DUAL CREDIT/ DUAL ENROLLMENT HANDBOOK

Effective Fall 2013

Hearnes Hall 315 • Joplin, MO 64801 • Phone: 417/625-9785 • Fax: 417/659-4028

Email: dualcredit@mssu.edu

Website: http://www.mssu.edu/academics/dual-credit/index.php
Contents

Message from the Vice President for Academic Affairs ............................................................................................................. 5
Dual Credit/Dual Enrollment General Policies & Procedures ..................................................................................................... 6
  Contact Information .................................................................................................................................................................. 6
  Accreditations ......................................................................................................................................................................... 6
  Program Description ............................................................................................................................................................... 7
  Program Mission ..................................................................................................................................................................... 7
  Program Definitions & Acronyms ........................................................................................................................................ 7
  Roles & Responsibilities ......................................................................................................................................................... 10

  Student Eligibility ................................................................................................................................................................ 11
  Program Structure & Administration ................................................................................................................................. 12
  Faculty Qualifications & Support ..................................................................................................................................... 13
  Assessment of Student Performance .................................................................................................................................. 13
  Transferability of Credit .......................................................................................................................................................... 14

Dual Enrollment Policy ............................................................................................................................................................. 15
  Student Eligibility ................................................................................................................................................................ 15
  Faculty Qualifications & Support/ Assessment of Student Performance/ Program Structure and Administration ............................................................................................................................................................................. 15
  Transferability of Credit .......................................................................................................................................................... 15

Student Policies & Procedures .................................................................................................................................................. 16
  FERPA - Family Educational Rights & Privacy Act of 1974 ................................................................................................. 16
  Student Address or Name Change ........................................................................................................................................... 16
  Current Course Offerings & Descriptions (12-14 Catalog) ............................................................................................... 16
    Health and Wellness ............................................................................................................................................................ 16
    Humanities and Fine Arts ...................................................................................................................................................... 17
    International Studies ............................................................................................................................................................ 18
    Life and Physical Sciences ................................................................................................................................................... 19
    Math ..................................................................................................................................................................................... 19
    Oral Communication ........................................................................................................................................................ 20
    Social Science ................................................................................................................................................................... 20
Dual Credit Students ................................................................................................................................. 46
Textbook Return ........................................................................................................................................... 47
High School Information ............................................................................................................................... 47

Transcript Request Information .................................................................................................................. 48
Viewing the Unofficial Transcript Through LioNet ....................................................................................... 48
Requesting an Official Transcript .................................................................................................................. 48

Academic Faculty Appointments & Course Approvals .................................................................................. 49
Faculty Approvals ......................................................................................................................................... 49
Course Approvals .......................................................................................................................................... 50

Course Evaluations & Program Surveys ........................................................................................................ 52
Student Evaluations of the Course/Instructor .............................................................................................. 52
Program Surveys ........................................................................................................................................... 52
High School Administrator Evaluations ........................................................................................................ 52
Alumni Survey One Year Out ......................................................................................................................... 52
Alumni Survey Four Years Out ......................................................................................................................... 52

High School Revenue Sharing Program .................................................................................................... 53
Revenue Sharing Eligibility ............................................................................................................................. 53
Revenue Sharing Calculation .......................................................................................................................... 53
Revenue Sharing Schedule ............................................................................................................................. 53

Distance (Online) Learning Information ...................................................................................................... 54
Online Software/Hardware Requirements ......................................................................................................... 54
Microsoft Windows .......................................................................................................................................... 55
Apple Mac OS ................................................................................................................................................... 55
Recommended Minimum Skills for Students .................................................................................................. 55
Blackboard ........................................................................................................................................................ 56
Instructor Withdrawal .................................................................................................................................... 56

MSSU Academic Department Locations & Phone Numbers .......................................................................... 57
Welcome to Missouri Southern State University’s (MSSU) Dual Credit Program. We are excited to have the opportunity to partner with you in providing educational services for your students. Dual credit courses offer benefits for students, faculty, and high schools. Students are able to earn college credit, learn the rigor of college work, gain confidence, and save money.

Instructors can teach college level classes, be considered adjunct faculty at Missouri Southern sharing access to services and resources with all faculty, and teach motivated students. Offering dual credit courses provides an attractive feature for parents who want an outstanding high school experience for their children.

This handbook is designed to assist you as you advise and support students enrolled in dual credit courses. We hope you find the information valuable.

As you partner with Missouri Southern State University through dual credit courses, please feel free to contact my office for assistance or additional information. We are thrilled to partner with you!

Pat Lipira, Ed.D.
Vice President for Academic Affairs
Dual Credit/Dual Enrollment General Policies & Procedures

Contact Information

Office of Academic Outreach
Open 8-5 M-F

- MSSU Hearnes Hall 315
- Phone: 417/625-9785
- Fax: 417/659-0428
- Email: dualcredit@mssu.edu

Accreditations

Missouri Southern State University is a four-year state-supported university serving, southwest Missouri and surrounding areas. We offer a wide range of baccalaureate degrees as well as some associate degrees and certificates. Missouri Southern State University is accredited by The Higher Learning Commission (HLC) and is a member of the North Central Association (312/263-0456, www.hlcommission.org). Other accreditations and approvals include:

- Accreditation Council for Business Schools and Programs
- American Board of Engineering and Technology
- Commission on Collegiate Nursing Education
- Commission on Dental Accreditation
- American Dental Association
- Committee on Accreditation for Respiratory Care
- Joint Review Committee on Education in Radiologic Technology
- Missouri State Board of Nursing
- Missouri State Department of Elementary and Secondary Education
- Missouri Department of Health and Senior Services Bureau EMS
- National Accrediting Agency for Clinical Laboratory Science
- National Council for the Accreditation of Teacher Education
- National Environmental Health Science and Protection Council
- National League of Nursing Accrediting Commission
- Police Officers Standards and Training.
Program Description
The Missouri Department of Elementary and Secondary Education (DESE) has authorized (under Section 37 of SB 740, 85 General Assembly) Missouri high schools and Missouri colleges and universities to grant dual credit to high school students enrolled in both colleges and high schools.

Missouri Southern State University (MSSU) is committed to serving the higher education needs of the high school students in the area by offering both dual credit and dual enrollment opportunities to high-performing high school students. To participate in the program, secondary educational entities must execute a dual credit agreement with MSSU. This agreement shall be signed by both parties prior to the enrollment of students in the program. Contact the Office of Academic Outreach for more information about these agreements.

Program Mission
The mission of the MSSU Dual Credit/Dual Enrollment Program, in collaboration with area high schools, is to provide geographically feasible and affordable access to quality university-level undergraduate education to high-performing high school students in order to enrich the high school educational experience as well as foster a smooth transition from high school to a four-year university.

Program Definitions & Acronyms
Blackboard – An online course delivery system for web-based education or classroom enhancement.

Census Date – The official date used by MSSU as a cutoff to certify class enrollment on the Official Class Roster. For a regular 16 week Fall/Spring semester, the census date is the fourth Friday of the semester. For the summer term, the census date is the second Thursday of the term.

Credit Hour – A one hour credit course is one that meets for one hour per week for one semester. A three credit hour course meets for three hours per week, etc. This is based on a 15-week semester, or roughly 45 hours for a 3-credit hour course.

Department – A division of a university containing faculty and/or staff devoted to a particular academic discipline.

Distance Education/Distance Learning – Courses in which traditional face-to-face instruction is not the delivery mode (e.g, online and television). Blackboard is used to deliver the course to the students.

Drop/Withdrawal – To officially withdraw from a course. This will result in a “W” on the official transcript.

Dual Credit – Dual credit enables qualified high school students to take University-level courses and to simultaneously receive academic credit for the course from both the high school and MSSU.
**Dual Enrollment** – Dual enrollment enables qualified high school students to take University-level courses that are taught by an MSSU Faculty member while simultaneously enrolled in the high school and MSSU, and credit is only awarded at the university level. Dual enrollment opportunities at MSSU will likely be delivered to the student through a distance learning delivery mode (online).

**Faculty Evaluation** – The process used to assess all MSSU faculty. This process is coordinated through the appropriate MSSU Academic Department Chair’s office.

**FERPA** – Family Education Rights & Privacy Act of 1974

**GPA** – Grade Point Average

**High School Dual Credit Coordinator** – Most often a counselor at the high school, the High School Dual Credit Coordinator is the person designated by the high school that coordinates all aspects of dual credit and serves as a liaison between the high school and MSSU for all dual credit needs.

**High School Dual Credit Faculty/High School Instructor** – The person responsible for teaching a dual credit course on the high school campus.

**LioNet** – LioNet is MSSU’s web portal that provides personalized access to web services.

**Modes of Delivery** – The manner in which a college-level course may be delivered.

<table>
<thead>
<tr>
<th>Mode of Delivery</th>
<th>Dual Credit</th>
<th>Dual Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>• High school faculty teaches at the high school campus (traditional format)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>• High school student enrolls in online class taught by University faculty member</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>• High school student enrolls in on-campus class taught by University faculty member</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>• University faculty member teaches at the high school campus</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>• University faculty member teaches through interactive television (ITV)</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**MWF** – Monday, Wednesday, Friday

**National Alliance of Concurrent Enrollment Partnerships (NACEP)** - The sole accrediting body for concurrent enrollment partnerships, NACEP helps these programs adhere to the highest standards so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development. (NACEP defines concurrent enrollment the same way MSSU defines dual credit in this document.)
**Registrar** – College or university official responsible for registering students, maintaining their records, etc.

**Registration** – Selecting and enrolling in courses for the upcoming year.

**School Dean** – In academic administration, a person with significant authority over a specific academic unit, or a specific area of concern, or both.

**SID/Banner ID** – The Banner, or Student ID is the student’s unique 9-digit identification number at MSSU. Once this number is assigned to a student, it remains with the student for any future enrollment period with MSSU. This number will be used for most any transaction that occurs with MSSU (transcript requests, bill payments, course registrations, etc.).

**Student Affairs** – A division of the University that supports the university’s educational mission through comprehensive programs and services that promote student learning and success while fostering an inclusive and vibrant campus community.

**Student Email** – Email address and inbox provided by the University to be used for University and personal communication.

**Student Handbook** – Handbook provided to the students that relays University policies applicable to students, including the Student Code of Conduct.

**Syllabus** – An outline and summary of topics to be covered in a course usually containing instructor contact information, course objectives, a schedule of test dates and due dates, grading policy, and/or classroom rules.

