



**EXCEL Dual Credit
Instructors and Coordinators
HANDBOOK**

2020-2021

TABLE OF CONTENTS

Introduction to Missouri Baptist University	3
About MBU Early College Partnerships and EXCEL Dual Credit.....	4
Purpose and Benefits of Dual Credit	4
Information Regarding Dual Credit Teaching.....	5
Course and Instructor Approval	5
Criteria for Teacher Credentialing	5
Process of Candidate Review.....	5
Candidate Training and Orientation	6
Process of Course Approval	6
Site Visits	7
MBU Faculty Review of Courses	7
Grades and Credits.....	7
Dual Credit Attendance Policy.....	8
Student Evaluations	8
Maintaining EXCEL Dual Credit Instructor Status	9
Non-compliance Policy	9
Concessions for MBU ECP Partners and Coordinators.....	10
Information Regarding Dual Credit Students.....	11
Student Eligibility	11
Student Registration Process	12
Student MyMBU Account	13
Billing	13
Credit and Grading	14
Transcript Requests	14
Withdrawal from a Course.....	14
Transferability.....	15
MBU Early College Partnerships Staff.....	17
MBU Faculty Contacts.....	18
Appendix A – Syllabus Requirements.....	21

INTRODUCTION

Welcome to Missouri Baptist University and the EXCEL Dual Credit Program. We are pleased that you want to provide your high school students with the opportunity to earn college credit while they are still in the high school setting. This handbook will provide information about the background, procedures, and policies of the EXCEL Dual Credit Program and will guide you in your first year and continuing years of partnership with the program.

We're glad you've joined us!

Missouri Baptist University

Mission Statement

Missouri Baptist University is an evangelical Christian, liberal arts institution of higher learning whose purpose is to offer programs of study leading to professional certificates, undergraduate degrees, and graduate degrees in an environment of academic excellence from a Biblically based Christian perspective. The University is committed to enriching students' lives spiritually, intellectually, and professionally, and to preparing students to serve in a global and culturally diverse society.

Locations

Main Campus

Missouri Baptist University's main campus is located at One College Park Drive, St. Louis, Missouri 63141-8698, in the heart of West St. Louis County, adjacent to Interstate 64 (Highway 40), one mile west of Interstate 270.

Regional Learning Centers

- Arnold Regional Learning Center
- Farmington Regional Learning Center
- Franklin County Regional Learning Center
- Jefferson County Regional Learning Centers
- Lewis & Clark Community College Regional Learning Center
- Southern Illinois Regional Learning Centers

ABOUT MBU EARLY COLLEGE PARTNERSHIPS and EXCEL DUAL CREDIT

History

MBU Early College Partnerships (MBU ECP), formerly known as “EXCEL,” was established in 1983 at Missouri Baptist University. MBU ECP is a program that allows high school students to earn university credit. Its primary mission is to offer qualified high school students the opportunity to enroll in challenging courses normally taken by MBU students during their freshman and sophomore years of college.

MBU ECP serves over 40 high schools located in the St. Louis metro area and in eastern and mid-Missouri communities. The program includes public and private high schools and provides classes in schools as large as 2,500 students and as small as 100 students.

Early College Partnerships offers MBU credit through various methods of delivery: EXCEL Dual Credit, ACHIEVE Credit-by-Exam, or Dual Enrollment.

EXCEL Dual Credit is a program whereby high school students, located at the high school sites, earn MBU credit while being taught by university-approved high school instructors. EXCEL Dual Credit has been nationally accredited through the National Alliance of Concurrent Enrollment Partnerships (NACEP) since 2008. NACEP’s high standards ensure that dual credit courses offered in the high school are as rigorous as courses offered by the University.

Today more than 2,400 students in over 40 high schools in the metro St. Louis area and central and eastern Missouri enroll in programs administered by the MBU Early College Partnerships office. Over 130 high school instructors teach in the dual credit program which has become a proving ground for college-bound students.

PURPOSE AND BENEFITS OF DUAL CREDIT

Students and their parents should consider dual credit because it

- introduces students to college level coursework in a more controlled environment and often at a somewhat slower pace;
- provides a cost-effective way for students to start their college career;
- may eliminate the duplication of general education courses during the freshman and sophomore college years;
- provides students with flexibility once enrolled in college, reducing the need to carry a heavy course load each semester;
- provides students the opportunity to finish college a semester early or double major in the same amount of time it would normally take to graduate with a single major;
- provides flexibility for students to study abroad if they wish, without being penalized for missing coursework at their home college or university.

COURSE SELECTIONS

EXCEL Dual Credit offers regular MBU courses at the 100-level or 200-level (typically taken by freshmen and sophomores) in accounting, anatomy/physiology, art appreciation, biology, chemistry, computer information, English, history/political science, math, music, physics, psychology, Spanish, and speech.

