



College of Arts and Sciences

HIGH SCHOOL/COLLEGE PARTNERSHIPS HANDBOOK

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Table of Contents

Roles and Responsibilities	3
High School College Dual Credit Director	3
High School College Partnership Counselors/Site Coordinators.....	3
Department Chairs/Department Dual Credit Coordinators.....	3
High School Dual Credit Instructors	4
HSCP Registration Office	4
University Deans.....	5
Student Verification	5
Student Grades	6
Student Information	7
Student Conduct	8
“A student enrolling in the University assumes an obligation to behave in a manner compatible with the University's function as an educational institution and voluntarily enters into a community of high achieving scholars. Consequently, students assume new privileges along with new responsibilities in accordance with the University’s mission and expectations.	8
Program FAQs	12
What dual credit courses are usually offered?.....	12
What is dual credit?	13
What is the difference between dual credit and advanced placement courses?	13
How are dual credit final grades recorded?.....	13
What qualifications must a dual credit instructor meet in order to offer dual credit courses through University of Missouri---Kansas City?	14
UMKC HSCP Course Process	14

Roles and Responsibilities

High School College Dual Credit Director

- Work as the University contact person for the high schools for questions/concerns
- Collect dual credit instructor credentials for department review
- Collect course offering information from High School Dual Credit Coordinator/Counselor
- Collect enrollment and textbook estimates from High School Dual Credit Site Coordinators/Counselors for Admissions Office and academic departments
- Communicate University policies and procedures to the High School Dual Credit Site Coordinators/Counselors via meetings and personal communication
- Provide Department Chairs/Department Dual Credit Coordinator/Mentor/Faculty with electronic grade sheet
- Establish and promote new dual credit partnerships
- Actively seek new qualified dual credit instructors
- Facilitate semi--annual professional development opportunities

High School College Partnership Counselors/Site Coordinators

- Serve as a liaison between the high school and University of Missouri---Kansas City
- Collect and forward dual credit instructor credentials to the High School College Partnership Director
- Communicate dual credit course offerings and enrollment estimates to Department Coordinator each term via appropriate form provided
- Make students within the high school aware of HSCP dual credit opportunities and admission requirements
- Determine student eligibility and provide official high school transcripts and ACT scores to University of Missouri---Kansas City for admission purposes
- Assist in the enrollment processes with students and dual credit instructors
- Arrange student placement testing as required
- Approve textbook usage for courses
- Coordinate student textbook pick up and return when applicable.
- Distribute of student and dual credit instructor gifts from UMKC
- Communicate to appropriate high school personnel any changes in policies or procedures set forth by University of Missouri---Kansas City
- Attend UMKC High School College Partnership credit meetings

Department Chairs/Department Dual Credit Coordinators

- Certify dual credit faculty to ensure the same qualifications are met as are required by the Missouri Coordinating Board of Higher Education
<http://www.dhe.mo.gov/dualcreditpolicy.html>
- The design and delivery of dual credit courses in much the same way that they collaborate in designing and delivering on---campus credit courses

- Evaluate and observe the high school dual credit instructor once per academic year as per Missouri Coordinating Board of Higher Education requires <http://www.dhe.mo.gov/dualcreditpolicy.html> (see *Outreach Dual Credit Coordinator for example forms*)
- Provide support and assistance in offering the dual credit course and in ensuring that dual credit courses are equivalent to the same courses offered on the college campus in all substantive ways
- Confer with each Dual Credit Instructor, including an orientation session that establishes agreement regarding course syllabi, approved texts, course assignments and requirements, and student outcomes assessment
- Oversee the assessment of student outcomes to ensure that such assessments are comparable to those required of students enrolled in on---campus courses
- Review samples of student work
- Receive and periodically review student grades from the dual credit instructor via the Pathway portal.
- Share information regarding approved textbook and syllabi for each dual credit course with the Outreach Dual Credit Coordinator each academic year
- Arrange placement testing as required
- Notify the HSCP Director of any course changes

High School Dual Credit Instructors

- Attend dual credit orientation meetings
- Collaborate with Department Chairs/Department Dual Credit Coordinator in the design and delivery of dual credit courses
- Meet with Department Chairs/Department Dual Credit Coordinators as needed
- Communicate any course schedule changes to the High School Dual Credit Coordinators/Counselors
- Communicate any course content and/or schedule changes to the Department Chairs/Department Dual Credit Coordinator
- Assist the High School Dual Credit Coordinator/Counselor with enrollment procedures
- Verify the class roster(s)
- Provide samples of student work to Department Chairs/Department Dual Credit Coordinator
- Submit grades in a timely manner

HSCP Registration Office

- Distribute enrollment packet to High School Dual Credit Instructors/Counselors/Site Coordinators
- Process course registration forms
- Process any drops/withdrawals as needed
- Communicate with High School Dual Credit Coordinators/Counselors regarding the acceptance and denial of students into dual credit courses

- Coordinate review of students who do not initially meet course requirements based on ACT subscores by contacting the Department Chairs/Dual Credit Coordinator, High School Dual Credit Coordinator/Counselor and High School Dual Credit Instructor

University Deans

- Work with the High School College Partnership Director to ensure compliance in all areas of Missouri Coordinating Board of Higher Education National Alliance of Concurrent Partnership requirements.

