



Neosho, Missouri • www.crowder.edu

Dual Credit Dual Enrollment Handbook

Crowder College: Building a civil, serving, literate, learning community of responsible citizens.

Table of Contents

| | |
|--------------------------------------|-----|
| Definition of Programs..... | 3 |
| Most Frequently Asked Questions..... | 4 |
| Program Requirements..... | 5-6 |
| Program Structure..... | 7-8 |
| Dual Credit Faculty | 9 |
| Textbooks and Resources..... | 10 |
| Student Requirements | 11 |
| Student Expectations..... | 12 |
| Student Academic Performance | 13 |
| Payment Process..... | 14 |
| Contact Information..... | 15 |

Definition of Programs

The Crowder College **Dual Credit Program** allows high school students the opportunity to enroll in and receive both high school and college credit during normal class hours at their high school. 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. Credits earned under these programs will be applicable toward a degree at Crowder College, and are generally transferable to other colleges and universities.

The Crowder College **Dual Enrollment Program** allows high school students the opportunity to take classes via online courses, or at any Crowder College campus for college credit. Dual enrollment students may or may not earn high school credit for courses taken at the postsecondary institution. 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 this program will be applicable toward a degree at Crowder College and are generally transferable to other colleges and universities.

The Vice President of Academic Affairs is responsible for certifying to the Coordinating Board for Higher Education (CBHE) that Crowder College is in full compliance with dual credit guidelines. In addition to these standards, Crowder College is nationally accredited through the National Alliance of Concurrent Enrollment Partnerships. Compliance with CBHE standards ensures that dual credit courses will be accepted in transfer to Missouri colleges and universities in the same way as the same courses taken on one of the campuses of Crowder College. However, because each university or college has its own curriculum, Crowder College cannot guarantee transferability.

Most Frequently Asked Questions

Who is eligible to take dual credit and/or dual enrollment courses?

High school students must meet the following requirements to qualify:

- Admission is granted to high school students, grades 9-12, who are not older than 21. Dual credit and dual enrollment students are eligible to enroll in college courses as long as they meet the following criteria:
 - Juniors or Seniors with an overall GPA between a 2.5-4.0 (on a 4.0 scale) and written permission from their parent/legal guardian.
 - Sophomores with at least a 3.0 GPA (on a 4.0 scale) and written permission from their parent/legal guardian.
 - Freshman with at least a 3.0 grade point average (on a 4.0 scale) and written permission from their parent/legal guardian. Freshman must further demonstrate their competency by scoring at the 90th percentile or above on the ACT or SAT.
- All students must have a signed recommendation by their high school counselor or principal.
- In addition, students must meet the same requirements for placement into individual courses (e.g., English or mathematics) as those required of all Crowder students. Dual credit and dual enrollment students must also be in compliance with all other college policies and will not be eligible to receive any form of Title IV financial aid.

What courses are usually offered?

Crowder College offers a full range of 100- and 200- level general education “core” courses for dual credit and dual enrollment. Courses include but are not limited to, the following: English composition, speech, literature, foreign language, fine art, history, psychology, sociology, math, and science.

In addition, technical and career centers offer coursework in fields such as business, marketing, drafting, automotive, diesel, welding, CNA, criminal justice, carpentry, and child development.

What is the difference between dual credit and advanced placement courses?

Students enrolled in dual credit courses through Crowder College earn college credit by successfully completing these courses which transfer to nearly all public and private colleges and universities in Missouri. State policy requires all public institutions in the state to accept a minimum of five dual credit courses as long as these meet state guidelines for dual credit courses. Crowder College dual credit courses meet all state quality guidelines, and are accepted in transfer throughout the state. Crowder’s dual credit courses may also be accepted by out-of-state institutions, but this is not guaranteed by state policy and will require students to contact the institutions directly.

