

THE DUAL CREDIT HANDBOOK



SOUTHWEST BAPTIST UNIVERSITY

Southwest Baptist University is a Christ-centered, caring academic community preparing students to be servant leaders in a global society.

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Definition

Dual credit courses enable high school students to receive, simultaneously, both high school and college-level credit. The offering of dual credit is authorized according to Section 167.223.RSMO. These guidelines shall apply only to all dual credit courses offered in the high schools to high school students.

Student Eligibility

High school students eligible for dual credit courses shall be juniors or seniors, though gifted freshmen and sophomores may enroll under special circumstances. To be eligible, the student must have an overall grade point average of 3.0 (on a 4.0 scale), including a 3.0 in the area of study or evidence of competency in the discipline of the dual credit course. Students are allowed to register for dual credit courses with the recommendation of their instructor or counselor. High school students must meet the same requirements as on-campus students for admission to English and Mathematics courses, an ACT composite score of 19 and an ACT score of 18 in the specific area (either English or Mathematics). *See page 8.* Individual high schools or colleges may choose to adopt higher standards. The maximum number of dual credit hours allowed is 15 for all students with less than a 3.5 GPA. Students with a 3.5 GPA will be permitted to take additional hours on the recommendation of both the Director of External Studies of Southwest Baptist University and the student's high school counselor; a maximum number of 30 hrs. is allowed. Freshmen and sophomores may take dual credit courses only under special circumstances wherein the competency of the student can be clearly demonstrated and the student's academic credentials can be shown to be truly exceptional, e.g. a score at or above the 90th percentile on an externally normed national examination, such as the ACT or SAT, or college placement assessments that meet the institutional standards for placement into a particular course. Furthermore, the high school counselor and the college academic department head must concur that the student can benefit from the dual credit course and learn at the collegiate level.

Structure and Content

Dual credit courses shall duplicate the course offerings delivered on campus to matriculated students. The course must be approved as a dual credit course offering by the full-time faculty in the on-campus department, which offers credit for the same course. As part of their evaluation of dual credit courses, on-campus full-time faculty shall review the syllabi, texts, teaching methodology, and student assessments for the dual credit course. Course content, course requirements, and standards of evaluation shall be comparable to those utilized in on-campus courses with the same title. It is expected that all students must have the same standard apply whether or not they are enrolled for dual credit.

Assessment

Southwest Baptist University will provide the assessment and evaluation measure for dual credit courses. The same methods of assessment and evaluation that are used on the SBU campus will be used in dual credit courses. The supervision of the assessment and evaluation will be the responsibility of the appropriate university faculty. Testing and grading are the responsibility of the classroom teacher. Southwest Baptist University requests random sample copies of tests, including final examination, to be submitted in a portfolio of representative work from each dual credit class at the conclusion of the class. This portfolio material is reviewed by the appropriate college faculty teaching equivalent classes, assuring credit validation. Annual reports of student performance must be submitted to the Provost for both review and consideration with respect to the continuation of the dual credit instructor.

Faculty

The faculty for dual credit courses must have the same academic credentials and teaching qualifications as are required of Southwest Baptist University adjunct faculty. It is expected that faculty who teach dual credit courses shall have a Master's Degree in the same subject field as that which is being taught or a Master's Degree and 18 graduate hours in the teaching field. A cooperating relationship between the university and the participating high school is maintained to insure the quality of the dual credit program. Dual credit teachers are considered as Southwest Baptist University adjunct faculty and are approved annually upon the recommendation of the high school principal. The provost is responsible for involving full-time faculty in the discipline in the selection and evaluation of all dual credit faculty.

Orientation

An orientation to the policies and expectations of the University is provided by campus faculty under the supervision of the provost. Additional information is provided in the Dual Credit Handbook and sections of the Faculty Handbook that are pertinent to adjunct faculty. Dual Credit instructors are invited to participate in University activities and are provided the same benefits as other adjunct instructors.

Faculty Compensation

Faculty teaching dual credit courses will receive compensation at the rate of \$50 per student for a three semester-hour course. Compensation is pro-rated for two, four and five hour courses.