HSCP Instructor Information

HSCP Instructor Eligibility

The Missouri Coordinating Board of Higher Education requires Dual Credit instructors to have a minimum of a master's degree that includes substantial study (a minimum of 18 graduate---level semester hours) appropriate to the academic field in which they are teaching. Approval of specific courses and respective dual credit instructor will be based upon credentials and recommendation of the appropriate Department Chair.

Textbook & Syllabus

Dual credit courses must duplicate the identical course offering delivered on campus. The high school must agree to use a syllabus and textbook approved by the academic department at UMKC.

Full-time HSCP Coordinators will work cooperatively with the HSCP instructors to develop and approve the syllabi, teaching methodology and student assessment strategies for dual credit courses. UMKC HSCP office will provide textbooks for all students who are enrolled for credit through UMKC HSCP for dual credit courses. Tuition fees include incidental tuition, and textbook fee.

HSCP Instructor Accountability

Student Verification

Accurate class rosters are vital to ensuring students get college credit for the work done in dual credit classes. This roster is used as the official record of enrollment and determines who is eligible to receive college credit. Students listed on the roster are those who will be billed. Assuring the accuracy of the class roster is one of the HSCP instructor's administrative responsibilities in the Dual Credit Program.

Class rosters are provided to each high school by the HSCP Office via the Pathway system. Please check this roster to be sure it is accurate. Everyone taking the class for college credit must be on the roster, and anyone listed who is not receiving college credit must be removed from the list. If you notice an error, contact the UMKC HSCP Office immediately.

Instructors will enter grades electronically at the end of the semester/year. This is done by accessing the roster on the instructor's Pathway account.

Student Grades

UMKC's unit of credit is the semester hour. Grades are on the four point system including plus or minus (A, B, C, D, F). All grades will be submitted electronically via Pathway.

Final grades need to be sent when the high school course concludes. Students may view their final grades on Pathway No official grade reports will be mailed to the student or sent to the school.

HSCP Instructor Evaluation & Supervision

The high school will cooperate closely with the corresponding department at UMKC HSCP. The dual credit instructors will attend any necessary informational and consultation seminars and planning days. Supervision by University of Missouri---Kansas City will be on a planned basis and include visits to the high school class as a normal part of the supervisory function. This courtesy appointment may be revoked for non-compliance in any/or all aspects of the aforementioned responsibilities. Individuals who warrant actions for dismissal shall be subject to the following actions prior to termination:

- Department Coordinator will counsel the HSCP instructor
- Verbal reprimand to the HSCP instructor for poor performance
- Written/verbal warning, copy placed in HSCP office and copy submitted to school administrator
- Terminate the HSCP instructor's appointment

HSCP Instructor Benefits

HSCP instructors are given the opportunity to apply for an annual professional development stipend for their participation in UMKC dual credit courses.

Dual Credit Instructors must have

- Taken and passed the FERPA exam
- Access to Pathway system course sites in disciplines with existing sites
- Access to a UMKC e---mail account
- The ability to set up campus visits and use of campus facilities*
- Technology training/support of University electronic systems*
- Textbook and syllabus for the course being taught
- Access to University library in---house resources and through electronic means

*Contact us for more specific information

Student Information

Student Eligibility & Enrollment

High school students eligible for dual credit courses **MUST** be students who have been recommended by their high school. Every student who enrolls in dual credit courses must meet the following admission standards set forth by the Undergraduate Academic Catalog:

"To be eligible to enroll in an on-campus or off---campus course for college credit, juniors or seniors must have an ACT composite score of 21 or higher and have at least a 3.00 grade point average on a scale of 4.00 OR a Combined Percentile Index of 100 or higher and have at least a 3.00 grade point average on a scale of 4.00. In addition, placement exams and specific ACT sub-scores are required for select courses. Freshmen and sophomores must score at the 90th percentile or above on the ACT or SAT to be eligible to enroll. If dual enrollment is in a music activity, the student is also required to obtain the approval of the appropriate high school and University instructor."

These requirements are subject to change by UMKC's Admissions Office. In addition, a placement exam may be required for particular courses. Some courses may also require the student to have completed particular courses in high school.

