Dual Credit Handbook

June 2015
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Goals and Purposes

The Jefferson College Dual Credit Program will allow high school students within the Jefferson College district to complete college credit coursework. The program is guided by the principles, below, identified in the Missouri Coordinating Board for Higher Education Policy on Dual Credit Delivery, adopted June 3, 2015.  

The Jefferson College Dual Credit Program strives to

- Ensure delivery of high-quality college experiences in the form of dual credit to high school students, thereby increasing student success in and access to postsecondary education.

- Provide opportunities for academic acceleration for students by enriching and extending the high school curriculum, providing rigorous college coursework, and avoiding unnecessary duplication in coursework as students transition from high school to college.

- Ensure that high school instructors and institutional faculty continually engage in collegial interactions and work closely as instructional collaborators to ensure student and program success.

- Through close collaboration between high school and institutional faculty, serve to promote increased curricular alignment between the high schools and the College.

- Promote flexible and creative guidelines to encourage program innovation while maintaining program quality and student success.

Definition of Programs

Jefferson College Early College programs align with the Coordinating Board of Higher Education (CBHE) Policy on Dual Credit Delivery guidelines, approved June 3, 2015.  

The Policy on Dual Credit Delivery (sections 1.1.1, 11.0) provides the following definitions to distinguish between dual credit and dual enrollment Early College coursework:

Dual credit

Dual credit refers to college level courses taught by high school instructors to high school students who are earning both high school and college credit for these courses simultaneously.

Dual credit courses provide high school students an opportunity to experience rigorous college-level coursework and to receive, simultaneously, both high school and college-level course credit. Providing dual credit opportunities to high school students not only works to increase the
number of students graduating from high school and attending college, but also to reduce
students’ costs and time to degree completion.

Currently the following Jefferson College courses are offered for dual credit:

- BIO101 General Biology
- CHM111 General Chemistry I
- ENG101 English Composition I
- ENG102 English Composition II
- HST103 U.S. History I to Reconstruction
- HST104 U.S. History II from Reconstruction
- MTH134 College Algebra
- MTH141 Precalculus
- MTH180 Calculus I

Dual enrollment

Dual enrollment refers to students concurrently enrolled at a high school and a postsecondary
institution. Dual enrollment students may or may not earn high school credit for courses taken at
the postsecondary institution.

Transferability of Credit

Credits earned by students in dual credit courses that meet this policy’s guidelines shall fall
under the same CBHE guidelines as that for credit in college courses subject to transfer between
public and independent institutions in the state of Missouri. College credit earned through dual
credit courses offered in high schools shall be applicable toward associate and/or baccalaureate
degree requirements and shall be eligible for transfer. All students’ rights and responsibilities as
outlined in CBHE’s Credit Transfer Guidelines shall apply. (Policy on Dual Credit Delivery,

Many Missouri institutions transfer up to 68 hours (or more) of transcripted credit from
community colleges, including dual credit. If students plan to attend a private college or
university or one out-of-state, students and parents should contact the college or university to
determine transferability of courses. Students should always check with the institution they plan
to attend after high school graduation in order to determine how many, and which, courses
transfer to that particular institution.
Policy Guidelines

The policy guidelines adopted by the *Coordinating Board of Higher Education (CBHE)* on June 3, 2015, serve as administrative guidelines for the Jefferson College Dual Credit Program, outlined below:

- Dual credit courses must duplicate course content and requirements of corresponding on-campus coursework. On-campus college faculty will ensure that each dual credit course has the same level of academic rigor and comparable standards of evaluation as that of its campus-based equivalent.

- Dual credit assignments and grading criteria must be identical to, or are of comparable design, quality, and rigor to the equivalent campus-based course. Elements of the dual credit course to be approved by the on-campus college faculty in the appropriate academic discipline include the syllabus, textbook(s), teaching methodology, and student assessment strategies.

- Dual credit courses must be approved for dual credit status by the institution of higher education, and the credit awarded must be deemed acceptable in transfer by the faculty of the appropriate academic department (unit) of the college.

- Jefferson College will facilitate frequent, consistent, and timely communication with the high schools in which they provide dual credit courses. That communication should address the scheduling of courses, compliance with statewide dual credit policy, identification and resolution of problems that occur, and evaluation of each dual credit course.

- Because discrete classes that totally separate dual credit from non-dual credit students may be prohibitive to operate in some cases, 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 pre-requisite requirements and requirements for completion of the course, whether or not the student is simultaneously registered for college credit.

- In order to prevent retroactive registration, a practice that permits students to choose whether to register for courses for college credit late in the semester, students enrolled in dual credit classes should adhere to the dates comparable to those specified on the college campus for registration, drop, withdrawal, or refund.  

