Southwest Baptist UNIVERSITY

2020-2021 Dual Credit Handbook

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

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Dual credit courses through Southwest Baptist University are offered on-site in the high school classroom and online. The information in this handbook applies to both environments unless specifically noted.

Guiding Principles

Program and Curriculum Standards

Dual credit courses, including course content and requirements, offered in high schools, must duplicate the identical course offerings delivered on campus to enrolled 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 (CBHE 5.1).

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 (CBHE 5.2).

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 (CBHE 5.3).

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 (CBHE 5.4).

Because discrete classes that 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 (CBHE 5.5).

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 (CBHE 5.6).

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

Although dual credit courses are not expected to integrate faith components, content should not promote ideas/concepts contrary to SBU's values. SBU reserves the right to terminate dual credit course agreements in the event that course content is not consistent with that of the on-campus courses.

Assessment of Student Performance

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 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 (CBHE 8.1).

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

Student Eligibility and Support

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. These requirements apply only to those dual credit courses taught at the high school by an approved high school instructor and do not apply to dual enrollment (CBHE 6.1).

To be eligible for dual credit 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 (CBHE 6.2).

Students in the 11th and 12th grades interested in dual credit must also meet the additional criteria listed below:

- 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.
- 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 later of recommendation from their principal or guidance counselor, and provide written permission from a parent or legal guardian (CBHE 6.3).

Students in the 9th and 10th grades interested in dual credit must also meet the additional criteria listed below:

- 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 guidance counselor, and provide written permission from a parent or legal guardian.
- Students in the 9th grade must have an overall 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 guidance counselor, and provide written permission from a parent or legal guardian (CBHE 6.3).

High Schools Offering Dual Credit

High School Coordinator

A coordinator for dual credit will be determined by the 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 a liaison between the high school and the director of dual credit at Southwest Baptist University

Instructor and Academic Course Approval for an On-Site Course

For instructor and dual credit course approval, please submit the Instructor Application (in the appendix) with the required documents to the director of the dual credit program. The director will send the application and required documents to the appropriate dean and division head at Southwest Baptist University for approval.

Upon approval, the director of dual credit will contact the instructor. An SBU mentor (from the same content area) will be assigned as a liaison, collaborator, and evaluator.

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

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

View course descriptions in the SBU Catalog (https://www.SBUniv.edu/_resources/documents/catalog/course-descriptions.pdf)

Instructor and Academic Course Approval for Online Dual Credit

If a high school does not have an instructor who meets the academic qualifications to teach a dual credit course (described in a previous section), then an online dual credit course may be an option. Seating in OLDC courses is limited; thus, approval is not guaranteed. OLDC courses are taught by SBU full-time or adjunct faculty.

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Dual Credit Students

Placement Information for English and Mathematics ACT Scores

For English Placement: The student must have either an 18 or above on the English portion of the ACT test or the grade of a B in a previous high school English course to enroll in dual credit English courses.*

For Math Placement: You must have either an ACT math subscore of 18 or a grade of a B in a previous high school math course to take MAT 1243, College Algebra. If you take MAT 1243 as a dual credit college course and make a C or above, you may enroll in the other math classes. If you have not taken College Algebra and received a C or above, the ACT math subscores required are: MAT 1163, PreCalculus and/or MAT 1193, Business Calculus requires a minimum ACT math subscore of 24; MAT 1195, Calculus 1, a minimum ACT math subscore of 26.*

*ACT scores will be accepted until the October test date for fall courses and the February test date for spring/yearlong courses. December will not be accepted for fall courses, and April and June test scores will not be accepted for spring or year-long courses.

Student Registration

Ability, motivation, and maturity are essentials for students wishing to begin their college education before high school graduation. Counselors/dual credit coordinators will distribute a list of courses offered, application, and student information sheet. Students will submit an application for dual credit class to their counselor/dual credit coordinator by the designated deadline stated on the application.

Please note: There are separate applications for dual credit (on-site) and online dual credit courses.

Dropping an On-Site Dual Credit Course

To drop an on-site dual credit class, the student must contact their counselor/dual credit coordinator, fill out the withdrawal form and send it to: David Marsch, dmarsch@SBUniv.edu or Fax: (417) 328-1612.

Deadline for dropping classes with a refund (minus deposit):
Fall classes: December 15
Year classes: April 15
Spring classes: April 15

Please note: The withdrawal form must be postmarked by the date listed above to receive a refund.

Dropping an Online Dual Credit Course

To drop an online dual credit class, an official withdrawal form must be requested via email. If the form is received within the guidelines below, students will be returned their deposit, minus a $25 processing fee. If you wish to withdraw after the dates below, you will receive the nun-punitive grade of W on your transcript and no refund. Contact David Marsch at dmarsch@SBUniv.edu or Fax: (417) 328-1612.

