

Student & Guardian Handbook

## *July 2024*

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# Welcome to UMKC!

Congratulations on your eligibility to become a dual credit student, and welcome to the High School College Partnership (HSCP) program! The HSCP program provides you the opportunity to jump start your college experience at the HSCP tuition rate, all within the comfort and assurance of learning from your teachers in your high school. Our goal here at HSCP is to provide the structure and support that will enable you to have a great experience while earning college credit. We hope you, our HSCP students, feel empowered about your college careers and want to shout, ***“GIVE ME SOME CREDIT!!”*** (High school AND university credit, that is!)

We look forward to working with you and hopefully meeting you on campus during a campus visit or class. Go ROOS!

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## HSCP - “Your College Credit Connection”

For nearly four decades, UMKC has provided the opportunity for high school students to earn dual credit while still in high school. The mission of the HSCP program is to create partnerships by linking UMKC to high schools and offering high-quality, undergraduate college courses on their high school campuses.

UMKC’s HSCP program was the first nationally accredited provider of dual credit through the National Alliance of Concurrent Enrollment Partnerships (NACEP) in Missouri. The HSCP program offers courses from 32 academic subjects in more than 60 high schools throughout the state of Missouri. Each year, more than 260 qualified teachers collaborate with UMKC’s on-campus faculty to ensure student success.

## What is Dual Credit?

Dual credit is a term used to indicate two forms of credit are being issued for one particular course. UMKC offers college credit for courses that occur in the high schools with qualified instructors and course content. High schools work with UMKC to seek approval for particular instructors and courses within their school. UMKC and the high school both transcript the students’ grades.

## Why UMKC’s HSCP Program?

## HSCP Student Benefits: The top four benefits for students taking dual credit in high school!

1. **Affordability** The HSCP dual credit tuition rate for courses is significantly less than typical undergraduate tuition. Taking several dual credit courses while in high school can save students thousands of dollars in tuition.
2. **Transferability** Students enrolled in HSCP dual credit courses earn college credit that can be transferred to most public and private colleges and universities. Upon completion of a dual credit course, students earn the same letter grade on an official UMKC transcript as they do on their high school report card.
3. **Explore academic options** Taking dual credit courses in high school offers students the opportunity to explore different academic and career pathways. The wide variety of HSCP dual credit course offerings will allow students to pursue their interests and discover their passions.
4. **Scholarships** UMKC offers scholarships based on academic achievements, financial need, and scholarships specifically for students graduating from local high schools.

## What are the Instructor Qualifications?

According to the Missouri Department of Higher Education and Workforce Development (MDHEWD) guidance:

High school instructors of dual credit courses are, in effect, adjunct instructors of the college or university providing dual credit. As for any instructor of college‐level courses, high school instructors of dual credit courses shall meet the requirements for faculty teaching in institutions of higher education, as stipulated for accreditation by the Higher Learning Commission. Dual credit instructors shall possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees for which they must possess the same level of degree.

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.

*Copied from https://dhewd.mo.gov/policies/documents/CBHEPolicyonDualCreditJune2015.pdf*

Instructor credentials and experience will determine if the instructor is a Dual Credit Instructor (DCI) or Collaborative Teaching with Faculty (CTF).

Instructors identified as Dual Credit Instructors (DCI) have met all graduate-level qualifications as outlined by the Missouri Coordinating Board for High Education. This allows them to grade the UMKC common assessment and input semester grades directly into Pathway.

Collaborative Teaching with Faculty (CTF) are instructors in the process of obtaining full qualifications. As the faculty coordinator is the teacher of record, planning, grading, and some teaching will be collaborative. The high school instructor will provide the daily student support in the classroom. The faculty coordinator evaluates and enters final grades in Pathway in collaboration with CTF instructor at the high school.