**Term/Semester** – The length of an academic session at MSSU (Fall, Spring, Summer). Each semester has a six digit code, with the first four digits being the year the course is offered. Fall courses are designated with “80”, Spring courses are designated with “10”, and Summer courses are designated with “60”. Examples: Fall 2013 = 201380, Spring 2014 = 201410, Summer 2014 = 201460.

**TR** – Tuesday, Thursday

**Transcript** – Official record of student academic work bearing the Registrar’s signature and the University seal.

**Yearlong Courses** – For a variety of reasons, some high schools may offer a native MSSU semester long course over the period of one academic year (instead of one semester). These are referred to as yearlong courses in this document. Students enrolled in yearlong courses at the high school are enrolled at MSSU in the Fall semester.
Vita – An in-depth resume focusing on education, publications, and other accomplishments relating or pertaining to teaching.

Roles & Responsibilities

Vice President of Academic Affairs (VPAA)/Chief Academic Officer (CAO)
The MSSU VPAA is responsible for the administration of the instructional programs both on and off campus, including the Office of Academic Outreach. It is the responsibility of the VPAA to ensure the academic quality of courses delivered on the University campus, to be accountable for the implementation of dual credit policy, and to assure the integrity and quality of all dual credit courses. The VPAA shall submit the annual MDHE compliance report. High school instructor approval is authorized by the VPAA.

Director of Academic Outreach (DAO)
The DAO shall oversee the development, coordination, and management of the dual credit/dual enrollment program. The DAO is responsible for facilitating dual credit/dual enrollment agreements as well as implementing policies and procedures that will assure compliance with MDHE standards. The DAO shall serve as the liaison between the high school and MSSU. Records kept in the Academic Outreach Office will be used to complete the annual MDHE compliance report.

Academic Department Chair (DC’s)
DC’s are responsible for the design and delivery of dual credit courses in collaboration with the high school faculty. In order for high school instructors to duplicate the content and rigor of a University level course, the respective MSSU academic department shall provide guidance to the instructor throughout the partnership in the following ways: provide a liaison that can meet with, be a resource for, and communicate with the high school instructor as well as provide guidance in developing the course, conduct evaluations of high school instructors in the same manner as an adjunct faculty member, provide training and orientation opportunities similar in nature to what is provided for adjunct faculty members, and collaborate with high school instructors to ensure the use of common methods of assessment. DC’s are responsible for attaining and reviewing the credentials of high school instructors for the purpose of recommending potential candidates to the VPAA.

High School Dual Credit/Dual Enrollment Coordinators & Administrators
High School Dual Credit/Dual Enrollment Administrators shall understand MDHE policy, determine student eligibility, arrange for placement testing as needed, assist during the enrollment process, serve as a liaison between the high school and MSSU, attend any required meetings, and collaborate with the Office of Academic Outreach for all dual credit/dual enrollment matters.

High School Dual Credit Faculty/High School Instructor
High School Dual Credit Faculty shall understand MDHE policy, collaborate with MSSU DC’s on the design and delivery of dual credit courses, attend required meetings, provide evidence to DC’s
(syllabus, assignments, tests, evaluations, student samples) to ensure course equivalence, verify the class roster(s), meet with the MSSU liaison periodically, and submit grades in a timely manner.

**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.

**Missouri Department of Higher Education (MDHE) Dual Credit Policy**


MSSU shall comply with MDHE’s policy for dual credit as written below. The MDHE policy only applies to dual credit general education courses offered in high schools, by high school teachers.

**Student Eligibility**

*The eligibility of high school students to participate in dual credit courses may vary in accordance with the admission standards of the college or university offering the courses in the high school. For all institutions, however, students must have a minimum overall grade point average of 3.0 (on a 4.0 scale) or the equivalent and be recommended by the high school principal or his or her official designee.*

*High school students must also meet the same requirements for admission to individual courses (e.g., English or mathematics) as those required of on-campus students (e.g., ACT, ASSET, or other placement test scores). Specific placement tests may not be required for admission to some college courses; however, if the high school administers a competency assessment in an area related to the dual credit course, high school juniors and seniors must score at proficient or above on the MAP or achieve an equivalent score on a comparable assessment. Performance on the MAP or a related assessment test should be verified in the high school principal’s or official designee’s recommendation that the student participate in a dual credit course.*

*High school juniors and seniors who meet the above requirements will be eligible for dual credit courses. Under special circumstances, freshmen and sophomores with superior academic talents may take dual credit courses. Freshmen and sophomores must demonstrate their competency by scoring at the 90th percentile or above on the ACT or SAT. Moreover, the recommending high school counselor and the college academic department official must concur that a younger student can benefit from dual credit in the specific course and learn at the collegiate level.*
Program Structure & Administration

Dual credit courses offered in high schools must duplicate the identical course offerings delivered on campus to matriculated students. Courses must be approved for dual credit status, and the credit awarded must be deemed acceptable in transfer by the faculty of the appropriate academic department (unit) of the college. 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. Course content and course requirements must be comparable to those utilized in the equivalent on-campus courses with the same titles. The chief academic officer of the postsecondary institution will also be responsible for involving full time faculty in the discipline in the selection and evaluation of all dual credit faculty. The on-campus college faculty must also ensure comparable standards of evaluation.

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.

Students enrolled in dual credit classes must adhere to the dates comparable to those specified on the college campus for registration, drop, withdrawal, or refund.

Students in dual credit courses must have geographic access to student and academic support similar to that accorded students on the college campus, including access to library resources of similar scope and magnitude as those available to students enrolled in courses with the same titles on the college campus. Library materials must be available either on site at the high school or through electronic means. Dual credit students must have reasonable access to the course instructor outside regular classroom hours either in person, via phone, and/or through other electronic means.

Institutions shall not use fees as a means of competing for dual credit students and shall work cooperatively when providing dual credit courses in the same geographic area. Institutions should use the same credit hour fee for all dual credit courses, regardless of the site.

The chief academic officer of the college or university, being responsible for the academic quality of courses delivered on the college campus, is also accountable for the implementation of this policy and for assuring the integrity and quality of all dual credit courses.
Faculty Qualifications & Support

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. High school instructors teaching general education courses shall have a master's degree that includes substantial study (a minimum of 18 semester hours) appropriate to the academic field in which they are teaching. However, institutions are permitted to use professional judgment in allowing faculty that do not meet all requirements for higher education instruction to teach dual credit courses provided that ninety percent of any institution’s dual credit faculty meet the standard faculty eligibility requirements set forth above.

New dual credit instructors will participate in orientation activities provided by the college and/or academic department. Continuing dual credit instructors must participate in both the professional development and evaluation activities as those expected of adjunct faculty on the college campus. In order to assure comparability of the dual credit course with the corresponding experience on the college campus, college academic departments must provide instructors of dual credit courses with support services, including a designated on-campus faculty member to serve as a liaison. Dual credit instructors must be evaluated according to the college’s evaluation policies for other part-time/adjunct faculty, with the recommendation for continuation being the responsibility of the campus academic department. Thus, the institution of higher education must provide on-site supervision and evaluation of the dual credit faculty. This process is best served when the instructional site is within a reasonable commuting distance from the institution of higher education.

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.

In atypical cases, when different tests are constructed and independent evaluations are performed by the high school teacher, the burden shifts to the institution to demonstrate the comparability of dual credit courses and to ensure a common standard of grading. The use of nationally normed instruments is recommended when the substance of the normed test is consistent with the learning objectives of the dual credit course. Locally developed assessments must be administered to both on-campus and dual credit students in order to provide the on-campus college faculty in the appropriate academic discipline with data.
appropriate to demonstrate comparability. Nonetheless, any specialized assessment of dual credit courses must emulate the on-campus institutional assessment plan required by the Higher Learning Commission, including the identification of the general education learning objectives and outcomes. Since the dual credit courses duplicate course offerings delivered on the college campus to matriculated students, both formative and summative assessment strategies and tools must be approved by the on-campus college faculty in the appropriate academic discipline. Annual reports of student performance must be submitted to the chief academic officer for both review and consideration with respect to the continuation of the dual credit instructor.

Transferability of Credit

Dual credit programs are not designed to replace a substantial segment of the academic experience on a college campus, but rather the programs are created to provide high-achieving high school students with opportunities for acceleration. High school students vary in their academic preparedness and in their capacity to complete collegiate-level work while in high school. The number of credit hours successfully completed by a high school student in dual credit programs will be related to her or his ability level. Since dual credit programs are predicated on the portability of transcripted college credit, the following guideline should anchor the decisions made by the high school student and the receiving institution: students receiving dual credit from institutions in compliance with these policy guidelines can expect to transfer credit up to the equivalent of five courses.

Students who wish to transfer more than five dual credit courses should consult the institution of higher education to which they intend to transfer in order to determine if the institution has a policy regarding the acceptance of dual credit courses used for the completion of a college degree.

The receiving institution should not, however, impose any limits that preclude high school juniors and seniors from earning additional credit through regular summer and/or evening enrollment in college courses taught by college faculty as allowed by dual enrollment, early admissions, or other college programs such as articulation agreements, advanced placement, or other accepted means of testing or granting credit.

Credit earned by students in dual credit courses that meet the above 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 student rights and responsibilities as outlined in the CBHE’s Credit Transfer Guidelines shall apply.
Institutions must publicize their policies related to the acceptance of dual credit beyond the equivalent of five courses. (End of MDHE Dual Credit 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.

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.

Dual Enrollment Policy

Student Eligibility
Student eligibility for the Dual Enrollment Program is identical to the standards set forth for dual credit students. Please refer to the student eligibility (page 7) section of the dual credit policy for more detailed information.

Faculty Qualifications & Support/ Assessment of Student Performance/Program Structure and Administration
Students enrolled in the Dual Enrollment program are taking native MSSU courses taught by MSSU faculty. All regular and existing MSSU policies apply for faculty qualifications and support, assessment of student performance, and program structure and administration.

Transferability of Credit
The transferability of credit policy (page 10) for the dual enrollment program is identical to the standards set forth in the dual credit policy.
Student Policies & Procedures

FERPA - Family Educational Rights & Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student (“eligible student”). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99. Once enrolled in college coursework, all communication from MSSU will be with the student. If the dual credit/dual enrollment student would like to authorize someone else, such as a parent, to access educational records, the student can file an Authorization to Release Non-Directory Information. The authorized person(s) will be required to follow the same procedures as the student in order to obtain educational records. This generally includes a signed request and appropriate identification.

In compliance with FERPA, MSSU gives notice that directory information will be released to the general public without the written consent of the student. Release of any additional information pertaining to student records must be authorized in writing, by the student, except as authorized under the law. Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. Additional information regarding FERPA can be found in the MSSU Catalog, the dual credit student file folder upon registration, or at http://www.mssu.edu/registrar/ferpa.php.

