

**School Guide to Dual Credit/Enrollment  
for  
2016-2017 Academic School Year  
Wentworth Military Academy and College (WMAC)**

**Fall 2016- Spring 2017**

When courses are offered at the high school for college credit and simultaneously, for high school credit, it is referred to as a High School based Dual Credit (DC) or Dual Enrollment (DE) program. The defining characteristic(s) is that a college catalog course, offered to a student, is also eligible for High School credit, and, is taught in the high school by a high school staff teacher. This teacher has been qualified, in advance, by WMAC to teach college level classes.

In the following paragraphs, the steps and procedures to set up your DC/DE program for the 2016-2017 Academic School Year are outlined.

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## **Articulation Agreement**

The Articulation Agreement is the contract between Wentworth Military Academy and College and your High School. It must be approved and signed by either your High School Principal or District Superintendent (as appropriate to your local policies and procedures). It has two parts, Form A and Form B.

Form A are the general contractual terms of what the High School must do and what WMAC must do. It will also specify important information such as (but not limited to) the tuition and fees charged to students in the Dual Enrollment Program.

Form B of the articulation Agreement is the High School's request and justification of the courses they wish to offer their students for dual credit and the instructor's they wish to assign. It must be filled out completely and specify courses for the entire school year. Once approved by the WMAC, these are the courses, instructor's, and times that are approved for student's to enroll for college credit. Changes may be made to the Articulation Agreement Form B by the request, in writing, of the high school and the approval of the college at later dates.

The rest of this document will assist and inform you of the different aspects of the Dual Enrollment Program and how to determine what to enter in Form B.

## **Course Assignment**

The first step is to determine what course assignment(s) may be available to be offered at your school for dual credit. There are five (5) considerations in selecting courses to be offered.

They are:

1. College Catalog and High School Catalog availability
2. Semester Choice (F/F, F/A. or P/P) (see paragraph 2 below for definitions)
3. Instructor/Student Classroom Contact Hours
4. Instructor Qualification
5. Student Eligibility

### **1. Catalog Availability**

All courses in the WMAC catalog are available for DC/DE high school based programs except specific military courses and homeland security courses. The primary factor in this part of the selection process is the high schools ability or willingness to also grant credit for the course while fulfilling the college's main course objectives outlined in the Master Syllabus of each course (available upon request). Once a course has been chosen, it is entered in Form B of the Articulation Agreement.

## 2. Semester Choices

There are three (3) semesters typically used by High School DC/DE programs. They are:

1. Fall/Fall- ( F/F)  
These classes begin in the fall and end in the fall (typically August to December).
2. Fall/Annual-(F/A)  
These classes begin in the fall and last the entire Academic School Year (typically August to May).
3. Spring/Spring-(P/P) (S/S is used for courses offered in the summer)  
These classes begin in the spring and end in the spring (typically January to May).

In Form B, along with the course choice, when and for how long it will be offered must also be specified. The above will be the choices presented to you on the form.

## 3. Instructor/Student Classroom Contact Hours

Once a course and time have been chosen, it must be determined if it can be offered for college credit. WMAC has adopted the standard that for each credit hour to be earned there must be a minimum of fifteen (15) instructor/student classroom contact hours available in the semester the course is being offered. Each college course is assigned a number of credit hours earned by the student upon completion. This is determined by the Master Syllabus for each course and cannot be changed. This may also influence the school's semester choice above.

The method used to determine available Instructor/Student Classroom Contact Hours is as follows:

*(This information must be specified on Form B or your agreement may not be approved.)*

1. Determine the number of days scheduled in the semester available for instruction. Count only the days a class meets. **You may not count early out or late start days**, even when they do not normally or regularly interfere with the courses period.
2. State how many hours the class meets. You do this by the number of minutes in a class plus 10 minutes and divide by 60.
  - a. A fifty (50) minute class counts as 1.0 hour  $((50+10)/60 = 1 \text{ hr})$
  - b. An eighty (80) minute class counts as 1.5 hours  $((80+10)/60 = 1.5 \text{ hr})$
  - c. A one hundred and ten (110) minute class counts as 2.0 hours  $((110+10)/60 = 2 \text{ hr})$
3. Multiply the determined number of days times the hours per class meeting to determine the total available contact hours.

*(Days (from 1 above)) x (Hours (2 above)) = Contact Time*

Example 1:

XYZ High School has 84 days in its fall semester. The class meets every day. There are 12 early out or late start days, so, there are 72 days available.

Each class period is 50 minutes long. So, 50 minutes plus 10 minutes divided by 60 (to convert minutes to hours), equals 1 hour.

