



# Dual Credit & Early Entry Program Policy Manual



A guide for dual credit & early entry faculty and staff

## Minot State University Contact Information

### Mailing address

Minot State University  
500 University Ave W  
Minot, ND 58707

### University website

MinotStateU.edu

### Center for Extended Learning Dual Credit web page

MinotStateU.edu/cel/dual.shtml

### Faculty and staff directory:

MinotStateU.edu/directory

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### Student/Faculty Services Offices

#### CEL credit coordinator

Administration 354 ..... 701-858-3989

#### Academic Testing Center

Administration 361 ..... 701-858-3830

#### Admissions

Administration 165 ..... 701-858-3350

#### Bookstore

Student Center, 1st floor..... 701-858-3390

#### Business Office

Administration, 2nd floor..... 701-858-3333

#### Help Desk (IT Central)

Old Main 108..... 701-858-4444

#### Help Desk After 4:30 PM and on Weekends

(Logins, Duo, etc.) ..... 701-792-6794

Library..... 701-858-3200

#### Online Instructional Technology

Doug Tiedman..... 701-858-3832

Linda Conn ..... 701-858-3280

#### Photo ID Office

Student Center, 2nd floor..... 701-858-3364

#### Payroll

Administration, 2nd floor..... 701-858-3225

#### Registrar's Office

Administration 161..... 701-858-3345

Teacher Workshops..... 701-858-3989

### Academic Departments

#### Department of Fine and Performing Arts (Speech)

[David Rolandson](#) ..... 701-858-3170

#### Department of Humanities, Social Sciences, and Interdisciplinary Studies (English)

[Daniel Ringrose](#)..... 701-858-3130

#### Department of Business

[Daniel Ngugi](#) ..... 701-858-4157

#### Department of Math, Data, and Technology

[Darren Seifert](#) ..... 701-858-3160

#### Department of Behavioral Sciences and Criminal Justice (Psychology)

[Krystal St. Peter](#) ..... 701-858-3145

#### Department of Education and Inclusive Services

[Daniel Conn](#)..... 701-858-3028

#### Department of Communication Sciences and Disorders

[Mary Huston](#)..... 701-858-3031

#### Department of Science

[Bryan Schmidt](#) ..... 701-858-3161

#### Department of Nursing

[Amy Lee](#)..... 701-858-3101

#### Teacher Licensure Programs

[Lisa Borden-King](#)..... 701-858-3028

#### First-Year Experience

[Sophia Rammell](#) ..... 701-858-4265

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## Dual Credit and Early Entry Overview

The **dual credit program** allows eligible high school juniors and seniors to take one course and earn both high school and college credits. For example, a student who successfully completes ENGL 110 College Composition 1 will earn three college credits and equivalent high school credit. Dual credit tuition rates are lower than Minot State's regular tuition rate.

The **early entry program** allows eligible high school juniors and seniors to take college-level courses to receive college credit. The student may arrange with the high school to earn high school credit for the successful completion of a college course. For example, a student who successfully completes PHIL 101 Introduction to Philosophy will earn three college credits. Early entry tuition rates are the same as Minot State's regular tuition rate.

Students who are college-bound and academically eligible can reap these benefits:

- Gradual transition into college
- Challenging coursework
- Reduced tuition for university courses with opportunity to earn an Emerging Scholars Award

How does the dual credit/early entry program work?

- The high school and university must agree on the course, instructor, instruction mode, and content. The Minot State academic department has final approval. This process is facilitated by the Minot State CEL credit coordinator.
- Students visit with their high school counselor to ensure the university course(s) taken will meet high school graduation and university/career requirements. Counselors will review the student's academic standing to determine eligibility for the dual credit program.
- Students apply for enrollment at Minot State as Dual Credit students or as Early Entry students. The student will be issued a Minot State student ID card which can be used for athletic events, library services, theatre, and campus events.
- Tuition is paid to the university by the student for the course(s) being taken. Tuition rates are set by the state determined based upon several factors.
- The grade earned in the course becomes part of the student's permanent high school and university record.

## Student Admission Requirements

To qualify for dual credit/early entry, students must meet the following requirements:

- High school junior or senior
- High school cumulative GPA of 2.5 or higher
- Meet course specific placement requirements

determined by the NDUS/SBHE and Minot State policies

- Approval by parent/guardian

## Placement test

Under ND State Board of Higher Education (SBHE) Policy 413, placement scores are required for enrollment in entry level, degree credit courses in English and math (e.g. College Composition I, College Algebra, Finite Math, Trigonometry, Math in Society, Elementary Statistics, Precalculus, Applied Calculus, and Calculus I). Students who do not achieve the required ACT score may take a placement test to qualify for the course. The ACT subscore requirement is 21 for math, and 18 for English. Minot State uses the Accuplacer computerized placement test to determine level of skill and competence in math and English.

