



# Metropolitan Community College

Blue River | Business & Technology | Longview | Maple Woods | Penn Valley

**Metropolitan Community College  
Dual Credit  
Dual Enrollment  
Handbook**

**2020-2019**

*Preparing students, serving communities, creating opportunities.*



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# Section I: Dual Credit



## MCC Purpose

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

Students enrolled in dual credit courses are subject to the same assessments of student academic achievement as all other MCC students. The course syllabus and content is approved by MCC to ensure academic rigor.

## MCC Standards

MCC 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 set by HLC, 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 high schools will be accepted in transfer at Missouri colleges and universities in the same way 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. The Vice Chancellor of Instruction/Chief Academic Officer is responsible for assuring that we meet guidelines to the Coordinating Board for Higher Education (CBHE) that MCC is in full compliance with CBHE guidelines on dual credit.

## MCC Contacts

Contact the campus nearest you for more information, inquiries for instruction, enrollment, admissions and billing. Contacts for each campus is found in [Appendix A](#).

## Ways to earn college credit

[Appendix F](#) compares dual credit, dual enrollment, and other ways to earn college credit while in high school.



## 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, and students receive credit at both institutions upon successful completion of dual credit courses.

### **Partnership Agreement**

The Missouri Department of Education “encourages and supports partnerships between secondary schools and public two-year colleges including such initiatives as dual credit which allow secondary students to receive both high school and college-level credit for college-level courses” and provides the rules and regulations for partnership agreements. Statutory authority resides in RSM 167.2231.

Metropolitan Community College has partnership agreements in place for dual credit participants. Reasonable attempts to accommodate high school block/AB scheduling will be made. Classes run according to college calendar, guidelines, and specifications.

## 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 the recommendation of the high school principal and/or counselor.

Because CBHE eligibility guidelines do not apply for courses that are part of career and technical programs, because they are 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 previous 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 Vice Chancellor of Instruction/Chief Academic Officer.



## Eligibility Requirements

### *Who is eligible to take dual credit courses?*

Dual credit students must be admitted to MCC and have all of their paperwork completed at the time of registration. This includes having GPA confirmed by the school counselor, placement testing completed, and intent to enroll form with signatures on file with the college. Students will need to act on their own behalf and will need to present a photo ID for any transactions at the college. Talk to your high school for costs and payments.

Eligibility requirements include:

- Juniors and Seniors with a 3.0+ cumulative GPA are eligible without a letter of recommendation.
- Juniors or Seniors must have a 2.5 -2.99 cumulative GPA (requires signature of high school Dual Credit Counselor and Parent on “Intent to Enroll” (ITE) and a letter of recommendation from principal or counselor.
- Sophomores must have a 3.0 cumulative GPA AND signature of HS DC Counselor and Parent on ITE and recommendation letters from the principal and school counselor.
- Freshmen must have a 3.0 cumulative GPA AND a composite score at the national 90<sup>th</sup> percentile or above on the ACT or SAT and signature of HS DC Counselor and Parent on ITE, and recommendation letters from the principal and school counselor.
- ACT or college placement exam scores within the eligibility range.

\*Note: GPA calculation is unweighted

## Grades

### *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 student’s permanent college 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.

## Course Offerings

*What dual credit courses are usually offered?*

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

Each MCC campus and school will complete a Course Information Form per class offered. See [Appendix D](#) for example. For administrators, see [Appendix E](#) for the timeline to identify courses offered and hire faculty.

### **Sample Dual Credit Course Offerings (subject to available HS faculty)**

The most common course offerings for dual credit include:

#### **COMM 100 FUNDAMENTALS OF SPEECH**

3 credits. 3 hours. (Lecture 3 hours)

*Prerequisite: ENGL 90 with a minimum score of S or appropriate placement score.*

An introductory public speaking course including practical application of speaking and listening skills. The emphasis will be on the organization and delivery of subject matter.

#### **ENGL 101 COMPOSITION & READING I**

3 credits. 3 hours. (Lecture 3 hours)

*Prerequisite: ENGL 90 with a minimum grade of S or appropriate placement score.*

Focus on instruction in the composing process that includes exploration of ideas through reading, methods of writing development, and use of writing conventions. Instruction takes students from reflective expression to critical analysis through writing.

