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Dual Credit and Early College Administrative Handbook

Program Policies and Procedures for High
School and University Partners

2020-21

Dual Credit Program
Oakland City University

138 North Lucretia Street
Oakland City, Indiana 47660

dualcredit@oak.edu

[http://www.oak.edu/academics/dual-
credit.php](http://www.oak.edu/academics/dual-credit.php)

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Dual Credit Program

Program Overview

Dual credit is a partnership between Oakland City University (OCU) and area high schools. Qualified high school students are given the opportunity to earn concurrent college credit. Dual credit courses with OCU are taught by qualified faculty who follow approved course syllabi that align with main campus offerings.

Partnering with OCU's Dual Credit Program

Establishing a Dual Credit Agreement with OCU

High schools interested in a dual credit partnership with OCU must establish a written agreement. The following steps must be completed:

1. **Send Initial Request.** High school administrators send a written request of a desired partnership to OCU's Dual Credit Coordinator (dualcredit@oak.edu). This letter will include information about the designated liaison from the high school who will function as the main contact person. In response, the OCU Dual Credit Coordinator will send all requested OCU course syllabi to the high school along with submission information and deadlines. High schools seeking a partnership with OCU for the first time must send initial requests no later than **February 1st** of the preceding school year.
2. **Submit Instructor and Course Information.** After the initial request, high school staff must submit the following documents for *each* course:

Instructor Documents
<ul style="list-style-type: none">•Dual Credit Instructor Application form (<i>Appendix C</i>)•Resume•Official Transcripts (graduate and undergraduate)

Course Documents
<ul style="list-style-type: none">•Attachment A: Course Registration and Approval Form (<i>Appendix B</i>)•Course syllabus

•Teacher License

These documents must be submitted to the Dual Credit Coordinator via email (dualcredit@oak.edu) or U.S. Mail (138 N. Lucretia Street, Oakland City, Indiana 47660). Subject Matter Experts (SME) from the OCU faculty will review and recommend instructors and courses for approval or denial based on OCU's dual credit instructor credential requirements policy and alignment with current OCU main campus syllabi. For more information about syllabus components and a sample OCU syllabus, see *Appendices D1 and D2*.

- 3. Sign Articulation Agreement.** After their review, the SMEs forward their decisions and comments to the OCU Provost, who finalizes approvals by signing a Dual Credit Articulation Agreement (See Appendix A) for the specific school. High school administrators must then sign the agreement and return it to the Dual Credit Coordinator. Once the agreement is signed by both parties, the partnership is formally established.

Updating Agreements

Partnering high schools must inform OCU of proposed or upcoming changes to dual credit instructors and/or courses *prior* to implementing the changes. These changes include, but are not limited to, changes in staffing, additional courses that the school wants to offer for dual credit, removal of dual credit courses previously approved, etc. In cases where new courses and/or instructors must be reviewed and approved, OCU must be notified of such changes with sufficient time to ensure the review can be completed before a course is taught for the first time or by a different instructor.

Dual credit courses must be taught by instructors designated in the *Dual Credit Articulation Agreement* for the course. Therefore, it is very important that high school administrators or the high school liaison inform the Dual Credit Coordinator of upcoming retirements, transfers, terminations, or long-term leaves that may affect

approved courses. In the event that an approved instructor's schedule changes, and he or she is no longer able to teach the approved course, the high school must resubmit an updated *articulation agreement* for the course with the name of the new teacher.

- If the new teacher is already an approved dual credit instructor, the SME will use information already on file to make course approval or denial decisions.
- If the new teacher has not been previously approved to teach dual credit, he or she must submit appropriate instructor documentation as outlined in this handbook.

Student teachers or unapproved long-term substitutes are not permitted to instruct any portion of a dual credit course.

New Dual Credit instructors

Individual teachers who wish to apply to become dual credit instructors with OCU should first contact their school administrator to determine whether a Dual Credit Articulation Agreement is already in place with OCU or if the process must be started. Interested teachers can also request sample OCU syllabi and required materials for instructor and course approval directly from the Dual Credit Coordinator (dualcredit@oak.edu).

Instructor Credential Requirements

High school teachers who wish to become dual credit instructors with OCU are approved based on their credentials. In order to be approved, the teacher must meet the following criteria:

- A master's degree in the discipline or subfield where they plan to teach (e.g., a master's degree in mathematics to teach dual credit courses in mathematics, or a masters in history to teach dual credit courses in history, or a masters in English to teach dual credit courses in English).
- If an instructor holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching (e.g., a master's in education), that

faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach. If the faculty member doesn't have the 18 graduate credit hours, an education plan must be in place to obtain the 18 hrs. As of Sept. 1, 2023, all instructors must have the 18 graduate hours in the content area to continue as a Dual Credit instructor.

Dual Credit Partners

Dual Credit Subject Matter Experts

Dual Credit Subject Matter Expert (SME) Responsibilities

Subject Matter Experts are an integral part of the dual credit program at OCU. SMEs are responsible for:

- Reviewing instructor credentials and making approval or denial recommendations to the Dual Credit Coordinator.
- Reviewing course materials and making approval or denial recommendations to the Dual Credit Coordinator.
- Conducting annual professional development and initial orientation sessions in collaboration with the Dual Credit Coordinator.
- Maintaining communication with instructors to answer questions about academic issues (such as course content and delivery methods, syllabus content, professional development opportunities, grade congruence, etc.).
- Conducting site visits or other alternative observations (such as: videos, Skype or Adobe Connect. ZOOM) to ensure quality of course delivery methods, student rapport and coursework, and answer instructor questions. All new instructors will be observed in the classroom the first two years as a Dual Credit Instructor. After the SME determines that the DC instructor is teaching the class as expected and with the proper rigor, a classroom visit will be every 2 years.
- Writing reports about classroom visits/interaction with instructors.

- Investigating and following up on instructor non-compliance issues in collaboration with the Dual Credit Coordinator.

Dual Credit Subject Matter Experts at OCU

<p>Mathematics</p> <p>MATH 115, MATH 120, MATH 216</p>	<p>Dr. Atiat (Allison) Alsaaidh (aalsaaidh@oak.edu)</p>
<p>Social Studies</p> <p>HIS 241, HIS 242</p> <p>HIS 103, HIS 201, HIS 243**</p> <p>PSY 101</p>	<p>Dr. Justin Murphy (jmurphy@oak.edu)</p> <p>Mrs. Ashley Elliott (aelliott@oak.edu)</p>
<p>English</p> <p>ENG 101, ENG 102, ENG 210, AND ENG 215</p> <p>COMM 202</p> <p>ENG 405Y**</p> <p>BIB 205**</p>	<p>Mr. Stan Coy (scoy@oak.edu)</p> <p>Dr. Tom Walls (twalls@oak.edu)</p>
<p>Science</p> <p>BIO 101</p> <p>BIO 111, BIO 112**</p> <p>PHSC 101</p> <p>CHEM 101/L**</p>	<p>Dr. Michael Atkinson (matkinson@oak.edu)</p> <p>Dr. Sarah Wilson (swilson@oak.edu)</p>
<p>World Languages</p> <p>SPAN 101, SPAN 102</p>	<p>Dr. Thomas Walls (twalls@oak.edu)</p>
<p>Art</p> <p>ART 110, ART 111**</p>	<p>Dr. Cathy Gonzales (cgonzales@oak.edu)</p>
<p>Mus</p> <p>MUS 109**</p>	<p>Mrs. Cynthia Retana (cretana@oak.edu)</p>
<p>T 101**</p>	<p>Ms. Elaine Pauw (epauw@oak.edu)</p>
<p>** denotes courses only taught in the Early College Dual Credit Program</p>	

High School Partners

University staff and faculty work with school administrators, Dual Credit school liaisons, and instructors in partner schools for SY 2020-21

HIGH SCHOOL	OCU DUAL CREDIT CODE	DUAL CREDIT SCHOOL LIAISON	EMAIL ADDRESS
Barr-Reeve	DC 26	Chastity Sward	csward@barr.k12.in.us
Heritage Hills	DC 8	Todd Wilkerson	twilkerson@mail.nspencer.k12.in.us
North Daviess	DC 18	Beth Smith	bsmith@ndaviess.k12.in.us
North East Dubois	DC 11	Kristi Boeglin	kboeglain@nedubois.k12.in.us
Princeton	DC 23	Carrie Engelbrecht	cengelbrecht@ngsc.k12.in.us
Shoals	DC 16	Jessica Hert	hertj@shoals.k12.in.us
West Washington	DC 13	John Harkness	harknessj@wwcs.k12.in.us
Wood Memorial	DC 9	Beth Terry	e.terry@teachers.egsc.k12.in.us

Responsibilities of School and District Administrators

District superintendents and principals are responsible for establishing an initial Dual Credit Articulation Agreement with OCU, maintaining and updating the agreement, and designating a Dual Credit School Liaison.

School and district administrators are also encouraged to participate in dual credit program evaluation assessments.

