

Process for Potential Dual Credit Instructors

Any high school teacher who is interested in teaching dual credit courses will need to work with Mr. Dewayne Neeley in the Dual Credit Program. They will need to submit the following paperwork to Mr. Neeley:

1. Letter of introduction/interest
2. Current resume/vita
3. Copy of graduate level transcripts
4. Complete the attached form for our records

The credentials will be sent to the department head for review. If approved then Mr. Neeley will be in contact with the teacher and give him/her the contact information for our academic liaison (faculty member) for them regarding the course content. Also, after the approval, Mr. Neeley will then need official copies of their graduate level transcripts.

After these steps then Dual Credit Program will work with them on their tax forms, accounts set up with the university, etc.

Dewayne Neeley | Program Manager
WKU | DUAL CREDIT
270-745-2386 | wku.edu/dualcredit