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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 Board for Engineering and Technology (ABET)
- Association of American Colleges & Universities
- Association of Collegiate Business Schools & Programs
- Commission on Accreditation of Allied Health Education Programs
- 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 Department of Elementary and Secondary Education
- Missouri Department of Health and Senior Services Bureau
- National Accrediting Agency for Clinical Laboratory Science
- National Council for the Accreditation of Teacher Education
- National Environmental Health Science and Protection Accreditation Council
- Accreditation Commission for Education in Nursing
- Peace Officers Standards and Training (P.O.S.T.)
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**

**Provost/Vice President of Academic Affairs (VPAA)/Chief Academic Officer (CAO)**

The MSSU Provost/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 Provost/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 Provost/VPAA shall submit the annual MDHE compliance report. High school instructor approval is authorized by the Provost/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 Provost/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 Faculty are adjunct members of the MSSU Faculty and are expected to conduct themselves in accordance with all institutional policies that affect them as faculty members.

**High School Dual Credit Course Facilitator** *(Adopted: February 2015, effective immediately)*

A High School Dual Credit Course Facilitator provides academic support for dual enrollment students on the high school campus. The High School Dual Credit Course Facilitator is not always a subject matter expert, and could aid students in areas such as technological support, proctoring exams, and encouraging students to be responsible for their learning experiences. With permission from both the MSSU DC and instructor of record for the course, the High School Dual Credit Course Facilitator could be given access to the course through the institution’s learning management system.

**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**

*PLEASE NOTE THE MOST UP TO DATE STATE OF MISSOURI DUAL CREDIT POLICY IS AVAILABLE ON THE MDHE WEBSITE. THE POLICY PRINTED IN THIS HANDBOOK MAY NOT MATCH THE WEBSITE DEPENDING UPON THE PRINT DATE OF THIS HANDBOOK.*

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.

**1.0 Introduction**

1.1 Dual credit courses provide high school students an opportunity to experience rigorous college-level coursework and to receive, simultaneously, both high school and college-level course credit. Providing dual credit opportunities to high school students not only works to increase the number of students graduating from high school and attending college, but also to reduce students’ costs and time to degree completion.

1.2 The Missouri Department of Higher Education is dedicated to ensuring the delivery of quality dual credit courses, so that we may continue to support college enrollment and completion of Missouri students. As part of this effort, the Missouri Department of Higher Education, in collaboration with Missouri public and independent institutions, and the
Department of Elementary and Secondary education, worked to create this statewide dual credit policy for all Missouri institutions of higher education. This policy reflects quality standards set forth by the National Alliance of Concurrent Enrollment Partnerships (NACEP) and the Higher Learning Commission (HLC).

2.0 Policy Purpose & Objectives
2.1 The purpose of this policy is to ensure the quality of dual credit programs being offered to high school students in the state of Missouri. Quality programs are not only important to the Department of Higher Education (MDHE), but also to the Department of Elementary and Secondary Education (DESE). A policy that is reflective of quality standards will serve to assure DESE, high schools, students, parents and other interested constituents that Missouri dual credit programs are of the highest standard. The policy guidelines described below were developed within the context of this stated purpose and apply to dual credit courses offered in high schools to high school students by qualified high school instructors, as defined in paragraphs 7.1 and 7.2.

2.2 The policy guidelines apply to all public two-year and four-year institutions in the state. These institutions are hereby obligated to conform to the policies by the authority delegated to the CBHE by RSMo 173.020 (3) and RSMo 167.223.

2.3 Independent institutions offering dual credit programs in the state and seeking recognition as an approved dual credit provider in Missouri are also required to adhere to the guidelines listed in this policy.

3.0 Statutory Authority
3.1 RSMo 173.020 (3): Developing arrangements for more effective and more economical specialization among institutions in types of education programs offered and students served, and for more effective coordination and mutual support among institutions in the utilization of facilities, faculty and other resources;

3.2 RSMo 167.223.1: Public high schools may, in cooperation with Missouri public community colleges and public or private four-year colleges and universities, offer postsecondary course options to high school students. A postsecondary course option allows eligible students to attend vocational or academic classes on a college or university campus and receive both high school and college credit upon successful completion of the course. 2. For purposes of state aid, the pupil's resident district shall continue to count the pupil in the average daily attendance of such resident district for any time the student is attending a postsecondary course. 3. Any pupil enrolled in a community college under a postsecondary course option shall be considered a resident student for the purposes of calculating state aid to the community college. 4. Community colleges and four-year colleges and universities may charge reasonable fees for pupils enrolled in courses under a
postsecondary course option. Such fees may be paid by the district of residence or by the pupil, as determined by the agreement between the district of residence and the college or university.

4.0 Guiding Principals

4.1 The primary goal of this policy is to ensure that institutions across the state deliver high-quality college experiences in the form of dual credit to high school students, thereby increasing student success in and access to postsecondary education.

4.2 Dual credit programs should provide opportunities for academic acceleration for students by enriching and extending the high school curriculum, providing rigorous college coursework, and avoiding unnecessary duplication in coursework as students transition from high school to college.

4.3 High school instructors and institutional faculty should continually engage in collegial interactions and work closely as instructional collaborators to ensure student and program success.

4.4 By ensuring close collaboration between high school and institutional faculty, dual credit programs may serve to promote increased curricular alignment between high school and postsecondary institutions.

4.5 This policy should promote flexible and creative guidelines to encourage program innovation while maintaining program quality and student success.

5.0 Program & Curriculum Standards

5.1 Dual credit courses, including course content and course requirements, offered in high schools must duplicate the identical course offerings delivered on campus to matriculated students. On-campus college faculty must ensure that each dual credit course has the same level of academic rigor and comparable standards of evaluation as that of its campus-based equivalent.

5.2 Institutions must ensure that dual credit assignments and grading criteria are identical to, or are of comparable design, quality, and rigor to the equivalent campus-based course. 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.

5.3 Dual credit courses must be approved for dual credit status by the institution of higher education, and the credit awarded must be deemed acceptable in transfer by the faculty of the appropriate academic department (unit) of the college.
5.4 Institutions of higher education should facilitate frequent, consistent, and timely communication with the high schools in which they provide dual credit courses. That communication should address the scheduling of courses, compliance with statewide dual credit policy, identification and resolution of problems that occur, and evaluation of each dual credit course.

5.5 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.

5.6 In order to limit or prevent retroactive registration, a practice that permits students to choose whether to register for courses for college credit late in the semester, students enrolled in dual credit classes should adhere to the dates comparable to those specified on the college campus for registration, drop, withdrawal, or refund.

5.7 Institutions shall not use fees as a means of enticing school districts or competing with other institutions for dual credit students. Institutions shall charge reasonable fees for providing dual credit courses.

6.0 Student Eligibility & Support

6.1 Missouri statute allows high school students to enroll in dual credit courses. The eligibility of high school students to participate in dual credit courses may vary in accordance with the admission standards of the institution offering the courses in the high school. However, high schools and institutions providing dual credit courses should work cooperatively to ensure that students wishing to enroll in dual credit courses meet the student eligibility requirements listed below. These requirements apply only to those dual credit courses taught at the high school by an approved high school instructor, and do not apply to dual enrollment.

6.2 In order to be eligible for dual credit courses, including career and technical education (CTE) courses, all prospective dual credit students must meet the same requirements for placement into individual courses, (e.g., English or mathematics) as those required of on-campus students. Institutions that use placement tests (e.g., ACT, ASSET, COMPASS) to assess students’ readiness for college-level, individual courses must ensure that these students score at proficient or above on the ACT or other common placement test as adopted by the Coordinating Board for Higher Education and outlined in the Principles of Best Practices in Remedial Education.
6.3 In addition to the requirements in Section 6.2, students in the 11th and 12th grades interested in dual credit must also meet the additional criteria listed below:

a) Students in the 11th and 12th grades with an overall minimum grade point average of 3.0 (on a 4.0 scale) are automatically eligible for dual credit courses.

b) Students in the 11th and 12th grades with an overall grade point average between 2.5 – 2.99 (on a 4.0 scale) must provide a signed letter of recommendation from their principal or guidance counselor and provide written permission from a parent or legal guardian.