Dual Credit School Liaison Responsibilities

The Dual Credit School Liaison is a high school staff member who functions as the main contact person for OCU staff and help coordinate the program at partner schools. This person is typically the school’s guidance counselor but could also be an OCU dual credit instructor at the school. Dual Credit School Liaisons are responsible for:

- Assisting with the establishment and maintenance of Dual Credit Articulation Agreements.
- Informing OCU staff of changes in teaching assignment and dual credit course offerings, as well as requests for new course approvals each year.

- Validating Free/Reduced Lunch program information for registering students.
- Providing high school transcripts and standardized test score information for students who are applying to the dual credit program for the first time.
- Assisting with course enrollment and course management (verification of student eligibility for entry to the dual credit program, class roster verification, course add/drop issues).
- Assisting with submission of end-of-course evaluations and final grades.
- Promoting dual credit opportunities available through OCU to all eligible students, and connecting parents and students to OCU resources, including distributing or providing access to the *Dual Credit Student Handbook*.
- Collaborating with Dual Credit Subject Matter Experts during site visits or alternative observations, including providing course and/or student information as requested by SMEs or OCU staff.
- Are to participate in dual credit program evaluation assessments.
- Participating in required professional development provided by OCU.

Dual Credit Instructor Responsibilities

High school dual credit instructors are an integral part of the program. When high school teachers are officially approved as dual credit instructors in partnership with OCU, they agree to the following responsibilities:

- Submitting all required dual credit instructor application paperwork to designated OCU staff prior to teaching a dual credit course with OCU, and as requested thereafter.
- Submitting copies of dual credit course syllabi to designated OCU staff and faculty to demonstrate equivalency of course content, objectives, assignments,

grading standards, assessments, and outcomes as established for the corresponding OCU course. In case of significant syllabus changes after course approval, instructors are responsible for submitting an updated syllabus to OCU for review. OCU approval must be given before deploying the new syllabus. Fall and Yearlong courses approval requests and syllabus are to be received by Mar. 31 and Spring courses by Oct. 31.

- Participating in a required orientation session prior to teaching a dual credit course with OCU for the first time.
- Participating in required professional development provided by OCU.
- Adhering to course content and assessment requirements of corresponding OCU courses, including using textbooks and course materials as required and/or approved by the corresponding SME.
- Assisting with new student applications, including verifying students meet OCU dual credit eligibility criteria such as junior or senior class standing, GPA, and applicable placement scores.
- Assisting with initial course enrollment and potential changes, including making sure registration/application forms are complete and accurate, verifying course rosters, and assisting with course add/drops in accordance with OCU guidelines.
- Providing students with class time and instructions for completing end-of-course evaluations for dual credit courses and submitting the evaluations to OCU in a timely manner.
- Completing course evaluation surveys at the conclusion of the semester in which the course was taught.
- Submitting students' final grades in accordance with the guidelines and time frames established by OCU.

- Promoting available OCU dual credit opportunities to all eligible students, and connecting parents and students to OCU resources, including distributing or providing access to the *OCU Dual Credit Student Handbook*.
- Collaborating with Dual Credit Subject Matter Experts during site visits or alternative observations (such as videos, Skype or Adobe Connect), including providing samples of student work, exams, assessments, and/or grades as requested by SMEs or OCU staff.
- Informing OCU dual credit staff of teaching assignment changes (moving to a new school, teaching new courses, etc.) and prolonged absences (10 consecutive days or more). In case of prolonged absences, OCU staff will work with high school administrators to ensure the students will be able to receive dual credit for approved course(s) taught by that instructor.
- Regularly checking electronic correspondence sent by OCU dual credit staff sent to the email addresses provided by the instructor in his/her instructor application and working with the school's information technology personnel to ensure there are no firewall issues restricting delivery of email correspondence from OCU staff.
- Abiding by all FERPA regulations and related guidelines established by OCU.
- Completing assessments as directed by the OCU Dir. of Assessment in a timely manner.

Stipends for School Liaisons and Instructors

Dual Credit School Liaisons and instructors are provided with a small sum as compensation for fulfilling administrative duties outlined in this handbook and attending required professional development offerings.

Instructor Stipends	Combined Stipends <i>(for Instructors who are also Dual Credit School Liaisons)</i>	Dual Credit School Liaison Stipend
<ul style="list-style-type: none"> • \$200 per semester taught • \$75 for attending prof. dev. 	<ul style="list-style-type: none"> • \$250 per semester taught • \$75 for attending prof. dev. 	<ul style="list-style-type: none"> • \$100 per semester for administrative duties

Only **approved** dual credit instructors and Dual Credit School Liaisons will be eligible for these stipends. In order to receive stipends, instructors and Dual Credit School Liaisons must:

- Submit a signed Dual Credit Instructor or Dual Credit School Liaison Agreement (see *Appendices E and F*).
- Comply with Dual Credit Instructor and School Liaison responsibilities as described in this handbook.
- Complete the DC instructor evaluation surveys.
- Complete assigned assessments as direct by the OCU Dir of Assessment in a timely manner

These administrative stipends will be paid at the end of each semester after all final grades for dual credit courses have been submitted and instructor evaluations are completed. In the event that the designated Dual Credit School Liaison is replaced during the semester, OCU will consult with school administrators about who should receive the stipend. Stipends are per semester in which the instructor taught, not per class taught. Liaison stipends are per semester.

Non-compliance will result in having the stipend withheld.

FERPA Regulations

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives parents certain rights regarding their children's education records. FERPA gives students' parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.

In the case of dual credit students, who technically enroll in both secondary and post-secondary institutions simultaneously, FERPA dictates that *"the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school."* (FERPA FAQs #7, U.S. Dept. of Education; <http://www2.ed.gov/policy/gen/guid/fpco/faq.html>). OCU has established its own FERPA policy in accordance with federal guidelines. For more information about OCU's FERPA policy, see *Appendix K*. This information is also made available to parents and students in the *OCU Dual Credit Handbook*.

Instructor Non-Compliance Policy

All instructors are expected to attend professional development to stay informed of current course content and program policies, and to comply with instructor responsibilities. Non-compliance occurs when an instructor does not adhere to the outlined dual credit instructor expectations.

The Instructor will be notified in writing of the Non-Compliance Policy. The instructor will be placed on conditional status with the next review at the end of the school year. If the instructor has not met the requirements, the instructor will not be approved to be a DC instructor for the following school year. If the instructor has met the requirements, the DC instructor will be informed in writing that they are placed back in good standing. A stipend will not be given while the instructor has a status of conditional due to not meeting the Non-Compliance Policy. The Principal will be notified of the Non-Compliance issue as well.

Course Enrollment and Registration Information

Student Eligibility Requirements

To receive credit for OCU dual credit courses, high school students must complete an application, be accepted as a non-degree high school student, pay tuition to the OCU Business Office, register for courses by the designated due date, and successfully complete course assignments and assessments.

High school students who have completed a minimum of four (4) semesters of high school and are recommended by their guidance counselor and/or principal are eligible to enroll in dual credit courses if they meet the following criteria:

- Possess a minimum GPA of 2.5 on a 4.0 scale from an accredited, approved, or commissioned high school; and
- Possess a minimum PSAT score of 940, or a minimum SAT score of 960, or a minimum ACT score of 18.

If a student possesses a GPA of 3.0 on a 4.0 scale from an accredited, approved, or commissioned high school and is on track to earn a Core 40 high school diploma, he or she may be eligible to enroll in dual credit without a qualifying test score. In addition, high school students who wish to enroll for specific dual credit courses must meet course prerequisites established by the Oakland City University academic departments.

A student may be accepted with conditions if the high school GPA is slightly under the required GPA or if the PSAT score is near the required score and the student is planning on taking the PSAT again. The student will be re-evaluated after the first year or when the new PSAT scores are received. The student and parents will be sent a letter explaining the conditional acceptance. The re-evaluation of the GPA will include the review of the high school GPA and the GPA on the student's OCU transcript. If the student has met the requirements for general admission, he/she may continue in the Dual Credit Program. If the requirements are not met, the student will not be allowed to enroll in dual credit courses until his/her GPA or test scores meet general admission requirements. A letter will be sent to the student and parents stating the results of this review.

Application and Registration Information

Returning Dual Credit Students

Students who have already been accepted to the dual credit program who are seeking to register for new courses must:

- Go to this link to complete a preliminary enrollment form to enter the student into our computer system
<https://myocu.wufoo.com/forms/p1xar3ys0p01w0l/>
- Complete the **Early Dual Credit Student Application/Registration form**. Use black or blue ink. See Appendix G
- Submit a completed Dual Credit Student Application/Registration form and payment to a dual credit course instructor at the school.

A student need not submit multiple forms—**one form** should contain all the dual credit registrations. If a student is registering for multiple courses, he or she can submit the form to one of his or her dual credit instructors.

Student registrations will not be processed until all information in the *Dual Credit Student Application/Registration* form and payment have been received by OCU staff.

