

## Dual Credit/Dual Enrollment General Policies & Procedures

### Contact Information

Office of  
Academic  
Outreach  
Open 8-5 M-F

- MSSU Webster Hall 116
- Phone: 417-625-9785
- Fax: 417-625-3549
- Email: [dualcredit@mssu.edu](mailto:dualcredit@mssu.edu)

### Accreditations

Missouri Southern State University is a four-year state-supported university serving, southwest Missouri and surrounding areas. We offer a wide range of baccalaureate degrees as well as some associate degrees and certificates. Missouri Southern State University is accredited by The Higher Learning Commission (HLC) and is a member of the North Central Association (312/263-0456, [www.hlcommission.org](http://www.hlcommission.org)). Other accreditations and approvals include:

- AACSB (Association to Advance Collegiate Schools of Business)
- Accreditation Council for Business School and Programs (ACBSP)
- Accreditation Commission for Education in Nursing (ACEN)
- American Association of Colleges for Teacher Education (AACTE)
- American Association of State Colleges and Universities (AASCU)
- American Dental Educators Association (ADEA)
- Association of American Colleges & Universities (AAC&U)
- Commission on Accreditation for Respiratory Care (CoARC)
- Commission on Dental Accreditation, American Dental Association (CODA)
- Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
- Council for the Accreditation for Education Preparation (CAEP)
- Council for the Advancement and Support of Education (CASE)
- Council of Social Work Education (CSWE)
- Engineering Technology Accreditation Commission of ABET
- Institute for Safety and Health Management (ISHM)
- Joint Review Committee on Education in Radiologic Technology (JRCERT)
- Missouri Association of Colleges for Teacher Education (MACTE)
- Missouri Department of Elementary and Secondary Education (MO DESE)

- Missouri Department of Health and Senior Services Bureau
- National Association of Schools of Music (NASM)
- National Environmental Health Science and Protection Accreditation Council (EHAC)
- National League for Nursing (NLN)
- Southwest Center for Educational Excellence (SWC)
- Southwest Missouri Nursing Education Consortium

## National Alliance of Concurrent Enrollment Partnership

### **Program Description**

The Missouri Department of Elementary and Secondary Education (DESE) has authorized (under Section 37 of SB 740, 85 General Assembly) Missouri high schools and Missouri colleges and universities to grant dual credit to high school students enrolled in both colleges and high schools.

Missouri Southern State University (MSSU) is committed to serving the higher education needs of the high school students in the area by offering both dual credit and dual enrollment opportunities to high-performing high school students. To participate in the program, secondary educational entities must execute a dual credit agreement with MSSU. This agreement shall be signed by both parties prior to the enrollment of students in the program. Contact the Office of Academic Outreach for more information about these agreements.

### **Program Mission**

The mission of the MSSU Dual Credit/Dual Enrollment Program, in collaboration with area high schools, is to provide geographically feasible and affordable access to quality university-level undergraduate education to high-performing high school students in order to enrich the high school educational experience as well as foster a smooth transition from high school to a four-year university.

### **Non-Discrimination/EEO Policy**

Missouri Southern State University emphasized the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, students, third parties on campus, and applicants for employment and admissions. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally-protected class, in employment or in any program or activity offered or sponsored by the University, including but not limited to athletics, instruction, grading, the awarding of student financial aid, recruitment, admissions, and housing.

An employee with questions or concerns about any type of discrimination in the workplace including discriminatory harassment is encouraged to bring these issues to the attention of the Chief Human Resources Officer, who may be contacted at (417) 625-9805.

Questions or concerns regarding the University's compliance with Title IX may be directed to the University's Title IX Coordinator or Deputy Title IX Coordinator as named in the University's Title IX Policies and Procedures.

Tamika Harrel, Title IX Coordinator

Billingsly Student Center 347G Phone (417) 625-3022

Samantha Quackenbush, Deputy Title IX Coordinator

Billingsly Student Center 347B Phone (417)625-9531

For ADA/Section 504 related questions or concerns, please contact: Lori Musser, Coordinator of Disability Services, Hearn Hall 301L Phone (417) 625-9516

For all other inquiries related to discrimination at the University, please contact:

Christina Means, Chief Human Resource Officer

Hearn Hall 217B Phone (417) 625-9527

No individual will be subject to any form of organization retaliation, discipline, or other adverse action for reporting conduct in violation of the University's nondiscrimination/EEO policy, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of the law or University policy will be subject to disciplinary action, up to and including dismissal or termination of employment. Employees who feel that they have a grievance pertaining to any form of discrimination should follow the policies and procedures outlined in the Employee Handbook.

### **Program Definitions**

**Academic Affairs** – A division of the University that promotes the development and effective delivery of quality educational programs that lead to a variety of associate and baccalaureate degrees, as well as selected jointly delivered graduate degrees. This office provides access to academic programs and assures the provision and coordination of resources and services in order to support effective learning and advance the development of the whole student.

**Application** – The written request for admission into the program and university.

**Blackboard** – An online course delivery system for web-based education or classroom enhancement.

**Credit Hour** – A one hour credit course is one that meets for one hour per week for one semester. A three credit hour course meets for three hours per week, etc. This is based on a 15-week semester, or roughly 45 hours for a 3-credit hour course.

**Department** – A division of a university containing faculty and/or staff devoted to a particular academic discipline.

**Distance Education/Distance Learning** – Courses in which traditional face-to-face instruction is not the delivery mode (e.g, online and television). Blackboard is used to deliver the course to the students.

**Drop** – To remove a course from the student schedule without financial and academic record implications. Drops occur prior to the census date. See also, withdrawal.

**Dual Credit** – Dual credit enables qualified high school students to take University-level courses and to simultaneously receive academic credit for the course from both the high school and MSSU.

**Dual Enrollment** – Dual enrollment enables qualified high school students to take University-level courses that are taught by an MSSU Faculty member while simultaneously enrolled in the high school and MSSU. Dual enrollment opportunities at MSSU will likely be delivered to the student through a distance learning delivery mode (online).

**Faculty Evaluation** – The process used to assess all MSSU faculty. This process is coordinated through the appropriate MSSU Academic Department Chair's office.

**FERPA** – Family Education Rights & Privacy Act of 1974

**GPA** – Grade Point Average

**High School Dual Credit Coordinator** – Most often a counselor at the high school, the High School Dual Credit Coordinator is the person designated by the high school that coordinates all aspects of dual credit and serves as a liaison between the high school and MSSU for all dual credit needs.

**High School Dual Credit Faculty/High School Faculty**– The person responsible for teaching a dual credit course on the high school campus.

**LioNet** –MSSU's web portal that provides personalized access to web services.

**MWF** – Monday, Wednesday, Friday

**National Alliance of Concurrent Enrollment Partnerships (NACEP)** - The sole accrediting body for concurrent enrollment partnerships, NACEP helps these programs adhere to the highest standards so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development. (NACEP defines concurrent enrollment the same way MSSU and the State of Missouri define dual credit in this document.)

**Provost/VPAA** – In academic administration, a senior administrative officer presiding over Academic Affairs at MSSU.

**Registrar** – College or university official responsible for registering students, maintaining their records, etc.

**Registration (or Enrollment)** – Selecting and enrolling in courses for the upcoming year.

**School Dean** – In academic administration, a person with significant authority over a specific academic unit, or a specific area of concern, or both.

**SID/Banner ID** – The Banner, or Student ID is the student’s unique 9-digit identification number at MSSU. Once this number is assigned to a student, it remains with the student for *any* future enrollment period with MSSU. This number will be used for most any transaction that occurs with MSSU (transcript requests, bill payments, course registrations, etc.).

**Student Affairs** – A division of the University that supports the university’s educational mission through comprehensive programs and services that promote student learning and success while fostering an inclusive and vibrant campus community.

**Student Email** – Email address and inbox provided by the University to be used for University and personal communication.

**Student Handbook** – Handbook provided to the students that relays University policies applicable to students, including the Student Code of Conduct.

**Syllabus** – An outline and summary of topics to be covered in a course usually containing contact information, course objectives, a schedule of test dates and due dates, grading policy, and/or classroom rules.

**Term/Semester** – The length of an academic session at MSSU (Fall, Spring, Summer). Each semester has a six digit code, with the first four digits being the year the course is offered. Fall courses are designated with “80”, Spring courses are designated with “10”, and Summer courses are designated with “60”. Examples: Fall 2013 = 201380, Spring 2014 = 201410, Summer 2014 = 201460.

**TR** – Tuesday, Thursday

**Transcript** – Official record of student academic work bearing the Registrar’s signature and the University seal.

**Withdrawal** – To officially withdraw from a course. To remove a course from the student schedule. This will result in a “W” on the official transcript. Withdrawals occur after the census date, and a formal approval process is required.

**Yearlong Courses** – For a variety of reasons, some high schools may offer a native MSSU semester long course over the period of one academic year (instead of one semester). These are

referred to as yearlong courses in this document. Students enrolled in yearlong courses at the high school are enrolled at MSSU in the Fall semester.