Each student must complete an online application and a dual credit registration form for admission. The top portion of the registration form must be completed in full and signed at the bottom by the student and parent. The bottom portion must be filled in with the appropriate course information: high school, dual credit instructor name, number of credit hours, UMKC course number, and course name.

Students must complete their UMKC enrollment procedures within the first three weeks of UMKC's academic trimester. **No schedule changes or new enrollments will be allowed after this time.**

Only students who have submitted an application/enrollment form and have been recommended by their high school will be allowed to participate in dual credit at University of Missouri---Kansas City.

Student Conduct

“A student enrolling in the University assumes an obligation to behave in a manner compatible with the University's function as an educational institution and voluntarily enters into a community of high achieving scholars. Consequently, students assume new privileges along with new responsibilities in accordance with the University’s mission and expectations.

These expectations have been established in order to protect a specialized environment conducive to learning which fosters integrity, academic success, personal and professional growth, and responsible citizenship.

A. **Jurisdiction of the University of Missouri** generally shall be limited to conduct which occurs on the University of Missouri premises or at University---sponsored or University---supervised functions. However, nothing restrains the administration of the University of Missouri from taking appropriate action, including, but not limited to, the imposition of sanctions under Section 200.020(C), against students for conduct on or off University premises in order to protect the physical safety of students, faculty, staff, and visitors.

B. **Conduct** for which students are subject to sanctions falls into the following categories:

1. **Academic dishonesty**, such as cheating, plagiarism, or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.
 - a. The term **cheating** includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.
 - b. The term **plagiarism** includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material

that has been produced through collaboration with others without release in writing from collaborators.

- c. The term **sabotage** includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.
2. **Forgery, alteration, or misuse** of University documents, records or identification, or knowingly furnishing false information to the University.
3. **Obstruction or disruption** of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.
4. **Physical abuse** or other conduct which threatens or endangers the health or safety of any person.
5. **Nonconsensual sexual behavior** including but not limited to rape; sexual assault; nonconsensual sexual touching of the genitals, breast or anus of another person or the touching of another with one's own genitals whether directly or through the clothing; or exposing one's genitals to another under circumstances in which he or she should reasonably know that his or her conduct is likely to cause affront or alarm, or sexual harassment.
6. **Stalking** another by following or engaging in a course of conduct with no legitimate purpose that puts another person reasonably in fear for his or her safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed.
7. **Harassment** by engaging in a course of conduct directed at a specific person that serves no legitimate purpose that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.
8. **Invasion of privacy** by photographing or recording (using electronic or other means) another person in a state of full or partial nudity in a place where one would have a reasonable expectation of privacy without that person's consent, and distributing or transmitting that image without that person's consent.
9. **Participating in attempted or actual theft** of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.
10. **Unauthorized possession**, duplication or use of keys to any University facilities or unauthorized entry to or use of University facilities.
11. **Violation of University policies**, rules or regulations or of campus regulations including, but not limited to, those governing residence in University--provided housing, or the use of University facilities, or the time, place and manner of public expression.
12. **Manufacture, use, possession, sale or distribution of alcoholic beverages** or any controlled substance without proper prescription or required license or as expressly permitted by law or University regulations, including operating a vehicle on University property, or on streets or roadways adjacent to and abutting a

campus, under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri.

13. **Disruptive or disorderly conduct** or lewd, indecent, or obscene conduct or expression.
14. **Failure to comply** with directions of University officials acting in the performance of their duties.
15. **The illegal or unauthorized possession or use of firearms**, explosives, other weapons, or hazardous chemicals.
16. **Misuse in accordance with University policy of computing resources**, including but not limited to: Actual or attempted theft or other abuse.
 - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
 - e. Use of computing facilities to interfere with normal operation of the University computing system.
 - f. Knowingly causing a computer virus to become installed in a computer system or file.”

University of Missouri System, Collected Rules and Regulations, Chapter 200: Student Conduct

http://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.010_standard_of_conduct

Student Drop/Withdrawal

All requests for schedule changes, withdrawals, transcripts or payment plans must be sent directly to the appropriate UMKC personnel. The HSCP instructor is not responsible for any of these procedures.

A student may withdraw (drop UMKC classes) from a course up to 8 weeks after the start of the term and receive a 100% refund. After the 8th week of the term, a 50% refund and a W grade will be given (up to 10 weeks after the start of the term—there is no refund after the 10th week). The deadline to withdraw with a W or WF grade will be 12 weeks after the start of the term. Students must submit all **late withdrawal petitions** are required after the 12th week. Withdrawals must be initiated through the High School College Partnership office at 816-235-1165 or hscp@umkc.edu. When a student withdraws after the, a 'W' grade will be recorded on the student's UMKC transcript for each course. A change to a student's high school schedule does not automatically change the status at UMKC

Tuition

The tuition fees (per credit hour) University of Missouri---Kansas City. Bills will be sent to individual students. Payment plans are available. To make arrangements for a payment plan, call the Cashier's Office at 816.235.1365.