# HSCP Administration Contact Information

## HSCP Program Address

5115 Oak St.

Kansas City, MO 64112

Phone: 816-235-1165

Email: umkc-hscp@umkc.edu

## Administrative Team

**Dr. Dea Marx**

Director: HSCP and Early College Academy

New Hires, Administrative Questions, Teacher Resources, Program Development

Phone: 816-235-5356

Email: marxd@umkc.edu

**Anne R. Pingel-Nichols**

Assistant Director: HSCP and Early College Academy

Petitions, Course Approvals, Grading Assistance, Instructor PD, ECA Liaison

Phone: 816-235-5838

Email: annepingel-nichols@umkc.edu

**Trevor Adams**

Program Associate: HSCP

Applications, Enrollment, Data, Course Adds/Drops

Phone: 816-235-5363

Email:

**Katie Taylor**

Office Support: HSCP

Billing, Payments, Invoices, Tuition Assistance

Phone: 816-235-6466

Email: taylorkath@umkc.edu

umkc-hscp@umkc.edu

## Accrediting and Approving Bodies

The UMKC High School College Partnerships Program must operate within the compliance standards of the following agencies:

* The Higher Learning Commission of the North Central Association of Colleges and Schools
* Missouri Department of Higher Education and Workforce Development
* Missouri Department of Elementary and Secondary Education (DESE)
* National Alliance for Concurrent Enrollment Partnerships (NACEP)
* Kansas Board of Regents (KBOR)

## UMKC Mission, Vision, and Values

**Mission (What We Do)**

As an urban research university, our mission at the University of Missouri-Kansas City is to promote learning through the discovery, preservation and dissemination of knowledge of public value across a broad spectrum of disciplines and fields of study. UMKC celebrates the individual and embodies diversity and inclusion by intertwining these goals with innovation to enable transformational impact aimed at bringing cultural, social, health and economic prosperity to the metropolitan, regional and global communities we serve.

**Vision (Why We Do What We Do)**

UMKC aspires to be an exemplary public urban research university of the 21st Century, pursuing excellence as a human-centric learning and discovery community, fostering equity, diversity and inclusion to enrich the lives of the people and regions we serve. Learn more about the [Chancellor's Strategic Plan](https://www.umkc.edu/about/strategic-plan.html).

**Values**

We, the community members of UMKC, are proud to contribute to a student-centered urban university, serving our mission of learning, discovery, research and service, inspired by our commitment to equity, diversity, inclusion and respectful interaction.

Our key values:

* Accountability
* Learning
* Respect
* Diversity
* Collaboration
* Integrity

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High school students eligible for dual credit courses MUST be recommended by their high school. Every student who enrolls in dual credit courses must meet the following admission standards set forth by the UMKC Undergraduate Academic Catalog:

* **High school sophomores, juniors and seniors**
	+ An overall 3.0 minimum grade point average (GPA) (on a 4.0 scale) OR a minimum 21 composite ACT score
	+ Students with a 2.7-2.99 GPA are eligible with a letter of recommendation from the teacher or administrator
* **High school freshmen**
	+ An overall 3.0 GPA (on a 4.0 scale), a score in the 90th percentile or above on the ACT or SAT, a signed letter of recommendation from the principal and guidance counselor and written permission from a parent or legal guardian
* **Prerequisites**
	+ Some courses have prerequisites that must be completed prior to registration. Please check the UMKC course catalog for all prerequisites.

\*The Prerequisites for MATH 110 Precalculus Algebra are as follows:

The Math 110 Precalculus Algebra course is one course that has a prerequisite outside of the basic course perquisites for taking any HSCP course. The course prerequisite requires a MyMathTest Intermediate Algebra Score of 70% or higher; or ACT Math Sub-score of 22 or higher; or SAT Math Sub-score of 540 or higher; or concurrent enrollment in MATH 109; or completion of three or more units of high school Algebra I and higher mathematics courses and a high school GPA of 3.0 or higher.

These requirements are subject to change by UMKC's Admissions Office. In addition, a placement exam may be required for courses. Some courses may also require the student to have completed prerequisite courses in high school.

## Parent/Guardian Permission

Every student is required to have a parent/guardian permission form submitted each semester. **Without parental permission, the student cannot complete the enrollment process for HSCP dual credit courses.**

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**Apply for Admission**

**Step 1: Register with the University by Completing a myHSCP Application**

* Students under the age of 18 must have permission from a parent or legal guardian before enrolling for UMKC dual credit courses.
* Register with the university by completing the myHSCP application during the enrollment period. The application must be completed the first semester you register in the myHSCP portal. You can apply for multiple classes with one application. ***(DO NOT complete any of the following: an Early College, Visiting Student, or non-degree seeking student application through UMKC Admissions.)***
* [UMKC Admissions](https://www.umkc.edu/admissions/index.html) will email an eight-digit UMKC Student ID number to you within 72 hours to the email address you list on the application. Please list a personal email address instead of a school address so this email is not blocked by any school spam filters. If you do not receive the email within a week of completing the application, contact the [HSCP office](https://www.umkc.edu/hscp/about-us/index.html).