INFORMATION REGARDING DUAL CREDIT TEACHING

COURSE AND INSTRUCTOR APPROVAL

Criteria include teacher qualifications, appropriate and rigorous high school prerequisite courses, student selection, and course alignment with the respective MBU course. The high school principal or designated coordinator submits names of teachers and courses to be reviewed for approval. MBU ECP then provides the school with the following items for prospective teachers and courses:

- MBU ECP Course Approval Form
- MBU ECP Faculty Information Form
- MBU Course Syllabus sample provided by MBU faculty

CRITERIA FOR TEACHER CREDENTIALING

Teachers seeking to teach Missouri Baptist University courses through MBU ECP must demonstrate strong credentials in the chosen discipline, experience in teaching the subject, a recommendation by their high school administrators, and a dedication to offering students a challenging college course in the high school setting.

Candidates for EXCEL dual credit teaching are expected to hold the following credentials expected of part-time instructors on the MBU campus and must be approved by the chair of the academic division in which the course is housed:

- A master's degree in the discipline or a master's degree including or in addition to at least 18 graduate hours in the EXCEL dual credit subject.
- Three years of teaching experience in the subject area
- Certification in the subject area.

The candidate must also be approved by the Senior Vice President of Academic Affairs.

PROCESS OF CANDIDATE REVIEW

- The Director of MBU ECP may ask for a short summary of the candidate's credentials and experience. If the candidate is not likely to be approved, the name is not entered into the candidate list and no application forms are submitted for review.
- If the Director determines that the credentials merit a review by a division chair, the candidate completes the MBU ECP Faculty Information Form and submits it along with undergraduate and graduate transcripts.
- The Director reviews the materials for completeness and then forwards the information to the appropriate division chair or dean for review. The division chair or dean may choose to fully approve, provisionally approve*, or not approve the candidate.

*The MBU ECP program received written approval on December 19, 2016, from the Higher Learning Commission (HLC) to extend the time allotted for compliance with HLC Policy assumed Practice B.2., specifically for faculty providing dual credit instruction. The time allotted for dual credit faculty to come into compliance has been extended until September 1, 2022. Per the HLC approval letter, the dual credit teacher may be granted the extension if he/she develops and maintains a plan on file with the MBU ECP program to come into compliance by the deadline. This would result in a "provisional approval" to teach in the MBU ECP program.

- If the candidate is fully or provisionally approved by the chair/dean, then the Director will notify the high school teacher and coordinator. Candidates will be notified that they should attend the annual MBU ECP summer workshop to obtain orientation and workshop training to prepare to teach the course. Candidates who have been granted the HLC extension are notified that they will need additional discipline-specific graduate courses and that they must submit a plan for completion and continue to provide updated transcripts showing ongoing successful completion of required graduate course work.
- Candidates who need a significant number of graduate hours or degree completion, and who do not expect to finish the work by the HLC extension deadline, are notified that they will not be approved to teach an MBU course until the appropriate graduate work is completed. The director contacts the coordinator and the teacher and lists the additional criteria that would need to be met before the candidate could be approved. The candidate's materials will remain on file.

CANDIDATE TRAINING AND ORIENTATION

Once accepted, EXCEL dual credit teachers are required to obtain new instructor training and orientation prior to the start of their dual credit classes. This training is available at the annual MBU ECP summer workshop. Candidates who are unable to attend the event must receive individual training and orientation prior to registering students for dual credit offerings.

PROCESS OF COURSE APPROVAL

Courses taught for dual credit must be approved by the appropriate MBU division chair or dean. A review of course content, assessments, and texts ensures that the high school meets the rigor of the University course.

1. Once approved to teach for EXCEL dual credit, the teacher (with the principal's approval) submits a Course Approval Form with a proposed syllabus based on an MBU course syllabus. The proposed syllabus should be aligned with and formatted like the sample provided by the appropriate academic chair or faculty liaison. A syllabus checklist should be utilized to ensure alignment.
2. Upon receipt of the proposed syllabus, the appropriate EXCEL faculty liaison (usually the academic division chair and/or the instructor for the on-campus course) reviews the syllabus to determine if the high school can deliver the course content, appropriate text, methods, and assessments to align with the MBU course.
3. If there is some discrepancy between the MBU syllabus and the proposed syllabus, the EXCEL faculty liaison works with the high school teacher and, in some districts, with the appropriate curriculum director to modify the high school course. If the university determines the high school cannot meet the expectations of the on-campus course, the high school does not receive approval to offer the MBU course.
4. If both the teacher and the proposed syllabus are approved by the MBU faculty liaison or by the division chair, MBU will approve the course offering for the next school year. The Course Approval Form includes three signatures: a high school administrator's signature, the appropriate MBU division chair's or dean's signature and the signature of the Director of MBU ECP.
5. The Director of MBU ECP Student Services then arranges registration procedures with the designated coordinator at the high school.