Therefore  $72 \times 1 = 72$  hours of student/instructor contact time.

Example 2:

ABC High School has 84 days in its fall semester. Classes meet every other day. There are 4 early outs. So there are 40 days available.

Each class period is 80 minutes long. So, 80 minutes plus 10 minutes divided by 60 equals 1.5 hours.

Therefore  $40 \times 1.5 = 60$  hours of student/instructor contact time.

*(This is the information to be entered into Form B of the Articulation Agreement.)*

For Example, contact hours translate to credit hours in the following manner:

- a. 1 semester credit hour requires a minimum of 15 contact hours
- b. 2 semester credit hour requires a minimum of 30 contact hours
- c. 3 semester credit hour requires a minimum of 45 contact hours
- d. 4 semester credit hour requires a minimum of 60 contact hours
- e. 5 semester credit hour requires a minimum of 75 contact hours

We require that the college course being offered meet the Instructor/Student Contact Hours. Entering the Instructor/Student Contact Hours on Form B of the Articulation Agreement helps provide the justification that the course will meet minimum standards.

#### **4. Instructor Qualifications**

The qualifications are a Master's Degree in the field in which the instructor is teaching. Or a master's degree and 18 graduate hours in the field or content area in which the instructor is teaching.

The revised Missouri Department of Higher Education Policy states, "Instructors using credentials for qualification with a master's level degree in a discipline or subfield other than that in which he or she is teaching must have completed a minimum of 18 graduate credit hours in the discipline in which he or she is teaching."

## 5. Student Eligibility

(WMAC has elected to maintain the following Dual Credit Student Standards )

All students applying for admission to the dual enrollment program must have an overall grade point average (GPA) of 3.0 or higher on a 4.0 scale; have high school Junior or Senior status; and the approval of their principal. We do not require ACT/SAT/Compass scores for admission.

Students in the 11<sup>th</sup> or 12<sup>th</sup> grade with an overall minimum grade point average between 2.5-2.99 (on a 4.0 scale) must be on a list of recommendation from the principal or counselor of the high school. Parent permission will be in the form of the signed Policy and Procedure Sheet.

Students in the 10<sup>th</sup> grade may also enroll in dual credit courses if they meet the requirement of: 3.0 grade point average or better, recommended by the principal or counselor, and have parent's permission. Written permission will be accepted in the form of the signed Policy and Procedure Sheet.

A high school 9<sup>th</sup> grade student will not be allowed to take dual credit college classes in the WMAC program.

In all cases, a student must be admitted to the Dual Credit Program in accordance with the qualifications specified above. All admissions applications for WMAC are free.

There is a separate Dual Credit Admissions application that the Dual Credit Point of Contact at each high school will be given a password for access to the application. **All students wishing to take college credit courses apply for college by completing this application each academic year for the Dual Enrollment Program.**

### Summary of Setting up a DC/DE program

Once a course has been determined as eligible to be offered, the term or semester of the course must be chosen. In choosing the semester, a minimum of 15 contact hours per credit must be met for that course. A qualified instructor must be available and there should be enough students available to justify the course offering (this is a High School not a College choice). Even if only one student is choosing to take the course, WMAC will set up the program for them.

It should also be noted that a Dual Credit course may be offered but it is NOT required that all the students in the class be taking it for college credit. We allow blended classes. However, the Master Syllabus objectives must be met, even if only one student in the class is taking it for dual credit.

See *Setting Up Dual Enrollment Program* and *Course Registration* checklists attached in the appendix of this document.

**Point of Contact Responsibilities**

The Point of Contact (POC) is the individual appointed by the high school Principal, in the Articulation Agreement (Form B), to coordinate the functions of a school’s DC/DE program with WMAC. Typically, it is a counselor or a lead teacher that oversees dual enrollment opportunities. It is the person that WMAC staff is required to coordinate with. They are also the person that usually sets students up to register students for classes (below).

High school teachers can email or communication with Wentworth instructors. For example, instructors can communicate, without going through the POC, concerning course academic or curriculum content. However, upon request, WMAC will gladly adjust policy, on a case by case basis, to make it so this contact is also channeled through the POC. Typically, most communication is between the coordinator and the school’s points of contact at the building or district level.

A web-page with the required forms and their instructions is available to the POC. It is located at [www.wma.edu/dc/](http://www.wma.edu/dc/).

Below is contact information for WMAC that a POC may require.

