This quick reference document shall serve as a resource for high school instructors and administrators seeking or continuing a dual credit partnership with Missouri Southern State University. For additional information and questions about dual credit, please contact the Office of Academic Outreach: 417/625-9785, dualcredit@mssu.edu.

The Office of Academic Outreach
The Office of Academic Outreach will work with MSSU Faculty, High School Instructors, and High School Administrators to ensure compliance with MDHE and CBHE standards is being met ensuring our students have the highest quality dual credit experience possible. As the facilitator in the process, the Office of Academic Outreach shall serve as an informational resource to all parties it serves. Please feel free to contact the Office of Academic Outreach with any questions, comments or concerns at any time. We look forward to working with you in serving students a quality college-level academic experience.

Dual Credit Modes of Delivery Options
MDHE defines the list below as options for dual credit delivery. Most of MSSU’s current agreements are delivered through the traditional method.

- Course is taught on the high school campus by a high school faculty member (traditional)
- Course is taught online by a university faculty member
- Course is taught on the university campus by a university faculty member
- Course is taught on the high school campus by a university faculty member
- Course is taught through interactive television (ITV) by a university faculty member
Dual Credit Eligibility at a Glance

The following chart illustrates the basic eligibility requirements for high school students and instructors as established for all Missouri institutions of higher learning. ([http://www.dhe.mo.gov/policies/dual-credit.php](http://www.dhe.mo.gov/policies/dual-credit.php))

<table>
<thead>
<tr>
<th>Student Eligibility</th>
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<tr>
<td>• Minimum overall grade-point average of 3.0 (on a 4.0 scale) or the equivalent</td>
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<tr>
<td>• Meet MSSU requirements for admission to individual courses</td>
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<tr>
<td>• Recommended by the Principal or his/her designee</td>
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<tr>
<th>High School Instructor Eligibility</th>
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<tr>
<td>• 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</td>
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<tr>
<td>• Master's degree that includes substantial study (usually a minimum of 18 credit hours) appropriate to the academic field in which they are teaching</td>
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<tr>
<td>• Final approval from the high school and MSSU Vice President for Academic Affairs</td>
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Program Structure & Administration

MDHE states the primary purpose of offering dual credit courses is to deliver high-quality college experiences to high-performing high school students. It is important to note the following policies with regard to program structure and administration of dual credit courses.

- Course content and course requirements must be comparable to those utilized in the equivalent university courses with the same course numbers and must be approved by the academic department.

- All dual credit courses will utilize the same textbook, course syllabus and materials, teaching methodology, testing procedures, and student assessment strategies as the equivalent university course.

- Credit awarded for the course must be accepted for transfer by the academic department.

- 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.

- High school instructors will be evaluated using the same policies and procedures in place for MSSU adjunct faculty.

- Dual credit students should have geographic access to student and academic support similar to university students.
MSSU Academic Departmental Support

In order for high school 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 instructor, expect the MSSU academic department to provide the following support mechanisms:

**Faculty Liaison**
- An MSSU faculty member to serve as a resource and primary communicator regarding the course and any critical departmental information
- 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)
Dual Credit High School Instructor Approval Process

The high dual credit administrator(s) work in conjunction with the respective MSSU academic department and the Office of Academic Outreach to set up dual credit partnerships. All high school instructors must be pre-approved to teach a dual credit course. This process is illustrated in the diagram below.
Dual Credit High School Course Approval Process
The high dual credit administrator(s) work in conjunction with the respective MSSU academic department and the Office of Academic Outreach to set up dual credit partnerships. Once the high school instructor has been approved to teach, the course must be approved. This process is illustrated in the diagram below.

Through use of the Dual Credit High School Course Approval Form, the pre-approved high school instructor and the academic department meet to discuss the details of the course.

When details of the course are settled the MSSU Academic Department submits the form to the Vice President of Academic Affairs for final approval.

Upon approval, a Dual Credit Agreement is negotiated by the Office of Academic Outreach and the School District.