Advanced placement courses are special sections of high school courses designated by the high school to prepare students for national Advanced Placement tests. Students may earn college credits for these courses that are recognized at colleges and universities across the country based upon their scores on these tests. Generally, students must at least make at a 3, and often higher (on a scale of 1 to 5), on these national exams to earn college credit.

Program Requirements

Admission Application

All students must submit an online dual credit/dual enrollment application for admission to become a Crowder student. Students that are U.S. citizens are required to provide a social security number in order to successfully submit an online application. If you have taken a Crowder class before, you do not need to fill out a new application. For dual credit/dual enrollment students, the \$25 application fee is waived. Students making application may be required to provide additional documentation establishing lawful presence in the United States and will need to contact the Admissions Office to confirm tuition rate.

Placement Exam: Appropriate Placement Test or ACT

Appropriate Placement Test is a computerized placement exam available in the Student Success Center that will assist your academic advisor in placing you in the correct English, math and reading-based classes. At the main campus in Neosho call 417-455-5602 to schedule a test time, or you can call the Crowder site nearest to you.

Appropriate Placement Test consists of two sections: math and reading/writing. Qualifying scores will be noted on the score report printed out at the conclusion of the assessment. There is no initial charge for taking the Appropriate Placement Test. If your score does not initially qualify, you are eligible for one additional retake of any section at a cost of \$10 each per calendar year.

ACT results: Qualifying scores include an 18 on the English portion of the ACT, a 22 on the math portion, and an 18 in the reading portion to be placed in college-level English and math courses as well as classes with a reading requirement.

Cost and Payment

Dual credit classes will be billed to the student's home address at a rate of \$60 per credit hour. There are generally no additional fees, and many text books will be loaned at no charge if returned in good condition. **Consumable products such as, but not limited to, workbooks and passkeys must be purchased.** Receipt of a bill will depend on the date of enrollment. Payment must be made in full before a student may enroll in any classes in subsequent semesters or receive a transcript. Although there is a payment plan available, the student or parents can make payments on their own schedule, keeping in mind that they must be paid in full by the end of the semester.

Schedule of Courses

The course schedule is available on the homepage of www.crowder.edu. Students who wish to enroll in courses online, or at one of our campuses, must make an appointment with the Crowder College dual credit coordinator or an academic advisor.

Enrollment

An enrollment form with your classes listed on it must be completed each semester. Having been enrolled in a previous semester class does not automatically allow you to be enrolled in the subsequent semester class. After your enrollment session, you will receive an official schedule

that provides you with your Crowder ID number. You will not need (or receive) a Crowder One ID card. Simply providing the bookstore, library or cashier's office with your driver's license will suffice.

All Year Courses

Students enrolling in courses at their high school that extend the full year are considered fall courses for college purposes. Thus, enrollment periods, drop dates, refund policy and billing deadlines will correspond with the fall term.

Textbooks

Dual credit students will be issued a loaned textbook via their high school instructor unless the course requires a consumable passkey or workbook. If so it is the student's responsibility to purchase this material.

Dual enrolled students will need to place their textbook order online or make arrangements to pick them up at the Neosho (main) campus. To place your order online, go to the website at www.crowder.edu. Under SERVICES, select BOOKSTORE. This will direct you to the bookstore website. Click on the word "Books" in the top blue band, then "Browse Books." Select the term you wish to order books for; continue to browse department, course and section. All of this information is located on your printed schedule. You may click the book to view it before adding it to your cart. Continue shopping or proceed to checkout. Dual enrolled students will have a used, loaned textbook mailed directly to their home address once the order is placed.

Freight rates will apply.

Reminder: Workbooks and online passkeys must be purchased for any student as they cannot be returned and reused. Loaned books must be returned to the main, Neosho, campus BY THE DUE DATE or you will be charged for a new book.

Login Information

A student technology tip sheet with instructions on how to log into Crowder College email, Blackboard, My Crowder, and TK20 will be given to the student at enrollment. Students can also locate this information on Crowder's homepage.

