



SOUTHEAST MISSOURI
STATE UNIVERSITY • 1873

Southeast Missouri State University
Dual Credit
Faculty Handbook

Revised May 2017

**SOUTHEAST MISSOURI STATE UNIVERSITY
HIGH SCHOOL DUAL CREDIT PROGRAM**

**Interpretive Guidelines and Procedures to CBHE Policy
Revised May 2017**

Foreword: The policy which governs the operation of high school dual credit activities in the state of Missouri is established by the Missouri Coordinating Board for Higher Education via the Board's "Policy Guidelines for the Delivery and Transferability of Credit Obtained in Dual Credit Programs Offered in High Schools" as approved in June, 2015

This document provides concurrent guidelines and procedures relative to the operation of dual credit at Southeast Missouri State University. Major headings are the same as major headings in the MCBHE "Policy Guidelines."

STUDENT ELIGIBILITY

Basic Requirements: Dual Credit students of the university must have a minimum grade average of "B" on all prior high school course work and be recommended for participation by signature of the high school principal or his/her official designee. The "B" average is reflected by a grade point average of at least 3.0 on a 4.0 scale. In addition, specific placement testing is required for participation in EN100: English Composition and all Mathematics courses.

EXCEPTION POLICY: Students with less than a "B" average but at least a 2.5 grade point average are eligible for participation in dual credit with a letter of recommendation from his/her principal. The letter of recommendation must state: (1) that the student is of an exceptional academic ability not accurately reflected by past performance and resulting grade point average, and (2) that, in the opinion of the principal, the student is capable of successful performance in the recommended dual credit class(es). Where applicable, an acceptable score on the university's placement exam(s) is also required. Students admitted under this exception policy must attain a grade of B or better on all university course work in order to continue in the dual credit program for second and subsequent terms.

Placement in EN 100: English Composition: Dual Credit students must meet the same requirements for participation in EN 100 as are required of regularly admitted on-campus students. Those requirements are specified in "Guidelines for Dual Credit English Courses" as published and updated periodically by the Department of English.

Placement in Math courses: Dual Credit students must meet the same requirements for participation in Math classes as are required of regularly admitted on-campus students. Those requirements are updated annually by the Math Department.

PROGRAM STRUCTURE AND ADMINISTRATION

Course Availability and Program Structure

Course Schedule for Dual Credit: Any freshmen level course of the university may be made available in the Dual Credit program upon the approval of the appropriate academic department. The Office of Dual Credit will maintain a list of courses approved by the academic departments for delivery via dual credit and will further maintain a current syllabus on each course. On an annual basis, the concurrent enrollment partner (CEP) adjunct instructors will ensure that updated syllabi are obtained from each department.

Basis for Participation: As a requirement for offering any dual credit course, a participating high school will ensure that the dual credit course is taught by the university syllabus or that the syllabus material is incorporated into the content of an existing course. Courses in the high school must be taught by teachers who have been approved as adjuncts by the appropriate on-campus academic department. The requirements for high school faculty appointment are outlined below under “Faculty Qualifications and Support.”

Compliance: Each CEP instructor will be assigned a regular faculty liaison from the sponsoring department to provide coordination and supervision in the implementation of the course. The coordinating faculty liaison, through consultation and site visits, will be responsible for ensuring that the high school faculty member is apprised of course requirements and will otherwise ensure that the course delivered is equivalent to the on-campus course in terms of philosophy, pedagogy, course content, student assessment, and grading.

Textbooks: High schools are encouraged to use the same textbooks as are used for the on-campus course and are eligible to participate in the textbook rental program available for undergraduate students. The sponsoring university department may require high schools to use the campus text; however, upon mutual agreement by the CEP instructor, the high school administration and the university department, an alternate textbook that is deemed equivalent may be used.

Academic Year Schedule and Fee Structure

The university recognizes that high school schedules are not congruent with the schedule established by the university, and, within reasonable boundaries, extends flexible scheduling to the high school dual credit program in the same manner as with any off-campus activity seeking to serve a non-traditional student population. According to the high school schedule, courses may be taught in one of three schedules with the registration and grading requirements as indicated for each:

Fall Term: Courses run August through December or January. Registrations will be due in May or August and grades will be due in December.

