

# DUAL CREDIT HANDBOOK

(Including on-site and online dual credit)



## 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 Courses**

### **ON-SITE DUAL CREDIT FORMS**

- Instructor Application Form
- High School Agreement Form
- Course Withdrawal Form
- Dual Credit Calendar
- Dual Credit Information Sheet
- Application for Admission Form

### **ONLINE DUAL CREDIT FORMS**

- Application for Admission Form
- Course Withdrawal Form

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.

### **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 the 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 college-level qualified personnel to offer traditional dual credit courses.

### **Program and Curriculum Standards**

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

### **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).

In order 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:

- a) Students in the 11<sup>th</sup> and 12<sup>th</sup> grades with an overall minimum grade point average of 3.0 (on a 4.0 scale) are automatically eligible for dual credit courses.
- b) Students in the 11<sup>th</sup> and 12<sup>th</sup> grades with an overall grade point average between 2.5 – 2.99 (on a 4.0 scale) 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> grade interested in dual credit must also meet the additional criteria listed below:

- a) Students in the 10<sup>th</sup> 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.
- b) Students in the 9<sup>th</sup> grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale), 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).

### **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 a 20 or above on the Math portion of the ACT test to enroll in dual credit Math courses.\*

\*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.**

### **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 department 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).

### **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 the 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).

### **Orientation**

Dual Credit instructors will participate in orientation activities provided by our institution. The format for 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.

### **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-hours course-\$83.35)

### **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 department chair 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	Foreign Language	Physics	Sociology	Chemistry
History	Physical Science	Speech	Computer Science	Mathematics
Political Science	Geography	English	Music/Fine Arts	Psychology

Link to the SBU Catalog: <http://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.

### **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.

### **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 an application for dual credit class to their counselor/dual credit coordinator by the designated deadline stated on the application.

**Please note that there are separate applications for dual credit (on-site) and online dual credit courses.**

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

### **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.

### **Student Tuition for On-Site Dual Credit Courses**

Tuition is \$95 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 made out to Southwest Baptist University, credit, or debit card. There is a processing fee of 2.89% when paying with credit or debit card. Payments may be made by calling: 1-417-328-1523. There is a monthly finance charge of 0.75% applied to all unpaid student accounts.

### **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<sup>th</sup> for the fall semester courses or by February 28<sup>th</sup> 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 made out to Southwest Baptist University, credit, or debit card. There is a processing fee of 2.89% when paying with credit or debit card. Payments may be made by calling: 1-417-328-1523. There is a monthly finance charge of 0.75% applied to all unpaid student accounts. Transcripts will not be furnished for any student with an outstanding balance.

### **Transcript of Credit**

There is a charge of \$8.00 for each official transcript picked up in person at the Registrar's office.

You may also order transcripts thru our website: <http://www.sbuniv.edu/academics/academic-resources/registrar/> Cost for ordering through the website is \$12.25.

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

### **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:

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

Deadline for dropping classes with a refund (Minus deposit):

Fall class: December 15<sup>th</sup>

Year classes: April 15<sup>th</sup>

Spring classes: April 15<sup>th</sup>

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 received by the Office of Online Learning at Southwest Baptist University. 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 non-punitive grade of W on your transcript and no refund.

David Marsch Email: dmarsch@sbuniv.edu Fax: 417-328-2091

Fall class: September 15<sup>th</sup>

Spring classes: February 15<sup>th</sup>

### **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/c.php?g=113794>



## DUAL CREDIT COURSES

Course Title	Course Number	Delivered On-Site (Qualified high school instructor)	Delivered Online (SBU faculty instructor)
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 Science	CIS 1033		X
Computer and Information Management	CIS 1103	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 Music	FAR 1023	X	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	X
History of the United States: 1492-1865	HIS 2213	X	X
History of the United States: 1865-present	HIS 2223	X	X
Foundations of Physical Fitness and Wellness	KIN 1162		X
College Algebra	MAT 1143	X	X
Pre-Calculus	MAT 1163	X	
Business Calculus	MAT 1193	X	
Analytics and Calculus I	MAT 1195	X	
Introduction to Earth Science	PHS 1114	X	
General Physics I	PHY 1115	X	
American Government and Politics	POL 1113	X	
General Psychology	PSY 1113	X	X
Introductory Sociology	SOC 1003	X	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:** <http://www.sbuniv.edu/resources/documents/catalog/course-descriptions.pdf>

# **ON-SITE DUAL CREDIT FORMS**

**Instructor Application**

**High School Agreement**

**Course Withdrawal Form**

**Dual Credit Calendar**

**Dual Credit Information Sheet**

**Student Application for Admission**

# **ONLINE DUAL CREDIT FORMS**

**Student Application for Admission**

**Course Withdrawal Form**



DUAL CREDIT INSTRUCTOR APPLICATION – ON-SITE COURSES
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, the name of the textbook.