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

a.) Students in the 10th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale) and must provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.

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

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

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

7.0 Faculty/Instructor Qualifications & Support

7.1 High school instructors of dual credit courses are, in effect, adjunct instructors of the college or university providing dual credit. 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. Dual credit instructors shall possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees for which they must possess the same level of degree.

Instructors using credentials for qualification with a master’s level degree in a discipline or subfield other than that in which he or she is teaching must have completed a minimum of 18 graduate credit hours in the discipline in which he or she is teaching.
7.2 Institutions may, at their discretion, employ as dual credit instructors for career and technical programs an individual who has superior knowledge and tested experience in the discipline in which he or she is teaching. However, the knowledge and experience of any dual credit instructor must be measurable through means such as documented experience working in the field, industry certification and years of experience in the field, documented recognition of excellence in teaching in the discipline, expertise validated through publications or wide critical and public acclaim, or through a nationally recognized rating of proficiency.

7.3 New dual credit instructors must participate in orientation activities provided by the dual credit provider institution and/or academic department.

7.4 In order to assure comparability of the dual credit course with the corresponding college course and to foster collaboration between high school instructors and college faculty, academic departments at the institution shall provide instructors of dual credit courses with support services. These include, but are not limited to, opportunities for dual credit instructors to discuss concerns and to share information with each other and with the institution of higher education, access to appropriate professional development opportunities, and mentoring offered either exclusively to dual credit instructors or to both campus-based faculty and dual credit instructors.

7.5 The chief academic officer of the postsecondary institution is responsible for involving full time faculty in the appropriate academic department in the selection and evaluation of all dual credit instructors. Dual credit instructors are evaluated regularly in accordance with established institutional policies and procedures. Regular on-site course evaluations at the high school should occur once a year for the first two years for new instructors. For all instructors, evaluations should occur a minimum of once every two years. Annual reports of student performance and feedback should also be utilized and analyzed with respect to the continuation of the dual credit instructor.

8.0 Assessment of Student Performance

8.1 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.

8.2 In atypical cases, when different tests are constructed and the high school teacher performs independent evaluations, 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 nationally-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.

8.3 Dual credit providers should compare the dual credit course to assessments of student learning outcomes in similar courses taught on-campus.

9.0 Transferability of Credit
9.1 Credits earned by students in dual credit courses that meet this policy’s guidelines shall fall under the same CBHE guidelines as that for credit in college courses subject to transfer between public and independent institutions in the state of Missouri. College credit earned through dual credit courses offered in high schools shall be applicable toward associate and/or baccalaureate degree requirements and shall be eligible for transfer. All students’ rights and responsibilities as outlined in CBHE’s Credit Transfer Guidelines shall apply.

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

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

10.0 Accountability, Compliance, & Data Reporting
10.1 All institutions of higher education in the state offering dual credit programs must ensure the quality of those programs. Any dual credit provider wishing to be listed as an “approved” dual credit provider by the Missouri Department of Higher Education must demonstrate compliance with this policy.
10.2 The MDHE, in consultation with dual credit providers, will establish an Early College Advisory Board to assist the department in monitoring dual credit providers and assuring the quality and integrity of dual credit programs.

10.3 The guidelines contained in this policy have been aligned with standards established by the National Alliance of Concurrent Enrollment Programs (NACEP) and the Higher Learning Commission (HLC). It is highly encouraged that institutions offering dual credit programs demonstrate compliance with this policy through obtaining NACEP accreditation.

10.4 For any institution that chooses not to obtain NACEP accreditation, the MDHE in consultation with the Early College Advisory Board, will appoint a committee to review and assess the integrity and quality of the dual credit program. The institution shall be responsible for all reasonable expenses associated with such a review. Dual credit providers must provide evidence to the review committee that demonstrates compliance with the guidelines in this policy. The review committee shall report its findings to the MDHE.

10.5 All institutions providing dual credit courses shall submit the required files, data, and information files to the Missouri Department of Higher Education, following its prescribed data definitions and reporting dates. Precise reporting instruments, methods, and processes will be developed in collaboration with institutions.

10.6 The CBHE shall transmit annually an analysis of data to appropriate state level bodies. Precise data needed shall be determined by an appropriate body and/or discussions with institutions.

10.7 The CBHE annually will provide an updated list of “approved” dual credit programs (those that are in compliance with this policy) to the Department of Elementary and Secondary Education and other interested constituents.

11.0 Definitions

**Approved dual credit program**
Approved dual credit program refers to a dual credit provider that has demonstrated full compliance with the guidelines and standards contained in this policy.

**Dual credit**
Dual credit refers to college level courses taught by high school instructors (as defined in paragraphs 7.1 and 7.2) to high school students, who are earning both high school and college credit for these courses simultaneously.

**Dual enrollment**
Dual enrollment refers to students concurrently enrolled at a high school and a postsecondary institution. Dual enrollment students may or may not earn high school credit for courses taken at the postsecondary institution.
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 (pages 16-17) 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 19) 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.
Course Offerings & Descriptions (Revised: 03/2015)

Health and Wellness

KINE 103 Lifetime Wellness*
2 credit hours  (Fall, Spring, Summer)
Designed to provide students with the knowledge and self-management skills that will assist them in adopting healthy lifestyles. The course will encompass all areas of wellness: physical, emotional, spiritual, social and intellectual.

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 World Literature I
3 credit hours  (Fall, Spring)
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 World Literature II
3 credit hours  (Fall, Spring)
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 British Literature I
3 credit hours  (Fall, Spring)
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 British Literature II
3 credit hours  (Fall, Spring)
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 American Literature I
3 credit hours  (Fall, Spring)
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 American Literature II
3 credit hours  (Fall, Spring)
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 non-music 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 Beginning French I
3 credit hours     (Fall ,Spring)
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 Beginning German I
3 credit hours     (Fall, Spring)
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 Beginning Spanish I
3 credit hours     (Fall, Spring)
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.

SPAN 0102 Beginning Spanish II
3 credit hours     (Fall, Spring)
This course is the second semester of Spanish language instruction. The course continues 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: SPAN 101 or equivalent level of proficiency.

SPAN 0203 Intermediate Spanish I
3 credit hours     (Fall, Spring)
This course is the third semester of Spanish language instruction. The course continues 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: SPAN 102 or equivalent level of proficiency.

SPAN 0204
3 credit hours     (Fall, Spring)
Intermediate Spanish II
This course is the fourth semester of Spanish language instruction. The course continues 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: SPAN 203 or equivalent level of proficiency.
HIST 130 Western Civilization to 1660
3 credit hours  (Fall, Spring)
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 Western Civilization since 1660
3 credit hours  (Fall, Spring)
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 110 Principles of Biology/Lab
4 credit hours  (Fall, Spring)
First in a two-course introductory sequence for biology majors. The unifying principles of living organisms including scientific method, biological molecules, cell structure, function and metabolism, genetics, evolution, and a survey of Prokaryotes, Protistans, and Fungi. Three lectures, one 3-hour lab per week. Fulfills general education requirements for Area D1. Prerequisites: BIO 101 or 105; or an ACT composite score of 21 or higher. High school chemistry strongly recommended.

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 for certain Allied Health, Environmental Health and Nursing majors.

