

## Dual Enrollment Agreement

Columbia International University, 7435 Monticello Road, Columbia, SC  
Ben Lippen School, 7401 Monticello Road, Columbia, SC

***Affirmed: May 2023***  
***To Be Reviewed: May 2024***

**PURPOSE:** The purpose of this Dual Enrollment Agreement (DEA) is to establish the terms and conditions under which the Ben Lippen School (BLS) will function in relation to Columbia International University (CIU) in the 2023-2024 academic year.

While BLS is a ministry within CIU so not considered a separate educational site, this agreement serves to outline the specific partnership relationship in facilitating dual enrollment for BLS students.

This agreement will allow approved CIU courses to be taught on the BLS campus and by BLS faculty who have been approved by CIU to instruct approved college-level courses. BLS students enrolling in these courses will earn a grade on the permanent CIU transcript as well as the BLS transcript. These courses have been approved as having equivalent course content, learning objectives, outcomes, and assignments to the regular CIU course.

**COMPATABILITY OF INSTITUTIONAL MISSION:** The mission of CIU is to educate people from a biblical worldview to impact the nations with the message of Christ. This mission is encapsulated in the motto “To know Him and to make Him known.”

As a ministry of CIU, Ben Lippen School exists to glorify God by educating students from a biblical worldview to impact the nations with the message of Christ and by assisting the family and church in equipping students spiritually, academically, socially, and physically under the Lordship of Jesus Christ.

At CIU, the educational unit that will implement this agreement is the College of Arts and Sciences.

### **SPECIFIC AGREEMENTS**

**BLS AGREES TO teach according to CIU’s course objectives and syllabi at a collegiate level so all credit awarded will qualify for both CIU credit and BLS credit.**

#### **Qualified Instructors:**

- CIU will approve faculty according to the regular approval process for adjuncts. Instructor(s) meet all qualifications to teach on the college-level according to requirements set by accreditation associations. (E.g. earned master’s degree and 18 graduate hours in the discipline.) All required documentation and approval will be submitted to the College of Arts and Science’s dean’s office of CIU.
- Teacher compensation is \$450 per course.

#### **Expectations for Instructors:**

- Utilize CIU syllabus and required textbooks for instruction. Any changes to the course syllabus must be approved by CIU.
- Regularly update CIU’s LMS (Canvas) gradebook.
- Report initial attendance and any non-attending students.

- Record final grades on MyCIU in addition to any grade submission for BLS.
- Instructors and students will follow the CIU academic calendar.

## **CIU AGREES TO partner with BLS to provide dual credit instruction for**

MAT2100	Intro to Statistics	(Fall, Spring)
MAT2600	Business Calculus	(Spring)

Offering the above courses is dependent on minimum enrollment. A minimum of eight students must be enrolled in order to be offered as a CIU course.

Any additional courses will be approved by the CAS dean and added to the course schedule according to the university timeline for course approval.

CIU will provide a course syllabus that includes learning objectives and outcomes as well as required textbooks through CIU's rental program with Slingshot. CIU will also provide grading guidelines according to the institution's grading policy.

CIU offers the following online courses especially designed for dual enrollment students and available to BLS dual enrollment students:

FRE-2110-V-08	French I	(Fall)
FRE-2120-V-08	French II	(Spring)
SPA-2110-V-08	Spanish I	(Fall)
SPA-2120-V-08	Spanish II	(Spring)
ENG-1110-V-08	Composition and Research	(Fall, Spring)
ENG-1111-V-08	Literature and Research	(Fall, Spring)
PSY-2110-V-08	General Psychology	(Fall, Spring)
PHI-2110-V-08	Introduction to Philosophy	(Fall, Spring)
COM-2110-V-08	Public Speaking	(Fall, Spring)
HIS-1110-V-08	Introduction to World History	(Fall, Spring)
MAT-1110-V-08	College Algebra	(Fall, Spring)
BIB-1116-V-08	Old Testament Survey	(Fall, Spring)
BIB-1120-V-08	New Testament Survey	(Fall, Spring)
MSD 1110-V-08	Encountering Spiritual Formation	(Fall, Spring)

CIU will issue a grade report for any student from BLS at the end of each academic term for which the student is enrolled. Requests for specific student information should be made to the Office of the University Registrar ([registrar@ciu.edu](mailto:registrar@ciu.edu); (803) 807-5059).

Students must fulfill any prerequisite requirements for certain courses. If a student has taken an AP exam that fulfills a prerequisite, the score can be sent to CIU from the [CollegeBoard website](#).

Students can take a maximum of 24 hours of credit prior to high school graduation. Any additional credits need to be approved through an academic petition. Anyone wishing to take more than 12 credit hours per semester will need to have special approval from the high school administration.

## **GRADE SHARING**

Upon execution of this agreement, CIU agrees to submit final grades for any dual enrolled students from BLS at the end of each term.

