family contact information
- The Academics tab contains the following:
  - Program of study
  - Current classes
  - Academic plan
  - Academic history
  - Academic progress
- The Student Financials tab contains the following:
  - Account balance
  - Transaction summaries
  - View account statement
  - Make a payment
- The History tab contains information on student notes
- The Action Items and Holds tab contains the following:
  - Outstanding tasks to complete for financial aid, admissions, or student onboarding
  - Active holds
  - Resolved holds

MOODLE FOR STUDENTS

What's Moodle?

Moodle is an acronym for Modular Object-Oriented Dynamic Learning Environment. It's an online learning management system, or LMS. You will use Moodle to access digital course materials, check your grades, submit assignments, participate in discussion boards and more if you are taking a course online.

Where do I find it?

Go to my.campbellsville.edu and log in with your CU student email and password. You will see an icon for Moodle. Click on this and it will automatically connect to your Moodle account.

Now what?

Your courses load into Moodle the week prior to the term start date. Once they have loaded into Moodle, you will see your courses listed on the homepage. Click a course to access it. Use the menu on the left to navigate to the gradebook, homework assignments and syllabus.

DISABILITY SERVICES FOR STUDENTS

Campbellsville University is committed to providing equal educational opportunities and full participation for persons with disabilities. Click here to learn about the disability services that are available for students through CU.

FAQ and Faculty Information on Disability Services

STUDENT EMAIL

Accessing Student Email

Once students have completed their dual credit application, they will receive an email that says "A Task Awaits You." They will need to click the link in the email to complete Student Onboarding. This will prompt them to set up their student email and password. Once they've set up their student email, they will use this to log into WorkDay.

Log In to Student Email

Students will go to www.outlook.com/students.campbellsville.edu to login to their student email account. If this is the first time they are accessing the account, they'll be prompted to set up two-way authentication using the Microsoft Authenticator app. Students need to download the app to their phone and follow the instructions.

TITLE IX POLICY

Notice of Non-Discrimination

Campbellsville University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, including applicants for admission and employment. The following persons have been designated to handle inquiries regarding the University's non-discrimination policies:

Title IX Coordinator
AD7, Campbellsville University
1 University Drive, UPO 944
Campbellsville, KY 42718
TITLEIXCOORDINATOR@campbellsville.edu
(270) 789-5092

Director of Personnel Services
AD7, Campbellsville University
1 University Drive, UPO 944
Campbellsville, KY 42718
HRQUESTIONS@campbellsville.edu
(270) 789-5016

For further information on notice of non-discrimination or the address and the phone number of the office that serves your area, or call 1-800-421-3481.

Campbellsville University has developed grievance procedures for investigating complaints of sexual misconduct, including sexual harassment and sex discrimination. The sexual misconduct policy can be found at: https://www.campbellsville.edu/policy/title-ix-policy-procedure/.

To file a report or complaint of sexual misconduct, contact the Title IX Coordinator, whose contact information is listed above, or use this QR code to complete an online reporting form:

Sexual Misconduct Reporting Form

CU's Title IX website also contains a list of resources and events designed to enhance education around sexual violence prevention and awareness, risk reduction, and bystander intervention.

Find your Calling at Campbellsville University

CU Campbellsville UNIVERSITY™