Annual Reporting Instrument
Dual Credit Policy Compliance

Evidence of Dual Credit Compliance

The Coordinating Board for Higher Education Dual Credit Policy requires institutions of higher education offering dual credit programs to provide evidence of compliance with the Dual Credit Policy in the following areas: Student Eligibility; Program Structure and Administration; Faculty Qualifications and Support; Assessment of Student Performance; and Transferability. In each of these areas there may be exceptions in which the implementation of standards may differ from the policy guidelines. In such cases, the reporting institution must provide both a rationale for the exception and a plan for ensuring quality of the dual credit offering. The chief academic officer of the college or university is accountable for the academic quality of all courses delivered by the institution. The CAO has responsibility for assuring the integrity and quality of all dual credit courses and providing evidence of compliance with the CBHE Dual Credit Policy.

Please respond to each policy area below and provide evidence of compliance by answering every question. If a question does not apply, indicate by writing NA and explain why it does not apply. A brief description is provided regarding policy requirements under each heading. For more detail, please refer to the resources on dual credit policy and best practices on the MDHE website: http://www.dhe.mo.gov/cota/dualcredit.php

STUDENT ELIGIBILITY

Policy requires the following: Minimum student GPA; matching admission requirements with on-campus students; freshman / sophomore requirements; agreement between high school counselor and college academic department official on student placement.

1. Does your institution ensure students enrolled in dual credit meet the policy required minimum GPA of 3.0?

◯ Yes

◯ No

a. If not, please provide a rationale

2. Do you ensure that all dual credit students meet the same requirements for admission to individual courses as required of on-campus students?

◯ Yes

◯ No

a. If not, please provide a rationale

3. Does your institution publicize rights and responsibilities of enrolled college / university students?

◯ Yes

◯ No

a. If not, please provide a rationale

PROGRAM STRUCTURE AND ADMINSTRATION

Policy requires the following: Duplication of the identical course offering delivered on campus; college faculty of appropriate academic department must deem the credit acceptable in transfer; the institution must involve faculty in approving elements of the dual credit course including: syllabus, textbook(s), teaching strategies, and student assessment strategy; course content and requirements must be comparable to those used on the equivalent on-campus courses with the same titles; the chief academic officer of the postsecondary institution will also be responsible for involving full-time faculty in the discipline in selecting and evaluating all dual credit faculty; the on-campus college faculty must ensure comparable standards of evaluation; mixed population classes must show evidence of collegiate level expectations for all students; and students must have geographic access to student / academic support similar to on-campus students.

4. Does your institution officially register or admit dual credit students as degree-seeking, non-degree seeking, or another designation?

- ☐ Degree-seeking
- ☐ Non-degree seeking
- ☐ Other

a. If "other" was selected, please describe _____

5. Does your institution ensure that **course content** is comparable to that of the equivalent on-campus courses with the same titles?

- ◯ Yes
- ◯ No

If not please provide rationale _____

6. Does your institution ensure that **course requirements** are comparable to that of the equivalent on-campus courses with the same titles?

- ◯ Yes
- ◯ No

If not, please provide rationale _____

7. Does your institution involve college faculty in the appropriate academic discipline to approve all of the following:
(please check each item for which the answer is yes)

☐ Syllabus ☐ Textbook(s) ☐ Teaching Strategies ☐ Student Assessment Strategies

a. Please provide a rationale for any unchecked items _____

8. What support services does your academic department provide for dual credit instructors? *(check all that apply)*

- ☐ Provide feedback
- ☐ Liaison
- ☐ Site visits
- ☐ Professional development
- ☐ Orientation
- ☐ Other

a. If "other" was selected, please describe, and provide a rationale for any unchecked items _____

9. Does your CAO ensure involvement of the appropriate full-time faculty in the discipline in selecting all dual credit faculty?

◯ Yes ◯ No

a. If not, please provide a rationale _____

10. If you have mixed population classes (dual credit students and non-dual credit students in the same classroom), are all students in the class, whether dual credit seeking or not, required to meet the same course completion requirements?

- ◯ Yes
- ◯ No

a. If not, please provide your institution's rationale _____

11. Explain your institution's registration, drop, withdrawal, and refund policies for dual credit students.

12. What type of student and academic support does your institution provide for dual credit students (at a minimum, be sure to address the following: library resources and access to the course instructor)?

a. If students do not have geographic access, explain how your institution ensures that dual credit students have the same level of student and academic support as on-campus students.

FACULTY QUALIFICATIONS AND SUPPORT

Policy requires the following: High school instructors must meet requirements of college faculty and have a master's degree including a minimum of 18 semester hours appropriate to the academic field in which they are teaching. Professional discretion may be exercised for instructors with experience outside these requirements provided 90 percent of the institution's faculty are eligible. New dual credit instructors must participate in similar orientation, professional development and evaluation activities as expected of adjunct faculty. The college campus must provide dual credit faculty with on-campus liaison, on site-supervision and evaluation.

13. Do all faculty meet the requirements for faculty teaching in institutions of higher education, as stipulated for accreditation by the Higher Learning Commission?

- ◯ Yes
- ◯ No

a. If not, provide a rationale

14. Have all dual credit faculty earned at least a master's degree that includes substantial study (a minimum of 18 semester hours) appropriate to the academic field in which they are teaching?

- ◯ Yes
- ◯ No

a. If not, what percent of faculty have earned at least a master's degree with at least 18 semester hours appropriate to the academic field in which they are teaching?

15. Are dual credit instructors evaluated according to the college's evaluation policies for other part-time / adjunct faculty, with the **recommendation for continuation being the responsibility of the campus academic department?**

- ◯ Yes
- ◯ No

a. If not, please provide a rationale

ASSESSMENT OF STUDENT PERFORMANCE

Policy requires the following: Comparability of dual credit course and corresponding course taught on college campus should be demonstrated by using the same methods of assessment; and **annual reports of student performance must be submitted to the CAO for both review and consideration with respect to the continuation of the dual credit instructor.**

16. Are your institution's grading standards for dual credit students the same as on-campus standards?

- ◯ Yes
- ◯ No

17. Are annual reports of student performance submitted to the CAO for review and consideration with respect to the continuation of the dual credit instructor?

- ◯ Yes
- ◯ No

a. If not. please provide rationale

TRANSFERABILITY OF CREDIT

Policy requires the following: Credits earned by students in dual credit courses that meet guidelines shall fall under the same CBHE guidelines as that for credit in college courses subject to transfer between Missouri public and independent institutions, including CBHE transfer guidelines. Institutions must publicize their policies related to the acceptance of dual credit beyond the equivalent of 5 courses.

18. Does your institution provide transcripts to dual credit students for coursework completed?

- ◯ Yes
- ◯ No

a. If not. please provide rationale

19. Does you publicize your policies related to the acceptance of dual credit beyond the equivalent of five courses?

- ◯ Yes
- ◯ No

a. If not, please provide rationale

20. Do you assess, document, and transcript student achievement in each course?

- ◯ Yes
- ◯ No

a. If not, please provide rationale

Please ensure you have answered all of the questions on this evaluation and are authorized to send this information on behalf of your institution, in accordance to guidelines for your Chief Academic Officer. You will receive confirmation from MDHE regarding our receipt of this evaluation within 5 business days of submission. Should you have questions or concerns, contact Liz Valentine at elizabeth.valentine@dhe.mo.gov.