

MIDAMERICA

NAZARENE UNIVERSITY

Dual Credit & Concurrent Enrollment Handbook 2017-18

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Research shows that high school students who are challenged with college-level expectations are better prepared to succeed when they subsequently undertake studies on a college campus. MidAmerica Nazarene University (MNU) is proud to work in partnership with your local high school to provide college-level opportunities for qualified students. MNU offers both a *dual credit* program and a *concurrent enrollment* program for qualified students. Dual credit courses are taken at the student's high school; while concurrent enrollment is for students who wish to take a face-to-face course on the MNU campus during the regular academic year. While similar, each program has unique features. Please read the following to gain a better understanding of these opportunities.

What is dual credit?

Dual credit is a program that allows qualified high school students to enroll in college-level classes that earn both high school and college credit. The program is jointly operated by the high school and MidAmerica Nazarene University. Students receive credit at both institutions upon successful completion of dual credit courses.

Who is eligible to take dual credit courses?

Only students who have demonstrated their ability to succeed in rigorous academic work are eligible to enroll in dual credit courses. In most cases, only those students with GPAs of 3.0 or higher are eligible to enroll. Occasionally, the recommendation of the principal is required. Students who have prepared themselves for college studies, as indicated by their high school grades and test scores are eligible to enroll. This program allows students to accelerate their progress toward a college degree at an affordable cost.

What dual credit courses are usually offered?

MNU offers a range of lower-division general education courses eligible for dual credit, including introductory college-level courses in English composition, speech, history, psychology, sociology, math, biology, chemistry, and physics. These courses are university-cataloged courses with the same departmental designations, course descriptions, numbers, titles, and credits. Most 1000 level courses can be offered for dual credit. The MNU Catalog link is on p. 12.

What is the dual credit enrollment process?

See the Dual Enrollment Instruction sheet (p. 9) or www.mnu.edu/dualenroll for information. You may contact the enrollment advisor, Meghan Luoma (mvluomo@mnu.edu). The minimum dual credit enrollment *per class* must equal 12 hours for students to receive college credit (e.g., 4 students in a 3 credit class; 3 students in a 4 or 5 credit class). Enrollment will be unavailable after the deadlines for fall and spring semesters.

What is the dual credit tuition and payment process?

Registration must be completed by MNU's census dates, **September 19** for the fall semester and **February 5** for the spring semester. Tuition for dual-credit coursework is currently \$110 per credit hour. Online payment must be finalized

by **October 1** for the fall/ year-long classes or **March 6** for spring classes. After these dates, students will not be enrolled at MidAmerica Nazarene University and will not be eligible to earn college credit for the high school course(s).

These deadlines are firm. There are no refunds if a student drops the dual credit class. In case of exceptional circumstances, an appeal can be made to the Dean of the College of Liberal Arts & Sciences.

What are the high school instructor's qualifications?

Dual credit high school instructors meet the same qualifications required of MNU adjunct faculty teaching the same courses on campus. An instructor teaching general education courses should have an earned master's degree in the discipline to be taught; or a master's degree in a related field. Instructors without a master's degree in the content area being taught must have a minimum of 18 hours of graduate credit related to the discipline.

Certain exceptional experiences are equivalent to some coursework for the purpose of qualifying to teach dual credit courses.

- An instructor who teaches a technology course may not possess a graduate degree, but might have an industry certification and years of experience working in the technology field.
- Instructors who are making substantial progress toward meeting the faculty credentialing requirements, and who are mentored by an MNU faculty member may be approved to teach during their educational programs.

Experience exceptions must be documented on the Faculty Credential Form. Dual credit instructors are certified by the Dean of the College of Liberal Arts & Sciences through transcripts, employment applications, and the Faculty Credential Form (p. 10 – 11). HLC audit forms and faculty credential forms must be updated every August and returned to the Dean of the College of Liberal Arts and Sciences.

What is the dual credit program structure & responsibilities?

At MNU, responsibility for dual credit courses rests with the same academic administration that is responsible for all credit courses delivered on the college campus. MNU administrators collaborate to ensure appropriate coordination in the delivery of dual credit courses across the high schools, including setting deadlines for approving new dual credit courses and those offered via non-traditional delivery mechanisms.