Program Structure

At Jefferson College, responsibility for early college courses rests with the same academic administration that is responsible for all credit courses delivered on the college sites. Jefferson College faculty liaisons, division chairs, instructional deans, and the Vice-President of Instruction work to ensure consistency with the delivery of concurrent coursework across our
service district, including approving new concurrent enrollment courses and programming and monitoring uniform implementation of dual credit policies and procedures.

**Roles and Responsibilities**

**Vice-President of Instruction**
- Certifies to the *Coordinating Board of Higher Education (CBHE)* that Jefferson College is in compliance with the CBHE guidelines for dual credit [http://dhe.mo.gov/policies/documents/CBHEPolicyonDualCreditJune2015.pdf](http://dhe.mo.gov/policies/documents/CBHEPolicyonDualCreditJune2015.pdf)

**Instructional Deans**
- Ensure compliance with CBHE guidelines for dual credit
- Ensure compliance with National Alliance of Concurrent Enrollment Partnerships (NACEP) standards
- Collaborate with Division Chairs and Faculty Liaisons

**Division Chairs**
- Certify dual credit faculty to ensure the same qualifications are met as are required of adjunct faculty

**Coordinator of High School Outreach**
- Serves as a liaison between Jefferson College and the high schools

**Faculty Liaisons**
- Align syllabus with on-campus syllabus
- Ensure alignment of textbooks with those used in on-campus courses
- Ensure alignment of dual credit courses with those offered on campus
- Ensure alignment of dual credit assessments with those offered on campus
- Lead annual professional development specific to the discipline

**Enrollment Services Specialists**
- Assist high school students in completing enrollment applications
- Ensure students meet enrollment and placement guidelines
- Serve as primary academic advisor for all dual credit and dual enrollment student

**High School Dual Credit Counselors**
- Determine and confirms student eligibility
- Arrange placement testing for either COMPASS or ACT
- Assist in the enrollment process
- Serve as liaison between Jefferson College and the high school
Dual Credit Faculty

- Collaborate with Faculty Liaisons in design and delivery of courses
- Attend annual professional development and adjunct orientation
- Provide a copy of the syllabus, assignments and assessments to ensure alignment of course to on-campus course
- Submit grades on-time
- Use Jefferson College approved textbooks
- Use the Jefferson College e-mail system and check regularly
- Adhere to adjunct contract

Dual Credit Faculty

1. The teacher of record will be mutually agreeable to the school district and Jefferson College and will be prepared to teach with the minimum qualifications outlined in the Missouri Coordinating Board of Higher Education in the Dual Credit Policy on Dual Credit Delivery, approved June 3, 2015. Those guidelines are as follows:

   - As for any instructor of college-level courses, high school instructors of dual credit courses shall meet the requirements for faculty teaching in institutions of higher education, as stipulated for accreditation by the Higher Learning Commission. Dual credit instructors shall possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees for which they must possess the same level of degree. (For transfer coursework, a master’s degree in the discipline.)

   - Instructors using credentials for qualification with a master’s level degree in a discipline or subfield other than that in which they teaching must have completed a minimum of 18 graduate credit hours in the discipline.

   - Institutions may, at their discretion, employ as dual credit instructors for career and technical programs an individual who has superior knowledge and tested experience in the discipline in which he or she is teaching. However, the knowledge and experience of any dual credit instructor must be measurable through means such as documented experience working in the field, industry certification and years of experience in the field, documented recognition of excellence in teaching in the discipline, expertise validated through publications or wide critical and public acclaim, or through a nationally recognized rating of proficiency.

2. In addition to the minimum qualifications outlined above, Jefferson College Dual Credit instructors must possess superior knowledge of their discipline and demonstrate highly effective teaching. The following are additional minimum expectations of dual credit instructors:

- At the beginning of the semester, each instructor will submit a course syllabus to the appropriate full-time faculty liaison. Instructors will be required to administer no fewer than four exams or other major assessments each semester, one of which must be a final examination. Copies of all exams and essay assignments, including copies of graded work, must be filed with the appropriate full-time faculty liaison. Early review of the exams and essay assignments by the liaison is critical to the success of the course.

- Assessment of student outcomes consistent with measures used on campus must be administered in each class.

- The duration of the course(s) will be no longer than one academic year (August 2015 to June 2016) and will include a minimum of 750 minutes of instruction per semester hour of credit awarded for each course. The U.S. Department of Education mandates that students be made aware of expectations regarding school work to be completed outside the classroom. As outlined in Federal Definition of a Credit Hour guidelines, for each 15 hour course, a student is expected to complete at least two hours of work (reading, studying, completing assignments, etc.) per week outside of the classroom.

