



# DUAL CREDIT & ENROLLMENT POLICIES & PROCEDURES HANDBOOK



[LincolnU.edu](http://LincolnU.edu)

Graduate and Extended Studies

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## **Lincoln University Dual Credit/Dual Enrollment Handbook**

### **About Lincoln University**

At the center of Lincoln University of Missouri's campus, in the Soldiers' Memorial Plaza, there's a statue that every student passes by. It portrays a group of soldiers, standing atop a monument. One reaches down, extending a helping hand to one of his brothers-in-arms, so he too can stand proud and stand tall.

An inscription on the monument reads: "Dedicated to Officers and Soldiers of the 62nd and 65th United States Colored Infantries." The men memorialized here were born in enslavement and fought for—and won—their freedom.

In 1866, these same men helped to found what was then Lincoln Institute to help soldiers like themselves and other Black Americans get an education. Lincoln is one of the state's two historically black colleges or universities (HBCUs) and the only one founded by former slaves.

The following stipulations were set for the school:

1. The institution shall be designed for the special benefit of emancipated African Americans;
2. It shall be located in the state of Missouri;
3. Its fundamental idea shall be to combine study and labor.

Today, Lincoln is open to and proudly attended by students of all backgrounds and ethnicities. The same values this institution was founded on still apply, though. Education. Support. Opportunity.

Through innovative academic programs, small class sizes, and a tight knit community, Lincoln University provides lasting and impactful learning that facilitates your success and promotes giving back to your community.

More information about Lincoln's important history can be found at <https://www.lincolnu.edu/about-lincoln/our-history.html>.

## **Our Mission**

Lincoln University of Missouri, a historically black, 1890 land-grant, public, comprehensive institution, provides a diverse population access to excellent educational opportunities through teaching, research, and extension services within a nurturing, student-centered environment.

## **The Mission of Extended Studies**

Extended Studies will meet lifelong learning needs by offering high-quality, accessible, innovative, responsive, and affordable educational opportunities for all ages and people. The division utilizes the expertise of Lincoln University's distinguished faculty, qualified high school faculty, and experienced leaders within the community to identify, create, and support lifelong learning opportunities through quality programs that address educational, professional, and economic development goals of individuals and communities.

## **Notice of Non-Discrimination and Accessibility Services**

Applicants and referrals for admission and employment, students, employees, and all professional organizations holding professional agreements with Lincoln University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, religion, sex, age, sexual orientation or disability in admission or access to, or treatment or employment in, its programs and activities. Any student having inquiries concerning compliance with the regulations implementing Section 504 of the Americans with Disabilities Act should contact the Access and Ability Coordinator at Thompkins Health Center: 822 Lee Drive, Lincoln University, Jefferson City, MO, **(573) 681-5167**. Persons may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the University's compliance.

In accordance with Title IX regulations Lincoln University is a place where discrimination based on sex, including sexual harassment, will not be tolerated. We comply with all

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tenets of Title IX, which protects people from harassment in an educational setting — whether that's academic, educational, extracurricular, athletic, or employment programs and activities. Inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator: 302 Young Hall, 820 Chestnut Street, Jefferson City, MO, **(573) 681- 5501**. Persons may also contact the Office for Civil Rights, U.S. Department of Education.

Discrimination Processes and Procedures can be found on the following website:  
<https://www.lincolnu.edu/about-lincoln/title-ix/index.html>.

## **What Is Dual Credit?**

The Lincoln University Dual Credit Program allows high school students the opportunity to enroll in and receive both high school and college credit during normal class hours at their high school. Dual credit classes are always taught by high school instructors and are held at the student's high school. There is no on-campus requirement for dual credit students.

### ***What are the benefits of dual credit?***

Dual credit **saves time**. Students take a course once and earn high school and college credit at the same time.

Dual credit **saves money**. Dual credit courses taken through the dual credit program cost far less than undergraduate tuition.

Dual credit **prepares students for college**. Dual credit courses provide high school students an opportunity to experience rigorous college-level coursework, in a known environment, while still receiving the care and instruction of their high school's faculty. All dual credit courses are aligned with courses taught on Lincoln University campus.

