

# MISSOURI SOUTHERN STATE UNIVERSITY

Office of Academic Outreach • 3950 East Newman Road • Hearnes Hall 315 • Joplin, MO 64801  
Phone: 417/625-9785 • Fax: 417/659-4028 • dualcredit@mssu.edu

## Student Expectations

***The MSSU DC/DE Handbook is inclusive of all policies and procedures affecting students in the program. As a high school student you may be accustomed to a different set of expectations than that of a university student. Below are select excerpts of policies and procedures from the handbook and other program documents; they are considered key expectations and guidelines that may be unlike those affecting you at your high school. Please refer to the handbook for an all-inclusive list of program policies and procedures.***

### High School Dual Credit/Dual Enrollment Students & Parents

High School Dual Credit/Dual Enrollment Students and Parents are responsible for completing all program entry paperwork in a timely manner and abiding by the MSSU policies and procedures within this handbook as well as other existing University policies for students. Students and parents are responsible for timely payment of dual credit classes and checking with other universities about the transferability of the dual credit courses being taken from MSSU.

### Student Course Load & Learning Environment

***Prior to registering for courses in the dual credit/dual enrollment program***, consideration should be given to the amount of time and personal responsibility that will be required of the student. For a regularly enrolled MSSU student, a typical 3 hour course requires a student to spend 3 hours per week attending the course. The universally accepted “two-for-one” rule says that in order to earn a good grade in a college professor’s course a student should plan on studying two hours for every one credit hour of enrollment. For example, if a student is enrolled in 6 hours, then the student should plan to study an additional 12 hours per week. Students may simultaneously enroll in the Dual Credit and Dual Enrollment programs during the same semester.

Dual credit/dual enrollment courses are not modified based on the maturity level of the student. Students and parents acknowledge upon enrollment that the higher education environment promotes an open exchange of ideas.

### Student Eligibility & Support

***MDHE Policy: 6.1 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. However, high schools and institutions providing dual credit courses should work cooperatively to ensure that students wishing to enroll in dual credit courses meet the student eligibility requirements listed below. These requirements apply only to those dual credit courses taught at the high school by an approved high school faculty member, and do not apply to dual enrollment.*

*6.2 In order to be eligible for dual credit courses, including career and technical education (CTE) 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. Institutions that use placement tests (e.g., ACT, ASSET, COMPASS) to assess students' readiness for college-level, individual courses must ensure that these students score at proficient or above on the ACT or other common placement test as adopted by the Coordinating Board for Higher Education and outlined in the Principles of Best Practices in Remedial Education.*

*6.3 In addition to the requirements in Section 6.2, students in the 11th and 12th grades interested in dual credit must also meet the additional criteria listed below:*

- a) Students in the 11th and 12th 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 11th and 12th 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.*

*In addition to the requirements in Section 6.2, students in the 9th and 10th grade interested in dual credit must also meet the additional criteria listed below:*

- a.) Students in the 10th 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/or guidance counselor and provide written permission from a parent or legal guardian.*
- b.) Students in the 9th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale), score at the 90th percentile or above on the ACT or SAT, and provide a signed letter of recommendation from their principal and/or guidance counselor and provide written permission from a parent or legal guardian.*

*6.4 All students in dual credit courses shall have access to student services and academic support similar to that afforded to students on the college campus, including, but not limited to advisors, library services, and other resources requisite for college-level academic performance.*

6.5 Institutions of higher education and partner high schools should also work collaboratively to establish and maintain early alert systems for students showing signs of poor academic performance.

### **Prerequisites**

Refer to the Key Placement Exam Info/Pre-Requisites for entry-level courses. This is located on the MSSU Dual Credit website.

### **Student Admission & Enrollment**

Visit our website for the step-by-step student guide to admission and enrollment.

### **Communication from MSSU/Student Access to Information**

Most communication from MSSU will run through the MSSU student email account and the personal e-mail provided to us by the student. Other modes of communication used include LioNet and Twitter (@mssudualcredit). For detailed information (e.g., forms, calendars, checklists) about the program visit our website <http://www.mssu.edu/academics/dual-credit/>. For LioNet, MSSU email, Blackboard, and library login information please refer to our Access to Information handout. A list of commonly needed phone numbers is provided.

### **Class Attendance**

Regular attendance is essential for college success. Faculty members are encouraged to keep records of attendance in all regularly scheduled courses at MSSU. Successful completion of the course goals and objectives most assuredly depends upon regular attendance. The professor, when giving a final semester grade, bases his/her evaluation on how well the student has achieved the course goals.

Students who miss a class must assume the responsibility for work missed due to class absence. Professors *may be* willing to assist students whose absences are caused by valid illnesses, University approved activities, and extenuating circumstances. The professor may require evidence to support the reason for absence.