#### **ENGL 102 COMPOSITION & READING II**

3 credits. 3 hours. (Lecture 3 hours)

*Prerequisite: ENGL 101.*

Students are asked to analyze and evaluate persuasive essays for the writer's use of logical thinking. Students will develop research skills for the purpose of creating documented essays that reflect critical thinking and logical argument.

#### **HIST 120 UNITED STATES HISTORY TO 1865**

3 credits. 3 hours. (Lecture 3 hours)

Survey of American history and institutions from pre-Columbian times through the Civil War.

Examines economic, social, cultural, intellectual, and political development. Federal and Missouri constitutions.

#### **HIST 121 UNITED STATES HISTORY SINCE 1865**

3 credits. 3 hours. (Lecture 3 hours)

Survey of American history and institutions from the Civil War to the present. Examines economic, social, cultural, intellectual, and political development. Federal and Missouri constitutions.

## 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, and monitoring uniform implementation of dual credit policies and procedures.

### Roles and Responsibilities

The Vice Chancellor of Instruction/Chief Academic Officer is responsible for:

- Provide assurance documents to the Coordinating Board for Higher Education (CBHE) that MCC is in full compliance with the CBHE guidelines on dual credit.
- Submitting an annual report verifying MCC's compliance with state policy guidelines.
- Final approver of new instructor qualifications.

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 collaboration, design and delivery of dual credit courses in much the same way that they collaborate in designing and delivering on-campus credit courses.

Discipline Dual Credit Coordinator/Faculty Mentor are responsible for:

- 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.
- Overseeing the assessment of student outcomes to ensure that such assessments are comparable to those required of students enrolled in on-campus courses.
- Dual credit instructors will be evaluated the first two semesters and then every fourth semester in accordance with MCC's adjunct quality policy.

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. (Only new dual credit instructors are required to attend).



- Providing a syllabus to ensure that the course is equivalent. The MCC mentor may also ask for tests and grades.
- Verifying the class roster.
- Providing samples of student work to the MCC discipline mentor faculty if requested.
- Meet periodically with the MCC discipline mentor faculty.
- Submitting grades in a timely manner.

High school Dual Credit Coordinators and counselors 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.

## Dual Credit Faculty

### Faculty Qualifications

Dual credit faculty must meet the same qualifications required of adjunct faculty to teach the same course(s) on campus. Dual credit faculty are subject to the same evaluation systems and procedures as adjunct faculty teaching at MCC. The dean of instruction, in consultation with faculty, 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, 18 credits of which are at the graduate level.
- Career and technical education faculty, for both dual credit and on-campus courses may substitute verifiable work experience in the discipline, or 20 credit hours in the teaching discipline for the master's degree upon approval from the Vice Chancellor of Instruction/Chief Academic Officer.

### Faculty Support

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 at least once 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 every fourth semester thereafter. This evaluation is composed of a classroom visit.

Faculty/course evaluations are given to each dual credit student each semester. The faculty evaluation is sent to the dual credit faculty for review and signature. A summary of the student evaluation is sent to the Mentor, the MCC Division Chair, the dean of instruction, and to dual credit faculty.

### Disciplinary actions

- A. Steps for non-compliance HS instructor not responding to faculty mentor
  - 1) Faculty coordinator contacts Chair (follow adjunct process), may go up to Dean



- i) DC can provide contact to HS counselor and HS administration to HS admin can intervene/get communication going. If problem persists,
  - 2) Coordinator and campus admin meet with HS instructor and admin
  - 3) If not resolved, may result in course being discontinued and instructor removed from MCC HR system
- B. Steps for poor faculty observations
- 1) Faculty coordinator meets with instructor
  - 2) Dean, HS coordinator and instructor may also meet as a 2nd step
  - 3) Follow-up observation is conducted
  - 4) If problem persists, course may be discontinued, and instructor removed from MCC HR system
- C. Course does not match MCC course information form or course expectations for rigor
- 1) Faculty coordinator meets with instructor. If problem persists,
  - 2) Dean and HS coordinator may also meet as a 2nd step
  - 3) Follow-up observation is conducted
  - 4) If problem persists, course may be discontinued, and instructor removed from MCC HR system

## 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 and support (tutoring) services.

### 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.

In general, 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 set by MCC.

