OAKWOOD UNIVERSITY
DUAL CREDIT PROGRAM AGREEMENT BETWEEN
OAKWOOD UNIVERSITY AND OAKWOOD ADVENTIST ACADEMY

Please note: There may be charges associated with taking courses at Oakwood University. These charges may include but are not limited to the following: books, online access to course material, etc.

1. Provided there are seats available, OU will allow OAA juniors and seniors with a cumulative GPA of 3.25 or higher to register for not more than two courses a semester, up to three courses within a school year. In addition, they will also be eligible to take up to six course hours during the summer sessions. Courses to be determined. An OAA student may enroll in a maximum of 9 credit hours per year (Fall and Spring) for free. Any additional hours will be charged at the institutional rate. OU semester courses will be offered free of charge to qualified juniors and seniors. Summer school courses will be offered at the regular summer rate of $200.00 per credit.

2. Juniors and seniors may take 100 and 200 level courses that are open to university freshmen except physical education activity courses and individualized music such as voice, piano, etc.

3. University credit(s) is/are only awarded upon enrollment and completion of the first semester at OU after graduation from OAA.

4. The OU instructor is responsible for reporting the grades of the OAA student to OU's Registrar's Office. OU's Registrar's Office is responsible for reporting the final grades of the OAA student to the OAA Registrar within two weeks of the end of the semester.

5. If the OAA student doesn't attend Oakwood University or wishes to transfer credit(s) to another college or university, they must pay the normal fee currently charged at the time of transfer.

6. If an OAA instructor meets the degree requirements as an OU instructor, with approval from the OU chair, dean, and academic administration, they may teach a class on OAA's campus for dual enrollment credits. If seats are available in the OU approved OAA instructed dual enrollment class and there are OU students who desire to take the course, they will be allowed to participate and, if approved, receive OU credit, at no additional cost. OU chair will be responsible for evaluating the quality of course instruction.

7. OAA Registrar will forward a completed "Dual Enrollment Form" to the instructor and OU's Registrar's Office at the time of registration. The official form certifies that the student meets the above requirements and includes OAA's official seal and the signature of the OAA Registrar.

8. The OAA student who is enrolled in a university course through Dual Enrollment will have access to the Center for Student Success, Student Services, the Library and resources, and be required to take a dual enrollment picture ID and wear at all times while on campus. This ID is required while dually enrolled students are on campus for classes and while making use of any resources on campus.

APPROVED BY:
Vice President for Academic Affairs, Oakwood University
Registrar, Oakwood University

Principal, Oakwood Adventist Academy
Registrar, Oakwood Adventist Academy

OAKWOOD ADVENTIST ACADEMY
OAKWOOD UNIVERSITY DUAL ENROLLMENT REGISTRATION FORM
20_____- 20_____

Date of Birth: _____/_____/_____

Name:_____ Student SSN: _____

Address:_____ Classification: ☐ Junior ☐ Senior

City/State/Zip:_____Phone No.: _____

E-mail: _____

Student Signature (*required*):_____Date: _____

Parent Signature (*required*):_____Date: _____

Semester: ☐ FALL ☐ SPRING

Course No.:_____ Course Title: _____

Course Time:_____ Days of Course: _____

University Instructor's Signature (required): _____

University Instructor's Name (please print):_____Date: _____

OAA Registrar's Signature: _____Date: _____

_____
OAA Official Seal

REGISTRATION:	Dual Enrollment Form is picked up from OAA Registrar; OAA student will go to the Oakwood University Department for instructor's signature.
WITHDRAWAL:	Instructor's signature is required if the class is dropped. OAA Registrar and OU Registrar's Office are to receive withdrawal paperwork.
ATTENDANCE:	Student is required to attend OU class even when OAA is out of school.
COPY:	This form will be submitted to the OU Registrar's Office. PLEASE SEE REVERSE SIDE FOR DUAL CREDIT REQUIREMENTS.

11/10/2015