Program Structure

At Crowder College, responsibility for dual credit courses rests with the same academic administration that is responsible for all credit courses delivered on the college campuses. Crowder College administrators work to ensure consistency with the delivery of dual credit coursework across our service district, including deadlines for approving new dual credit courses, developing common marketing and communications materials, and monitoring uniform implementation of dual credit policies and procedures.

Roles and Responsibilities

The Vice President of Academic Affairs is responsible for:

- Certifying to the Coordinating Board for Higher Education (CBHE) that Crowder College is in full compliance with CBHE guidelines on dual credit.
- Submitting an annual report verifying Crowder College's compliance with state policy guidelines.

The Dual Credit/Dual Enrollment Program Coordinator and Director are responsible for:

- Assisting high school students with filling out online dual credit/dual enrollment application for admission.
- Collecting and processing student enrollment and placement scores.
- Ensuring program compliance with CBHE guidelines on dual credit.
- Meeting national program accreditation standards through National Alliance of Concurrent Enrollment Partnerships (NACEP).
- Serving as a liaison between the high school and Crowder College.
- Collaborating with Division Chairs and/or designated Lead instructors.
- Conducting annual summer orientation trainings for all 1st and 2nd year dual credit instructors.
- Communicating with program participants, parents, instructors, and high school/tech center administration.
- Updating and developing all marketing and promotional materials related to dual credit and dual enrollment.
- Serving as primary academic advisor for all dual credit and dual enrollment participants.

Division Chairs and/or Lead Instructors are responsible for:

- Aligning syllabus with institutional requirements
- Certifying dual credit faculty to ensure the same qualifications are met as are required of adjunct faculty to teach the same courses on campus.
- Ensuring dual credit faculty is using the same book(s) as taught campus wide.
- Confirming dual credit courses duplicate as closely as possible the same courses offered on the college campus.
- Leading annual discipline-specific summer professional development for all their respective adjuncts.
- Overseeing the assessment of student outcomes to ensure that such assessments are comparable to those required of students enrolled in on-campus courses.

- Observing and evaluating dual credit adjunct faculty.
- Providing support and assistance in offering the dual credit course, and ensuring that dual credit courses are equivalent to the same courses offered on the college campus in all substantive ways.

Dual Credit Adjunct Faculty are responsible for:

- Collaborating with division chairs and/or designated lead instructor in the design and delivery of dual credit courses.
- Attending dual credit and divisional orientation meetings/trainings annually.
- Providing an institutional syllabus, assignments, assessments, and evaluations to ensure that the course is equivalent.
- Confirming accurate class rosters each semester.
- Submitting grades in a timely manner.
- Using the approved Crowder College textbooks and resources.
- Coordinating with Crowder College Bookstore Personnel in regards to ordering, receiving, tracking, and shipping of textbooks.
- Keeping good course records should Crowder need them in the event of a grade appeal.
- Conducting prescribed experiments and labs as required by the Crowder College science division.
- Ensuring that at least 70 percent of the students in the class are registered for the dual credit class.
- Using the Crowder College webmail system and checking it regularly.
- Utilizing Blackboard and My Crowder as tools for faculty resources and professional development.
- Adhering to contract outlining expectations and compliance.
- Assisting in the enrollment process.
- Posting “Dual Credit Fact Sheets” that outline policies and procedures in your classroom each semester.

High School Dual Credit Counselors and Coordinators are responsible for:

- Determining and confirming student eligibility.
- Providing high school transcripts and placement scores for each student to meet student eligibility and course requirements.
- Arranging placement testing as required such as Appropriate Placement Test or ACT.
- Assisting in the registration process.
- Serving as a liaison between the high school and Crowder College.
- Recommending eligible students for registration.

Dual Credit Faculty

Faculty Qualifications

In order to ensure that dual credit faculty meet the same qualifications required of adjunct faculty to teach the same courses on campus, the following guidelines are maintained. Dual credit faculty are subject to the same evaluation systems and procedures. A Crowder College dual credit instructor is considered to be an employee of Crowder College and is an adjunct instructor. High school instructors must meet the following educational requirements as established by the Higher Learning Commission and Coordinating Board for Higher Education Policy on Dual Credit Delivery as directed from their website.