### Steps to Enroll

#### **STEP 1: Determine eligibility.**

Courses that are offered for college credit vary per high school. To be considered, a student must be enrolled in a high school class that is considered dual credit.

- Juniors and Seniors with a 3.0+ cumulative GPA are eligible without a letter of recommendation.
- Juniors or Seniors must have a 2.5 -2.99 cumulative GPA (requires signature of high school Dual Credit Counselor and Parent on ITE (Intent To Enroll form) and a letter of recommendation from principal or counselor.
- Sophomores must have a 3.0 cumulative GPA AND signature of high school Counselor and Parent on ITE and recommendation letters from the principal and school counselor.
- Freshmen must have a 3.0 cumulative GPA AND a composite score at the national 90<sup>th</sup> percentile or above on the ACT or SAT and signature of high school Counselor and Parent on ITE, and recommendation letters from the principal and school counselor.
- ACT or college placement exam scores within the eligibility range.

\*Note: GPA calculation is unweighted

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. Specific courses have qualifying placement test scores or ACT scores, which can be found in [Appendix B](#).

Students who do not meet the minimum placement scores may schedule a time to retest with the school counselor during scheduled test times.

Students with a high school GPA of 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 Vice Chancellor of Instruction/Chief Academic Officer.

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**STEP 2: Complete an online application for admission to MCC.**

If you have not applied for admission, you will not be able to test or be enrolled. The MCC ID generated from the application is required on the ITE (intent to enroll) prior to submission. To apply for admission please go to [www.mcckc.edu/apply](http://www.mcckc.edu/apply) and complete the information requested.

Applicants will receive an e-mail at the e-mail address they provide on the application; this will contain their MCC Student ID number and temporary password to access their myMCCKC student account. If a student does not receive this email, they should check to make sure it did not go to their SPAM folder.

**STEP 3: Complete and submit paperwork from dual credit information packet.**

Students will be required to submit the following forms before being enrolled in dual credit courses:

- Student Consent to Release Information form
- Dual Credit Student and Parent Consent Form
- Dual Credit Enrollment Form (example on page 13)
- Official copy of ACT scores (if used instead of placement exam)

The consent to release information form and the Intent to enroll form can be found online at <https://mcckc.edu/high-school-info/dual-credit/>.

**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. 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/tuition>. The amount of tuition depends on where a student resides, in district, out of district, or out of state.

As of April 2019, “In District” rate applies 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

### **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.

## **Transcript Requests**

### **Requesting a Metropolitan College Transcript:**

Students may request an official MCC transcript online through their myMCCCKC Student Center portal. Mailed transcripts are free of charge. Electronic transcripts can also be ordered through the National Student Clearinghouse. Please visit [www.mcckc.edu/transcripts](http://www.mcckc.edu/transcripts) for more information.

## DUAL CREDIT ENROLLMENT Form (Example)

Student Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ MCC ID # \_\_\_\_\_

Mark an X next to any classes you are taking for college credit during the fall semester. Use blue or black ink only.

**COMPLETE FORMS ARE DUE TO YOUR INSTRUCTOR NO LATER THAN THE END OF DAY THURSDAY, JANUARY 17, 2019.**

Course Selection	High School Class	College Class	Class Meets	Instructor	Course #	Cr. Hrs.	Cost	Instructor Approved/Denied
	Fundamentals of Speech	COMM 100	9:15-10:05 MTF 9:03-10:36 W	K. Penechar	14564	3		
	Comp & Read II	ENGL 102	8:19-9:08 MTF 9:33-11:06 Th	S. Renfrow	12980	3		
	Comp & Read II	ENGL 102	11:31-12:57 MTF 11:11-1:07 W	S. Renfrow		3		
	Comp & Read II	ENGL 102	1:02-1:51 MTF 1:12-2:45 Th	S. Renfrow	15632	3		
	Comp & Read II	ENGL 102	7:25-8:14 MTF 7:25-8:58 W	S. Meek	15634	3		
	Comp & Read II	ENGL 102	8:19-9:08 MTF 9:33-11:06 Th	S. Meek	18349	3		
	Comp & Read II	ENGL 102	9:13-10:02 MTF 9:03-10:36 W	S. Meek	18350	3		
	American History 121	HIST 121	10:37-11:26 MTF 11:11-1:07 Th	J. Burton	11862	3		
	Modern Western Civilization	HIST 134	1:02-1:51 MTF 1:12-2:45 Th	J. Burton	18351	3		

- Students must have successfully completed ENGL 101 with at least a "C" to be eligible to enroll in ENGL102 for dual credit.