If you have previously enrolled in dual credit, your student ID number will remain the same. Student ID numbers can also be found on previous billing statements from the Cashiers Office.

International students must submit copies of these documents:

* Information/photo page in your passport
* Permanent residency card (front and back)
* Current visa
* I-94 card documentation
* Current I-20/DS-2020 document

**Step 2: Pay tuition**

You may not enroll in future semesters unless all accounts are paid in full. Failure to pay on time will result in additional late fees.

**Step 3: Manage your account**

Manage your account through [Pathway](https://umkc.umsystem.edu/). For detailed assistance with Pathway, please visit the [Office of the Registrar - Student Pathway Help website.](https://www.umkc.edu/registrar/forms-resources/student-resources/pathway-help.html)

Pathway is the main tool students at UMKC use to view grades and update contact information. It is strongly recommended that you check Pathway often, especially if you are trying to add or drop a class.

# Course Changes, Deadlines, and Fees [Return to Table of Contents](#_Table_of_Contents)

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All requests for adds, drops, transcripts or payment plans must be sent directly to the appropriate UMKC-HSCP personnel. Adds and drops are processed through the myHSCP portal, transcripts through the Office of the Registrar, and payments through the Cashier’s Office. The high school instructor is not responsible for any of these procedures. **If a student fails to drop the course from UMKC they will still be responsible for the tuition bill. Dropping the course at the high school does NOT drop you from the course through UMKC.**

## Dates and Deadlines

All important dates and deadlines for students are available on our website: [https://www.umkc.edu/hscp/admissions/important-dates.html.](https://www.umkc.edu/hscp/admissions/important-dates.html) Please review and bookmark as important payment deadlines and withdrawal dates are posted along with the necessary forms.

### **Course Add Policy**

* UMKC allows students to add courses up until the application window closes. Course add forms are available in the myHSCP portal.

### **Course Drop Policy**

* A student may drop UMKC classes through the myHSCP portal.
* Please check the myHSCP portal for current drop dates and refunds.
* Students are required to submit a drop petition if there are extenuating circumstances after the final drop date. Petitions will be reviewed individually and students will be notified if it is approved.
* Drop petitions must be initiated through the myHSCP portal.

### **Transcript Implications**

* Course Drop Without Record – Drop without record means the course you were enrolled in will not appear on your academic record at UMKC.

* Impact of a Drop or Course Failure – Dropping a class before the drop deadline will result in a grade of a ‘W’ for withdrawal being listed on the student’s academic record. A ‘W’ does not negatively impact a student’s GPA, but the course would be listed on an academic transcript.

# Tuition, Textbooks, and Student Access [Return to Table of Contents](#_Table_of_Contents)

## Tuition

The tuition fees are per credit hour and published each year on the UMKC HSCP website. UMKC-HSCP students receive the HSCP tuition rate for all dual credit courses. In addition, textbooks and lab materials are provided at no cost to students.

Bills will be sent to individual students via mail or can be accessed in Touchnet through Pathway. Payments can be made online or by check to the UMKC Cashiers Office. Payment plans are available. To make arrangements for a payment plan, call the Cashiers Office at (816) 235-1365. Any student who owes a balance to the University of Missouri – Kansas City will be unable to receive a copy of a transcript or diploma until that balance is paid in full and will have a financial hold assigned to prevent a transcript/diploma from being issued. Acceptance of prepayment does not guarantee enrollment. Students must meet all requirements and resolve any outstanding University enrollment holds including, but not limited to financial holds, academic holds, or library or parking fine holds prior to being enrolled in classes.

To pay a previous balance online, please visit the [UMKC Cashiers Website](https://www.umkc.edu/cashiers/index.html) or visit your Touchnet account in Pathway.

## Tuition Assistance\*

HSCP’s Tuition Assistance is a one-hour credit offered through our program. The application is located in the myHSCP portal. Through our partnerships, we are able to provide a small number of students with tuition assistance based on financial need.

*\*Completing the application does not guarantee an award.*

## Textbook Policy

Dual credit courses must duplicate the identical course offering delivered on campus. The high school must agree to use a syllabus and textbook approved by the academic department at UMKC.