Accuplacer uses an online format. The test questions are based on responses to each question already answered. Questions increase or decrease in difficulty depending on the answers as the student works through the test. Accuplacer tests are untimed, and results are available immediately. Tools and resources to prepare for testing are available for students at [accuplacer.collegeboard.org/student](http://accuplacer.collegeboard.org/student). Students are able to take the Accuplacer one time free of charge at Minot State's Academic Testing Center. Retakes cost \$20 for one or \$30 for both math and English taken at the same time.

An appointment for an Accuplacer test can be made by contacting the Minot State Academic Testing Center at 701-858-3830. Students requiring a placement test must achieve a qualifying score before they can be enrolled in requested dual credit/early entry math and English classes.

In addition, MSU recommends that some students utilize the ALEKS PPL software prior to registering for their first math course. ALEKS PPL provides a learning experience that adapts to a student's current abilities and provides them with an opportunity to refresh mathematics they may have learned in high school, through videos, examples and practice. Students may register for ALEKS PPL at <http://aleks.com>. The cost is \$25 for one year of access.

Other acceptable placement exams are accepted per NDUS Procedure 413.1.

## Course Approval

Before a course can be offered for dual credit on a high school campus, approval must be obtained by the appropriate Minot State academic department. The request for course approval can be initiated through the CEL credit coordinator.

Minot State adjunct faculty, on campus and off, are required to hold a master's degree in their field of instruction or a master's degree in an unrelated field plus 18 graduate credit hours in the field of instruction. Potential faculty must submit a letter of application addressed to the department chair, curriculum vitae (i.e., resume), and transcript of highest degree earned (copies are accepted for Minot State graduates) to the CEL credit coordinator, who will then seek departmental approval.

The credit coordinator will also discuss implementation specifics with the school including: contracts, timeline and schedule of course and responsibility of textbooks/supplies (paid by high school or students). A university approved syllabus and textbook must be used for each early entry/dual credit course. Faculty may personalize the syllabus but must maintain pertinent policy information such as grading and absentee policies. Each semester, a copy of the course syllabus is submitted to the Minot State department chair for approval.

Enrollment will begin only after approval has been granted by the academic department and faculty have completed all new hire paperwork required by Minot State University.

## Enrollment

The CEL credit coordinator will visit the high school upon request to provide information about the dual credit/early entry program and to assist with registration. To enroll in dual credit/early entry courses, the student must first be admitted to Minot State. The following steps must be completed:

- Submit a Minot State admission application online
- Submit a \$35 nonrefundable application fee
- If required by the high school, submit a completed release form to the high school guidance office so that records can be sent to Minot State

To enroll in a course, the Dual Credit/Early Entry Enrollment Form must be completed and signed by the student and a parent, and then submitted to the CEL credit coordinator each semester. Applicable ACT, SAT, PLAN, or placement test scores may also be required. Designated high school personnel (i.e., guidance counselor) will coordinate the submission of this information to the CEL credit coordinator.

## Semester dates and registration deadlines

Check the current academic calendar on the Minot State Registrar's Office webpage, [MinotStateU.edu/records](http://MinotStateU.edu/records), for specific deadlines to add and drop classes each term.

## Dropping a course

Students are encouraged to thoroughly think through enrollment before applying for a dual credit course. If students need to drop a course, the following guidelines must be followed:

- The student should contact the high school counselor so that a schedule adjustment can be made. For fall and spring terms, the course must be dropped by dates designated by the Minot State Registrar's Office for a full refund and no record on the academic transcript. See the current Minot State academic calendar for specific dates, or contact the credit coordinator. A sliding scale tuition refund process is used based on the withdrawal date.
- If taking more than one dual credit course, but only dropping one of them, an email from the counselor can be sent to the credit coordinator.

The above procedures must be followed, verbal requests made by a student to a high school administrator, counselor, or instructor does not guarantee a change in enrollment at Minot State University.

## Student Payments

Dual credit students qualify for a substantial reduction in tuition. The dual credit rates are set by the NDUS and vary according to subsidized and unsubsidized status. Early entry tuition rates are set by Minot State and are the same as regular undergraduate tuition. Current rates can be found at [www.minotstateu.edu/busoffice/student\\_info.shtml](http://www.minotstateu.edu/busoffice/student_info.shtml) or contact the CEL credit coordinator.