First Time Dual Credit Students

Students interested in taking dual credit courses with OCU for the first time must:

- Complete a preliminary enrollment for to enter the student into our computer system <https://myocu.wufoo.com/forms/p1xar3ys0p01w0l/>
- Complete the *Early Dual Credit Student Application/Registration*, which captures general admission and course registration information. Use black or blue ink. See Appendix G
- Submit a completed *Early Dual Credit Student Application/Registration* form and payment to a dual credit course instructor at the school.

- Attach high school transcripts and standardized test scores (PSAT, SAT or ACT) to the *Dual Credit Student Application/Registration* form. This information is needed to verify the student meets the dual credit program eligibility criteria. If the high school transcript does not state that the student is on track for Core 40, the DC Liaison must send a note stating this information.

A student need not submit multiple forms—**one form** should contain all the dual credit registrations. If a student is registering for multiple courses, he or she can submit the form to one of his or her dual credit instructors.

New student applications will not be processed until all information in the *Early Dual Credit Student Application/Registration* form, high school transcripts, and payment have been received by OCU staff.

Once accepted into the program, an acceptance or denial letter will be sent to the student's home address. The Dual Credit Coordinator will also inform the Dual Credit School Liaison about the decision. If a student does not meet the entry criteria and is denied admittance into the dual credit program, OCU will return the application/registration form, additional documentation, and payment received.

Course Offering and Cost

Tuition for all OCU dual credit courses is set at \$25 per credit hour. Students eligible for Free/Reduced Lunch at the time of enrollment will receive a full waiver of OCU dual credit tuition. In order to ensure this waiver is applied, students must indicate that they qualify for the Free/Reduced Lunch program on their *Early Dual Credit Student Application/Registration form*, and the Dual Credit School Liaison must provide written confirmation that such students do in fact qualify for the program.

The following courses are being offered for dual credit in partnership with OCU's Dual Credit Program in the 2020-21 school year (specific courses offered at each school vary depending on the school):

Course Number	Course Name	Credit Hours	Cost
BIO 101	Introduction to Life Science	3	\$75
ENG 101	English Composition I	3	\$75
ENG 102	English Composition II	3	\$75
COMM 202	Fundamentals of Public Speaking	3	\$75
ENG 210	Introduction to British Literature	3	\$75
ENG 215	Introduction to American Literature	3	\$75
HIS 241	Introduction to American History I	3	\$75
HIS 242	Introduction to American History II	3	\$75
MATH 115	College Algebra	3	\$75
MATH 120	Trigonometry	3	\$75
MATH 216	Analytical Geometry & Calculus I	4	\$100
PHSC 101	Introduction to Physical Science	3	\$75
PSY 101	General Psychology	3	\$75
SPAN 101	Beginning Spanish I	3	\$75
SPAN 102	Beginning Spanish II	3	\$75

The course descriptions for these courses can be found in Appendix L. Course descriptions can also be found in OCU's Undergraduate Catalog available at <http://www.oak.edu/academics/undergraduate-degrees>.

Paying for Dual Credit Courses

Dual credit students must pay tuition fees for their registered courses by the designated deadline in order to receive college credit, unless they qualify for the Free/Reduced Lunch program at their school. In order to be successfully registered for courses, students must submit payment along with their *Early Dual Credit Student Application/Registration form*. Course registrations will not be processed until appropriate payment has been received by OCU.

Payment for dual credit courses must be submitted through the student's high school. Parents or students can make checks payable to Oakland City University (or OCU) and submit them to a dual credit instructor along with a completed *Early Dual Credit Student Application/Registration form*. Please do not submit **cash** to OCU as payment for dual credit courses. Oakland City University does not offer a payment plan for Dual Credit students.

2020-21 Application and Registration Deadlines

For the 2020-21 school year, student *Dual Credit Student Application/Registration* forms and payment, along with transcripts for new students, must be received no later than:

- Fall and Year-long Courses: Friday, August 28, 2020
- Spring Courses: Friday, February 5, 2021

Students must register for year-long courses in the Fall semester. Spring registration for year-long classes will be accepted only under extenuating circumstances.

Dual Credit Student Application/Registration forms received after the established deadlines will not be accepted except in cases where unforeseen or emergency situations (such as OCU or high school closure due to inclement weather, mail delays due to weather, student or high school staff emergency absence, etc.) prevented timely registration.

Recommended Application and Registration Process

Each partner high school must designate a Dual Credit School Liaison as the main contact person for instructors at that school and OCU staff. Each school can establish its own internal application and registration process. However, OCU encourages schools to consider using the following procedure when assisting students with dual credit application and registration:

- **Step 1.** Instructors distribute *Dual Credit Student Application/Registration* forms along with course syllabi at the beginning of the semester. Instructors should set internal collection deadlines that provide them enough time to send all required documents and payment to OCU by the established deadlines. The *Dual Credit Student Application/Registration* form is located Appendix G. The student is to complete all information, print the form, obtain parent and student signatures and attach it to the application along with the payment. Use black or blue ink pen. **No** application will be processed without the appropriate signatures.
- **Step 2.** Instructors gather payment and *Dual Credit Student Application/Registration* forms, reviewing forms to ensure all information has been provided (especially students' social security numbers, non-high school email address, student and parent signatures, and eligibility for the Free/Reduced Lunch program). *Dual Credit Student Application/Registration* forms with missing information **will not be processed** until all necessary information and payment is received by OCU staff. Instructors should not send incomplete *Dual Credit Student Application/Registration* forms (missing information or payment) to OCU.
- **Step 3.** Instructors request official transcripts and standardized test scores for **students who are new to the OCU dual credit program** and attach those to the *Dual Credit Student Application/Registration* forms of new students. The instructor and/or Dual Credit School Liaison then verifies that each student meets or exceeds OCU's dual credit program eligibility criteria (a 2.5 GPA on a 4.0 scale, and a minimum PSAT score of 940, or a minimum SAT score of 960, or a minimum ACT score of 18).
-
- **Step 4.** Instructors alphabetize the completed *Dual Credit Student Application/Registration* forms, along with payment, and create a cover page with the students' names. Instructors should keep a copy of the cover page for their records. Instructors place this cover page and completed forms, along with payment, in an envelope and give it to the Dual Credit School Liaison. For a sample cover page, see *Appendix H*.

- **Step 5.** The Dual Credit School Liaison gathers enrollment packets from all dual credit instructors at their schools, and attaches a signed letter with the names of all applying students who qualify for the Free/Reduced Lunch program. A listing of the CORE 40 students (if it is not noted on the student's high school transcript) needs to be included in the packet as well.
- **Step 6.** The Dual Credit School Liaison mails the completed package to: Oakland City University, Attn: Dual Credit Coordinator, 138 North Lucretia Street, Oakland City, Indiana 47660

Enrollment packets must arrive at OCU on or before the established deadline. If packets are not mailed in time to ensure arrival at OCU by the enrollment deadline, please notify the Dual Credit Coordinator (dualcredit@oak.edu).

Course Management

Roster Verification

A few weeks after the registration deadline, Dual Credit instructors will receive a form titled "*Rosters by Course*" with information about students registered in their dual credit course. For an example of this form, see *Appendix I*.

At this time, instructors should:

- Inform all registered students of their enrollment status.
- Verify that all students who had submitted the requested documents are in fact registered for the course.
- Verify that the course number and instructor name appear correctly on the form.
- Inform the Dual Credit Coordinator of any discrepancies with the roster (missing students, additional students who should not be in the course, incorrect instructor name or course number, etc.).

Instructors should inform their Dual Credit School Liaison and the Dual Credit Coordinator of any additional changes to course rosters as soon as changes happen.

Course Drops

Enrolling in a college course is a financial and academic commitment. Prior to course enrollment, high school staff should advise students about dual credit course registration and the consequences of withdrawing from a course.

However, certain circumstances outside the student's control may require a drop from dual credit course. For example, a student may be dropped from a dual course because:

- the student transferred to another school mid-semester or mid-year (in the case of year-long course) and did not complete the course, or
- the student or the student's parent requested him or her to be withdrawn from the course for health reasons or other circumstances outside of the student's control, or
- the student was transferred to another high school section of the same course not taught by an approved OCU dual credit instructor, or
- the student was transferred to a different high school course that is not approved for dual credit with OCU, etc.

Dual credit course drops should be the **exception**, not the norm. OCU will honor drop requests only in cases where circumstances outside the student's control require that the student drop the dual credit course. **Students will not be able to drop dual credit courses just because they have earned poor grades.**

Withdrawing a student from a dual credit course will only affect his/her OCU transcript, not the student's high school transcript. In some cases, a student may be withdrawn from the dual credit part of the course yet remain enrolled in the high school portion of the course.

In order to withdraw a student from a dual credit course, the Dual Credit School Liaison must complete a *Dual Credit Change of Registration* form (*Appendix J*) and send it to the Dual Credit Coordinator. To ensure the request is processed in a timely manner, all information on the form must be completed including appropriate signatures. This needs to be received as soon as the student drops the course. The last date of attendance must be noted so a refund can be made if necessary.