<http://dhe.mo.gov/policies/documents/CBHEPolicyonDualCreditJune2015.pdf>

Dual Credit Instructor Brochure. Link from website:

<http://www.crowder.edu/wp-content/uploads/2013/10/Dual-Credit-Brochure-instructor.pdf>

Faculty Support

Dual credit faculty are provided the same professional development opportunities provided to adjunct faculty. This includes access to Crowder College professional development activities, tuition waiver for Crowder courses, and possible stipends to attend selected professional development activities designated by the academic administration of the college. Dual credit faculty are also provided the same support provided to adjunct faculty, and are subject to the same evaluation systems and procedures.

Each dual credit instructor has an on-campus faculty member to provide support and assistance in offering the college course at their high school, and in ensuring that each college course offered is equivalent to the same courses offered on the college campus. Dual credit faculty are also evaluated by students according to the same schedule and procedures used for all faculty. That is, all dual credit faculty are evaluated for the first three years they teach a course, and then on a three-year rotational basis thereafter. This evaluation is composed of a formative classroom visit with an immediate follow-up conference.

Faculty Compensation

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. Pay and enrollment is capped at 75 students as that would be an equivalent of 9 credit hours, the maximum course load adjunct instructors are eligible to teach.

Textbooks and Resources

Textbook Policy and Procedure

Dual Credit Faculty are required to use Crowder College textbooks and resources. The following processes are necessary to manage inventory:

- At the beginning of each semester, email Assistant Bookstore Manager to place textbook order. Include loaner stock order and purchase stock order (for non-DC students).
Please note: All students in the college class must be using the same textbook. Responsibility further includes, but is not limited to, securing name of text, author, edition, and cost associated. (Ex: purchased, consumable or loaned materials)
- Coordinate delivery. Instructors can arrange to personally pick up their books from our bookstore located on the main campus in Neosho or coordinate for courier delivery service. Instructor, or approved school designee, will sign for delivery of textbooks to confirm delivery and accuracy.
- Keep accurate inventory throughout the semester and/or school year.
- For loaner stock, book SKU numbers should be listed on the class roster which is submitted each semester.
- Coordinate retrieval of loaned stocked. Instructors can arrange to personally drop off their books at the main campus in Neosho or organize efforts with the courier for pick up arrangements. Books should not be stored at their respective high schools unless the high school/tech center has purchased all stock.

The Crowder College Bookstore will lend all textbooks, with the exception of consumable materials such as work books, lab books, online passkeys, and etc. to online or traditional Dual Credit/Enrollment students. The High School will need to purchase any books needed for non-dual credit high school students auditing a traditional class. Textbooks that are loaned to the High School for Traditional Dual Credit/Enrollment students must be returned in good condition or the High School will be invoiced for any missing or damaged textbooks.

The High School will need to purchase consumable books for both Dual Credit/Enrollment students and non-dual credit high school students in traditional classes. Consumable materials are required for, but not limited to, classes such as Spanish, Chemistry, Physical Science, Lifetime Wellness, English Vocab, Personal Finance, Practical Accounting, Art Appreciation, Music Appreciation, and other supplemental material. Invoices will be sent to the Accounts Payable High School Contact.

Student Requirements

Eligibility:

- Admission is granted to high school students, grades 9-12, who are not older than 21. Dual credit and dual enrollment students are eligible to enroll in college courses as long as they meet the following criteria:
 - Juniors or Seniors with an overall GPA between a 2.5-4.0 (on a 4.0 scale) and written permission from their parent/legal guardian.
 - Sophomores with at least a 3.0 GPA (on a 4.0 scale) and written permission from their parent/legal guardian.
 - Freshman with at least a 3.0 grade point average (on a 4.0 scale) and written permission from their parent/legal guardian. Freshman must further demonstrate their competency by scoring at the 90th percentile or above on the ACT or SAT.
- All students must have a signed recommendation by their high school counselor or principal.
- In addition, students must meet the same requirements for placement into individual courses (e.g., English or mathematics) as those required of all Crowder students. Dual credit and dual enrollment students must also be in compliance with all other college policies and will not be eligible to receive any form of Title IV financial aid.