## What is Dual Enrollment?

Dual enrollment allows high school students to enroll in college courses for credit prior to your high school graduation. Dual enrollment classes differ from dual credit in that the coursework in dual enrollment *only* earns college credit, however, some high schools will allow students to transfer college credits in as high school credits.

### ***What are the benefits of dual enrollment?***

Dual enrollment is a **real college experience**. Students take courses on Lincoln University campus or via Canvas online.

Dual enrollment offers a **variety of courses**. High schools are often limited in what classes they can offer for dual credit, but dual enrollment courses are only limited by what the college offers.

Dual enrollment **saves money**. Dual enrollment courses are \$100 per credit hour, making them less than half of the traditional undergraduate cost.

Dual enrollment is **for everyone**. While dual credit courses are only offered in high schools to students enrolled at that school, dual enrollment classes are open to all qualified high school students and home-schooled students.

## Frequently Asked Questions

### ***How is dual credit different from Advanced Placement (AP) courses?***

AP courses are like dual credit courses in that both earn college credit. However, in an AP course, the students must focus on passing a single national exam at the conclusion of the course, and if the student does not receive a high enough grade on that test, no college credit is received. Instructors of AP classes are not required to have any special qualifications to teach an AP class. Further, some colleges do not award credit for even the highest marks on an AP course exam.

Dual credit courses evaluate a student's entire performance in the course, awarding credit for the successful completion of all coursework instead of relying upon a single

standardized exam. Instructors of dual credit courses must meet the same requirements demanded of all faculty at Lincoln University. Course credits earned in Lincoln University dual credit courses are guaranteed to be accepted at Lincoln University, and courses fall under the same guidelines for credit transferability as any other college course offered in public and independent institutions in Missouri.

***What classes are available for dual credit?***

High schools are limited by the availability of dual credit eligible instructors they have as faculty, and what courses are offered to their students. Dual credit subjects can include, but aren't limited to: English Composition, college Algebra, biology, physics, history, art, speech, business, and more.

***What classes are available for dual enrollment?***

Dual enrollment courses are only limited by what the college offers. For more information about Lincoln's current and future course offerings, please visit the Office of the Registrar's webpage at [www.lincolnu.edu/academics/office-of-the-registrar/course-schedule.html](http://www.lincolnu.edu/academics/office-of-the-registrar/course-schedule.html).

***Can I get financial aid for Dual Credit or Dual Enrollment classes?***

Dual credit and dual enrollment courses are offered at a significantly reduced rate, therefore, students taking courses through the Lincoln University Dual Credit or Dual Enrollment programs are not eligible for financial aid. However, the Missouri Department of Higher Education and Workforce Development currently offers a scholarship for dual credit and enrollment coursework for qualified students. Please visit <https://dhewd.mo.gov/ppc/grants/DCDE.php> for more information.

## **Admission Requirements**

- 1) All new applicants must submit an Undergraduate Admission Application. Students can complete an online application at [https://lu-mo.formstack.com/forms/dual\\_credit\\_application](https://lu-mo.formstack.com/forms/dual_credit_application).

- 2) Satisfactory completion of course prerequisites. To be eligible for dual credit courses, all prospective dual credit students must meet the same requirements for placement into individual courses as those required of on-campus students.
- 3) Complete, signed registration form w/ supporting documentation (transcripts, ACT scores, etc.) if applicable.
- 4) In addition to the requirements listed above, a student wishing to earn dual credit must meet the following criteria:
  - Students in the 11th and 12th grades with an overall minimum grade point average of 3.0 (on a 4.0 scale) are automatically eligible for dual credit.
  - Students in the 11 and 12 grades with an overall grade point average between 2.5 – 2.99 (on a 4.0 scale) must provide a signed letter of recommendation from their principal or guidance counselor and provide written permission from a parent or legal guardian.
  - Students in the 10th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale) and must provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.
  - Students in the 9th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale), score at or above the 90th percentile on the ACT or SAT and provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.

