



## Dual Enrollment Agreement

Columbia International University, 7435 Monticello Road, Columbia, SC  
Trinity Christian Academy, 7259 South Military Trail, Lake Worth, FL

*Affirmed: June 2023*

*To Be Reviewed: February 2024*

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

This agreement will allow TCA students to enroll in any 1000 or 2000 level course at CIU. TCA students taking these courses will earn a grade on the permanent CIU transcript as well as the TCA transcript.

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](https://collegeboard.org).

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

CIU will issue a grade report for any student from TCA at the end of each academic term for which the student is enrolled. Upon execution of this agreement, CIU agrees to submit final grades for any dual enrolled students from TCA at the end of each term. 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).

### STUDENT PAYMENT

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

### 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.
- **MyCIU Portal** – Students will use their MyCIU login to access and complete the following:
  - **Student Registration**

TCA students are 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**

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 or test score 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, TCA may choose to submit all transcripts directly to CIU upon request. These may be sent in batch to CIU's Admission office.

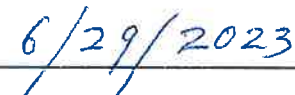
#### **ADDITIONAL PARTNER BENEFITS – TUITION DISCOUNT**


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**

  
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Dr. Anthony Bryan  
Head of School  
Trinity Christian Academy

  
\_\_\_\_\_  
Date

  
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Dr. James E. Lanpher,  
Provost  
Columbia International University

7/10/2023  
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Date