**FOR COUNSELOR/SCHOOL ADMINISTRATION USE ONLY - If using the student's ACT composite score to determine eligibility for COMM 100, HIST 121 and/or HIST 134, please provide a copy of the ACT test score summary. A current GPA is needed for all students.**





**\*An official copy of ACT scores is required if used instead of Accuplacer**

ACT Date Taken:			Accuplacer			GPA
Composite	English	Math	Read	Write	Math	

**Student's enrollment is:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason: GPA \_\_\_\_\_ Test Scores \_\_\_\_ Other \_\_\_\_\_

**By signing this form, you confirm that the information provided here is correct:**

High school Dual Credit Counselor/Administrator Signature \_\_\_\_\_

High school Dual Credit Counselor/Administrator (Print name) \_\_\_\_\_

Date \_\_\_\_\_

The section of the form that is completed by the designated high school official cannot be altered by the college representative and cannot be left blank. If a student's form is incomplete, they will not be able to register.

The high school official must indicate the course(s) in which the student is approved to enroll. Students may only enroll for approved subjects. If a course needs to be changed, either a new form is required or an indication is needed on the form noting that the designated high school official has approved the course change.

## Dropping or Withdrawing from a Course

Withdrawing is a formal withdrawal from a course. It is done by the withdrawal date included in the enrollment packet and shows as a “W” on the student’s transcript. This shows the course was attempted, but it does not factor into the student’s grade point average.

MCC enrolls dual credit students once all enrollment steps are completed and approved. If a student wishes to drop a dual credit course and not be charged, a withdrawal form must be completed and submitted to the dual credit coordinator. To have charges removed or reduced, you must officially drop the classes within the designated refund period as defined on the MCC website at <http://mccckc.edu/pay/refunds.aspx>. After the deadline, the student will be responsible for the full cost of the course.

If the student wishes to withdraw from a dual credit course and not receive a course grade, a withdrawal form must be submitted to the dual credit coordinator by the academic assessment deadline in the first 75% of the term. A “W” will be posted on the official college transcript. Students should be aware that transcribed Ws can negatively affect financial aid eligibility in the future.

See [Appendix C](#) for Drop Form.

## Financial Information

### Payment Deadlines

Students who register for classes are required to pay their tuition and fees by the deadline posted at <https://mcckc.edu/pay/paymentoptions.aspx>. MCC will mail student statements or invoices. Students who do not pay account balances by the applicable payment deadline are subject to courses being dropped for non-payment.

### Financial Responsibility

Students are responsible for paying all college charges. If payment from an external source becomes unavailable or is insufficient to pay charges, students must pay the balance immediately. If there are outstanding charges, a financial hold will be placed on the account restricting future enrollment and release of academic records. MCC will begin immediate collection efforts that may include placing the account with the Missouri income tax intercept program.

### Returned Checks

Checks returned by the bank as Insufficient are deposited a second time. If the check is returned again, the MCC account is placed on restriction and is charged the amount of the check plus a \$25 fee. Students on restriction cannot enroll, receive grades and/or transcripts. The student account will also have no check-writing privileges for one year from the point the returned check is paid. Any returned check not paid will be referred for outside collection actions.

### Books

High schools provide the textbooks specified by MCC for dual credit students.

# Section II: Dual Enrollment



## Dual Enrollment

Dual enrollment students enrolled in dual enrollment courses offered by one of the Metropolitan Community College Campuses earn college credit and may receive high school credit while completing these on an MCC Campus. Check with your high school to verify high school credit. Tuition costs are typically 50% of normal tuition. Check all tuition costs at

<https://mcckc.edu/tuition> .