Dual credit course drops are recorded differently on a student’s OCU transcript, depending on the date when the drop request was made. The following chart outlines drop deadlines for the **2020-21 school year**:

	Deadline	Transcript Notation	Refund
Semester-long courses starting Fall 2020	Sept. 20, 2020	Course will not appear on OCU transcript	Full refund
	Oct. 23, 2020	Course will not appear on OCU transcript	No refund
	After Oct. 23, 2020	Course will appear on OCU transcript with a “W” (withdrawn)	No refund
Year-long courses starting Fall 2020	Sept. 20, 2020	Course will not appear on OCU transcript	Full refund
	Oct. 23, 2020	Course will not appear on OCU transcript	No refund
	After Oct. 23, 2020	Course will appear on OCU transcript with a “W” (withdrawn)	No refund

Semester-long courses starting Spring 2021	Feb. 12, 2021	Course will not appear on OCU transcript	Full refund
	Mar. 12, 2021	Course will not appear on OCU transcript	No refund
	After Mar. 12, 2021	Course will appear on transcript with a “W” (withdrawn)	No refund

End of Course Student Evaluations

OCU gathers information from students about all courses whenever and however they are offered. This information is used for program evaluation and assessment. Dual credit instructors must provide students with classroom time and instructions for completing end-of-course student evaluations for each dual credit course they teach. The OCU Dept. of Assessment will send out course evaluations with instructions to instructors. Fall only courses will be completed at the end of the Fall semester. Yearlong and Spring courses will be completed at the end of the school year.

Each DC instructor will be given a packet containing the survey, the instructions, and a pre-paid self-addressed envelope. The instructor should not be in the room when the survey is completed. Another instructor or a trustworthy student can give and collect the surveys. Students should use a black or blue ink pen and complete the circles on the form. The completed surveys are to be placed in the pre-paid envelope, sealed and placed in the mail. The Dual Credit Coordinator will gather the packets and send them to the Dept. of Assessment for processing. Once completed, the results will be sent to the instructors. A copy of the results will be placed in the instructor’s file in the office of the Dual Credit Coordinator. The high school principal will not be receiving a copy. The results will be used by the OCU faculty/staff to evaluate the Dual Credit Program and make note of any problem areas or make suggestions for new ideas.

End of Course Instructor Evaluation

OCU gathers information from the instructors about all courses they have taught in the Dual Credit Program. This information is used for the program evaluation and

assessment. Dual Credit instructors will be sent a link from the OCU Dept. of Assessment at the conclusion of each course to reflect their thoughts on how well the course went, make notes on what was successful or what needs adjusting the next time the course is taught. The results will be shared with the Provost and Dual Credit Coordinator. When possible, the SME will view the results as well.

Grading

Timely submissions of grades after the end of the course are important. Official transcripts, which are needed for graduating students to transfer credits to other colleges and universities, cannot be generated until all grades have been received. Near the end of each semester the Dual Credit Coordinator will send individual Dual Credit instructors and School Liaisons grade sheets (the same form used for course roster verification) for each course. Final grades may be submitted by either Dual Credit instructors or School Liaisons.

When submitting grades, please follow these guidelines:

- Submit OCU letter grades based on the OCU grading scale provided on the OCU syllabus for the course, not percentages or letter grades based on the high school's grading scale.
- Submit grades the last day of class for the semester, or as soon as grades are available. Year-long course grades should be submitted at the end of the spring semester.
- Make sure grade verification sheets are signed and dated by the Dual Credit instructor, Dual Credit School Liaison, or a school administrator.
- Provide information about a contact person who will be available to answer any grade questions or inquiries for the following weeks, in case the Dual Credit School Liaison and/or instructor are on vacation.

Student Academic Misconduct

Academic misconduct refers to any attempt to create an unfair advantage for oneself or for other members of an academic community. The most common examples of

student academic misconduct are plagiarism and cheating. According to the OCU *Student Handbook*, “students are expected to respect and uphold accepted standards of honesty in writing examinations or submitting written work to instructors. Plagiarism, though occurring in many forms, in essence involves the presentation of another person’s work as if it were the work of the presenter. Students guilty of plagiarism or cheating may be suspended from the course and receive a failing grade.” (p. 19-20).

If a dual credit student is found to have cheated or plagiarized material, the instructor must inform the Dual Credit School Liaison and the Dual Credit Coordinator of the situation. OCU will defer to the high school administrations and instructor to determine appropriate consequences for the student.

School Year 2020-21 Course Management Calendar

The following chart summarizes key dual credit course management deadlines for the **2020-21 school year**:

Fall 2020	
Application and Registration Deadline (fall and year-long courses)	Aug. 28, 2020
Last day to drop a fall semester course for a full refund (course will not appear on the OCU transcript)	Sept. 20, 2020
Last day to drop a fall semester course so it will not appear on the OCU transcript (no refund)	Oct. 23, 2020
Last day to drop a year-long course for a full refund (course will not appear on the OCU transcript)	Sept. 20, 2020
Last day to drop a year-long semester course so it will not appear on the OCU transcript (no refund)	Oct. 23, 2020

Spring 2021	
Application and Registration Deadline (spring courses)	Feb. 12, 2021
Last day to drop a spring semester course for a full refund (course will not appear on the OCU transcript)	Mar. 12, 2021
Last day to drop a spring semester course so it will not appear on the OCU transcript (no refund)	Mar. 12, 2021

Program Evaluation

OCU’s dual credit program must adhere to national and state dual credit accreditation standards, as well as university accreditation standards. OCU is required to complete certain steps to evaluate program effectiveness. For example, OCU requires dual credit students to complete end-of-course evaluations at the end of each course. This information is not used to evaluate instructor effectiveness but to compare student performance across dual credit and on-campus equivalent courses.

OCU dual credit staff may also request additional information from school administrators, instructors, students, former students, and parents as part of program quality assessment requirements for accreditation. Dual credit staff at OCU may request the following from key stakeholders:

- Feedback about dual credit program policies and procedures
- Information about course quality and transferability from former students. An Alumni Survey will be sent to Dual Credit students one year after they graduate from high school. The surveys will be sent electronically from the Dept. of Assessment. Reminder emails are scheduled every two weeks after the survey is open.

- Information about student performance on major course assessments (e.g., sample student work from course assessments/assignments, as well as related rubrics)

Participation in program assessments is required.

After Students Complete Dual Credit Courses

Transferring OCU Credits

High school students can transfer credits earned through OCU to other colleges and universities. Each receiving university or college has its own transfer procedures and transferability criteria for individual courses, but most schools require that official transcripts be sent to the receiving institution.

Course Transferability

The best way to ensure that dual credit courses can successfully transfer to a particular institution is to **check with the receiving institution's Registrar** about course equivalencies and requirements for specific degrees.

Requesting OCU Transcripts

Transcript orders can be placed anytime by visiting <http://intranet.oak.edu/transcripts>.

In order to make sure that requested transcripts contain grades for all dual credit courses, parents and students should specify that they would like the transcript request be placed on hold until all grades have been received by OCU. For additional questions or concerns, please contact OCU's Academic Affairs (academicaffairs@oak.edu) or Dual Credit Coordinator (dualcredit@oak.edu).

Applying for Admission to OCU

Graduating high students who have earned credits through OCU can easily apply as degree-seeking students and apply credits towards degrees at OCU. Dual credit students are already "preapproved," but must still submit an official application and other required documentation in order to finalize the process and qualify for scholarships and financial aid.

Dual credit students who enroll as a degree-seeking students do not need to request an OCU transcript, but they should mention having earned OCU credit to his or her advisor to ensure appropriate course enrollment and scheduling.

For more information about how to apply for admission to OCU as a degree-seeking student, visit <http://www.oak.edu/admissions-and-aid/undergraduate-admissions>.

Contact Information

All correspondence regarding the dual credit program should be addressed to:

Dual Credit Program
Oakland City University
138 N. Lucretia St.
Oakland City, IN 47660

For more information, or questions about the dual credit program, contact dualcredit@oak.edu.

Early College Dual Credit Program

General Information

Program Overview

Oakland City University (OCU)'s Early College Dual Credit Program began in 2005, as a way to partner with local high schools to offer concurrent enrollment courses for high school students. Early College Dual credit courses at OCU are taught by approved high school teachers who follow approved course syllabi that correspond with on-campus courses. Since then, the Dual Credit (DC) Program at OCU has continued to grow. In the 2013-2014 school year alone, approximately two thousand high school students from twenty-seven schools earned college credit through partnerships with OCU.

Our Early College Dual Credit Program has graduated students with the Associate of Arts since 2009. In 2018-19, 42 students graduated with the Associate of Arts in University Studies.

Benefits of the Early College Program

There are many benefits of enrolling in Early College dual credit courses:

- Saving money on college tuition. Early College Dual credit courses are much cheaper than undergraduate courses.
- Meeting the requirements for an Academic Honors Diploma.
- Becoming familiar and confident with college-level coursework.
- Building additional flexibility for college. Early College Dual credit courses often satisfy general education requirements and electives, so students can graduate college early, or use the additional time to study abroad, pursue a second major, seek internships while in college, and/or begin a graduate program early.