## **Enrollment**

### **Dual Credit Course Enrollment Procedure**

- 1) All students wishing to take dual enrollment courses must complete the dual credit/enrollment application online for admission to Lincoln University. You can find the application here: [https://lu-mo.formstack.com/forms/dual\\_credit\\_application](https://lu-mo.formstack.com/forms/dual_credit_application).  
*Students who have taken a Lincoln class before do not need to fill out a new application.*



- 2) Once admitted, students should contact their school's counselor for the registration form. Please fill out the form in its entirety. The LU Student ID# can be found on the student's admission letter. A parent and the course instructor must sign this form.
- 3) High schools will return completed registration forms to the Coordinator of Extended Studies and supply any pertinent application/registration documentation.
- 4) Graduate and Extended Studies will evaluate the applications and enroll students in appropriate dual credit courses. Instructors will receive confirmation of a student's enrollment.

### **Dual Enrollment Course Enrollment Procedure**

- 1) All students wishing to take dual enrollment courses must complete the dual credit/enrollment application online for admission to Lincoln University. You can find the application here: [https://lu-mo.formstack.com/forms/dual\\_credit\\_application](https://lu-mo.formstack.com/forms/dual_credit_application).  
*Students who have taken a Lincoln class before do not need to fill out a new application.*
- 2) Once admitted, students will log in to their Lincoln University account online where they will be able to access Self Service.
- 3) Registration dates can be found on the Lincoln University academic calendar, which is posted on [www.lincolnu.edu](http://www.lincolnu.edu). Admitted students can register for classes on their assigned registration date.

## **Tuition and Fees**

### **Dual Credit**

The tuition for dual credit courses is **\$75.00 per credit hour**. No additional fees are associated with dual credit.

### **Dual Enrollment**

The tuition for dual enrollment courses is **\$100.00 per credit hour**. No additional fees are associated with dual enrollment.

## Payment Information

There are three methods of payment: (1) checks payable to Lincoln University, mailed to **Lincoln University, ATTN: Office of the CFO, PO Box 29, Jefferson City, MO, 65102-0029**; (2) VISA, MasterCard, and Discover payments via Self Service through the Blue Tiger Portal; (3) the Cashier's Office at (573) 681-5085.

**Students that have outstanding accounts will not be permitted to register for the next semester until appropriate financial arrangements have been made.** Official Lincoln University transcripts will not be issued to anyone with an outstanding balance.

## How to Drop or Withdraw from Class(es)

### Dual Credit

Withdrawal forms are available from the counselors at participating high schools, the Lincoln University website, or directly from Graduate and Extended Studies.

- 1) Students must complete the withdrawal form, obtaining all necessary signatures.
- 2) The withdrawal form should be given to the student's high school counselor, who will send the form to the Coordinator of Extended Studies.
- 3) All course withdrawals **must** be completed through Graduate and Extended Studies. Withdrawing from a class only at the high school **does not** withdraw the student from the class at Lincoln University. **Refunds are determined using date the Coordinator of Extended Studies receives the completed withdrawal form.**

### ***Refund Policy***

Dual Credit tuition may be fully or partially refunded according to the following schedule upon withdrawal from a course or from the University:

During the first calendar week after <b>registrations</b> are due	Full refund
During the second calendar week after <b>registrations</b> are due	50% refund
During the third calendar week after <b>registrations</b> are due	25% refund
After the third calendar week after <b>registrations</b> are due	No refund

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### **Dual Enrollment**

Any change of schedule, whether adding a course, dropping a course, or auditing a course section, must be made within the dates stipulated in the [academic calendar](#). For more information, please visit the [Office of the Registrar](#).

### **Refund Policy**

Dual Enrollment tuition may be fully or partially refunded according to the following schedule upon withdrawal from a course or from the University:

During the first calendar week of <b>classes</b>	Full refund
During the second calendar week of <b>classes</b>	50% refund
During the third calendar week of <b>classes</b>	25% refund
After the third calendar week of <b>classes</b>	No refund

## **Transferability of Credit**

### **Dual Credit**

Credits earned by students in dual credit courses that meet this policy's guidelines shall fall under the same CBHE guidelines as that for credit in college courses subject to transfer between public and independent institutions in the state of Missouri. College credit earned through dual credit courses offered in high schools shall be applicable toward associate and/or baccalaureate degree requirements and shall be eligible for transfer. All students' rights and responsibilities as outlined in CBHE's Credit Transfer Guidelines shall apply. (*Policy on Dual Credit Delivery*, section 9.1

<http://dhe.mo.gov/policies/documents/CBHEPolicyonDualCreditJune2015.pdf>)

Most dual credit earned through Lincoln University will transfer to other public colleges and universities in the state of Missouri. If students plan to attend a private college or university, or one that is not in the state of Missouri, students and parents should contact the college or university to determine the transferability of courses. Students

should always check with the institution they plan to attend after high school graduation in order to determine which courses will transfer to that institution.