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.

Current Course Offerings & Descriptions (12-14 Catalog)

Health and Wellness

KINE 103 Lifetime Wellness*
2 credit hours  (Fall, Spring, Summer)
Designed to assist students in developing proficiency in a physical activity to increase the likelihood of lifetime participation. Non-repeated activities may be taken a maximum of three times for credit.
Humanities and Fine Arts

ART 110 Art Appreciation
3 credit hours  (Fall, Spring)
A survey designed to increase appreciation of the visual arts through readings, slide lectures, library research and visits to the George A. Spiva Center for the Arts. Development of the cognitive and critical processes as they relate to the visual arts are emphasized.

ENG 0261
3 credit hours  (Fall, Spring)
World Literature I
Selected literature from the ancient world through the Renaissance, excluding British and American literature. Option for satisfying Area F General Education requirement. Prerequisite: ENG 101 or ENG 111.

ENG 0262
3 credit hours  (Fall, Spring)
World Literature II
Selected literature from the Renaissance to the present, excluding British and American literature. Option for satisfying Area F General Education requirement. Prerequisite: ENG 101 or ENG 111.

ENG 0271
3 credit hours  (Fall, Spring)
British Literature I
Survey of British literature from its beginnings through the eighteenth century. Option for satisfying Area F General Education requirement. Prerequisite: ENG 101 or ENG 111. (Can be taught as WI)

ENG 0272
3 credit hours  (Fall, Spring)
British Literature II
Survey of British literature from the Romantic Movement to the present. Option for satisfying Area F General Education requirement. Prerequisite: ENG 101 or ENG 111.

ENG 0281
3 credit hours  (Fall, Spring)
American Literature I
A survey of American literature from its beginning to the Civil War. Option for satisfying Area F General Education requirement. Prerequisite: ENG 101 or ENG 111.

ENG 0282
3 credit hours  (Fall, Spring)
American Literature II
A survey of American literature from the Civil War to the present. Option for satisfying Area F General Education requirement. Prerequisite: ENG 101 or ENG 111.

MUS 110 Music Appreciation*
3 credit hours  (Fall, Spring, Summer)
A survey of masterpieces of Western musical literature; intended for nonmusic-major.
TH 110 Theatre Appreciation*
3 credit hours  (Fall, Spring, Summer)
Introduction to theatre as a communicative and fine art emphasizing collaborative efforts of playwright, artistic director, designer, actor and crew. Activities include the interpretation and evaluation of plays through scripts, live and taped performances.

International Studies
Foreign Language*

FREN 0101
3 credit hours  (Fall, Spring)
Beginning French I
The first semester of French language instruction developing proficiency in listening, speaking, reading and writing and providing an introduction to the study of French-speaking cultures. Prerequisite: None.

GER 0101
3 credit hours  (Fall, Spring)
Beginning German I
An introduction to the basic skills of understanding, speaking, reading and writing in German and to the study of the German speaking cultures. Prerequisite: None.

SPAN 0101
3 credit hours  (Fall, Spring)
Beginning Spanish I
This course is the first semester of Spanish language instruction. The course aims to develop skills in listening, speaking, reading and writing, as well as to expose students to the diversity of cultures in the Spanish-speaking world. Prerequisite: None.

HIST 130
3 credit hours  (Fall, Spring)
Western Civilization to 1660
Survey of the development and progress of western civilization from its origins through the Reformation. Changes in political organization, religion, artistic expression and daily life in the ancient Near East, Greece, Rome and Christian Europe.

HIST 0140
3 credit hours  (Fall, Spring)
Western Civilization since 1660
Survey of Western societies from the Baroque Era to the retreat of European colonialism. Major emphasis on development of the nation-state, the impact of industrialization, changes in political and religious outlook, the impact of revolutions and two world wars.
Life and Physical Sciences

**BIO 101 General Biology/Lab**  
4 credit hours  (Fall, Spring, Summer)  
A survey of general biological principles that emphasize concepts relevant to the student. Special topics may be used to illustrate course content. Three one-hour lectures, one 2-hour laboratory per week. Fulfills General Education requirements for Area D1. Does not fulfill biology degree requirements.

**BIO 121 Human Anatomy & Physiology I/Lab**  
4 credit hours  (Fall, Spring, Summer)  
The first in a two-course sequence in which human anatomy and physiology are studied using a body system approach. Includes the concept of scientific inquiry and the fundamental concepts of cell biology, cell metabolism, and genetics. Three lectures and one, 2-hour lab per week. Fulfills the General Education requirements in Area D1.

**CHEM 120 Chemistry for Allied Health Sciences**  
5 credit hours  (Fall, Spring)  
Basic principles and practical applications of general, organic, and biological chemistry. This course satisfies the requirements of certain teacher education and allied health programs. Four lectures and one 3-hour laboratory period per week. Prerequisite: Math 30 or a Math ACT score of 22 or higher.

**CHEM 151 General Chemistry I/Lab**  
5 credit hours  (Fall, Spring, Summer)  
Introductions to theories of chemistry with emphasis on the relationship of structure to properties of matter, the changes that occur during chemical reactions and the quantitative aspects of these changes. Four lectures, one 3-hour laboratory per week. Prerequisite or co-requisite: MATH 140 or higher level math course.

**PHYS 100 Fundamentals of Physical Science**  
5 credit hours  (Fall, Spring, Summer)  
Basic concepts in the fields of physics, chemistry, geology and astronomy will be presented as time permits. Central to the course will be a working ability in applying some of the basic laws of nature to specific problems. Lecture and demonstration periods. Prerequisite: MATH 030 with a grade of ‘C’ or better.

**PHYS 151 Elementary College Physics I/Lab**  
5 credit hours  (Fall, Spring, Summer)  
Mechanics, rotational dynamics, properties of matter, heat, wave motion and sound. Four hours lecture, one 3-hour laboratory per week. Prerequisite: MATH 140.

**Math**

**MATH 130 College Algebra**  
3 credit hours  (Fall, Spring, Summer)  
A study of functions and their graphs; including linear and quadratic, polynomial, rational, exponential, and logarithmic functions. Prerequisites: A Math ACT score of 22 (or higher) or MATH 030 with grade of ‘C’ or higher.
MATH 135 Trigonometry*
3 credit hours   (Fall, Spring, Summer)
Trigonometric functions and applications, right triangle trigonometry, radian measure and applications, graphing trigonometric functions, using and verifying trigonometric identities, using sum, difference, half, and double angle formulas, solving trigonometric equations, inverse trigonometric functions, the law of sines and the law of cosines. Prerequisite: A Math ACT score of 22 (or higher) or MATH 030 with grade of ‘C’ or higher.

MATH 150 Calculus/Analytic Geometry
5 credit hours   (Fall, Spring)
Limits, differentiation, and integration of algebraic and transcendental functions as well as the application of these concepts to real world situations. Prerequisite: MATH 140 with a grade of ‘C’ or higher or a Math ACT score of 27 (or higher).

Oral Communication
COMM 100 Oral Communication*
3 credit hours   (Fall, Spring, Summer)
Principles of oral communication, including speaking and listening competencies and skills. Primary emphasis is on presenting various types of speeches and improving listening ability. Research organization, reasoning, language and evaluation skill development are included. Three contact hrs. per week. (Required of all degree candidates.)

Social Science
ECON 180 Economics
3 credit hours  (Fall, Spring, Summer)
A core course on the goals organization and operation of the U.S. economy. Topics include: scarcity and choice; the role of profits, saving, investment and competition; the economic functions of government; limitations of the market system; other types of economic systems; and international trade. Personal finance topics include setting goals, budgeting, savings and investing, credit management and retirement planning. Not for business majors or for those who have taken ECON 201 or 202. Prerequisite: ACT MATH Score of 19 or higher or MATH 030 or above.

GEOG 101 - Introduction to Geography
3 credit hours   (Demand)
An introduction to geography, with the goal of increasing geographic literacy and recognizing the importance of geography in everyday life. This course introduces students to the discipline, its basic principles and major concepts, tools, techniques and methodological approaches. It traces the development of modern geography and surveys its physical and human sub-disciplines.

HIST 0110
3 credit hours   (Fall, Spring)
United States History 1492-1877
Survey of the United States from the era of discovery through reconstruction. Prerequisite: 17 or higher on the ACT Reading Section or 15 hours completed with a GPA of 2.5 or higher.
HIST 0120
3 credit hours  (Fall, Spring)
United States History 1877 to Present
Survey of the economic, social and political development of the United States from 1877 to the present. Prerequisite: 17 or higher on the ACT Reading Section or 15 hours completed with a GPA of 2.5 or higher.

PSC 120 Government: U.S., State & Local*
3 credit hours  (Fall, Spring)
Designed to give students an understanding of their governments, enabling them to keep up with political developments with the goal of becoming informed citizens needed to sustain democracy. Successful completion of this course fulfills the requirements for the state-mandated Missouri Constitution Test.

PSY 100 General Psychology
3 credit hours  (Fall, Spring)
Introductory course stressing the importance of the psychological mechanisms underlying all human behavior. Honors: The same topics as General Psychology above. Designed and specially taught for Honors students.

SOC 110 Sociology*
3 credit hours  (Fall, Spring)
An introductory course focused on the systematic study of society. Emphasis on major concepts of sociology and the scientific point of view in understanding and explaining human behavior and social phenomena.

Written Communication
ENG 101 College Composition I*
3 credit hours  (Fall, Spring, Summer)
An introduction to the principles of college-level writing and critical thinking. Students will write a number of essays for a variety of purposes and audiences. Successful completion of the course permits the student to enroll in English 102. Students demonstrating exceptional ability as indicated by Writing Placement scores may take English 111. Prerequisite: An English ACT score of 17 or higher or demonstrated ability on a writing placement essay. (Writing Intensive)

ENG 102 College Composition II*
3 credit hours  (Fall, Spring, Summer)
Continued development of writing skills. Emphasizes writing from sources. Initiation, development and completion of a research paper. Prerequisite: English 101. (Writing Intensive)

Additional Courses May Include:
ACCT 201 Principles of Financial Accounting
3 credit hours  (Fall, Spring, Summer)
An introduction to accounting as an information communication function that supports economic decision making. The topics covered should help students understand the development of financial statements and their interpretation. Prerequisite or co-requisite: MATH 130 or higher.
CIS 105 Introduction to Microcomputer Use
3 credit hours  (Fall, Spring)
Instruction in the fundamental use of microcomputers through packaged software and operating systems. The course provides a broad introduction to hardware, software, computer networks, online social networking and library database searches. Major application areas are discussed, such as word processing, spreadsheets and presentation tools.