Degree to be earned

The Early College Dual Credit Program will offer the courses required to earn an Associate in Arts in University Studies. The degree requires 27 Foundational courses. 33 content courses of the student's choice are available giving a total of 60 credit hours for the degree. The student must maintain at least a 2.0 GPA or higher. (See Appendix M)

Where is the Early College Dual Credit Program offered?

Oakland City University Early College Dual Credit Program is offered at North Daviess Jr/Sr High School.

Application and Registration Information

To enroll in Early College dual credit courses offered in partnership with OCU, high school students must complete an application, be accepted as a non-degree high school student, register for courses by the designated due date, pay tuition to the OCU Business Office, and successfully complete course assignments and assessments.

Students who wish to be admitted to OCU's Early College Dual Credit Program must meet the following requirements:

Be a student wanting to earn an Associate in Science in Universities Studies, and

Have a GPA of at least 2.5 (on a 4.0 scale), and

Have earned at least a score of 940 on the PSAT, or a score of 960 on the SAT, or a score of 18 on the ACT.

Core 40 students will need a minimum GPA of 3.0. If the student has a qualifying GPA, test scores are not needed

In addition, some OCU courses may have additional prerequisites. Students must also meet such course prerequisites established by OCU academic departments.

Registration

There are two types of Early College dual credit students who want to earn credits through OCU: new students and returning students. The information below describes registration and application requirements by OCU. However, the application/registration process differs from school to school. Interested students should consult with their dual credit instructors about specific procedures for collecting forms and payment at their school.

Returning Early College Dual Credit Students

To enroll for Early College dual credit courses, high school students who have already been admitted to OCU's Early College Dual Credit Program must submit the following:

Go to this link to complete a preliminary enrollment form to enter the student into our computer system <https://myocu.wufoo.com/forms/p1xar3ys0p01w0l/>

Complete an **Early Dual Credit Student Application/Registration form**. The form is available online at <http://www.oak.edu/academics/forms/EarlyCollegeDualCreditApplicationRegistrationForm.pdf>, and instructions for filling out the form can be found in *Appendix A* of this handbook. Students do not need to submit multiple forms—**one form** should contain all the dual credit courses the student wants to register for. If a student is registering for multiple courses, he or she can submit the form to one of his or her dual credit instructors; and

Tuition payment for courses the student wants to register for, unless the student qualifies for the Free/Reduced Lunch program at their high school must be in the form of a check made out to Oakland City University (or OCU). **No cash please.** No payment plans are allowed. Debit/credit cards may be used by contacting the OCU Business Office at 812-749-1243.

New Early College Dual Credit Students

High school students who have never taken dual credit courses with OCU must be admitted to the program and register for courses. New students must submit the following:

1. Go to this link to complete a preliminary enrollment form to enter the student into our computer system <https://myocu.wufoo.com/forms/p1xar3ys0p01w0l/>
2. A completed **Early Dual Credit Application/Registration form**. This form contains application information as well as a list of courses the student wants to register for. The form is available online at <http://www.oak.edu/academics/forms/EarlyDualCreditApplicationRegistrationForm.pdf>, and instructions for filling out the form can be found in *Appendix A* of this handbook. Students do not need to submit multiple forms—**one form** should contain all the dual credit courses the student wants to register for. If a student is registering for multiple courses, he or she can submit the form to one of his or her dual credit instructors;
3. A copy of the student's **High School Transcript**, with GPA and standardized test score (PSAT, SAT, ACT) information, and
4. **Tuition** payment for courses the student wants to register for, unless the student qualifies for the Free/Reduced Lunch program at their high school must be in the form of a check made out to Oakland City University (or OCU). **No cash please**. No payment plans are allowed. Debit/credit cards may be used by contacting the OCU Business Office at 812-749-1243.

Students who meet program entry requirements will receive an acceptance letter from OCU welcoming them as Early College dual credit students once their application is processed. Students who do not meet these requirements will receive a letter of denial with information about the decision. Any payment submitted along with the *DC Student Application/Registration form* will also be returned to the student or the school (depending on how payment for courses was submitted).

A student may be accepted with conditions if the high school GPA is slightly under the required GPA or if the PSAT score is near the required score and the student is planning on taking the PSAT again. The student will be re-evaluated after the first year or when the new PSAT scores are received. The student and parents will be sent a letter explaining the conditional acceptance. The re-evaluation of the GPA will include the

review of the high school GPA and the GPA on the student’s OCU transcript. If the student has met the requirements for general admission, he/she may continue in the Early College Dual Credit Program. If the requirements are not met, the student will not be allowed to enroll in dual credit courses until his/her GPA or test scores meet general admission requirements. A letter will be sent to the student and parents stating the results of this review.

Resources for Early College Dual Credit students

Early College Dual credit students have access to the Barger-Richardson Learning Resource Center. They may access resources from the library’s website (<http://oak.edu/library>), or come to campus and visit the library (605 W. Columbia Street, Oakland City, IN 47660).

In order to access library resources, students must complete an online form at <http://intranet.oak.edu> or the full address is <http://intranet.oak.edu/library/Discover.html> .

To ask questions or make comments about library services please call (812) 749-1269

Transfer credits from another college/university

No credits may be transferred from another college/university. It is expected that all credits will be earned from Oakland City University.

Course Information

The following courses are being offered for dual credit in partnership with OCU’s Early College Dual Credit Program in the 2020-21 school year:

Course Number	Course Name	Credit Hours	Cost
ART 110	2-D Design	3	\$75
ART 111	3-D Design	3	\$75
BIB 205	New Testament Literature	3	\$75
BIO 111	Principles of Biology I/lab	4	\$100
BIO 112	Principles of Biology II/lab	4	\$100

ENG 101	English Composition II	3	\$75
ENG 102	English Composition II	3	\$75
CHEM 101 & L	General Chemistry/lab	4	\$100
COMM 202	Fundamentals of Public Speaking	3	\$75
ENG 201	Masterpieces of World Literature	3	\$75
ENG 210	Introduction to British Literature	3	\$75
ENG 405Y	Yearbook	1	\$25
ENG 215	Introduction to American Literature	3	\$75
HIS 201	Indiana History	3	\$75
HIS 103	Contemporary World History	3	\$75
HIS 241	Introduction to American History I	3	\$75
HIS 242	Introduction to American History II	3	\$75
HIS 243	Contemporary American History	3	\$75
MATH 115	College Algebra	3	\$75
MATH 120	Trigonometry	3	\$75
MATH 216	Analytical Geometry & Calculus I	4	\$100
MUS 109	Choir	1	\$25
PHSC 101	Introduction to Physical Science	3	\$75
PSY 101	General Psychology	3	\$75
SPAN 101	Beginning Spanish I	3	\$75
SPAN 102	Beginning Spanish II	3	\$75
T 101	College Preparation	3	\$75

The course descriptions for these courses can be found in Appendix N. Course descriptions can also be found in OCU's Undergraduate Catalog available at <http://www.oak.edu/academics/>.

Early College Courses

The courses required/offered at North Daviess Jr/Sr High School are listed in Appendix M. Course descriptions are located in Appendix L.

Tuition

Tuition for all OCU Early College dual credit courses is set at \$25 per credit hour. Students who qualify for the Free/Reduced Lunch program at their high school when they enroll for dual credit courses have this tuition completely waived. These students do not need to pay for dual credit courses but must still submit application and registration information.

In order to ensure this waiver is applied, students must indicate that they qualify for the Free/Reduced Lunch program on their DC Student Application/Registration form, and the DC School Liaison must provide written confirmation that the student qualifies for the lunch program.

Financial Assistance

Students who qualify for the Free/Reduced Lunch program at their high school when they enroll for dual credit courses have this tuition *completely* waived. These students **do not need to pay** for dual credit courses.

Payments

Payment for courses must be received **at the time of registration**. Payment may be in the form of a check made out to Oakland City University (or OCU). No cash please. No payment plans are allowed. Debit/credit cards may be used by contacting the OCU Business Office at 812-749-1243.

OCU prefers not to accept cash as payment for courses, but individual schools may establish their own ways of collecting payment for dual credit courses. Parents and students should contact a dual credit instructor or the DC School Liaison for information about how payment for dual credit courses is collected at their school.

Registration deadlines

For the 2020-21 school year, student *Dual Credit Student Application/Registration* forms and payment, along with transcripts for new students, must be received no later than:

- Fall and Year-long Courses: Friday, August 28, 2020
- Spring Courses: Friday, February 5, 2021

Students must register for year-long courses in the Fall semester. Spring registration for year-long classes will be accepted only under extenuating circumstances.

Dropping or Withdrawing from a DC Course

Enrolling in a college course is a financial and academic commitment. Prior to course enrollment, high school staff should advise students about dual credit course registration and the consequences of withdrawing from a course.