Students receive a billing statement after their class enrollment is finalized. Tuition for fall semester classes is due in September, and tuition for spring semester classes is due in January. Tuition payments may be made to the Minot State Business Office by cash, check, or credit card.

## Emerging Scholars Award

The Emerging Scholars Award is equal to the tuition paid for each qualifying Minot State dual credit course successfully completed. This award is used to offset the cost of Minot State tuition and fees. Students must enroll full-time on campus the fall semester immediately following their high school graduation to receive the award. At that time half the award amount will be given, with the remainder awarded in the spring of the same academic year. The award cannot be used at a later date.

Recipients of the Bank of North Dakota assistance and/or Dollars for Scholars are not eligible for an Emerging Scholars Award.

## Financial assistance

The Bank of North Dakota will pay for the cost of two dual credit courses per school year for students that qualify for free or reduced price lunch. Students must complete the Bank of ND Early Entry (Dual Credit) Assistance Application to apply for funding. The Bank of North Dakota will also pay the \$35 application fee for eligible students.

## Textbooks

Generally, the school district supplies books for students enrolled in dual credit classes. If early entry students are enrolled in courses requiring the purchase of a textbook, they can order books by phone, online, or in person at the campus bookstore.

Bookstore hours vary. Please check online at [MinotStateU.bncollege.com](http://MinotStateU.bncollege.com). Bookstore personnel can be reached at 701-858-3391.

## Faculty Responsibilities

### Syllabus

Syllabi are created, submitted, and available in Simple Syllabus, a web-based syllabus management tool. Adjunct faculty should contact the department chair to obtain access to their course's syllabus template in Simple Syllabus. Once modified, the syllabus must be submitted to the department chair for review and approval. A copy of the syllabus must be provided to each student. All course syllabi are available in a syllabus library located here:

<https://minotstateu.simplesyllabus.com/>.

### Enrollment reporting

After the last day to drop at 100%, faculty are required to verify course enrollment using a Starfish Enrollment Reporting and Early Alert Report for their course(s). A reminder to complete attendance reports will be sent to instructors' Minot State email accounts.

### Mid-term and final grading

After eight weeks of instruction, mid-term grading will need to be entered into Campus Connection by the due date set by the Registrar's Office. A reminder to submit mid-term grades will be sent to instructors' Minot State email accounts as soon as rosters are available. Grades must be entered for all students and the approval status changed from "Not Received" to "Approved." When submitting mid-term grades, faculty should ensure that the names on the Campus Connection grade roster match the students in attendance. Report any discrepancies to the CEL credit coordinator.

The high school semester may not end at the same time as the university. However, instructors need to post grades according to the Minot State academic schedule. Questions or information regarding grade posting options can be discussed with the CEL credit coordinator.

### General education assessment

Many dual credit courses are required to conduct a general assessment of learning as specified by the department each semester. Please contact your department chair for details about general education assessment in the course you teach.

## Course evaluations

Minot State's Institutional Research Office will send students an email inviting them to provide feedback on their courses approximately two weeks prior to the end of the semester. The evaluation period will be open for 14 days, and students will receive reminders to complete the evaluation. During this time, faculty are asked to encourage students to check their Minot State email messages and provide feedback on their courses.

## Faculty Compensation

### Salary schedule

Minot State University adheres to the following North Dakota University System policies and procedures with regard to early entry/dual credit tuition and instructor salaries.

Early entry/dual credit courses offered on the high school campus, during regular school hours, and are taught as part of the high school teacher's load are considered subsidized by the school district. In this case, students are charged the high school student subsidized tuition rate as outlined by NDUS Procedure 805.1. Additionally, instructors are paid a stipend for adhering to the guidelines found in this manual, which includes submitting required attendance and grade reports according to the due dates set by the Minot State Registrar, as well as submitting general education assessment data as required by the Minot State Academic Assessment Committee. The instructor's stipend is \$25 per student for up to 20 students, or \$500 maximum stipend per class. This stipend is paid directly to the instructor, not the school district.

Early entry/dual credit courses offered on the high school campus at times outside the normal school hours or are taught by an Minot State campus faculty member are considered unsubsidized by the school district. In this case, students are charged the high school student unsubsidized tuition rate as outlined by NDUS Procedure 805.1. Additionally, faculty members teaching the Early Entry course(s) are compensated according to the Minot State Adjunct, Overload, and Independent Study Salary Schedule, found at [MinotStateU.edu/academic/contracts.shtml](http://MinotStateU.edu/academic/contracts.shtml). These faculty members must also adhere to the guidelines in this manual, including submitting required attendance and grade reports according to the due dates set by the Minot State Registrar, and submitting general education assessment data as required by the Minot State Academic Assessment Committee.