A student may not enroll for subsequent semesters until all accounts are paid in full. No copies of transcripts will be issued or further enrollments confirmed if any financial obligations are outstanding to the University.

Textbook Policy

Textbooks are provided to dual credit students. No additional fees are charged for textbook use beyond the regular dual credit tuition rate.

New High School Partners or Schools needing to replace textbooks:

High schools will simply place textbook orders directly with the UMKC bookstore by using the following email address: <mailto:UMKCHSCPtextbooks@umkc.edu>. Once the total number of books ordered, has been processed for payment and the total number of participating HSCP students are verified, which typically occurs at the end of the registration period, the cost of textbooks for those HSCP students will be reimbursed back to the school by the HSCP office. **Should textbooks be purchased through alternate sources, an invoice will be required for UMKC HSCP textbook reimbursement.**

Reminder: All textbooks purchases must have prior department approval for reimbursement.

Student Access

Students in dual credit courses must have Pathway which includes:

- Access to the dual credit instructor outside regular classroom hours
- Access to the library resources at the high school, the University or through electronic means
- Geographic access to student and academic support
- Access to course sites in disciplines with existing sites
- Access to a UMKC e---mail account
- Access to a UMKC student ID*
- Access to University athletic, performing arts, and other activities
- *Contact us for more specific information

Transcripts & Transferability

Grades and credits will be recorded on the University of Missouri---Kansas City permanent record and will be included in the student's UMKC cumulative GPA.

For students enrolling in University of Missouri---Kansas City after high school graduation, UMKC agrees to apply dual credit courses to a Baccalaureate Degree or Certificate Program.

Transcripts showing credit earned will be issued upon request by the student and payment as set forth in the University *Undergraduate Academic Catalog*. The acceptance of transfer credit and inclusion in the GPA lie within the domain of the receiving institution. For information on existing credit transfer agreements UMKC has with other institutions, please go to <http://www.umkc.edu/articulation/>.

Dual Credit FAQ's

What is dual credit?

Dual credit is a term used to indicate two forms of credit are being issued for one particular course. UMKC offers college credit for courses that occur in the high schools with qualified instructors and course content. High schools work with UMKC to seek approval for particular instructors and courses within their school. UMKC and the high school both transcript the students' grades.

What is the difference between dual credit and advanced placement courses?

Students enrolled in dual credit courses offered by University of Missouri---Kansas City earn actual college credit by successfully completing these courses. These courses can be transferred to other public and private colleges and universities into baccalaureate degree programs upon the receiving institutions approval.

Advanced placement courses are special sections of high school courses designated by the high school to prepare students for national Advanced Placement tests. Students may earn college credits for these courses that are recognized at colleges and universities across the country based upon their scores on these tests. Generally, students must earn scores of at least 3 and often higher, (on a scale of 1 to 5) on these national exams to earn college credit.

How are dual credit final grades recorded?

Final grades for dual credit courses will be reflected on both the student's high school transcript and on the college's permanent record. Because dual credit coursework becomes a permanent part of the student's college transcript, it is important for students to fully apply themselves in these courses: the grades earned under dual credit are permanent and cannot be removed from a student's academic record.

What are the cost benefits of taking a class as dual credit vs. as an undergraduate in college?

High school students choose Dual Credit courses through UMKC for the cost savings and course opportunities. Dual Credit courses help students finish college sooner.

2012-2013 School Year Costs

	Tuition	Room & Board with Meal Plan	Total
On Campus Student (12 credit hours of)	\$3,812.94 (including technology fees, athletic fees, student health fees, etc.)	\$9,284.00 (4---person double suite with 15 meals per week/\$250 flex cash)	\$13,096.94
Dual Credit Student (12 credit hours of classes)	\$1,080.36	N/A	\$1,080.36
		<i>SAVINGS OF</i>	<i>\$12,016.58</i>

Dual credit courses are \$90.03 per credit hour!

What qualifications must a dual credit instructor meet in order to offer dual credit courses through University of Missouri-Kansas City?

The Missouri Coordinating Board of Higher Education requires Dual Credit instructors to have a minimum of a master's degree that includes substantial study (a minimum of 18 graduate---level semester hours) appropriate to the academic field in which they are teaching. Approval of specific courses and respective dual credit instructor will be based upon credentials and recommendation of the appropriate Department Chair.

UMKC HSCP Course Process

The academic process for dual credit courses, including registration, payment, and withdrawal dates parallels that for University of Missouri---Kansas City on---campus courses. However, the schedule deadlines may be modified to accommodate the academic schedules of high schools at which the dual credit courses are offered.