## **Roles & Responsibilities**

### **Director of Academic Outreach (DAO)/ Director of Concurrent Enrollment**

The DAO shall oversee the development, coordination, and management of the dual credit/dual enrollment program. The DAO is responsible for facilitating dual credit/dual enrollment agreements as well as implementing policies and procedures that will assure compliance with MDHEWD standards. The DAO shall serve as the liaison between the high school and MSSU. Records kept in the Academic Outreach Office will be used to complete the annual MDHEWD compliance report.

### **High School Dual Credit/Dual Enrollment Coordinators & Administrators**

High School Dual Credit/Dual Enrollment Administrators shall understand MDHEWD policy, determine student eligibility, arrange for placement testing as needed, assist during the enrollment process, serve as a liaison between the high school and MSSU, attend any required meetings, and collaborate with the Office of Academic Outreach for all dual credit/dual enrollment matters.

### **High School Dual Credit Faculty/High School Faculty**

High School Dual Credit Faculty shall understand MDHEWD policy, collaborate with MSSU DC's on the design and delivery of dual credit courses, attend required meetings, provide evidence to DC's (syllabus, assignments, tests, evaluations, student samples) to ensure course equivalence, verify the class roster(s), meet with the MSSU liaison periodically, and submit grades in a timely manner. High School Dual Credit Faculty are adjunct members of the MSSU Faculty and are expected to conduct themselves in accordance with all institutional policies that affect them as faculty members.

### **High School Dual Credit Course Facilitator**

A High School Dual Credit Course Facilitator provides academic support for dual enrollment students on the high school campus. The High School Dual Credit Course Facilitator is not always a subject matter expert, and could aid students in areas such as technological support, proctoring exams, and encouraging students to be responsible for their learning experiences. With permission from both the MSSU DC and faculty member of record for the course, the High School Dual Credit Course Facilitator could be given access to the course through the institution's learning management system.

### **High School Dual Credit/Dual Enrollment Students & Parents**

High School Dual Credit/Dual Enrollment Students and Parents are responsible for completing all program entry paperwork in a timely manner and abiding by the MSSU policies and procedures within this handbook as well as other existing University policies for students. Students and parents are responsible for timely payment of dual credit classes and checking with other universities about the transferability of the dual credit courses being taken from MSSU.

## **Missouri Department of Higher Education and Workforce Development (MDHEWD) Dual Credit Policy**

*PLEASE NOTE THE MOST UP TO DATE STATE OF MISSOURI DUAL CREDIT POLICY IS AVAILABLE ON THE MDHEWD WEBSITE. THE POLICY PRINTED IN THIS HANDBOOK MAY NOT MATCH THE WEBSITE DEPENDING UPON THE PRINT DATE OF THIS HANDBOOK.*

MSSU shall comply with MDHEWD's policy for dual credit as written below. The MDHEWD policy only applies to dual credit general education courses offered in high schools, by high school teachers.

### **1.0 Introduction**

*1.1 Dual credit courses provide high school students an opportunity to experience rigorous college-level coursework and to receive, simultaneously, both high school and college-level course credit. Providing dual credit opportunities to high school students not only works to increase the number of students graduating from high school and attending college, but also to reduce students' costs and time to degree completion.*

*1.2 The Missouri Department of Higher Education and Workforce Development (MDHEWD) is dedicated to ensuring the delivery of quality dual credit courses, so that we may continue to support college enrollment and completion of Missouri students. As part of this effort, the MDHEWD, in collaboration with Missouri public and independent institutions, and the Department of Elementary and Secondary education (DESE), worked to create this statewide dual credit policy for all Missouri institutions of higher education. This policy reflects quality standards set forth by the National Alliance of Concurrent Enrollment Partnerships (NACEP) and the Higher Learning Commission (HLC).*

### **2.0 Policy Purpose & Objectives**

*2.1 The purpose of this policy is to ensure the quality of dual credit programs being offered to high school students in the state of Missouri. Quality programs are not only important to the MDHEWD, but also to the DESE. A policy that is reflective of quality standards will serve to assure DESE, high schools, students, parents and other interested constituents that Missouri dual credit programs are of the highest standard. The policy guidelines described below were developed within the context of this stated purpose and apply to dual credit courses offered in high schools to high school students by qualified high school faculty, as defined in paragraphs 7.1 and 7.2.*

*2.2 The policy guidelines apply to all public two-year and four-year institutions in the state. These institutions are hereby obligated to conform to the policies by the authority delegated to the CBHE by RSMo 173.020 (3) and RSMo 167.223.*

*2.3 Independent institutions offering dual credit programs in the state and seeking recognition as an approved dual credit provider in Missouri are also required to adhere to the guidelines listed in this policy.*

### **3.0 Statutory Authority**

*3.1 RSMo 173.020 (3): Developing arrangements for more effective and more economical specialization among institutions in types of education programs offered and students served, and for more effective coordination and mutual support among institutions in the utilization of facilities, faculty and other resources;*

*3.2 RSMo 167.223.1: Public high schools may, in cooperation with Missouri public community colleges and public or private four-year colleges and universities, offer postsecondary course options to high school students. A postsecondary course option allows eligible students to attend vocational or academic classes on a college or university campus and receive both high school and college credit upon successful completion of the course. 2. For purposes of state aid, the pupil's resident district shall continue to count the pupil in the average daily attendance of such resident district for any time the student is attending a postsecondary course. 3. Any pupil enrolled in a community college under a postsecondary course option shall be considered a resident student for the purposes of calculating state aid to the community college. 4. Community colleges and four-year colleges and universities may charge reasonable fees for pupils enrolled in courses under a postsecondary course option. Such fees may be paid by the district of residence or by the pupil, as determined by the agreement between the district of residence and the college or university.*

### **4.0 Guiding Principals**

*4.1 The primary goal of this policy is to ensure that institutions across the state deliver high-quality college experiences in the form of dual credit to high school students, thereby increasing student success in and access to postsecondary education.*

*4.2 Dual credit programs should provide opportunities for academic acceleration for students by enriching and extending the high school curriculum, providing rigorous college coursework, and avoiding unnecessary duplication in coursework as students transition from high school to college.*

*4.3 High school faculty and institutional faculty should continually engage in collegial interactions and work closely as instructional collaborators to ensure student and program success.*

*4.4 By ensuring close collaboration between high school and institutional faculty, dual credit programs may serve to promote increased curricular alignment between high school and postsecondary institutions.*

*4.5 This policy should promote flexible and creative guidelines to encourage program innovation while maintaining program quality and student success.*



## 5.0 Program & Curriculum Standards

*5.1 Dual credit courses, including course content and course requirements, offered in high schools must duplicate the identical course offerings delivered on campus to matriculated students. On-campus college faculty must ensure that each dual credit course has the same level of academic rigor and comparable standards of evaluation as that of its campus-based equivalent.*

*5.2 Institutions must ensure that dual credit assignments and grading criteria are identical to, or are of comparable design, quality, and rigor to the equivalent campus-based course. Elements of the dual credit course to be approved by the on-campus college faculty in the appropriate academic discipline include the syllabus, textbook(s), teaching methodology, and student assessment strategies.*

*5.3 Dual credit courses must be approved for dual credit status by the institution of higher education, and the credit awarded must be deemed acceptable in transfer by the faculty of the appropriate academic department (unit) of the college.*

*5.4 Institutions of higher education should facilitate frequent, consistent, and timely communication with the high schools in which they provide dual credit courses. That communication should address the scheduling of courses, compliance with statewide dual credit policy, identification and resolution of problems that occur, and evaluation of each dual credit course.*

*5.5 Because discrete classes that totally separate dual credit from non-dual credit students may be prohibitive to operate in some cases, those classes with a mixed population must show evidence of collegiate level expectations for all students in the course. All high school students enrolled in a dual credit course must meet the same requirements for completion of the course, whether or not the student is simultaneously registered for college credit.*

*5.6 In order to limit or prevent retroactive registration, a practice that permits students to choose whether to register for courses for college credit late in the semester, students enrolled in dual credit classes should adhere to the dates comparable to those specified on the college campus for registration, drop, withdrawal, or refund.*

*5.7 Institutions shall not use fees as a means of enticing school districts or competing with other institutions for dual credit students. Institutions shall charge reasonable fees for providing dual credit courses.*

## 6.0 Student Eligibility & Support

*6.1 Missouri statute allows high school students to enroll in dual credit courses. The eligibility of high school students to participate in dual credit courses may vary in accordance with the admission standards of the institution offering the courses in the high school. However, high schools and institutions providing dual credit courses should*

*work cooperatively to ensure that students wishing to enroll in dual credit courses meet the student eligibility requirements listed below. These requirements apply only to those dual credit courses taught at the high school by an approved high school faculty member, and do not apply to dual enrollment.*