## Academic Advising

Academic advising is available to help you select a field of study, get details about classes and programs, find registration information, drop/add a class, establish a degree plan, find transfer information and more. Students are strongly encouraged to meet with an academic advisor each semester to evaluate their academic progress. For additional information or assistance, check our advising webpage <https://mcckc.edu/advising>.

## Disabilities Support Services

MCC provides support for all students with a documented disability. Services are available to any student who has a documented disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Services include sign language interpreters, adaptive equipment and personal advising. All services are provided to make college life more accessible. For additional information or assistance, please consult information

<https://mcckc.edu/disability-services/>.

## Career Services and Student Employment

Career Services and Student Employment department offers a variety of services to enhance career development, assist with career decisions, and build skills for future educational and career success. MCC provides resources and assistance with the job search process, on campus employment during college, and off campus employment postings. Services include career exploration and planning, career counseling, resume and interview critiques, and on-campus/off-campus employment resources including web-based job postings. For location information and more, please consult information at career services <https://mcckc.edu/career-services/>.

## Counseling Services

Counseling Services provides a host of services including individual counseling, group counseling, discussion groups, presentations, consultations, and referrals to local agencies. For additional information or assistance, please consult our counseling webpage

<https://mcckc.edu/counseling/default.aspx>.

## Tutoring

Individual, online and small group tutoring is available at no charge to MCC students on a first-come, first-served basis. There are also Writing Centers and Math labs available for support.

Blue River: 816.604.6770

Blue River: The Write Place, CC 137

Learning Specialist, at 816.604.6640

Business and Technology: 816.604.5232

Business and Technology: The Learning Center, Room 176G, inside the MCC-Business and Technology Library. 816.604.5232

Longview: 816.604.2205

Longview: Learning Resource Building, 2<sup>nd</sup> Floor

Maple Woods:

Math Science: 816-604-3403

Reading and Writing: 816.604.3190

Maple Woods:

Reading-Writing Lab located in the Humanities building (HU-105)

Math-Science Lab located in the Math/Science building (MS-121)

Penn Valley: 816.604.4292

Supervisor, 816.604.4804

Learning Specialist in Math, 816.604.4291

Learning Specialist in Reading and Writing, 816.604.4450

Learning Specialist in Science, 816.604.4247

Penn Valley: Learning Resource Building, 2<sup>nd</sup> Floor

For tutoring services or to apply to be a tutor, please visit <https://mccckc.edu/tutoring/>

## Appendix A – MCC Campus Contacts

<b>Campus</b>	<b>Administration</b>	<b>Admissions/ Enrollment</b>	<b>MCC District Office</b>
<b>Blue River</b>	<b>Dr. Crystal Johnson</b> Dean of Instruction 816-604-6748 <a href="mailto:Crystal.Johnson@mccckc.edu">Crystal.Johnson@mccckc.edu</a>	<b>Keith Stiffler</b> Enrollment Manager 816-604-5216 <a href="mailto:Keith.Stiffler@mccckc.edu">Keith.Stiffler@mccckc.edu</a>	<b>Glennie Whittaker</b> Dual Credit Coordinator 816-604-1081 <a href="mailto:Glennie.Whittaker@mccckc.edu">Glennie.Whittaker@mccckc.edu</a>
<b>Business and Technology</b>	<b>Dr. Crystal Johnson</b> Dean of Instruction 816-604-6748 <a href="mailto:Crystal.Johnson@mccckc.edu">Crystal.Johnson@mccckc.edu</a>	<b>Keith Stiffler</b> Enrollment Manager 816-604-5216 <a href="mailto:Keith.Stiffler@mccckc.edu">Keith.Stiffler@mccckc.edu</a>	<b>Jessica Gamarra</b> Dual Credit Coordinator 816-604-1485 <a href="mailto:Jessica.Gamarra@mccckc.edu">Jessica.Gamarra@mccckc.edu</a>
<b>Longview</b>	<b>Dr. Ryan Crider</b> Dean of Instruction 816-604-2631 <a href="mailto:Ryan.Crider@mccckc.edu">Ryan.Crider@mccckc.edu</a>	<b>Kim Greene</b> Enrollment Manager 816-604-2362 <a href="mailto:Kim.Greene@mccckc.edu">Kim.Greene@mccckc.edu</a>	<b>Glennie Whittaker</b> Dual Credit Coordinator 816-604-1081 <a href="mailto:Glennie.Whittaker@mccckc.edu">Glennie.Whittaker@mccckc.edu</a>
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\*For billing questions, start with the admissions/enrollment manager on campus.