However, certain circumstances outside the student's control may require a drop from dual credit course. For example, a student may be dropped from a dual course because:

- the student transferred to another school mid-semester or mid-year (in the case of year-long course) and did not complete the course, or
- the student or the student's parent requested him or her to be withdrawn from the course for health reasons or other circumstances outside of the student's control, or
- the student was transferred to another high school section of the same course not taught by an approved OCU dual credit instructor, or
- the student was transferred to a different high school course that is not approved for dual credit with OCU, etc.

Dual credit course drops should be the **exception**, not the norm. OCU will honor drop requests only in cases where circumstances outside the student's control require that the student drop the dual credit course.

Withdrawing a student from a dual credit course will only affect his/her OCU transcript, not the student's high school transcript. In some cases, a student may be withdrawn

from the dual credit part of the course yet remain enrolled in the high school portion of the course.

Dropping a course

Students who wish to drop a dual credit course should contact their dual credit instructor or the DC School Liaison at their school. The DC School Liaison will work with the student to complete a *DC Change of Registration form (Appendix J)* and send it to the DC Coordinator via email or U.S. mail. To ensure the drop request is processed in a timely manner, all information and signatures on the form must be completed at the time of submission.

Withdrawal deadlines

The following chart outlines withdrawal deadlines for the **2020-21 school year**:

	Deadline	Transcript Notation	Refund
Semester-long courses starting Fall 2020	Sept. 20, 2020	Course will not appear on OCU transcript	Full refund
	Oct. 23, 2020	Course will not appear on OCU transcript	No refund
	After Oct. 23, 2020	Course will appear on OCU transcript with a “W” (withdrawn)	No refund
Year-long courses starting Fall 2020	Sept. 20, 2020	Course will not appear on OCU transcript	Full refund
	Oct. 23, 2020	Course will not appear on OCU transcript	No refund
	After Oct. 23, 2020	Course will appear on OCU transcript with a “W” (withdrawn)	No refund
	Feb. 12, 2021	Course will not appear on OCU transcript	Full refund

Semester-long courses starting Spring 2021	Mar. 12, 2021	Course will not appear on OCU transcript	No refund
	After Mar. 12, 2021	Course will appear on transcript with a “W” (withdrawn)	No refund

If a parent and/or student is concerned about the student’s progress in a dual credit course, they should contact the dual credit instructor and discuss ways in which the student can improve his or her performance in the course. This conversation should happen early enough in the course to ensure that the student has had a fair chance to earn a satisfactory final grade.

Grades

Dual credit students earn a high school grade as well as an OCU grade. After a student completes a dual credit course, the dual credit instructor or the school’s DC School Liaison submit final grades to OCU. These grades are then recorded on an official OCU transcript. High school grades are based on the specific grading scale used at the school. Grades recorded in the OCU transcript are based on OCU grading scales established by each academic department. The grading scales should be included in the syllabus for the course.

Dual credit students earn both high school and college credit for their coursework. High school grades are based on the specific grading scale used at the school, but the OCU grade is based on the University’s grading scale. Because these two grade scales may be different, the high school grade for a dual credit course may be different from the OCU grade for the course.

For example, many high school grading scales include an “A+” category equivalent to 97% or higher, whereas OCU’s scale does not. If a high school student earned an “A+” on his/her high school course, that grade would be recorded as just an “A” on his/her OCU transcript because OCU does not have an A+ category.

Graduation Application

The application for Graduation will be found on the OCU website www.oak.edu and must be completed by the end of January.

All Oakland City University graduates will be charged a \$75 graduation fee whether or not they attend the Commencement ceremony. The fee covers the expense of the diplomas, honor cords, programs, postage and other items involved in ceremony. Payment can be made at the time of completing the application or any time before the Commencement ceremony.

Graduation and Academic Honors

Oakland City University has one commencement ceremony for all graduates. It is **the first Saturday of May** at the Johnson Center on the Oakland City University campus. It will be at 10:15am CT.

The Early College Dual Credit program students will be eligible for Academic Honors upon completion of the requirements for the Associate in Arts in University Studies. Honors are determined by the final cumulative GPA that appears on their OCU transcript. Cum Laude requires a GPA of 3.5 to 3.69. Magna Cum Laude requires a GPA of 3.70 to 3.89. Summa Cum Laude requires a GPA of 3.9+. Honor cords will be given to the student at the time of the commencement ceremony. The student will wear the cords during their high school's graduation ceremony as well. The earned Honors will appear on the student's diploma and on their final transcript.

Graduation Cap & Gown

Early College Dual Credit graduates will wear their high school's cap and gown. The student will need to order an OCU tassel to wear to the ceremony. The ordering and purchase will be handled through the Oakland City Campus Store and the Dual Credit Coordinator with the assistance of the Dual Credit Liaison at the high school. The tassel will also be worn during the high school's graduation ceremony.

Graduation Date

The graduation date for the Early College Dual Credit program will be determined each year. It is dependent upon the last day of the high school's academic year. The date usually will be a July date.

Degrees will not be posted on the transcript until that date. Allow 6-8 weeks from the graduation date to receive the diploma. A free official transcript will be sent with the diploma.

Transferring Credits

When a student completes a dual credit course with OCU, the dual credit instructor for the course or the DC School Liaison submits a final grade to OCU. An OCU transcript is then generated to show that the student earned OCU college credits for that course.

High school students can easily transfer dual credits earned through OCU to other colleges and universities by ordering an official transcript.

The best way to ensure that dual credit courses can successfully transfer to a particular institution is to **check with the receiving institution's Registrar** about course equivalencies and requirements for specific degrees before enrolling for dual credit courses.

Ordering transcripts

Most colleges or university require students to send official college transcripts to their Admissions Office in order to transfer credits from a different institution.

Transcript orders can be placed anytime by visiting www.oak.edu/transcripts. In order to make sure that requested transcripts contain grades for all dual credit courses taken and the degree posted, parents and students should specify that they would like the transcript request be placed on hold until the degree is posted. For additional questions or concerns, please contact OCU's Academic Affairs (Academicaffairs@oak.edu) or DC Coordinator (dualcredit@oak.edu).

Attending Oakland City University for Bachelor Degree

Graduating high school students who have earned credits through OCU can easily apply as degree-seeking students and transfer credits toward a Bachelor's degree at OCU. Dual credit students are already "pre-approved", but must still submit an official application and other required documentation to finalize the process and qualify for scholarships and financial aid.

Dual credit students who enroll as a degree-seeking students do not need to request an OCU transcript, but should mention having earned OCU credit to their OCU academic advisor to make sure they are placed in the appropriate courses.

For more information about how to apply for admission to OCU as a degree-seeking student, visit <http://www.oak.edu/admissions/high-school.php>.

Students Rights, Responsibilities and Conduct

Dual credit students are expected and required to abide by the laws of the State of Indiana and of the United States, as well as the rules and regulations of Oakland City University. These include respecting the rights of others, and refraining from any conduct that tends to obstruct the work of the University, or that is injurious to the welfare of the University. The *OCU Student Handbook* has information about these policies and expectations and is available online at <http://www.oak.edu/assets/ck/files/StudentHandbook.pdf>.

Academic misconduct

Academic misconduct refers to any behavior that is against the academic rules established by OCU. Plagiarism and cheating are the most common examples of academic misconduct. According to the *OCU Student Handbook*, "students are expected to respect and uphold accepted standards of honesty in writing examinations or submitting written work to instructors. Plagiarism, though occurring in many forms, in essence involves the presentation of another person's work as if it were the work of the presenter. Students guilty of plagiarism or cheating in OCU dual credit courses may be suspended from the course and receive a failing grade." (*University Policies - Copyright section*).

If a dual credit student is found to have cheated or plagiarized material, the dual credit instructor will inform the DC School Liaison and the DC Coordinator of the situation. OCU will defer to the high school administrations and staff to determine whether the student should continue to be enrolled in the course for credit, or if the student should receive a failing grade.

Appendices

Appendix A: Dual Credit Articulation Agreement

Oakland City University Dual Credit Program Articulation Agreement for Dual Credit Courses between Oakland City University and _____ High School
For the School Year 2020-21

This Agreement is entered into by and between Oakland City University (OCU) and _____ High School. This agreement outlines terms and conditions of the dual credit program offered by these two institutions in accordance with the Indiana House Bill 1246.

OCU and _____ High School agree to the following:

Statement of Intent

The purpose of this articulation agreement is to provide a basis for a cooperative relationship between the two institution and to benefit committed high school students who wish to earn dual credit for taking courses at _____ High School that are offered in conjunction with OCU. This document will serve as evidence of a formal agreement between the two parties to offer selected OCU courses for dual credit. This document also articulates specific guidelines and requirements agreed to by both institutions.