*6.2 In order to be eligible for dual credit courses, including career and technical education (CTE) courses, all prospective dual credit students must meet the same requirements for placement into individual courses, (e.g., English or mathematics) as those required of on-campus students. Institutions that use placement tests (e.g., ACT, ASSET, COMPASS) to assess students' readiness for college-level, individual courses must ensure that these students score at proficient or above on the ACT or other common placement test as adopted by the Coordinating Board for Higher Education and outlined in the Principles of Best Practices in Remedial Education.*

*6.3 In addition to the requirements in Section 6.2, students in the 11th and 12th grades interested in dual credit must also meet the additional criteria listed below:*

*a.) Students in the 11th and 12th grades with an overall minimum grade point average of 3.0 (on a 4.0 scale) are automatically eligible for dual credit courses.*

*b.) Students in the 11th and 12th grades with an overall grade point average between 2.5 – 2.99 (on a 4.0 scale) must provide a signed letter of recommendation from their principal or guidance counselor and provide written permission from a parent or legal guardian.*

*In addition to the requirements in Section 6.2, students in the 9th and 10th grade interested in dual credit must also meet the additional criteria listed below:*

*a.) Students in the 10th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale) and must provide a signed letter of recommendation from their principal and/or guidance counselor and provide written permission from a parent or legal guardian.*

*b.) Students in the 9th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale), score at the 90th percentile or above on the ACT or SAT, and provide a signed letter of recommendation from their principal and/or guidance counselor and provide written permission from a parent or legal guardian.*

*6.4 All students in dual credit courses shall have access to student services and academic support similar to that afforded to students on the college campus, including, but not limited to advisors, library services, and other resources requisite for college-level academic performance.*

*6.5 Institutions of higher education and partner high schools should also work collaboratively to establish and maintain early alert systems for students showing signs of poor academic performance.*

## 7.0 Faculty Qualifications & Support

*7.1 High school instructors of dual credit courses are, in effect, adjunct faculty of the college or university providing dual credit. As for any faculty member of college-level courses, high school faculty members of dual credit courses shall meet the requirements for faculty teaching in institutions of higher education, as stipulated for accreditation by the Higher Learning Commission. Dual credit instructors shall possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees for which they must possess the same level of degree.*

*Instructors using credentials for qualification with a master's level degree in a discipline or subfield other than that in which he or she is teaching must have completed a minimum of 18 graduate credit hours in the discipline in which he or she is teaching.*

*7.2 Institutions may, at their discretion, employ as dual credit faculty for career and technical programs an individual who has superior knowledge and tested experience in the discipline in which he or she is teaching. However, the knowledge and experience of any dual credit faculty member must be measurable through means such as documented experience working in the field, industry certification and years of experience in the field, documented recognition of excellence in teaching in the discipline, expertise validated through publications or wide critical and public acclaim, or through a nationally recognized rating of proficiency.*

*7.3 New dual credit instructors must participate in orientation activities provided by the dual credit provider institution and/or academic department.*

*7.4 In order to assure comparability of the dual credit course with the corresponding college course and to foster collaboration between high school faculty and college faculty, academic departments at the institution shall provide faculty of dual credit courses with support services. These include, but are not limited to, opportunities for dual credit faculty members to discuss concerns and to share information with each other and with the institution of higher education, access to appropriate professional development opportunities, and mentoring offered either exclusively to dual credit instructors or to both campus-based faculty and dual credit instructors.*

*7.5 The chief academic officer of the postsecondary institution is responsible for involving full time faculty in the appropriate academic department in the selection and evaluation of all dual credit faculty members. Dual credit instructors are evaluated regularly in accordance with established institutional policies and procedures. Regular on-site course evaluations at the high school should occur once a year for the first two years for new faculty. For all faculty, evaluations should occur a minimum of once every two years. Annual reports of student performance and feedback should also be utilized and analyzed with respect to the continuation of the dual credit faculty.*

## 8.0 Assessment of Student Performance

*8.1 The responsibility for the development of assessment and evaluation measures to assure quality and comparability of dual credit courses resides with the on-campus college faculty in the appropriate academic discipline. In general, comparability between the dual credit course taught in the high school and the corresponding course taught on the college campus should be demonstrated by using the same methods of assessment or identical testing procedures, and by employing the same means of evaluation, which will be supervised by the appropriate faculty on the college campus.*

*8.2 In atypical cases, when different tests are constructed and the high school teacher performs independent evaluations, the burden shifts to the institution to demonstrate the comparability of dual credit courses and to ensure a common standard of grading. The use of nationally-normed instruments is recommended when the substance of the nationally-normed test is consistent with the learning objectives of the dual credit course. Locally developed assessments must be administered to both on-campus and dual credit students in order to provide the on-campus college faculty in the appropriate academic discipline with data appropriate to demonstrate comparability. Nonetheless, any specialized assessment of dual credit courses must emulate the on-campus institutional assessment plan required by the Higher Learning Commission, including the identification of the general education learning objectives and outcomes.*

*8.3 Dual credit providers should compare the dual credit course to assessments of student learning outcomes in similar courses taught on-campus.*

## 9.0 Transferability of Credit

*9.1 Credits earned by students in dual credit courses that meet this policy's guidelines shall fall under the same CBHE guidelines as that for credit in college courses subject to transfer between public and independent institutions in the state of Missouri. College credit earned through dual credit courses offered in high schools shall be applicable toward associate and/or baccalaureate degree requirements and shall be eligible for transfer. All students' rights and responsibilities as outlined in CBHE's Credit Transfer Guidelines shall apply.*

MSSU Policy - In all cases, MSSU reserves the right of selection of faculty, the review of faculty credentials, the enforcement of a uniform course syllabus, the specification of the textbook and other materials to be used, the composition of the student group in the class, and supervision, testing, and assessment by the MSSU Academic Department through which the course is offered. This measure will ensure dual credit courses being offered at the high school duplicate identical course offerings delivered on-campus.

MSSU Policy - There is no limit on the amount of dual credit courses accepted by MSSU for courses taken at an institution certified by CBHE. MSSU cannot guarantee transferability of dual credit courses to all colleges/universities; it is the responsibility of

the student to contact the Registrar's Office at the college/university he/she plans to attend in order to find out if the course is transferable prior to enrollment.

#### 10.0 Accountability, Compliance, & Data Reporting

*10.1 All institutions of higher education in the state offering dual credit programs must ensure the quality of those programs. Any dual credit provider wishing to be listed as an "approved" dual credit provider by the MDHEWD must demonstrate compliance with this policy.*

*10.2 The MDHEWD, in consultation with dual credit providers, will establish an Early College Advisory Board to assist the department in monitoring dual credit providers and assuring the quality and integrity of dual credit programs.*

*10.3 The guidelines contained in this policy have been aligned with standards established by the National Alliance of Concurrent Enrollment Programs (NACEP) and the Higher Learning Commission (HLC). It is highly encouraged that institutions offering dual credit programs demonstrate compliance with this policy through obtaining NACEP accreditation.*

*10.4 For any institution that chooses not to obtain NACEP accreditation, the MDHE in consultation with the Early College Advisory Board, will appoint a committee to review and assess the integrity and quality of the dual credit program. The institution shall be responsible for all reasonable expenses associated with such a review. Dual credit providers must provide evidence to the review committee that demonstrates compliance with the guidelines in this policy. The review committee shall report its findings to the MDHE.*

*10.5 All institutions providing dual credit courses shall submit the required files, data, and information files to the MDHEWD, following its prescribed data definitions and reporting dates. Precise reporting instruments, methods, and processes will be developed in collaboration with institutions.*

*10.6 The CBHE shall transmit annually an analysis of data to appropriate state level bodies. Precise data needed shall be determined by an appropriate body and/or discussions with institutions.*

*10.7 The CBHE annually will provide an updated list of "approved" dual credit programs (those that are in compliance with this policy) to the DESE and other interested constituents.*

#### 11.0 Definitions

##### ***Approved dual credit program***

*Approved dual credit program refers to a dual credit provider that has demonstrated full compliance with the guidelines and standards contained in this policy.*

##### ***Dual credit***

*Dual credit refers to college level courses taught by high school faculty members (as defined in paragraphs 7.1 and 7.2) to high school students, who are earning both high school and college credit for these courses simultaneously.*

### ***Dual enrollment***

*Dual enrollment refers to students concurrently enrolled at a high school and a postsecondary institution. Dual enrollment students may or may not earn high school credit for courses taken at the postsecondary institution.*

## **Dual Enrollment Policy**

### **Student Eligibility**

Student eligibility for the Dual Enrollment Program is identical to the standards set forth for dual credit students. Please refer to the **student eligibility** (pages 17-18) section of the dual credit policy for more detailed information.

### **Faculty Qualifications & Support/ Assessment of Student Performance/Program Structure and Administration**

Students enrolled in the Dual Enrollment program are taking native MSSU courses taught by MSSU faculty. All regular and existing MSSU policies apply for faculty qualifications and support, assessment of student performance, and program structure and administration.