## Appendix B – Placement Score Cut Offs

Effective Spring 2021

Placement is based on records from within the last three years. Highest placement will be used.

### ACT

#### ENGLISH

High school (HS) GPA  $\geq 3.0$  (graduated within the last three years) exempts student from taking the English test (automatic placement in ENGL 101)

ACT - English	English Courses
1-17	English Placement Undetermined
18-36	ENGL 101

#### READING

Previous earned credit for ENGL 101 or higher OR taken  $\geq 12$  college level hours and earned a GPA  $\geq 2.0$  exempts student from taking the reading test (automatic placement in no reading required)

ACT - Composite	Reading Courses
1-17	Reading Placement Undetermined
18-36	No Reading Required



## ACT

### MATH

ACT - Math	Math Courses
1-14 OR 15 and HS GPA* < 3.25 OR 16 and HS GPA* < 2.75 OR 17-21 and HS GPA* < 2.00	MATH 31
15 and HS GPA* >= 3.25 OR 16 and HS GPA* >= 2.75 OR 17 and HS GPA* >= 2.00 OR 18-19 and HS GPA* 2.00-3.49 OR 20-21 and HS GPA* 2.00-3.24	MATH 85, 95, 100, 102, 103
18-19 and HS GPA* >= 3.50 OR 20-21 and HS GPA* >= 3.25 OR 22-24	MATH 115, 119, 120, 150
25-27	MATH 130, 141, 175
28-36	MATH 180

\*High school graduation must be within the last three years. If not within that time, ACT Math score must be >= 22 or placement is at MATH 31 (or student may take the Accuplacer test). Updated January , 2019

## Next-Gen Accuplacer

Next-Generation ACCUPLACER  
or COMPANION (paper version)

### ENGLISH

Next-Gen ACCUPLACER Writing	English Courses
200-231**	ENGL 80
232-241** OR 242-245 and reading required, recommended, or undetermined (still need to take the reading test)**	ENGL 90
242-245 and no reading required OR 246-300	ENGL 101

\*\*Must take MCC Writing test (essay)

Score

1 --> Move from 80 to 90

3 --> Move from 90 to 101

999 --> Not changed

### READING

Next-Gen ACCUPLACER Reading	Reading Courses
213-229	READ 10
230-247	READ 11
248-255	READ 100 Recommended
256-300	No Reading Required

### MATH

<b>Next-Gen ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS)</b>	<b>Math Courses</b>
200-240	MATH 31
241-300	MATH 85, 95, 100, 102, 103

### Next-Gen Accuplacer

<b>Next-Gen ACCUPLACER Advanced Algebra and Functions (AAF)</b>	<b>Math Courses</b>
200-236	Refer to QAS score
237-262	MATH 115, 119, 120, 150
263-275	MATH 130, 141, 175
276-300	MATH 180

### ACCUPLACER\*\*\*

or COMPANION (paper version)

\*\*\*Accuplacer (Classic) stopped being administered at MCC in January 2019 but scores within the last three years are accepted.

## ENGLISH

<b>Accuplacer - Sentence Skills</b>	<b>English Courses</b>
20-54**	ENGL 80
55-79** OR 80-85 and reading required, recommended, or undetermined (still need to take the reading test)**	ENGL 90
80-85 and no reading required OR 86-120	ENGL 101
**Must take MCC Writing test (essay)  Score 1 --> Move from 80 to 90 3 --> Move from 90 to 101 999 --> Not changed	

## READING

Accuplacer - Reading Comprehension	Reading Courses
20-44	READ 10
45-71	READ 11
72-84	READ 100 Recommended
85-120	No Reading Required

## ACCUPLACER\*\*\*

### MATH

Accuplacer - Elementary Algebra	Math Courses
20-40	MATH 31
41-90	MATH 85, 95, 100, 102, 103
91-120	MATH 115, 119, 120, 150
Accuplacer - College Level Math	Math Courses
20-59	Refer to Elementary Algebra score
60-90	MATH 130, 141, 175
91-120	MATH 180

