

OZARKS TECHNICAL COMMUNITY COLLEGE

Dual Credit Delivery Policy and Procedures

Ozarks Technical Community College (OTC) is committed to offering high quality college courses, to area high schools, with academic rigor comparable to its campus-based equivalent. The primary purpose is to provide introductory college experiences for high performing high school students within the college service region. OTC has committed to following the “Missouri Coordinating Board for Higher Education State Policy Guidelines for Delivery and Transferability of Credit Obtained in Dual Credit Programs Offered in High Schools” adopted June 10, 1999. OTC also subscribes to the CBHE “Principles of Good Practice for Dual Credit Courses” adopted October 7, 1999. Copies of these policies can be obtained from CBHE or OTC. The policies are also available on the OTC website at www.otc.edu/dualcredit.

A. Ozarks Technical Community College Dual Credit Agreement with High Schools

All high schools that plan to offer OTC college credit, dual credit courses must have a signed agreement on file with the OTC Coordinator of Dual Credit. This document must be signed by the high school’s authorized agent (principal) and the chancellor of OTC. This agreement assures that both OTC and the participating high school will abide by the CBHE dual credit policy and principles of good practice of June 10, 1999. A copy of the agreement is attached.

B. High School Student Eligibility

High school students participating in dual credit courses must have a grade point average of 3.0 (on a 4.0 scale) and be recommended by the high school principal or his/her official designee. It is the high school’s responsibility to insure that the CBHE student eligibility requirements are adhered to. High school juniors and seniors who meet eligibility criteria may be eligible for dual credit. For any exceptions to this policy, contact the OTC Dual Credit Office at dualcredit@otc.edu.

C. College Course Eligibility

High school students must meet the same course admission requirements as those followed on the OTC campus. Students planning on entering college level English and math courses must have the required ACT, ASSET or COMPASS scores as required for a specific course. Students must also meet all prerequisite class requirements for certain college courses.

D. Dual Credit Instructor Requirements

High school instructors of dual credit courses must have a master's degree with a minimum of 18 semester hours in the appropriate academic field in which they plan to teach. Prospective instructors must complete and submit an OTC Dual Credit Instructor Application. This application, along with copies of official college transcripts, must be submitted to the OTC Dual Credit Office thirty days prior to the beginning of the academic year. Upon receipt, the application will be reviewed by the appropriate OTC academic

department chair for approval/disapproval. Any permanent or temporary change in a high school/dual credit instructor must be approved by the appropriate OTC academic department chair.

The submitting school will be notified, by the OTC Dual Credit Office, as to the applying teacher's status of employment as a dual credit instructor. Approved instructors will be provided access to college resources comparable to other OTC faculty members. No student teachers will be allowed to teach dual credit.

E. Support/Evaluation of Dual Credit Instructors

Those instructors approved for dual credit instruction will be invited to attend OTC's adjunct orientation meeting. The OTC department chair will provide necessary information to the instructor and will mentor the instructor as needed. All approved dual credit instructors will be evaluated by the appropriate academic department chair. This evaluation will be carried out on an as-needed basis.

F. Dual Credit Course Content

Courses offered for dual credit are college courses and must duplicate the course offered through the College. It is important for the instructor to understand the expectation to deliver college level course content even though some students may not be enrolled for the college credit (mixed classes). Course syllabi will be provided to dual credit instructors by the OTC department chair. The college syllabus should be followed as closely as possible. Each course will have a consistent assessment and delivered in a manner to most effectively utilize the allotted time period provided. "Take Home" and "Open Book" finals are not allowed. All finals must be taken at the end of the semester of enrollment.

G. Course Grading Content

All dual credit courses will be graded using the OTC grading policy as outlined in the appropriate course syllabus. Reporting of student final grades will be submitted using "Access OTC", a web-based software, accessed through the OTC website. Reporting of online students final grades will be submitted back to the high school by OTC's Coordinator for Dual Credit.

H. Registration and Withdrawal from Classes

Dual credit high schools will facilitate the registration of students for OTC college classes as provided by the OTC Admissions and Advisement offices. Registration times will be provided to the high schools from the OTC Dual Credit Office. No student will be allowed to register for a dual credit class after the designated time period. Students who fail to make payment arrangements by the deadline will be disenrolled from the course. Withdrawal dates and refund procedures be provided as determined by the College schedule.

I. Course Textbook

Since the textbook is a vital tool in instruction and for maintaining content consistency, OTC requires that all dual credit classes should obtain and use the same textbooks as required by the College. Titles of required textbooks can be obtained by accessing the OTC bookstore website. Textbooks, other than those

<http://www.otc.edu/dualcredit/dualcredit.php>

utilized by the College, must be approved by the appropriate academic department chair. A copy of the proposed textbook must be submitted to the academic department chair for approval/disapproval.

J. Transferability of Credit

OTC is accredited by The Higher Learning Commission (HLC), a Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. As such, transferability of courses should be accepted for articulation with other regionally accredited institutions. It is still strongly recommended that students consult with their institution of higher education as to its transfer policy and acceptance of specific credits. CBHE has stated that students can transfer up to five (5) dual credit courses. Students who take more than five dual credit courses should contact their receiving institution for specific transfer policy.

K. High School Reports to OTC

OTC will require certain information to be completed from participating dual credit high schools to complete and format CBHE required reports. The participating dual credit high school should appoint a specific faculty member to be the “Dual Credit Coordinator.” This coordinator will plan, communicate and correspond with the OTC Dual Credit Office.

L. Tuition

Tuition for dual credit courses is offered at a reduced rate to high school students enrolled through OTC’s dual credit program. A per credit hour tuition rate has been established for dual credit courses. Information on tuition rates can be obtained on the OTC website.

M. Remuneration

OTC will pay reimbursement to secondary schools offering Dual Credit at a rate of \$25 per credit hour for each student enrolled in a dual credit course. The reimbursement is sent directly to the secondary school, which is responsible for how the money is utilized or distributed. Payment will be made to the schools at the end of each semester.

**OZARKS TECHNICAL COMMUNITY COLLEGE
DUAL CREDIT AGREEMENT
WITH**

(Name of Participating High School)

STATEMENT OF INTENT

The purpose of this Dual Credit Agreement is to provide a mechanism which, under the Guidelines and directives of the Coordinating Board of Higher Education, will allow High School students that are enrolled at _____ to enroll in and attend college course(s) at Ozarks Technical Community College, thereby earning both high school and college credits at the same time.

PARTICIPATING INSTITUTIONS

We, the undersigned representatives of the listed institutions, agree to the terms of this Dual Credit Agreement for a period of one academic year after the date of signing. This agreement will be automatically renewed thereafter for the following year unless one participating institution notifies the other participating institution in writing, by May 1st, of the academic year preceding any change, of its intention to terminate the agreement.

OZARKS TECHNICAL COMMUNITY COLLEGE

(OTC Chancellor)

(Date)

AUTHORIZED AGENT

(Principal)

(Date)