

**Mineral Area College**

**Dual Credit Program Policy**

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## **Mission Statement**

The mission of the Dual Credit Program at Mineral Area College is to enable high-performing high school students an opportunity to take affordable, high-quality, lower level courses on their high school campuses. The program also allows for enrichment and extension of the high school curriculum and avoidance of unnecessary duplication in course work as students move from high school to college.

## **Program Structure and Administration**

Dual credit courses must be comparable in course content and course requirements to the equivalent on-campus courses with the same titles.

Dual credit faculty, course syllabus, textbooks, methods of testing and grading shall be approved by the appropriate dean and department.

Credit awarded for each dual credit class must be the same number of credits awarded to the on-campus class with the same title unless approved otherwise by the appropriate dean and the curriculum committee.

Because discrete classes that totally separate dual credit from non-dual credit students may be prohibitive to operate in some cases, dual credit courses may consist of a mixed population (students taking the course for both college credit and high school credit and students taking the course for high school credit only). Those classes with a mixed population must show evidence of collegiate level expectations for all students in the course. All high school students enrolled in a dual credit course must meet the same requirements for completion of the course, whether or not the student is simultaneously registered for college credit.

Students enrolled in dual credit classes must adhere to the dates comparable to those specified on the college campus for registration, adding or dropping classes, withdrawal, or any available refunds.

Students in dual credit courses will have Mineral Area College Library and Learning Center Math and Writing Lab privileges as provided for on-campus students.

Dual credit students are to have reasonable access to the course instructor outside regular classroom hours either in person, via phone, and/or through electronic means.

Rates of tuition shall be consistent for all secondary school sites. The actual amount of tuition, for each school, will be based on Mineral Area College's in-district and out-of-district rates.

## **Faculty Qualifications and Support**

High school instructors of dual credit courses shall meet the same Missouri Coordinating Board of Higher Education (CBHE) and Higher Learning Commission requirements as faculty teaching on the college campus. That is, they shall typically have a master's degree that includes substantial study (usually a minimum of 18 semester hours) appropriate to the field in which they are teaching.

Dual credit teachers not meeting these requirements shall, if they have not already done so, file an official degree plan from a Higher Learning Commission accredited degree-granting institution. In addition, these teachers shall be in full compliance with all requirements by August 2002. Dual credit teachers approved before the 1999 newly-adopted CBHE guidelines are accepted without further proof of eligibility.

New dual credit teachers will participate in orientation activities provided by the college and/or academic departments.

Dual credit teachers will be provided with support services from the appropriate campus department.

Dual credit teachers will be evaluated at least once yearly by administration and/or faculty from Mineral Area College. Evaluations will be conducted through methods similar to those used to evaluate their campus-based counterparts.

### **Student Eligibility**

Enrollment in dual credit courses is available to high school juniors and seniors who are at least 16 years old and have a minimum overall grade point average of 3.0 (on a 4.0 scale) or the equivalent.

High school students who intend to enroll in dual credit English and math courses must meet the same ACT or COMPASS placement scores as those required of on-campus students. If a high school administers a competency assessment in subject areas related to other dual credit courses, students who wish to enroll in such courses for college credit must score at proficient or above on the assessment. Students must also meet any required prerequisite or co-requisite for enrollment.

The signature of the high school principal or his or her official designee is required to verify student eligibility for enrollment.

### **Assessment of Student Performances**

To assure quality and comparability of dual credit student assessment and testing procedures, the approval and/or development of assessment and evaluation measures reside with the on-campus assessment committee and the appropriate department faculty.

## **Transferability of Credit**

Mineral Area College will accept dual credit from other regionally accredited colleges and/or universities, which are listed by the Coordinating Board for Higher Education as being in compliance with policy guidelines. The number of classes accepted in transfer is limited to five (regardless of the credit-hour value). Students who wish to transfer Mineral Area College dual credit course credits should consult the institution of higher learning to which they intend to transfer them in order to determine if the institution has a policy regarding the acceptance of dual credit courses used for the completion of a college degree.

Mineral Area College will not impose limits that preclude qualifying high school juniors and seniors from earning additional credits through enrollment on any of our campus sites.