High School Coordinator

A Coordinator for the dual credit program is designated by each participating high school. This person may be a Principal, Guidance Counselor or a member of the faculty. His or her responsibilities include:

Facilitating and monitoring the program at the high school site.

Acting as liaison between the high school and Southwest Baptist University.

Academic Course Approval

A school application for each dual credit course must be submitted to the director of the dual credit program. These forms and syllabi will be directed to the appropriate dean and department chair at Southwest Baptist University for approval.

College credit is offered for approved high school courses in the following disciplines:

Biology	Foreign Language	Physics	Sociology
Chemistry	History	Physical Science	Speech
Computer Science	Mathematics	Political Science	
English	Music and Fine Arts	Psychology	

Numbering of Courses

1000 and 2000 numbered courses are lower division courses designed for freshmen and sophomores in college. Dual credit students are limited to course numbers 1000 and 2000. The last number indicates the number of semester hours of credit the course carries.

Definition of Semester Hour

Southwest Baptist University operates on the semester plan, offering two regular semesters of approximately fifteen weeks each. Credit is expressed in terms of semester hours. One semester hour normally requires one 50-minute class period per week throughout a semester.

Student Registration and Grading

Ability, motivation, and maturity are essentials for students wishing to begin their college education before high school graduation.

In order to receive college credit for a course, the student must receive a grade of a C or above. If a participating high school chooses to establish a minimum passing grade higher than a C for receiving credit through the dual credit program, the school must file a written statement to that effect with Southwest Baptist University. This information must also be made available by the high school in writing to its students before they register for courses through the dual credit program. A grade of a D or F will not be recorded on Southwest Baptist University transcripts. Tuition will not be refunded.

Student Course Load

Student participation in the dual credit program is normally limited to juniors and seniors. Students are advised to take no more than two advanced college credit courses a semester. A MAXIMUM of 30 college credit hours may be earned through the program.

Transferability of Courses

Participating students should consult the Registrar's office or catalog of the college or university in which they plan to enroll concerning policies of acceptance of college credits earned in a high school setting. Southwest Baptist University does not differentiate between dual credit courses and campus courses with respect to transfer of courses and is in agreement with the policy guidelines of the Missouri Coordinating Board for Higher Education for the Delivery and Transferability of Credits obtained in dual credit programs offered in high school. Students that take more than five (5) courses should consult their receiving institution for their specific transfer policy.

Student Tuition

Tuition is \$90 per attempted credit hour. The total tuition is due before the end of the course. Transcripts will not be furnished for any student with an outstanding balance. Finance charge will be added monthly to all unpaid student accounts.

Transcript of Credit

There is a charge of \$8.00 for each official transcript if you pick it up at the Registrar's office. The student's account must be paid before any transcript of credit can be issued. Information for transcripts may be found at <http://www.sbuniv.edu/Reg/transcript.HTM>

If you have your order your transcript or have it sent from the National Student Clearinghouse, it will cost a few dollars more.

Dropping a class

To drop a class, the student must complete a Drop/Add Slip obtained through the Office of the Director of External Studies. SBU will charge a \$25.00 processing fee for any dropped class. A grade of a W (withdrawn) will appear on the transcript for all classes dropped. Tuition will be refunded according to the following schedule:

Classes dropped between day one and up to 10% of the course period for which the student is charged:	90% refund
Classes dropped between 10% and 25% of the course period:	50% refund
Classes dropped between 25% and 50% of the course period:	25% refund
After 50% of the course period	No refund.

Library Resources

Dual credit students have the same access as other undergraduate students to library materials and databases available at the main campus library or at any of the off-campus branch libraries. It is the responsibility of each student to secure a student ID card and network login/password before coming to the library to use reserve materials, borrow books, or search the databases. If a student knows he/she will be using the library, he/she should email the Dual Credit coordinator, spowers@sbuniv.edu and she will arrange for the student to receive an SBU ID card. This process takes at least a week, so students should be instructed to plan ahead. For further information about library privileges, students may call 417-328-1619; for information about library resources they may call the Research Assistance desk at 417-328-1604.