- Newly-hired dual credit instructors will complete JC101: Foundations for Adjunct Instruction (online training). A continuation course, JC102: Survey of Adjunct Instruction (online training), is offered as an additional professional development option.

- Dual credit adjunct faculty are expected to participate in the annual Adjunct Faculty Professional Development Seminar (orientation) event each August.

- Dual credit adjunct faculty are required to participate in annual discipline-specific professional development workshops.

- Dual credit instructors will be evaluated regularly in accordance with established College institutional policies and procedures. Regular on-site course evaluations at the high school will occur once a year for the first two years for new instructors. For all instructors, evaluations will occur a minimum of once every two years. Faculty liaisons, division chairs, or their designees will conduct on-site course evaluations. Reports of student performance and end-of-semester course evaluations will be utilized and analyzed with respect to the continuation of the dual credit instructor.
Note: Failure to meet the minimum expectations outlined above can result in instructor non-compliant status, which may result in discontinuation of dual credit teaching assignment offers.

3. Jefferson College will provide dual credit faculty liaisons in each academic discipline to mentor dual credit faculty, assure comparability of the dual credit course with the corresponding college course, and foster collaboration between high school instructors and college faculty.

4. Prospective dual credit instructors will follow the same application process established for prospective on-campus adjunct faculty. To initiate the process, the prospective dual credit instructor must submit a résumé, cover letter and academic transcripts to Jefferson College Human Resources. After review of the application materials, the division chair and faculty liaison will either invite the applicant for an interview or contact the applicant to explain why he or she does not have the minimum qualifying credentials.

**Student Eligibility and Support**

Per the *Coordinating Board for Higher Education Policy on Dual Credit Delivery*, adopted June 3, 2015, all prospective dual credit students, including career and technical education (CTE) students, must meet the same requirements for placement into individual courses, (e.g., English or mathematics) as those required of on-campus students.


1. Prior to enrollment, students must have completed college-appropriate assessment measures to determine college readiness. To assess readiness for individual course placement, students must score at proficient or above on the ACT or other common placement measures as adopted by the *Coordinating Board for Higher Education* and outlined in the *Principles of Best Practices in Remedial Education*.

[http://dhe.mo.gov/policies/documents/PrinciplesofBestPracticesinRemedialEducation.pdf](http://dhe.mo.gov/policies/documents/PrinciplesofBestPracticesinRemedialEducation.pdf)

2. In addition, students in the 11th and 12th grades interested in dual credit must also meet the additional criteria listed below:

   a) Students in the 11th and 12th grades with an overall minimum grade point average of 3.0 (on a 4.0 scale) are automatically eligible for dual credit courses.

   b) Students in the 11th and 12th grades with an overall grade point average between 2.5 – 2.99 (on a 4.0 scale) must provide a signed letter of recommendation from their principal or guidance counselor and provide written permission from a parent or legal guardian.
In addition to the above requirements, students in the 9th and 10th grade interested in dual credit must also meet the additional criteria listed below:

a.) Students in the 10th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale) and must provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.

b.) Students in the 9th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale), a composite score at the 90th percentile or above on the ACT or SAT, and provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.

3. Enrollment will be limited to those students who: a) meet the above eligibility requirements; b) meet the course prerequisite requirements; c) register during Jefferson College Open Registration dates; d) receive the appropriate recommendations and permissions; and, e) remit tuition and fees to Jefferson College in a timely fashion.

4. All students in dual credit courses will have access to student services and academic support similar to that afforded to students on the college campus, including, but not limited to advisors, library services, and other resources requisite for college-level academic performance.

5. Jefferson College will work collaboratively with the high schools to establish and maintain early alert systems for students showing signs of poor academic performance.

Admission Application
All students must submit a dual credit application for admission to become enrolled as a Jefferson College student.

Placement Exams (COMPASS or ACT) Note: The COMPASS placement instrument will be available through November 2016. Replacement measures are under consideration.
Students are required to meet the same prerequisite requirements to enroll in dual credit courses as students enrolling in on-campus courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>ACT Score</th>
<th>COMPASS Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Score Required</td>
<td>18+ Reading</td>
<td>81+ Reading</td>
</tr>
<tr>
<td>English Composition I</td>
<td>18+ English</td>
<td>70+ English</td>
</tr>
<tr>
<td>Intermediate Algebra</td>
<td>18-21 Math</td>
<td>42-65 Algebra</td>
</tr>
<tr>
<td>College Algebra</td>
<td>22+ Math</td>
<td>66-100 Algebra</td>
</tr>
<tr>
<td>Precalculus</td>
<td>31-45 College Algebra</td>
<td></td>
</tr>
<tr>
<td>Calculus I</td>
<td>27+ Math</td>
<td>46-100 Trigonometry</td>
</tr>
</tbody>
</table>

**Enrollment**
Students must complete an enrollment form for each semester they wish to be enrolled. Enrolling in one course does not automatically enroll the student in the sequential course the next semester.