GB 100 Introduction to Personal Finance
2 credit hours  (Demand)
Introduction to the concepts and tools necessary for effective management of personal financial health. Includes goal-setting, budgeting, obtaining and using credit, sound consumer purchasing strategy, insurance, investment decisions and retirement planning.

Additional courses may be approved upon request.

*Available as an online class, taught by MSSU instructor (Fall, Spring, Summer semester); Offered during the fall, spring, and/or summer semesters

MSSU General Education Requirements
General education requirements exist at nearly every four year University, and are required for all undergraduate degree seeking students. Fulfillment of the general education requirements enables students to acquire a well-rounded educational foundation that will prepare them for both a career and life after college. The MSSU General Education Requirements work toward the development of the whole person, as an individual and as a member of society. Taking dual credit/dual enrollment courses while still enrolled in high school, helps students to get a “head start” on these core units. The following pages illustrate MSSU’s Baccalaureate Degree General Education Curriculum Requirements:

A. WRITTEN COMMUNICATION
   ENG 101 COLLEGE COMPOSITION I 3 hours
   ENG 102 COLLEGE COMPOSITION II 3 hours
   OR ENG 111 ADVANCED COLLEGE COMPOSITION 3 hours

B. ORAL COMMUNICATION
   COMM 100 ORAL COMMUNICATION 3 hours

C. MATHEMATICS**
   MATH 120 or above 3 hours

D. LIFE & PHYSICAL SCIENCES**
   Required at least one 8-9 Credit Hours Required
course from each area.

1. **Life Sciences** *(4 credit hours)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>General Biology/Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 105</td>
<td>General Biology: Environmental Emphasis/Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 110</td>
<td>Principals of Biology I/Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 121</td>
<td>Human Anatomy &amp; Physiology I/Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

2. **Physical Sciences** *(4-5 credit hours)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 120</td>
<td>Chemistry for Allied Health Sciences</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 151</td>
<td>General Chemistry I/Lab</td>
<td>5</td>
</tr>
<tr>
<td>GEOL 120</td>
<td>Introduction to Geology/Lab</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 185</td>
<td>Introduction to Meteorology/Lab</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 210</td>
<td>Earth &amp; Space Science</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 212</td>
<td>Earth &amp; Space Science Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHYS 100</td>
<td>Fundamentals of Physical Science</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 150</td>
<td>Environmental Physics</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 151</td>
<td>Elementary College Physics I/Lab</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 300</td>
<td>Astronomy</td>
<td>3</td>
</tr>
</tbody>
</table>

E. **SOCIAL & BEHAVIORAL SCIENCES** *(12 Credit Hours Required)*

1. **Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 110 or 120</td>
<td>U.S. History</td>
<td>3</td>
</tr>
<tr>
<td>PSC 120</td>
<td>Gov’t: US, State, Local</td>
<td>3</td>
</tr>
</tbody>
</table>

2. **Select two courses with different prefixes:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 101</td>
<td>General Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ECON 180, 201 or 202</td>
<td>Economics**</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 101</td>
<td>Introduction to Geography</td>
<td>3</td>
</tr>
<tr>
<td>PSY 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 110</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>
F. HUMANITIES & FINE ARTS  
6 Credit Hours Required

1. Select One:
   ART 110  
   MUS 106  
   MUS 110  
   TH 110  
   Art Appreciation**  
   World Music  
   Music Appreciation  
   Theatre Appreciation  
   3 hours  
   3 hours  
   3 hours  
   3 hours

2. Select One:
   ENG 250  
   ENG 261, 262  
   ENG 271, 272  
   ENG 281, 282  
   ENG 305  
   PHIL 201  
   PHIL 212  
   Introduction to Literature  
   World Literature  
   British Literature  
   American Literature  
   Short Story  
   Introduction to Philosophy  
   Ethics  
   3 hours  
   3 hours  
   3 hours  
   3 hours  
   3 hours  
   3 hours  
   3 hours

G. HEALTH & WELLNESS**
   2 Credit Hours Required
   KINE 103  
   Lifetime Wellness  
   2 hours

H. UNIVERSITY EXPERIENCE***
   3 Credit Hours Required
   UE 100  
   University Experience: Transitions in an International Context  
   3 hours

Course Placement Score Requirements/Pre-Requisites
Dual credit and dual enrollment students must meet the same individual course requirements as on-campus MSSU students. The following chart illustrates individual course requirements for the most commonly taken courses being offered in the dual credit/dual enrollment programs. Students must achieve these scores prior to enrolling in the respective courses. Contact the Director of Academic Outreach 417/625-9785 for individual department placement exam needs.
## Key Placement Exam Info/Pre-Requisites for Entry Level Courses*

### Math Requirements

<table>
<thead>
<tr>
<th>Class Title</th>
<th>MSSU Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 130, College Algebra</td>
<td>ACT Math score of ≥ 22 OR Successful completion of the mathematics placement system</td>
</tr>
<tr>
<td>MATH 135, Trigonometry</td>
<td></td>
</tr>
<tr>
<td>MATH 150, Calculus I</td>
<td>ACT Math score ≥ 27 OR Math 130 and Math 135 with a grade of C or higher in both OR Math 140 with a grade of C or higher</td>
</tr>
</tbody>
</table>

### English Requirements

<table>
<thead>
<tr>
<th>Class Title</th>
<th>MSSU Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, College Composition I</td>
<td>ACT English score ≥ 17 OR Demonstrated ability on a writing placement exam</td>
</tr>
<tr>
<td>ENG 102, College Composition II</td>
<td>ENG 101</td>
</tr>
</tbody>
</table>

### Physical Science Requirements

<table>
<thead>
<tr>
<th>Class Title</th>
<th>MSSU Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 120, Chemistry for Allied Health Sciences</td>
<td>ACT Math score ≥ 22</td>
</tr>
<tr>
<td>CHEM 151, General Chemistry I</td>
<td>ACT Math score ≥ 27 OR Completion of Math 140 or higher level math</td>
</tr>
</tbody>
</table>

### History Requirements

<table>
<thead>
<tr>
<th>Class Title</th>
<th>MSSU Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 110, US History 1492 – 1877</td>
<td>ACT Reading score ≥ 17 OR 15 hours completed with a GPA of 2.5 or higher</td>
</tr>
<tr>
<td>HIST 120, US History 1877 - Present</td>
<td></td>
</tr>
</tbody>
</table>
Student Admission & Enrollment

Application for Admission

An application for admission is required for all first time applicants. Students who have previously participated in the program shall complete the returning student application/registration for every term in which the student seeks to enroll. The application packet includes three documents: the application, the registration and recommendation, and the consent form. There is no application fee for dual credit and dual enrollment students. Upon completion, all applications for admission and any required supplemental documents listed on the application should be submitted to the Office of Academic Outreach. The completion of an application neither guarantees entry into the program nor enrollment in a course. Students will be notified either by the Office of Academic Outreach or the High School Dual Credit Coordinator of the acceptance status. Application forms are available on the MSSU website, at the Office of Academic Outreach, or in the High School Dual Credit Coordinator’s Office. Application materials for the Dual Credit/Dual Enrollment Program must be completed and submitted by the following dates:

**APPLICATION DEADLINES**

- **Fall Courses Taught by the HS**
  - By the end of the third week of classes at MSSU

- **Fall Courses Taught by MSSU**
  - May 1

- **Spring Courses**
  - November 15

- **Summer Courses**
  - May 1
Eligibility Requirements

- Completion of the sophomore year in high school with a cumulative grade point average of 3.0 on a 4.0 scale or the equivalent*
- Pursuit of the state-designated college preparatory high school curriculum
- Recommendation by the student’s principal or his/her designee
- Meet the same requirements for admission to individual courses (e.g. prerequisites, test scores) as those required of an on-campus student

*Freshmen and sophomores may be eligible for dual credit/dual enrollment with special permission from the high school and MSSU. (see page 7 for more information)

Application Packet Instructions

Students Attending a Partnering High School

To apply to the Dual Credit/Dual Enrollment Program for the first time you must submit the following to the High School Instructor or High School Dual Credit Coordinator:

- Dual Credit/Dual Enrollment Student Application
- Dual Credit/Dual Enrollment Registration & Recommendation
- Dual Credit/Dual Enrollment Student & Parent/Legal Guardian Consent
- Copy of MOST RECENT high school transcript (for GPA verification)
- Copy of test scores (if a test score is required for desired coursework)

To re-apply to the Dual Credit/Dual Enrollment Program for subsequent terms you must submit the following to the High School Instructor or High School Dual Credit Coordinator:

- Dual Credit/Dual Enrollment Registration & Recommendation Returning Student
- Dual Credit/Dual Enrollment Student & Parent/Legal Guardian Consent
- Copy of MOST RECENT high school transcript (for GPA verification)
- Copy of test scores (if a test score is required for desired coursework)

Applications and required documents will be submitted to the Office of Academic Outreach by the High School Instructor or High School Dual Credit Coordinator. Electronic submission to dualcredit@mssu.edu is preferred; however, paper copies can be mailed to the Office of Academic Outreach (Hearnes Hall 315, Joplin, MO 64801), or faxed copies will be accepted at 417/659-4028.

Students who do not meet the requirements will not be eligible to participate in the program. The High School Dual Credit Coordinator should not send application materials to the Office of Academic Outreach for students who do not meet the eligibility standards for the program.
Home School Students
To apply to the Dual Credit/Dual Enrollment Program for the first time you must submit the following to the Office of Academic Outreach:

- Dual Credit/Dual Enrollment Student Application
- Dual Credit/Dual Enrollment Registration & Recommendation
  - Recommendation should be completed by the home school proctor
- Dual Credit/Dual Enrollment Student & Parent/Legal Guardian Consent
- Copy of notarized MOST RECENT high school transcript (for GPA verification)
- Copy of test scores (if a test score is required for desired coursework)

To re-apply to the Dual Credit/Dual Enrollment Program for subsequent terms you must submit the following to the High School Instructor or High School Dual Credit Coordinator:

- Dual Credit/Dual Enrollment Registration & Recommendation Returning Student
  - Recommendation should be completed by the home school proctor
- Dual Credit/Dual Enrollment Student & Parent/Legal Guardian Consent
- Copy of notarized MOST RECENT high school transcript (for GPA verification)
- Copy of test scores (if a test score is required for desired coursework)

Applications and required documents will be submitted to the Office of Academic Outreach by the Home School Proctor. Electronic submission to dualcredit@mssu.edu is preferred; however, paper copies can be mailed to the Office of Academic Outreach (Hearnes Hall 315, Joplin, MO 64801), or faxed copies will be accepted at 417/659-4028.

