



Southwest Baptist UNIVERSITY

2025-2026 Dual Credit Handbook

*Southwest Baptist University is a Christ-centered, caring
academic community preparing students to be servant
leaders in a global society.*



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Dual Credit Through Southwest Baptist University

SBU's dual credit courses are offered onsite in the high school classroom by qualified high school instructors for both high school and college credit.

Guiding Principles

Program and Curriculum Standards

Dual credit courses, including course content and requirements, offered in high schools, must duplicate the identical course offerings delivered on campus to enrolled students. On-campus college faculty must ensure that each dual credit course has the same level of academic rigor and comparable standards of evaluation as that of its campus-based equivalent (CBHE 5.1).

Institutions must ensure that dual credit assignments and grading criteria are identical to, or are of comparable design, quality, and rigor to the equivalent campus-based course. Elements of the dual credit course to be approved by the on-campus college faculty in the appropriate academic discipline include the syllabus, textbook(s), teaching methodology, and student assessment strategies (CBHE 5.2).

Dual credit courses must be approved for dual credit status by the institution of higher education, and the credit awarded must be deemed acceptable in transfer by the faculty of the appropriate academic department (unit) of the college (CBHE 5.3).

Institutions of higher education should facilitate frequent, consistent, and timely communication with the high schools in which they provide dual credit courses. That communication should address the scheduling of courses, compliance with statewide dual credit policy, identification, and resolution of problems that occur, and evaluation of each dual credit course (CBHE 5.4).

Because discrete classes that separate dual credit from non-dual credit students may be prohibitive to operate in some cases, those classes with a mixed population must show evidence of collegiate level expectations for all students in the course. All high school students enrolled in a dual credit course must meet the same requirements for completion of the course, whether or not the student is simultaneously registered for college credit (CBHE 5.5).

In order to limit or prevent retroactive registration, a practice that permits students to choose whether to register for courses for college credit late in the semester, students enrolled in dual credit classes should adhere to the dates comparable to those specified on the college campus for registration, drop, withdrawal, or refund (CBHE 5.6).

Institutions shall not use fees as a means of enticing school districts or compete with other institutions for dual credit students. Institutions shall charge reasonable fees for providing dual credit courses (CBHE 5.7).

Although dual credit courses are not expected to integrate faith components, content should not promote ideas/concepts contrary to SBU's values. SBU reserves the right to terminate dual credit course agreements if course content is not consistent with that of the on-campus courses.



Assessment of Student Performance

The responsibility for the development of assessment and evaluation measures to assure quality and comparability of dual credit courses resides with the on-campus college faculty in the appropriate academic discipline.

In general, comparability between the dual credit course taught in high school, and the corresponding course taught on the college campus should be demonstrated by using the same methods of assessment or identical testing procedures, and by employing the same means of evaluation, which will be supervised by the appropriate faculty on the college campus (CBHE 8.1).

Dual credit providers should compare the dual credit course to assessments of student learning outcomes in similar courses taught on-campus (CBHE 8.3).

Student Eligibility and Support

Missouri statute allows high school students to enroll in dual credit courses. The eligibility of high school students to participate in dual credit courses may vary in accordance with the admission standards of the institution offering the courses in the high school. These requirements apply only to those dual credit courses taught at the high school by an approved high school instructor and do not apply to dual enrollment (CBHE 6.1).

To be eligible for dual credit courses, all prospective dual credit students must meet the same requirements for placement into individual courses, (e.g., English or mathematics) as those required of on-campus students (CBHE 6.2).

Students in the 11th and 12th grades interested in dual credit must meet the criteria listed below:

- Students in the 11th and 12th grades with an overall minimum grade point average of 3.0 are automatically eligible for dual credit courses.
- Students in the 11th and 12th grades with an overall grade point average between 2.5-2.99 must provide a signed letter of recommendation from their principal or guidance Counselor and provide written permission from a parent or legal guardian (CBHE 6.3). (These forms will be provided upon application.)