The attendance record is significant to the total record and is useful in guidance and counseling. When absences are excessive, the professor will report the fact to the Division of Student Affairs and they will counsel with the student. Any student earning a grade of "F" must have the Last Attend Date recorded on the Grade Roster. All students who stop attending class or participating online should also have the Last Attend Date recorded on the Grade Roster.

Students taking online classes are expected to participate regularly in those classes. During the first two weeks of class students must be regularly and frequently participating in class or risk being dropped from the class for non-participation by the instructor.

## **Student Behavior**

Dual credit/dual enrollment students are responsible for familiarizing themselves and abiding by policies and procedures found in the MSSU Student Handbook as well as other policies and procedures that affect the general student body at MSSU (e.g., Student Code of Conduct, Academic Integrity). Violators of these regulations are subject to disciplinary action, which could result in the loss of dual credit/dual enrollment eligibility.

## **Cost/Billing/Payments**

Refer to the Tuition, Fees, Cost Comparison and Payment Methods handout located on the Dual Credit website.

## **Textbooks**

Dual enrollment students will be responsible for obtaining textbooks in the same manner as all other MSSU students. For further instructions about this process, refer to the MSSU Bookstore website: <http://www.mssubookstore.com/>. Dual credit students will be responsible for obtaining textbooks in the same manner as all other MSSU students unless the high school has made alternate arrangements with MSSU. It is important that dual credit students check with the high school to determine the existing check-out and return policy.

## **Dropping a Class**

To drop a dual credit class, the Dual Credit Course Withdrawal form must be completed and signed by all parties (student, parent, counselor/principal), then submitted to the Office of Academic Outreach. No grade will show up on the academic record if the course is dropped prior to the 4<sup>th</sup> Friday of classes at MSSU. Dropping after the 4<sup>th</sup> Friday will result in a "W" on the transcript. The deadline for the last day to withdraw from a course with a "W" usually occurs about four weeks prior to the end of classes on the MSSU calendar.

## **Grades/Academic Standards**

Students in the Dual Credit/Dual Enrollment Program will be governed by all rules and regulations (except as noted in this handbook) in effect for regular MSSU students, as set forth in the MSSU Catalog, Student Handbook, and other publications. Payment for courses must be received before the student's final grade will be posted to the transcript.

All grades earned in dual credit and dual enrollment courses will be reflected on the student's University transcript. Grades may be viewed by the student through the LioNet Portal. If there is an outstanding balance on the student account, grades will not be viewable through LioNet until the balance is paid in full.

## Returning Student Eligibility

In order to remain eligible for continued participation in the dual credit/dual enrollment program, students must meet the established MSSU academic standards that are published in the University catalog. Failure to maintain these standards will result in a loss of privileges to participate further in the program.

## Grading System

A student's grade is officially recorded by letter. The following grades and their numerical equivalents are used:

Grade		Grade Points
A	Outstanding	4
B	Above Average	3
C	Average	2
D	Minimum Passing	1
F	Failing	0
W	Withdrawal	-

## "W" Grade Policy

This policy is applicable to both semester and yearlong dual credit/dual enrollment courses, unless otherwise noted below.

- a) Course withdrawals will be permitted through the fourth week of classes (according to the MSSU academic calendar) without any grade recorded.
- b) Course withdrawal during the fifth through the eleventh week of the semester will be indicated by a 'W' posted to the record.
- c) Course withdrawals are not permitted after the eleventh week of the regular semester. For yearlong courses, withdrawals "W" are allowed until March 1<sup>st</sup>. A student who stops attending class without officially withdrawing is in jeopardy of receiving an 'F' in the course.
- d) A student who completely withdraws from the university prior to the last week of classes in a semester may receive a grade of 'W' in all courses in which the student is enrolled (only applicable to students enrolled in more than one dual credit/dual enrollment course).

## Other Withdrawal Policies

Non-attendance does not constitute a withdrawal. The official enrollment status will be reflected in LioNet. When a single course withdrawal has been processed, the official transcript will show a "W". W's are not calculated in the GPA; however W's could adversely impact future financial aid or college acceptance.

## *Faculty Withdrawal*

Important note for dual enrollment students: students can be dropped by the faculty member for non-attendance. **Distance learners** must log in to the course online in order to demonstrate attendance. Faculty should request the withdrawal, through the Registrar (or the Office of Academic Outreach), of a student who has not attended their class during the first two weeks of the full term; no later than the second Thursday of the fall/spring term and the first Thursday of the summer term. Regardless, it is ultimately the students' responsibility to properly withdraw from classes.