Year Long Term: Courses run August through May. Registrations will be due in May or August. Grades of “incomplete” are assigned in January and final grades are due in May.

Spring Term: Courses run January through May. Registrations will be due in January and grades will be due in May.

Fee Structure: Any high school student seeking dual credit via approved university coursework is admitted under a status of “non-degree seeking student” and charged fees at a reduced rate of the on-campus incidental fees for Missouri residents. Dual credit students are not assessed on-campus activity fees, off-campus fees, or surcharges, nor laboratory fees. Dual credit students will pay the standard admissions processing fee assessed of any first-time enrolling student; however, this fee will not be assessed a second time for dual credit students subsequently enrolling as regular students of the university. As of the 2017-2018 school year, the high school incidental fee is \$95.00 per semester hour of instruction. The admission processing fee remains at \$30.00 and can be waived for free and reduced lunch students.

University Administrative Structure

The high school dual credit program is recognized as an off-campus credit program of the university and administered accordingly. The Office of Dual Credit in turn works cooperatively with the academic departments that sponsor dual credit courses and participating high schools to implement all dual credit activities and to ensure compliance with MCBHE and university policies.

FACULTY QUALIFICATIONS AND SUPPORT

New Faculty Appointments: High schools seeking to have a faculty member approved for dual credit instruction will submit a letter of nomination from the principal naming the recommended faculty member and specifying the course to be taught. This nomination will be supported by the concurrent submission of the nominee's application resume and college transcripts. EXCEPTION: the sponsoring academic department may require additional information from faculty applicants provided these requirements are congruent with the requirements placed on applicants for part-time faculty positions on campus.

Nominations will be submitted to the Office of Dual Credit, and that office will screen all applicants for compliance with MCBHE and university criteria for dual credit faculty. Qualified nominees will then be submitted to the appropriate academic department for review. The process of review and appointment for each department will be the same as for the appointment of any part-time faculty member. Dual credit adjunct instructors must have earned a master's degree and have completed a minimum of 18 hours of graduate coursework in the subject area to be taught.

The department chair and/or faculty liaison will advise the Office of Dual Credit in writing of departmental approval or denial utilizing the SEMO Dual Credit Instructor Approval Form. Upon approval by the department, a letter of appointment will be issued and will become part of the CEP instructor's permanent personnel file. The Office of Dual Credit will advise the high school of the final disposition on faculty nominations.

New Faculty Training: All new CEP instructors will be required to complete a program of orientation and training prior to teaching their first dual credit course. This training will be conducted by the faculty liaison from the appropriate department. The training will include the course philosophy, the course prerequisites and requirements, the course curriculum, the textbook, the course syllabus, student learning outcomes, and the department's assessment criteria. Before final approval of the candidate, each must agree to and signify their acceptance of these essential elements by signing the approval document. (Please see an example of this document on Page 2 of the Southeast Missouri State University Instructor Approval Form.) The CEP instructor is required to complete his/her course syllabus. The syllabus is then submitted to the faculty liaison from their respective department for approval. If the faculty liaison identifies issues with the syllabus, a collaborative revision ensues.

Annual Faculty Training: Annual training will be scheduled prior to the beginning of each school year by the academic department for all CEP instructors. This training will serve the two-fold purpose of updating CEP instructors on new and amended dual credit policies and procedures and will serve as an interactive session for CEP instructors and the faculty liaisons from each academic department. Attendance by university faculty and CEP instructors is required. CEP instructors who do not participate in annual professional development for two consecutive years will no longer be approved to teach dual credit courses.

Absences may be excused if arrangements are made with the appropriate faculty liaison to obtain the information presented.

Faculty Professional Development: Faculty liaisons are expected to provide on-going professional development activities for CEP instructors throughout the year. These activities may be in the form of emailed articles, activities conducted via Skype, Moodle forums, departmental meetings, etc. CEP instructor participation is required and a record of attendance is maintained in the Office of Dual Credit. Absences can be excused by the faculty liaison; however, the CEP instructor must participate in ancillary professional development activities approved by the supervising department. Should a CEP instructor fail participate in professional development for two consecutive years, he/she will no longer be qualified to teach dual credit courses for the University.