## **Transferability of Credit**

The transferability of credit policy for the dual enrollment program is identical to the standards set forth in the dual credit policy.

Most classes that dual credit/dual enrollment students are going to take are general education courses. If you are planning on attending a public college/university in Missouri, any course with a MOTR number (any of the CORE 42) courses will transfer. If you are attending a private institution or institution outside the state, many of these courses will transfer. Be sure to check the transfer guide to see how courses transfer. It is the responsibility of the student to see how courses transfer. <https://www.mssu.edu/student-affairs/registrar/transfer-guide.php>

## **Student Policies & Procedures**

### ***FERPA - Family Educational Rights & Privacy Act of 1974***

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 ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99. Once enrolled in college coursework, all communication from MSSU will be with the student. If the dual credit/dual enrollment student

would like to authorize someone else, such as a parent or high school, to access educational records, the student can file an Authorization to Release Non-Directory Information. The authorized person(s) will be required to follow the same procedures as the student in order to obtain educational records. This generally includes a signed request and appropriate identification.

In compliance with FERPA, MSSU gives notice that directory information will be released to the general public without the written consent of the student. Release of any additional information pertaining to student records must be authorized in writing, by the student, except as authorized under the law. Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. Additional information regarding FERPA can be found in the MSSU Catalog, the dual credit student file folder upon registration, or at <https://www.mssu.edu/student-affairs/registrar/authorization-to-release-dc.pdf>

### **Students with Disabilities**

A student with a documented disability who needs assistance, needs to contact their instructor and the Director of Academic Outreach as soon as possible. We will work with your high school counselor and the Disabilities Services Coordinator to make the appropriate accommodations.

### **Student Address or Name Change**

A student may change an address or name by mail, FAX, or in person but NOT by telephone or e-mail. Both changes may be made in the Registrar's Office by presenting a student ID, driver's license, or other government issued photo ID. Please note that name changes require supporting documentation (see below). Changes can be made to the address only online using the Student ID and PIN at <http://www.mssu.edu/registrar/online-forms.php>.

### **Future Financial Aid Eligibility**

Students should be aware that Dual Credit/Dual Enrollment classes are treated the same as any other classes when looking at satisfactory progress for financial aid for Federal Financial Aid programs like Pell Grants, student loans, and work study. To be eligible for any of these programs after high school, students must successfully complete 67% of the courses they are enrolled in and must maintain a GPA of at least 2.0 in the college courses they are enrolled in. Grades of D, F, and W (withdrawal) do not qualify as successful completion of a course.

### **MSSU General Education Requirements (Revised 01/2019)**

General education requirements exist at nearly every College and University, and are required for all undergraduate degree seeking students. Fulfillment of the general education requirements enables students to acquire a well-rounded educational foundation that will prepare them for both a career and life after college. The MSSU General Education Requirements work toward the development of the whole person, as an individual and as a member of society. Taking dual credit/dual enrollment courses while still enrolled in high school, helps students to get a "head

start” on these core units. The following pages illustrate **MSSU’s Baccalaureate Degree General Education CORE 42 Curriculum Requirements:**

<b>1. SOCIAL AND BEHAVIORAL SCIENCES</b>		<b>9 HOURS</b>
<b>1A. SOCIAL SCIENCE</b>		<b>6 HOURS</b>
ANTH 101	General Anthropology (ANTH 100)	3 hours
ECON 101	Economics of Social Issues (ECON 100)	3 hours
ECON 201	Principles of Econ Macro (ECON 101)	3 hours
ECON 202	Principles of Econ Micro (ECON 102)	3 hours
GEOG 111	World Regional Geography (GEOG 101)	3 hours
HIST 180	Modern Global History (HIST 202)	3 hours
PSY 100	General Psychology (PSYC 100)	3 hours
SOC 110	Introduction to Sociology (SOC 100)	3 hours
CJ 100	Introduction to Criminal Justice (CRJS 101)	3 hours
GEOG/PSC 257	Introduction to Urban Studies	3 hours
PSC 122	Introduction to International Relations	3 hours
SOC 210	Social Problems	3 hours
PSC/SOC 204	Introduction to Studies of Race and Ethnicity	3 hours
<b>1B. CIVICS (SELECT ONE)</b>		<b>3 HOURS</b>
HIST 110	U.S. History 1492-1877 (HIST 101)	3 hours
HIST 120	U.S. History 1877- Present (HIST 102)	3 hours
HIST 210	Introduction to African-American History I	3 hours
HIST 220	Introduction to African-American History II	3 hours
PSC 120	American Government (POSC 101)	3 hours
<b>2. COMMUNICATION</b>		<b>9 HOURS</b>
<b>2A. WRITTEN COMMUNICATION</b>		<b>6 HOURS</b>
ENG 101	College Composition I (ENGL 100)	3 hours
ENG 102	College Composition II (ENGL 200)	3 hours
ENG 111	Adv. College Composition (Honors)	3 hours
<b>2B. ORAL COMMUNICATION</b>		<b>3 HOURS</b>
COMM 100	Oral Communication (COMM 110)	3 hours
COMM 101	Intro to Human Communication (COMM 100)	3 hours
TH 220	Professional Interaction (COMM 125)	3 hours
<b>3. NATURAL SCIENCES</b>		<b>7 HOURS</b>
<b>DIFFERENT DISCIPLINES, MUST HAVE MINIMUM ONE COURSE WITH LAB</b>		
<b>NON-LAB COURSES</b>		<b>3 HOURS</b>
BIO 102	General Biology (BIOL 100)	3 Hours
BIO 108	Principles of Biology I	3 hours
CHEM 110	Chemistry and Society (CHEM 100)	3 Hours
CHEM 121	Chemistry for Allied Health Science	3 hours
CHEM 140	General Chemistry	3 hours



EH 107	Environmental Science	3 Hours
GEOG 120	Introduction to Physical Geography (GEOG 100)	3 Hours
PHYS 120	Fund of Physical Science (PHYS 110)	3 Hours
<b>COURSES WITH LABS</b>		<b>4 HOURS</b>
BIO 101	General Biology/Lab (BIOL 100L)	4 Hours
BIO 108	Principles of Biology I (BIOL 150L)	3 Hours
BIO 109	Principles of Biology I Lab	1 Hour
BIO 121	Human Anatomy & Physiology I/Lab (LIFS 150L)	4 Hours
BIO 180	Essential Anatomy & Physiology LIFS (100L)	4 Hours
CHEM 121	Chemistry for Allied Health Science (CHEM 100L)	3 Hours
CHEM 122	Chemistry for Allied Health Science Lab	1 Hour
CHEM 140	General Chemistry I (CHEM 150L)	3 Hours
CHEM 141	General Chemistry I Lab	1 Hour
GEOG 121	Introduction to Physical Geography with Lab	4 hours
GEOL 120	Introduction to Geology/Lab (GEOL 100L)	4 Hours
PHYS 121	Fund Physical Sci w/ Lab (PHYS 110L)	4 Hours
PHYS 160	Elem Coll Physics I w/ Lab (PHYS 150L)	4 hours
PHYS 270	General Physics w/ Lab (PHYS 200L)	4 hours
<b>4. MATHEMATICS</b>		<b>3 HOURS</b>
MATH 125	Contemporary Mathematics (MATH 120)	3 Hours
MATH 130	College Algebra (MATH 130)	3 Hours
MATH 135	Trigonometry	3 Hours
MATH 140	Algebra & Trigonometry (MATH 150)	5 Hours
MATH 150	Calculus w/ Analytic Geo I	5 Hours
<b>5. HUMANITIES AND FINE ARTS (at least 2 different disciplines)</b>		<b>9 HOURS</b>
<b>5A. HUMANITIES</b>		<b>6 HOURS</b>
ENG 240	Short Story (LITR 100)	3 Hours
ENG 250	Introduction to Literature (LITR 100)	3 Hours
ENG 251	Black Literature	3 hours
ENG 252	Ethnicities in American Lit	3 hours
ENG 253	Women's Literature	3 hours
ENG 261, 262	World Literature (LITR 200A/200M)	3 Hours
ENG 271, 272	British Literature (LITR 102A/102B)	3 Hours
ENG 281, 282	American Literature (LITR 101A/101B)	3 Hours
FREN 101	Beginning French I (LANG 101)	3 Hours
FREN 102	Beginning French II (LANG 102)	3 Hours
HIST 130	Western Civilizations to 1660 (WCIV 101)	3 Hours