The Dean of the College of Liberal Arts & Sciences is responsible for:

- coordinating the set up and approval for the dual credit program with the high school administration, including the *Memorandum of Understanding*.
- assuring the quality and supervising the delivery of dual credit courses.
- certifying dual credit instructors to ensure they are meeting the same required of adjunct faculty to teach the same courses on campus.
- communicating policies and information to the high school partners.

- overseeing the HLC faculty qualification requirements and audit process.

Department Chairs are responsible for:

- the design and delivery of dual credit courses the same way that they collaborate in designing and delivering on-campus credit courses.
- approving the MNU faculty to supervise the course.

MNU Faculty supervisors are responsible for:

- providing the syllabus for the course under their supervision/observation.
- conferring with each dual credit instructor, including an initial session that establishes agreement regarding course syllabi, approved texts, course assignments and requirements, and student outcomes assessment.
- reviewing samples of student's work.
- visiting the class as a guest lecturer (if invited) and observer (required).
- providing support and assistance in offering the dual credit course and ensuring that dual credit courses are equivalent to the same courses offered on the college campus in all substantive ways.
- overseeing the assessment of student outcomes to ensure that such assessments are comparable to those required of students enrolled in on-campus courses.

High School Dual Credit Instructors are responsible for:

- collaborating with the designated MNU discipline faculty in the design and delivery of dual credit courses.
- attending dual credit meetings (either on ground or electronically).
- providing a syllabus, assignments, evaluations and samples of student work to ensure that the course is equivalent.
- verifying the class roster.
- utilizing MNU's learning management system, Moodle, to post the syllabus and course grades.
- providing samples of student work to the MNU discipline faculty via Moodle.
- submitting grades by the MNU deadline.
- conduct end-of-course student evaluations on the university evaluation system (SmartEvals).

The instructor agrees to teach the course content as described in the course outline/syllabus. The individual instructor's personalized syllabus may reflect his/her unique teaching methods, but must be distributed to the students on the first day of class.

High School Dual Credit Counselors/Coordinators are responsible for:

- determining student eligibility and providing data to the MNU enrollment counselor.

- assisting in the enrollment process.
- serving as a liaison between the high school and MNU.
- attending MNU dual credit meetings, if requested.

MNU enrollment/admissions counselors are responsible for:

- assisting with and answering questions about the enrollment process.
- communicating with the High School counselor and/or other MNU offices related to the dual credit process.
- turning off the electronic enrollment function after the deadlines have passed.

The MNU Registrar's office is responsible for:

- notifying high school instructors of grade deadlines and providing instructions for uploading grades to the university system.
- recording grades on the student's permanent record.
- dropping a student from the course, at the written request of the student.

What is the difference between dual credit, concurrent enrollment, and advanced placement courses?

Students enrolled in ***dual credit*** courses offered by MNU earn actual college credit by successfully completing these courses at their high school. These courses transfer to nearly all public and private colleges and universities in Missouri and Kansas; but this is not guaranteed and students should contact the institutions directly for verification.

Concurrent enrollment allows the qualified high school student to take college courses on the MNU campus with other university students. See the concurrent enrollment policies on page 5.

Advanced placement courses are special sections of high school courses designated by the high school to prepare students for national Advanced Placement tests. Students may earn college credits for these courses that are recognized at colleges and universities across the country based upon their scores on these tests. Generally, students must earn scores of at least 3 and often higher, (on a scale of 1 to 5) on these national exams to earn college credit.

How is student academic performance assessed for both dual credit and concurrent enrollment?

Students enrolled in *dual credit* or *concurrent enrollment* courses are subject to the same assessments of student academic achievement as all other MNU students. The performance of dual credit/concurrent enrollment students in any course must also be assessed by the same summative measures used for on-campus students in the same course, such as final common exams, capstone projects, portfolios, or other performance measures.