Academic Dean	Col. Tim Casey	<a href="mailto:tcasey@wma.edu">tcasey@wma.edu</a>	(660)259-6040
Dual Credit Coordinator	Dr. Robert Cordell	<a href="mailto:rcordell@wma.edu">rcordell@wma.edu</a>	(660)259-6043
Registrar	Beth Schlesselman	<a href="mailto:bschlesselman@wma.edu">bschlesselman@wma.edu</a>	(660)259-6042
Business Office	Carol Coats	<a href="mailto:ccoats@wma.edu">ccoats@wma.edu</a>	(660)259-6012

(more on next page)

## Preparing Students to Register for Classes

There are required actions a participating school must take with WMAC to have a successful and on-going DC/DE program. POC's should:

1. Determine and certify that every student participating in the DC/DE program is eligible.
2. Make a list of eligible students, approved by your principal, and submit it to WMAC in a timely manner. (This must be done at least 2-weeks prior to any scheduled appointments.) (Please use Excel template provided by the college.)
3. Insure that all students have applied for admission to the WMAC DC/DE program. (This is done on-line, is free, and must be fully accomplished at least 2-weeks prior to actual enrollment/registration by WMAC in college courses).
4. Set-up an appointment with WMAC for a staff member to come to the school to advise and enroll students. (Staff members are highly qualified and experienced college personnel and/or instructors.) Also, make sure all students can make this appointment.
5. Make students ready, by the *Advise and Enroll Appointment*, for registration in classes by:
  - a) Insuring they are admitted to the DC/DE Program
  - b) Have their Policies and Procedures forms signed by a parent or guardian
  - c) If they choose, have their **OPTIONAL** FERPA Information Release form completed
6. Having students complete their Enrollment Registration form with a minimum of 50% of the tuition due at the time of registration in classes. If the payment is being made by the school district, there is no specific deadline. A time during the semester will suffice adequately.
7. Insure that the school is familiar with the Policy and Procedures Sheet. The information often inquired about are the dates pertaining to a student withdrawing from a class to avoid an F grade and financial re-imbusement.
8. Respond to requests by WMAC for information or concerns about students and instructors in a timely manner.
9. Make requests to WMAC for information or concerns about students, instructors, or policy questions about the DC/DE program. (We attempt to deal with all requests in a timely manner.)

## **Instructor Responsibilities**

A dual credit/dual enrollment (DC/DE) instructor teaches in two worlds, the high school world and the college world. This document is intended to only outline the DC/DE College Instructors minimum responsibilities and requirements.

There are two overall requirements:

1. Maintaining Instructor Qualifications; and,
2. Student Learning Outcomes

### **Maintaining Instructor Qualifications**

1. Maintain current personal contact information with the college  
This should be accomplished at the beginning of every school year through the Dual Credit Coordinator.
2. Complete mandatory Professional Development (PD)  
Each academic school year, the Academic Dean of WMAC will specify those professional development categories they feel are necessary for ALL instructors teaching for WMAC in any capacity. These may be based on state requirements, accreditation requirements, classroom observations, student learning outcomes, or all or combinations of these. In any case, completing professional development in a timely manner, as specified by the Dean, is a **mandatory requirement for maintaining qualification** to teach college level classes for WMAC. Professional developments are provided by the college and are typically self-studies that can take between 10 minutes and one hour to complete.
3. Turn in your course syllabus before the class begins, turn in grades issued at the conclusion of the semester/year and grade and turn in the Final Exam Inserts.
4. Continued recommendation of your school's principal or District Superintendent.  
Each year, the school district signs an Articulation Agreement with WMAC to offer DC/DE courses. In this document, the school's principal assigns you as the Instructor. This constitutes a recommendation by them and acceptance by us when we accept and sign the document.

Should an individual change teaching jobs, they may transfer their *Instructor Qualification* with WMAC to their new school. However, this transfer is conditional on the recommendation of their new school's Principal or District Superintendent. If you intend to ask that your qualification be transferred, please notify the Dual Credit Coordinator and Academic Dean of WMAC in writing.



## Student Learning Outcomes

This is the most important responsibility any instructor has. It answers the question, what did the student learn? WMAC is making an effort to put in place a program that insures the highest possible degree of successful outcomes for students. There are 3 components:

1. Syllabus
2. Grading Requirements
3. Final Exam Insert

### 1. Syllabus

The Student Syllabus is the students, colleges, and instructors guarantee and guide of the control of course quality and student outcomes. The Student Syllabus and Master Syllabus are different and serve different purposes. While the Master Syllabus outlines the course objectives, the Student Syllabus outlines the student learning outcome objectives and the requirements to obtain those outcomes and objectives. Writing a College Level Student Syllabus is a mandatory PD that all WMAC instructors are required to accomplish at least once. The Master Syllabus is NOT satisfactory as a Student Syllabus.