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.

Mathematics

MATH 129 Finite Mathematics  
3 credit hours (Fall, Spring, Summer)  
This course is designed for majors in the School of Business. The main topics for the course include: Functions and graphs (linear, polynomial, exponential, and logarithmic), linear programming, sets and probability, and an introduction to statistics. All topics emphasize applications in a business environment. Prerequisites: A Math ACT score of 22 or higher or MATH 030 with a grade of ‘C’ or higher.

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

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 United States History 1492-1877*
3 credit hours   (Fall, Spring)
Survey of the United States from colonial times to 1877. Meets the General Education requirement for all majors. Prerequisite: 17 or higher on the ACT Reading Section or 15 hours completed with a GPA of 2.5 or higher.

HIST 0120 United States History 1877 to Present*
3 credit hours   (Fall, Spring)
Survey of the economic, social and political development of the United States from 1877 to the present. Meets the General Education requirement for all majors. 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 on the scientific study of behavior and mental processes. Covers research and theories in areas of psychology such as abnormal, social, learning and memory, neuroscience, and development. Fulfills a General Education requirement (GER) for Area E2.

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: MATH 30 or higher.

CJAD 275 The Juvenile Justice System
3 credit hours  (Fall)
The Juvenile Justice System is a survey course that is designed to introduce the student to the organizations, processes and actors that comprise the Juvenile Justice System. The course emphasizes the history of the juvenile justice system, the agency interactions and interrelationships, the concepts of prevention and diversion, the development of juvenile gangs, the roles of criminal justice professionals and the future of the Juvenile Justice System.

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.

CIS 110 Programming I
3 credit hours  (Fall, Spring)
Introduces programming in a personal computer based environment. The student will learn the fundamentals of PC hardware, operating systems, and programming. Special emphasis is placed on proper program style, including modularity and structured design. The language of implementation is Visual C#. Corequisite: Math 130 or above.

CIS 202 Information Systems I
3 credit hours  (Fall, Spring)
This course provides an overview of the broad field of information systems and technology. Explores the function of information systems and technology in modern organizations. Explores the options for graduates in the field. Introduces terms and concepts that are used throughout the field. Examines options for professional development in the field. Examines the design of information systems. Emphasizes the student's ability to clarify problem statements and define objectives with discussion of analysis of information systems using standard methodologies.

Econ 101 Contemporary Issues in Economics
3 credit hours  (Fall, Spring, Summer)
This course will introduce students to the application of economic decision making in a discussion of current social and economic issues, focusing on today's most pressing social and economic problems from
both a domestic and global viewpoint. Topics will include but not limited to the economics of education, health care, crime, drugs, inflation, poverty, urban congestion, international trade and environmental pollution. Fulfills general education requirement for Area E2. Not for Business majors.

EDUC 100 Introduction to Teacher Education I
1 credit hour  (Fall, Spring)
An orientation to teacher education required for freshmen who select elementary or secondary education as their major field. Intended to help clarify decisions about education as a major and career choice. Concepts covered include: teaching as a career, teacher preparation, employment prospects, educational funding and technology in education.

EDUC 301 Technology in Education
3 credit hours  (Fall, Spring)
A study designed to explore the role of technology in education with a special emphasis on technology as a tool in teaching and learning. The course will also examine a variety of technologies as well as strategies for the integration of these technologies into instruction. Specific technologies addressed will be subject to change as technology and its application to education continue to evolve. Prerequisite: Must be taken prior to or concurrently with the Junior Block. Required of all teacher education majors.

FIN 101 Introduction to Personal Financial Planning
3 credit hours  (Fall, Summer)
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. Also provides exposure to various business careers and to comparable decisions that business owners and managers make.

IET 105 Introduction to Industrial Engineering Technology
3 credit hours  (Fall, Spring)
This course introduces students to the profession. Emphasis is provided in the areas of teamwork, effective communication, professional ethics, as well as introductory concepts in engineering technology. Three one-hour lectures per week. Prerequisites: Students must have a Math ACT score of 22 or higher, or MATH 30 (or higher) with a grade of “C” or better.

IET 205 Computer Applications and Cost Analysis
3 credit hours  (Spring)
Provides experiences in software applications in manufacturing settings and fundamentals of cost analysis. Software applications include spreadsheets, databases, project planning and charting. Three hours lecture per week. Prerequisite: Students must have a Math ACT score of 22 or higher, or MATH 30 (or higher) with a grade of “C” or better.

LE 100 Introduction to Criminal Justice
3 credit hours  (Fall)
An overview of the criminal justice system to include the roles of policy, courts, and corrections with an understanding of its response to crime in society. Emphasis is placed on the delicate balance between community interests and individual rights that criminal justice decision-making requires.
LE 250 Criminal Law  
3 credit hours  (Fall)  
Criminal law purposes and functions; rights and duties of officers and citizens in relation to local, state and federal laws. The development, application and enforcement of laws.

MET 145 Industrial Automation  
3 credit hours  (Spring)  
This course will provide the student with the ability to program equipment used in industrial automation to perform multiple processes. This course will also focus on operation maintenance, and safety requirements of automation equipment in a manufacturing environment. Two hours lecture, two hours lab. Prerequisite: MATH 30 or higher with a grade of “C” or better, or ACT score of 20 or higher.

RAD 111 Medical Terminology  
3 credit hours  (Fall, Spring)  
The language of medicine, especially as related to radiology, through a comprehensive study of the more common medical roots, prefixes and suffixes. Relates medical roots to everyday English words. A Survey of procedural, pharmacological, medical and surgical terms are included. Three hours lecture per week.

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

Courses not listed here can be found in the most up-to-date MSSU Catalog.
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:

<table>
<thead>
<tr>
<th>A. WRITTEN COMMUNICATION</th>
<th>6 Credit Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition I</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG 102 College Composition II</td>
<td>3 hours</td>
</tr>
<tr>
<td>OR ENG 111 Advanced College Composition</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. ORAL COMMUNICATION</th>
<th>3 Credit Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 100 Oral Communication</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. MATHEMATICS</th>
<th>3 Credit Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 120 or above</td>
<td>3 hours</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>D. LIFE &amp; PHYSICAL SCIENCES</th>
<th>8-9 Credit Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required at least one course from each area.</td>
<td></td>
</tr>
<tr>
<td>1. Life Sciences (4 credit hours)</td>
<td></td>
</tr>
<tr>
<td>BIO 101 General Biology/Lab</td>
<td>4 hours</td>
</tr>
<tr>
<td>BIO 105 General Biology: Environmental Emphasis/Lab</td>
<td>4 hours</td>
</tr>
<tr>
<td>BIO 110 Principals of Biology I/Lab</td>
<td>4 hours</td>
</tr>
<tr>
<td>BIO 121 Human Anatomy &amp; Physiology I/Lab</td>
<td>4 hours</td>
</tr>
<tr>
<td>2. Physical Sciences (4-5 credit hours)</td>
<td></td>
</tr>
<tr>
<td>CHEM 120 Chemistry for Allied Health Sciences</td>
<td>5 hours</td>
</tr>
<tr>
<td>CHEM 151 General Chemistry I/Lab</td>
<td>5 hours</td>
</tr>
<tr>
<td>GEOG 201 Physical Geography</td>
<td>4 hours</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>GEOL 120</td>
<td>Introduction to Geology/Lab</td>
</tr>
<tr>
<td>GEOL 185</td>
<td>Introduction to Meteorology/Lab</td>
</tr>
<tr>
<td>GEOL 210</td>
<td>Earth &amp; Space Science</td>
</tr>
<tr>
<td>GEOL 212</td>
<td>Earth &amp; Space Science Lab</td>
</tr>
<tr>
<td>PHYS 100</td>
<td>Fundamentals of Physical Science</td>
</tr>
<tr>
<td>PHYS 150</td>
<td>Environmental Physics</td>
</tr>
<tr>
<td>PHYS 151</td>
<td>Elementary College Physics I/Lab</td>
</tr>
<tr>
<td>PHYS 300</td>
<td>Astronomy</td>
</tr>
</tbody>
</table>