Dual credit/concurrent enrollment students must also participate in assessments of general education competencies and, if appropriate, assessment of competencies in an academic major, in the same way that these assessments

are implemented for all MNU students.

How are dual credit/concurrent enrollment final grades recorded?

Final grades for *dual credit* courses will be reflected on both the student's high school transcript **and** on the college's permanent record. *Concurrent enrollment* grades are recorded on the college's permanent record, but not on the high school transcript. Because these grades become a permanent part of the student's academic record, it is important for students to fully apply themselves in these courses. The grades earned under dual credit/concurrent enrollment are permanent. The grade cannot be removed from a student's academic record unless the course is retaken and the new grade is substituted for the previous course grade, with permission of the institution.

Is there student support?

Dual credit and concurrent enrollment students are provided access to on-campus support services, including counseling and advising, library services, learning support (tutoring) services, and student activities. Students will receive an MNU ID# and card.

Concurrent Enrollment Policies

Who is eligible for concurrent enrollment?

A student of sufficient maturity who has completed the sophomore year of high school may seek concurrent enrollment at MNU. In order to qualify for admission, the student must meet the following requirements:

- Must have a CGPA (cumulative grade point average) of 3.00 or higher based on a 4.00 scale in grades 9, 10 and 11 (if applicable).
- Must have a score of 18 composite on the ACT or receive special action of the Admissions Committee.
- Must be eligible to complete requirements for graduation from high school no later than the spring of the senior year.
- Submit documentation from high school you should be attending stating that you have been released from attendance.

Concurrent Enrollment Guidelines

Applicants requesting concurrent enrollment will be considered on an individual basis. Students must submit an application for admission and be provisionally admitted to enroll.

- Students accepted for concurrent enrollment can take a **maximum of 12** credit hours each semester.
- Students accepted are **not** eligible to receive Federal or institutional aid.
- Students may only enroll in face-to-face classes on the Olathe campus.
- Students will pay \$110 per credit hour at the time they register for the class(s).
- All current MNU policies and processes apply to the concurrently enrolled student.

Dual Enrollment Memorandum of Understanding (MOU)

This dual credit agreement is made and entered into between **MidAmerica Nazarene University (MNU)**, Olathe, KS, and _____.

MidAmerica Nazarene University (MNU) and _____ will award unit(s) of credit for approved secondary school courses; contingent upon both institutions agreeing to and abiding by the following guidelines and any additional requirements as laid out in the Dual Credit Handbook:

1. Each high school student must meet Dual Credit Requirements for academic standing (see handbook).
2. Each high school instructor must meet the qualifications as outlined in the handbook.
3. Each high school instructor must complete a W-9 for submission to MNU by October 1.
4. The high school instructor agrees to teach and assess the course content as described in the Dual Credit Handbook.
5. The school district will pay for the high school instructor, the cost of regular supplies/materials, and will arrange obtaining the textbook.
6. MNU will provide a faculty supervisor from the course content area to supply the syllabus, text title/edition, agreed upon assessments and other services as listed in the Dual Credit Handbook.
7. Students will enroll by the deadline articulated in the Dual Credit Handbook, aligned with MNU's census day.
8. Students enrolling in the Dual Credit course(s) will be charged a tuition fee of \$110 a credit hour, paid to MNU at the time of enrollment.
9. Upon completion of the course(s), the high school instructor will submit a final grade to MNU through the approved process, by the stated deadline.
10. Upon written confirmation of an individual student's graduation from high school and upon request of the student, MNU will provide an official transcript showing total credit hours accumulated.

A dual enrollment instructor is eligible for a \$200 stipend per dual enrollment course if the average number of all dual enrollment students in courses for which they serve as the teacher of record is five or more. MNU will process this payment when student enrollment concludes each semester (after MNU census day).

Dual enrollment instructors are not employees of MNU. The high school and school district carries the liability for the instructor and the high school classroom, serving as the dual enrollment instructors' supervisor.

This agreement is automatically renewed until terminated as provided in the agreement. This agreement may be terminated upon mutual agreement of the parties and after the annual program review conference. Six months advanced noticed is required by either party to terminate this agreement.

