Message from the Vice Chancellor

Metropolitan Community College is proud to work in partnership with your local high school to provide opportunities for high-performing high school students to experience challenging, high-quality, college-level courses while at the same time completing high school requirements. Research has shown that high school students who are challenged with college-level expectations are better prepared to succeed when they subsequently undertake studies on a college campus.

Because dual credit courses are taught at the college-level, only those students who have prepared themselves for college studies as indicated by their high school grades and test scores are eligible to enroll. Students interested in challenging themselves academically while accelerating their progress toward a college degree at an affordable cost must prepare themselves by succeeding at high levels in the high school courses that prepare them for these challenges.

Metropolitan Community College (MCC-Kansas City) is committed to providing a very high-quality dual credit experience, and specifically ensuring that a dual credit course taught in your high school is as close to identical as the same course taught on one of our campuses. This means that MCC faculty will work with your high school teachers to ensure comparability of the coursework and assessment measures.

MCC also adheres strictly to guidelines and standards for dual credit courses published by the Missouri Coordinating Board for Higher Education (CBHE). These standards address such issues as student eligibility requirements, teacher qualifications, and college oversight of dual credit courses. By ensuring compliance with these standards, MCC ensures that the dual credit courses that it offers in partnership with your high school will be accepted in transfer at Missouri colleges and universities in the same way as the as the same courses taken on one of our campuses. Many students have found that dual credit courses may also transfer to out-of-state colleges and universities, both public and private; however, MCC can only guarantee dual credit course transfer to Missouri institutions under the jurisdiction of CBHE.

We at MCC are pleased to support your high academic goals through our educational partnership.

Paul Long
Vice Chancellor
Academic Affairs and Technology
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MCC Purpose

MCC offers dual credit courses to provide high-performing high school students with challenging, high-quality, college-level course work. Dual credit course work challenges the high school student who has completed, or nearly completed, the high school curriculum. Dual credit courses also enrich and extend the high school curriculum, provide introductory college experiences, and help students accelerate their progress toward and reduce the cost of earning college degrees. The program helps to avoid unnecessary duplication in course work as students move from high school to college. MCC’s dual credit program ensures that course content and course requirements of dual credit courses are directly comparable to the same courses taught on the college campuses.

The Vice Chancellor of Educational Services is responsible for certifying to the Coordinating Board for Higher Education (CBHE) that MCC is in full compliance with CBHE guidelines on dual credit. Compliance with CBHE standards ensures that dual credit courses will be accepted in transfer to Missouri colleges and universities in the same way as the same courses taken on one of the campuses of Metropolitan Community College.
Program Description

What is dual credit?
Dual credit is a program that allows qualified high school students to enroll in college-level classes that earn both high school and college credit. The program is operated jointly by the high school and Metropolitan Community College-Kansas City, and students receive credit at both institutions upon successful completion of dual credit courses.

Who is eligible to take dual credit courses?
Only students who have demonstrated their ability to succeed in rigorous academic work are eligible to enroll in dual credit courses. In most cases, only those students with GPAs of 3.0 or higher are eligible to enroll.

What dual credit courses are usually offered?
MCC offers a full-range of lower-division general education courses as dual credit including introductory college-level courses in English composition, Speech, foreign language, history, psychology, sociology, math, biology, chemistry, and physics. In some cases, technical and career courses in fields such as business, computer science, drafting, automotive, and child growth and development might also be offered as dual credit courses.

What is the difference between dual credit and advanced placement courses?
Students enrolled in dual credit courses offered by one of the Metropolitan Community College campuses earn actual college credit by successfully completing these courses. These courses transfer to nearly all public and private colleges and universities in Missouri and Kansas City area – just as any MCC course would transfer. State policy requires all public institutions in the state to accept a minimum of five dual credit courses, as long as these meet state guidelines for dual credit courses. MCC’s dual credit courses meet all state quality guidelines and are accepted in transfer throughout the state. MCC dual credit courses may also be accepted by out-of-state institutions, but this is not guaranteed by state policy and will require students to contact the institutions directly.

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.
MCC Campus Contacts

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Basil Lister
Associate Dean of Instruction
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Basil.Lister@mcckc.edu

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Administrative Center
Fran Padow
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Fran.Padow@mcckc.edu
Dual Credit Program Structure

At MCC, responsibility for dual credit courses rests with the same academic administration that is responsible for all credit courses delivered on the college campuses. MCC administrators collaborate to ensure appropriate coordination in the delivery of dual credit courses across the district, including setting deadlines for approving new dual credit courses and those offered via non-traditional delivery mechanisms, developing common marketing and communications materials, monitoring uniform implementation of dual credit policies and procedures.

