



Early Entry (Dual Credit) Program Policy Manual



A guide for Minot State 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

Student/Faculty Services Offices

CEL credit coordinator

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

Center for Extended Learning

Administration 365.....701-858-3359

Academic Testing Center

Administration 361701-858-3830

Admissions

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

Bookstore

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

Business Office

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

Campus Connection Help Desk..... 1-866-457-6387

IT Central

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

Library701-858-3200

Photo ID Office

Student Center, 2nd floor701-858-3364

Payroll

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

Registrar's Office

Administration 161701-858-3345

Teacher workshops701-858-3989

Academic Department/Division Offices

College of Business

Old Main 304.....701-858-4157

Division of Art, Broadcasting, and Professional Communication

Hartnett Hall 148W.....701-858-3170

Division of Languages and Cultural Studies

Hartnett Hall 148W.....701-858-3170

Dept. of Mathematics and Computer Science

Model Hall 108.....701-858-3160

Division of Science

Cyril Moore Science Center 140701-858-3161

Division of Social Science

Old Main 102.....701-858-3130

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Early Entry (Dual Credit) Overview

The early entry (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 College Composition will earn three college credits and equivalent high school credit.

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 early entry (dual credit) program work?

- The high school and university must agree on the course, instructor, instruction mode, and content. The Minot State 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 non-degree 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 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 early entry (dual credit), students must meet the following requirements:

- High school junior or senior
- High school cumulative GPA of 3.0 or higher
- Meet course specific placement requirements determined by the NDUS and Minot State policies
- Approval by parent/guardian and high school administrator for course enrollment

Accuplacer placement test

Under ND state university policy 402.1.2, 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, 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. Students are able to take the Accuplacer free of charge at Minot State's Academic Testing Center. Students are eligible to retake the exam one time free of charge provided subject material has been reviewed between test sessions with an instructor or individually. If additional retakes are approved, they will cost \$20 each.

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 math and English classes.

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, vitae, 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 sent 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 early entry (dual credit) program and to assist with registration. To enroll in early entry (dual credit) the student must first be admitted to Minot State. The following steps must be completed:

- Submit a Minot State admission application online (see Appendix 2 for specifics)
- 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 Early Entry (Dual Credit) Enrollment Form (Appendix 1) must be completed and signed by the student, a parent, and a high school representative and 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, 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, or the following form can be used: MinotStateU.edu/cel/documents/Dual%20Credit%20Drop%20Form%20REVISED.PDF (Appendix 3).
- If dropping all dual credit courses, the student must complete the withdrawal form found online at https://www.minotstateu.edu/secure_pages/finaid/withdrawl_form.shtml. This form must be completed and submitted online for processing.

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. Current rates can be found at MinotStateU.edu/busoffic/pages/tuition-fees/2018-19-distance.shtml, or contact the CEL credit coordinator. The reduced tuition rate does not apply to Minot State online or on-campus courses. Students receive a billing statement after their class enrollment is finalized. Tuition for fall semester classes are due in September, and tuition for spring semester classes are 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 available

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 early entry 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 are 7:45 A.M. – 5 P.M. Monday – Thursday, 7:45 A.M. – 4:30 P.M. Friday, or check online at MinotStateU.bncollege.com. Bookstore personnel can be reached at 701-858-3391.

Faculty Responsibilities

Syllabus

Adjunct faculty should obtain a copy of the division or department approved syllabus for their course. If modified, a copy of the syllabus should be reviewed by the appropriate chair or faculty member and a copy filed with the department each semester. A copy of the syllabus must be provided to each student.

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. Follow the Starfish instructions found in Appendix 4.

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. Step-by-step instructions are included in Appendix 5. 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 instructions for final grade reporting are found in Appendix 5 and at MinotStateU.edu/records/documents/how-to-pdf/ccv9_faculty_grade_reporting.pdf.

General education assessment

Many general education courses are required to conduct a general assessment of learning as specified by the department each semester.

- COMM 110: The assessment form found in Appendix 7 should be completed for each class.
- ENGL 110 and 120: Faculty needs to submit 10 writing samples per class (each sample should be from a different student). The writing samples should have no names or marks on them.
- MATH 103 and 107: No assessment needed
- MATH 210: If faculty are selected to participate in assessment, they will be contacted by the math department through Minot State email.

Additional information can be obtained from the academic department. Courses not listed above may have assessment requirements, please contact your respective department for more information.

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 seven 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 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 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 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. 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 Assessment Committee.

Professional development workshop waiver

Each semester, faculty who teach early entry 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. Directions to access your email and forward email to another account are available in Appendix 6.

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.

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. To log in to the library's databases from an off-campus location, you will need to a login number and password. Your login number is the 14-digit number on your Minot State photo ID. It is not your EMPLID number. Your password is your last name, in lower-case letters.

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).

Grade change policy

Grade change policy can be found at 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.

Academic integrity code

Minot State University is committed to academic integrity. Incidents of academic dishonesty may be documented by the faculty member with a copy of the documentation maintained by the department/division chair. A letter of explanation will be sent to the student. Cheating may affect the student in accordance with the faculty member's grading policy. The student may appeal the faculty member's penalty to the department chair. Student disciplinary action may result in accordance with the Student Conduct Policy. Academic dishonesty would include, but is not limited to, the following types of behaviors:

1. Misrepresenting another individual's work as one's own, e.g. plagiarism from hard copy or the Internet.
2. Copying from another student during an exam.
3. Altering one's exam after grading for the purpose of enhancing one's grade.
4. Submitting the same paper to more than one class.
5. Use of any material or device not approved by the instructor during an exam.
6. Turning in reports intended to be based on field collection data but, which are, in fact, not.



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MinotStateU.edu/cel

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