HIST 140	Western Civilizations since 1660 (WCIV 102)	3 Hours
ML 105	East Asian Culture China & Japan	3 Hours
PHIL 201	Introduction to Philosophy (PHIL 100)	3 Hours
PHIL 212	Ethics (PHIL 102)	3 Hours
SPAN 100	Workplace & Travel Spanish	3 Hours
SPAN 101	Beginning Spanish I (LANG 103)	3 Hours
SPAN 102	Beginning Spanish II (LANG 104)	3 Hours
TH 252	Intro to Western Drama	3 Hours
HIST 130	Western Civilizations to 1660 (WCIV 101)	3 hours
HIST 140	Western Civilizations since 1660 (WCIV 102)	3 hours
HIST 160	History of Latin America	3 Hours
HS/PHIL 312	Biomedical Ethics	3 Hours
<b>5B. FINE ARTS</b>		<b>3 HOURS</b>
ART 110	Art Appreciation (ARTS 100)	3 Hours
ART 130	Basic Drawing	3 Hours
ART 140	Basic Digital Photography and Image Editing	3 Hours
ART 200	Beginning Fibers	3 Hours
ART 207	Beginning Ceramics	3 Hours
ART 232	Beginning Painting	3 Hours
ART 251	Art History Pre-Historic Thru Gothic (ARTS 101)	3 Hours
ART 252	Art History Renais thru 19 <sup>th</sup> Century (ARTS 102)	3 Hours
MUS 100		3 Hours
MUS 101	Jazz Styles & Appreciation (MUSC 100J)	3 Hours
MUS 106	World Music (MUSC 102)	3 Hours
MUS 110	Music Appreciation (MUSC 100)	3 Hours
MUS 120	History of Rock and Roll	3 Hours
MUS 121	Concert Chorale	3 Hours
MUS 191/192	Marching Band/Concert Band	3 Hours
TH 110	Theatre Appreciation (THEA 100A)	3 Hours
<b>5C. GLOBAL COMPETENCIES</b>		<b>3 HOURS</b>
ANTH 342	Comparative Cultures	3 Hours
CHI 103	Survival Chinese	5 Hours
CHI 203	Intermediate Chinese	3 Hours
CJ 301	International Justice Systems	3 Hours
CJ 370	International Terrorism	3 Hours
COMM/HS 305	Intercultural Communication	3 Hours
EDUC 280	Education in the Global Society	3 Hours
FREN 101	Beginning French I (LANG 101)	3 Hours
FEN 102	Beginning French II (LANG 102)	3 Hours

GEOG 111	World Regional Geography (GEOG 101)	3 Hours
GEOG 310	Human Geography	3 Hours
HIST 130	Western Civilizations to 1660 (WCIV 101)	3 Hours
HIST 140	Western Civilizations since 1660 (WCIV 102)	3 Hours
HIST 150	Asian Civilizations	3 Hours
HIST 160	History of Latin America	3 Hours
HIST 180	Modern Global History 1450- Present (HIST 202)	3 Hours
HIST/INTS 217	Middle Eastern History	3 Hours
IB 310	International Business	3 Hours
INTS 201	Intro to International Studies	3 Hours
INTS 306	Introduction to Global Health	3 Hours
JPN 103	Survival Japanese	5 Hours
JPN 205	Basic Japanese Grammar	3 Hours
ML 150	East Asian Culture China & Japan	3 Hours
PHIL 320	Comparative Religion (RELG 100)	3 Hours
SOC 303	The Arab World	3 Hours
SPAN 100	Workplace and Travel Spanish (LANG 105)	3 Hours
SPAN 101	Beginning Spanish I (LANG 103)	3 Hours
SPAN 102	Beginning Spanish II (LANG 104)	3 Hours
<b>5D. HEALTH AND WELLNESS</b>		<b>2 HOURS</b>
KINE 103	Lifetime Wellness	2 hours
<b>TOTAL CORE 42 CURRICULUM REQUIREMENTS</b>		<b>42 HOURS</b>
<b>INSTITUTIONAL DEGREE REQUIREMENT</b>		<b>1 HOUR</b>
UE 100	University Experience	1 Hour
HNRS 101	Honors Forum (1 Cr Hr towards UE 100)	2 Hours
BIO 100	Freshman Seminar (YTL students only)	1 Hour
<b>TOTAL CORE 42 &amp; INSTITUTIONAL REQUIREMENTS</b>		<b>43 HOURS</b>

### Course Placement Score Requirements/Pre-Requisites (Revised 05/2014)

Dual credit and dual enrollment students must meet the same individual course requirements as on-campus MSSU students. The following chart illustrates individual course requirements for the most commonly taken courses being offered in the dual credit/dual enrollment programs. Students must achieve these scores prior to enrolling in the respective courses. Contact the Director of Academic Outreach 417/625-9785 for individual department placement exam needs.

<b>Key Placement Exam Info/ Prerequisites for Entry Level Courses</b>	
<b>Mathematical Sciences</b>	
<b>Class Title</b>	<b>MSSU Requirement</b>

MATH 125, Contemporary Math (MOTR MATH 120)	ACT Math score $\geq 19$ or successful completion of the mathematics placement system.
MATH 130, College Algebra (MOTR MATH 130) MATH 135, Trigonometry	ACT Math score $\geq 22$ , or Successful completion of the mathematics placement system.
MATH 150, Calculus with Analytic Geometry I	ACT Math score $\geq 27$ , OR MATH 130 and 135 with a grade of 'C' or higher in both OR, MATH 140 with a grade of 'C' or higher.
<b>Written Communication</b>	
<b>Class Title</b>	<b>MSSU Requirement</b>
ENG 080, Basic Composition	No ACT score or ACT English score $< 18$
ENG 101, College Composition I (MOTR ENG 100)	ACT English score $\geq 18$ , OR Accuplacer Next Generation Writing Placement $\geq 237$ , OR Demonstrated ability on a writing placement exam.
ENG 102, College Composition II (MOTR ENGL 200)	ENG 101
<b>Natural Sciences</b>	
<b>Class Title</b>	<b>MSSU Requirement</b>
BIO 108, Principles of Biology (Required for all Biology majors) (MOTR BIO 150)	ACT composite score $\geq 21$ OR BIO 101, General Biology with a grade of 'C' or higher
CHEM 121, Chemistry of Allied Health Sciences (MOTR CHEM 100)	ACT Math score $\geq 22$ or MATH 030 with a grade of 'C' or better OR higher level math Co-requisite: CHEM 122, Chemistry for Allied Health Sciences Lab (MOTR CHEM 100L)
CHEM 140, General Chemistry I (MOTR CHEM 150)	'C' for better in MATH 130 or higher level math course Co-requisite: CHEM 141, General Chemistry I lab (MOTR CHEM 150L)
<b>Civic Engagement</b>	
<b>Class Title</b>	<b>MSSU Requirement</b>
HIST 110, US History 1492-1877 (MOTR HIST 101) HIST 120, US History 1877-present (MOTR HIST 102)	ACT Reading score $\geq 17$ OR 15 hours completed with a GPA of 2.5 or higher, OR Accuplacer Next Generation Reading score $\geq 250$

## Testing Services

For students who have not taken the ACT test, the Testing Services Office may be contacted directly for information about the Accuplacer Next Generation or the Residual ACT testing option. Testing Services may be contacted directly at 417-625-9577.

### **Residual Testing Regulations:**

Residual testing is provided for participating colleges that wish to administer the ACT Assessment to their enrolled or admitted students. Following are some major features of residual testing:

**Results are reported only to the college administering the test. No Student Reports or High School Reports are generated and no Additional Score Reports will be generated to report scores to any other college.**

Students may not repeat residual testing until **60 days** have passed since their previous testing on an non-national basis.

Residual testing is not accepted for NCAA initial eligibility.

#### *Description*

Each of the Tests is constructed to measure knowledge and skills typically taught in high school that are important for successfully completing a college education.

English Test (45 minutes) –The English Test measure your understanding of the conventions of standard written English in punctuation, grammar, and sentence structure and your skill in making the kinds of cessions made by good writers related to strategy, organization , and style.

Mathematics Test (60 minutes) —The Mathematics Test measure the mathematical skills that you have acquired in courses taken up to the beginning of grade 12. The test requires you to use your reasoning skills to solve practical problems in mathematics. Knowledge of basic formulas and computational skills are assumed as background for the problems. { You may use a calculator in the ACT Assessment Mathematics Test (but not on any of the other tests in the ACT Assessment). You are not required to use a calculator. All of the problems can be solved without a calculator. You may use any four-function, scientific, or graphing calculator, unless it has features in the prohibited list

Reading Test (35 minutes) - The Reading Test measure reading comprehension as a product of your skill in referring and reasoning. The test items require you to derive meaning from several tests by referring to what is explicitly stated and by reasoning to determine implicit meanings and to draw conclusion, comparisons, and generalizations.

Science Test (35 minutes) – The Science Test measure your skills in the interpretation, analysis, evaluation, reasoning, and problem-solving required in natural science coursework. Test content is drawn from biology, chemistry, physic and the Earth/space sciences.

### *Scores*

Results are generally available in the Admissions Office, Hearnese Hall 106, two days after the test. Photo ID is required to pick up results. Results will not be given out over the phone. You may request to have scores mailed.

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### **Accuplacer Next Generation**

For students who have not taken the ACT exam or who scored lower than 18 on the English and/or 17 on Reading, the Accuplacer Next Generation Placement Exam (Writing & Reading) are an option for English 101 and History 110 and 120 course placement. Accuplacer exams provide students with a real time placement score.