Student Syllabus' should be submitted to the Dual Enrollment Coordinator with enough time to make changes should they be necessary. The coordinator will submit your syllabus to the appropriate individual to obtain your approval. The Student Syllabus for DC/DE Instructors should be approved before classes begin and distributed to students within the first 2- weeks of class meetings.

For DC/DE courses, the syllabus may be a combined High School/College syllabi. However, all of WMAC's requirements for college level instruction must be met and not superseded in any manner. There are certain elements that are required in a DC/DE syllabus that are not required in other syllabus'. Your coordinator will provide you with these requirements in advance.

### 2. Grading Requirements

The college uses a 4.0 scale grading system as follows:

90.0% to 100%	A
80.0% to 89.9%	B
70.0% to 79.9%	C
60.0% to 69.9%	D
Less than 60.0%	F

This grading system must be posted in the Student Syllabus. If the high school uses a different grading system, it may also be posted in the Student syllabus, but, the differences and different uses should also be explained.

All Final Course Grades should be reported as a percentage to the nearest tenths place. Grades should not be rounded up. All finals grades must be submitted within 2-weeks of the end of the high school semester but no later than the January 15th for Fall/Fall semester or no later than June 5th for Fall/Annual and Spring/Spring semesters. (The intention of these dates is to allow for semester split over break or the possibility of make-up for snow days placed at the end of a high schools regular schedule.)

3. *Final Exam Insert*

Where the Student Syllabus is the guarantee and control of course quality, the Final Exam Insert (FEI) is the measure. It is mandatory that all DC/DE student take a final examination and that the FEI be integrated into that final exam. The FEI is provided by WMAC and is the same for all students taking a final exam for that course.

The FEI may be broken up and placed throughout the instructor's final exam.

This is the preferred method. However, questions, tasks, or grading rubric in the FEI may not, in any way, be altered.

The FEI may also be given as a page or pages (depending on the course) that are part of the instructor's final exam. For the FEI, questions, tasks, or grading rubric may not be altered in any way. In this case, just the graded FEI need be returned.

In whichever way the instructor chooses to administer the FEI, a copy of the FEI or entire final exam (when integrated) must be returned graded to the college for each student. Please keep the original and only send legible copies. Ungraded FEIs will not be accepted or credited.

For each student, at the top of their FEI (or final exam) copy must be, first, the overall final exam percentage grade and second, the FEI percentage grade.

The graded FEI or final exam copy for each student may be returned with the classes' final grades to the college by electronic form or through the U.S. Postal Service or as one (all students) scanned attachment to an e-mail. There should be three (3) percentage grades returned for each student: 1- Final Exam Grade; 2- FEI Grade; and, 3- Final Course Grade. By U.S. Postal Service:

Wentworth Military Academy and College  
ATTN: Dual Enrollment Coordinator  
1880 Washington Ave  
Lexington, MO, 64067

APPENDIX

## Setting Up Dual Enrollment Program Checklist

**Principal:**

1. Decide on the courses you wish to offer
2. Make sure you have a WMAC approved instructor to teach the DC course
3. Choose the semester length and season (F/F, F/A, or P/P)
4. Assign a Point of Contact
5. Complete the Articulation Agreement, parts A and B, with WMAC

**Point of Contact (POC):**

School  
Contact Form

1. Fill out the School Contact Form online.
2. Determine which students are eligible to take DC/DE courses.
3. Forward a list of those students to their Principal for approval.
4. Make an excel spreadsheet list of approved students including: First Name, Last Name, Cumulative High School GPA, and the courses they intend to take (there is a template available for this if you do not wish to create your own).
5. Transmit the eligible and approved spreadsheet list to the WMAC Dual Credit Coordinator. This is our guide to approving the admission of your students.

Student  
Admissions

6. Have all students considering taking classes, apply for DC/DE admissions to WMAC using the on-line application (this is free, but has a specific application for DC/DE students). The password is **wma1880**.
7. Set-up an appointment for a WMAC staff member to enroll/register students for classes (this can take up to 2 weeks from the admissions application). A spreadsheet with the student's ID and Password will be returned to you for your records. This will assist you with compliance to Missouri laws and DESE regulations.