SITE VISITS

Site visits provide opportunities for MBU ECP staff members and on-campus faculty to maintain contact with participating high school administrators, counselors, teachers and students, and to offer support to each participant. Faculty liaisons or MBU ECP staff, at the invitation of the high schools, complete classroom visits to speak to both students and teachers. At least once a semester, one of the staff also makes courtesy visits to answer questions or provide materials. These methods of communication ensure that MBU courses offered at the high school sites reflect the rigor of the on-campus courses and offer continued, convenient communication between the university and EXCEL dual credit instructors.

Faculty Liaison Site Visit Procedures

1. The faculty liaison contacts the high school teacher to set up a time for the visit and, if possible, a discussion before or after class. This visit can occur in person or through video conferencing.
2. The faculty liaison prepares materials (syllabi, sample assignments and assessments, handouts) for the high school teacher.
3. The high school teacher prepares samples to give to the site visitor (assessments, syllabi, reports, portfolios, class handouts, graded papers with names redacted).
4. The site visitor goes through the appropriate process of entering the school, registering at the main office and wearing any designated visitor tag.
5. The site visitor observes the class and participates in the discussion if appropriate.
6. The high school teacher may choose to ask the site visitor to speak to the students or to answer questions.
7. After the visit, either during a conference period or later, the site visitor and teacher may discuss several items including student performance, instructional strategies, types and number of assessments, teacher questions or concerns and recommendations.
8. The faculty liaison completes a site visit report to provide feedback to the teacher and to the MBU ECP office. A copy of the completed report is provided for the teacher.

MBU FACULTY REVIEW OF COURSE

MBU faculty liaisons provide sample syllabi, exams, and other assessments. EXCEL teachers should ensure that their own syllabi and assessments cover the MBU course objectives. Each year they will provide their faculty liaison with the following items: a syllabus closely comparable to the MBU syllabus, sample tests, other sample assessments, and examples of student work. In addition, the faculty liaison may request other course materials and may request the registered students take the on-campus version of the final exam.

GRADES AND CREDITS

The grading systems for each individual course will be explained to the students by the course instructor. To receive credit on a Missouri Baptist University transcript, students must fulfill the minimum student criteria, obtain parent or guardian approval, and obtain approval by the designated high school administrator or coordinator, and pay for the course. Students earn course grades after completing the entire course, and the final grade is assigned by the high school EXCEL dual credit teacher. If the course covers the entire school year, one final grade is assigned at the end of the yearlong course. To learn more, see the MBU ECP website about credits and grading. EXCEL dual credit teachers assign grades to their registered students throughout the course.

and base the final grade on the student's performance on a variety of assignments and assessment types. Final grades should be based on a grading scale at least as rigorous as that of MBU:

90 – 100%	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and below	F
Withdraw	W
Stopped attending	XF

EXCEL teachers will receive a grade roster from the MBU ECP office approximately one month before the semester ends. Teachers should record the grades on the roster, send it to the high school coordinator, or send it directly to the MBU ECP office at MBU. Note: courses that meet all year will need only one grade roster because the students receive only the final course grade. Teachers may determine how to average the high school semester grades to arrive at the final MBU grade.

Process of Submitting Grades

1. A few weeks before the end of the course, the MBU ECP office sends grade rosters to the high school instructors. Instructors should review the rosters and contact the Director of MBU ECP Student Services to note any needed changes.
2. Once the course ends, the high school instructor completes the grade roster and then submits the forms to the designated EXCEL dual credit coordinator in that building. In some cases, teachers are instructed by their high school administration to submit grades directly to the MBU ECP Student Services office.
3. The EXCEL dual credit coordinator and/or the instructor should retain a copy of the completed grade roster in case a question arises.
4. Because the high school semester ends later than the MBU semester, students will receive grade reports from the MBU ECP office after high school instructors have submitted grades and after they have been entered into the student transcript.

DUAL CREDIT ATTENDANCE POLICY

Like students on campus at Missouri Baptist University, EXCEL dual credit students are expected to attend classes regularly. The EXCEL dual credit program accepts the high school's policy for absence from an EXCEL dual credit course, and EXCEL dual credit instructors include the absence policy in their syllabi.

STUDENT EVALUATIONS

As it does for on-campus courses, Missouri Baptist University provides opportunities for MBU ECP students and teachers to evaluate the corresponding high school courses. The availability of course evaluations is a NACEP requirement, and teachers are required to distribute them to their dual credit students.

At the end of the course, all students enrolled in an MBU ECP course for credit are asked to evaluate the course through an evaluation form, based on the one used for on-campus courses. The teacher administers the course evaluation only to students enrolled for MBU ECP college credit. Information received on the evaluation will be treated confidentially and only group results will be reported to the instructor.