### ***Withdrawal from a Single Course***

A student may initiate the withdrawal from a course through the High School Faculty member, High School Dual Credit Coordinator, or the Office of Academic Outreach. The Dual Credit Course Withdrawal Request Form is accessible on the website – <http://www.mssu.edu/academics/dual-credit/forms.php>.

### ***Withdrawal from All Classes***

A student who wishes to completely withdraw will initiate withdrawal with the Office of Academic Outreach. A student who completely withdraws from the University prior to the last week of classes in a regular or summer semester may receive a grade of "W" in all courses in which the student is enrolled.

## **Faculty Submission of Final Grades**

High School and University Faculty shall submit final grades through the LioNet Portal. Instructions for this process may be obtained through the Office of Academic Outreach or the Registrar. Grades may only be submitted through the LioNet Portal ***prior to*** MSSU's deadline for grade entry, regardless of when grades are posted at the high school. Contact the Office of Academic Outreach for specific deadlines each semester.

## **Grade Changes**

A grade change is initiated by the faculty member by filing a Change of Grade Form with the Registrar. No change of grade is to be made without good cause. All grade changes must be approved by the School Dean; exceptional cases will be reviewed by the School Dean and Provost/Vice President for Academic Affairs. Change forms must be submitted within one year. To access the form, contact the Office of Academic Outreach.

## **Posting of Grades**

### ***Student Access***

Once final grades are submitted by the faculty and processed by the Office of Academic Outreach and the Registrar, students may access final grades through LioNet. On the left side menu under Quick Links/Student Links, select Final Grades.

### ***Public Posting***

University legal counsel advises that the public posting of a student's name and grade or a student number and grade, without the student's approval, is a violation of the FERPA, which does not allow disclosure of recorded data or information without the individual's written consent. MSSU does not publicly post grades.

### **Transferability of Credit/Official Transcripts**

*MDHE Policy: 9.1 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.*

MSSU Policy - In all cases, MSSU reserves the right of selection of faculty, the review of faculty credentials, the enforcement of a uniform course syllabus, the specification of the textbook and other materials to be used, the composition of the student group in the class, and supervision, testing, and assessment by the MSSU Academic Department through which the course is offered. This measure will ensure dual credit courses being offered at the high school duplicate identical course offerings delivered on-campus.

MSSU Policy - There is no limit on the amount of dual credit courses accepted by MSSU for courses taken at an institution certified by CBHE. MSSU cannot guarantee transferability of dual credit courses to all colleges/universities; ***it is the responsibility of the student*** to contact the Registrar's Office at the college/university he/she plans to attend in order to find out if the course is transferable prior to enrollment.

Official transcript requests must be completed online:

<http://www.mssu.edu/registrar/transcripts.php>. Official transcripts are \$10 each. Unofficial transcripts are available at any time through LioNet. Do not order an official transcript until your final grades are posted in LioNet.

### **FERPA**

Refer to the FERPA handout, along with the optional Authorization to Release Non-Directory Information.

### **Forms**

Any forms related to the program may be accessed online at the dual credit/dual enrollment website: <http://www.mssu.edu/academics/dual-credit/> or may be obtained from the High School Dual Credit Coordinator.

## **Student Address or Name Change**

A student may change an address or name by mail, FAX, or in person but NOT by telephone or e-mail. Both changes may be made in the Registrar's Office by presenting a student ID, driver's license, or other government issued photo ID. Please note that name changes require supporting documentation (see below). Changes can be made to the address only online using the Student ID and PIN at <http://www.mssu.edu/registrar/online-forms.php>.

## **Course Evaluations & Program Surveys**

Program and course evaluations will be coordinated through the cooperation of the Office of Academic Outreach, the Office of Assessment and Institutional Research, the High School Dual Credit Coordinator, and the High School Dual Credit Faculty Member.

### **Student Evaluations of the Course/Faculty**

A required student evaluation will be conducted by a high school administrator or the High School Dual Credit Coordinator for each course being offered on the high school campus. The High School Dual Credit Faculty Member **may not be present** when students take the survey. The evaluation is to be completed prior to the end of each course. The student evaluation instrument will be the same that is used for on-campus courses at MSSU. Survey instructions and materials will be provided to the High School Dual Credit Coordinator. The Office of Academic Outreach will coordinate the return of the completed surveys. A copy of the completed evaluation report will be provided to the High School Dual Credit Faculty Member when it becomes available.

### **Program Surveys**

The National Alliance of Concurrent Enrollment Partnerships (NACEP) requires the administration of specific program surveys. Surveys have been developed according to NACEP guidelines. Each of the surveys below includes all of the National Alliance of Concurrent Enrollment Partnerships (NACEP) essential questions. A minimum of one follow-up contact is required for non-respondents.