### **Dual Enrollment**

Credit earned through dual enrollment is just like any other college credit. Most credit earned through Lincoln University will transfer to other public colleges and universities in the state of Missouri. If students plan to attend a private college or university, or one that is not in-state, students should contact the college or university to determine the transferability of courses.

## **Policy Guidelines**

The policy guidelines adopted by the Coordinating Board of Higher Education serve as administrative guidelines for the Lincoln University Dual Credit Program:

- Dual credit courses must duplicate course content and requirement of corresponding on-campus coursework. On-campus Lincoln University faculty will ensure that each dual credit course has the same level of academic rigor and standards of evaluation as that of its on-campus equivalent.
- Dual credit assignments and grading criteria must be identical to, or are of comparable design, quality, and rigor to the equivalent on-campus course. Features of the dual credit course to be approved by discipline-specific University faculty include the syllabus, textbooks, teaching methodology, and student assessment strategies.
- Dual credit courses must be approved for dual credit status by the University, and the credit awarded must be deemed acceptable in transfer by the faculty of the appropriate University academic department.
- Lincoln University will facilitate frequent, consistent, and timely communication with the high schools which provide dual credit courses for the University. That communication should address the scheduling of courses, compliance with statewide dual credit policy, identification and resolution of problems that occur, and evaluation of each dual credit course.

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- To prevent retroactive registration, a practice which permits students to choose to register for courses late in the semester, students enrolled in dual credit courses are subject to comparable deadlines as specified by the University campus for registration, drop, withdrawal, or refund.

## **Lincoln University Roles and Responsibilities**

The Vice President of Academic Affairs is responsible for:

- Certifying to the Coordinating Board for Higher Education (CBHE) that Lincoln University is in full compliance with CBHE guidelines on dual credit.
- Submitting an annual report verifying Lincoln University's compliance with state policy guidelines.

The Coordinator of Extended Studies is responsible for:

- Collecting and processing student applications for admission.
- Processing student registration.
- Ensuring Program compliance with CBHE standards on dual credit delivery.
- Meeting national program accreditation standards through the National Alliance of Concurrent Enrollment Partnerships (NACEP).
- Serving as a liaison between the high schools offering dual credit courses and Lincoln University.
- Collaborating with department heads and designated faculty liaisons.
- Conducting annual fall, spring, and summer in-service trainings for dual credit instructors and liaisons.
- Communicating with program participants, parents, instructors, and high school administrators.
- Maintaining and updating all handbooks, form, webpages, etc.

Department Heads are responsible for:

- Certifying dual credit faculty to ensure the same qualifications are met as are required of all adjunct faculty at the University.

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Faculty Liaisons are responsible for:

- Aligning syllabi with the requirements of the University.
- Confirming dual credit courses duplicate as closely as possible the same courses offered by the University.
- Leading annual discipline-specific summer professional development for dual credit instructors in the discipline.
- Overseeing the assessment of student outcomes to ensure that the assessments are comparable to those required of students enrolled in on-campus courses.
- Observing and evaluating dual credit faculty.

Dual Credit Instructors are responsible for:

- Collaborating with department heads and faculty liaisons in the design and delivery of dual credit courses.
- Attending dual credit in-service trainings annually.
- Providing a syllabus, assignments, assessments, and evaluations that are equivalent with their university counterparts to ensure that dual credit courses are held to the same standards as their on-campus counterparts.
- Confirming accurate class rosters each semester.
- Submitting grades in a timely manner.
- Using Lincoln University approved textbooks and resources.
- Keeping good course records in case Lincoln University needs them in the event of a grade appeal.
- Using and checking University email regularly.

High School Dual Credit Counselors are responsible for:

- Confirming student eligibility for the Lincoln University Dual Credit Program.
- Providing high school transcripts and placement scores for each student to meet student eligibility and course requirements.
- Assisting in the enrollment process.
- Serving as a liaison between the high school and Lincoln University.
- Recommending eligible students for registration.

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