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

1. **Required Courses:**
   - HIST 110 or 120 U.S. History 3 hours
   - PSC 120 Gov’t: US, State, Local 3 hours

2. **Select two courses with different prefixes:**
   - ANTH 101 General Anthropology 3 hours
   - ECON 101, 201, or 202 Economics 3 hours
   - GEOG 101 Introduction to Geography 3 hours
   - PSY 100 General Psychology 3 hours
   - SOC 110 Introduction to Sociology 3 hours

**F. HUMANITIES & FINE ARTS 6 Credit Hours Required**

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

2. **Select One:**
   - ENG 250 Introduction to Literature 3 hours
   - ENG 261, 262 World Literature 3 hours
   - ENG 271, 272 British Literature 3 hours
   - ENG 281, 282 American Literature 3 hours
   - ENG 305 Short Story 3 hours
   - PHIL 201 Introduction to Philosophy 3 hours
   - PHIL 212 Ethics 3 hours
### G. HEALTH & WELLNESS
- **KINE 103**  
  Lifetime Wellness  
  2 Credit Hours Required  
  2 hours

### H. UNIVERSITY EXPERIENCE
- **UE 100**  
  The University Experience  
  3 Credit Hours Required  
  3 hours

**Course Placement Score Requirements/Pre-Requisites (Revised 05/2014)**

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** *(Revised: 01/2014)*

### 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 COMPASS Writing Skills Test ≥ 70, 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>Prerequisite or co-requisite: MATH 140 or higher level math course.</td>
</tr>
<tr>
<td>PHYS 100, Fundamentals of Physical Science</td>
<td>ACT Math score ≥ 22</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>

*The prerequisite chart above illustrates requirements for frequently taken dual credit courses and is not an all-inclusive list. Refer to the most up to date version of the course catalog or the respective departmental website for all course prerequisites.*
Testing Services

For those students who have not taken the ACT test, the Advising Counseling and Testing Services (ACTS) Office may be contacted directly for information about the COMPASS test or the Residual ACT testing option. ACTS is located in Hearnes Hall 314, 417-625-9324, acts@mssu.edu.

COMPASS

For students who have not taken the ACT, the COMPASS Writing Skills Test is an option for English 101 course placement. COMPASS tests provide students with a real-time placement score and cost $10. Pay the $10 fee at the Bursar’s Office and bring the receipt to the ACTS Office to schedule the test. Contact the ACTS Office for more information about this testing option.

Residual ACT

For students who have not taken the ACT, the Residual ACT is an option for any course placement need. The 3.5 hour test is $45 and measures skills in English, Math, Reading, and Science. Results are reported only to the college administering the test. No Student Reports or High School Reports are generated and no Additional Score Reports will be generated to report scores to any other college. Students may not repeat residual testing until 60 days have passed since their previous testing on a non-national basis.

Results are generally available in the Admissions Office, Hearnes Hall 106, two days after the test. Photo ID is required to pick up results. Results will not be given out over the phone. You may request to have scores mailed. Contact the ACTS Office for more information about this testing option.

Departmental Placement Exams

English Placement Exam

Information about the English Placement Exam can be found by visiting this website: http://www.mssu.edu/academics/arts-sciences/english-philosophy/writing-placement-exam.php

Contact the English Department for more information: 417-625-9377

Math Placement Exam

Information about the Math Placement Exam ($12 online) can be found by visiting this website: http://www.mssu.edu/academics/arts-sciences/mathematics/math-placement.php

Contact the Math Department for more information: 417-625-9766 or 417-625-9376

A free paper version of the Math Placement Test can be offered to our Dual Credit Partners. Contact the Office of Academic Outreach for more information about this option.
Student Admission & Enrollment

Application for Admission (Revised 03/2015)

*The application and enrollment process is completed online through the DualEnroll.com system at mssu.dualenroll.com. An application for admission is required for all first-time participants. Students who have previously participated in the program do not need to complete the application in subsequent semesters. There is no application fee for dual credit and dual enrollment students. 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. More information about the process is available on the MSSU website, at the Office of Academic Outreach, or in the High School Dual Credit Coordinator’s Office. The online application should be completed just before or during the enrollment periods below:

Fall Courses Taught by the High School:
**ENROLLMENT BEGINS: at high school’s discretion**

ENROLLMENT ENDS: 2nd Friday of classes at MSSU

Summer & Fall Courses Taught by MSSU:
**ENROLLMENT BEGINS: mid-April**

ENROLLMENT ENDS: 1st day of classes at MSSU

Spring Courses Taught by the High School:
**ENROLLMENT BEGINS: at high school’s discretion**

ENROLLMENT ENDS: 2nd Friday of classes at MSSU

Spring Courses Taught by MSSU:
**ENROLLMENT BEGINS: mid-November**

ENROLLMENT ENDS: 1st day of classes at MSSU

*In rare instances a paper application process may be used.

**In the interest of students, MSSU recommends enrollment as early as possible to aid students in obtaining open seats in on-campus and online course sections. All required forms must be submitted through the application process prior to enrollment occurring; MSSU recommends submitting forms prior to the enrollment period beginning.
Eligibility Requirements
Students who do not meet the requirements will not be eligible to participate in the program.

- 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*
- 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 Instructions
New Students
To apply to the Dual Credit/Dual Enrollment Program for the first time you must complete the following steps:

- Go to https://mssu.dualenroll.com/login to create a personalized login. Be sure to provide your email address and cell phone number so that we can confirm your account. Save your login and password for future use.
- Complete the application. Double check the application form to ensure the accuracy of all the information you have provided. You will need to have your Social Security Number to complete the online application.
- Choose your courses. On the course selection screen, use the navigation tools to see the course options that are available through your high school or through dual enrollment options. Pay careful attention to the course times, instructor names, course locations (see delivery icons), etc. to make sure you are selecting the appropriate course(s).
- Confirm your registration. Steps you need to complete and the status of your application will be highlighted in yellow and show upon the right side of the screen. You will be notified by email or text message throughout the process and again when your registration has been confirmed. Should you receive an email regarding registration failure, please contact the Office of Academic Outreach to resolve the issue.
  - Requires parent/legal guardian signature - this can be completed through the DualEnroll.com system, and you can send an email directly to your parent/legal guardian at the time of registration. PLEASE PROVIDE A PARENT EMAIL FOR PARENT APPROVAL.
  - Parents are required to approve each course individually.
When you confirm your registration, your high school counselor will automatically be notified to review your application materials through the DualEnroll.com system.

Returning Students
To re-apply to the Dual Credit/Dual Enrollment Program for subsequent terms you must login to your DualEnroll.com user account with the username and password you created when you first applied to the program, choose your course(s), and confirm your registration. Returning students who have not previously used DualEnroll.com for enrollment will need to create an account.

What Happens Next?
The high school counselor/coordinator or home school proctor will complete the following items through the DualEnroll.com system:

- Upload a copy of the MOST RECENT high school transcript* (for GPA verification)
- Upload a copy of test scores (if a test score is required for desired coursework)
- This is only required if the course you wish to take has a pre-requisite – for a list of these requirements go to: www.mssu.edu/dualcredit/prerequisite
- Approve or deny student registrations.

*Home school students must provide a notarized copy of the high school transcript.