Students who do not meet the requirements will not be eligible to participate in the program.

Student Enrollment/Course Registration
Enrollment of the dual credit/dual enrollment students will be handled by the Office of Academic Outreach. Once all required forms are received and eligibility is confirmed, students will be registered in the courses that were approved by the high school. Students will be notified of the registration status by the Office of Academic Outreach, the High School Dual Credit Coordinator, the High School Instructor, or the Home School Proctor. Students with an outstanding balance will not be allowed to enroll in any courses for the subsequent semester(s) until the balance is paid in full. Blackboard access is only available after you are admitted to MSSU and are registered for the online course.

Once registrations are complete, The Office of Academic Outreach will send the official class roster to the High School Instructor and/or High School Dual Credit Coordinator. Class rosters may be accessed at any time by the instructor through the LioNet system. It is the responsibility of the high school to ensure the accuracy of the Official Class Roster.
Students not listed on the Official Class Roster by the Census Date will not receive University credit for the course. Students may login to LioNet to verify the enrollment status after the first few weeks of classes (Quick Links/Student Menu/Registration Menu/Concise Student Schedule). If the Concise Student Schedule is blank or is missing courses, contact the Office of Academic Outreach immediately.

In the event of a demonstrated and documented extraordinary circumstance, MSSU may grant credit for the course to a student who was not listed on the Official Class Roster by the Census Date. Failure to complete required paperwork, or waiting until the end of a term to determine the student’s level of success in the course, are not considered extraordinary circumstances and will not be granted this exception.

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.

Forms
All forms required for the application and enrollment process may be accessed online at the dual credit/dual enrollment website: http://www.mssu.edu/academics/dual-credit/index.php or may be obtained from the High School Dual Credit Coordinator.

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.

**Student Tuition & Fees**

**Tuition Rate**
The tuition rate for dual credit and dual enrollment courses is $50/credit hour. Dual credit/dual enrollment students do not incur any special course fees or incidental fees. Students are required to pay for textbooks for each course in which they are enrolled (unless the high school is paying for the textbooks).

Upon enrollment, students may access the fee statement through LioNet, and a paper bill will be mailed to each student. Because of the variation of application/enrollment dates at the high school and because of the large volume of students being processed during the same time frame, please note the actual timing of course registration and billing could be delayed.

Tuition may be easily calculated by multiplying the number of credit hours times $50. The list of course offerings and descriptions can be used as a resource in order to determine the total number of credit hours in which the student is enrolled.

\[(\# \text{ credit hours } \times \$50) + \text{textbooks} = \text{total balance due to MSSU}\]

**Yearlong courses** will follow the **Fall semester deadlines** for dual credit/dual enrollment payment and withdrawal policies. Students with an outstanding balance will have a “hold” placed on his/her account. This hold will prohibit future enrollment in the program as well as the processing of any transcript requests. Also, students with a hold will not be able to view grades through LioNet.
Course Drop/Withdrawal & Refunds

<table>
<thead>
<tr>
<th>Fall 2013 Semester &amp; Yearlong Course Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 13</td>
</tr>
<tr>
<td>October 1</td>
</tr>
<tr>
<td>October 4</td>
</tr>
<tr>
<td>November 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 2014 Semester Course Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 7</td>
</tr>
<tr>
<td>March 1</td>
</tr>
<tr>
<td>March 7</td>
</tr>
<tr>
<td>April 4</td>
</tr>
</tbody>
</table>

Payment Options

For the convenience of our students, MSSU offers several ways to make payments to student accounts:

**Online**
LioNet allows students the ability and flexibility of online payments. Payments accepted via LioNet include: E-Check, Visa, Mastercard & Discover.

**In Person**
Student account balances paid in person can be made at the Bursar's Office Cashier Windows located on the 1st floor of Hearnes Hall, Monday through Friday 8:00am to 5:00pm. After-hours payments can be placed in the Bursar's Office drop box, located outside of the main entrance to Hearnes Hall. Be sure to include your student ID number with all drop box payments. Payments accepted in person include: Cash, Check, Money Order, Visa, Mastercard, and Discover. Checks should be made payable to MSSU and include the student’s SID number.

**Mail**
Payments options made by mail include: Check or Money Order. Please ensure checks are made payable to MSSU and include the student's ID number. Please do not send cash by mail. Returned checks/e-checks are subject to a $15.00 returned check fee. Post-dated checks are not accepted and will be returned.
Mail payments should be addressed to:

Bursar's Office
Missouri Southern State University
Attn: Cashier
3950 E. Newman Road
Joplin, MO 64801

Course Length

Dual Enrollment
All dual enrollment courses shall follow the University calendar, and will be one semester in length.

Dual Credit
Because dual credit courses offered in high schools must duplicate the identical course offerings delivered on campus to matriculated students, every effort should be made by the high school to offer the course in the time frame of one semester. However, accommodations may be made for high schools who have scheduling conflicts or seat time issues that arise. When a high school chooses to offer a semester long course as a yearlong course on the high school campus, certain difficulties may occur as the University system is not programmed with the yearlong calendar in mind. It is important to note that dual credit students in yearlong courses will be enrolled in the Fall semester. All payment, withdrawal, and refund policies and procedures for dual credit students enrolled in yearlong courses will be applicable during the Fall semester.

Student Benefits/Resources
As with all MSSU students, dual credit/dual enrollment students will have access to MSSU resources in order to support and/or enhance the college educational experience. Specifically, dual credit/dual enrollment students will

- be issued a dual credit/dual enrollment student ID (Lion Card)
- have access to LioNet (University portal)
- be issued an MSSU student email account
- have access to George A. Spiva Library
- have access to the Student Success Center
- enjoy free admission to on-campus sporting events and performing arts events that are free to the regularly attending MSSU student body
- enjoy three free visits to the Beimdiek Recreation Center, with an option to purchase a membership at the regular fee ($75/semester for part-time students)
- be issued a free MSSU t-shirt (size availability may vary)
have access to instructors outside regular classroom hours

Access to MSSU resources will be coordinated and facilitated through the High School Instructor, High School Dual Credit Coordinator, and the Office of Academic Outreach.

Student ID Card (Lion Card)
Students who are accepted for enrollment are eligible to receive an MSSU Dual Credit Student Lion Card. The Dual Credit Student Lion Card is a non-photo ID and contains the student identification number on it. The first card is issued free of charge to all students. There will be a $10.00 charge for replacement of any type; lost or stolen cards, name change, etc. Replacement ID’s may be obtained in the MSSU Card Center located on the campus of MSSU in the basement of Billingsly Student Center. The Lion Card will be valid for the duration of the dual credit course. Returning students do not need a new Lion Card; the existing card becomes activated once the student is enrolled again.

The care, custody, and control of the card are the responsibility of the card holder. This card is nontransferable and should not be modified; the lending out of a student’s Lion Card subjects the student and holder to disciplinary action and forfeiture of the Lion Card privileges.

The MSSU Lion Card is required to be used for student identification purposes and help facilitate business transactions. These uses include, but are not limited to, campus bookstore purchases, access to George A. Spiva library and computer labs, access to the Beimdiek recreation center, checking out of books and resource materials, and free admission to the sporting and performing arts events that are free to the regularly attending MSSU student body.

Obtaining the Lion Card (and Free T-Shirt)
Dual credit students can expect Lion Cards and t-shirts to be delivered to them through the High School Dual Credit Coordinator or the High School Instructor. Lion Cards and t-shirts will be delivered to the high school as quickly as possible following enrollment.

Dual enrollment students, who are not located at a partnering high school, can either pick up their student Lion Card and t-shirt from the Office of Academic Outreach, or have the items mailed to the home address listed on the application. An email will be sent to the email address listed on the application when the ID and t-shirt are available for pickup.

LioNet
LioNet is Missouri Southern State University’s web portal that provides personalized access to web services. The student can use LioNet to look up a book list, view a class schedule,
run a degree audit (CAPP), view/pay the account balance, check grades, and see campus announcements. Please refer to the LioNet User’s Guide for detailed information: http://www.mssu.edu/information-technology/pdfs/lionet-user-guide-web.pdf. Call the MSSU Help Desk at 659-4444 if you have specific questions about obtaining your S# and password.

Access to LioNet
In separate mailings students receive their LioNet ID number, or SID, and LioNet default PIN. Login with the LioNet ID; your password is the LioNet default PIN. The LioNet ID and PIN are case sensitive. All registered students have access to course information, group tools, campus life, work life, personal calendars, email, and more – anytime, anywhere.

MSSU Student Email (Outlook)
A Missouri Southern State University email account is provided to all MSSU students. Visit https://student.mssu.edu:8080/User-Services/SitePages/Technical%20Guides.aspx for access to the technical guides, which include directions on how to set up your MSSU e-mail account. The University regularly sends information to students’ e-mail addresses. Call the MSSU Help Desk at 625-4444 if you have specific questions about your MSSU e-mail account. For information about how to sync other email accounts to the MSSU email account, refer to the Information Technology website and/or the Technical Guides.

George A. Spiva Library Services
All MSSU students have access to over 282,222 print volumes including state and federal government documents, a 775,337 item microform collection, a law collection, print and electronic journal subscriptions, and electronic databases in the George A. George A. Spiva Library. Major electronic databases in business, education, social science, history, psychology, English, biology, nursing and many other disciplines are available online, many in a full text format. Access to these resources is available through the library’s web page http://www.mssu.edu/library. Students may access these resources from off-campus through the proxy server using their Missouri Southern credentials. For directions on how to access resources from off-campus, SEE: http://www.mssu.edu/library/services-off-campus.php.

Student Success Center
The Student Success Center offers classes and other services designed to meet the individualized academic needs of students. Services offered include classes to improve your academic abilities, tutoring, a computer lab and disability accommodations. Students and faculty should contact the Student Success Center directly for use of their services: 417/659-3725 in Hearnes Hall 301.
**Tutoring**
Tutoring is available in 100 and 200 level courses in mathematics, physics, chemistry, biology, history, political science, sociology, and psychology. Writing tutoring is also available for composition courses, writing intensive courses, and graduate courses. Visit [http://www.mssu.edu/student-success-center/services-tutor.php](http://www.mssu.edu/student-success-center/services-tutor.php) for more information.