## STUDENT PAYMENT

Student payment is typically made individually (see section below). However, if BLS wishes to make full payment for their students, they may do so. Upon request, CIU's Accounting office will provide a listing of all BLS student account balances for payment by BLS.

## STUDENT EXPECTATIONS

**CIU Resources and Services:** CIU will provide access and support to students and faculty in order to ensure quality education.

- **Textbooks:** Students will be enrolled in CIU's free textbook rental program through CIU's bookstore, Slingshot. Physical textbooks will be mailed directly to the student's home address 3-5 business days after the student registers for classes. There is a nominal mailing fee for shipping that will be charged to the student's account. Physical textbooks are rentals and must be returned with the label provided at the end of the course. Digital textbooks are accessed by selecting Bookstore on the Quick Links menu of MyCIU, selecting Log In on the top right of the bookstore webpage and entering in their CIU email as their username and Student ID as the password. Students may set up a new password after logging in.
- **Academic Services:** Disability accommodations, advising, tutoring, and all academic services are available to dual enrolled students. Any accommodations specific to CIU courses must be approved by CIU's disability coordinator (Director of Academic Success).
- **Academic Calendar:** Students follow CIU's academic calendar and the professor's syllabus for assignments.
- **Student Privacy:** The Family Educational Rights and Privacy Act (FERPA) governs the access to educational information in higher education institutions. This applies to any educational record, including the dual enrolled student. CIU encourages students desiring parental access to their information complete a "Permission to Access Records" form designating parents (or any specified individuals) to access their financial, academic, or student life information. Students will complete the FERPA form on their initial admissions application.
- **MyCIU Portal** – Students will use their MyCIU login to access and complete the following:
  - **Student Registration**
    - BLS students are also welcome to enroll in any 1000 or 2000 level course offered by CIU provided that the student can meet at the scheduled times of the course. Students will self-register at the Academic tab of MyCIU after they are admitted.
      - Students are given access to register in MyCIU within 48 hours after acceptance.
      - Upon request, CIU's Registrar's Office ([registrar@ciu.edu](mailto:registrar@ciu.edu)) may provide a list of student registrations.
      - Students are expected to register prior to the first day of classes and have until the CIU add/drop deadline to make adjustments to their schedule.
  - **Canvas Student Class Portal**

- BLS should utilize CIU's learning management system (LMS) for grading and online tools to complement on campus instruction.
- Students will access their classes and grades through Canvas. Students will login to MyCIU and have access to Canvas at the top of MyCIU 1 day after they are registered.
- **Student Payment**
  - Students will pay CIU tuition of \$100 per credit hour and may have additional course expenses depending on the course. Statements are available for payment on MyCIU two months prior to classes starting.
- **CIU Email**

Students will be assigned a CIU email one day after they register. The CIU email is the official method of communication to the student from CIU faculty and staff once the student is enrolled. The CIU email may be access at the top of MyCIU. Students are encouraged to forward their CIU email to a personal email address to ensure regular monitoring.

### **Student Admission**

Rising high school sophomores, juniors and seniors may apply to enroll in lower division undergraduate courses as part of CIU's high school dual enrollment program. Applicants applying for admission into the high school dual enrollment program provide the following to the Admissions Office:

- Online application
- High school seniors
  - Official high school transcript with minimum cumulative GPA of 3.0 on a 4.0 scale (unweighted).
- High school juniors
  - Official high school transcript with minimum cumulative GPA of 3.0 on a 4.0 scale (unweighted).
- High school sophomores
  - Official high school transcript with minimum cumulative GPA of 3.0 on a 4.0 scale (unweighted) on completed 9<sup>th</sup> grade year.

Students that do not meet the minimum GPA requirement may be considered for admission with submission of a letter of recommendation from the high school guidance counselor or principal.

CIU will accept high school students to be part of CIU's high school dual enrollment program independent of their faith. It is CIU's desire that all high school students who may not be Christians when they take course(s) at CIU, will be introduced to Him and come to accept Him as Savior.

### **TRANSCRIPTS**

While students typically submit transcripts individually as part of the application process, BLS may choose to submit all transcripts directly to CIU upon request. These may be sent in batch to CIU's Admission office.

### **ADDITIONAL PARTNER BENEFITS – TUITION DISCOUNT**

Students who participate in this program may be eligible for a renewable Partnership Discount



each semester if they are enrolled full-time in CIU's residential undergraduate degree seeking programs or enrolled at least part-time in CIU's online undergraduate or online graduate degree seeking programs.

Prospective students should contact the Admissions Office for details. Current students should contact the Financial Aid Office to ensure continued eligibility for the Partnership Discount.

**AUTHORIZATION**

*Monica Remer*

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Dr. Monica Remer  
Associate Head of School of Academic Affairs  
Ben Lippen School

06/22/2023

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Date

6/22/2023

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Date

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Dr. James E. Lanpher  
Provost  
Columbia International University