



# Southwest Baptist UNIVERSITY

## **2024-2025 Student 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 Through Southwest Baptist University

SBU's dual credit courses are offered onsite in the high school classroom by qualified high school instructors for both high school and college credit.

### 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 if 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 11<sup>th</sup> and 12<sup>th</sup> grades interested in dual credit must meet the criteria listed below:

- Students in the 11<sup>th</sup> and 12<sup>th</sup> grades with an overall minimum grade point average of 3.0 are automatically eligible for dual credit courses.
- Students in the 11<sup>th</sup> and 12<sup>th</sup> grades with an overall grade point average between 2.5-2.99 must provide a signed letter of recommendation from their principal or guidance Counselor and provide written permission from a parent or legal guardian (CBHE 6.3). (These forms will be provided upon application.)

Students in the 9<sup>th</sup> and 10<sup>th</sup> grades interested in dual credit must meet the criteria listed below:

- Students in the 10<sup>th</sup> grade must have an overall minimum grade point average of 3.0, provide a signed letter of recommendation from their principal and guidance Counselor, and provide written permission from a parent or legal guardian. (These forms will be provided upon application.)
- Students in the 9<sup>th</sup> grade must have an overall grade point average of 3.0, score at the 90<sup>th</sup> percentile or above on the ACT or SAT, 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). (These forms will be provided upon application.)



## *Placement Information for English and Mathematics*

**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, SBU's equivalent of 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. \*

\*If a student does not meet the requirement of a letter grade of a B in a previous course, the student must meet the requirement of the minimum ACT requirements above. 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.

## 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 Dual Credit Office

### *Dual Credit Courses*

Each school's course offerings are unique. Please contact your Counselor or your school's Dual Credit Coordinator for a full list of courses offered at your school. To learn more about the courses your school can offer, see the descriptions in [this year's undergraduate course catalog](#). Only 1000 and 2000 level courses may be offered for dual credit.

## Dual Credit Students

### *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 instructions, and the Student Handbook. Students will apply for dual credit class with any required forms online by the deadline.



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### *Dropping a Dual Credit Course*

To drop a dual credit class, the student must contact their Counselor/Dual Credit Coordinator, fill out the withdrawal form, and send it to [dualcredit@sbuniv.edu](mailto:dualcredit@sbuniv.edu) or mail the form to:

Southwest Baptist University  
Attn: Dual Credit Office  
4431 S Fremont Ave  
Springfield, MO 65804

### **Deadline for dropping classes with a refund:**

Fall classes: Nov 1  
Year classes: Apr 1  
Spring classes: Apr 1  
Summer classes: June 20

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

### *Student Tuition for Dual Credit Courses*

Tuition is \$75 per attempted credit hour. **The total tuition is due:**

Fall classes: Nov 1  
Year classes: Apr 1  
Spring classes: Apr 1  
Summer classes: June 20

Transcripts will not be furnished for any student with an outstanding balance. Monthly finance charges will apply for overdue payments.

Tuition may be paid on Slate, where the student applied, using debit/credit card or ACH bank transfer. Transaction fees will apply. Payment may also be made with a check made out to Southwest Baptist University. The check can be brought in person or mailed to:

Southwest Baptist University  
Attn: Cashier  
1600 University Ave  
Bolivar, MO 65613

Students in 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.



## Payment *Online*

Students and parents/guardians will receive an email with a payment link (unique to the student) that will be sent after enrollment is confirmed. Payments can be made using a credit/debit card or ACH Bank transfer. Online payments are subject to processing fees. You are not required to make a full payment up-front.

You may make partial payments until your balance is paid off. To make a partial payment, select “edit amount” next to the amount due section on the payment link page. You can return to that link at any time to view your remaining balance and make additional payments. To avoid financing fees, the full balance must be paid by the end of the semester.

For more detailed instructions regarding online payments, refer to the “Dual Credit Application Instructions” document provided by the student’s counselor or school official. Please contact [dualcredit@sbuniv.edu](mailto:dualcredit@sbuniv.edu) if you need any assistance with making online payments.

## *Check*

You may also pay via physical check. Please write the student’s SBU ID number on the memo line. If you do not know the student’s SBU ID number, then write the student’s name and “Dual Credit” on the memo line. Bring the check to the Cashier’s office at the Bolivar campus in person or mail it to:

Southwest Baptist University  
Attn: Cashier  
1600 University Avenue  
Bolivar, MO 65613

**For any questions about payments, contact the Cashier’s office at [cashiers@sbuniv.edu](mailto:cashiers@sbuniv.edu) or 1-800-526-5859. Follow the menu to reach the Cashier’s office. The Cashier’s Office is open M-F from 9-3 PM.**

## Dual Credit Instructors

### *Faculty/Instructor Qualifications*

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).



## *Course Grades*

### **Instructors**

Instructors will submit end of course grades by the deadline given on the “Dual Credit Calendar.”

### **Students**

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

## 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.

### *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 dual credit high school offering 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.



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### *Transcript of Credit*

There is a charge of \$15 for each official transcript picked up in person at the Registrar's office or ordered through [the SBU 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 they will be using the library, they will need 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 Office, ([dualcredit@sbuniv.edu](mailto:dualcredit@sbuniv.edu)) for instructions on the checkout process. Students may call (417) 328-1620 for information about library resources.

If instructors working with dual credit students would like a librarian to teach a session on library research or database search techniques, they may use the toll-free number (417) 328-1620) at the main campus library to schedule a time.



## Dual Credit Student Calendar

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

Deadline	Event
Aug 16	Dual Credit Office sends Dual Credit Coordinators link and instructions to apply for fall and yearlong courses <i>(Do not try to apply until your Dual Credit Coordinator provides you with a link. Using a link to a previous application could cause issues.)</i>
Sept 10	Last day to submit student applications for fall and yearlong courses
Oct 26	Last ACT test date that scores will be accepted for fall MAT and ENG courses
Nov 1	Accounts for fall classes paid in full. <i>(Students receive a monthly bill. They may not sign up for spring courses if they have a remaining balance.)</i>
Nov 1	Deadline for dropping fall classes because of a failing grade or not meeting the ACT requirement <i>(You will receive a refund if withdrawal form is sent by this deadline.)</i>
Dec 10	Dual Credit Office sends Dual Credit Coordinators link and application instructions for spring courses <i>(Do not try to apply until your Dual Credit Coordinator provides you with a link. Using a link to a previous application could cause issues.)</i>
Jan 10	Deadline for instructors to post final grades for fall courses
<b>Spring</b>	
Feb 5	Last day to submit student application for spring courses
Feb 8	Last ACT test date that scores are accepted for spring/yearlong MAT and ENG courses
Apr 1	Dual Credit Office sends Dual Credit Coordinators link and instructions to apply for summer courses <i>(Do not try to apply until your Dual Credit Coordinator provides you with a link. Using a link to a previous application could cause issues.)</i>
Apr 1	Accounts paid in full for spring and yearlong courses
Apr 1	Deadline for dropping spring and yearlong classes because of a failing grade or not meeting the ACT requirement <i>(You will receive a refund if withdrawal form is sent by this deadline.)</i>
May 30	Deadline for instructors to post final grades for spring and yearlong courses
<b>Summer</b>	
May 30	Last day to submit student applications for summer courses
Jun 20	Deadline for dropping summer classes because of a failing grade <i>(Students will receive a refund if withdrawal form is sent by this deadline.)</i>
Jun 20	Accounts for summer classes paid in full. <i>(Students receive a monthly bill. They may not sign up for fall courses if they have a remaining balance.)</i>
Jul 10	Deadline for instructors to post final grades for summer courses