If instructors working with dual credit students would like the bibliographic instruction librarian to teach a session on library research or database search techniques, they may use the toll-free number (1-800-743-5774) at the main campus library to schedule a time. This number is available 8:00 a.m. to 5:00 p.m. Monday - Friday during weeks that classes are in session.

DUAL CREDIT COURSES

Principles of Biology	BIO 1004
Principles of Chemistry	CHE 1104
Computer Science	CIS 1103
	CIS 1144
Communication	COM 1103
English Composition I	ENG 1113
English Composition II	ENG 2213
Introduction to Art	FAR 1013
Introduction to Fine Arts	FAR 1003
Introduction to Music	FAR 1023
Foreign Language:	
Elementary French I	FRE 1114
Elementary French II	FRE 1124
Elementary Spanish I	SPA 1114
Elementary Spanish II	SPA 1124
History:	
Intro. to the History of World Civilization	HIS 1123
History of the United States, 1492-1877	HIS 2213
History of the United States, 1877 - Present	HIS 2223
Math:	
College Algebra	MAT 1143
PreCalculus	MAT 1163
Business Calculus	MAT 1193
Analytics and Calculus I	MAT 1195
General Physics I	PHY 1114
Earth Science	PHS 1114
American Government & Politics	POL 1113
General Psychology	PSY 1013
Introductory Sociology	SOC 1003

Placement Information for English and Mathematics

ACT Scores

The chart below is a policy guide in the placement of new students into the proper English course at Southwest Baptist University using ACT scores.

ACT Enhanced Test Scores		
ACT 0-17 in English	ENG 0103	English Skills
ACT 18 and above in English	ENG 1113	English Composition I
ACT 28 and above in English	ENG 1123	Honors Composition

NOTE: ENG 0103 does not meet the English general education requirement, nor does it carry college credit. It is necessary to develop the skills needed for success in future English courses.

The chart below is a policy guide in the placement of new students into the proper mathematics course at Southwest Baptist University using ACT scores.

Pre-Algebra/ Elementary Algebra Subscore	Intermediate Algebra/ Coordinate Geometry Subscore	Plane Geometry/ Trigonometry Subscore	Recommended Math Placement in bold (Other possible courses given as options)
1-8	not applicable	not applicable	MAT 0103-PreAlgebra
9-10	1-12	not applicable	MAT 0123-Intermediate Algebra or 2283 [*]
9-10	13-18	not applicable	MAT 1143 or 2283 [*]
11-12	not applicable	not applicable	MAT 1143 or 2283 [*]
13-18	1-12	not applicable	MAT 1143 or 2283 [*]
13-18	13-18	1-13	MAT 1163 ^{**} , 1193, 1143 or 2283 [*]
14-18	14-18	14-18	MAT 1195, 1193, 1163 ^{**} , 1143 or 2283 [*]

* MAT 2283 is open to Elementary and Middle School Education majors only.

**MAT 1163 is intended for students who have skills beyond College Algebra, but are not quite ready for Calculus I (or do not desire to take Calculus I).

NOTE: MAT 0103 and MAT 0123 do not meet the mathematics general education requirements, nor do they carry college credit. They are necessary to develop the skills needed for success in future mathematics courses.

Scholastic Aptitude Test (SAT) Scores

The policy charted below is a guide in the placement of new students into the proper English and mathematics courses at Southwest Baptist University using SAT scores.