The minimum score for Accuplacer Next Generation Writing for placement in to English 101 is 237. The minimum score for Accuplacer Next Generation Reading for placement into History 110 and 120 is 250.

The cost is \$15 per exam. Pay the \$15 at the Bursar's Office in Hearne's Hall room 105 and bring the receipt to the Testing Services Office in Webster Hall Room 117 to schedule the test. If you need to reschedule your test date, this must be done at least 24 hours before your scheduled appointment. Failure to reschedule within this time frame will result in a \$5 reschedule fee.

### **Departmental Placement Exams**

#### *English Placement Exam*

Information about the English Placement Exam can be found by visiting this website: <http://www.mssu.edu/academics/arts-sciences/english-philosophy/writing-placement-exam.php>

Contact the English Department for more information: 417-625-9377

#### *Math Placement Exam*

Information about the Math Placement Exam (\$12 online) can be found by visiting this website: <http://www.mssu.edu/academics/arts-sciences/mathematics/math-placement.php>

Contact the Math Department for more information: 417-625-9766 or 417-625-9376

A free paper version of the Math Placement Test can be offered to our Dual Credit Partners. Contact the Office of Academic Outreach for more information about this option.

### **Student Admission & Enrollment**

Application for Admission (Revised 03/2015)

\*The application and enrollment process is completed online through the DualEnroll.com system at <http://mssu.dualenroll.com>. An application for admission is required for all first-time

participants. Students who have previously participated in the program do not need to complete the application in subsequent semesters. There is no application fee for dual credit and dual enrollment students. The completion of an application neither guarantees entry into the program nor enrollment in a course. More information about the process is available on the MSSU website, at the Office of Academic Outreach, or in the High School Dual Credit Coordinator's Office.

### Eligibility Requirements

MSSU has adopted the State of Missouri student eligibility requirements for its dual credit and dual enrollment programs. **Student Eligibility Requirements** are specified in section 6.0 of the state policy, which is located in the **MDHEWD Dual Credit Policy** section of this handbook. Students who do not meet the requirements will not be eligible to participate in the program.

### Application Instructions

#### New Students

To apply to the Dual Credit/Dual Enrollment Program for the first time you must complete the following steps:

- Go to **<https://mssu.dualenroll.com/login>** to create a personalized login. Be sure to provide your email address and cell phone number so that we can confirm your account. Save your login and password for future use.
- **Complete the application.** Double check the application form to ensure the accuracy of all the information you have provided. You will need to have your Social Security Number to complete the online application. Formal letters of acceptance are mailed from the MSSU Academic Outreach Office, and PIN information is sent via physical mail and e-mail from the MSSU Academic Outreach Office.
- **Confirm your registration.** Steps you need to complete and the status of your application will be highlighted in yellow and show upon the right side of the screen. You will be notified by email or text message throughout the process and again when your registration has been confirmed. Should you receive an email regarding registration failure, please contact the Office of Academic Outreach to resolve the issue.
  - Requires parent/legal guardian signature - this can be completed through the DualEnroll.com system, and you can send an email directly to your parent/legal guardian at the time of registration. **PLEASE PROVIDE A PARENT EMAIL FOR PARENT APPROVAL.**
  - Parents are required to approve courses once a semester.
- **FERPA waiver form.** Students should strongly consider completion of the FERPA waiver form. Once enrolled in a course at MSSU, the Institution does not have an automatic right to disclose to parents, teachers, or school officials any information about educational records, tuition, or grades. Completion of the

FERPA waiver form will enable the student, MSSU, your high school, and parents an opportunity to cooperate in a more seamless manner. This form is also available on the forms section of our website. This form may be filled out as part of the DualEnroll.com process. If you do not fill it out then, you can always fill out a paper copy and turn it into to your Counselor's office or the MSSU Dual Credit office.

- **Choose your courses.** On the course selection screen, use the navigation tools to see the course options that are available through your high school or through dual enrollment options. Pay careful attention to the course times, faculty names, course locations (see delivery icons), etc. to make sure you are selecting the appropriate course(s).
- Selecting a class in DualEnroll does not enroll you in that class. When you register for a class in DualEnroll, it a request to enroll. MSSU staff must verify that you meet all required requirements. You will receive notification from MSSU or your counselor when you are enrolled in the class.

### **Returning Students**

For subsequent terms, returning dual credit/dual enrollment students should login to your DualEnroll.com user account with the username and password you created when you first applied to the program, choose your course(s), and confirm your registration. Returning students who have not previously used DualEnroll.com for enrollment will need to create an account.

*Selecting courses in DualEnroll does not enroll you in classes. You are not enrolled until MSSU Academic Outreach staff enroll you and you receive verification from DualEnroll.*

### **What Happens Next?**

The high school counselor/coordinator or home school proctor will complete the following items through the DualEnroll.com system:

- Upload a copy of the MOST RECENT high school transcript\* (for GPA verification)
- Upload a copy of test scores (if a test score is required for desired coursework)
  - This is only required if the course you wish to take has a pre-requisite – for a list of these requirements go to:  
[www.mssu.edu/dualcredit/prerequisite](http://www.mssu.edu/dualcredit/prerequisite)

### **Student Enrollment/Course Registration**

Enrollment of the dual credit/dual enrollment students will be handled by the Office of Academic Outreach. After the high school counselor/coordinator or home school proctor completes and approves you for courses through DualEnroll.com, MSSU will notify you as quickly as possible of your request for enrollment. If eligibility requirements are met, MSSU will enroll you in your course(s), and you will receive a confirmation email of your course registration.



Students not listed on the Official Class Roster by the **Census Date** will not receive University credit for the course. Students may login to LioNet to verify the enrollment status after the first few weeks of classes (Quick Links/Student Menu/Registration Menu/Concise Student Schedule). If the Concise Student Schedule is blank or is missing courses, contact the Office of Academic Outreach immediately.

In the event of a demonstrated and documented extraordinary circumstance, MSSU may grant credit for the course to a student who was not listed on the Official Class Roster by the **Census Date**. Failure to complete required paperwork, or waiting until the end of a term to determine the student's level of success in the course, are not considered extraordinary circumstances and will not be granted this exception.

### **Student Course Load & Learning Environment**

Prior to registering for courses in the dual credit/dual enrollment program, consideration should be given to the amount of time and personal responsibility that will be required of the student. For a regularly enrolled MSSU student, a typical 3 hour course requires a student to spend 3 hours per week attending the course. The universally accepted "two-for-one" rule says that in order to earn a good grade in a college professor's course a student should plan on studying two hours for every one credit hour of enrollment. For example, if a student is enrolled in 6 hours, then the student should plan to study an additional 12 hours per week. Check individual course syllabi for additional time considerations.

Students may simultaneously enroll in the Dual Credit and Dual Enrollment courses during the same semester.

Dual credit/dual enrollment courses are not modified based on the maturity level of the student. Students and parents acknowledge upon enrollment that the higher education environment promotes an open exchange of ideas.

### **Forms**

Forms related to the program may be accessed online at the dual credit/dual enrollment website: <http://www.mssu.edu/academics/dual-credit/> , from the High School Dual Credit Coordinator, or by contacting the MSSU Office of Academic Outreach.

### **Class Attendance**

Regular attendance is essential for college success. Faculty members are encouraged to keep records of attendance in all regularly scheduled courses at MSSU. Successful completion of the course goals and objectives most assuredly depends upon regular attendance. The professor, when giving a final semester grade, bases his/her evaluation on how well the student has achieved the course goals.

Students taking online courses should be especially aware that during the first week and a half of courses, instructors will monitor their participation in the course. Failure to login,

participate, and submit assignments will result in the student being dropped from the course without notice.

Students who miss a class must assume the responsibility for work missed due to class absence. Professors *may be* willing to assist students whose absences are caused by valid illnesses, University approved activities, and extenuating circumstances. The professor may require evidence to support the reason for absence.

The attendance record is significant to the total record and is useful in guidance and counseling. When absences are excessive, the professor will report the fact to the Division of Student Affairs and they will counsel with the student. Any student earning a grade of “F” must have the Last Attend Date recorded on the Grade Roster. All students who stop attending class or participating online should also have the Last Attend Date recorded on the Grade Roster.

Online students must show they are active in the class in the first seven class days of the course. They can demonstrate this activity by participating in course discussions, e-mailing as requested, and submitting assignments. If you fail to participate in the class, the instructor may drop the student for non-participation.

## **Student Tuition & Fees**

### *Tuition Rate*

The tuition rate for dual credit and dual enrollment courses is \$60/credit hour. Dual credit/dual enrollment students do not incur any special course fees or incidental fees, except for the PARA 220. Students are required to pay for textbooks for each course in which they are enrolled (unless the high school is paying for the textbooks).