Textbooks are provided to dual credit students. No additional fees are charged for textbook use beyond the regular dual credit tuition rate. Schools must return unused books to the University if the approved HSCP instructor leaves the school and a replacement has not been sought.

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Students in dual credit courses are automatically given a Pathway account. Additional access includes:

* UMKC Libraries and all of their resources
* Student Academic Support Services, Tutoring, and Mentoring
* Department course sites
* UMKC email account
* UMKC student ID - *Contact us for more specific information*
* University athletic, performing arts, and other activities

# Assessment of Student Academic Performance

## Grading

Final grades for dual credit courses will be reflected on both the student’s high school transcript and on the college’s permanent record. Because dual credit coursework becomes a permanent part of the student’s college transcript, it is important for students to fully apply themselves in these courses: the grades earned under dual credit are permanent and cannot be removed from a student’s academic record.

## Rigor and Assessment

Students enrolled in dual credit courses are responsible for meeting the UMKC standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. The performance of dual credit students in any course must also be assessed by the same summative measures used for on-campus students in the same courses, such as final common exams, capstone projects, portfolios, or other performance measures.

Dual credit students must also participate in assessments of general education competencies and, if appropriate, assessment of competencies in an academic major, in the same way that these assessments are implemented for all UMKC students. (ie. If a research paper is required in the campus course, it is required in the HS course. If students are not allowed to retest in the campus course, they should not retake a test in the HS course).

## Attendance

Student attendance has a direct impact on student success. Specific attendance policies for each course are outlined in the course syllabus and follow the high school policy.

## Student Support

Dual credit students are provided access to on-campus support services, including counseling and advising, library services, and academic support (tutoring) services.

## Transcripts

Grades and credits will be recorded on the University of Missouri-Kansas City permanent record and will be included in the student's UMKC cumulative GPA.

For students enrolling in University of Missouri-Kansas City after high school graduation, UMKC agrees to apply dual credit courses to a Baccalaureate Degree or Certificate Program.

All grades will be submitted electronically via Pathway. Final grades need to be sent when the high school course concludes. Students may view their final grades on Pathway. No official grade reports will be mailed to the student or sent to the school.

Transcripts showing credit earned will be issued upon request by the student and payment as set forth in the University Undergraduate Academic Catalog. The acceptance of transfer credit and inclusion in the GPA lie within the domain of the receiving institution. For information on existing credit transfer agreements UMKC has with other institutions, please go to [http://www.umkc.edu/articulation/.](http://www.umkc.edu/articulation/)

Students have access to unofficial transcripts through Pathway as long as they are currently enrolled at UMKC. Official transcripts must be requested through the [Office of the Registrar - Student Records](https://www.umkc.edu/registrar/student-records/transcripts.html), and are processed through the National Student Clearinghouse. You will need your student ID or your social security number to order transcripts. Official transcripts can be sent via mail or electronically for a fee of $17.00.

***Please read the*** [***step-by-step instructions***](https://umkc.box.com/s/r2k2hjuqkqw1d52xw9zk22rluoe2x7bm) ***to ensure you order the correct transcript with all of your posted grades.***

## UMKC Grading Scale

The following is the +/‐ grading scale and grade‐point system used at UMKC. This +/‐ grading scale and grade point system is used by all faculty, in all undergraduate, graduate, and professional programs.

|  |  |  |
| --- | --- | --- |
| **Letter Grade**  | **Description**  | **Points per Semester Hour**  |
| A  | The highest grade  | 4.0  |
| A-  |   | 3.7  |
| B+  |   | 3.3  |
| B  | Work of distinction  | 3.0  |
| B-  |   | 2.7  |
| C+  |   | 2.3  |
| C  | Average work  | 2.0  |
| C-  |   | 1.7  |
| D+  |   | 1.3  |
| D  | Passing, but unsatisfactory  | 1.0  |
| D-  |   | .7  |
| F  | Failure without credit  | 0.0  |
| NR  | Not reported  |   |
| W  | Withdrew; no academic assessment  | -  |

# Student Rights, Responsibilities, and Conduct [Return to Table of Contents](#_Table_of_Contents)

## Family Education Rights and Privacy Act (FERPA) for Higher Education

The purpose of FERPA is to provide rights to students and their families with regard to access and privacy of academic records. It guarantees students at the post-secondary level the right to inspect and view their academic records.