**Student Disability Services**
The mission of Disability Services is to provide individuals with disabilities support services that will allow them to access programs, services and facilities, and activities of the University. All policies and procedures for Student Disability Services can be found at [http://www.mssu.edu/disability-services/policies-procedures-introduction.php](http://www.mssu.edu/disability-services/policies-procedures-introduction.php). Participation in a dual credit course will provide an excellent opportunity for students with disabilities, while still in high school, to learn what is expected of them in college and to learn about the services and accommodations provided to all college students with disabilities.

**Beimdiek Recreation Center**
With use of the Lion Card and the Recreation Center Pass, dual credit students may enjoy three free visits to the Beimdiek Recreation Center located in Billingsly Student Center. Dual credit and dual enrollment students have the option to purchase a membership during any term of enrollment for the part-time student fee of $75/semester.

**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. Violators of these regulations are subject to disciplinary action, which could result in the loss of dual credit/dual enrollment eligibility.
High School Faculty Policies & Procedures

Faculty Information

Faculty Address Change
An address can be verified through the LioNet system (Quick Links Self-Service Menu/View Addresses and Phones). The address listed is the official mailing address, and MSSU will use this address for official mail correspondence. An address change for faculty must be done through the Human Resources Office, located in Hearnes Hall, Room 217. Photo identification must be provided, but the address on the ID does not need to match the new address being submitted.

Faculty Name Change
A faculty name change must be done through the Human Resources Office, located in Hearnes Hall, Room 217. All name changes must include supporting documentation such as a marriage certificate, divorce decree, or court order. Photo identification must be provided. A name change will result in the generation of a new MSSU email address; however, the name change will NOT change the name in Blackboard.

MSSU Faculty Handbook
High School Dual Credit Instructors may access the MSSU Faculty Handbook at any time by using his/her University-issued credentials to login to the MSSU Intranet site/Employee Sharepoint: https://intranet.mssu.edu/SitePages/Home.aspx. High School Dual Credit Instructors should be familiar with, and abide by, the Operating Procedures section of the handbook to ensure consistency in delivery of all MSSU courses.

High School Dual Credit Faculty Status
High School Dual Credit Instructors are not paid employees of MSSU; however, they are classified as “Adjunct Faculty” or “Part-Time” for purposes of how University business is conducted.

Student Access to Faculty
Dual credit/dual enrollment students shall have access to instructors outside regular classroom hours if necessary.

Course Syllabus
The MSSU course syllabus is to be used for all MSSU courses, including dual credit courses being taught at the high school. High School Dual Credit Instructors should check with the Academic Department Chair for course syllabus approval. A sample syllabus will be provided by the Academic Department Chair. Sections of the course syllabus include:
Schedule Information
- Course Name & Number
- Credit Hours
- Time
- Location
- Instructor
- Office
- Phone
- Email
- Office Hours

Course Description
The course description can be found in the MSSU catalog, at the end of this handbook, or from the Academic Department Chair.

Course Objectives
Course objectives will be provided by the Academic Department Chair.

Textbooks, Lab Manuals, & Supplies
- List all required course materials in this section.
- Denote in brackets after the book listing if the textbook is rental or purchase.

Grades
- Include any information about how the course will be graded here.
- Some instructors include the last day to withdraw in this section.

Additional Course Policies
You may wish to include any policies you have for attendance, cell phone use, plagiarism, etc.

ADA Statement
If you have a disability and require an accommodation for this class, please notify the instructor or the Disabilities Coordinator at the Student Success Center (417/659-3725) or in Hearnes Hall 301.

Academic Integrity Statement
MSSU is committed to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the university's Academic Integrity Policy, published in the Student Handbook. Penalties for academic misconduct in this course may include a failing grade on the assignment, a failing
grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in the course affirms a student’s acceptance of the university policy.

**Lecture & Laboratory Outline**
You may wish to include a general or detailed schedule of course topics, assignments, test dates, due dates, etc.

**Official Class Roster/Enrollment Verification – Dual Credit Instructors**
Once registrations are complete, The Office of Academic Outreach will send the official class roster to the High School Dual Credit Instructor and/or High School Dual Credit Coordinator. Class rosters may be accessed at any time by the instructor through the LioNet system. It is the responsibility of the high school to ensure the accuracy of the Official Class Roster. Students not listed on the Official Class Roster by the Census Date will not receive college credit for the course.

**Official Class Roster Exception**
In the event of a demonstrated and documented extraordinary circumstance, MSSU may grant credit for the course to a student who was not listed on the Official Class Roster by the Census Date. Failure to complete required paperwork, or waiting until the end of a term to determine the student’s level of success in the course, are not considered extraordinary circumstances and will not be granted this exception.

**LioNet Instructions to run an Official Class Roster**
- Using the Quick Links at the bottom of the MSSU home page, click on LioNet and log in with the University issued credentials.
- On the left side menu under the Quick Links section, click on Faculty Menu.
- Click Term Selection and select the applicable term. Click Submit.
- Click CRN Selection. In the middle of the page click Enter CRN Directly. CRN’s can be found at [http://www.mssu.edu/academics/dual-credit/courses.php](http://www.mssu.edu/academics/dual-credit/courses.php)
- Enter the CRN and click Submit.
- Click Summary Class List to show your Official Class Roster.

**MSSU Academic Department Support**
In order for High School Dual Credit Instructors to duplicate the content and rigor of a college level course, the respective MSSU Academic Department shall provide guidance to the instructor throughout the partnership. As a High School Dual Credit Instructor, expect the MSSU Academic Department to provide the following support mechanisms:
In order to ensure dual credit courses being offered on the high school campus are the same as the courses being offered on the MSSU campus, instructor evaluations and site visits are required. High School Dual Credit Instructors and the MSSU Academic Department Chair will coordinate site visits and evaluation timelines together. Each time a site visit is conducted, the Site Visit Form must be completed and turned in to the Office of Academic Outreach. The Site Visit form can be found at http://www.mssu.edu/academics/dual-credit/forms.php. A minimum of one site visit...
per course per academic year is required. Evaluations are used by Academic Department Chairs and Deans in order to recognize strengths, address any weaknesses, and offer suggestions to enhance the quality of the course; they are used to continually improve pedagogy, which can enrich the student learning experience.

Orientation & Training
High School Dual Credit Instructors will be required to attend one annual meeting on the campus of MSSU for orientation and training purposes. The meeting will allow time for new faculty orientation, all-faculty training, discipline-specific training and discipline-specific professional development opportunities. Failure to attend this meeting will render the High School Dual Credit Instructor ineligible to teach any dual credit course during the subsequent academic year.

Additional discipline-specific professional development and training opportunities may arise throughout the year, and will be made available to High School Dual Credit Instructor. Communication of these opportunities will come directly from the MSSU Academic Department.

Assessment of Student Performance
MSSU faculty in the appropriate academic department will be responsible for working with dual credit instructors to develop assessment and evaluation measures that assure the quality and comparability of dual credit courses. The comparability between a course taught at the high school and the corresponding course taught at MSSU will be demonstrated by:

- use of appropriate assessment and testing procedures, AND
- use of the same means of evaluation, supervised by the appropriate MSSU faculty

All standard assessments will be administered to both on-campus and dual credit/dual enrollment students in order to provide the appropriate MSSU Academic Department with data to demonstrate comparability.

Faculty Benefits/Resources
As with all MSSU adjunct faculty members, High School Dual Credit Instructors will have access to MSSU resources in order to support and/or enhance the college educational experience. Specifically, High School Dual Credit Instructors will

- be issued a faculty/staff ID (Lion Card)
- have access to LioNet (University portal)
- be issued an MSSU faculty email account
- have access to George A. Spiva Library
- enjoy free admission to on-campus sporting events and performing arts events that are free to MSSU faculty/staff
- enjoy a 10% discount on regular priced apparel and imprinted gifts at the MSSU Bookstore with use of the Lion Card
- option to purchase a Beimdiek Recreation Center membership at the regular fee ($30/month)

Access to MSSU resources will be coordinated and facilitated through the High School Dual Credit Instructor, High School Dual Credit Coordinator, and the Office of Academic Outreach.

**Faculty/Staff ID Card (Lion Card)**

High School Dual Credit Instructors are eligible to receive a Faculty/Staff Lion Card. The Faculty/Staff Lion Card is a photo ID and contains the identification number on it. The first card is issued free of charge. There will be a $20.00 charge for replacement of any type; lost or stolen cards, name change, etc. Replacement ID’s may be obtained in the MSSU Card Center located on the campus of MSSU in the basement of Billingsly Student Center.

The care, custody, and control of the card are the responsibility of the card holder. This card is nontransferable and should not be modified; the lending out of a student’s Lion Card subjects the student and holder to disciplinary action and forfeiture of the Lion Card privileges.

The MSSU Lion Card is required to be used for identification purposes and help facilitate business transactions. These uses include, but are not limited to, campus bookstore purchases, access to George A. Spiva library and computer labs, access to the recreation center, checking out of books and resource materials, and free admission to the sporting and performing arts events that are free to MSSU faculty/staff.

**Obtaining the Lion Card**

Lion Cards will be provided at the annual Orientation and Training Meeting.

**LioNet**

LioNet is Missouri Southern State University’s web portal that provides personalized access to web services. Instructors can use LioNet to access class rosters, submit final grades, run reports, email students, run degree audits (CAPP), and access important University information. Please refer to the LioNet User’s Guide for detailed information: [http://www.mssu.edu/information-technology/pdfs/lionet-user-guide-web.pdf](http://www.mssu.edu/information-technology/pdfs/lionet-user-guide-web.pdf). Call the MSSU Help Desk at 659-4444 if you have specific questions about obtaining your S# and password.
Access to LioNet
LioNet login information will be obtained at the annual Orientation and Training Meeting. Login with the LioNet ID; your password is the LioNet default PIN. Usernames and passwords are case sensitive.

MSSU Faculty Email (Outlook)
MSSU provides all of its faculty members an e-mail account. Visit https://student.mssu.edu:8080/User-Services/SitePages/Technical%20Guides.aspx for access to the technical guides, which include directions on how to set up your MSSU e-mail account. The University regularly sends information to employees’ e-mail addresses. Call the MSSU Help Desk at 625-4444 if you have specific questions about your MSSU e-mail account. Email information may be provided to faculty members during the annual orientation and training meeting. For information about how to sync other email accounts to the MSSU faculty email account, refer to the Information Technology website and/or the Technical Guides.

