



## 2024-2025 Student Dual Credit Handbook

*Southwest Baptist University is a Christ-centered, caring academic community preparing students to be servant leaders in a global society.*



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## Dual Credit Through Southwest Baptist University

SBU's dual credit courses are offered onsite in the high school classroom by qualified high school instructors for both high school and college credit.

### Guiding Principles

*Program and Curriculum Standards*



## *Assessment of Student Performance*

The responsibility for the development of assessment and evaluation measures to assure quality and comparability of dual credit courses resides with the on-campus college faculty in the appropriate academic discipline.

In general, comparability between the dual credit course taught in high school, and the corresponding course taught on the college campus should be demonstrated by using the same methods of assessment or identical testing procedures, and by employing the same means of evaluation, which will be supervised by the appropriate faculty on the college campus (CBHE 8.1).

Dual credit providers should compare the dual credit course to assessments of student learning outcomes in similar courses taught on-campus (CBHE 8.3).

## *Student Eligibility and Support*

Missouri statute allows high school students to enroll in dual credit courses. The eligibility of high school students to participate in dual credit courses may vary in accordance with the admission standards of the institution offering the courses in the high school. These requirements apply only to those dual credit courses taught at the high school by an approved high school instructor and do not apply to dual enrollment (CBHE 6.1).

To be eligible for dual credit courses, all prospective dual credit students must meet the same requirements for placement into individual courses, (e.g., English or mathematics) as those required of on-campus students (CBHE 6.2).

Students in the 11<sup>th</sup> and 12<sup>th</sup> grades interested in dual credit must meet the criteria listed below:

- Students in the 11<sup>th</sup> and 12<sup>th</sup> grades with an overall minimum grade point average of 3.0 are automatically eligible for dual credit courses.
- Students in the 11<sup>th</sup> and 12<sup>th</sup> grades with an overall grade point average between 2.5-2.99 must provide a signed letter of recommendation from their principal or guidance Counselor and provide written permission from a parent or legal guardian (CBHE 6.3). (These forms will be provided upon application.)

Students in the 9<sup>th</sup> and 10<sup>th</sup> grades interested in dual credit must meet the criteria listed below:

- Students in the 10<sup>th</sup> grade must have an overall minimum grade point average of 3.0, provide a signed letter of recommendation from their principal and guidance Counselor, and provide written permission from a parent or legal guardian. (These forms will be provided upon application.)
- Students in the 9<sup>th</sup> grade must have an overall grade point average of 3.0, score at the 90<sup>th</sup>





### *Dropping a Dual Credit Course*

To drop a dual credit class, the student must contact their Counselor/Dual Credit Coordinator, fill out the withdrawal form, and send it to [dualcredit@sbuniv.edu](mailto:dualcredit@sbuniv.edu) or mail the form to:

Southwest Baptist University  
Attn: Dual Credit Office  
4431 S Fremont Ave  
Springfield, MO 65804



## Payment *Online*

Students and parents/guardians will receive an email with a payment link (unique to the student) that will be sent after enrollment is confirmed. Payments can be made using a credit/debit card or ACH Bank transfer. Online payments are subject to processing fees. You are not required to make a full payment up-front.

You may make partial payments until your balance is paid off. To make a partial payment, select



*Course*





### *Transcript of Credit*

There is a charge of \$15 for each official transcript picked up in person at



## Dual Credit Student Calendar

Note: If the date falls on a weekend or holiday, the date will be the following Monday.

<b>Deadline</b>	<b>Event</b>
Aug 16	Dual Credit Office sends Dual Credit Coordinators link and instructions to apply for fall and yearlong courses <i>(Do not try to apply until your Dual Credit Coordinator provides you with a link. Using a link to a previous application could cause issues.)</i>
Sept 10	Last day to submit student applications for fall and yearlong courses
Oct 26	Last ACT test date that scores will be accepted for fall MAT and ENG courses
Nov 1	Accounts for fall classes paid in full. <i>(Students receive a monthly bill. They may not sign up for spring courses if they have a remaining balance.)</i>
Nov 1	Deadline for dropping fall classes because of a failing grade or not meeting the ACT requirement <i>(You will receive a refund if withdrawal form is sent by this deadline.)</i>
Dec 10	Dual Credit Office sends Dual Credit Coordinators link and application instructions for spring courses <i>(Do not try to apply until your Dual Credit Coordinator provides you with a link. Using a link to a previous application could cause issues.)</i>