Students in the 9th and 10th grades interested in dual credit must meet the criteria listed below:

- Students in the 10th grade must have an overall minimum grade point average of 3.0, provide a signed letter of recommendation from their principal and guidance Counselor, and provide written permission from a parent or legal guardian. (These forms will be provided upon application.)
- Students in the 9th grade must have an overall grade point average of 3.0, score at the 90th percentile or above on the ACT or SAT, provide a signed letter of recommendation from their principal and guidance Counselor, and provide written permission from a parent or legal guardian (CBHE 6.3). (These forms will be provided upon application.)

Additionally, SBU requires signed parent/guardian permission for **all** dual credit students.



Placement Information for English and Mathematics

For English Placement: The student must have either an 18 or above on the English portion of the ACT test or the grade of a B in a previous high school English course to enroll in dual credit English courses.*

For Math Placement: You must have either an ACT math subscore of 18 or a grade of a B in a previous high school math course to take MAT 1243, SBU's equivalent of College Algebra. If you take MAT 1243 as a dual credit college course and make a C or above, you may enroll in the other math classes. If you have not taken College Algebra and received a C or above, the ACT math subscores required are: MAT 1163, Precalculus and/or MAT 1193, Business Calculus requires a minimum ACT math subscore of 24; MAT 1195, Calculus 1, a minimum ACT math subscore of 26.*

*If a student does not meet the requirement of a letter grade of a B in a previous course, the student must meet the requirement of the minimum ACT requirements above. ACT scores will be accepted until the October test date for fall courses and the February test date for spring/yearlong courses. December will not be accepted for fall courses, and April and June test scores will not be accepted for spring or year-long courses.

High Schools Offering Dual Credit

High School Coordinator

A coordinator for dual credit will be determined by the high school. This person may be a principal, guidance counselor, or a member of the faculty. His or her responsibilities include:

- Facilitating and monitoring the program at the high school site
- Acting as a liaison between the high school and the Dual Credit Office

Dual Credit Courses

Each school's course offerings are unique. Please contact your Counselor or your school's Dual Credit Coordinator for a full list of courses offered at your school. To learn more about the courses your school can offer, see the descriptions in [this year's undergraduate course catalog](#). Only 1000 and 2000 level courses may be offered for dual credit.

Instructor and Academic Course Approval for a Dual Credit Course

For instructor and dual credit course approval, please reach out to Dr. Tim DeClue at tdeclue@sbuniv.edu. The instructor will go through an approval and hiring process. Upon approval, the Dual Credit Office will contact the instructor. An SBU mentor (from the same content area) will be assigned as a liaison, collaborator, and evaluator.



Dual Credit Students

Student Registration

Ability, motivation, and maturity are essentials for students wishing to begin their college education before high school graduation. Counselors/Dual Credit Coordinators will distribute a list of courses offered, application instructions, and the Student Handbook. Students will apply for dual credit class with any required forms online by the deadline.

Dropping a Dual Credit Course

To drop a dual credit class, the student must contact their Counselor/Dual Credit Coordinator, fill out the withdrawal form, and send it to dualcredit@sbuniv.edu or mail the form to:

Southwest Baptist University
Attn: Dual Credit Office
4431 S Fremont Ave
Springfield, MO 65804

Deadline for dropping classes with a refund:

Fall classes: Nov 5
Year classes: Apr 1
Spring classes: Apr 1
Summer classes: Jun 19

Please note: The withdrawal form must be sent by the date listed above to receive a refund.

Student Tuition for Dual Credit Courses

Tuition is \$75 per attempted credit hour. **The total tuition is due:**

Fall classes: Nov 5
Year classes: Apr 1
Spring classes: Apr 1
Summer classes: Jun 19

Transcripts will not be furnished for any student with an outstanding balance. Monthly finance charges will apply for overdue payments.

Tuition may be paid online with the individual links emailed to students and parents, using debit/credit card or ACH bank transfer. Transaction fees will apply. Payment may also be made with a check made out to Southwest Baptist University. The check can be brought in person or mailed to:

Southwest Baptist University
Attn: Cashier
1600 University Ave
Bolivar, MO 65613



Students in dual credit courses who qualify for free or reduced lunch status are eligible for a tuition waiver. Students who qualify may take up to six hours of dual credit courses at no charge per semester. Yearlong courses will be counted as a fall semester course. If a qualifying student's dual credit course load exceeds six hours, they will be responsible for paying the remaining balance.