Deadline for dropping classes:
Fall classes: September 15
Spring classes: February 15

Student Tuition for On-Site Dual Credit Courses

Tuition is $75 per attempted credit hour. A deposit is required for each course enrollment. The total tuition is due December 15 for fall classes and May 1 for spring and yearlong classes. Transcripts will not

be furnished for any student with an outstanding balance. Tuition may be paid by a check (mailed to the University) made out to Southwest Baptist University. Electronic Check (ACH) payments are still FREE, but the student must log in to MySBU to process those. Debit and credit card payments are accepted online only. You will be charged a convenience fee when you use a card to make a payment.

Students in on-site dual credit courses who qualify for free or reduced lunch status are eligible for a tuition waiver. Students who qualify may take up to six hours of dual credit courses at no charge per semester. Yearlong courses will be counted as a fall semester course. If a qualifying student's dual credit course load exceeds six hours they will be responsible for paying the remaining balance.

Student Tuition for Online Dual Credit Courses

Tuition is $95 per attempted credit hour. A deposit is required for each course enrollment. Accounts must be paid in full by September 30 for the fall semester courses or by February 28 for spring semester courses. Credit will not be granted for the course if the full tuition is unpaid. Tuition may be paid by a check (mailed to the University) made out to Southwest Baptist University. Electronic Check (ACH) payments are still FREE, but the student must log in to MySBU to process those. Debit and credit card payments can be processed online through MySBU also. There is a minimum $3.00 transaction fee per transaction and or 2.85% whichever is larger. There is a monthly finance charge of 0.75% applied to all unpaid student accounts.

Dual Credit Teachers

Faculty/Instructor Qualifications and Support

High school instructors of dual credit courses are, in effect, adjunct instructors of the college or university providing dual credit. As for any instructor of college-level courses, high school instructors 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 (CBHE 7.1).

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 (CBHE 7.1).

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

In order to assure comparability of the dual credit course with the corresponding college course and to foster collaboration between high school instructors and college faculty, academic departments at the institution shall provide instructors of dual credit courses with support services. These include, but are not limited to, opportunities for dual credit instructors 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 (CBHE 7.4).

The chief academic officer of the postsecondary institution is responsible for involving full-time faculty in the appropriate academic division in the selection and evaluation of all dual credit instructors. 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 instructors. For all instructors, 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 instructor (CBHE 7.5).

Orientation

Dual Credit instructors will participate in orientation activities provided by our institution. The format for the required orientation will be a PowerPoint. You will be asked to review the PowerPoint and sign a form stating you completed the orientation. Your SBU mentor will be available to answer any questions you might have.

On-Site Faculty Compensation

Faculty teaching dual credit courses on-site in the high school will receive compensation at the rate of $50 for each student that completes a three-semester-hour course. Compensation is prorated for four, and five-hour courses. (Four-hour course-$66.68; Five-hour course-$83.35) Dual credit instructors are not compensated for students receiving the Free/Reduced Lunch Tuition Waiver.

Faculty must submit the required documentation within the expected timeframe in order to be eligible for compensation.

Course Grades

On-Site Instructors

On-site dual credit instructors will submit end of course grades by the deadline given the Calendar On-Site Courses (see appendix). Grades will be submitted using MySBU (Self-Service application).

Students

Letter grades earned in the dual credit high school course will be recorded on the SBU transcript.

SBU Mentors

Dual Credit Mentors

All dual credit on-site instructors will be assigned an SBU faculty mentor from the related content area. The mentor will:

- Communicate regularly with the dual credit teacher
- Provide opportunities for content area professional development (as offered)
- Ensure the course design, content, and instruction/assessment are comparable to the on-campus course
- Evaluate the dual credit teacher through class observation and summative evaluation

Please see the Calendar for On-Site Courses in the appendix for specific documentation required and the related deadlines.

Mentor Compensation

The SBU Dual Credit Mentor receives either load credit or compensation.

Load Credit:

- One dual credit teacher teaches one course = one hour of load credit
- Mentors may receive up to three hours of load credit
- Mentors overseeing more than three dual credit courses will receive compensation for the additional courses (beyond three)

Compensation: Mentors receive $400 per teacher/course.

Mentors who are not actively engaged in the dual credit program – for example, not communicating with on-site teacher or not collecting documents – do not qualify for load credit or compensation.

General Academic Information

Definitions

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.

Online dual credit (OLDC) provides additional flexibility for high school students. Students must have access to a computer at school or home and reliable Internet access. OLDC allows schools that do not have the college-level qualified personnel to offer traditional dual credit courses.

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. Example: HIS 2213 is a 3-hour course.

Definition of Semester Hour

Southwest Baptist University operates on the semester plan, offering two regular semesters of approximately 15 weeks each. One semester hour normally requires one 50-minute class period per week throughout a semester. A three-hour course requires three 50-minute class periods. The on-site high school offering dual credit will differ in times met.

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 the transfer of courses and is in agreement with the policy guidelines of the Missouri Coordinating Board of Higher Education (CBHE) for the Delivery and Transferability of Credits obtained in dual credit programs offered in high school.

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.

Transcript of Credit

There is a charge of $10.00 for each official transcript picked up in person at the Registrar's office.