**Student Support**
Dual credit/dual enrollment students are provided access to on-campus support services provided to on-campus students, including advising, the bookstore, library services and tutoring. For accommodations, in compliance with the American Disabilities Act, contact Disability Support Services at [http://www.jeffco.edu/node/665#.VYDWXenbL4Z](http://www.jeffco.edu/node/665#.VYDWXenbL4Z) or call (636) 481-3169.

**Student Expectations**

**Course Rigor**
Dual credit courses are taught at the same level as on-campus courses taught at Jefferson College; therefore, students should expect a higher level of difficulty as compared to high school courses.

**Grades**
Students are graded based on the Jefferson College grading standards. Final grades are reflected on the students’ college transcript and become part of the students’ permanent record. Because college transcripts are permanent, it is important for students to fully apply themselves in order to do well in the courses.

**Policies/Procedures**
Students are expected to follow the Jefferson College policies and procedures. The current student handbook and catalog may be accessed at [http://www.jeffco.edu/current-students/information/publications#.VYDUcenbL4Y](http://www.jeffco.edu/current-students/information/publications#.VYDUcenbL4Y)
Withdrawal
Students must follow the same withdrawal deadlines as required for on-campus students. Failure to withdraw will result in the final grade earned being posted to students’ transcripts. Students withdrawing from a course are still responsible for payment of the course. See the course schedule at http://www.jeffco.edu/classschedule#.VYDVAOnbL4Y for refund and payment information.
Frequently Asked Questions

Q. What is my tuition and how do I submit payment?
   A. Contact Enrollment Services at 636-481-3209.

Q. How do I access my transcript?
   A. Transcripts may be requested from the Jefferson College website at
      http://www.jeffco.edu/current-students/admissions-
      enrollment/transcripts#.VYDXsOnbL4Z Note that students’ bills must be fully paid
      before a transcript will be sent.

Q. How do I get my textbooks?
   A. Dual credit students receive a loaned textbook from the high school at which they are
      taking the dual credit course.

Q. Is the Jefferson College Dual Credit Program accredited by the National Alliance of
   Concurrent Enrollment Partnerships?
   A. Jefferson College is a Post-secondary Institutional Member of the National Alliance of
      Concurrent Enrollment Partnerships, Inc. (NACEP), and we have begun our self-study
      process as we seek NACEP accreditation.

Q. How can my high school participate in 1/3, 1/3, 1/3 partnerships or Jefferson College dual
   enrollment Associate of Arts degree programs?
   A. Questions regarding establishing or modifying dual credit 1/3, 1/3, 1/3 partnership
      agreements/dual credit associate of arts degree programs or scheduling of any
      informational meetings should be directed to Ms. Shirley Davenport, Dean of Arts &
      Science Education, at (636) 481-3333 or sdavenp1@jeffco.edu.

Q. How can my high school participate in Jefferson College dual credit/dual enrollment Career
   & Technical Education courses or programs?
   A. Questions regarding Career & Technical Education coursework or programs or scheduling
      of any informational meetings should be directed to Dr. Dena McCaffrey, Dean of Career
      & Technical Education, at (636) 481-3400 or dmccaffr@jeffco.edu.
Q. Who do I contact if I have questions or concerns about a dual credit course or program?

A. General questions or concerns about dual credit or dual enrollment should be directed to Terry Kite, Coordinator of High School outreach at (636) 481-3273 or tkite@jeffco.edu.

Q. Who do I contact if I have questions about enrollment procedures?

A. Questions about enrollment should be directed to Shanna Meyer, Enrollment Services Specialist, at (636) 481-3237 or scompton@jeffco.edu

Q. Who do I contact at Jefferson College with questions about COMPASS testing?

A. Questions regarding establishing or modifying on-site COMPASS testing institutional agreements should be directed to Dr. Caron Daugherty, Vice President of Instruction, at (636) 481-3329.

Questions regarding student Compass testing, placement, or Compass billing should be directed to Betty Linneman, Director of Learning Services, at (636) 481-3154 or blinnema@jeffco.edu.

Contact Information

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~ JEFFERSON COLLEGE RESOURCES ~

Bookstore
(636) 481-3290

Cashier’s Office
(636) 481-3123