Payment *Online*

Students and parents/guardians will receive an email with a payment link (unique to the student) that will be sent after enrollment is confirmed. Payments can be made using a credit/debit card or ACH Bank transfer. Online payments are subject to processing fees. You are not required to make a full payment up-front.

You may make partial payments until your balance is paid off. To make a partial payment, select "edit amount" next to the amount due section on the payment link page. You can return to that link at any time to view your remaining balance and make additional payments. To avoid financing fees, the full balance must be paid by the end of the semester.

For more detailed instructions regarding online payments, refer to the "Dual Credit Application Instructions" document provided by the student's counselor or school official. Please contact dualcredit@sbuniv.edu if you need any assistance with making online payments.

Check

You may also pay via physical check. Please write the student's SBU ID number on the memo line. If you do not know the student's SBU ID number, then write the student's name and "Dual Credit" on the memo line. Bring the check to the Cashier's office at the Bolivar campus in person or mail it to:

Southwest Baptist University
Attn: Cashier
1600 University Avenue
Bolivar, MO 65613

For any questions about payments, contact the Cashier's office at cashiers@sbuniv.edu or 1-800-526-5859. Follow the menu to reach the Cashier's office. The Cashier's Office is open M-F from 9-3 PM.

Dual Credit Instructors *Faculty/Instructor Qualifications and Support*

High school dual credit course instructors are 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 (CBHE 7.1).



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 (CBHE 7.1).

New dual credit instructors must participate in orientation activities provided by the dual credit provider institution and/or academic department (CBHE 7.3).

To assure comparability of the dual credit course with the corresponding college course and to foster collaboration between high school instructors and college faculty, academic departments at the institution shall provide instructors of dual credit courses with support services. These include, but are not limited to, opportunities for dual credit instructors to discuss concerns and to share information with each other and with the institution of higher education, access to appropriate professional development opportunities, and mentoring offered either exclusively to dual credit instructors or to both campus-based faculty and dual credit instructors (CBHE 7.4).

The chief academic officer of the postsecondary institution is responsible for involving full-time faculty in the appropriate academic division in the selection and evaluation of all dual credit instructors. Dual credit instructors are evaluated regularly in accordance with established institutional policies and procedures.

Regular onsite course evaluations at the high school should occur once a year for the first two years for new instructors. For all instructors, evaluations should occur a minimum of once every two years. Annual reports of student performance and feedback should also be utilized and analyzed with respect to the continuation of the dual credit instructor (CBHE 7.5).

Orientation

Dual Credit instructors will participate in orientation activities provided by our institution. The format for the required orientation will be a PDF. You will be asked to review the PDF and sign a form stating you completed the orientation. Your SBU mentor will be available to answer any questions you might have.

Instructor Compensation

Instructors teaching dual credit courses onsite at the high school will receive compensation at the rate of \$50 for each student that completes a three-semester-hour course. Compensation is prorated for four and five-hour courses. (Four-hour course: \$66.68. Five-hour course: \$83.35) Instructors are not compensated for students receiving the Free/Reduced Lunch Tuition Waiver.

Instructors must submit the required documentation to their mentors within the expected timeframe to be eligible for compensation.



Course Grades

Instructors

Dual Credit instructors will submit end of course grades by the deadline given on the Dual Credit Calendar. Grades will be submitted using MySBU (Self-Service application).

Students

Letter grades earned in the dual credit high school course will be recorded on the SBU transcript.

SBU Mentors

Dual Credit Mentors

All dual credit instructors will be assigned an SBU faculty mentor from the related content area. The mentor will:

- Communicate regularly with the dual credit instructor
- Provide opportunities for content area professional development (as offered)
- Ensure the course design, content, and instruction/assessment are comparable to the on-campus course
- Evaluate the dual credit instructor through class observation and summative evaluation

Please see the Dual Credit Calendar for documentation required and the related deadlines

General Academic Information

Definitions

Dual credit courses provide high school students an opportunity to experience rigorous college-level coursework and to receive, simultaneously, both high school and college-level course credit. Providing dual credit opportunities to high school students not only works to increase the number of students graduating from high school and attending college but also to reduce students' costs and time to degree completion.