Student  
Advisement  
and Course  
Registration

## Dual Credit/Enrollment Instructor Checklist

<p>Instructor Contact Form</p>	<p>1. Complete WMAC Instructor Contact information (an online form). This is done every year so that we have the most current information for communication and contract payments.</p>
<p>Complete Professional Development</p>	<p>2. Accomplish all mandatory WMAC Professional Development 3. Write and submit a Student Syllabus (use <i>PD 201 Syllabus Design and Resources Part I</i> as a guide initially if you have questions). Submit your syllabus to the Dual Enrollment Coordinator. They will coordinate getting it approved for you. Once approved, the DE Coordinator will update the approval date in your file.</p>
<p>Complete and Distribute a Student Syllabus</p>	<p>4. Once approved, issue your WMAC Student Syllabus to students within the first 2-weeks of class. (It is possible that your Student Syllabus will require revisions. Please allow time for change process.)</p>
<p>Sign and return Contract</p>	<p>5. You will receive a \$25 per student stipend from WMAC at the end of the course. Sign and return your WMAC Instructor contract in a timely manner. 6. When presented, please check rosters for accuracy. 7. Provide students mid-term and final grades in a timely manner.</p>
<p>Obtain, Administer, Grade, and Return FEI</p>	<p>8. All college students must take a final. Obtain the Final Exam Insert (FEI) for your course by the mid-term. 9. Insure that the Final Exam Insert (FEI) is taken by all students receiving college credit and that it is returned with a percentage grade marked in the upper right-hand corner, to WMAC when final grades are submitted. This is partial evidence of student learning outcomes and is necessary to award college credit.</p>
<p>Return Final Grades</p>	<p>10. Complete and return the Final Grade Sheet to WMAC within 2 weeks of the end of the course or the suspense date from the college calendar, whichever is sooner.</p>

## Course Registration Checklists

### Point of Contact

1. Send Policies and Procedures (P&P) form home for parent/guardian to sign
2. Collect P&P form prior to registration appointment (also the FERPA release form if appropriate)
3. Reserve computer lab for online Course Registration (Chrome and Firefox work best) (Explorer must be in compatibility mode)
4. Remind students that 50% of tuition is due at registration

### Wentworth Staff Member

1. Hand out Enrollment Form
2. Issue Student IDs and Passwords
3. Step through Enrollment Form
  - a) Ask students to write Business office name and telephone number on the top of the form
  - b) Remind students to press hard to transfer all writing to all copies
  - c) Student ID #
  - d) DOB as 8-digit password (mmddyyyy)
  - e) Legal Name as it appears on a birth certificate or other legal document
  - f) Mailing Address
  - g) City/State/Zip Code
  - h) County of residence
  - i) Graduating Semester?: N for no or not applicable
  - j) Financial Aid Complete?: N for no or Not Applicable
  - k) Previously attended Wentworth?: Y/N as appropriate
  - l) Site: High School name and school number (SNO code). For instance: *Oak Grove HS – 120*
  - m) Term code:
    - i. yyDE FF
    - ii. yyDE FA
    - iii. yyDE PP
  - n) Course Number (as appropriate) (When multiple sections, MA111r-127 or MA111b-127, talk students through difference. In this case, the first initial of the instructor's last name.)
  - o) Time: enter the time this class begins
  - p) Enter catalog course title
  - q) HRS: enter number of semester hours
  - r) AMT: enter total tuition for this class
  - s) Repeat steps k – p for each course student is registering
  - t) Tuition: Total all tuition for all classes
  - u) WMAC does not charge fees to Dual Credit students in the High School based programs. Enter \$0 for Technology, Lab, and Online Fees
  - v) Total: Total all tuition and fees
  - w) Payment Made: enter amount being paid today. Unless other arrangements have been made or it will be a credit card payment, this must be 50% of the total.) (If arrangements have been made, enter this amount.) (If credit card, enter \$0 and instruct to call Business office within 1-week from the next Friday after the appointment.)
  - x) Balance Due: Subtract payment made from Total

- y) Method of Payment
  - i. CK: Check- write check number next to # sign in box
  - ii. Cash: **We do not accept cash**
  - iii. M.O.: Money Order- write MO number next to # sign in box
  - iv. CC- Credit Card- write "Will Call" in the box underneath CC
- z) Have student review and read form before signing
- aa) Explain the difference between a Drop and a Withdrawal, refund policy, and necessity of the Change of Status form to be accomplished
- bb) Ask the student to sign and date the form
- 4. If small enough group, also sign and date, else wait and sign back at office
- 5. Have student tear off back copy of enrollment form for their records (remind them to check to see if they can read everything)
- 6. Have student place the remaining Enrollment forms on top of their P&P (and FERPA release if appropriate).
- 7. Briefly meet with each student, collect payment, and sign forms.