SAT Scores - After 5/24/95	Course Number	Course Name
Verbal: 430 and below	ENG 0103	English Skills
Verbal: 440-620	ENG 1113	English Comp. I
Verbal: 630 and above	ENG 1123	Honors Composition
Math: 380 and below	MAT 0103	Pre-Algebra
Math: 390-450	MAT 0123	Intermediate Algebra
Math: 460-570	MAT 1143	College Algebra
Math: 580 and above	MAT 1195	Calculus

DUAL CREDIT FORMS

Application for Admission

Instructor Application

High School Agreement

Dual Credit Information Sheet

**SOUTHWEST BAPTIST UNIVERSITY
DUAL CREDIT - APPLICATION FOR ADMISSION**



Southwest Baptist University does not discriminate on the basis of race, color, national origin, sex, age, disability or marital status, in employment, admissions or access to, or treatment in, its programs and activities, except to the extent permitted by religious exemptions recognized by law. Any persons having inquiries concerning this may contact Ron Maupin, Southwest Baptist University, and (417) 328-1510.

NAME: _____ **HIGH SCHOOL STATUS:** Jr. / Sr.
(Last) (First) (Middle) Other: (Circle One)

ADDRESS: _____
(Street) (City) (State) (Zip) (County)

PHONE: _____ **S.S. #:** _____ **STUDENT ID #:** _____ **DATE OF BIRTH** _____ **SEX:** M / F
(Leave Blank) (Circle one)

PARENT / GUARDIAN: _____
(Circle One) (Name) (Relationship) (Phone)

HIGH SCHOOL NAME _____ **GPA** _____

Current ACT Scores - for ENGLISH & MATHEMATIC COURSES ONLY: **ENGLISH:** _____ **MATH:** _____

High school students must meet the same requirements as on-campus students for admission to English and Mathematics courses, and ACT composite score of 19 AND an ACT score of 18 in the specific area (either English or Mathematics). To receive credit for the course, these scores must be on file by the end of your school year.

COURSE(S) FOR WHICH YOU ARE MAKING APPLICATION:

SBU Prefix/Course #	Course Name/Instructor	Starting Semester/yr	Course Length

(Tuition: \$90.00 per credit hour. Finance Charge will be added to unpaid balances, accounts must be paid in full before end of course.)

SIGNATURES:

_____	_____	_____	_____
Student	Date	Parent Signature	Date
_____	_____	_____	_____
High School Coordinator	Date	Suzanne Powers, Director of Dual Credit	Date

The designated high school coordinator will collect all applications, make one copy for school records and mail original application and tuition to:
 Myra Hargrave, Southwest Baptist University, 1600 University Ave., Bolivar, MO 65613 – Phone: (417)328-1598 Fax : (417)328-1507

For other questions, please contact Suzanne Powers, Dual Credit Coordinator
 Phone: (417)-328-1689 Fax: (417)328-2091 E- mail: spowers@sbuniv.edu

**DUAL CREDIT INSTRUCTOR APPLICATION
SOUTHWEST BAPTIST UNIVERSITY**

Please complete this application and submit original to the Director of Dual Credit with required attachments (see below).

Name of Applicant: _____

School: _____ Applicant's e-mail: _____

School Address: _____
(Street) (City) (State) (Zip) (County)

Superintendent: _____ Principal: _____

Name & Phone Number of Contact Person: _____

Proposed Dual Credit Course

Please list course name, number, a brief description, and beginning and ending dates of the proposed course.

Beginning Date of Course: _____ Ending Date: _____

Please submit the following with this application:

- **Credentials (resume and transcripts) of the applying course instructor.**
- **Course syllabus consisting of a course outline, objectives and requirements, name of textbook.**

Applicant Signature/Date

High School Principal Signature /Date

	<i>Dean of College and Department Chair: please initial in appropriate column</i>	Dean	Chair
	Approved		
	Not Approved		

Comments:

SBU Dean of College Date

SBU Department Chair Date

Director of Dual Credit Date

Southwest Baptist University does not discriminate on the basis of race, color, national origin, sex, age, disability or marital status, in employment, admissions or access to, or treatment in, its programs and activities, except to the extent permitted by religious exemptions recognized by law. Any persons having inquiries concerning this may contact the Director of Human Resources at Southwest Baptist University at (417) 328-1512.