Process:

1. Submit online dual credit/dual enrollment application at:
https://my.crowder.edu/ICS/Admissions/Apply_Online.jnz?portlet=Apply_Online
It is recommended that students complete their application for admission in the spring prior to fall enrollment; this will give the student more time to complete testing requirements.
2. Meet the same course admission requirements as those followed on the Crowder College campus including:
 - Achieving Appropriate Placement Test scores or ACT scores for college placement of at least 18 on the reading component, 18 on the English component and a 22 on the math component.
 - Taking the necessary prerequisite courses.
 - Completing enrollment form listing desired course(s) in which to enroll.
3. Dual credit enrollment must be completed, with all requirements such as an application, written permission from parent/legal guardian, test scores, high school transcript, and signed letter of recommendation from principal or guidance counselor (if needed) by the end of the fourth week of the college semester. Dual enrollment, which are classes offered on the Crowder College campus or online, must be completed by the Friday before the first week of classes.

Student Expectations

Course Rigor

The course syllabus and content are approved by the academic department 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.

Grades

Students will be graded based on Crowder College standards. Final grades will be reflected on both the student's high school transcript and on the college's permanent record. Because dual credit coursework becomes a permanent part of the student's college transcript, it is important for students to fully apply themselves in these courses. The grades earned under dual credit are permanent and cannot be removed from the student's academic record.

Academic Record

The credits and grades you earn through the dual credit/dual enrollment program will become part of your permanent academic record (transcript) at Crowder College.

Policies/Procedures

You will be expected to follow Crowder College policies and procedures. To receive a copy of the catalog and/or student handbook, call the Admissions Office toll-free at (866) 238-7788, or visit our website www.crowder.edu/records/studenthandbook.

Attendance

You should avoid missing classes unless it is absolutely necessary. Attendance plays an important role in the success of the class.

Withdrawal

It is the student's responsibility to contact the Dual Credit Coordinator to formally withdraw from a dual credit/dual enrollment class. Failure to do so will result in an F on the student's transcript. Payment is still required. See the college website for complete refund schedule and payment information.

Payment

Payment is due at the end of the semester and can be made several ways: by mail, in person, by phone, or online. Financial obligations are payable by the student and/or parent/legal guardian of the student if the student is a minor.

Student Academic Performance

Assessment

Students who wish to enroll in college coursework, whether online or in the classroom must have a qualifying assessment on the ACT or a qualifying placement score in order to be placed in college-level English, reading, and/or math courses. The performance of dual credit students in any course must also be assessed by the same summative measures used for on-campus students in the same courses, such as final common exams, projects, portfolios, or other performance measures. Dual credit students must also participate in end of course assessments, the same way assessments are implemented for all students.

Student Support

Dual credit/dual enrollment students are provided access to on-campus support services including, but not limited to, advising, bookstore, library services, tutoring services, and access to student activities. Crowder College complies with the AA/EO requirements. For accommodations in compliance with the American Disabilities Act contact our Office of Disability Services Coordinator at (417) 455-5733, or ChristyManning@crowder.edu

Transferability of Credit

Crowder College accepts dual credit courses as equivalent to their on-campus courses. In addition, Crowder College accepts in transfer dual credit courses completed at other colleges and universities without limit from any institution that is certified by CBHE as adhering to its dual credit guidelines. Dual credit courses are accepted in transfer according to all applicable articulation agreements and recognized course equivalency agreements.