Applicant Signature/Date

High School Principal Signature /Date

Table with 4 columns: Initials, Dean of College and Department Chair, Dean, Chair. Rows for Approved and 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



**ON-SITE DUAL CREDIT AGREEMENT**  
**with**  
**Southwest Baptist University**  
**and**

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(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 15<sup>th</sup> of its intention to terminate the agreement.

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Principal of High School

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Date

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President of Southwest Baptist University

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Date

**Dual Credit Course Withdrawal Form – On-Site Courses  
Southwest Baptist University**

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 15<sup>th</sup>  
Year classes, April 15<sup>th</sup>;  
Spring classes, April 15<sup>th</sup>

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.**

**Deposit for a 3 hour class/\$50.00  
Deposit for a 4 hour class/\$70.00  
Deposit for a 5 hour class/\$90.00**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Dual Credit Coordinator \_\_\_\_\_ Date \_\_\_\_\_

## Dual Credit Calendar for On-Site Courses

**Dates/Deadlines (If the date falls on a weekend or holiday, the date will be the following Monday)**

**August 5 - Mentors** must have on-site teacher's syllabus to approve (on SBU template)

**August 10** - Student applications and information sheets emailed to dual credit coordinator

**August 10** – Orientation presentation sent to new on-site dual credit teachers

**August 15** – New teachers send orientation verification form to Suzanne Powers

**September 10** - Last day to submit student applications for fall and year-long courses (We would appreciate you sending them to us sooner if possible.)

**October 1** - Pam Ferguson will send out rosters for teachers to verify

**October 10** - Please return rosters to Pam Ferguson by the 10th

**October 30** – Last ACT test date that scores will be accepted for fall MAT and ENG courses

**December 1** – Pam Ferguson will send out rosters for fall grades

**December 15** – Deadline for dropping fall courses with refund (minus the deposit)

**December 15** – Accounts for fall courses paid in full. Students will not be allowed to sign up for spring courses if their account as 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 Pam Ferguson by the 20<sup>th</sup> or as soon as you have final grades for 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** – Pam Ferguson will send out rosters for teachers to verify

**February 5** – Please return rosters to Pam Ferguson by the 5th

**February 10** – Last ACT test date that scores are accepted for spring/ year long MAT and ENG courses

**April 15** – Deadline for dropping courses with refund (minus deposit) for spring and yearlong classes

**May 1** – Accounts paid in full for spring and yearlong courses

**May 1** – Pam Ferguson will send out rosters for spring and year-long final grades

**May 10** – Orientation presentation sent to new (new for next year) on-site dual credit teachers

**May 15** – New teachers send orientation verification form to Suzanne Powers

**May 15** – You will receive your syllabus template by the 15<sup>th</sup>. If you have not received them, please contact me. (Mentors will work with you to fill out template)

**May 30** – Last day to return rosters with grades (please contact me if you need extended time)

**June 1** – Orientation verification form returned to by June 1<sup>st</sup>

Southwest Baptist University  
Dual Credit Information Sheet – On-Site Courses  
2017-2018



## Important Information:

### 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 (9% annually/0.75% monthly)

### 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 & II
  - Mathematics ACT subscore of 20 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 a student can enroll.**
  - **December 15, 2017, for courses that are completed at the end of the first semester.**
  - **May 1, 2018, 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 2.89% when paying with credit or debit card. Payments may be made by calling: **1-417-328-1523**

### 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. Your social security number is required in order for SBU to file tax forms on your behalf.
- **Get signatures/date on the 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 15<sup>th</sup>; Spring classes, April 15<sup>th</sup>. **You must fill out a withdrawal form** and send to Pam Ferguson: Southwest Baptist University 1600 University Avenue, Bolivar, MO 65613 (Forms must be postmarked on or before the dates listed above).

