

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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DUAL CREDIT FORMS

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- Instructor Application Form**
- High School Agreement Form**
- Dual Credit Information Sheet**
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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, counselor or principal. High school students must meet the same requirements as on-campus students for admission to English and Mathematics courses. An ACT sub score of 18 in the specific area (either English or Mathematics) is required. Individual high schools or colleges may choose to adopt higher standards. Students with less than a 3.5 GPA will be allowed to earn a maximum of 15 hours. Students with a 3.5 or higher 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/principal. Students meeting those requirements may earn a maximum number of 30 hours. 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. An acceptable example would be 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. Counselors/dual credit coordinators will distribute a list of courses offered, application and student information sheet. Students will submit application for dual credit class to their counselor/dual credit coordinator by the designated deadline stated on the application.

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

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 \$95 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>

Dropping a class

To drop a dual credit class, the student must contact their counselor/dual credit coordinator, fill out the withdrawal form and send it to:

Pam Ferguson Email: pferguson@sbuniv.edu Fax: 417-328-2091

Deadline for dropping classes with refund (Minus deposit):

Fall class: December 15st

Year classes: April 15th

Spring classes: April 15th

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

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/aecontent.php?pid=482726>

Placement Information for English and Mathematics ACT Scores

For English placement:

- **Student must have an 18 or above on the English portion of the ACT test to enroll in dual credit English courses.***

For Math placement:

- **Student must have an 18 or above on the Math portion of the ACT test to enroll in dual credit Math courses.***

***ACT scores will be accepted through the October test date for fall courses and the February test date for spring/yearlong courses. April and June test scores will not be accepted.**

DUAL CREDIT COURSES

Business	BUS 2023
Principles of Biology	BIO 1004
Principles of Chemistry	CHE 1104
General Chemistry I	CHE 1115
Computer Science Intro to Computing	CIS 1103
Computer Science I	CIS 1144
Communication Fundamentals of Speech Com	COM 1103
English Composition I	ENG 1113
English Composition II	ENG 2213
Introduction to Music	FAR 1023
Foreign Language:	
Elementary Spanish I	SPA 1114
Elementary Spanish II	SPA 1124
Intermediate Spanish I	SPA 2213
Intermediate Spanish II	SPA 2223
History:	
Intro to the History of World Civilization Early to Ren.	HIS 1113
Intro to the History of World Civilization Ren. to Present	HIS 1123
History of the United States, 1492-1865	HIS 2213
History of the United States, 1865 - Present	HIS 2223
Math:	
College Algebra	MAT 1143
PreCalculus	MAT 1163
Business Calculus	MAT 1193
Analytics and Calculus I	MAT 1195
Geography	GEO 1103
General Physics I	PHY 1115
Intro to Earth Science	PHS 1114
American Government & Politics	POL 1113
General Psychology	PSY 1013
Introductory Sociology	SOC 1003

DUAL CREDIT FORMS

Application for Admission

Instructor Application

High School Agreement

Dual Credit Information Sheet

Course Withdrawal Form

**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 Tara Parson, 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** _____ **ACT Composite Score** _____

Current ACT Sub 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, an ACT score of 18 in the specific area (either ENG or MATH). To receive credit for the course, scores must be reported by Dec 1/Fall; March 15/Spring, yearlong classes.

COURSE(S) FOR WHICH YOU ARE MAKING APPLICATION:

SBU Prefix/Course #	Course Name/Instructor	Starting Semester/Yr.	Course Length

NOTE TO PARENT AND STUDENT: Your signature indicates that you have read the application and the student information sheet and understand the requirements and deadlines for dual credit. The tuition is \$95.00 per credit hour. A deposit is required for each class taken. \$50/3hour class, \$70/4 hour class, \$90/5 hour class. Finance Charges will be added to unpaid balances. **ACCOUNTS MUST BE PAID IN FULL BEFORE THE END OF THE COURSE.** (Dec. 15 for fall courses/May 1st for yearlong and spring courses. If a student has reason to drop a course, a withdrawal form must be submitted by Dec. 15th for fall courses and April 15th for spring and yearlong courses. Tuition paid, minus the deposit per class will be refunded. (Full tuition for summer courses must be paid before student can be enrolled) **IF a withdrawal form is not postmarked by these dates, there will be no refund.**

SIGNATURES:

 Student Date Parent/Guardian Signature (Accepts financial responsibility) Date

 High School Coordinator (Approves Student/Courses) 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:
 Pam Ferguson, Southwest Baptist University, 1600 University Ave., Bolivar, MO 65613 – Phone: (417)328-1741 Fax: (417) 328-2091

**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

Table with 4 columns: Dean of College and Department Chair (please initial in appropriate column), Dean, Chair, and a row for 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.



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
2015-2016



PLEASE READ!!

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 at a reduced tuition, while still in high school.
- 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 sub score of 18 or higher for enrollment in English Composition I & II
 - Mathematics ACT sub score of 18 or higher for enrollment in ANY mathematics course
- **Fall courses, students must have ACT score by Dec. 15. Spring/yearlong courses, students must have ACT score by April 15. 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 \$95 per credit hour. (3 hour course = \$285; 4 hour course = \$380; 5 hour course=\$475)
- **A deposit of \$50.00 for 3 hour course, \$70.00 for 4 hour course and \$90.00 for 5 hour course is required for each class taken.**
- Tuition deadlines are:
 - **Full tuition payment is required for summer course before student can enroll.**
 - **December 15, 2015 for courses that are complete at the end of the first semester.**
 - **May 1, 2016 for spring courses and yearlong courses.**
- 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 balances are not paid by the deadline, you will not receive credit for course.
- 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**

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.
- Get signatures/date on application and return it to the proper person at your high school by the deadline set by your school. Please also send your tuition payment or the required tuition deposit for each class.

Dropping a Dual Credit Class

Deadline for dropping classes with refund (minus the deposit) Fall class, December 15th; Year classes, April 15th; Spring classes, April 15th. **You must fill out a withdrawal form** and send to Pam Ferguson: Southwest Baptist University 1600 University Avenue, Bolivar, MO 65613 Forms will not be accepted if postmark is after the dates listed above.

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 Pam Ferguson: 417-328-1741
Please direct all other questions to Suzanne Powers, Dual Credit Coordinator: 417-328-1689 or spowers@sbuniv.edu

Dual Credit Course Withdrawal Form

Name _____

Address _____

City _____ State _____ Zip _____

Student ID _____

High School _____

SBU Course # and Name _____

Reason for withdrawal _____

This form will serve as official withdrawal notice when received by the Director of Dual Credit. The postmark or email date will be used as the official withdrawal date.

Deadline for dropping classes with refund (minus the deposit)*
Fall class, December 15th
Year classes, April 15th;
Spring classes, April 15th

Please fill out a withdrawal form and send to:
Pam Ferguson
Southwest Baptist University
1600 University Avenue
Bolivar, MO 65613

***Note: If your class (English or Math) requires a certain ACT score, please arrange to take ACT in time to receive the score before the withdrawal deadline.**

Parent/Guardian Signature _____ Date _____

Principal/Dual Credit Coordinator _____ Date _____

Director of Dual Credit _____ Date _____