Tuition may be easily calculated by multiplying the number of credit hours times \$50. The list of course offerings and descriptions can be used as a resource in order to determine the total number of credit hours in which the student is enrolled.

$$(\# \text{ credit hours } \times \$60) + \text{textbooks} = \text{total balance due to MSSU}$$

Yearlong courses will follow the Fall semester deadlines for dual credit/dual enrollment payment policies. Students with an outstanding balance will have a “hold” placed on his/her account. This hold will prohibit future enrollment in the program as well as the processing of any transcript requests. Also, students with a hold will not be able to view grades through LioNet.

Please refer to the **Textbooks** section of this handbook for more information about textbooks.

### *Course Drop/Withdrawal & Refunds*

Please check the most recent calendar on the Dual Credit/Dual Enrollment website for accurate dates. <http://www.mssu.edu/academics/dual-credit/calendars.php>

### *Payment Options*

Upon enrollment, payment for the course(s) is expected by the appropriate deadline. Tuition and textbook fees may be paid for through the **Student Payment Portal** or by contacting the **Bursar's Office**. For more detailed information about due dates and payments, refer to the Dual Credit Calendars and Payment Information documents on the Calendars link in the General Information section of our website. One paper bill will be mailed to each student. Because of the variation of application/enrollment dates at the high school and because of the large volume of students being processed during the same time frame, please note the actual timing of course registration and billing could be delayed.

### *Course Length*

#### ***Dual Enrollment***

All dual enrollment courses shall follow the University calendar, and will be one semester in length.

#### ***Dual Credit***

Because dual credit courses offered in high schools must duplicate the identical course offerings delivered on campus to matriculated students, every effort should be made by the high school to offer the course in the time frame of one semester. However, accommodations may be made for high schools who have scheduling conflicts or seat time issues that arise. When a high school chooses to offer a semester long course as a **yearlong course** on the high school campus, certain difficulties may occur as the University system is not programmed with the yearlong calendar in mind. **It is important to note that dual credit students in yearlong courses will be enrolled in the Fall semester.** All payment and refund policies and procedures for dual credit students enrolled in yearlong courses will be applicable during the Fall semester. The course withdrawal date is adjusted for yearlong courses.

### **Student Benefits/Resources**

As with all MSSU students, dual credit/dual enrollment students will have access to MSSU resources in order to support and/or enhance the college educational experience. Specifically, dual credit/dual enrollment students will

- have access to LioNet (University portal)
- be issued an MSSU student email account
- have access to George A. Spiva Library
- have access to the Student Success Center
- enjoy free admission to on-campus sporting events and performing arts events that are free to the regularly attending MSSU student body
- have access to faculty members outside regular classroom hours

### *LioNet*

LioNet is Missouri Southern State University's web portal that provides personalized access to web services. Users have access to course information, group tools, campus life, work life, personal calendars, email, and more – anytime, anywhere. Students can use LioNet to check schedule, fees (including payment of fees), personal information, and academic transcript to see grades.

#### ***Access to LioNet***

Students receive their MSSU credentials within a mailing from the Academic Outreach Office. Usernames and passwords are case-sensitive. Call the MSSU Help Desk at 659-4444 if you have specific questions about logging into LioNet, Blackboard or Outlook.

### *MSSU Student Email (Outlook)*

MSSU provides all of its students and employees an e-mail account. Visit <https://www.outlook.com/mymail.mssu.edu> for access. Logging in requires entering the long version of the student email address. The associated password is the student PIN. Call the MSSU Help Desk at 417- 659-4444 if you have specific questions about your MSSU e-mail account.

### *George A. Spiva Library Services*

All MSSU students have access to over 282,222 print volumes including state and federal government documents, a 775,337 item microform collection, a law collection, print and electronic journal subscriptions, and electronic databases in the George A. George A. Spiva Library. Major electronic databases in business, education, social science, history, psychology, English, biology, nursing and many other disciplines are available online, many in a full text format. Access to these resources is available through the library's web page <http://www.mssu.edu/library>. Students may access these resources from off-campus through the proxy server using their Missouri Southern credentials. For directions on how to access resources from off-campus, SEE: <http://www.mssu.edu/library/services-off-campus.php>.

### *Blackboard*

If a student is taking an internet class or a class on MSSU's campus there is a course web site on Blackboard. Faculty members use the Blackboard sites to post course materials, grades, discussion boards, etc. The course sites are accessed through <http://mssu.blackboard.com/>. A link to this site is available on the MSSU home page. The Blackboard help desk is available Monday through Friday from 8:00am to 5:00pm and on weekends from 2:00pm to 7:00pm. Students can call (417) 625-9885 or send an email to: [blackboardhelp@mssu.edu](mailto:blackboardhelp@mssu.edu).

### *Student Success Center*

The Student Success Center offers classes and other services designed to meet the individualized academic needs of students. Services offered include classes to improve

your academic abilities, tutoring, a computer lab and disability accommodations. Students and faculty should contact the Student Success Center directly for use of their services: 417/659-3725 in Hearnese Hall 301.

### ***Tutoring***

Tutoring is available in 100 and 200 level courses in mathematics, physics, chemistry, biology, history, political science, sociology, and psychology. Writing tutoring is also available for composition courses, writing intensive courses, and graduate courses. Tutoring is available in-person or on-line. Visit <http://www.mssu.edu/student-success-center/services-tutor.php> for more information.

### ***Student Disability Services***

The mission of Disability Services is to provide individuals with disabilities support services that will allow them to access programs, services and facilities, and activities of the University. Participation in a dual credit course will provide an excellent opportunity for students with disabilities, while still in high school, to learn what is expected of them in college and to learn about the services and accommodations provided to all college students with disabilities.

If a Dual Enrollment student needs an accommodation due to a disability the student should contact Lori Musser, coordinator of student disabilities, as soon as possible.

## **Student Behavior**

Dual credit/dual enrollment students are responsible for familiarizing themselves and abiding by policies and procedures found in the **MSSU Student Handbook** as well as other policies and procedures that affect the general student body at MSSU (e.g., Student Code of Conduct, Academic Integrity). Violators of these regulations are subject to disciplinary action, which could result in the loss of dual credit/dual enrollment eligibility.

### **Academic Honesty**

Dual credit and dual enrollment students are under the same standards of academic honesty as regular MSSU students. If you plagiarize work, turn in work that is not your own, or receive assistance beyond what is allowed you are being academically dishonest. Disciplinary actions may include a warning, failing the assignment, the course or expulsion. Students are frequently required to complete an academic honesty module before being able to enroll for subsequent semesters.

## **Grades/Academic Standards**

Students in the Dual Credit/Dual Enrollment Program will be governed by all rules and regulations (except as noted in this handbook) in effect for regular MSSU students, as set forth in

the MSSU Catalog, Student Handbook, and other publications. Payment for courses must be received before the student's final grade will be posted to the transcript.

All grades earned in dual credit and dual enrollment courses will be reflected on the student's University transcript. Grades may be viewed by the student through the LioNet Portal. If there is an outstanding balance on the student account, grades will not be viewable through LioNet until the balance is paid in full.

### **Returning Student Eligibility**

In order to remain eligible for continued participation in the dual credit/dual enrollment program, students must meet the established **MSSU academic standards** that are published in the **University catalog**. Failure to maintain these standards will result in a loss of privileges to participate further in the program.

### **Grading System**

A student's grade is officially recorded by letter. The following grades and their numerical equivalents are used:

<b>Grade</b>		<b>Grade Points</b>
<b>A</b>	Outstanding	4
<b>B</b>	Above Average	3
<b>C</b>	Average	2
<b>D</b>	Minimum Passing	1
<b>F</b>	Failing	0
<b>W</b>	Withdrawal	-

### **“W” Grade Policy**

This policy is applicable to both semester and yearlong dual credit/dual enrollment courses, unless otherwise noted below.

- a) Course withdrawals will be permitted through the second week of classes (according to the MSSU academic calendar) without any grade recorded.
- b) A student who withdraws prior to the last week of classes in a semester may receive a grade of ‘W’.

### **Other Withdrawal Policies**

Non-attendance does not constitute a withdrawal. The official enrollment status will be reflected in LioNet. When a single course withdrawal has been processed, the official transcript will show a “W”. W’s are not calculated in the GPA; however W’s could adversely impact future financial aid or college acceptance.

### ***Faculty Withdrawal***

Important note for dual enrollment students: students can be dropped by the faculty member for non-attendance. **Distance learners** must log in to the course online in order to demonstrate attendance. Faculty should request the withdrawal, through the Registrar (or the Office of Academic Outreach), of a student who has

not attended their class during the first two weeks of the full term; no later than the second Thursday of the fall/spring term and the first Thursday of the summer term. Regardless, it is ultimately the students' responsibility to properly withdraw from classes.

#### ***Withdrawal from a Single Course***

A student may initiate the withdrawal from a course through the High School Faculty member, High School Dual Credit Coordinator, or the Office of Academic Outreach. The Dual Credit Course Withdrawal Request Form is accessible on the website – [https://www.mssu.edu/student-affairs/registrar/Drop\\_Withdrawal-Form.pdf](https://www.mssu.edu/student-affairs/registrar/Drop_Withdrawal-Form.pdf). Withdrawals may also be processed through [MSSU.DualEnroll.com](https://www.mssu.edu/dualenroll.com) if the withdrawal button is available.