George A. Spiva Library Services
All MSSU faculty members have access to over 282,222 print volumes including state and federal government documents, a 775,337 item microform collection, a law collection, print and electronic journal subscriptions, and electronic databases in the George A. Spiva Library. Major electronic databases in business, education, social science, history, psychology, English, biology, nursing and many other disciplines are available online, many in a full text format. Access to these resources is available through the library’s web page http://www.mssu.edu/library. Instructors may access these resources from off-campus through the proxy server using their Missouri Southern credentials. For directions on how to access resources from off-campus, SEE: http://www.mssu.edu/library/services-off-campus.php.
Grades

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.

Students must maintain a cumulative grade point average of 2.0 on the 4.0 scale on all University coursework pursued through the MSSU dual credit/dual enrollment program in order to remain eligible for continued participation. Failure to maintain this standard 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Minimum Passing</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

“W” Grade Policy –

This policy is applicable to both semester and yearlong dual credit/dual enrollment courses. Dual credit students enrolled in yearlong courses shall use the Fall semester deadlines for “W” grade policies.

- 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. 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.

Instructor Withdrawal
Important note for dual enrollment students: students can be dropped by the instructor for non-attendance. Distance learners must log in to the course online in order to demonstrate attendance. Instructors 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 Instructor, 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. Grades may only be submitted through the LioNet Portal prior to MSSU’s deadline for grade entry. The deadline for grade entry is always at 10:00 AM on the Monday following the week of finals (MSSU calendar). If the MSSU deadline cannot be met (i.e., yearlong courses), the High School Dual Credit Instructor has 48 hours after the final exam is given.
on the high school campus to submit final grades. The following procedure should be followed for submission of final grades to MSSU when the MSSU deadline cannot be met:

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 and 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 instructor 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.
Textbooks
All textbooks used in dual credit and/or dual enrollment courses must be approved by the on-campus college faculty in the appropriate academic discipline.

Textbooks for dual credit and dual enrollment students are available through the MSSU Bookstore. For dual credit students whose high school is paying for textbooks, the MSSU Bookstore will bill the school directly. For all other dual credit or dual enrollment students, the student will be billed directly through the student account.

Textbook Fee
A per credit hour fee is assessed for the use of rental textbooks. The current rental fee is $12 per credit hour per book. The University operates a rental system through the University Bookstore which allows the use of the required textbook by the student for one semester. It should be noted that some classes may require the purchase of supplemental books and materials not available through the rental system.

Textbook Payment
Textbook charges will not appear on your account until one business day following pick-up. Acceptable payment includes Visa, Mastercard, Discover, debit card, check, or cash. Textbook fees can be paid through the student account within LioNet or at the MSSU Bursar’s Office. Books rented and returned within the first two weeks of classes are fully refundable.

Textbook Check-Out
A student must be enrolled in classes and have a Lion Card student ID in order to rent textbooks. Booklists may be accessed through LioNet. If the Lion Card has not been issued to the student at the time of textbook pickup, the student should identify themselves as a Dual Credit/Dual Enrollment Student at the bookstore counter.

Dual Enrollment Students
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.mssu.edu/bookstore/.

Dual Credit Students
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. For further instructions about this process, refer to the MSSU Bookstore website http://www.mssu.edu/bookstore/. It is important that dual credit students check with the high school to determine the existing check-out and return policy.
Textbook Return
Textbooks must be returned no later than 4 P.M., Monday following the week of finals. For dual credit students participating in a course taught at the high school that remains in session past the week of finals at MSSU, books should be returned no later than 48 hours after the final exam is given for the course. A book drop is located in the wall behind Billingsly Student Center for after-hours and weekend drop off. Textbooks not returned by this time will be charged to the student’s account at the retail price. This fee may be reduced to a late fee equal to the current rental fee when returned through the published late book return date. Visit www.mssu.edu/bookstore/ for more information.

High School Information
MSSU allows high schools to acquire textbooks in a manner that is appropriate for their district. High schools wishing to utilize the services of the MSSU Bookstore should communicate their textbook needs at least one month prior to needing textbooks on their campus. This communication should occur directly between the high school and the MSSU Bookstore. Textbooks cannot be guaranteed to be in stock if notification is given less than one month prior to the date they are needed. Special delivery arrangements for check-out and return can be made with the school, and such requests should be made through the Director of Academic Outreach in collaboration with the MSSU Bookstore.

Communication regarding textbooks should be sent in writing via email, and should be sent to both the MSSU Bookstore Manager and the Director of Academic Outreach. Email addresses: Needham-g@mssu.edu and Wengert-j@mssu.edu. Bookstore phone number: 417/625-9380.
Transcript Request Information

Upon the request of the student after high school graduation, MSSU will send transcripts of work completed in the dual credit/dual enrollment program to other colleges and universities for purposes of transfer. As in all other transfer situations, final determination of the credit awarded will be at the discretion of the receiving institution. Transcript requests may be completed online at www.mssu.edu or by calling the Registrar’s Office at 417/625-9389 or 417/625-9515. Transcripts will not be furnished for any student with an outstanding balance.

Viewing the Unofficial Transcript Through LioNet

Current students may view their unofficial transcripts by logging on to LioNet (Quick Links Student Menu/Student Records/Academic Transcript/Submit). The unofficial transcript shows transfer courses accepted by MSSU (using MSSU course numbers), MSSU courses completed, and courses in progress. The Transcript Totals section shows total hours and GPA. In-progress courses are listed at the bottom of the unofficial transcript.

Requesting an Official Transcript

Prior to making a transcript request it is recommended the student check LioNet to ensure a final grade is posted for all dual credit/dual enrollment classes taken. The cost for an official transcript is $10/transcript. Requests may only be made electronically, through the MSSU Registrar website (www.mssu.edu/registrar - Request My Records, Transcript Request). Requests may not be made by phone since a signature is required. All transcripts will be official unless otherwise indicated. Official transcripts mailed to home address will be sealed in envelope with stamps across seal. Select link below to print and complete Transcript Request Form:

https://www.studentclearinghouse.org/secure_area/Transcript/to_home.asp?t=190717&LoginHome=to_home.asp
Academic Faculty Appointments & Course Approvals

This policy is applicable to the traditional mode of delivery for dual credit, where the course is offered on the high school campus and is taught by a high school instructor. Academic course approvals and faculty appointments for dual credit shall be made by the respective academic Department Chair and Vice President for Academic Affairs, just as those decisions are made for the approval of native MSSU courses and adjunct instructors. The Office of Academic Outreach will help to facilitate the process. Required forms for these approvals may be found at http://www.mssu.edu/academics/dual-credit/forms.php.

Faculty Approvals

The completion of the Dual Credit Instructor Approval Form will ensure all parties have provided consideration to applicable MDHE policies for dual credit instructors. Upon completion, final copies of completed forms should be submitted to the Office of Academic Outreach. The MSSU Academic Department Chair shall inform the Prospective High School Instructor of the hiring recommendation.

Faculty for dual credit courses must have the same academic credentials and teaching qualifications that are required of MSSU adjunct faculty members:

Meet requirements for faculty teaching in institutions of higher education as stipulated by North Central Association of Colleges and School, Commission on Institutions of High Education

Master's degree that includes substantial study (usually a minimum of 18 credit hours) appropriate to the academic field in which they are teaching

Final approval from the high school and MSSU Vice President for Academic Affairs
Faculty Approval Procedure:

The Prospective High School Instructor and/or MSSU Academic Department initiates the process through the use of the Dual Credit Instructor Approval Form.

The Prospective High School Instructor submits the required credentials to the respective MSSU Academic Department Chair. The MSSU Academic Department Head reviews the credentials to determine instructor eligibility to teach the desired course.

For Approvals: If the instructor is approved, the Prospective High School Instructor and the MSSU Department Head begin working together on the Dual Credit Course Approval Form. Signatures should be obtained and forms sent to the VPAA for final approval.

For Denials: The Dual Credit Course Approval Form should not be completed. The VPAA signs the Dual Credit Instructor Approval Form, and a final copy is submitted to the Office of Academic Outreach.

Course Approvals

MDHE policies for dual credit must be considered prior to completing the Dual Credit Course Approval Form. Upon completion, final copies of completed forms should be submitted to the Office of Academic Outreach. The MSSU Academic Department Chair
shall inform the Prospective High School Instructor the final recommendation for course approval.

Course Approval Procedure:

The High School and/or MSSU Academic Department initiates the process through use of the the Dual Credit Course Approval Form.

The High School and the respective MSSU Academic Department work together, and meet as necessary, to complete the Dual Credit Course Approval Form and the Dual Credit Instructor Approval Form. Signed forms are submitted to the Vice President for Academic Affairs for final approval.

For Approvals: Upon receipt of the completed forms, The Dual Credit Agreement is negotiated by the Office of Academic Outreach and the School District.

For Denials: All signatures are obtained on the forms, and final copies are submitted to the Office of Academic Outreach.
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 Instructor.

Student Evaluations of the Course/Instructor
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 Instructor 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 Instructor when it becomes available.

Program Surveys
MSSU is seeking accreditation from the National Alliance of Concurrent Enrollment Partnerships (NACEP). Requirements of accreditation include the administration of program surveys. Program surveys will be developed according to NACEP guidelines. Each of the surveys below shall include all of the National Alliance of Concurrent Enrollment Partnerships (NACEP) essential questions. A minimum of one follow-up contact is required for non-respondents.

High School Administrator Evaluations
Once every three years MSSU will conduct a survey of participating high school faculty, principals, and dual credit coordinators.

Alumni Survey One Year Out
Annually MSSU will conduct a survey of Dual Credit Alumni who are one year out of high school.

Alumni Survey Four Years Out
Annually MSSU will conduct a survey of Dual Credit Alumni who are four years out of high school.
High School Revenue Sharing Program

MSSU is proud to offer its partners with an incentive program for their dual credit offerings. Rebates are issued to the high school and can be used at the discretion of the high school. Some schools use this revenue to pay for dual credit textbooks, to create dual credit scholarships, or to provide a stipend to the course instructor(s).

Revenue Sharing Eligibility
Eligibility for the program requires:

- The dual credit course be offered on the high school campus, AND
- The dual credit course be taught by a high school instructor

Revenue Sharing Calculation
The rebate amount for the high school shall be 40% of the total amount of tuition collected by MSSU for the eligible dual credit courses offered during a given academic year. Calculations are based upon the tuition collected as of May 15th.

Revenue Sharing Schedule
Rebates are issued annually by the MSSU Bursar’s Office to the high school at the end of the academic year (May/June).
Distance (Online) Learning Information

Detailed information and FAQ’s about Distance Learning can be found by visiting:
http://www.mssu.edu/academics/distance-learning/.