## Appendix C – Drop/Withdrawal Form

### DUAL CREDIT COURSES **DROP/WITHDRAWAL** FORM Spring 2019

**ONLY SUBMIT THIS FORM IF YOU NEED TO WITHDRAW FROM YOUR COURSE**

#### Fall and Full-Year Classes

October 15, 2018 – Last day to drop a class with 100% refund.\*

November 8, 2018 – Last day to withdraw with a grade of "W" on the transcript.\*\*

#### Spring Classes:

March 15, 2019– Last day to drop class with 100% refund.\*

April 9, 2019 – Last day to withdraw with a grade of "W" on the transcript.\*\*

\* Dropping a class after the 100% refund period will result in a grade of "W" on the transcript.

\*\* Students wishing to withdraw after this date must complete MCC's Medical/Discretionary Withdrawal Request form. The MCC Medical/Discretionary Withdrawal Request form will be reviewed by the college's Dean of Students.

#### PLEASE PRINT INFORMATION

LAST NAME	FIRST NAME	MCC Student ID
NAME OF HIGH SCHOOL		

#### CLASSES

Course #	Course Name	Instructor	TIME

I request to be dropped/withdrawn from the above classes.

Student signature	Print Name	Date
Parent/Guardian signature	Print Name	Date
High School Counselor/Administrator signature	Print Name	Date

High school dual credit contact should scan and email or Fax completed form to appropriate MCC Dual Credit contact by above deadline date.



## Appendix D – Course Information Form

This course form identifies specifics regarding dual credit coursework provided through Metropolitan Community College. A separate form is required for each dual credit course.

### To be completed by MCC:

Name of MCC campus:	
Name of high school:	
School district:	
High school course name (ex. <i>Composition</i> ):	
High school units of credit to be awarded:	
College course name (ex. <i>ENGL 101</i> ):	
College credit hours to be awarded:	

Credentials of part-time faculty member (**completed by MCC**):\* \_\_\_\_\_

### To be completed by high school:

- Each high school student must meet the MCC Dual Credit Guidelines for Academic and Occupational Programs.
- The above mentioned course will be scheduled as follows. Please complete the following information:

	____ Fall Semester Course	____ Spring Semester Course	Year-Long Course
Date class begins:			
Date class ends:			
Time of day class begins/ends:			
Days of the week class is taught:			
Minutes per week:			
Weeks per semester:			
Total minutes of instruction:			
Percent lecture:			
Percent lab (if applicable):			

- Prerequisite(s) (e.g., courses) \_\_\_\_\_
- This MCC course will be taught by \_\_\_\_\_ who has been approved as a part-time faculty member through the approval process outlined in the Dual Credit/Dual Enrollment Handbook, starting with the Division Chair and ending with the Vice Chancellor of Instruction/Chief Academic Officer. This instructor will be certified as a part-time faculty member upon completion of the MCC employment process.
- Anticipated number of students enrolling in this course for dual credit \_\_\_\_\_

\*A record of credentials will be maintained by MCC Human Resources and the Office of Academic Affairs.



*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 or will have the relevant experience as indicated by Career Technical Education (CTE) programs.*

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 use of the attached course outline/syllabus template. 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, the Dean of Instruction and the Office of Academic Affairs.

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 the instructors, pay 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:**

- The college will bill the school district.  
 The college will bill the student at the student's home address at the time of enrollment. Payment instructions and deadline information are included on the invoice.

10. Students can request a copy of an official transcript from MCC through the myMCCKC portal or in person (with a valid government-issued photo ID).

11. Other essential course info: \_\_\_\_\_

***SIGNATURES***

Instructor	Date
Counselor or Dual Credit Coordinator	Date
High School Administrator	Date