While waiting on this step to be completed, students should consider completion of the FERPA waiver form. Once enrolled in a course at MSSU, the institution does not have an automatic right to disclose to parents any information related to student educational records. MSSU also does not have a right to disclose information about tuition payments to officials/teachers at a high school. The completion of the FERPA waiver form will enable the student, MSSU, your high school, and parents an opportunity to cooperate in a more seamless manner. This form is available on the Student Checklist section of our website and is only available on paper at this time.

Student Enrollment/Course Registration
Enrollment of the dual credit/dual enrollment students will be handled by the Office of Academic Outreach. After the high school counselor/coordinator or home school proctor completes and approves you for courses through DualEnroll.com, MSSU will automatically be notified of your request for enrollment. If eligibility requirements are met, MSSU will enroll you in your course(s), and you will receive a confirmation email of your course registration. In a mailing from the University, you will receive your Student Identification Number (SID). Students must call the MSSU Help Desk for the PIN (password) and help with getting an email account set up. 417-659-4444. 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
Any forms related to the program may be accessed online at the dual credit/dual enrollment website: http://www.mssu.edu/academics/dual-credit/ or may be obtained from the High School Dual Credit Coordinator.
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).

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 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.

Please refer to the Textbooks section of this handbook for more information about textbooks.
**Course Drop/Withdrawal & Refunds (Revised 03/2015)**

<table>
<thead>
<tr>
<th>Fall 2015 Semester &amp; Yearlong Course Calendar</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>September 11</td>
<td>Last Day to Drop with No Grade</td>
</tr>
<tr>
<td>October 1</td>
<td>100% Fees Due/ No Refunds for Withdrawal After this Date (Holds placed on unpaid accounts)</td>
</tr>
<tr>
<td>October 30</td>
<td>Last Day to Withdraw with a “W” Fall Classes (No withdrawals are permitted after this date)</td>
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<th>Spring 2016 Semester Course Calendar</th>
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</thead>
<tbody>
<tr>
<td>February 5</td>
<td>Last Day to Drop with No Grade</td>
</tr>
<tr>
<td>March 1</td>
<td>100% Fees Due/ No Refunds for Withdrawal After this Date (Holds placed on unpaid accounts)/ Last Day to Withdraw with a “W” Yearlong Classes</td>
</tr>
<tr>
<td>April 8</td>
<td>Last Day to Withdraw with a “W” Spring Classes (No withdrawals are permitted after this date)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 2016 Semester Course Calendar</th>
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</thead>
<tbody>
<tr>
<td>June 10</td>
<td>Last Day to Drop with No Grade</td>
</tr>
<tr>
<td>July 1</td>
<td>100% Fees Due/ No Refunds for Withdrawal After this Date (Holds placed on unpaid accounts)</td>
</tr>
<tr>
<td>July 14</td>
<td>Last Day to Withdraw with a “W” (No withdrawals are permitted after this date)</td>
</tr>
</tbody>
</table>

**Payment Options**

Upon enrollment, payment for the course(s) is expected by the appropriate deadline. Tuition and textbook fees may be paid for through the student’s LioNet account or by contacting the Bursar’s Office. For more detailed information about due dates and payments, refer to the Dual Credit Calendars and Payment Information documents on the Calendars link in the General Information section of our website. One 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.

**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 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. Users have access to course information, group tools, campus life, work life, personal calendars, email, and more – anytime, anywhere. Students can use LioNet to check schedule, fees (including payment of fees), personal information, and academic transcript to see grades.

**Access to LioNet**

Students receive the LioNet ID number (also known as the Student Identification Number or SID#) within a mailing from the Admissions Office. In a separate mailing, students receive their unique PIN#. Usernames and passwords are case-sensitive.

Call the MSSU Help Desk at 659-4444 if you have specific questions about obtaining your SID#, password, or username.
MSSU Student Email (Outlook)
MSSU provides all of its students and employees an e-mail account. Visit https://www.outlook.com/mymail.mssu.edu for access. Logging in requires entering the long version of the student email address. The associated password is the student PIN. **Call the MSSU Help Desk at 625-4444 if you have specific questions about your MSSU e-mail account.**

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.

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.

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

**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. 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.

*Beimdiek Recreation Center Guest Waiver Requirement (Revised 10/2013)* Students under the age of 18 will be required to submit a Beimdiek Recreation Center Guest Waiver signed by a parent/legal guardian in order to use the facility. Waivers may be submitted to the front desk at the Recreation Center prior to participation.

**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 classified as “Dual Credit Adjunct Faculty” or “Part-Time” for purposes of how University business is conducted. Dual Credit Adjunct Faculty is defined in the Faculty Handbook under Adjunct Faculty.

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.
  (For more information about Textbooks, please see the Textbooks section of this handbook).

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. Instructions on how to run a roster in LioNet are available on the dual credit website in the High School Coordinators & Instructors section.

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.

Grades
Policies regarding grades and the procedures of how to submit grades can be found in the Grades/Academic Standards section of this handbook.

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 accordance with the State of Missouri Dual Credit Policy, dual credit instructors are evaluated regularly in accordance with established institutional policies and procedures (see 7.5, page 18). In order to ensure dual credit courses being offered on the high school campus are equivalent to courses being offered on the MSSU campus, site visits are required. During a site visit the MSSU Academic Department Chair (or designee) will travel to the high school campus to observe the High School Dual Credit Instructor actively teaching the MSSU dual credit course. High School Dual Credit Instructors and the MSSU

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**Faculty Liaison**

- An MSSU faculty member to serve as a resource and primary communicator regarding the course and any critical departmental information (May be the Department Chair)
- Guidance in developing the course and ensuring its equivalence to the native MSSU course

**Evaluation**

- Comparable standards of evaluation exist for dual credit instructors
- Evaluations of instructors will be completed for each course using the same procedure in place for MSSU adjunct faculty

**Training**

- For new dual credit instructors, orientation activities normally provided by the department for adjunct faculty members will be available
- For all dual credit instructors, professional development opportunities that are normally provided by the department to their adjunct faculty members will be available

**Student Performance**

- Work with MSSU faculty liaison to ensure the use of appropriate methods of assessment or testing procedures
- Common course assessments must be administered (i.e., common final exam, common labs, pre and post tests)
Academic Department Chair (or designee) will coordinate site visit timelines together. Each time a site visit is conducted the Site Visit Form must be completed and submitted to both the Office of Academic Outreach and the High School Dual Credit Instructor. Every effort should be made to submit the Site Visit Form within five business days of the completion of the visit. The Site Visit form can be found at http://www.mssu.edu/academics/dual-credit/forms.php. Site visits are tracked by the Office of Academic Outreach. For newly approved High School Dual Credit Instructors, a minimum of one on-site course evaluation per course is required for two consecutive academic years in which the course is offered. Subsequently, on-site course evaluations shall occur one time per course every other academic year in which the course is offered.

Performance evaluations may be conducted by MSSU personnel during a site visit, or as a separate visit, as a means of offering a professional development opportunity to the High School Dual Credit Instructor. These 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. Existing departmental forms should be used to conduct evaluations. All forms and documentation of follow-up meetings, discussions, etc. should be submitted to the Office of Academic Outreach and the High School Dual Credit Instructor within five business days of the completion of the evaluation. Evaluations are tracked by the Office of Academic Outreach. For all instructors, evaluations should occur a minimum of once every two years. Annual reports of student performance and feedback should also be utilized and analyzed with respect to the continuation of the dual credit instructor.

**Site Visit Reimbursement for MSSU Liaison (Adopted: 03/2015 effective 03/2015)**

Mileage reimbursement is allowed from MSSU (point of origin) to the Dual Credit site (point of destination). Mileage reimbursement is not allowed for travel between home and MSSU. When site visits originate or terminate at the employee’s home, mileage reimbursement to the employee must be the lesser of: (1) an amount based on the distance between home and destination; or (2) an amount based on the distance between MSSU and destination. Pre-approval for travel is currently required.