MNU OFFICIALS

Provost

Date

SCHOOL/DISTRICT OFFICIALS

Superintendent

Date

Principal (if required)

Date

DUAL ENROLLMENT INSTRUCTIONS

To apply for Dual Enrollment, please visit: www.mnu.edu/dualenroll. Prompts on this page will walk students through the process of enrolling in a course.

Online enrollment must be completed by **September 19** for fall/year-long courses and **February 5** for spring courses. Payment is due by **October 1** and **March 6** respectively. There are no exceptions to these deadlines and no refunds if a student drops the course after payment is received. Enrollment will be unavailable after the above dates.

For assistance, please contact: Meghan Luoma, mvluomo@mnu.edu
Phone: (913) 971-3380

To make a payment for your Dual Credit courses, please visit: <https://ssb.mnu.edu>. Click on “Enter Secure Area – Login”. Enter the user name and password. The user name and password will be sent to the student once the dual enrollment application has been submitted and processed.

- Click “Student Services”
- Student Account
- Account Detail for term, then Fall 2017/Undergraduate
- Click “Make a Payment” at the bottom of the screen

This will take you to our payment portal.

- Select “Click here to make a payment”
- Click “Balance”
- Add to Pending Payments
- Click “Checkout”
- Select Electronic Check or Credit Card
- Insert the information based on which you have selected and click “Continue Checkout”
- Verify the payment details and then click “Submit”

For assistance, please contact: The Cashier’s Office, studentaccounts@mnu.edu
Phone: (913) 971-3504

Faculty Credential Form

Date: _____

Dual Credit Instructor's Name: _____

Employer Name: _____

QUALIFYING CREDENTIALS

A. College Degrees

List degrees from highest to lowest and send official transcripts (e-transcripts are preferable) or mail to MNU, 2030 E. College Way, Olathe, KS 66062 Attn: Nancy Damron, Metz 212

Check if official transcript is already on file at MNU.

On File	Degree	Institution	Discipline	Year Completed
<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____	_____

B. Graduate Credit Hours in Discipline (if no master's degree in the discipline) Must provide transcript.

Subject/Course	Number & Title	Credit Hours	Institution	Year Completed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Semester Hours _____

C. Certificates or Licenses

Copy On File	Description	Agency	Number	Expiration
<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____	_____

D. Other Paid Qualifying Work or “Tested” Experience (attach additional information if necessary)

PROPOSED MNU COURSES THAT INSTRUCTOR IS QUALIFIED TO TEACH

MNU Subject & Course #	MNU Course Title	Credit Hours
<hr/>	<hr/>	<hr/>

REQUIRED INFORMATION FOR NEW DUAL CREDIT INSTRUCTORS

Title: _____ (Dr., Mr., Ms., Mrs., Miss)

First Name: _____

Middle Initial: _____

Last Name: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Social Security #: _____

Highest Degree: _____

School where highest degree was obtained: _____

Date of Conferral: _____

Email the completed credential form to Tammy Schroer in the College of Liberal Arts & Sciences office. (913) 971-3439 tjschroer@mnu.edu.

Contacts & Links

Undergraduate Admissions/Enrollment Specialist

Meghan Luoma

email: mvluomo@mnu.edu

phone: (913) 971-3783

College of Liberal Arts & Sciences Office (Dual Credit Director)

Administrative Assistant: Tammy Schroer

email: tjschroer@mnu.edu

phone: (913) 971-3439

Dean: Dr. Nancy Damron

email: nldamron@mnu.edu

phone: (913) 971-3521

Registrar's Office-Undergraduate Programs Assistant

Tiffany Todd

email: trtodd@mnu.edu

phone: (913) 971-3625

Cashier's Office

Nancy Zehr

email: nezehr@mnu.edu

phone: (913)971-3503

MNU Undergraduate Academic Catalog: www.mnu.edu/undergraduate-catalog

Scroll down on this page for several important documents, including the catalog and student handbook.

Dual Credit Enrollment: www.mnu.edu/dual-enrollment

Concurrent Enrollment: www.mnu.edu/concurrent-enrollment