Articulation Principles

1. _____ High School and OCU agree to establish and collaborate in providing select dual credit courses with the goal of providing college-level educational opportunities to the students of _____ High School.
2. _____ High School agrees to implement each OCU dual credit course according to the same standards of academic integrity as other classes at OCU, including the adaptation of the OCU course syllabus. Each OCU course offered must be equivalent to the course taught on campus in content, prerequisites, and other possible course requirements. The appropriate faculty from both institutions will work

together to establish that the high school course is equivalent to the corresponding course taught at OCU.

3. _____ High School agrees to assign a qualified teacher who has been approved by the corresponding OCU Subject Matter Expert(s) (SME) to teach the course(s) prior to starting to teach the course for dual credit.

4. _____ High School teachers approved to teach dual credit courses agree to work in collaboration with the appropriate OCU Subject Matter Expert(s) and are required to attend professional development offered by OCU. New instructors are required to attend new instructor orientation their first year teaching dual credit courses. This must be completed before their first day teaching the Dual Credit course.

Orientation will be with the Dual Credit Coordinator and the SME of their discipline area.

5. _____ High School will allow OCU Subject Matter Experts to observe activity within dual credit courses covered by this agreement and will provide the SMEs with samples of student work including papers, lab reports, midterm exams, etc.

6. _____ High School agrees to discuss with OCU all future curriculum and/or instructor changes affecting this agreement before the changes are implemented

7. _____ High School and approved dual credit instructor(s) agree to participate in OCU dual credit end-of-course student evaluations, program reviews, and assessments.

8. _____ High School and approved dual credit instructor(s) agree to send final grading information and student learning assessment data in accordance with OCU guidelines (e.g., OCU grading scale) for students enrolled in dual credits courses within the established deadlines.

9. _____ High School agrees to designate a specific Dual Credit School Liaison who will be the main contact person for OCU faculty and staff for dual credit related issues.

10. OCU agrees to provide appropriate course credit and an OCU transcript certifying that the credit is applicable towards degree requirements at OCU and other institutions to _____ High School students who complete approved dual credit courses. Whether or not the use of that credit is allowed by an institution other than OCU is under the sole discretion of that institution.

11. _____ High School Principal and Dual Credit School Liaison will complete an annual survey sent at the conclusion of the school year.

12. _____ High School Dual Credit Program instructors will complete a survey at the conclusion of each course. The survey will be sent at the end of the semester in which the course ends.

Dual Credit Instructor Credentials

1. _____ High School approved dual credit instructors must meet the minimum qualifications of an adjunct instructor for OCU. Final approval of instructors, however, is recommended by OCU Subject Matter Experts and approved by the Provost.

2. _____ High School instructors will be approved as dual credit instructors if they possess a master's degree in the discipline where they plan to teach or a master's degree or higher in a discipline other than that in which they are teaching (e.g. a master's in education) and a minimum of 18 graduate credit hours in the discipline in which they teach. The Higher Learning Commission (HLC) requires that each Dual Credit instructor must have the required credentials by Sept. 1, 2023.

3. _____ High School instructors who do not have the required credentials must sign an Extension Education Agreement with the OCU Dual Credit Coordinator. The Agreement states that the instructor is pursuing the courses that are needed to meet the requirements by Sept. 1, 2023. Final transcripts will need to be provided as proof of the meeting the course requirements/degree. Those who do not

have the required credentials by Sept. 1, 2023, will not be allowed to teach Dual Credit courses after deadline.

Student Academic Standards

1. To receive credit for OCU dual credit courses, high school students must complete an application, be accepted as a non-degree high school student, pay tuition to OCU, and register for the course(s) by the designated due date. Students must also successfully complete course assignments and assessments.
2. High school students who have completed a minimum of four (4) semesters of high school and are recommended by their guidance counselor and/or principal are eligible to enroll in dual credit courses if they meet the following criteria:
 - Possess a minimum GPA of 2.5 on a 4.0 scale from an accredited, approved, or commissioned high school, and possess a minimum PSAT score of 940, a minimum SAT score of 960, or minimum ACT score of 18.

OR

- Possess a minimum GPA of 3.0 on a 4.0 scale from an accredited, approved or commissioned high school and be on track to earn a CORE 40 high school diploma
3. High school students who wish to enroll for specific dual credit courses must meet established course prerequisites established by the appropriate OCU academic department.

Tuition and Fees

1. High school students who enroll in dual credit courses will be charged \$25 per credit hour. Students will not be registered until all charges are paid.
2. High school students enrolled in dual credit courses who qualify for the Free or Reduced Lunch program at their high school will receive 100% tuition assistance.
_____ High School agrees to provide documentation (a statement signed by a school administrator or Dual Credit School Liaison) upon registration confirming students who qualify for the Free or Reduced Lunch program.

3. Early College Dual Credit students who will be graduating with an Associate in Arts degree must complete a graduation application online and pay a \$75 graduation fee. The student will also be responsible for paying for the graduation tassel.

Books and Materials

_____ High School and/or dual credit students themselves agree to assume responsibility for all textbooks, lab materials, course materials, etc.

Dual Credit Course Approval and Implementation

For each dual credit course to be offered at _____ High School through this agreement, the Dual Credit Course Registration and Approval Form (attachment A) must be completed and proved before the course is offered for dual credit. The form needs to be received by March 31 for the following Fall and Yearlong courses. The Spring request forms need to be received by Oct 31 for the following Spring.

Effective date, Amendment, and Termination

1. Each institution will inform the other through its academic representatives of any institutional plans or changes that have impact upon the points of this articulation prior to implementing those plans or changes.
2. Written notice of intent to terminate or withdraw from this Articulation Agreement will be submitted by the academic head of either institution not less than one calendar year prior to the proposed date of termination/withdrawal.
3. Terms of this Articulation Agreement for OCU's Dual Credit Program will be effective beginning on this ____ day of _____, 20__.

Dual Credit Coordinator
Oakland City University

Dual Credit School Liaison
_____ High School

Provost
Oakland City University

Principal
_____ High School

Superintendent
_____ School Corporation

Appendix B: Course Registration and Approval Form

Oakland City University Dual Credit Articulation Agreement Attachment A: OCU Dual Credit Course Registration and Approval Form (include syllabus)

FOR FALL COURSES, DEADLINE IS MARCH 31.

FOR SPRING COURSES, DEADLINE IS OCT 31

High School: _____ Academic Year the course will be offered: _____

Semester/s when course will be offered: Fall Spring

University Course Number and Title: _____

High School Course Number and Title: _____

Course Length: semester (# of weeks: _____)
 year-long (# of weeks: _____)

OCU credit hours: _____

Day/s class is held: _____

Time class is held: _____

Length of class periods: _____

No. of class meetings per week: _____

Student textbook name: _____

Author: _____

Publisher: _____

ISBN #: _____

Brief Course Description (must be included):

Instructor Name: _____ (PLEASE PRINT)

Email: _____

Phone Number: _____

Signatures of High School Instructor, Principal, and School Liaison indicate all information is correct:

High School Instructor: _____

High School Principal: _____

High School Liaison: _____

Signatures of OCU Subject Matter Expert and Dual Credit Coordinator indicate course has been approved:

OCU Subject Matter Expert: _____

OCU Dual Credit Coordinator: _____

Please return completed form to:

Oakland City University, **Attn: Dual Credit Coordinator**
138 North Lucretia Street
Oakland City, Indiana 47660
dualcredit@oak.edu

Appendix C: Dual Credit Instructor Application Form



Dual Credit Instructor Application

Application Checklist

High school teachers applying to become approved instructors for Oakland City University's Dual Credit program must submit the following required documents for consideration:

___ **Dual Credit Instructor Application** (*current form*)

___ **Professional Resume**

(include contact information, educational background, teaching experience and other experience related to content area and expertise in subject, advanced courses taught, professional activities and associations, contact information, awards/honors/leadership roles)

___ **Official graduate and undergraduate transcript(s)**

(transfer hours indicated on one transcript must be submitted on a transcript from the originating university/college) Electronic transcripts should be sent to dualcredit@oak.edu

All information submitted is reviewed by Oakland City Subject Matter Expert(s) and approved according to established criteria. Please submit **a digital copy and a paper copy** of these documents via U.S. mail or email to:

Oakland City University
Attn: Dual Credit Coordinator
138 North Lucretia Street
Oakland City, IN 47660
dualcredit@oak.edu

GENERAL INFORMATION			
Last Name First Name Middle Name			Home Phone
Street Address			Cell Phone
City	State	Zip	
Business Phone			
E-Mail Address		Best Time to Contact	

Oakland City Courses You Wish to Teach for Dual Credit:

Please Check Yes or No to the Following:

Have you ever been previously employed by Oakland City University? Yes No

If yes, provide dates:

Are you capable of performing the essential functions of the position for which you are applying with or without a reasonable accommodation? Yes No

Have you ever been discharged or asked to resign from a job? Yes No

If yes, please explain:

EDUCATION & TRAINING				
School Name City/State Graduated? Degree				
College/University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University			<input type="checkbox"/> Yes <input type="checkbox"/> No	

College/ University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
------------------------	--	--	--	--

High school teachers who wish to become dual credit instructors with OCU are approved based on their credentials. In order to be approved, the teacher must meet the following criteria: A master’s degree in the discipline or subfield where they plan to teach (e.g., a master’s degree in mathematics to teach dual credit courses in mathematics, or a master’s degree in English to teach dual credit courses in English). If an instructor holds a master’s degree or higher in a discipline or subfield other than that in which he or she is teaching (e.g., a master’s in education), that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

List any other education, training, certifications, and/or licenses pertinent to this position:

ADDITIONAL INFORMATION: (Beginning with Most RECENT)		
Professional Licenses:		
Type of License	State Granting License	License Number
Type of License	State Granting License	License Number
References:		
<i>1. Current High School Principal</i>		
Name	Address	Phone Number
How do you know this person?	How long have you known this person?	