Gas cost for private auto usage is already included in the mileage reimbursement rate and is otherwise unallowable. The request for mileage reimbursement must be made on an MSSU Expense Report and submitted to the Treasurer’s Office for processing. Contact the Office of Academic Outreach for expense coding.
The Financial Policies, Travel Pre-Approval Form, MSSU Expense Report, and current mileage rate may be found in the Treasurer’s Office Documentation section of LioNet (Employee Tab). Additional travel policies may apply; please refer to the most up to date Financial Policies published by the Treasurer’s Office.

**Orientation & Training (Revised 06/2014)**

New High School Dual Credit Instructors will be invited to and required to attend one 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.

**Professional Development (Adopted: 06/2014 effective 06/2014)**

High School Dual Credit Instructors will have the opportunity to attend any professional development activity normally offered to all faculty members throughout the 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. The MSSU Academic Department shall maintain documentation of both attendance and other documents (agendas, minutes, reports, etc.) at discipline-specific professional development activities, and shall provide such documentation at the request of the Office of Academic Outreach annually. The High School Dual Credit Instructor should submit a Professional Development Documentation Form to the Office of Academic Outreach upon completion of each professional development activity.

Failure to attend at least one discipline-specific professional development activity annually will render the High School Dual Credit Instructor ineligible to teach any dual credit course during the subsequent academic year.

**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 Expectations (Adopted: 02/2014 effective 07/2014)**

High School Dual Credit Instructors are expected to meet the requirements defined in the Dual Credit/Dual Enrollment Handbook as well as those requirements that pertain to them as defined in the MSSU Faculty Handbook. In cases of consistent non-compliance with the established policies and procedures set forth for High School Dual Credit Instructors, the MSSU Dual Credit/Dual Enrollment program reserves the right to reduce or cancel faculty compensation and/or restrict an instructor from offering a dual credit course.

When dealing with issues of non-compliance, extenuating circumstances may occur, in which case it is the instructor’s responsibility to notify the Office of Academic Outreach of such circumstances. In the event of such circumstances, it is also the instructor’s responsibility to make arrangements so that compliance with policy occurs. Reinstatement procedures will be available for instructors who have been restricted from teaching a course.

**Faculty Compensation**

High School Dual Credit Instructors will be compensated by MSSU for carrying out required responsibilities related to the delivery and administration of dual credit courses.

**Pay Rate Scale**

The following chart should be used to determine faculty compensation rates:
The course enrollment minimum for any class offered at a high school campus is two students. For purposes of faculty compensation, final course enrollment figures are calculated upon the completion of the course. The completion of the course is defined as the time at which grades have been posted to MSSU student transcripts. Final course enrollment counts will only include students who complete and pay for the course in full. High School Dual Credit Instructors are paid based upon the amount of courses taught, not by the amount of sections of the same course taught on the high school campus. Compensation will be processed through payroll in the months of January (for Fall courses) and June (for Spring and Yearlong courses).

**Required Documents**
Some documents are required during the faculty approval process, prior to hiring. The faculty approval process is outlined in the Academic Faculty Appointments and Course Approvals section of this manual. Documents required during the approval process include:

- Official transcript(s) from each school attended
- Résumé
- Dual Credit High School Instructor Approval Form
- Biographical Data Form
- Background Check
Upon being accepted for hire, the following additional documents must be on file with and/or distributed to the instructor by the MSSU Human Resources Office prior to an instructor being compensated:

- W-4 Form
- I-9 Form
- Direct Deposit Form
- FERPA Guidelines
- Workers’ Compensation
- Alcohol & Drug Free Workplace Policy
- Anti-harrassment Policy & Acknowledgement
- Employee Data Sheet
- Dual Credit Adjunct Faculty Contract
- Other applicable required fliers/handouts

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 teaching 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
- have an option to purchase a Beimdiek Recreation Center membership at the discounted fee ($15/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 an employee’s Lion Card subjects the employee 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](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/Academic Standards

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

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

Returning Student Eligibility (Adopted: 01/2014 effective 01/2014)

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

Grading System

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

<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, unless otherwise noted below.

a) Course withdrawals will be permitted through the fourth week of classes (according to the MSSU academic calendar) without any grade recorded.

b) Course withdrawal during the fifth through the eleventh week of the semester will be indicated by a ‘W’ posted to the record.

c) Course withdrawals are not permitted after the eleventh week of the regular semester. For yearlong courses, withdrawals “W” are allowed until March 1st. 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](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 (Revised 02/2015)**
High School and University Faculty shall submit final grades through the LioNet Portal. Instructions for this process may be obtained through the Office of Academic Outreach or the Registrar. Grades may only be submitted through the LioNet Portal prior to MSSU’s deadline for grade entry, regardless of when grades are posted at the high school. Contact the Office of Academic Outreach for specific deadlines each semester.
Grade Changes
A grade change is initiated by the faculty member by filing a Change of Grade Form with the Registrar. No change of grade is to be made without good cause. All grade changes must be approved by the School Dean; exceptional cases will be reviewed by the School Dean and Provost/Vice President for Academic Affairs. Change forms must be submitted within one year. To access the form, contact the Office of Academic Outreach.

Posting of Grades

Student Access
Once final grades are submitted by the 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. Students enrolled in yearlong courses will be charged the rental fee for both semesters. 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/](http://www.mssu.edu/bookstore/) for more information.

**Textbooks: High School Information (Revised 07/2013 effective 11/2013)**

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 submit the [Textbook Order Form](http://www.mssu.edu/bookstore/) to the Bookstore Manager and the Director of Academic Outreach *no later than two weeks prior to the start of the course*. This communication should occur directly between the high school and the MSSU Bookstore/Office of Academic Outreach. Textbooks cannot be guaranteed to be in stock if notification is given less than one month prior to the date they are needed. Textbook Order Forms are emailed to high school Dual Credit Coordinators each semester.

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 Provost/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 (a minimum of 18 credit hours) appropriate to the academic field in which they are teaching
- Final approval from the high school and MSSU Provost/Vice President for Academic Affairs
Faculty Approval Procedure:

The Prospective High School Instructor and/or MSSU Academic Department initiates the process through 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 Provost/VPAA for final approval.

For Denials: The Dual Credit Course Approval Form should not be completed. The Provost/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.
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><strong>Windows XP</strong> (32-bit)</td>
<td><strong>Unsupported</strong></td>
<td>Compatible</td>
<td><strong>Certified</strong></td>
<td>Compatible</td>
<td>Compatible</td>
</tr>
<tr>
<td><strong>Windows Vista</strong> (32-bit)</td>
<td>Certified</td>
<td>Compatible</td>
<td><strong>Certified</strong></td>
<td>Certified</td>
<td>Compatible</td>
</tr>
<tr>
<td><strong>Windows Vista</strong> (64-bit)</td>
<td>Compatible</td>
<td>Compatible</td>
<td><strong>Certified</strong></td>
<td>Certified</td>
<td>Compatible</td>
</tr>
<tr>
<td><strong>Windows 7</strong> (32-bit)</td>
<td><strong>Certified</strong></td>
<td>Compatible</td>
<td><strong>Certified</strong></td>
<td>Certified</td>
<td><strong>Certified</strong></td>
</tr>
<tr>
<td><strong>Windows 7</strong> (64-bit)</td>
<td><strong>Certified</strong></td>
<td>Compatible</td>
<td><strong>Certified</strong></td>
<td>Certified</td>
<td><strong>Certified</strong></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><strong>Mac OSX 10.6</strong></td>
<td><strong>Certified</strong></td>
<td><strong>Certified</strong></td>
<td>Compatible</td>
<td><strong>Certified</strong></td>
<td><strong>Certified</strong></td>
<td><strong>Certified</strong></td>
</tr>
<tr>
<td><strong>&quot;Snow Leopard&quot;</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mac OSX 10.7</strong></td>
<td><strong>Certified</strong></td>
<td><strong>Unsupported</strong></td>
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<td><strong>Certified</strong></td>
<td><strong>Certified</strong></td>
</tr>
<tr>
<td><strong>&quot;Lion&quot;</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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/](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.