You may also order transcripts thru our website: https://www.SBUniv.edu/academics/academic-resources/registrar/. There is a charge of $15.00 when ordering through the website.

Student accounts must be paid in full before transcripts are issued.

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. If a student knows he/she will be using the library, he/she will need to have their student ID number to present to the library staff. If a student wants to check out materials, he/she needs to contact the Dual Credit Coordinator, (dmarsch@SBUniv.edu) for instructions on the check out process. 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. You may call this number between the hours of 8:00 a.m. to 5:00 p.m. Monday - Friday during weeks that classes are in session.

As a resource for dual credit classes, our librarians have created a "Lib-Guide" for your use. You may find it at http://libguides.sbuniv.edu/c.php?g=113794.

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Dual Credit Courses

Course Title	Course Number	Delivered On-Site? (Qualified high school instructor)	Delivered online? (SBU faculty instructor)
Business Statistics	BUS 2023	Yes	No
Principles of Biology	BIO 1004	Yes	No
Principles of Chemistry	CHE 1104	Yes	No
General Chemistry I	CHE 1115	Yes	No
Foundations of Computer Sciences	CIS 1033	Yes	No
Computer and Information Management	CIS 1103	Yes	No
Computer Science I	CIS 1144	Yes	No
Fundamentals of Speech Communication	COM 1103	Yes	No
English Composition I	ENG 1113	Yes	No
English Composition II	ENG 2213	Yes	No
Introduction to Music	FAR 1023	Yes	No
Introduction to the History of World Civilization: From the Earliest Times Through the Renaissance	HIS 1113	Yes	No
Introduction to the History of World Civilization: From the Renaissance to the Present	HIS 1123	Yes	No
Geography	GEO 1113	Yes	Yes
History of the U.S.: 1492-1865	HIS 2223	Yes	Yes
History of the U.S.: 1865-Present	HIS 2223	Yes	Yes
Foundations of Physical Fitness and Wellness	KIN 1162	No	Yes
Algebraic Reasoning & Modeling	MAT 1243	Yes	Yes
Pre-Calculus	MAT 1163	Yes	No
Business Calculus	MAT 1193	Yes	No
Analytics and Calculus I	MAT 1195	Yes	No
Introduction to Earth Science	PHS 1114	Yes	No
General Physics I	PHY 1115	Yes	No
American Government and Politics	POL 1113	Yes	No
General Psychology	PSY 1113	Yes	Yes
Introductory Sociology	SOC 1003	Yes	Yes
Elementary Spanish I	SPA 1114	Yes	No
Elementary Spanish II	SPA 1124	Yes	No
Intermediate Spanish I	SPA 2213	Yes	No
Intermediate Spanish II	SPA 2223	Yes	No

Full descriptions: https://www.SBUniv.edu/_resources/documents/catalog/course-descriptions.pdf

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Dual Credit Calendar for On-Site Courses

Note: If the date falls on a weekend or holiday, the date will be the following Monday.

Date/Deadline	Event
August 5	Mentors must have the on-site teacher's syllabus to approve (on SBU template)
August 10	Student applications and information sheets emailed to dual credit coordinator
August 15	New teachers send orientation verification form to David Marsch
September 10	Last day to submit student applications for fall and year-long courses *(We would appreciate your sending them to us sooner, if possible.)*
October 1	David Marsch will send out rosters for teachers to verify
October 10	Please return rosters to David Marsch by this date
October 30	Last ACT test date that scores will be accepted for fall MAT and ENG courses
December 1	David Marsch will send out rosters for fall grades
December 15	Deadline for dropping classes because of a failing grade or not meeting the ACT requirement *(You will receive a refund minus deposit if withdrawal form is postmarked by this deadline.)*
December 15	Accounts for fall classes paid in full. Students will not be allowed to sign up for spring classes if their account has a balance. *(Students receive a monthly bill, however, please remind them they may not sign up for spring courses if they have a remaining balance.)*
December 20	Return rosters to David Marsch by this date, or as soon as you have final grades for the fall semester recorded
January 5	Student application and information sheets emailed to dual credit coordinator
January 15	Last day to submit student application for spring courses
January 30	David Marsch will send out rosters for teachers to verify
February 5	Please return rosters to David Marsch by this date
February 10	Last ACT test date that scores are accepted for spring/year-long MAT and ENG courses
April 15	Deadline for dropping classes because of a failing grade or not meeting the ACT requirement *(You will receive a refund minus deposit if withdrawal form is postmarked by this deadline.)*
May 1	Accounts paid in full for spring and year-long courses
May 1	David Marsch will send out rosters for spring and year-long final grades
May 10	Orientation presentation sent to new (for next year) on-site dual credit teachers
May 15	New teachers send orientation verification form to David Marsch
May 15	On-site teachers will receive a syllabus template by this date. If you have not received it, please contact David Marsch. Mentors will work with you to fill out the templates.
May 30	Last day to return rosters with grades (please contact David Marsch if you need extended time)
June 1	Orientation verification form returned to David Marsch by this date