Attachments: Course Information Form and Course Outline/Syllabus

## Appendix E – Course Identification and Faculty Hiring Timeline

<b><u>Dual Credit Course and Instructor Timeline</u></b>			
<b><u>Deadline</u></b>	<b><u>For High Schools Who Register Per Year</u></b>	<b><u>For High Schools Who Register Per Semester</u></b>	<b><u>MCC Responsibility</u></b>
April 1st	Provide course list and dual credit instructor list for the Fall and Spring semesters to the MCC campus contact person and MCC's Dual Credit Coordinator	Provide course list and dual credit instructor list for the Fall semester to the MCC campus contact person and MCC's Dual Credit Coordinator	
April 30th	Faculty credentials due	Faculty credentials due	
May 1st	Provide a list of student names who intend to enroll in a Fall and/or Spring dual credit course	Provide a list of student names who intend to enroll in a Fall dual credit course	
May 30th			MCC will verify credentials and approve qualified instructors
September 15th (or 3rd Friday of the month)		Provide course list and dual credit instructor list for the Spring semester to the MCC campus contact person and MCC's Dual Credit Coordinator	
September 30th		Provide course list and dual credit instructor list for the Spring semester to the MCC campus contact person and MCC's Dual Credit Coordinator	
November 1st		Faculty credentials due to MCC	
December 1st (or 1st Monday of the month)		Provide a list of student names who intend to enroll in a Spring dual credit course	
December 15th			MCC will verify credentials and approve qualified instructors



## Appendix F – Ways to Earn College Credit Chart

### Dual Enrollment, Dual Credit, Advanced-Standing Articulated Credit, Credit by Examination and Traditional College Enrollment

There are several ways that high school students can earn college credit at Metropolitan Community College. This chart shows how they differ.

Indicator	Dual Enrollment	Dual Credit	Advanced Standing Articulated Credit	Credit by Examination <sup>2</sup>	Regular College Enrollment for High School Students
Location of course	College campus <sup>1</sup>	High school or career center	High school or career center	High school or career center	College campus or online
Course taught by	College instructor	High school or career center teacher	High school or career center teacher	High school or career center teacher	College instructor
Cost	One-half of tuition charged	One-half of tuition charged	No charge	Departmental: One-half of tuition charged; AP, IB, PLTW: no charge	One-half of tuition charged
Student qualifications	Student must have a minimum 2.5 GPA, take the MCC COMPASS placement test and meet Dual Enrollment Guidelines.	Student must have a minimum of 3.0 GPA for academic courses and 2.5 GPA for career and technical courses and meet qualifications outlined in the Dual Credit Guidelines.	The student does not need to have a given GPA, test score or demonstrated proficiency to enroll in the articulated course. The student must, however, complete the course or program with a grade of 80% or better in order to earn credit. All students, 9 <sup>th</sup> - 12 <sup>th</sup> grade, are eligible to sign up for advanced standing articulated credit	Student must complete a specific high school course or courses with a specified minimum grade and/or pass a specific assessment with a specified minimum grade	Students under the age of 16 must also have the college Dean of Student Services/Development's approval. Testing may be required depending on course(s) taken.
Written agreement between MCC and High School?	Yes	Yes	Yes	No	No
Is high school credit given?	Yes	Yes	Yes	Yes	No
When is college credit earned?	Immediately upon completion of the course.	Immediately upon completion of the course.	College credit is transcribed as credit by certification and is subject to the degree requirements of the program at the time of enrollment. The credit is transcribed after the student has completed 15 credit hours which must include additional technical coursework in the program-specific area. The student has up to two years after graduation or ending documented employment in the program-specific area to benefit from the credit held in "escrow."	Upon completion of qualifications noted above and enrollment at MCC.	Immediately upon completion of the course.
Are credits transferable to other colleges or universities?	Credits transfer the same as other MCC college credits according to transfer agreements with other postsecondary institutions.	Credits transfer to all public colleges in Missouri and to all but a very small number of private colleges in the state. Public institutions must accept up to 5 dual credit courses and may accept more.	Advanced standing articulated credit is limited to Associate in Applied Science (AAS) degrees, although many colleges and universities are accepting transfer of these credits. To transfer credit to a four-year degree program, articulated credit must be part of a completed AAS degree program.	Credits transfer the same as other MCC college credits according to transfer agreements with other post-secondary institutions.	Credits earned through regular college enrollment transfer the same as other MCC college credits according to transfer agreements with other post-secondary institutions.

<sup>1</sup> Classes could be taught at another site (i.e. high school) by a college instructor.

<sup>2</sup> i.e. Advanced Placement, International Baccalaureate, Project Lead the Way or MCC departmental exam.