ADMINISTRATIVE TASKS: WORKING WITH THE MBU ECP OFFICE TO SERVE YOUR STUDENTS

- Become familiar with the registration process and be able to answer students' questions or direct them to the Director of EXCEL Student Services.
- Return registration forms, grade rosters, and course evaluations to the EXCEL Office or to the designated EXCEL coordinator in your building by the assigned date.
- Notify EXCEL of changes in teachers, course content and/or text, overall curriculum or any other situation, which may affect the quality or suitability of an EXCEL course.
- When appropriate, speak with students about the transferability of dual credit courses within Missouri and outside the state. If students have questions that you can't answer, please direct the students to the EXCEL office rather than leaving them with incomplete or incorrect information. Encourage the students to check with the colleges/universities they are considering because the choices of institutions and majors can make a significant difference in how courses transfer.

MAINTAINING EXCEL DUAL CREDIT INSTRUCTOR STATUS

In order to maintain the approval to offer EXCEL dual credit courses and to receive an annual tuition concession for one graduate course, EXCEL dual credit instructors must meet the following requirements per NACEP accreditation standards:

- Attend an MBU ECP summer workshop (see website menu item "MBU ECP Summer Workshop") to obtain annual professional development and MBU ECP program updates. Although 100% participation is ideal, we realize that there are reasons why teachers may not be able to attend. Teachers who are unable to attend the event are expected to provide a written explanation for their absence. The Director of MBU ECP will send email notices to instructors who do not provide a written explanation for their absence from the annual workshop event. The faculty liaisons of absent teachers will be notified that a professional development opportunity should be provided for the absent teacher within the academic year. This may include any information that was communicated during the summer workshop.
- Develop and submit an updated MBU syllabus each fall (for year-long and fall semester courses) or spring (for spring courses) for each course they are teaching. These will be used to ensure rigorous alignment with the corresponding on-campus courses. The syllabus can be submitted to their faculty liaison or directly to the MBU ECP office. (NOTE: See Appendix A for syllabus requirements.)
- Work with their faculty liaisons to schedule a classroom observation and other consultations and provide any requested documentation pertaining to the course.
- Complete necessary administrative tasks such as timely grade reporting and course evaluations.
- Maintain communication with the MBU ECP office.

NON-COMPLIANCE POLICY

- If instructors do not meet the expectations, they are non-compliant.
- Instructors will receive notice by e-mail from the Director of MBU ECP, their MBU faculty liaison, and/or the MBU ECP coordinator at their high school sites specifying the area of non-compliance, corrective actions that must be taken, and a deadline for corrective actions. The high school coordinator will also be notified.

- In the event that the instructor does not address the issue by the deadline designated in the first notice, he or she will be considered in a probationary period and will receive a notice as such from the Director of MBU ECP designating any areas of instructor non-compliance and a deadline for correction.
- If compliance has not been reached by the deadline stated in Step #2, the Director of MBU ECP will notify the high school administration stating that the instructor is no longer approved to teach a Missouri Baptist University EXCEL dual credit course.

CONCESSIONS FOR MBU ECP PARTNERS AND COORDINATORS

- During each calendar year, a high school teacher, counselor, or administrator who works directly with the MBU ECP program may receive a concession for one free Missouri Baptist University graduate course. The interested partner should contact the MBU ECP office to verify course schedules, request the graduate registration materials, and submit the MBU ECP Concession Form.
- MBU ECP partners whose children are registered for MBU ECP courses may receive a concession for those courses. An MBU ECP Concession Form should be submitted to the MBU ECP Office.

INFORMATION REGARDING DUAL CREDIT STUDENTS

STUDENT ELIGIBILITY

We find that MBU ECP students take their course work seriously and make the most of their high school classes. A student guide, which can be found on the MBU ECP website, answers many questions often posed by students and their parents or guardians. It is important that students and their families read the guide.

How are students selected?

Within limits mandated by the Coordinating Board for Higher Education in Missouri's 2015 Dual Credit Policy and by Missouri Baptist University requirements, selection of students is left to the discretion of the school administrators, teachers, and guidance counselors, who know the student best. Dual credit students must be approved by the designated MBU ECP coordinator in their high school (typically a principal or counselor) whose signature on the registration form signifies the approval. The coordinator also lists the GPA on the form. Other criteria appear below:

Student Approval Criteria in Missouri's Current Dual Credit Policy

Students in the 11th and 12th grades

Students in the 11th and 12th grades with an overall minimum grade point average of 3.0 (on a 4.0 scale) are eligible for dual credit courses.

Students in the 11th and 12th 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

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

Students in the 9th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale), score at the 90th percentile or above 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.

STUDENT REGISTRATION PROCESS

At the beginning of each semester (fall semester for year-long courses), the MBU ECP staff visits high school classes to provide students with information and materials to enable students to submit their registration. In a few schools, teachers receive the information and materials and provide them to their students.