### Grades

Grades are posted on WebAdvisor. They are NOT mailed to you. Grades posted will be the same grade you receive on your HS transcript. 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 (mm/dd/yr)

**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 spowers@sbuniv.edu**

**ON-SITE DUAL CREDIT ENROLLMENT APPLICATION | 2017-18**

**Office use only:** SBU ID# \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last First MI

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security: \_\_\_\_-\_\_\_\_-\_\_\_\_ Race/Ethnicity:  American Indian or Alaska Native  Hispanic/Latino

Student Email: \_\_\_\_\_  Black or African American  Asian

Student Cell Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  Native Hawaiian or Other Pacific Islander  Multi or Bi-racial

High School: \_\_\_\_\_ Graduation Month/Year: \_\_\_\_/\_\_\_\_  Caucasian  Other \_\_\_\_\_

Student Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SBU Course Prefix and Number	SBU Course Title	High School Instructor	FA	SP	SU	Year

***Information to be completed by high school counselor/dual credit coordinator***

GPA: \_\_\_\_\_ ACT Scores: Composite \_\_\_\_\_ Math Subscore (20 or above) \_\_\_\_\_ English Subscore (18 or above) \_\_\_\_\_  
*Subscores for Math and English are required if student is enrolled in a Math or English Class*

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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. A monthly finance charge (9% annually or 0.75% monthly) will be added to unpaid balances. ACCOUNTS MUST BE PAID IN FULL BY Dec. 15th for fall courses/May 1st for yearlong and spring courses. Students may not register for future semesters if they have an unpaid balance. If a student does not meet the required ACT score, 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 a summer course must be submitted with application). If a withdrawal form is not postmarked by these dates, there will be no refund.

***FERPA Student Release***

I hereby authorize and consent to the disclosure of my educational records between SBU and the Parent/Legal guardian identified below. This may include but is not limited to grades, registration, academic standing, payment information, and collections. Your signature also indicates that you have read the application and the student information sheet and understand the requirements and deadlines for dual credit.

Parent/Guardian Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_ (If different from above) City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***PARENT/LEGAL GUARDIAN***

Your signature indicates that you have read the application and the student information sheet and understand the requirements and deadlines for dual credit.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SBU does not discriminate on the basis of race, color, national origin, sex, age, disability or marital status in employment, admission, access to, or treatment in, its programs and activities, except to the extent permitted by religious exemptions recognized by law.



**ENROLLMENT APPLICATION  
ONLINE DUAL CREDIT | 2017-18**

**Office use only:** SBU ID# \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last First MI

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security: \_\_\_\_-\_\_\_\_-\_\_\_\_ Race/Ethnicity:  American Indian or Alaska Native  Hispanic/Latino

Student Email: \_\_\_\_\_  Black or African American  Asian

Student Cell Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

High School: \_\_\_\_\_ Graduation Month/Year: \_\_\_\_/\_\_\_\_

Student Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SBU Course Prefix and Number	SBU Course Title	FA	SP	Year

***Information to be completed by high school counselor/dual credit coordinator***

GPA: \_\_\_\_\_ ACT Scores: Composite \_\_\_\_\_ Math Subscore (20 or above) \_\_\_\_\_ English Subscore (18 or above) \_\_\_\_\_  
*Subscores for Math and English are required if student is enrolled in a Math or English Class*

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tuition is \$95.00 per credit hour. A deposit of \$100 per course is required. Accounts must be paid in full by Sept. 30th for fall courses and Feb. 28th for spring and yearlong courses. A monthly finance charge will be assessed on any unpaid balance after this date. Students may not register for future semesters if they have an unpaid balance. Tuition may be paid by check made out to Southwest Baptist University, credit or debit card.

***FERPA Student Release***

I hereby authorize and consent to the disclosure of my educational records between SBU and the Parent/Legal guardian identified below. This may include but is not limited to grades, registration, academic standing, payment information, and collections. Your signature also indicates that you have read the application and the student information sheet and understand the requirements and deadlines for dual credit.

Parent/Guardian Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_ (if different from above) City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***PARENT/LEGAL GUARDIAN***

Your signature indicates that you have read the application and the student information sheet and understand the requirements and deadlines for dual credit.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SBU does not discriminate on the basis of race, color, national origin, sex, age, disability or marital status in employment, admission, access to, or treatment in, its programs and activities, except to the extent permitted by religious exemptions recognized by law.

**Department of Extended Learning Online Dual Credit  
COURSE WITHDRAWAL FORM**

**Please complete and submit form to:**

Department of Extended Learning  
Southwest Baptist University  
1600 University Avenue  
Bolivar, MO 65613-2597  
email: dmarsch@sbuniv.edu  
fax: 417-328-1612

**Name:** \_\_\_\_\_ **Student ID#** \_\_\_\_\_ High School \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Course # and Name:** \_\_\_\_\_ **Date Enrolled** \_\_\_\_\_

Please refer to the *Online Dual Credit* website for specific course withdrawal information. This form will serve as official withdrawal notice when received by the Department of Extended Learning. The postmark or email date will be used as the official withdrawal date.

<b>Student Comments:</b>

**Student's Signature:** \_\_\_\_\_ **Parent's Signature:** \_\_\_\_\_

**High School DC Advisor (e.g. counselor) Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

For questions contact the Department of Extended Learning at (417) 328-1599

Updated 10.23.15