



# Southwest Baptist UNIVERSITY

## **2023-2024 Student Dual Credit Handbook**

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



## Table of Contents

Guiding Principles	3
Program and Curriculum Standards	3
Assessment of Student Performance	3
Student Eligibility and Support	4
High Schools Offering Dual Credit	4
High School Coordinator	4
Instructor and Academic Course Approval for a Dual Credit Course	5
Dual Credit Students	5
Placement Information for English and Mathematics ACT Scores	5
Student Registration	5
Dropping a Dual Credit Course	5
Student Tuition for Dual Credit Courses	6
Dual Credit Teachers	6
Faculty/Instructor Qualifications	6
Course Grades	6
General Academic Information	6
Definitions	6
Numbering of Courses	7
Definition of Semester Hour	7
Transferability of Courses	7
Transcript of Credit	7
Library Resources	7
Payments	8
Dual Credit Courses	9
Dual Credit Calendar	10



Dual credit courses through Southwest Baptist University are offered on-site in the high school classroom.

## 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 11<sup>th</sup> and 12<sup>th</sup> grades interested in dual credit must also meet the additional 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).

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

- Students in the 10<sup>th</sup> grade must have an overall minimum grade point average of 3.0 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 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 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 Dual Credit Coordinator at Southwest Baptist University



## 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, 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.

### *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.

Sophomores will need to submit a dual credit permission form with their applications. The form must be signed by the counselor, principal, and a parent/guardian of the student.

### *Dropping a Dual Credit Course*

To drop an 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 4431 S Fremont Ave, Springfield, MO 65804, care of Dual Credit Coordinator.

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

Fall classes: December 15

Year classes: May 15

Spring classes: May 15

Summer classes: TBD- Dual Credit Site Coordinator will have the date prior to the start of the summer term.

Please note: The withdrawal form must be postmarked/ electronically received 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 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 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 (mailed to the University) made out to Southwest Baptist University.

There is a monthly finance charge of 0.75% applied to all unpaid student accounts. This charge is applied to prior semester balances. Finance charges are applied starting December 31 for both fall and yearlong courses.

Students in a 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. Finance charges are applied starting May 31 for Spring courses.

## Dual Credit Teachers

### *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**

Dual credit 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.

### *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 [the SBU Website](#). 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 Director, ([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.

As a resource for dual credit classes, our librarians have created a ["Lib-Guide"](#) for your use.



## Payment

### *Slate*

Students registered online for their dual credit class using a software called “Slate.” Follow [this link](#), and log into the account. Payments can be made here using a credit/debit card or ACH bank transfer. Transaction fees will apply.

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, simply edit the total on the application summary page. Later, you can log back in and make another payment or pay the remaining balance. Make sure to pay the full balance before the deadline to avoid late fees.

For more detailed instructions regarding Slate payments, refer to the “Dual Credit Application” document provided by the student’s counselor.

### *Check*

You may also pay via 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 on the memo line. Bring the check to the Cashier’s office at the Bolivar campus in person or mail it to:

Cashier’s Office  
Southwest Baptist University  
1600 University Avenue  
Bolivar, MO 65613

The Cashier’s Office is open M-F from 9-3 PM.

**For any questions about payments, contact the Cashier’s office at [cashiers@sbuniv.edu](mailto:cashiers@sbuniv.edu) or 1-800-526-5859.**



Dual Credit Courses

Course Title	Course Number	Delivered On-Site by Partner High Schools? (Qualified high school Instructor. See counselor for offerings at your high school.)
Business Statistics	BUS 2023	X
Principles of Biology	BIO 1004	X
Principles of Chemistry	CHE 1104	X
General Chemistry I	CHE 1115	X
Foundations of Computer Sciences	CIS 1033	X
Computer Science I	CIS 1144	X
Fundamentals of Speech Communication	COM 1103	X
English Composition I	ENG 1113	X
English Composition II	ENG 2213	X
Introduction to the History of World Civilization: From the Earliest Times Through the Renaissance	HIS 1113	X
Introduction to the History of World Civilization: From the Renaissance to the Present	HIS 1123	X
Geography	GEO 1113	X
History of the U.S.: 1492-1865	HIS 2223	X
History of the U.S.: 1865-Present	HIS 2223	X
Algebraic Reasoning & Modeling	MAT 1243	X
Pre-Calculus	MAT 1163	X
Business Calculus	MAT 1193	X
Analytics and Calculus I	MAT 1195	X
General Physics I	PHY 1115	X
American Government and Politics	POL 1113	X
General Psychology	PSY 1013	X
Introductory Sociology	SOC 1003	X
Elementary Spanish I	SPA 1114	X
Elementary Spanish II	SPA 1124	X
Intermediate Spanish I	SPA 2213	X
Intermediate Spanish II	SPA 2223	X

[Full descriptions](#)



## Dual Credit Calendar

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

<b>Date/Deadline</b>	<b>Event</b>
September 10	Last day to submit student applications for fall and year-long courses
October 30	Last ACT test date that scores will be accepted for fall MAT and ENG courses
December 15	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 postmarked by this deadline.</i> )
December 15	Accounts for fall classes paid in full. ( <i>Students receive a monthly bill, however, they may not sign up for spring courses if they have a remaining balance.</i> )
January 24	Last day to submit student application for spring courses
February 10	Last ACT test date that scores are accepted for spring/year-long MAT and ENG courses
May 1	Accounts paid in full for spring and year-long courses
May 15	Deadline for dropping classes because of a failing grade or not meeting the ACT requirement ( <i>You will receive a refund if withdrawal form is postmarked by this deadline.</i> )