Numbering of Courses

1000 and 2000 numbered courses are lower-division courses designed for freshmen and sophomores in college. Dual credit students are limited to course numbers 1000 and 2000. The last number indicates the number of semester hours of credit the course carries. Example: HIS-2213 is a 3-hour course.

Definition of Semester Hour

Southwest Baptist University operates on the semester plan, offering two regular semesters of approximately 15 weeks each. One semester hour normally requires one 50-minute class period per week throughout a semester. A three-hour course requires three 50-minute class periods. The dual credit high school offering will differ in times met.



Transferability of Courses

Participating students should consult the Registrar's office or catalog of the college or university in which they plan to enroll concerning policies of acceptance of college credits earned in a high school setting. Southwest Baptist University does not differentiate between dual credit courses and campus courses with respect to the transfer of courses and is in agreement with the policy guidelines of the Missouri Coordinating Board of Higher Education (CBHE) for the Delivery and Transferability of Credits obtained in dual credit programs offered in high school.

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

Transcript of Credit

There is a charge of \$15 for each official transcript picked up in person at the Registrar's office or ordered through [the SBU Website](#).

Student accounts must be paid in full before transcripts are issued.

Library Resources

Dual credit students have the same access as other undergraduate students to library materials and databases available at the main campus library or at any of the off-campus branch libraries. If students know they will be using the library, they will need to have their student ID number to present to the library staff. If students want to check out materials, they need to contact the Dual Credit Office, (dualcredit@sbuniv.edu) for instructions on the checkout process. Students may call (417) 328-1620 for information about library resources.

If instructors working with dual credit students would like a librarian to teach a session on library research or database search techniques, they may use the toll-free number (417) 328-1620 at the main campus library to schedule a time.



Dual Credit 2025-2026 Calendar

Deadline	Event
Aug 1	Dual Credit Office sends Dual Credit Coordinators link and instructions to apply for fall and yearlong courses
Aug 8	Instructors send Dual Credit Office fall and yearlong syllabi on SBU Template for approval. <i>(Templates were provided in May.)</i>
Aug 8	New instructors send orientation verification form to Dual Credit Office. <i>(Sent in May.)</i>
Aug 27	Last day to submit student applications for fall and yearlong courses
Aug 28	Dual Credit Office contacts instructors to verify their rosters
Sept 2	Instructors verify rosters with Dual Credit Office by the end of the day
Oct 10	Last day for new schools/instructors to be recruited for the spring semester
Oct 10	Approval requests sent to appropriate departments for potential new instructors
Oct 15	Syllabus template sent to all spring dual credit instructors that are new since May, and were not sent the template at that time
Oct 15	Dual Credit Office requests final spring course and instructor verification from Dual Credit Coordinators
Oct 18	Last ACT test date that scores will be accepted for fall MAT and ENG courses
Oct 24	Dual Credit Coordinators reply with final verification of spring class offerings. <i>(Please notify the Dual Credit office immediately of any changes that occur after this final verification.)</i>
Oct 29	Fall instructors have provided 5 samples of student work from 5 different assignments to Dual Credit for spring and yearlong courses. <i>(Samples must be completed, graded, visible, and readable. Students may be repeated, but assignments may not. Blank assignments will not be accepted.)</i>
Nov 5	Deadline for dropping fall classes because of a failing grade or not meeting the ACT requirement. <i>(You will receive a refund if withdrawal form is sent by this deadline.)</i>
Nov 5	Accounts for fall classes paid in full. <i>(Students receive a monthly bill. They may not sign up for spring courses if they have a remaining balance.)</i>
Dec 5	Mentors upload completed summative evaluation and classroom observation (if needed) for fall instructors
Dec 5	Mentors upload course review for each fall course mentored
Dec 8	Dual Credit Office sends Dual Credit Coordinators link and application instructions for spring courses
Dec 15	Instructors send Dual Credit Office spring syllabi on SBU Template for approval. Templates were provided in May or October, depending on date of hire.
Spring	
Jan 9	Mentors review syllabus and collaborate with instructor
Jan 9	Dual Credit Office requests initial summer course and instructor list from Dual Credit Coordinators
Jan 9	Last day to submit fall final grades via self-service.
Jan 16	Last day to submit student application for spring courses
Jan 21	Dual Credit Office will contact instructors to verify their rosters
Jan 26	Instructors will verify rosters with Dual Credit Office by the end of the day
Jan 30	Dual Credit Coordinators reply with initial list of summer class offerings
Feb 10	Last day for new schools/instructors to be recruited for the summer semester
Feb 10	Approval requests sent to appropriate departments for potential new instructors
Feb 10	Dual Credit Office requests final summer course and instructor verification from Dual Credit Coordinators
Feb 14	Last ACT date that scores are accepted for spring/yearlong MAT and ENG courses