Students seeking to enroll in an MBU course through MBU ECP must meet the minimum student approval criteria, obtain parent or guardian approval, and obtain approval by the designated high school administrator or coordinator.

The three-step online registration form is available through the website that is provided to students in each approved course during the registration period near the beginning of each semester. Students, parents, and counselors should accurately complete their designated portion of the form which provides important information needed to officially admit and register the student as a non-degree seeking student at Missouri Baptist University. Students are given a specific date by which to submit the form to the designated high school coordinator.

Step 1: The student will enter personal information, choose the appropriate class(es), and sign the form. The student must enter a valid e-mail address for a parent or guardian to receive the information necessary to continue the registration.

Step 2: The parent or guardian will open the link to the form that has been sent to the email address provided in the first step. During this step, the parent or guardian will verify and add to the student's personal information, verify or change the classes chosen, provide FERPA information, and sign the form. At this point, any necessary changes can be made to the registration.

Step 3: The designated high school coordinator will receive an email containing a link to each student's online registration. The coordinator will verify that the student is eligible to take the requested classes, enter the student's cumulative G.P.A., attach any additional documentation required, and sign the form. Note: MBU ECP accepts registrations that have been routed through the designated high school coordinator only. Registrations sent directly from the student are not complete nor accepted. Registrations must include signatures of the student, of the parent/guardian, and of the designated coordinator.

Ensuring the forms are complete:

Student and Parents

- Student portion complete and accurate
- Student e-mail provided is an address that is often checked by the student, is not a high school e-mail address, and it is accurate and complete.
- Parent/Guardian e-mail provided by the student in step 1 is an email that is checked often by the parent/guardian, accurate and complete.
- Course numbers, titles and instructor names accurate and complete
- Student and parent/guardian signatures and date complete
- Student social security number provided (for tax purposes only)
- Student form submitted to high school by deadline

High School MBU ECP Coordinator

- Student GPA and any accompanying documentation attached
- Signature and date completed
- All completed EXCEL registrations returned to EXCEL office by the assigned deadline.

Note: The high school and student copies help verify that the student registered for the course.

The completed form will be automatically forwarded to the MBU ECP Director of Student Services who will complete the registration.

Once registered, students will be notified. Students are encouraged to maintain a file for their MBU ECP course(s) including the following: a copy of the registration, the course syllabus, grade reports, and samples of their best work. We trust that students will strive to earn a good grade. Many universities will accept only transferred courses with a grade of “C” or above.

The tuition owed will be calculated based on the tuition rates for the current school year. Students will receive a bill in the mail stating the amount owed within 4 – 6 weeks after the online registration has been processed. Bills may be paid by check, money order, credit card payment over the phone, or MyMBU online payment.

Registration Deadline

Each high school is given a deadline by which students must submit completed registrations. The deadline is announced during classroom registration visits by MBU ECP staff or is announced by the high school teacher. The deadline is based on requirements that on-campus students must meet when they register for classes. The guidance office also announces the deadline via the school website, publication, and/or public announcement system. Teachers normally also keep the announcement on their bulletin boards or other instructional space.

The MBU ECP office accepts only those completed registration forms that have been (1) received by the deadline assigned to the high school site and (2) obtained approval from the designated MBU ECP coordinator (a principal, counselor or teacher). Registration deadlines are strictly enforced.

Students may **not** enroll in a dual credit course after the course has ended.

STUDENT MYMBU ACCOUNT

After a student’s registration form has been processed, the student will be assigned an official MBU student number and MyMBU account. This account is extremely important as it will be used from now on to communicate with the student. Instructions on how to set up MyMBU account can be found in the MBU ECP online student guide, and it will also be sent to the email the student provided in the registration form. The MyMBU account can be used to pay a bill online, view grades online, and print an unofficial transcript.

BILLING: HOW AND WHEN DO STUDENTS PAY FOR THE COURSE?

Payment deadlines are published for each semester in bills sent to the student-designated address. If the student bill remains unpaid, a certified letter with the final bill due date is sent to the address. Final bill due dates are also published on the MBU ECP web pages on the EXCEL dual credit calendar. If the final payment deadline is missed, then the University drops the course from the transcript.

The fee per credit hour for EXCEL courses is published by July 1.

CREDIT AND GRADING

College courses are usually described in terms of credit hours. Some courses are considered as “three-hour courses.” In other cases, courses may be considered for one, two, four, or even five hours of credit.

The grading systems for each individual course will be explained to the students by the course instructor. Students earn course grades after completing the entire course, and the final grade is assigned by the high school EXCEL dual credit teacher. If the course covers the entire school year, one final grade is assigned at the end of the yearlong course.

Because the high school semester ends later than the MBU semester, students will receive grade reports from the MBU ECP office after high school instructors have submitted grades and after they have been entered into the student MBU transcripts.

Questions about grades should be resolved with the dual credit instructor.

