

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 (CBHE) State Policy Guidelines for “Dual Credit Delivery” adopted June 3, 2015. CBHE policy reflects quality standards set forth by the National Alliance of Concurrent Enrollment Partnerships (NACEP) and the Higher Learning Commission (HLC). The standards set by CBHE, NACEP, and HLC are adopted within 2.16 Dual Credit Delivery Policy at OTC. Copies of these policies can be obtained from CBHE or OTC. The policies are also available on the OTC website: 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 Director 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 2015. A copy of the agreement is provided.

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, reading and math courses must complete guided self-placement, or adhere to the guidelines set forth by the high school. 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 graduate level hours in the appropriate academic field in which they plan to teach. Prospective instructors must complete and submit all dual credit instructor application documents to the OTC Dual Credit office by

posted deadlines. Upon receipt, the application materials are reviewed by a member of the OTC Dual Credit office, the appropriate subject area department chair, and dean for approval or disapproval. Any change in a high school/dual credit instructor or subject area taught must be approved through the same process. The final employment status of applicant is communicated to the applicant and submitting school by the OTC Dual Credit office. Approved instructors are provided access to college resources comparable to other OTC faculty members. No student teachers are permitted to teach dual credit. More information is provided on the OTC Dual Credit Instructor website.

E. Support/Evaluation of Dual Credit Instructors

Instructors approved for dual credit instruction are invited to attend OTC's adjunct orientation meeting. The OTC Department Chair or appointed instructor provides necessary information to the instructor and mentor the instructor as needed. Evaluation of all approved dual credit instructors is conducted by the appropriate department chair or appointed instructor. Instructor evaluation guidelines follow the CBHE Dual Credit Policy.

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 enroll in the same class for college credit (mixed classes). Course syllabi are provided to dual credit instructors by the OTC Department Chair. Dual credit instructors are expected to follow the course syllabus, with 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 are graded using the OTC grading policy as outlined in the appropriate course syllabus. Reporting of final grades occurs through "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 the OTC Dual Credit department.

H. Registration and Withdrawal from Classes

Dual credit high schools facilitate the registration of students for OTC college classes as provided by the OTC Admissions and Advisement offices. Registration timeframes are communicated the high school representative via OTC Dual Credit office. Per OTC registration policies, no students are allowed to register for classes after the designated time period. Students who fail to make payment arrangements by the deadline are dis-enrolled from the course. Withdrawal dates and refund procedures are 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 obtain and utilize 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 utilized by the college, must be approved by the appropriate department chair. A copy of the proposed textbook must be submitted to the department chair for approval or 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. CBHE policy indicates students can transfer up to five dual credit courses. However, students should always consult with the institutions of higher education in which they are interested in transferring to regarding transfer policies and acceptance of specific credits.

K. High School Reports to OTC

OTC will require information from participating dual credit high schools in order to complete required reports to CBHE. The participating high school designates a school employee as the contact for 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. A per credit hour tuition rate has been established for dual credit courses. Students participating in an online class accrue an additional online fee. Information on tuition rates can be obtained on the OTC Dual Credit website.

M. Remuneration

OTC provides a reimbursement to seated dual credit partnering schools at a rate of \$25 per credit hour for each student who completes a dual credit course. Reimbursements are sent directly to the school, wherein the school is responsible for how money is utilized or distributed. Payments are distributed after student's final grades are submitted into access OTC by the participating high school instructor or representative.

OZARKS TECHNICAL COMMUNITY COLLEGE

Dual Credit Agreement

**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 1 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)