Suzanne Powers, Director
Phone (417) 328-1689

Southwest Baptist University
Fax (417) 328-2091

1600 University Ave., Bolivar, MO 65613
E-mail: spowers@sbuniv.edu



DUAL CREDIT AGREEMENT
with
Southwest Baptist University
and

(Name of high school)

Purpose of Agreement

“Dual credit courses enable high school students to receive, simultaneously, both high school and college-level course credit. They provide high-performing high school students an affordable opportunity to experience high-quality college-level courses.”

(Policy adopted June 10, 1999, by the Missouri Coordinating Board of Higher Education)

Institutional Participation

It is agreed by both institutions to participate in this Dual Credit Agreement for a period of one academic year. This agreement will automatically be renewed yearly unless one of the participating institutions notifies the other participating institution in writing by May 15th of its intention to terminate the agreement.

Principal of High School

Date

President of Southwest Baptist University

Date

Southwest Baptist University
Dual Credit Information Sheet
2011-2012



What is Dual Credit?

- Courses that are offered for dual credit allow the student to receive both high school credit and college credit.
- Dual credit courses provide a great way for students to get a “jump start” on college while still in high school at a reduced tuition.
- Each dual credit course and teacher has been approved by SBU and meets the requirements of the same class offered on SBU’s campus.

Communication with Your Parents

- It is vital that you share the information regarding dual credit with your parents. Be sure to discuss:
 - the course(s) you plan to take for dual credit
 - the ACT requirement(s) and deadlines
 - the tuition cost, payment deadlines and finance charges

Dual Credit Requirements

- Students must have a minimum overall grade point average of 3.0 (on a 4.0 scale) or the equivalent.
- Students must be recommended by the high school principal or his or her official designee.
- Students must meet the same requirements for admission to individual courses as those required of on-campus students. SBU requires the following:
 - English ACT subscore of 18 or higher for enrollment in English Composition I (ENG 1113)
 - Mathematics ACT subscore of 18 or higher for enrollment in College Algebra (MAT 1143)
- SBU will accept ACT scores from the April 2012 test date and earlier. Students may not use June 2012 ACT scores to qualify for dual credit. Students who do not meet the minimum ACT requirements, as stated above, will not receive college credit for the course.

Tuition

- Each dual credit course costs \$90 per credit hour. (3 hour course = \$270; 4 hour course = \$360)
- A deposit of \$90 is recommended for each dual credit course.
- Tuition deadlines are:
 - **December 1, 2011** for courses that are complete at the end of the first semester.
 - **May 1, 2012** for courses that are complete at the end of the school year.
- Finance charges are added on a monthly basis for all unpaid balances. These charges begin upon enrollment in the course and continue until the account is paid in full. If you elect to wait until the tuition deadlines, you will be required to pay the tuition cost plus the accrued finance charges.
- Tuition may be paid by credit or debit card-after the student account has been charged. There is a processing fee of 2.5% when paying with credit or debit card. Payments may be made by calling: **1-866-837-5397** (Visa Cards are not accepted)

Filling out the Application

- Please neatly complete all information on the application form provided to you. This information is used to set up your student information database, so it is important the information is correct and legible.
- List all dual credit courses you are taking through SBU this semester on one application form.
- Leave the “Student ID #” blank, unless you know your SBU ID number. Please provide your Social Security number.
- Sign and date the form and return it to the proper person at your high school by the deadline set by your school. Along with the application, you should turn in the recommended \$90.00 per course deposit.

Dropping a Dual Credit Class

- Should you decide that you do not wish to receive dual credit after you have turned in your application, you must notify your teacher and counselor immediately. In addition, you should also notify SBU by calling 417-328-1598. There is a \$25 fee for dropping a class.

Grades

- Grades are posted on WebAdvisor, they are NOT mailed to you. Students will receive a letter this semester that will give the instructions for accessing WebAdvisor. (Login Information - User Name: first letter of first name and 7 digit ID (a0123456); Password: 6 digit birthday (mmddyr))

Questions concerning applications, payments and dropping a class, please contact Myra Hargrave: 417-328-1598
Please direct all other questions to Suzanne Powers, Dual Credit Coordinator: 417-328-1689 or spowers@sbuniv.edu