TRANSCRIPT REQUESTS

Transcripts of students’ MBU ECP courses are available at any time during the year. Students planning to register for their freshman year at college should request their MBU ECP transcript in early June. Students can go to MBU ECP website and click on the link titled “MBU ECP Transcript Request” to request a transcript.

WITHDRAWAL FROM A COURSE

Students who wish to officially drop a course must complete and submit an MBU ECP Drop Form. Please see the MBU ECP Calendar for drop date deadlines.

Courses officially dropped on or before October 15 (fall and year-long courses) or March 15 (spring courses) will be eligible for a refund and will not appear on the student’s transcript. Courses officially dropped after October 15 (fall and year-long courses) or March 15 (spring courses), but before 80% of the course has been completed, will appear on the transcript with the grade of W, indicating that the student withdrew without grade point penalty; no refund will be available. Courses officially dropped after 80% of the course has been completed will appear on the transcript with a WF which negatively impacts grade point average; no refund will be available. Withdrawing Because of Medical or Other Emergency Circumstance

If a student has an emergency and/or medical situation or a change of residence to another school attendance area and must withdraw from all high school courses, including the MBU ECP course(s), the student’s parent/guardian and the high school should do the following:

The parent/guardian submits official documentation substantiating the emergency and/or medical situation to the high school counselor, MBU ECP coordinator and/or MBU ECP teacher requesting the withdrawal. If the high school agrees with the request, then the designated MBU ECP coordinator submits copies of the documentation and a cover letter requesting that MBU ECP grant the student’s withdrawal from the MBU ECP course(s) along with a refund. The cover letter and documentation should be submitted to the following address:

MBU Early College Partnerships Office
 Attn: Student Withdrawal
 Missouri Baptist University
 One College Park Drive
 St. Louis, MO 63141

If MBU ECP determines the request for withdrawal because of emergency circumstances is valid, they will initiate action to withdraw the student from the college course and to refund the course fee.

For more information, contact the MBU Early College Partnerships office at Missouri Baptist University by e-mailing MBUECP@mobap.edu or by calling 314-392-2203.

TRANSFERABILITY

The MBU ECP website provides the following information and directions:

Each year MBU sends hundreds of transcripts for MBU ECP students to schools across Missouri and the nation. Upon receiving the student's transcript, institutions can transfer the credits into the planned program of study, reducing the number of courses the student must complete in order to graduate. Another option is that the university can exempt the student from taking certain courses required for freshmen and sophomores including introductory courses in composition, math, science and social studies. Students may also be able to use the transfer credit for prerequisites for their major or minor fields of study.

Often when a student earns dual credit, not only does the credit transfer, but the grade earned also transfers. This means that all your hard work will be reflected in your overall college grade point average (GPA)! Conversely, credits earned through Advanced Placement (AP) exams are not reflected in your college GPA. Because dual credit students are typically high performers, the GPA contribution will not only affect your high school transcript, but it can help to obtain and retain college scholarships. NOTE: Although a college accepts dual credit courses as credit hours on the college transcript, the college may choose not to include the course grades in the student's college GPA. As you're considering colleges, we suggest you ask (1) how the credit hours will transfer and (2) how the grades will be used.

As you are checking on transferability of courses, it may help to understand the meaning of these kinds of credit:

"Like" credit

In most cases, an MBU ECP course is transferred and accepted as the same course the student would need to complete as a freshman or sophomore. It transfers as "like" credit. A list of available courses can be found here. Many courses have received CORE 42 approval. Individual courses that comprise the CORE 42 are guaranteed to transfer one-to-one among all public (and participating independent) colleges and universities in Missouri. MBU is one of only five independent institutions participating in CORE 42.

"Elective" credit

In other cases, the credit hours are counted as "elective" credit because the receiving university does not have a course that matches the course the dual credit student is transferring. In that case, the student can count the hours toward graduation but may still need to take a course that is similar to, but not the same as, the dual credit course.

Once you have registered for and completed an MBU ECP course, the MBU transcript certifies that you have earned college credit, but it does not automatically guarantee the credit will be accepted at every institution. Students should call their prospective colleges before registering for MBU ECP courses. Because MBU ECP does not accept late registrations, it is the student's responsibility to find out if a course will transfer to the school of his or her choice before enrolling in the program.

We suggest the following steps to check on the transferability of dual credit to a student's chosen school:

1. Call the Office of the Registrar / Records at the institution(s) you are interested in. Tell them your name, high school, and names of MBU ECP courses you are taking.
2. It is up to the school you will attend to decide whether they will accept your credit.
3. If you get an answer you feel is incorrect, it may help to call the Department Chairperson of the academic department for the MBU ECP course you are wishing to transfer.
4. You may need to provide a syllabus from the MBU ECP course. Syllabi may be available from your high school teacher or you can contact the Director of MBU ECP.
5. When credit is not given for MBU ECP courses, the following reasons may apply:
 - The college attended does not offer a similar course.
 - The college requires that, in some disciplines, freshmen take introductory courses taught only on that campus.
 - Some colleges will not recognize a college course that was also used to meet a high school graduation requirement. In other words, the college does not recognize dual credit.