Roles and Responsibilities

The Vice Chancellor of Academic Affairs and Technology is responsible for:
- certifying to the Coordinating Board for Higher Education (CBHE) that MCC is in full compliance with CBHE guidelines on dual credit.
- Submitting an annual report verifying MCC’s compliance with state policy guidelines.

Deans of Instruction are responsible for:
- assuring the quality and supervising the delivery of dual credit courses.
- ensuring that dual credit courses duplicate as closely as possible the same courses offered on the college campus.
- certifying dual credit faculty to ensure the same qualifications are met as are required of adjunct faculty to teach the same courses on campus.

Division Chairs are responsible for:
- the design and delivery of dual credit courses in much the same way that they collaborate in designing and delivering on-campus credit courses.

Discipline Mentor Faculty are responsible for:
- reviewing samples of student’s work.
- providing 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.
- conferring a minimum of three times per semester 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.
- overseeing the assessment of student outcomes to ensure that such assessments are comparable to those required of students enrolled in on-campus courses.
High School Dual Credit Faculty are responsible for:
- collaborating with MCC Division Chairs and designated MCC discipline mentor faculty in the design and delivery of dual credit courses.
- attending dual credit orientation meetings.
- providing a syllabus, assignments, evaluations and samples of student work to ensure that the course is equivalent.
- verifying the class roster.
- providing samples of student work to MCC discipline mentor faculty.
- meeting with MCC discipline mentor faculty.
- submitting grades in a timely manner.

High School Dual Credit Counselors and Coordinators are responsible for:
- determining student eligibility and providing data to MCC.
- arranging placement testing as required.
- assisting in the enrollment process.
- serving as a liaison between the high school and MCC.
- attending MCC dual credit meetings.
Dual Credit Faculty

Faculty Qualifications
In order to ensure that dual credit faculty meets the same qualifications required of adjunct faculty to teach the same courses on campus, the following guidelines are maintained. Dual credit faculty are subject to the same evaluation systems and procedures. The Dean of Instruction certifies faculty qualifications through transcripts and employment applications.

- For faculty teaching general education courses, the standard is a master’s degree in the discipline to be taught, or a master’s degree in a related field with 45 credit hours in the teaching discipline, 18 of which are at the graduate level.

The MCC academic dean may determine that certain exceptional experiences are equivalent to some coursework for the purposes of qualifying to teach dual credit courses. The final decision for faculty qualification rests with the appropriate MCC academic administrator.

Career and technical education faculty, for both dual credit and on-campus courses may substitute exceptional work experience in the discipline, or 20 credit hours in the teaching discipline for the master’s degree at the discretion of the MCC dean.

Faculty Support
Dual credit faculty are provided the same professional development opportunities provided to adjunct faculty. This includes access to MCC professional development activities, the fitness center, tuition waiver for MCC courses, and stipends to attend selected professional development activities designated by the academic administration of the college. Dual credit faculty are also provided the same support provided to adjunct faculty and are subject to the same evaluation systems and procedures.

Each dual credit instructor is assigned an on-campus faculty member to 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. The mentor faculty member may be a full-time faculty member or retired faculty member in the teaching discipline or a related discipline in the same academic division of the college. Mentor faculty may be assigned to more than one dual credit faculty.

MCC mentor faculty members confer a minimum of three times per semester with each dual credit instructor, including an orientation session that establishes agreement regarding course syllabi, approved texts, course assignments and requirements, and student outcome assessment. Such conferences may include meetings on campus or at the high school site, as well as other phone and e-mail communication, and these are documented for reporting purposes.

Dual credit faculty are evaluated by students and mentor faculty according to the same schedule and procedures used for adjunct faculty. That is, all dual credit faculty are evaluated for the first two semesters that they teach a course and biannually thereafter. This evaluation is composed of a classroom visit and follow-up conference with the mentor faculty member, and the administration of student evaluation forms.
Discipline mentor faculty are also responsible for overseeing the assessment of student outcomes to ensure that such assessments are comparable to those required of students enrolled in on-campus courses. This oversight includes reviews of selected students work including:

- final examinations
- assignments
- projects
Student Eligibility

Dual credit students must meet or exceed all eligibility requirements for enrolling in MCC courses. Specifically, dual credit students must meet all prerequisite requirements for any course, including satisfactory placement test scores in English, reading and mathematics as required by MCC policies for all students.