FERPA also prohibits UMKC from releasing information from a student's record to any third party unless the student authorizes the release. All personally identifiable educational records maintained by the University and recorded as part of the normal business of the University are protected by FERPA (including grades, class schedule, fee assessments, scholarships, grants, work study, and loan amounts). The student and only the student may view their own records, unless specifically noted as an exception by FERPA. Some exceptions are:

* Employees of the university who need to view the records in order to conduct the business of the university.
* Lenders and organizations who are associated with the financial aid process may view records that are necessary to administer financial aid.
* Parents who demonstrate that they financially support the student may view the educational records of the student.
* The University will release educational records in compliance with a legally issued subpoena.

For details on the UMKC implementation of FERPA, please refer to the [General Catalog](https://catalog.umkc.edu/) appendix section Policy on Student Records or the [Student Records section of the UM System Collected Rules and Regulations](https://www.umsystem.edu/ums/rules/collected_rules/information/ch180/180.020_student_records)

## Communication with High School Officials

UMKC may discuss student grades, behavior, attendance and general concerns with high school officials. FERPA for Higher Education have different regulations than K-12 institutions. High school officials only have the right to discuss student information with parents/guardians; UMKC officials can only discuss grades with the student, not a parent/guardian. If you have questions regarding your student, please reach out to your high school instructor.

## Student Rights

* You have the right to an efficient and predictable process that is sensitive to your needs.
* You have the right to appeal a denial of transfer credit at the receiving institution. Students are enrolled at UMKC through Pathway and are considered by the University as non- degree seeking university freshmen, with all the rights and privileges of an on campus UMKC student. Students making the choice to register for a university class take the responsibility for the higher education process.

## Student Responsibilities

* Students are responsible for learning the admissions requirements of the institution to which you are applying.
* Students are responsible for learning and complying with the specific requirements of any professional program to which you apply.
* Students are responsible for contacting transfer advisors at both institutions to ensure smooth transfer of credits.
* Students are subject to the same regulations regarding credit requirements as degree-seeking students.
* It is the student's responsibility to meet all deadlines.

## Student Conduct

“A student enrolling in the University assumes an obligation to behave in a manner compatible with the University's function as an educational institution and voluntarily enters into a community of high achieving scholars. Consequently, students assume new privileges along with new responsibilities in accordance with the University’s mission and expectations.”

These expectations have been established in order to protect a specialized environment conducive to learning which fosters integrity, academic success, personal and professional growth, and responsible citizenship.

Jurisdiction of the University of Missouri generally shall be limited to conduct which occurs on the University of Missouri premises or at university-sponsored or University-supervised functions. However, nothing restrains the administration of the University of Missouri from taking appropriate action, including, but not limited to, the imposition of sanctions under Section 200.020(C), against students for conduct on or off university premises in order to protect the physical safety of students, faculty, staff, and visitors.

# For Parents/Guardians: At-A-Glance Essential Information and FAQs

Please refer to the [UMKC HSCP website](https://www.umkc.edu/hscp/index.html) for detailed information.

## Permission Form

Prior to your student registering in a dual credit course, you will need to complete the online Permission form through their application. ***Without the completion of this form, your student will not be enrolled.*** Please ensure your student provides the correct parent email on this document. Be prepared to acknowledge your responsibility for all educational fees, finance changes, or late fees connected with the course(s), as well as answer how you will pay for this course from the following options:

* Prepaid in Full with Credit Card
* Prepaid in Full by Check
* Payment Will be Made by Third Party
* Bill me

## Tuition

The tuition fees are per credit hour, and are published each year on the UMKC HSCP website. Dual credit students receive the HSCP tuition rate for all HSCP university courses. In addition, most high schools provide textbooks and lab materials.

Bills will be sent to individual students on UMKC Pathway and payment can be made online or by check to the UMKC Cashiers Office. Payment plans are available. To make arrangements for a payment plan, call the Cashiers Office at (816) 235-1365. ***Any student who owes a balance to the University of Missouri – Kansas City will be unable to receive a copy of a transcript or diploma until that balance is paid in full and will have a financial hold assigned to prevent a transcript/diploma from being issued.*** Acceptance of prepayment does not guarantee enrollment. Students must meet all requirements and resolve any outstanding University enrollment holds including, but not limited to financial holds, academic holds, or library or parking fine holds prior to being enrolled in classes.