**Other Information about Online Courses (Revised 09/2013)**
Internet classes at Missouri Southern are not self-paced correspondence courses. At least one of the following activities requiring student participation will be present every week of instruction:

- posting to a threaded discussion in accordance with instructor expectations,
- submission of an assignment,
- submission of a test or quiz,
- sending content related e-mails to the instructor, or
- participation in an interactive tutorial or computer assisted instructional activity.

It is the Internet student’s responsibility to participate in all required activities.

Students in Internet courses at Missouri Southern can expect:

- regular and substantive interaction with their instructors,
- replies to email correspondence within 48 hours, and
- grades to be posted to the My Grades area within seven days of the due date of the assignment.
<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>
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<td>CHEMISTRY</td>
<td>Reynolds Hall 210</td>
<td>417/625-9766</td>
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<tr>
<td>COMMUNICATION</td>
<td>Webster Hall 361</td>
<td>417/625-9580</td>
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<td>CRIMINAL JUSTICE ADMINISTRATION</td>
<td>Justice Center 109</td>
<td>417/625-9302</td>
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<td>ENGLISH &amp; PHILOSOPHY</td>
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<td>417/625-9686</td>
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<td>Reynolds Hall 313A</td>
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<td>417/625-3125</td>
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<td>Reynolds Hall 210</td>
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<td>HISTORY</td>
<td>Webster Hall 241</td>
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<td>INTERNATIONAL ENGLISH PROGRAM</td>
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<td>Fine Arts 214</td>
<td>417/625-9318</td>
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<td>PHILOSOPHY</td>
<td>Kuhn Hall</td>
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<td>PHYSICS &amp; PRE-ENGINEERING</td>
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<td>417/625-9766</td>
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<td>Webster Hall 245</td>
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<td>THEATRE</td>
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**PLASTER SCHOOL OF BUSINESS**

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<td>Plaster Hall 223</td>
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<tr>
<td>ENGINEERING TECHNOLOGY</td>
<td>Ummel Technology 153</td>
<td>417/625-9849</td>
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<td>ENTREPRENEURSHIP</td>
<td>Plaster Hall 107B</td>
<td>417/625-9520</td>
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<td>FINANCE &amp; ECONOMICS</td>
<td>Plaster Hall 309H</td>
<td>417/625-3012</td>
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<td>Plaster Hall 309Q</td>
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<td>KINESIOLOGY</td>
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<td>417/625-9316</td>
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<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>
<tr>
<td><strong>SCHOOL OF HEALTH SCIENCES</strong></td>
<td></td>
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<tr>
<td>DEPARTMENT</td>
<td>LOCATION</td>
<td>PHONE NUMBER</td>
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<td>DENTAL HYGIENE</td>
<td>Health Science 143</td>
<td>417/625-9302</td>
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<td>EMERGENCY MEDICAL TECHNICIAN</td>
<td>Public Safety Center 155</td>
<td>417/625-3020</td>
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<td>HEALTH SCIENCE</td>
<td>Justice Center 126</td>
<td>417/625-9328</td>
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<td>MEDICAL TECHNOLOGY</td>
<td>Reynolds Hall 210</td>
<td>417/625-9376</td>
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<td>NURSING</td>
<td>Health Science 243</td>
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<td>Public Safety Center 155</td>
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<td>RADIOLOGY</td>
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<td>RESPIRATORY THERAPY</td>
<td>Health Sciences 325</td>
<td>417/625-4405</td>
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Career Pathway Academy Program *(Adopted: 01/2014 effective 08/2014)*

The Career Pathway Academy Program provides high school students the opportunity to earn college credit while exploring a career path. Each academy is specifically designed to allow students to simultaneously explore an existing MSSU academic program while completing courses within the general education requirements. Course sequences may be completed in one or two years.

Admission and Enrollment for the Career Pathway Academies will be the same as the dual credit/dual enrollment process. Tuition and fees for the Career Pathway Academies will be the same as the dual credit/dual enrollment tuition and fees. Benefits and resources for the Career Pathway Academies will be the same as the dual credit/dual enrollment benefits and resources.

**Business Academy**

The Business Career Pathway Academy provides students the opportunity to simultaneously explore a career in business while earning college credit during high school. Students may earn up to 24 credit hours through this academy.

**Course Sequence**

Fall Semester (6 credit hours)
- ENG 101 English Composition I*
- FIN 101 Introduction to Personal Financial Planning %

Spring Semester (6 credit hours)
- ENG 102 English Composition II*
- MATH 130 College Algebra*
  - OR
  - MATH 129 Finite Mathematics (preferred)

Fall Semester (6 credit hours)
- COMM 100 Oral Communications*
- ECON 101 Economics of Social Issues %

Spring Semester (6 credit hours)
- ART 110 Art Appreciation
  - OR
  - MUS 110 Music Appreciation*
  - OR
  - TH 110 Theatre Appreciation*
- ACCT 201 Principles of Financial Accounting

**Modes of Delivery Options/Location**

Courses offered through this academy are available in a variety of delivery modes. Check with your high school dual credit coordinator to see the options available at
your school. * Courses available online during Fall and Spring terms. % Degree exploration course; course does not meet general education requirements for all Business degrees at MSSU.

**Academy Completion**
The completion of the Business Career Pathway Academy will prepare students to continue their education in programs such as

- Accounting
- Finance & Economics
- General Business
- Human Resource Management
- International Business
- Management
- Marketing

**Computer Information Science Academy**
The Computer Information Science Career Pathway Academy provides students the opportunity to simultaneously explore a career in computer information science while earning college credit during high school. Students may earn up to 24 credit hours through this academy.

**Course Sequence**

**Fall Semester (6 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
</tr>
<tr>
<td>MATH 130</td>
<td>College Algebra*</td>
</tr>
<tr>
<td>OR higher</td>
<td></td>
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</table>

**Spring Semester (6 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
</tr>
<tr>
<td>CIS 110</td>
<td>Programming I</td>
</tr>
</tbody>
</table>

**Fall Semester (6 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 100</td>
<td>Oral Communications*</td>
</tr>
<tr>
<td>CIS 202</td>
<td>Information Systems I</td>
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**Spring Semester (6 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 110</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MUS 110</td>
<td>Music Appreciation*</td>
</tr>
</tbody>
</table>
Theatre Appreciation

Programming II

**Modes of Delivery Options/Location**
Courses offered through this academy are available in a variety of delivery modes. Check with your high school dual credit coordinator to see the options available at your school. *Courses available online during Fall and Spring terms.

**Academy Completion**
The completion of the Computer Information Science Career Pathway Academy will prepare students to continue their education in programs such as

- CIS - Information Technology
- CIS - Information Systems
- CIS - Computational Mathematics
- CIS - Forensic Science
- CIS - Computer Technology

**Criminal Justice Academy**
The Criminal Justice Career Pathway Academy provides students the opportunity to simultaneously explore a career in criminal justice while earning college credit during high school. Students may earn up to 24 credit hours through this academy.