On-Site Supervision: Each faculty liaison is required to visit his/her assigned veteran CEP instructor every other year. New CEP instructors will be visited during the first semester they teach and then every other year thereafter. Faculty liaisons may do on-site visits more often if, in their professional opinion, such visits are called for to ensure CEP compliance with university expectations. On-site visits should include but are not restricted to: observation of teaching delivery, review of course syllabus, and review of in-class and external support materials.

Faculty Evaluation: University academic departments are responsible for conducting student evaluations of CEP instructors in the same manner as student evaluations are conducted for any part-time or regular faculty member. The Office of Dual Credit will provide support for the delivery and collection of evaluation instruments. In accordance with university policy, faculty evaluations will be administered in a secure manner without direct handling by the teacher under evaluation, and it is recommended that evaluations be proctored by the high school administration. Each department is responsible for maintaining records of annual CEP instructor evaluations and for verifying compliance via those records. Faculty liaisons serve as a resource for CEP instructors in the interpretation of evaluation results.

ASSESSMENT OF STUDENT PERFORMANCE

Where standardized tests are used to evaluate student progress in on-campus courses, whether periodically during the semester or as a comprehensive examination, the same instrument or instruments will be used to assess student progress in dual credit courses. In courses where no standardized testing procedure is established, assessment strategies must be the result of a collaborative effort between the on-campus faculty liaison and CEP instructor. It is the responsibility of the faculty liaison to ensure that assessment instruments used for dual credit students match those used for on-campus students in the corresponding course.

Grading Procedures: Dual credit students receive a separate grade for high school and college credit, and the procedures and standards need not be congruent; however, it is required that dual credit students be graded for college-level work using the same standards as those used in the on-campus course. Grading procedures and standards are to be discussed by CEP instructors and faculty liaisons before the implementation of the dual credit course.

Upon the completion of a dual credit course, the CEP instructor will assign grades and Input these into the university system.

COURSE CREDIT

Southeast Credit: Credit earned by any high school student in an approved dual credit course is automatically recorded on the student's official transcript as university credit and is not considered transfer credit. Academic departments may not require further proof of competency beyond those required for the completion of the dual credit course.

EVIDENCE FOR POLICY COMPLIANCE

Student Eligibility: For each student, high schools will provide the grade point average for dual credit students, and the Office of Dual Credit will be responsible for screening all dual credit applicants for course pre-requisites.

Student Assessment: The University will maintain a permanent record of all dual credit course assessment strategies and/or final examinations as appropriate to demonstrate compliance with the MCBHE policy requiring the duplication of learning experience between high school and on-campus offerings. The academic department is charged with maintaining the necessary records for demonstration of compliance. The following procedures will apply:

Standardized tests developed by the university academic departments will be maintained under secure conditions by the department or Office of Testing Services in accordance with established procedures.

Non-standardized assessment instruments, i.e., tests and exams developed for one-time use within a specific course, will be maintained in the permanent files of the academic department.

Faculty Qualifications: For approval as a CEP instructor, a teacher must have a master's degree and a minimum of 18 hours of successfully completed graduate coursework in the subject area to be taught. Once approved, the Office of Dual Credit will maintain personnel files for all CEP instructors. Each file will contain the instructor's resume, college transcripts, and the letter of appointment. In addition, the personnel file will contain copies of on-site visits, course syllabi and evidence of participation in professional development.

Non-Compliance: Should a CEP instructor or course be determined to be in non-compliance by a faculty liaison, the Office of Dual Credit will be notified. A plan for remediation will be developed by the appropriate academic department personnel and the CEP high school and instructor will be notified of the actions that must be taken to rectify the issues identified. Once actions have been taken, the faculty liaison will do an on-site visit to verify that the issues have been resolved. Should a CEP high school or instructor fail to implement the remediation action plan, the course in question will no longer be approved for dual credit. In the event that this action must be taken, the Office of Dual Credit will notify the CEP instructor, the administration of the high school, the department chair, and the faculty liaison. Records of such action will be maintained in the Office of Dual Credit.