Because they are by definition high school students, students enrolled in dual credit courses that are intended to transfer to other colleges and universities in the state must meet the higher eligibility requirements for enrollment in college courses established by the Missouri Coordinating Board for Higher Education (CBHE). These include minimum grade point average requirements, satisfactory scores on subject matter tests, and recommendation of high school principal or counselor.

Specifically, to enroll in dual credit courses intended to transfer to other Missouri colleges and universities, high school juniors and seniors must earn and maintain a cumulative high school grade point average of 3.0 on a 4.0 scale. They must have proficiency in the subject area of the dual credit course as indicated by nationally normed tests where these are applicable, and they must have the recommendation of their high school principal or counselor to enroll in dual credit courses.

Only in exceptional cases, a student and high school counselor or principal may request an exception to these CBHE eligibility rules for dual credit college transfer courses based upon a student’s demonstrated ability to benefit from dual credit courses by a combination of GPA, subject matter proficiency as demonstrated by test scores, and performance in prerequisite courses.

High school freshmen and sophomores who wish to enroll in dual credit courses must meet all published eligibility requirements and must score in the 90th percentile or higher on the SAT or ACT exam. On an exception basis, students may demonstrate their eligibility by performance at or above the 90th percentile on comparable, nationally normed tests as recommended by the high school guidance counselor and approved by the appropriate MCC academic administrator.

Because CBHE eligibility guidelines do not apply for courses that are part of career and technical programs, and therefore not intended primarily for transfer to other Missouri colleges and universities, students who have not earned a 3.0 GPA may demonstrate their ability to benefit from dual credit courses in career and technical fields by a combination of grade point average, test scores, recommendations, and high levels of performance in prerequisite courses. Students with high school GPAs less than 2.5 will generally not be eligible for dual credit. The final decision for student eligibility for career and technical courses rests with the appropriate MCC academic administrator.

To apply for admission to MCC, go to http://mcckc.edu/main.asp?G=getStarted
Assessment of Student Academic Performance

Students enrolled in dual credit courses are subject to the same assessments of student academic achievement as all other MCC students. Dual credit students must pass entry-level skills assessments in order to be placed in college-level English and Math courses. The performance of dual credit students in any course must also be assessed by the same summative measures used for on-campus students in the same courses, such as final common exams, capstone projects, portfolios, or other performance measures.

Dual credit students must also participate in assessments of general education competencies and, if appropriate, assessment of competencies in an academic major, in the same way that these assessment are implemented for all MCC students.

Student Support
MCC dual credit students are provided access to on-campus support services, including counseling and advising, library services, learning support (tutoring) services, and access to student activities. MCC also works with high schools to ensure that dual credit students have access to needed resources on the high school campus.

Transferability of Credit
MCC accepts dual credit courses as equivalent to their on-campus counterparts as a matter of principle. MCC accepts in transfer dual credit courses completed at other colleges and universities without limit from any institution that is certified by CBHE as adhering to its dual credit guidelines. Dual credit courses are accepted in transfer according to all applicable articulation agreements and recognized course equivalency agreements.

Dual credit courses from MCC transfer to all public colleges and universities in Missouri, and to all but a very small number of private colleges and universities in the state. Some Missouri institutions may limit the number of dual credit courses they accept to five courses, but most do not have hard limits. It is very important to check with colleges and universities that you plan to attend to determine in advance their policies for accepting dual credit courses. Many students have found that dual credit courses may also transfer to out-of-state colleges and universities, both public and private; however, MCC can only guarantee dual credit transfer to Missouri institutions under the jurisdiction of CBHE.

Counselors and advisors at the Metropolitan Community College campuses can assist in providing this important information. The student should contact the college they plan to attend to find out how the course transfers into the major.
**Dual Credit Course Process**

The academic process for dual credit courses, including registration, payment, and withdrawal dates parallels that for MCC 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.

**Student Enrollment and Fees**

The Board of Trustees of Metropolitan Community College annually sets tuition and fees for all MCC courses and programs. MCC charges dual credit students at any area high school according to the same predetermined schedule of tuition and fees. Dual credit tuition and fees may be different from those set for on-campus courses, but they are the same at all high schools. MCC administration monitors costs in dual credit programs and sets tuition and fees in direct relationship to these costs.