**Course Sequence**

**Fall Semester (6 credit hours)**
- ENG 101 English Composition I*
- LE 100 Introduction to Criminal Justice

**Spring Semester (6 credit hours)**
- ENG 102 English Composition II*
- MATH 130 College Algebra*

**Fall Semester (6 credit hours)**
- PSY 100 General Psychology*
- CJAD 275 The Juvenile Justice System

**Spring Semester (6 credit hours)**
- SOC 110 Introduction to Sociology*
- LE 250 Criminal Law
**Modes of Delivery Options/Location**
Courses offered through this academy are available in a variety of delivery modes. Check with your high school dual credit coordinator to see the options available at your school. * Courses available online during Fall and Spring terms.

**Academy Completion**
The completion of the Criminal Justice Career Pathway Academy will prepare students to continue their education in programs such as

- Criminal Justice Administration
- Juvenile Justice
- Law Enforcement

**Teacher Education Academy**
The Teacher Education Career Pathway Academy provides students the opportunity to simultaneously explore a career in teacher education while earning college credit during high school. Students may earn up to 22 credit hours through this academy.

**Course Sequence**
**Fall Semester (4 credit hours)**
- ENG 101 English Composition I*
- EDUC 100 Introduction to Teacher Education I

**Spring Semester (6 credit hours)**
- ENG 102 English Composition II*
- MATH 130 College Algebra*

**Fall Semester (6 credit hours)**
- PSY 100 General Psychology*
- ART 110 Art Appreciation
  - OR
- MUS 110 Music Appreciation*

**Spring Semester (6 credit hours)**
- SOC 110 Introduction to Sociology*
- EDUC 301 Technology in Education

**Modes of Delivery Options/Location**
Courses offered through this academy are available in a variety of delivery modes. Check with your high school dual credit coordinator to see the options available at your school. * Courses available online during Fall and Spring terms.
**Academy Completion**
The completion of the Teacher Education Career Pathway Academy will prepare students to continue their education in programs such as

- Elementary Education
- Middle School Education
- Secondary Education
- Various specialties within each degree field (e.g., Special Education, Early Childhood Education, TESOL)

**Industrial Engineering Technology Academy**
The Industrial Engineering Technology Career Pathway Academy provides students the opportunity to simultaneously explore a career in Industrial Engineering Technology while earning college credit during high school. Students may earn up to 24 credit hours through this academy.

**Course Sequence**

*Fall Semester (6 credit hours)*
- COMM 100  Oral Communications*
- MATH 130  College Algebra*
- OR higher

*Spring Semester (6 credit hours)*
- ENG 101  English Composition I*
- Math 135  Trigonometry*

*Fall Semester (6 credit hours)*
- ENG 102  English Composition II*
- IET 105  Intro to Industrial Engineering Technology#

*Spring Semester (5-6 credit hours)*
- PHYS 151  Elementary College Physics I (5 credit hours)
- OR
- MET 145  Industrial Automation##
- IET 205  Computer Applications and Cost Analysis###

**Modes of Delivery Options/Location**
Courses offered through this academy are available in a variety of delivery modes. Check with your high school dual credit coordinator to see the options available at your school. * Courses available online during Fall and Spring terms. #Courses
available evenings during Fall terms. Courses available evenings during some Spring terms.

**Academy Completion**
The completion of the Industrial Engineering Technology Career Pathway Academy will prepare students to continue their education in programs such as

- Industrial Engineering Technology (B.S.)
- Manufacturing Engineering Technology (A.S.)

**Pre-Engineering Academy**
The Pre-Engineering Career Pathway Academy provides students the opportunity to simultaneously explore a career in engineering related fields while earning college credit during high school. Students may earn up to 23 credit hours through this academy. All courses in this academy are considered pre-requisite courses for any engineering field.

**Course Sequence**

**Fall Semester (6 credit hours)**
- ENG 101 English Composition I*
- COMM 100 Oral Communication*

**Spring Semester (6 credit hours)**
- ENG 102 English Composition II*
- MATH 130 College Algebra*

**Fall Semester (6 credit hours)**
- MATH 135 Trigonometry*
- PSC 120 Gov’t: U.S., State, Local*

**Spring Semester (5 credit hours)**
- CHEM 151 General Chemistry I

**Modes of Delivery Options/Location**
Courses offered through this academy are available in a variety of delivery modes. Check with your high school dual credit coordinator to see the options available at your school. * Courses available online during Fall and Spring terms.
**Academy Completion**
The completion of the Pre-Engineering Career Pathway Academy will prepare students to continue their education in programs such as

- Mathematics
- Physics
- Chemistry

**Health Science Academy**
The Health Science Career Pathway Academy provides students the opportunity to simultaneously explore a career in health science related fields while earning college credit during high school. Students may earn up to 21 credit hours through this academy.

**Course Sequence**

**Fall Semester (6 credit hours)**
- ENG 101 English Composition I*
- COMM 100 Oral Communication*

**Spring Semester (6 credit hours)**
- ENG 102 English Composition II*
- MATH 130 College Algebra*

**Fall Semester (5 credit hours)**
- CHEM 120 Chemistry for the Allied Health Sciences

**Spring Semester (4 credit hours)**
- BIO 121 Anatomy & Physiology I

**Modes of Delivery Options/Location**
Courses offered through this academy are available in a variety of delivery modes. Check with your high school dual credit coordinator to see the options available at your school. *Courses available online during Fall and Spring terms.

**Academy Completion**
The completion of the Health Science Career Pathway Academy will prepare students to continue their education in programs such as

- Dental Hygiene
- EMT/Paramedic
- Radiologic Technology
- Respiratory Care
The Liberal Arts Career Pathway Academy provides students the opportunity to simultaneously explore a career in liberal arts related fields while earning college credit during high school. Students may earn up to 24 credit hours through this academy.

**Course Sequence**

**Fall Semester (6 credit hours)**
- ENG 101 English Composition I*
- HIST 110 U.S. History 1492-1877*
- OR
- HIST 120 U.S. History 1877-Present*

**Spring Semester (6 credit hours)**
- ENG 102 English Composition II*
- PSC 120 Gov’t: U.S., State, Local*

**Fall Semester (6 credit hours)**
- COMM 100 Oral Communications*
- MATH 130 College Algebra*

**Spring Semester (6 credit hours)**
- ART 110 Art Appreciation
- OR
- MUS 110 Music Appreciation*
- OR
- TH 110 Theatre Appreciation*
- SOC 110 Introduction to Sociology*

**Modes of Delivery Options/Location**
Courses offered through this academy are available in a variety of delivery modes. Check with your high school dual credit coordinator to see the options available at your school. * Courses available online during Fall and Spring terms.

**Academy Completion**
The completion of the Liberal Arts Career Pathway Academy will prepare students to continue their education in programs such as

- Communication
- English
• Foreign Languages
• History

Pre-Med Academy
The Pre-Med Career Pathway Academy provides students the opportunity to simultaneously explore a career in liberal arts related fields while earning college credit during high school. Students may earn up to 21 credit hours through this academy.

Course Sequence
Fall Semester (6 credit hours)
- ENG 101 English Composition I*
- MATH 130 College Algebra*

Spring Semester (6 credit hours)
- ENG 102 English Composition II*
- MATH 135 Trigonometry*

Fall Semester (4 credit hours)
- BIO 110 Principles of Biology I

Spring Semester (5 credit hours)
- CHEM 151 General Chemistry I

Modes of Delivery Options/Location
Courses offered through this academy are available in a variety of delivery modes. Check with your high school dual credit coordinator to see the options available at your school. * Courses available online during Fall and Spring terms.

Academy Completion
The completion of the Pre-Med Career Pathway Academy will prepare students to continue their education in programs such as

• Pre-Medical
• Pre-Pharmacy
• Pre-Dental
• Pre-Physical Therapy
• Biology/Chemistry