




find your calling



Contact Us!

 270-789-5218

 dualcredit@campbellsville.edu

 <https://www.campbellsville.edu/admission-and-aid/dual-credit/>

 1 University Drive UPO 782
Campbellsville, KY 42718

CAMPBELLVILLE UNIVERSITY
DUAL CREDIT

Teacher Handbook



CU Dual Credit Teacher Handbook

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PHONE DIRECTORY

DUAL CREDIT

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Kathie Wrightson, Louisville Regional Coordinator.....	
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DUAL CREDIT EMAIL

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Kathy Snow.....	kdsnow@campbellsville.edu
Dual Credit Team.....	dualcredit@campbellsville.edu

CAMPBELLVILLE UNIVERSITY-CAMPBELLVILLE

Main Line.....	(270)789-5000
Admissions.....	(800) 264-6014
Student Accounts.....	(270)789-5203
Student Records.....	(270)789-5233
Student Services.....	(270)789-5005
Tech Support.....	(270)789-5212
Montgomery Library.....	(270) 789-5024
Barnes and Noble Bookstore.....	(270) 789-5010

OTHER REGIONAL LOCATIONS

Harrodsburg.....	(859)605-1389
Hodgenville.....	(270)789-5400
Louisville.....	(502)753-0264
Somerset.....	(606)451-8474



Welcome to the dual credit program!

As a dual credit teacher, you have the influence to impact students and their decision to pursue higher education. Through dual credit, your students will have the opportunity to earn college credit in your classroom before graduating high school. As a qualified college instructor, you will provide educational quality that is comparable to what students would receive on a college campus. We expect our teachers to instruct college curriculum with the highest standard. Once students enroll into a dual credit course in your classroom, they are on a path toward a college degree by earning dual credit in high school through 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 officially approved, you will receive the HR paperwork needed to be an adjunct faculty member for Campbellsville University. You will then be assigned a CU ID # and email as well as log in information for Tignetnet.

EMPLOYMENT PAPERWORK

Once you have received official Credential Approval, you will receive an email with the paperwork/forms that 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.

First, you must complete the application for employment and the background check agreement on the CU website, at the link given below:

<https://www.campbellsville.edu/about/community/employment/>

Below is what will be needed to complete your file:

- Adjunct Faculty Agreement
- Biographical Data Sheet
- Personnel Information Sheet
- Direct Deposit Form with a voided check
- I-9 form
- W-4 form
- K-4 form
- Copy of driver's license
- Copy of social security card

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SYLLABUS AND CONCOURSE

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

1. Log in to TigerNet
2. Click on Academic Affairs
3. Click on Faculty
4. On the Faculty page, click on Syllabus Management (This will link you to Concourse)
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.

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MOODLE FOR INSTRUCTORS

Please Note: High School teachers are not required to have a Moodle account. This is typically used for online instructors or online courses.

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.

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](#).

Students also need to submit a current high school transcript. We typically receive those from your 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.

First, we need a copy of your class roster for each section you are teaching a dual credit course. We then will register those students into the course through CU.

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.

Then the guidance counselor or teacher will need to notify the respective dual credit coordinator for their region.

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

GRADING AND DEADLINES

When entering grades into TigerNet 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 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 into TigerNet by January 15th.

For Spring, grades must be entered into TigerNet by June 30th.

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

ROSTERS IN TIGERNET

It is very important for our teachers to check their rosters in TigerNet 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) in TigerNet to ensure we have all of your students enrolled and to determine if any students have been enrolled by mistake.

See Resources for Instructors for a Video on how to find your class roster in TigerNet.

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. This email will also include a link to a brief Google form survey that is sent to all dual credit teachers to complete after an observation.

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, you can 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 content breakout. You will earn 2 hours for attending the teacher training, 1 hour for attending an academic area content breakout, and 1 hour for additional resources and training videos.

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 break out sessions led by our CU professors that represent your area of teaching.

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. For the 2023-2024 school year, all Juniors and Seniors are eligible for two scholarships that will cover the tuition charged for each 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.

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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. For the 2023-2024 school year, students are eligible for two scholarships that will cover the tuition charged for each class.

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	ECE 140	Guidance of the Young Child
ACC 224	Principles of Accounting II	ECE 230	Child Development II
BA 100	Introduction to Business	ECE 280	Approaches to Curriculum and Methods
BA 301	Marketing I	ED 220	Introduction to Teaching
BA 311	Principles of Management	ED 300	Human Development and Learning Theory
BIO 221	Human Anatomy and Physiology I/Lab	ED 310	Instructional Technology
BIO 222	Human Anatomy and Physiology II/Lab	ED 325	Teaching Diverse Learners
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		

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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

Qualifying dual credit students pay \$91 per credit hour or \$273 for a three hour credit course for the 22-23 school year. This is a tremendous savings over the regular cost of college courses.

Tuition is subject to change. It is based on the current allowable rate according to policy set by KHEAA annually.

PAYMENT

The best way for students to pay their bill is through TigerNet. They will need their CU student ID and password information.

Another option for paying their bill is through this link:
commerce.cashnet.com/campbellsvstore

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 or through other outlets such as Amazon, Chegg, etc.

IT HELPDESK

Technical Difficulties?

The CU IT Helpdesk provides support for any technical problem that may arise. Click [here](#) to view the IT Frequently Asked Questions.

