

# 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) “Policy Guidelines for Dual Credit Delivery” adopted June 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](http://otc.edu/dualcredit)

### A. Agreement with High Schools

All high schools that plan to offer college credit through the dual credit program must have a signed agreement on file with the OTC Dual Credit office. The agreement must be signed by the high school’s authorized agent (principal) and the chancellor of OTC. One function of this agreement is to ensure both OTC and the participating high school abide by the CBHE dual credit policy and principles of good practice of June 2015. A copy of the agreement is provided.

### B. Student Eligibility

High school students interested in college courses through dual credit must complete the admissions process outlined by the college before posted deadlines. Students interested in dual credit courses, taught at the high school by an approved high school instructor, must meet one of the following criteria:

- 11<sup>th</sup> or 12<sup>th</sup> grade student with a grade point average (GPA) of 3.0 (on a 4.0 scale) or higher
- 11<sup>th</sup> or 12<sup>th</sup> grade student with a GPA between 2.5-2.99 and recommended by the high school principal and/or his/her official designee
- 10<sup>th</sup> grade student with a 3.0 GPA or higher and recommended by the high school principal and/or his/her official designee
- 9<sup>th</sup> grade student with a 3.0 GPA or higher, 90<sup>th</sup> percentile or above on the ACT or SAT, and recommended by the high school principal and/or his/her official designee

Compliance with CBHE’s student eligibility criteria is the designated high school’s responsibility. CBHE’s student eligibility guidelines apply to dual credit courses only, not to online courses through the dual credit program. For exceptions to the guidelines, contact the OTC Dual Credit office at [dualcredit@otc.edu](mailto:dualcredit@otc.edu).

### C. College Course Eligibility

Students must meet the same course placement and requisite requirements as those followed on the OTC

campuses. Prior to enrollment, students must complete OTC's Guided Self-Placement and adhere to the guidelines set forth by the high school.

#### D. Tuition & Fees

A reduced tuition rate is calculated for partnering high schools and student participants. Students participating in online courses through the dual credit program accrue additional online fees. Information on tuition rates is provided on the OTC Dual Credit website. Schools who wish to pay for all students enrolled through the dual credit program, must submit a signed school Payment Authorization form prior to student enrollment. Signed school Payment Authorizations are valid for one academic year. The high school principal can terminate an existing Payment Authorization agreement during the academic year, via a written request to the dual credit office prior to student enrollment.

#### E. Calendars & Schedules

Online courses through dual credit follow the OTC academic calendar. Therefore, students enrolled in online classes will adhere to due dates, midterm and final grading timelines. Misalignment may occur with high school calendars and cancelations.

#### F. Registration & Withdrawal

High school representatives facilitate the registration of students for college courses within the dual credit program. Per OTC registration procedures, students cannot register for courses after the open registration period nor if courses are filled. Registration and student-initiated withdrawal must occur before established deadlines posted on the dual credit website. Students who initiate disenrollment after courses begin receive a W on their college transcript.

#### G. Administrative Withdrawal & Non-Payment

College initiated disenrollment can occur for two reasons: administrative withdrawal or non-payment. Students in online courses through dual credit will be administratively withdrawn from a course due to lack of attendance or nonparticipation. In the event of administrative withdrawal, students should contact their course instructor from their OTC email for re-enrollment criteria. Additionally, disenrollment from courses occurs when students fail to make full-payment, or payment arrangements for full-payment, by the deadline set by the college. Refund deadlines are posted on the website by the OTC Finance Office each semester. If students withdraw after the posted dates, no refunds are made and a bill exists until the amount is paid in full. The disenrollment process allows students to receive a W on their college transcript.

#### H. Instructor Requirements

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 committee to determine instructor eligibility. The final status is communicated to the applicant by the dual credit office. Approved instructors are provided access to college resources comparable to OTC faculty

members. Student teachers are not permitted to teach dual credit courses. More information is provided on the OTC Dual Credit Instructor website. Any change in a high school location, instructor or course taught must be approved through the application process.

#### I. Support & Evaluation of Instructors

Approved instructors are invited to attend OTC's adjunct orientation and course specific departmental meetings. The OTC department chair or appointed instructor provides course materials and syllabi, mentoring and evaluation. Instructor evaluations follow the CBHE guidelines and will be conducted by the assigned OTC department chair or appointed departmental instructor.

#### J. Course Content & Curriculum Standards

Course content and course requirements offered in high schools duplicate the identical course offerings delivered on OTC campuses. Dual Credit Instructors ensure each dual credit course has the same level of academic rigor and comparable standards of evaluation as that of its campus-based equivalent. Instructors are expected to follow the course syllabus, assessment activities, and delivery method in a manner which most effectively utilizes the time allotted.

#### K. Course Textbook

The textbook is a vital tool in instruction and for maintaining content consistency; therefore, OTC and CBHE require the high schools or students to obtain and utilize the same textbooks as required by the college. Required textbook information may be obtained by accessing the OTC Bookstore website or by contacting the respective department chair. To request an exception, a copy of the proposed textbook and/or materials must be submitted to the department chair for approval.

#### L. Course Grading

Grading criteria are identical to, or are of comparable design, quality, and rigor to the equivalent campus-based course. Grading standards are outlined in the appropriate OTC course syllabus. Students must complete all components of the course, within the semester enrolled. The dual credit office distributes midterm and final grades to the high school, for students enrolled in online courses.

#### M. Remuneration

OTC provides a reimbursement to schools with a partnership agreement at a per credit hour rate for each student who earns college credit in a dual credit course (taught by approved instructors at the high school only). Disbursements occur after instructors or high school representatives submit final grades by the college's established deadline into the employee portal of the OTC website. The high school is responsible for the utilization and distribution of funds.

#### N. 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. OTC courses should be accepted for transfer to other regionally accredited institutions. However, students should always consult with the institutions of higher education to which they are interested in transferring regarding transfer policies and acceptance of specific credits.

O. High School Reports to OTC

OTC will require information from participating high schools to complete required reports to CBHE. The participating high school designates a school employee to provide the requested information to the dual credit office.

P. FERPA

The Family Educational Rights and Privacy Act (FERPA) is a U.S. law that governs the privacy of student educational records, access to those records, and disclosure of information. At the postsecondary level, regardless of the student's age, parents have no inherent right to inspect a student's college educational records without written consent of the student and/or in compliance with subpoena.

Q. Definitions

- *Dual credit* refers to college level courses taught by approved high school instructors to high school students, who are earning both high school and college credit for these courses simultaneously.
- *Online courses through dual credit* refers to concurrent enrollment courses for students participating in high school and in an online course through OTC, a postsecondary institution.

Additional information provided via [otc.edu/dualcredit](http://otc.edu/dualcredit) website and/or available by request to the dual credit office. Information indicated within subject to change at the discretion of the college.

# 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 set by CBHE, NACEP, HLC and OTC, will allow high school students enrolled at \_\_\_\_\_ to participate in college course(s) at Ozarks Technical Community College, thereby earning both high school and college credits simultaneously.

#### 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)