Online Software/Hardware Requirements

At a minimum, students must have the following in order to participate in an online course or a traditional course supplemented with Blackboard:

- Personal computer with Internet access. Students are expected to maintain working Internet access throughout the duration of the course.
- Internet browser that is Blackboard “Certified” or “Compatible” (see reference tables below).
- Administrator access to the personal computer, with the ability to install required and up-to-date software and hardware.
- E-mail account (provided by MSSU).
- Microsoft Office Suite (in-browser versions of Office, Excel, PowerPoint and OneNote, as well as 7GB SkyDrive cloud storage included with MSSU student e-mail).
- Anti-virus software

The required system profile for the personal computer includes:

- Windows XP/Vista/7 or Macintosh OX X 10.5 (or higher)
- 256MB of RAM (512MB recommended); 1GB of RAM for Windows XP/Vista
- 6GB hard drive (100 MB or more of free disc space; 1 GB recommended)
- 56 Kbps v.90 modem (xDSL or cable modem recommended)
- Sound card and speakers
- Adobe Flash Player 9 (or higher)
- Adobe Reader 8 (or higher)
- Multimedia player (RealPlayer, QuickTime or Windows Media Player).

The following tables highlight the new platform and browser configurations tested for SP 10 using the following support terms:

- **Certified**: Fully supported technology with highest level of testing before release.
- **Compatible**: Fully supported technology with minimal level of testing before release.
- **Unsupported**: Unsupported technology because it is either impossible or not tested.
Microsoft Windows

Browsers Supported on Windows in SP10

<table>
<thead>
<tr>
<th></th>
<th>Internet Explorer 9</th>
<th>Internet Explorer 8</th>
<th>Firefox ESR¹</th>
<th>Firefox (Final Release Channel)²</th>
<th>Chrome (Stable Channel)³</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows XP (32-bit)</td>
<td>Unsupported</td>
<td>Compatible</td>
<td>Certified</td>
<td>Compatible</td>
<td>Compatible</td>
</tr>
<tr>
<td>Windows Vista (32-bit)</td>
<td>Certified</td>
<td>Compatible</td>
<td>Certified</td>
<td>Certified</td>
<td>Compatible</td>
</tr>
<tr>
<td>Windows Vista (64-bit)</td>
<td>Compatible</td>
<td>Compatible</td>
<td>Certified</td>
<td>Compatible</td>
<td></td>
</tr>
<tr>
<td>Windows 7 (32-bit)</td>
<td>Certified</td>
<td>Compatible</td>
<td>Certified</td>
<td>Certified</td>
<td>Certified</td>
</tr>
<tr>
<td>Windows 7 (64-bit)</td>
<td>Certified</td>
<td>Compatible</td>
<td>Certified</td>
<td>Certified</td>
<td>Certified</td>
</tr>
</tbody>
</table>

Apple Mac OS

Browsers Supported on Mac for Sp10

<table>
<thead>
<tr>
<th></th>
<th>Safari 5.1</th>
<th>Safari 5.0</th>
<th>Safari 4.0</th>
<th>Firefox ESR¹</th>
<th>Firefox (Final Release Channel)²</th>
<th>Chrome (Stable Channel)³</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mac OSX 10.6 &quot;Snow Leopard&quot;</td>
<td>Certified</td>
<td>Certified</td>
<td>Compatible</td>
<td>Certified</td>
<td>Certified</td>
<td>Certified</td>
</tr>
<tr>
<td>Mac OSX 10.7 &quot;Lion&quot;</td>
<td>Certified</td>
<td>Unsupported</td>
<td>Unsupported</td>
<td>Certified</td>
<td>Certified</td>
<td>Certified</td>
</tr>
</tbody>
</table>

Technologies Not Supported

- Internet Explorer 6, 7
- Firefox 1.x, 2.0, 3.0, 3.5, and 3.6
- Safari 2.0, 3.x and any version on Windows
- Windows XP 64-bit
- Mac OSX 10.3, 10.4, 10.5
- Java 5, although it may continue to work

Recommended Minimum Skills for Students

Students enrolling in online courses will be expected to have moderate proficiency on a PC, be skilled in running an Internet browser, and be able to use Microsoft Office (Word, Excel,
PowerPoint, etc.). They should also be able to use File Manager/Windows Explorer. Without these skills, students will have difficulty participating in online courses. With them, students can enjoy success and benefit fully from the interactivity of online learning.

Blackboard
If a student is taking an internet class or a class on MSSU’s campus there is likely to be a course web site on Blackboard. Faculty members use the Blackboard sites to post course materials, grades, discussion boards, etc. The course sites are accessed through http://mssu.blackboard.com/. A link to this site is available on the MSSU home page. The Blackboard help desk is available Monday through Friday from 8:00am to 5:00pm and on weekends from 2:00pm to 7:00pm. Students can call (417) 625-9885 or send an email to: blackboardhelp@mssu.edu.

Instructor Withdrawal
Important note for dual enrollment students: students can be dropped by the instructor for non-attendance. Distance learners must log in to the course online in order to demonstrate attendance.
# MSSU Academic Department Locations & Phone Numbers

## SCHOOL OF ARTS & SCIENCES

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>LOCATION</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>TETPCA 237B</td>
<td>417/625-9656</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>Reynolds Hall 215</td>
<td>417/625-3569</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>Reynolds Hall 210</td>
<td>417/625-9766</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>Webster Hall 361</td>
<td>417/625-9580</td>
</tr>
<tr>
<td>CRIMINAL JUSTICE ADMINISTRATION</td>
<td>Justice Center 109</td>
<td>417/625-9302</td>
</tr>
<tr>
<td>ENGLISH &amp; PHILOSOPHY</td>
<td>Kuhn Hall 203D</td>
<td>417/625-9686</td>
</tr>
<tr>
<td>ENVIRONMENTAL HEALTH</td>
<td>Reynolds Hall 313A</td>
<td>417/625-9765</td>
</tr>
<tr>
<td>FOREIGN LANGUAGES</td>
<td>Webster Hall</td>
<td>417/625-3125</td>
</tr>
<tr>
<td>GEOGRAPHY</td>
<td>Webster Hall 241</td>
<td>417/625-9564</td>
</tr>
<tr>
<td>GEOLOGY</td>
<td>Reynolds Hall 210</td>
<td>417/625-9766</td>
</tr>
<tr>
<td>HISTORY</td>
<td>Webster Hall 241</td>
<td>417/625-9564</td>
</tr>
<tr>
<td>INTERNATIONAL ENGLISH PROGRAM</td>
<td>Webster Hall 338</td>
<td>417/625-9821</td>
</tr>
<tr>
<td>INTERNATIONAL STUDIES</td>
<td>Webster Hall 337</td>
<td>417/659-4442</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>LOCATION</td>
<td>PHONE NUMBER</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>LAW ENFORCEMENT</td>
<td>Justice Center 109</td>
<td>417/625-9302</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>Reynolds Hall 210</td>
<td>417/625-9376</td>
</tr>
<tr>
<td>MUSIC</td>
<td>Fine Arts 214</td>
<td>417/625-9318</td>
</tr>
<tr>
<td>PARALEGAL STUDIES</td>
<td>Webster Hall 245</td>
<td>417/625-9564</td>
</tr>
<tr>
<td>PHILOSOPHY</td>
<td>Kuhn Hall</td>
<td>417/625-9377</td>
</tr>
<tr>
<td>PHYSICS &amp; PRE-ENGINEERING</td>
<td>Reynolds Hall 210</td>
<td>417/625-9766</td>
</tr>
<tr>
<td>POLITICAL SCIENCE</td>
<td>Webster Hall 245</td>
<td>417/625-9654</td>
</tr>
<tr>
<td>SOCIAL SCIENCE</td>
<td>Webster Hall 245</td>
<td>417/625-9564</td>
</tr>
<tr>
<td>SOCIOLOGY</td>
<td>Webster Hall 245</td>
<td>417/625-9564</td>
</tr>
<tr>
<td>THEATRE</td>
<td>Taylor Performing Arts Center 237</td>
<td>417/625-9393</td>
</tr>
<tr>
<td>PLASTER SCHOOL OF BUSINESS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPUTER INFORMATION SCIENCE</td>
<td>Plaster Hall 223</td>
<td>417/625-9383</td>
</tr>
<tr>
<td>ENGINEERING TECHNOLOGY</td>
<td>Ummel Technology 153</td>
<td>417/625-9849</td>
</tr>
<tr>
<td>ENTREPRENEURSHIP</td>
<td>Plaster Hall 107B</td>
<td>417/625-9520</td>
</tr>
<tr>
<td>FINANCE &amp; ECONOMICS</td>
<td>Plaster Hall 309H</td>
<td>417/625-3012</td>
</tr>
<tr>
<td>MANAGEMENT</td>
<td>Plaster Hall 309Q</td>
<td>417/625-9703</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>LOCATION</td>
<td>PHONE NUMBER</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>MARKETING</td>
<td>Plaster Hall 107B</td>
<td>417/625-9383</td>
</tr>
</tbody>
</table>

**SCHOOL OF EDUCATION**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>LOCATION</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>KINESIOLOGY</td>
<td>Robert E Young Gymnasium 212</td>
<td>417/625-9316</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>Health Science 234</td>
<td>417/625-9315</td>
</tr>
<tr>
<td>TEACHER EDUCATION</td>
<td>Taylor Hall 232</td>
<td>417/625-9309</td>
</tr>
</tbody>
</table>

**SCHOOL OF HEALTH SCIENCES**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>LOCATION</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENTAL HYGIENE</td>
<td>Health Science 143</td>
<td>417/625-9302</td>
</tr>
<tr>
<td>EMERGENCY MEDICAL TECHNICIAN</td>
<td>Public Safety Center 155</td>
<td>417/625-3020</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Justice Center 126</td>
<td>417/625-9328</td>
</tr>
<tr>
<td>MEDICAL TECHNOLOGY</td>
<td>Reynolds Hall 210</td>
<td>417/625-9376</td>
</tr>
<tr>
<td>NURSING</td>
<td>Health Science 243</td>
<td>417/625-9322</td>
</tr>
<tr>
<td>PARAMEDIC</td>
<td>Public Safety Center 155</td>
<td>417/625-3020</td>
</tr>
<tr>
<td>RADIOLOGY</td>
<td>Health Sciences 325</td>
<td>417/625-3118</td>
</tr>
<tr>
<td>RESPIRATORY THERAPY</td>
<td>Health Sciences 325</td>
<td>417/625-4405</td>
</tr>
</tbody>
</table>