

To ensure the integrity of college level classes and assure that they are equivalent to on-campus instruction, instructors are required to:

- Follow the Crowder College institutional syllabus for the course. Instructors must submit their customized syllabus electronically via Blackboard for Division chair approval.
- Use the approved Crowder College textbook and resources. To communicate class textbook needs, please contact Tammy Stark, Assistant Bookstore Manager, TammyStark@crowder.edu.
- Submit grades following Crowder College approved grading policies.
- Report grades during specified timelines by means of the My Crowder grading portal.
- Keep good course records should Crowder need them in the event of a grade appeal.
- Attend division and dual credit adjunct training sessions.
- Conduct the class in accordance with the expectations of the appropriate Crowder College Division chair.
- Conduct prescribed experiments and labs as required by the Crowder College science division.
- Ensure that at least 70 percent of the students in the class are registered for the dual credit class. All students in the class should be working off the same syllabus. This policy is to insure that the class is taught with a college-level focus and rigor.
- Use the Crowder email system and check it regularly.
- Conduct online end of course evaluations.
- Post Dual Credit Fact Sheets that outline policies and procedures in your classroom each semester.
- Dual credit high school teachers are adjunct employees of Crowder College and will be paid for teaching the dual credit courses. A contract, outlining expectations and compliance, must be signed and returned to the Academic Affairs Office.

Instructors will be compensated based upon the number of credit hours being taught at the current rate for Crowder College adjunct instructors. Full payment will be based upon a full class enrollment of 10 Crowder College dual credit students or more. Should the class have fewer than 10, payment will be prorated based upon enrollment.

Tuition

A special rate of \$60 per credit hour is given to DUAL CREDIT/DUAL ENROLLMENT students (waives all facility use, lab and technology fees, as well as application fees.)

Testing

COMPASS placement tests are available online to each of our participating dual credit high schools. Please contact our ARC Testing Coordinator for further details at arc@crowder.edu. Students can also schedule an appointment at any Crowder College location.

Neosho 417.455.5602

Nevada 417.667.0518

Cassville 417.847.1706

Webb City 417.673.2345

Guides to COMPASS are available online at www.act.org

Textbooks

- Textbooks are available on loan for enrolled dual credit students.
- Workbooks, online passkey and other consumable books must be purchased.

Dual Credit classes that may be available, but not limited to are:

Class availability is only limited by the availability of a Crowder College approved instructor for the course and approved laboratory facilities, if required.

AGEC 223 - Agriculture Computer Applications

ANSC 114 - Animal Science

ART 101 - Art Appreciation

BIOL 101 - General Biology

BMGT 200- Marketing

BSAD 108 - Personal Finance

BSAD 125 - Computer Applications

CHEM 101 - Survey of Chemistry

ECON 201 - Principles of Economics I (Macro)

ECON 202 - Principles of Economics II (Micro)

ENGL 101 - English Composition

ENGL 102 - Advanced English Composition

ENGL 109 - Introduction to Literature I

ENGL 125 - Masterpieces of World Literature II

GEOG 101 - Principles of Geography

HIST 101 - Western Civilization I

HIST 102 - Western Civilization II

HIST 106 - U.S. History I

HIST 107 - U.S. History II

SPAN 101 - Beginning Spanish

SPAN 102 - Beginning Spanish II

SPAN 201 - Intermediate Spanish

SPAN 202 - Intermediate Spanish II

MATH 111 - College Algebra

MATH 112 - Trigonometry

MATH 150 - Calculus I, Part I

MATH 160 - Calculus I, Part II

MUSC 101 - Music History and Appreciation

PHIL 101 - Introduction to Western Philosophy

PE 113 - Lifetime Fitness and Wellness

PHYS 101 - Survey of Physical Science

PSYC 101 - General Psychology

SOC 101 - General Sociology

SPCH 101 - Speech

TA 205 - Introduction to Theatre

For more information, please contact:

Melissa Smith (MelissaSmith@crowder.edu)

Dual Credit Coordinator

417-455-5627 (p)

417-455-5667 (f)

CrowderCollege

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Dual Credit
Dual Enrollment

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A Guide to Crowder College Dual Credit/Dual Enrollment Programs

Dual Credit

The Dual Credit Program, offered through Crowder College, allows high school students, while still attending their local school, the opportunity to enroll in and receive both high school and college credit during normal class hours. High school students can also enroll in online classes dedicated to dual credit courses. Participation in the Dual Credit Program enables high school students to get a “head start” on their college career as well as prepare them for the challenges of college courses.

Dual Enrollment

The Dual Enrollment Program allows high school students the opportunity to take classes via online, or at any Crowder College campus for college credit. This program also gives motivated, college-bound high school students the “jump start” they need before attending college on a full-time basis. Credits earned under these programs will be applicable towards a degree at Crowder College and are generally transferable to other colleges and universities. Yet, because each institution has its own curriculum, Crowder College cannot guarantee transferability.



Student Requirements

- Complete their sophomore year of high school and be 16 years of age.
- Have at least a 3.0 grade point average on a 4.0 scale.
- Be recommended for admission by a high school counselor, principal, assistant principal or superintendent.
- Submit an online dual enrollment application.
- Dual Credit enrollment must be completed, with all requirements (application, and test scores), by the published college census date.
- Dual Enrollment (classes offered on the Crowder College campus or online) must be completed before the first week of class.
- Meet the same course admission requirements as those outlined in the Crowder College catalog including:
 - Completed COMPASS scores or ACT scores for college placement of at least 18 on the reading component, 18 on the English component and a 23 on the math component.
 - Take the necessary prerequisite courses.
 - Complete and return the Enrollment Form listing desired course(s) in which to enroll.
 - Pay the special dual credit/dual enrollment course fee of \$60 per credit hour (which waives all facility use, lab and technology fees).
- Once the student completes the testing process, a Crowder College representative will assist the student in completing the final enrollment forms.

Crowder College complies with the AA/EO requirements. For ADA accommodations and questions regarding compliance, contact Christy Manning, (417) 455-5733.



Student Expectations

1. Course Rigor – The course syllabus and content are approved by the academic division at Crowder College and will be taught at the college level. Therefore, students can expect the difficulty of this course to be greater than other high school courses.
2. Grades – Students will be graded based on Crowder College standards. They may be required to take a division final exam upon completion of the course.
3. Academic Record – The credit and grades earned through the Dual Credit/Dual Enrollment Program will become part of their permanent academic record (transcript) at Crowder College.
4. Policies/Procedures – Students will be expected to follow Crowder College policies and procedures. To receive a copy of the catalog and/or student handbook, contact the Admissions Office, toll-free (866) 238-7788 or visit our website at www.crowder.edu.
5. Attendance – Students should avoid missing classes unless it is absolutely necessary.
6. Withdraw – It is the student’s responsibility to contact the Dual Credit Coordinator to formally withdraw from a dual credit/dual enrolled class. Failure to do so will result in an F on the student’s transcript. Payment is still required. See the website for a complete refund schedule and payment information.

Dual Credit Instructor Requirements

A Crowder College Dual Credit Instructor is considered to be an employee of Crowder College and is an Adjunct Instructor. Instructors must meet one of the following educational requirements, as established by MDHE Dual Credit Faculty Qualifications:

General Education Courses:

Master’s Degree in the subject area to be taught.

Master’s Degree in another area and 18 or more graduate credits in the subject area to be taught.

Instructors must be approved by the appropriate division chair and submit the following documents for review:

1. A Crowder College application for employment.
2. Professional Résumé.
3. Undergraduate and graduate transcripts.
4. Industry credentials or certifications, if applicable.