* To pay a previous balances online, please visit the [UMKC Cashiers website.](https://www.umkc.edu/cashiers/) UM-System employees may use the [tuition reduction benefit (PDF](https://www.umkc.edu/hscp/docs/tuition-reduction-form-efr.pdf)). Information can be found on the UMKC HSCP website.
* A [Tuition Assistance Application](https://umkc.co1.qualtrics.com/jfe/form/SV_cvbXsrJtUmtBBhs) is published on the UMKC HSCP website. Please note that tuition assistance is awarded on a limited basis. Applying for assistance does not guarantee that it will be granted.

## Dropping the UMKC Course

Please note: Dropping a class at school does not automatically drop the UMKC class. Students must complete a course drop request form through the myHSCP portal.

Tuition refunds are dependent on if the course was paid in full and the drop date. If the course is dropped after the 100% tuition refund date, but prior to the tuition being paid in full, you will still need to pay a percentage (or all) of the tuition.

Please refer to the drop dates and refund percentages in the myHSCP portal or on the HSCP website.

## Family Educational Rights and Privacy Act (FERPA)

Once a student is enrolled in a university course, the right to access the university educational record (which includes all financial information) belongs to the student. Any High School course information may be accessed through your high school. UMKC cannot disclose grades to parents unless the student agrees to a release of information. Please see the FERPA information previously stated in this document for more information.

## Important Dates and Deadlines

The semester deadlines are published on the [UMKC HSCP website.](https://www.umkc.edu/hscp/admissions/important-dates.html) Have your student view these important dates and deadlines and add them to a personal calendar as a reminder.

## Are HSCP courses the same as on campus classes?

High School College Partnerships (HSCP) duplicates the content of courses offered on campus, including the choice of textbooks, syllabi and examinations. All courses are evaluated using the same on-campus evaluation form. Some courses have prerequisites that must be completed before registration.

Dual Credit Instructor (DCI) courses follow UMKC-approved curriculum and are taught by qualified, UMKC-approved high school instructors who meet all the requirements for faculty teaching in institutions of higher education, as stipulated for accreditation by the Higher Learning Commission.

Collaborative Teaching with Faculty (CTF) courses are led by UMKC faculty members in collaboration with approved high school teachers who support student learning in the high school classroom.

High school students who participate in dual-enrollment courses have the opportunity to engage in experiences on campus. Enrollment is awarded competitively.

*Courses offered at participating high schools may vary. Check with your school counselor for course availability. For a complete list of courses offered, please visit the* [*UMKC Academic Catalog, High School College Partnership tab.*](https://catalog.umkc.edu/hscp/)

## UMKC HSCP Course Process

The academic process for dual credit courses, including registration, payment, and withdrawal dates parallels that for University of Missouri---Kansas City on-campus courses. However, the schedule deadlines may be modified to accommodate the academic schedules of high schools at which the dual credit courses are offered.

## What is the difference between dual credit and advanced placement courses?

Students enrolled in dual credit courses offered by University of Missouri---Kansas City earn actual college credit by successfully completing these courses. These courses can be transferred to other public and private colleges and universities into baccalaureate degree programs upon the receiving institutions approval.

Advanced placement courses are special sections of high school courses designated by the high school to prepare students for national Advanced Placement tests. Students may earn college credits for these courses that are recognized at colleges and universities across the country based upon their scores on these tests. Generally, students must earn scores of at least 3 and often higher, (on a scale of 1 to 5) on these national exams to earn college credit.

## How are dual credit final grades recorded?

Final grades for dual credit courses will be reflected on both the student’s high school transcript and on the college’s permanent record. Because dual credit coursework becomes a permanent part of the student’s college transcript, it is important for students to fully apply themselves in these courses: the grades earned under dual credit are permanent and cannot be removed from a student’s academic records.

## What qualifications must a dual credit instructor meet in order to offer dual credit courses through University of Missouri-Kansas City?

The Missouri Coordinating Board of Higher Education requires that Dual Credit instructors meet the minimum credentials to become a non-compensated lecturer for the university. A prospective instructor must have a master’s degree in the content area, OR a minimum of 18 content specific graduate-level hours in the academic field in which they teach. Approval of specific courses and respective dual credit instructors will be based upon credentials and recommendation of the appropriate UMKC department chair.