IN SUMMARY, BE SURE TO CHECK ON TRANSFERABILITY!

Evaluation of any kind of transfer credit is made on an individual basis. Even though a college or university has recognized MBU ECP credit in the past, does not mean that it has a future commitment to do so. By contrast, the fact that an institution has limited its acceptance of MBU ECP credit in the past does not imply that those limitations are permanent.

NOTE: Students should work to achieve a good grade. Many universities will accept only transferred courses with a grade of "C" or above.

For more information, contact the MBU Early College Partnerships office at Missouri Baptist University by e-mailing MBUECP@mobap.edu or by calling 314-392-2203.

MBU EARLY COLLEGE PARTNERHIPS STAFF**Kim Cochran, Director of MBU Early College Partnerships****(314) 392-2209****Kim.Cochran@mobap.edu**

When you have a new teacher or new course to add to your EXCEL course list, or you have questions about syllabi, texts, and course content, call Kim Cochran. She can also help direct you to your on-campus faculty contact and to MBU graduate courses available to EXCEL teachers.

Alan Blize, Assistant Director of MBU Early College Partnerships**(314) 392-2289****Alan.Blize@mobap.edu**

Alan Blize contacts schools interested in beginning a partnership with EXCEL, visits classrooms at the beginning of each semester to help students register for their EXCEL courses, and visits coordinators and teachers periodically throughout the year to offer follow-up services from the EXCEL office.

Colleen Inman, Director of MBU Early College Partnerships Student Services**(314) 392-2203****Colleen.Inman@mobap.edu**

When you call the office, you will be directed to Colleen Inman. Her office is responsible for coordinating fall and spring registration, for maintaining all student files, for answering billing and registration inquiries, and for providing class rosters, grade reports, and course evaluations.

Mary Ellen Fuquay, MBU ECP Program Advisor**(314) 392-2326****Mary.Fuquay@mobap.edu**

Mary Ellen serves in a part-time advisory role concerning program quality, national accreditation, and compliance with Missouri dual credit policy.

Gina Walker, Administrative Assistant**(314) 392-2228****Gina.Walker@mobap.edu**

Gina assists Colleen Inman in the MBU ECP Student Services office. In addition, she enters and summarizes course evaluation data.

MBU ECP Field Assistant**(314) 392-2203**

Field assistants make registration visits to your students and assist the MBU ECP staff in the delivery of materials and other program services to partnering teachers and coordinators.

MBU FACULTY CONTACTS

A Missouri Baptist University faculty member in your subject area will consult with you about course content, texts, teaching methods, appropriate technology, and current research, and, in most cases, will serve as your faculty site visitor. Missouri Baptist University's academic division chairs and deans review and evaluate dual credit candidate credentials and proposed offerings of MBU courses and then inform the Director of MBU Early College Partnerships that a new teacher or course is approved or that changes in curriculum or texts on campus need to be addressed at the high school sites. The chair consults with the professors or instructors whose lead syllabi are sent to the high schools as samples of the course outlines and policies for MBU courses requested by the high schools.

DEANS and DIVISION CHAIRS	
Business	Dr. Karen Kannenberg Dean of the School of Business Associate Professor of Accounting and Business Administration (314) 392-2337 Karen.Kannenberg@mobap.edu
Education	Dr. Tammy Cox Dean of the School of Education Assistant Professor of Education (314) 744-7694 Tammy.Cox@mobap.edu
Fine Arts	Dr. Larry Smith Honors Program Director Professor of Music (314) 392-2108 Larry.Smith@mobap.edu
Health and Sport Sciences	Dr. Greg Comfort Professor of Health and Sport Sciences (314) 392-2282 Greg.Comfort@mobap.edu
Humanities	Dr. John Han Professor of English and Creative Writing; Editor of <i>Intégrité</i> and <i>Cantos</i> John.Han@mobap.edu
Natural Sciences	Dr. Mary Vedamuthu Professor of Chemistry Natural Sciences Laboratory Coordinator (314) 392-2284 Mary.Vedamuthu@mobap.edu
Social Sciences	Dr. Janet Puls Professor of Psychology/Human Services (314) 392-2333 Janet.Puls@mobap.edu