Enrollment for dual credit courses is arranged by the high school. College tuition is paid to Metropolitan Community College at the rate of half of the cost of attending courses on one of the MCC campuses. Dual credit tuition is billable and due in full at the time of enrollment. The school or the student will be billed as established in the dual credit agreement.

For more information on tuition and fees for all of the MCC campuses, please go to [http://mcckc.edu/main.asp?P=EPTuitionFees](http://mcckc.edu/main.asp?P=EPTuitionFees). The amount of tuition depends on where a student lives.

- “In District” rate if you are a resident of any of the following school districts:
  Belton, Blue Springs, Center, Fort Osage, Grandview, Hickman Mills, Independence, Kansas City, Lee’s Summit, North Kansas City, Park Hill, Raytown

- “Out of District” rate if you live in Missouri but in some school district other than those listed above.

**Returned Checks**

Checks returned by the bank are deposited a second time. If the check is returned again, your account is placed on restriction and is charged the amount of the check plus a $25 fee. Students on restriction cannot enroll or receive grades or transcripts. You also lose check-writing privileges at MCC for one year. Any returned check not paid will be referred for outside collection actions.
Metropolitan Community College – Dual Credit Agreement

This dual credit agreement is made and entered between the Junior College District of Metropolitan Kansas City, Missouri (MCC) and the ____________ School District at the _____________________.

MCC agrees to award ___ credit hours of credit for the college course ______________ and the School District agrees to award ___ unit(s) of credit for the secondary school course ______________ contingent upon both institutions agreeing to and abiding by the following guidelines.

1. Each high school student must meet the MCC Dual Credit Guidelines for Academic and Occupational Programs

2. The above mentioned course will be scheduled as follows:

<table>
<thead>
<tr>
<th>Fall Semester Course</th>
<th>Spring Semester Course</th>
<th>Year-Long Course</th>
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</thead>
<tbody>
<tr>
<td>Date class begins:</td>
<td></td>
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<tr>
<td>Date class ends:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time of day class begins/ends:</td>
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<tr>
<td>Days of the week class is taught:</td>
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<tr>
<td>Minutes per week:</td>
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<tr>
<td>Weeks per semester:</td>
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</tr>
<tr>
<td>Total minutes of instruction:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent lecture:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent lab (if applicable):</td>
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</tbody>
</table>

3. Prerequisite(s) (e.g., courses) __________________________________________

4. This MCC course will be taught by ______________ who has been approved as a part-time faculty member by a college division chair. This instructor will be certified as a part-time faculty member upon completion of the MCC employment process.

   Note: The Coordinating Board for Higher Education (CBHE) regulations require Masters’ degree with at least 18 graduate hours in the related field for general education courses.

   Credentials of part-time faculty member: __________________________

5. The textbook used for the above mentioned course will be:

   Title: ______________________
   Author: _____________________
   Edition: ____________________
   Publisher: ___________________
6. The instructor agrees to teach the course content as described in the MCC Course Information Form (CIF) including the attached course outline/syllabus. An individual instructor’s personalized syllabus must be prepared and distributed to students on the first day of class and a copy filed with the Division Chair and the Dean of Instruction.

7. The dual credit course and part-time faculty member will be evaluated in accordance with the MCC policies.

8. The school district will pay for the instructors, the cost of regular supplies and materials, and will set student textbook provision policies and practices.

9. Students enrolling in the above mentioned course will be charged a tuition fee of _____ for in-district residents and ______ for out-of-district Missouri residents.

**Check one:**

___ Tuition will be paid directly to the college by the student at the time of enrollment, by either personal check or credit card. Tuition will be collected by ____________________________.

___ The college will bill the school district.

X___ The college will bill the student at the student’s home address at the time of enrollment and will require payment within 10 business days to guarantee that enrollment.

10. Upon written confirmation of an individual student’s graduation from high school and upon request of the student, MCC will provide an official transcript showing total credit hours accumulated, both in dual credit and in regular classroom settings.