Feb 20	Dual Credit Coordinators reply with final verification of summer class offerings. <i>(Please notify the Dual Credit office immediately of any changes that occur after this final verification.)</i>
Mar 20	Instructors have provided 5 samples of student work from 5 different assignments to Dual Credit for spring and yearlong courses. <i>(Samples must be completed, graded, visible, and readable. Students may be repeated, but assignments may not. Blank assignments will not be accepted.)</i>
Mar 25	Dual Credit Office requests initial list of 25-26 fall, yearlong, and spring instructors and courses offerings from Dual Credit Coordinators
Apr 1	Dual Credit Office sends Dual Credit Coordinators link and application instructions for summer courses
Apr 1	Accounts paid in full for spring and yearlong courses
Apr 1	Deadline for dropping spring and yearlong classes because of a failing grade or not meeting the ACT requirement. <i>(You will receive a refund if withdrawal form is postmarked by this deadline.)</i>
Apr 10	Dual Credit Coordinators reply with initial 26-27 list of instructors and courses
Apr 15	Last day for new schools/instructors to be recruited for fall and yearlong courses
Apr 15	Approval requests sent to appropriate departments for potential new instructors
May 1	Mentors upload completed summative evaluation and classroom observation (if needed) for spring and yearlong instructors to Dual Credit Office and Department Chair
May 1	Mentors upload course review for each spring and yearlong course mentored
May 5	Dual Credit Office requests final 26-27 fall and yearlong class verification from Dual Credit Coordinators, and tentative verification of spring classes. <i>(Final spring verification will occur in the fall.)</i>
May 15	Dual Credit Coordinators reply with final verification of 26-27 fall and yearlong class offerings and tentative verification of spring class offerings. <i>(Please notify the Dual Credit office immediately of any changes that occur after this verification.)</i>
May 15	Dual Credit Office send syllabus template to all 2026-2027 dual credit instructors
May 15	Instructors will receive a syllabus template by this date for fall and yearlong courses. <i>(If you have not received it, please contact the Dual Credit Office. Mentors will work with you to fill out the templates.)</i>
May 15	Orientation documents sent to approved new instructors for the fall semester
May 29	Last day to submit spring and yearlong final grades via self-service. <i>(Please contact the Dual Credit Office if you need an extension.)</i>
May 29	Orientation verification form returned to SBU's Dual Credit Office
Summer	
May 29	Last day to submit student applications for summer courses
Jun 5	Dual Credit Office will contact instructors to verify their rosters
Jun 10	Instructors verify rosters with Dual Credit Office by the end of the day
Jun 13	Last ACT test date that scores will be accepted for summer MAT and ENG courses
Jun 19	Deadline for dropping summer classes because of a failing grade <i>(Students will receive a refund if withdrawal form is sent by this deadline.)</i>
Jun 19	Accounts for summer classes paid in full. <i>(Students receive a monthly bill. They may not sign up for fall courses if they have a remaining balance.)</i>
Jul 10	Last day to submit summer final grades via self-service.