#### ***Withdrawal from All Classes***

A student who wishes to completely withdraw will initiate withdrawal with the Office of Academic Outreach. A student who completely withdraws from the University prior to the last week of classes in a regular or summer semester may receive a grade of "W" in all courses in which the student is enrolled.

### **Impact of dual credit/dual enrollment courses on future financial aid**

College classes taken in high school are counted for satisfactory progress for financial aid such as Pell Grants, student loans, and work study. In order to be eligible for federal financial aid in college, a student must successfully complete 67% of the courses they are enrolled in and must maintain a 2.0 grade point average. Grades of D, F, and W (withdrawal) do not qualify as successful completion of a class).

Please keep this in mind when signing up for dual credit/dual enrollment courses. These courses are the building blocks of all of your college.

### **Textbooks**

All textbooks used in dual credit and/or dual enrollment courses must be approved by the on-campus college faculty liaison or department chair in the appropriate academic discipline.

Textbooks for dual credit and dual enrollment students are available through the MSSU Bookstore. For dual credit students whose high school is paying for textbooks, the MSSU Bookstore will bill the school directly. For all other dual credit or dual enrollment students, the student will be billed directly through the student account.

#### **Textbook Fee (Revised 05/2016)**

A per credit hour fee is assessed for the use of rental textbooks. The current rental fee is \$14 per credit hour per book. The University operates a rental system through the University Bookstore which allows the use of the required textbook by the student for one semester. Students enrolled in yearlong courses will be charged the rental fee for

both semesters. It should be noted that some classes may require the purchase of supplemental books and materials not available through the rental system.

### **Textbook Payment**

Textbook charges will not appear on your account until one business day following pick-up. Acceptable payment includes Visa, Mastercard, Discover, debit card, check, or cash. Textbook fees can be paid through the student account within LioNet or at the MSSU Bursar's Office. Books rented and returned within the first two weeks of classes are fully refundable.

### **Textbook Check-Out**

A student must be enrolled in classes and have a Lion Card student ID in order to rent textbooks. Booklists may be accessed through LioNet. *If the Lion Card has not been issued to the student at the time of textbook pickup, the student should identify themselves as a Dual Credit/Dual Enrollment Student at the bookstore counter.* The MSSU Bookstore is located in **Billingsly Student Center**.

#### *Dual Enrollment Students*

Dual enrollment students will be responsible for obtaining textbooks in the same manner as all other MSSU students. For further instructions about this process, refer to the MSSU Bookstore website <http://www.mssu.edu/bookstore/>.

#### *Dual Credit Students*

Dual credit students will be responsible for obtaining textbooks in the same manner as all other MSSU students unless the high school has made alternate arrangements with MSSU. For further instructions about this process, refer to the MSSU Bookstore website <http://www.mssu.edu/bookstore/>. It is important that dual credit students check with the high school to determine the existing check-out and return policy.

### **Textbook Return**

Textbooks must be returned no later than 4 P.M., Monday following the week of finals. *For dual credit students participating in a course taught at the high school that remains in session past the week of finals at MSSU, books should be returned no later than 48 hours after the final exam is given for the course.* A book drop is located in the wall behind Billingsly Student Center for after-hours and weekend drop off. Textbooks not returned by this time will be charged to the student's account at the retail price. This fee may be reduced to a late fee equal to the current rental fee when returned through the published late book return date. Visit [www.mssu.edu/bookstore/](http://www.mssu.edu/bookstore/) for more information.

### **Transcript Request Information**

Upon the request of the student after high school graduation, MSSU will send transcripts of work completed in the dual credit/dual enrollment program to other colleges and universities for



purposes of transfer. As in all other transfer situations, final determination of the credit awarded will be at the discretion of the receiving institution. Transcript requests may be completed online at [www.mssu.edu](http://www.mssu.edu). *Transcripts will not be furnished for any student with an outstanding balance.*

**Viewing the Unofficial Transcript Through LioNet**

Current students may view their unofficial transcripts by logging on to LioNet (Quick Links Student Menu/Student Records/Academic Transcript/Submit. The unofficial transcript shows transfer courses accepted by MSSU (using MSSU course numbers), MSSU courses completed, and courses in progress. The Transcript Totals section shows total hours and GPA. In-progress courses are listed at the bottom of the unofficial transcript.

**Requesting an Official Transcript**

Prior to making a transcript request it is recommended the student check LioNet to ensure a final grade is posted for all dual credit/dual enrollment classes taken. The cost for an official transcript is \$15/transcript. *Requests may only be made electronically, through the MSSU Registrar website ([www.mssu.edu/registrar](http://www.mssu.edu/registrar) - Request My Records, Transcript Request).* Requests may not be made by phone since a signature is required. All transcripts will be official unless otherwise indicated. Official transcripts mailed to home address will be sealed in envelope with stamps across seal. Select link below to print and complete Transcript Request Form:

[https://www.studentclearinghouse.org/secure\\_area/Transcript/to\\_home.asp?t=190717&LoginHome=to\\_home.asp](https://www.studentclearinghouse.org/secure_area/Transcript/to_home.asp?t=190717&LoginHome=to_home.asp)

**Course Evaluations & Program Surveys**

Program and course evaluations will be coordinated through the cooperation of the Office of Academic Outreach, the Office of Assessment and Institutional Research, the High School Dual Credit Coordinator, and the High School Dual Credit Faculty Member.

**Student Evaluations of the Course/Faculty**

Student evaluations will be conducted using the same instrument that is used for on-campus courses at MSSU. Students will receive a message to their MSSU e-mail regarding course evaluations each semester.

**MSSU Academic Department Locations & Phone Numbers**

SCHOOL OF ARTS & SCIENCES			
DEPARTMENT	LOCATION	CHAIR	PHONE NUMBER
Art	TETPCA	Frank Pishkur	417-625-9563
Biology	Reynolds Hall 215	Katie Kilmer	417-625-9376
Chemistry	Reynolds Hall 210	James Donelson	417-625-9345
Communication	Webster Hall 361	Ildo Kim	417-625-9580

Criminal Justice	Justice Center 109	Timothy Wilson	417-625-9858
English & Philosophy	Kuhn Hall 203D	Zak Watson	417-625-3054
Environmental Health	Reynolds Hall 313A	Teresa Boman	417-625-9704
Global and Political Affairs (Geography, Political Science, International Studies)	Webster Hall 241	Timothy Wilson	417-625-9858
History	Webster Hall 241	Megan Bever	417-625-3026
International English Program	Webster Hall 338	Aaron Carmichael	417-625-9573
Law Enforcement	Justice Center 109	Chad Adams	417-625-9680
Mathematics	Nixon Hall	Kerry Johnson	417-625-9675
Modern Languages	Webster Hall 352	Zak Watson	417-625-3054
Music	Fine Arts	Diana Allen	417-625-3002
Physics & Pre-Engineering	Reynolds 210	James Donelson	417-625-9345
International and Political Affairs	Justice Center	Timothy Wilson	417-625-9858
Social Work	Justice Center 155	Jannette Eldred	417-625-3144
Sociology	Webster Hall 245	Megan Bever	417-625-3026
Theatre	Taylor Performing Arts Center 237	Natasha O'Brien	417-625-3002
<b>PLASTER SCHOOL OF BUSINESS</b>			
<b>DEPARTMENT</b>	<b>LOCATION</b>		<b>PHONE NUMBER</b>
Computer Information Science	Plaster Hall 223	Claudia Wilsom	417-625-9849
Engineering Technology	Ummel Technology 153	Claudia Wilsom	417-625-9849
Business	Plaster Hall 309M	Dom Buccieri	417-625-9647
<b>SCHOOL OF EDUCATION</b>			
<b>DEPARTMENT</b>	<b>LOCATION</b>		<b>PHONE NUMBER</b>
Kinesiology	Robert E Young Gymnasium 212	Andrea Cullers	417-625-9382
Psychology	Health Science 234	Holly Hackett	417-625-9835
Teacher Education	Taylor Hall 232	Jeri Goswick	417-625-3114
<b>SCHOOL OF HEALTH SCIENCE</b>			
<b>DEPARTMENT</b>	<b>LOCATION</b>		<b>PHONE NUMBER</b>
Dental Hygiene	Health Sciences 143	Jill Pyle	417-625-9600
Emergency Medical Technician	Health Sciences 319	Erin Taber	417-625-3013

Healthcare Administration	Health Sciences 153A	Melinda Gibson	417-625-9720
Nursing	Health Sciences 243	Lisa Beals	417-625-9628
Radiology	Health Sciences 325	Kimberly Matejcek	417-625-3565
Respiratory Therapy	Health Sciences 325	Sherry Whiteman	417-659-4423