

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 at high schools within the college service region. OTC also 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 web site at www.otc.edu.

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 president 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 as Appendix A.

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 Coordinator of Dual Credit.

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 will typically 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 official college transcripts, must be submitted to the Coordinator of Dual Credit thirty days prior to the beginning of the academic year. The application will then be reviewed by the appropriate OTC academic chair for approval/disapproval. The submitting school will be notified, by the Coordinator of Dual Credit, as to the applying teacher’s status of employment as a dual credit instructor. Those instructors approved for dual credit instruction will be invited, and required to attend, OTC’s professional in-service development meetings held in August. Approved instructors also have access to college resources as provided to all OTC faculty. Any permanent or temporary changes in high school/dual credit instructors must be approved by the Coordinator of Dual Credit/OTC Academic Division Chairs. Regular or frequent absences (i.e., sick days, personal business, jury duty, maternity leave) of an approved instructor may jeopardize future approval of this instructor. No student teachers will be allowed to teach dual credit.

E. Evaluation of Dual Credit Instructors

All approved dual credit instructors will be evaluated by the appropriate academic division chair. This evaluation will be carried out a minimum of at least one time per year. The evaluation will recommend whether an instructor should be rehired as a dual credit instructor.

F. Dual Credit Course Content

Courses offered for dual credit are college courses and must duplicate the course offered to matriculated students on campus. 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 in their appropriate subject. The college syllabus should be followed as closely as possible. The regular college departmental finals will be given in the appropriate subject to all dual credit students by approved faculty. Departmental finals are two-hour-long, one-day assessments. “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”, which is a web-based grading software, accessed through the OTC website.

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. Typically, registration will take place one week after the OTC campus classes start and continue for two weeks. No student will be allowed to register for a dual credit class after this time period. Individual cases may be referred to the Coordinator of Dual Credit. Withdrawal from classes will follow the same calendar dates as printed in the “Semester Schedule.” Semester schedules will be provided to each participating high school. Refund policy will begin the day registration closes for dual credit.

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 on campus for a specific course. Titles of required textbooks can be obtained from the Coordinator of Dual Credit or by accessing the OTC web site. Textbooks not used by OTC campus instructors must be approved by the Coordinator of Dual Credit and the appropriate academic division chair. A copy of the proposed textbook must be submitted to the Coordinator of Dual Credit/academic division chair for approval/disapproval.

J. Transferability of Credit

OTC is accredited by The Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools (NCA). As such, transferability of courses should be articulated with other NCA 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. Data such as number of dual credit enrolled/non-dual credit enrolled students per class may be required for reporting purposes. 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 Coordinator of Dual Credit.

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 of \$65 has been established for dual credit courses. Students who choose to enroll in a course where there is a laboratory component will be assessed the appropriate lab fee as established by the OTC Board of Trustees.

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. Students in any courses that require labs are charged a lab fee. Money collected as lab fees is sent directly to the secondary schools to use for necessary lab supplies and equipment. Payment will be made to the schools at the end of each semester.

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

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 year preceding any change, of its intention to terminate the agreement.

OZARKS TECHNICAL COMMUNITY COLLEGE

(OTC President) (Date)

AUTHORIZED AGENT

(Principal) (Date)