### Professional development workshop waiver

Each semester, faculty who teach early entry/dual credit courses receive a certificate that waives the recording fee for one Minot State professional development workshop credit.

## Resources

### Email account and support

All early entry/dual credit instructors are required to have and use a Minot State email account. Important information about classes will be sent to this account throughout the semester from the registrar or other Minot State personnel. Mail to Minot State email accounts may also be forwarded to any other email account.

### Campus Connection

Course information, class, and grade rosters are found in the North Dakota University System's Campus Connection program. Course information is available seven days a week, 24 hours a day.

### Blackboard

Minot State uses Blackboard Ultra as its learning management system (LMS). All Minot State courses have a Blackboard course shell available to use. For more information and for assistance in using Blackboard, contact the Office of Instructional Technology.

<https://www.minotstateu.edu/oit/>

### Minot State photo ID

ID cards can be obtained in the Photo ID Office located on the second floor of the Student Center. Adjunct faculty must be on contract and entered into PeopleSoft or Campus Connection to obtain an ID card. A government issued photo ID must be presented at the time of card issuance. Adjunct faculty geographically removed from campus can forward a professional photograph with a copy of official identification (i.e., passport, driver's license, etc.) and the campus will create and forward the identification card.

### Library Services

Faculty may check out library resources using their Minot State photo ID. Resources can also be accessed online at [MinotStateU.edu/library](http://MinotStateU.edu/library). To use the library's databases from an off-campus location, you will need to login using your regular MSU or Campus Connection login credentials.

## Policies

### Class attendance

Students are expected to attend all scheduled class sessions. A student who does not complete assigned academic work because of absence from class is responsible for making up that work in accordance with instructions provided by the faculty member teaching the course. Faculty may establish attendance standards and will determine whether a student will be permitted to make up work missed as a result of absence(s). This information should be included in the course syllabus.

### Grade change policy

The grade change policy can be found at

[MinotStateU.edu/records/pages/policy-grade-change.shtml](http://MinotStateU.edu/records/pages/policy-grade-change.shtml).

### Student appeal of course grade procedure

If a student is dissatisfied with a final letter grade, and has reason to believe that the grade issued is incorrect, the grade appeals policy and form can be found at [MinotStateU.edu/records/forms.shtml](http://MinotStateU.edu/records/forms.shtml).

### Academic honesty policy

Honesty and integrity are central to academic life at Minot State University. They create a trust necessary in a community of scholars. When that trust is violated by cheating in any form, the atmosphere of academic freedom is threatened.

Minot State University is committed to academic honesty and integrity. Academic dishonesty includes, but is not limited to, the following types of behaviors:

- Misrepresenting work of others, including AI, as one's own.
- Using the product of generative or other forms of AI unless permitted in a course assignment or syllabus.
- Copying from another student during an exam.
- Altering one's exam after grading for the purpose of enhancing one's grade.
- Submitting the same work to more than one class without the prior approval of the instructors.
- Use of any material or device not approved by the faculty during an exam.
- Falsifying field collection or research data.
- Failing to maintain professional standards for ethical research and practice.
- Violating the confidentiality of clients or participants.

Incidents of academic dishonesty will be documented by the faculty member and the department chair notified. Students will be notified with an explanation and consequences in accordance with the faculty member's grading policy as outlined in the syllabus. The student may appeal the faculty member's decision to the department chair. Student disciplinary action may result in accordance with the Student Handbook.

### Reporting Process:

Step 1: Student commits academic dishonesty.

Step 2: Instructor will enforce their academic honesty policy according to their syllabus.

Step 3: Instructor raises Academic Honesty flag in Starfish for the course and includes supporting details as well as the consequence. The Starfish flag and communications serve as notification to the Department Chair, the Vice President of Student Affairs (or designate), and the student.

Step 4: After three Academic Honesty flags have been raised on one student across their academic career, an investigation is opened by the Vice President of Student Affairs (or designate).

Student disciplinary action may result in accordance with the Student Handbook. In exceptional cases, the Department Chair may request the Vice President of Student Affairs (or designate) and Vice President for Academic Affairs to open an investigation, regardless of the number of raised flags.





**Center for Extended Learning  
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Minot, ND 58707  
701-858-3989 • 1-800-777-0750 ext. 3989**

**[MinotStateU.edu/cel](http://MinotStateU.edu/cel)**