Getting IT Help

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

- Send an email stating your name and describing 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 8a-12p and 1p-5p. If all associates are currently on jobs, please leave a voicemail with a good callback number and the next available technician will return your call.

ONLINE LIBRARY ACCESS

Montgomery Library Online

The Montgomery Library is an incredibly helpful search tool that allows students to research thousands of documents remotely from anywhere they choose to be. To access it, students first login to Tigernet, then click "Student Resources." On the lefthand menu they will find the Library link. Once opened, click "Montgomery Library" to access the page.

FERPA PIN CREATION

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 create a FERPA PIN number to share with their parents or guardians if they wish to grant them access to their student information, grades, and payment information. Students can find this located in their TigerNet under the tab Student Resources.

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.

TIGERNET FOR STUDENTS

What is Tigernet?

Tigernet is the hub for all of your collegiate needs. Here you can access your student account, pay your bill, view your grades, view course offerings for coming semesters, access various forms, and more.

How do I get there?

First, go to the CU homepage at www.campbellsville.edu. Next, mouse over the "Students" tab at the top of the screen to the right of center. A drop down menu will appear. Click "Tigernet" at the top of the list.

How do I login?

The first time students access Tigernet, they will need their student ID number and an access code. This information should be provided to them in an email. Students will enter their student ID in the Username area, the access code in the Password area, then click "Login."

If they have misplaced it, please have them contact the IT department at it_helpdesk@campbellsville.edu. They will need to send an email with the following information:

"(Type Student Name) - I'm a Dual Credit Student needing to reset my TigerNet login information to this email."

	<input type="text" value="Username/ID Number"/>		<input type="password" value="Password"/>	<input type="button" value="Login"/>	
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I'm in! Now what?

Upon first login, Tigernet will prompt students to view usage policies and agree to follow them. Afterwards, they'll be asked to provide an alternate personal email address you can use to help you recover your Tigernet or Email password should they ever forget it. Once they have done that, we highly suggest changing the password.

How do I change my password?

At the top of the screen to the right you will find a circular icon with the silhouette of a human. Click it, then choose "My Profile & Settings." On the bottom left of the menu options, click "Password and Privacy."



Password Changed!

Once students are finished making changes to their account and settings, click "Exit to Portal Home" on the upper right of the screen to return to the Tigernet Homepage.

Home sweet homepage... Whoa. That's a lot of tabs.

Well, Tigernet does a lot of things! Let's see what's under each of these sections.

Home Apply Academic Affairs CU Life Finances Forms Student Resources

Home

The Tigernet homepage is a quick way to access the features students use most often. Quick links to pay your bill, view course offerings, access the financial aid portal, and visit the online campus bookstore are bulleted on the right of the screen. To the left, you can view a campus directory, report an incident, and access other helpful links.

Apply

All applications for the various programs and degree options at Campbellsville University are available here. Most importantly, if students are needing to complete a new dual credit application then they would need to do so under this tab.

Academic Affairs

Arguably one of the most important features of Tigernet, the Academic Affairs tab has all the information about courses, grades, degree progress, schedules, course offerings. Click the topic of your choice on the left, then scroll to view all the included information.

CU Life

Various Campbellsville Campus phone numbers and Residence Hall information is available here. This section is mainly for students attending courses on campus in Campbellsville.

Finances

Click "Pay My Bill" on the left to see an up-to-date account of charges and any scholarships or payments that have been applied. Students can link their bank account to their student account to make payments quick and easily.

Forms

Applications and forms to change their major or minor, apply for additional credentials, course substitutions, schedule changes and more are found here. This tab is mainly for full time students. Dual credit students will not need to access any forms under this tab.

Student Resources

Click this tab to generate your student email account once students have registered for classes. You can also grant permission for a parent or guardian to have access to your academic information via the FERPA link by creating a pin and providing it to them. Library and Title IX information are also found under this tab.

MOODLE FOR STUDENTS

Weird name... What's Moodle?

Moodle is an acronym for Modular Object-Oriented Dynamic Learning Environment. See why they shortened it? That's a mouthful. Moodle is 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.

Cool! Where do I find it?

Go to www.campbellsville.edu, mouse over the "Students" tab at the top just right of center, and then click "Moodle." Students will use the same student ID and password you use for Tigernet to access Moodle.

Got it. Now what?

Courses load into Moodle the week prior to the term start date. Once they have loaded into Moodle, students will see their course numbers listed on the left side of the screen. Click a course to access it. Use the menu on the left to navigate to the gradebook, homework assignments and syllabus.

I'm confused.

That's okay! If you are new to Moodle and need help, check out the tutorials anytime to refresh your knowledge of the features. If you need additional assistance, utilize the Help Center options on the right side of the Moodle homepage to get email, chat or phone support.

OTHER RESOURCES FOR TEACHERS

Visit our website for instructional videos and resources for these topics:

- How to find your class roster in TigerNet
- Moodle Resources
- How to use Turnitin
- How to log in to TigerNet
- How to edit your syllabus
- Observation Tool
- How to enter midterm and final grades

Click Here: [Dual Credit Teacher Resources](#)

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 Coordination	Director of Personnel Services
AD7, Campbellsville University	AD7, Campbellsville University
1 University Drive, UPO 944	1 University Drive, UPO 944
Campbellsville, KY 42718	Campbellsville, KY 42718
TITLEIXCOORDINATOR@campbellsville.edu	HRQUESTIONS@campbellsville.edu
(270) 789-5092	(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