11. Other:

**SIGNATURES**

<table>
<thead>
<tr>
<th>MCC OFFICIALS</th>
<th>SCHOOL DISTRICT OFFICIALS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MENTOR FACULTY</td>
<td>INSTRUCTOR</td>
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</tr>
<tr>
<td>DATE</td>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>DIVISION CHAIR</td>
<td>DISCIPLINE COORDINATOR</td>
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<tr>
<td>DATE</td>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>DEAN OF INSTRUCTION</td>
<td>ADMINISTRATOR</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>VICE CHANCELLOR</td>
<td>ADMINISTRATOR</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>
Metropolitan Community Colleges
Dual Credit Faculty – Classroom Observation Report

Date________________Course___________________Instructor____________

In each of the five areas, which follow, please comment on your observations in response to the question. Possible areas of comments are suggested in the parentheses.

I. KNOWLEDGE OF SUBJECT
How well does this instructor demonstrate knowledge of the subject he/she is assigned to teach?
(Exhibits an accurate, up-to-date knowledge of the subject; summarizes and synthesizes content; demonstrates the importance and significance of the subject and relates it to real life situations; promotes the acquisition of factual information and/or fundamental principles; generalizations or theories.)

Comments: (Strengths of weaknesses)

II. ORGANIZATION OF CLASS
How well does this instructor select and prepare the materials and format for the courses he/she is assigned to teach?
(Objectives and/or course syllabus gives the students a clear overview of the material to be covered and relates it to the objectives of the course; organizes the presentation in an effective way and at an appropriate pace; frames the class session so that students understand how the material fits with that studied previously or to be undertaken.)

Comments: (Strengths or weaknesses)

III. CLASSROOM MANAGEMENT
How well does this instructor perform responsibilities related to management of the classroom?
(Deals with disruptive or dominating students effectively; arrives on time prepared to begin class; brings the period to conclusion in a timely manner.)

Comments: (Strengths or weaknesses)
IV. INSTRUCTIONAL TECHNIQUES
How effective are the instructional techniques used by this instructor?
(Clearly communicates the subject matter verbally, handwriting was legible; uses a
variety of teaching techniques, materials, and support services; promotes class discussion
(where appropriate) as opposed to asking for mere responses to questions; exhibits
enthusiasm for the subject; makes the class challenging, thought-provoking, and
interesting; uses clear and understandable questions; makes assignments of a reasonable
length and level.)

Comments: (Strengths or weaknesses)

V. STUDENT RAPPORT
How well does the instructor work with students?
(Exhibits an attitude toward students that encourages learning and active participation in
the class; displays concern for student learning and development; displays sensitivity to
student problems and points of view.)

Comments: (Strengths or weaknesses)

VI. REVIEW OF STUDENT WORK
How well do the students assignments and assessments of student assignments
assure college-level work?
(Student work and assessment of that work clearly demonstrates that required of college-
level classes.)

Comments: (Strengths or weaknesses)

NOTE: This observation report is intended as a working document only. Comments or
observations are for administrative purposes that pertain to dual credit only. This
observation report is unrelated to school district evaluation.
Metropolitan Community College
DUAL CREDIT FACULTY OBSERVATION REPORT

<table>
<thead>
<tr>
<th>For use by classroom observer:</th>
<th>For use by Division Chair:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Satisfactory (Unconditional)</td>
<td>☐ I have reviewed and accepted the comments of the classroom visitor/observer.</td>
</tr>
<tr>
<td>☐ Satisfactory, but could use improvement as noted.</td>
<td>☐ A follow-up visit has been/will be made.</td>
</tr>
<tr>
<td>☐ Unsatisfactory</td>
<td>☐ The student experience summary is attached.</td>
</tr>
<tr>
<td>☐ Areas for potential improvement have been discussed with the faculty member observed, or a meeting time has been scheduled.</td>
<td>☐ I recommend this instructor to continue to teach dual credit courses.</td>
</tr>
<tr>
<td>☐ A follow-up visit is recommended.</td>
<td></td>
</tr>
</tbody>
</table>

Visitor/Observer __________________________ Date _____________

Division Chair __________________________ Date _____________

Approved by Dean:

Dean __________________________ Date _____________

For use by faculty member:

☐ I have received my copy of the classroom observation report.

☐ I understand that this observation report is for the purpose related to dual credit and is unrelated to school district evaluation.

Faculty Observed __________________________ Date _____________

Date Filed

Summary Comments to be completed by classroom observer
Please include any recommendations for improvement including professional development and/or continuation of course offering.

Distribution: Original to Dean Copy 1 to Division Chair Copy 2 to Faculty Member Observed