FACULTY LIAISONS		
EDUCATION		
	Education	Ms. Deborah Brandt, Instructor Education Division (636) 583-6600; Deborah.Brandt@mobap.edu
FINE ARTS		
	Art	Dr. Larry Smith, Chair of Fine Arts (314) 392-2108; Larry.Smith@mobap.edu
	Communications/Speech	Dr. Amanda Staggenborg, Associate Division Chair for Communications Professor of Public Relations and Communications (314) 744 – 5365; Amanda.Staggenborg@mobap.edu
	Music	Mr. Jose Silva, Instructor of Music (573) 584-6391; Jose.Silva@mobap.edu
HEALTH and SPORT SCIENCES		
	Physical Education	Mr. Mark Sissom, Instructor, Health and Sport Sciences (314) 485-8418; Mark.Sissom@mobap.edu
HUMANITIES		
	English	Dr. John Han, Professor of English/Creative Writing, Editor of <i>Intégrité</i> (314) 392-2311; John.Han@mobap.edu
		Dr. Matthew Bardowell, Assistant Professor of English (314) 744-7608; Matthew.Bardowell@mobap.edu
		Ms. Rebecca Duke, Director of First-Year Composition, Instructor of English (314) 485- 8436; Rebecca.Duke@mobap.edu
		Dr. Amy Harrison, Assistant Professor of Higher Education Leadership Director of Doctor and Master of Education in Higher Education Leadership (314) 485-8474; Amy.Harrison@mobap.edu
NATURAL SCIENCES		
	Anatomy & Physiology	Dr. Carrie Wahlman, Assistant Professor of Biology and Biochemistry (314)807-2032; Carrie.Wahlman@mobap.edu
		Dr. Dawn Huber, Assistant Professor of Biology Dawn.Huber@mobap.edu
	Biology	Dr. Shayani Pieris, Associate Professor of Plant Sciences (314) 489-9624 (c); Shayani.Pieris@mobap.edu
	Chemistry	Dr. Mary Vedamuthu, Professor of Chemistry (314) 392-2284; Mary.Vedamuthu@mobap.edu
	Chemistry, Biology, and Physics	Mr. Alan Lee; Instructor of Natural Sciences (636) 528-4395; Alan.Lee@mobap.edu

	Chemistry and Biology	Dr. Mark Duerr, Assistant Professor of Biology (314) 744-5324; Mark.Duerr@mobap.edu
	Math	Mr. David Smith, Assistant Professor of Mathematics (314) 392-2364 (Academic Success Center); David.Smith@mobap.edu
		Ms. Andrea Richardson, Instructor of Mathematics Andrea.Richardson@mobap.edu
SOCIAL SCIENCES		
	History/Political Sciences	Dr. Keith Beutler, Associate Professor of History (314) 744-5359; Keith.Beutler@mobap.edu
		Ms. Jane Neukomm, Visiting Liaison for History/Political Science mbuecp@mobap.edu
		Mr. David Hechler, Instructor of History David.Hechler@mobap.edu
		Mr. Layne Chartrand, Instructor of History Layne.Chartrand@mobap.edu
	Sociology	Mr. David Pitts, Sr., Instructor of Sociology David.PittsSr@mobap.edu
	Psychology	Dr. David Bailey, Professor of Psychology (314) 392-2347; David.Bailey@mobap.edu

APPENDIX A – SYLLABUS REQUIREMENTS

Purpose: As is required on university campuses, each new EXCEL dual credit course offering and each recurring EXCEL course offering should have a dual credit syllabus approved by the appropriate MBU academic division. The approved EXCEL syllabus should be given to any student who registers through Missouri Baptist University's EXCEL dual credit program. Syllabi may be provided to students in hard copy or via an electronic format.

A sample syllabus will be given to the new or veteran EXCEL teacher who should follow the format of the sample. The faculty liaison ensures the required items are included in the syllabus that the high school teacher gives to EXCEL students. If these items do not appear or are not aligned to the corresponding sections on the MBU syllabus, then the liaison will work with the EXCEL teacher or candidate to create an acceptable syllabus.

Titles and contact information:

- Missouri Baptist University (and should NOT include any other university or program name)
- Course number and title of MBU course
- Semester or year (for example, FA-20, SP-21, or YR-20)
- Name of EXCEL teacher and contact information
- Name of high school – this will appear on the line titled "Location."

MBU course information

- Course description – MBU Course Description only
- Course objectives (must include MBU objectives)
- Grading scale (to be used for the college course)
- Number and types of assessments
 - At least the same number and types of MBU assessments (quizzes, exams, essays, lab reports, research essays/projects, or other assessments) used in the MBU course
- Rubrics or other grading standards for assessments (if they appear in the MBU syllabus)

MBU course policies – The MBU student syllabus template includes all these policies.

- The syllabus contains a link to a page on the University website showing all MBU course policies. <https://www.mobap.edu/wp-content/uploads/2013/01/MBU-course-policies.pdf>

Classroom policies

- Instructor's policies regarding attendance, submission of assignments, and other necessary information should be included but may vary by instructor (just as such instructor classroom policies vary on campus).

Course schedule

- Daily or weekly schedule of topics and assessment dates (course schedules may vary but should reflect that all the MBU topics are covered and that assessment numbers/types are administered).