

# AN INSTRUCTOR'S GUIDE TO DUAL CREDIT PROGRAMS

## DUAL CREDIT

Provides high school students the opportunity to enroll in and receive both high school and college credit during normal class hours at their high school. Participation in the dual credit program enables high school students to get a "head start" on their college career, as well as prepare them for the challenges of college courses. Credits earned under these programs will be applicable toward a degree at Crowder College, and are generally transferable to other colleges and universities.

## DUAL ENROLLMENT

Provides high school students the opportunity to take classes via online courses, or at any Crowder College campus for college credit. Dual enrollment students may or may not earn high school credit for courses taken at the postsecondary institution. This program also gives motivated, college-bound high school students the "jump start" they need before attending college on a full-time basis. Credits earned under this program will be applicable toward a degree at Crowder College and are generally transferable to other colleges and universities.

## DUAL CREDIT INSTRUCTOR REQUIREMENTS

In order to ensure that dual credit faculty meet the same qualifications required of adjunct faculty to teach the same courses on campus, the following guidelines are maintained. Dual credit faculty are subject to the same evaluation systems and procedures. A Crowder College dual credit instructor is considered to be an employee of Crowder College and is an adjunct instructor. High school instructors must meet the additional educational requirements as established by the Higher Learning Commission and Coordinating Board for Higher Education Policy on Dual Credit Delivery as directed from their website: <http://dhe.mo.gov/policies/documents/CBHEPolicyonDualCredit.June2015.pdf>.

Instructors educational requirements as established by MDHE Dual Credit Faculty Qualifications include;

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

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

- Crowder College application for employment.
- Professional Resume.
- Undergraduate and graduate official transcripts.
- Industry credentials or certifications, if applicable.

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

- Collaborate with division chairs and/or designated lead instructor in the design and delivery of dual credit courses.
- Attend dual credit and divisional orientation meetings/trainings annually .
- Provide an institutional syllabus, assignments, assessments, and evaluations to ensure that the course is equivalent.
- Confirm accurate class rosters each semester.
- Submit grades in a timely manner.
- Use the approved Crowder College textbooks and resources .
- Coordinate with Crowder College Bookstore Personnel in regards to ordering, receiving, tracking, and shipping of textbooks.
- Keep good course records should Crowder need them in the event of a grade appeal.
- Conduct prescribed experiments and labs as required by the Crowder College science division .
- Ensure that at least 70 percent of the students in the class are registered for the dual credit class .
- Use the Crowder College webmail system and check it regularly .
- Utilize Blackboard and My Crowder as tools for faculty resources and professional development.
- Adhere to contract outlining expectations and compliance .
- Assist in the enrollment process .
- Post "Dual Credit Fact Sheets" that outline policies and procedures in your classroom each semester.



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DUAL CREDIT | DUAL ENROLLMENT

[www.crowder.edu](http://www.crowder.edu)

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## COMPENSATION

Dual credit high school teachers are adjunct employees of Crowder College and will be paid for teaching the college courses. A contract, outlining expectations and compliance, must be signed and returned to the Academic Affairs Office. Instructors will be compensated based upon the number of credit hours being taught at the current rate for Crowder College adjunct instructors.

Full payment will be based upon a full class enrollment of 10 or more Crowder College dual credit students. Should the class have fewer than 10, payment will be prorated based upon enrollment. Pay and enrollment is capped at 75 students as that would be an equivalent of 9 credit hours, the maximum course load adjunct instructors are eligible to teach.

## STUDENT REQUIREMENTS

- Admission is granted to high school students, grades 9-12, age 21 or younger. Dual credit and dual enrollment students are eligible to enroll in college courses as long as they meet the following criteria:
  - Juniors or Seniors with an overall GPA of 2.5 or higher on a 4.0 scale*
  - Sophomores with at least a 3.0 GPA on a 4.0 scale*
  - Freshmen with at least a 3.0 GPA on a 4.0 scale and by scoring in the 90th percentile or above on the ACT or SAT.*
- High school students must have written permission from their parent/legal guardian and a signed recommendation by their high school counselor or principal.
- Current transcript demonstrating qualified GPA must be submitted.
- Dual credit and dual enrollment students must meet the same requirements for placement into individual courses (i.e., English or Mathematics) as Crowder students and must be in compliance with all other college policies.

## ENROLLMENT PROCESS

- Submit online Dual Credit/Dual Enrollment Application at: [crowder.edu](http://crowder.edu) and using the APPLY NOW link.
- Achieve appropriate placement and take the necessary prerequisite courses.
- Complete student registration form to register in the desired course(s).
- Dual credit enrollment must be COMPLETED with all requirements by the end of the fourth week of the college semester. Dual enrollment, which are classes offered on the Crowder College campus or online, must be completed by the Friday before the first week of classes.

## TUITION

The student will receive at least one paper bill mailed to their home address at a rate of \$60 per credit hour. There are generally no fees, and most text books will be loaned at no charge if returned in good condition and BY THE DUE DATE.

*Workbooks, online passkeys, and any other consumable materials must be purchased.* Receipt of a bill will depend on the date of enrollment. Payment must be made in full before a student may enroll in any classes in subsequent semesters or receive a transcript. Although there is a payment plan available, the student (or parents) can make payments on their own, schedule, keeping in mind that they must be paid in full by the date indicated on the statement mailed to you.

## TESTING

Dual credit students must meet the same requirements as all Crowder students. This includes an ACT or appropriate placement test, which is a computerized placement exam. Placement testing is available at approved high school sites and at each Crowder College Campus. You can contact our SSC Testing Coordinator at [SSC@Crowder.edu](mailto:SSC@Crowder.edu) for additional details.

## TEXTBOOKS

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