Dual credit courses from Crowder College transfer to all public colleges and universities in Missouri, and to all but a very small number of private colleges and universities in the state. Some Missouri institutions may limit the number of dual credit courses they accept to five courses, but most do not have strict limits. It is very important to check with colleges and universities that you plan to attend to determine in advance their policies for accepting dual credit courses. Many students have found that dual credit courses may also transfer to out-of-state colleges and universities, both public and private; however, Crowder can only guarantee dual credit transfer to Missouri institutions under the jurisdiction of CBHE.

Request a Transcript

Transcript request must be completed online through the National Student Clearinghouse Ordering Center. Go to: <http://www.crowder.edu/services/records/transcripts/from-crowder>. There is a \$10 fee for every official transcript that is requested. For additional questions regarding transcripts, please contact the Record's Office directly at (417) 455-5697.

Note: You must have your bill paid in full before a transcript request can be processed.

Payment Process

The academic process for dual credit/dual enrollment courses, including registration, payment, and withdrawal dates, parallels that required for all students on our campus.

Tuition and Payment

The Board of Trustees of Crowder College annually sets tuition and fees for all courses and programs. Crowder College charges dual credit/dual enrollment students a discounted tuition rate of \$60 per credit hour. There are generally no fees, and most text books will be loaned at no charge if returned in good condition. **Workbooks and online passkeys must be purchased.** Receipt of a bill will depend on the date of enrollment.

Payment must be made in full before a student may enroll in any classes in subsequent semesters or receive a transcript. Although there is a payment plan available, the student or parents can elect to make payments on their own schedule, keeping in mind that they must be paid in full by the end of the semester. Payment can be made in several ways:

By mail – Please include ID or SSN

Make check or money order payable to:

Crowder College Cashier's Office

601 Laclede Neosho, MO 64850

In person – Credit or debit card, check, money order, or cash

Farber Hall 1st floor- on main campus- or at most Crowder College locations.

By phone – Credit or debit card

Call 417-455-5598 or 417-455-5402 to pay securely over the phone with a cashier.

Contact Information

Academic Affairs Office – McDonald Hall Room 124

Vice President for Academic Affairs - Dr. Glenn Coltharp

Associate Vice President for Academic Affairs – Dr. Adam Morris

Administrative Assistant – Jennifer Gilliam

Telephone number – 417- 455-5740; Fax number is 417-455-5511

Office Hours: Monday through Thursday 7:30 am–4:30 pm, Friday 7:30 am-4:00 pm

Bookstore- 1st Floor Farber Hall

Bookstore Manager- Colleen Holland for invoicing

Bookstore Asst. Manager- Tammy Stark for student materials

Bookstore Coordinator- Ashley Gust for instructor materials

Telephone number- 417- 455-5588

Office Hours: Monday through Thursday 8:00 am–6:30 pm, Friday 8:00 am-4:30 pm

Career and Technical Education Office – McDonald Hall, Room 124

Associate Vice President for Career and Technical Education - Eddie Stephens

Administrative Assistant - Jada Scheppert

Telephone number – 417- 455-5605

Office Hours: Monday through Thursday 7:30 am–4:30 pm, Friday 7:30 am-4:00 pm

Cashiers Office- 1st Floor Farber Hall

Accounts Receivable Manager- Joseph Brenner

Accounts Receivable Associates- Spring Bradley and LeeAnn Mazur

Telephone numbers - 417- 455-5598 or 417- 455-5402

Office Hours: Monday through Thursday 8:00 am–5:00 pm, Friday 8:00 am- 4:30 pm

Dual Credit/Dual Enrollment Office- 420 Grand Avenue, Joplin, MO 64801

Director- Melissa Smith

MelissaSmith@Crowder.edu

Coordinator- Stacey Hopper

StaceyHopper@Crowder.edu

Administrative Assistant- Adrienne Boyd

AdrienneBoyd@Crowder.edu

Telephone number - 417.680.3202; Fax number – 417.781.2025

Email: dualcredit@crowder.edu

Website: <http://www.crowder.edu/academics/dual-credit>



Updated October 2018