2.		
Name	Address	Phone Number
How do you know this person?	How long have you known this person?	

In the employment of personnel, Oakland City University does not discriminate on the basis of race, creed, color, national origin, age, disability, genetic information, gender, veteran or other status or condition protected by applicable state or federal laws. This policy applies to all conditions of employment, including but not limited to hiring, placement, promotion, transfer, demotion, selection, recruitment, employment, advertising, lay off and termination, compensation, and all other terms and conditions of employment.

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I have submitted the attached form to Oakland City University (OCU) for the purpose of obtaining approval to teach dual credit courses in partnership with OCU. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the University to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, can be justification for denial of application.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of teaching OCU dual credit courses.

I understand that this application is not an employment contract for any specific length of time between the University and me, and that in the event I am approved and later choose seek employment with the University, I will need to complete and submit additional employment application documents as required by the OCU Human Resources department.

Approved OCU dual credit instructors must be currently employed by an Indiana secondary education institution that has established a Dual Credit Articulation Agreement with OCU. If employment with the Indiana secondary education institution is rescinded and employment is obtained at another Indiana secondary institution, a new application for approval to teach OCU dual credit courses under the new institution's Dual Credit Articulation Agreement is required.

References: I hereby authorize the university and its agents to make such investigations and inquiries into my current employment and professional experience and other related matters as may be necessary in arriving at an approval decision. I hereby release employers, schools, and other persons from all liability in responding to inquiries connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize the university and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

Please read and check each box, then sign below indicating:

- I agree to adhere to Oakland City University's dual credit instructor guidelines and expectations.
- I understand that I will receive approval notification and all program information/updates regarding program requirements, forms, submission deadlines, etc. via email, and I am responsible for checking the email address provided in my application on an ongoing basis.
- Upon approval, I will be considered an adjunct faculty member of Oakland City University and must submit required paperwork PRIOR to teaching a course through OCU's Dual Credit Program.

- I will ensure ALL official transcripts are sent directly to Oakland City University's Dual Credit Coordinator, otherwise my application will be considered incomplete.
- I agree to participate in the required orientation (new instructors) and required professional development session(s) held annually (all instructors).

Signature

Date

Appendix D1: OCU Dual Credit Syllabus Components

In order for courses to be approved to be offered for dual credit, course documents, texts, and syllabi must be approved by Oakland City University (OCU) Subject Matter Experts (SME) and Provost before the course begins. Dual credit courses offered in high schools must mirror on campus courses in content, rigor, assessment and grading. SME will review relevant course materials and have final say over which courses are approved for dual credit and which are not. They may also request additional information or changes before approving courses.

High school dual credit instructors can request sample syllabi for equivalent on campus courses to use as guidelines for what type of syllabi would be approved by emailing dualcredit@oak.edu. Below is a list of common OCU dual credit syllabi components:

- High School Name and school emblem (if possible) and OCU emblem at the top of the syllabus
- School year or term when course is offered
- Course Number and Title (include both high school name and corresponding OCU course number and title)
- Instructor's name
- Instructor's contact information (email, phone number – whichever is appropriate for students)
- Textbook or assigned texts
- OCU dual credit student handbook web address
- OCU library web address
- OCU course description
- High School Course description

- High school course objectives
- Evaluation/assessment procedures
- Grading scale/policy and explanation, including the OCU scale and the high school scale
- Description of major course assignments and assessments, along with related evaluative criteria/rubrics and due dates
- Resource materials
- Tentative course schedule
- Course bibliography (when relevant)
- Laboratory requirements and activities (when relevant)

Appendix D2: Sample OCU Dual Credit Syllabus

NAME OF HIGH SCHOOL AND LOGO

OAKLAND CITY UNIVERSITY AND LOGO

High School: U.S. History: Beginnings through 1877

OCU: HIS 241: Introduction to American History I (3 cr hrs)

TERM: FALL 2018

DAY & TIME OF CLASS: Monday-Friday, 9:00 – 9:50

LOCATION: ROOM 3

PROFESSION CONTACT INFORMATION

NAME: Betty Burns

SCHOOL: Wood

E-MAIL ADDRESS: bburns@oak.edu

PHONE: 812-749-1452

OFFICE HOURS: MTWTH 8- 3:30

OCU COURSE DESCRIPTION

This course is a survey of American History which includes colonization; the independence movement; the framing and adoption of the Constitution; the growth of American nationality; Westward expansion and the slave controversy; up to the Civil War and Reconstruction.

HIGH SCHOOL COURSE DESCRIPTION

COURSE PREREQUISITES: None

LEARNING OUTCOMES

The course is designed to introduce early American History. Upon successful completion of this course, students should be able to:

1. Discuss the pre-Columbian civilizations and the process of colonization (NCSS 1,2,3,5,8)
2. Describe the development of colonial society in American (NCSS 1,2,3,5,6,10)
3. Recall the events that led to the American Revolution (NCSS 1,2,5,6,9,10)
4. Explain how the institutions of the new nation took shape as well as the challengers faced (NCSS 2,3,5,6,8,10)
5. Diagram the territorial expansion of the nation (NCSS 2,3,6)
6. Recall the events that led to the Civil War, the war itself, and the process of Reconstruction (NCSS 1,2,3,5,6,7,8,9,10)

HIGH SCHOOL COURSE OBJECTIVES

REQUIRED COURSE MATERIALS

The following resources are required in the completion of course learning activities

TEXTBOOKS

The American Story, Volume 1, 5/E Divine, Breen, Williams, Gross & Brands ISBN-13:9780134057026

RESOURCES

See Bibliography listing

OCU DUAL CREDIT STUDENT HANDBOOK:

<http://www.oak.edu/academics/documents/DualCreditStudentHandbook.pdf>

Suggested Reading

In addition to the required text, the student is encouraged to explore other scholarly works in the course subject areas (e.g., monographs, journals, theses, dissertations, etc.). Many of these types of works can be found online and provide the most current snapshot of the state of the art in the course subject matter.

OCU Library

www.oak.edu/library/Discover.html or coming to campus (605 W Columbia Street, Oakland City, IN)

TENTATIVE COURSE OUTLINE

WEEK	LESSON TITLE AND TOPICS	LEARNING ACTIVITIES SCHEDULE
1	INTRO: 1400-1600 OLD WORLD MEETS NEW	
2	INTRO: 1400-16—CLASH OF CULTURES	
3	COLONIZATION OF AMERICAN 1600-1750	
4	THE FRENCH AND INDIAN WAR 1754-1763	
5	THE AMERICAN REVOLUTION 1775-1783	
6	ARTICLES OF CONFEDERATION AND THE US CONSTITUTION	
7	THE EARLY REPUBLIC 1789-1824	
8	THE FORMATION OF A NATIONAL GOVERNMENT AND POLITICAL PARTIES	
9	THE WAR OF 1812 AND MONROE DOCTRINE	
10	THE GROWTH OF AMERICAN NATIONALITY	
11	WESTWARD EXPANSION, INDIAN REMOVAL, AND THE SLAVE CONTROVERSY	
12	REGIONAL DIFFERENCES: NORTH VERSUS SOUTH	
13	THE UNION BROKEN: CIVIL WAR 1861-1877	
14	CIVIL WAR 1861-1877	
15	RECONSTRUCTION AND THE CONQUEST OF THE WEST 1865-1877	

COURSE ASSIGNMENTS AND ASSESSMENTS

ASSIGNMENTS AND ASSESSMENTS	GRADE VALUE
PARTICIPATION AND ATTENDANCE	APPROXIMATELY 5%
DISCUSSION FORUMS	0
ASSIGNMENTS	APPROXIMATELY 55%
QUIZES AND EXAMINATIONS	APPROXIMATELY 40%

PARTICIPATION AND ATTENDANCE

REGULAR ATTENDANCE IS EXPECTED. POINTS WILL BE GIVEN FOR PARTICIPATION/ATTITUDE/PREPARATION AND ATTENDANCE. STUDENTS SHOULD COME TO CLASS PREPARED TO PARTICIPATE, SHARE A POSITIVE ATTITUDE, AND BE PREPARED TO LEARN. STUDENTS WHO TEXT, PLAY ON COMPUTERS, COME UNPREPARED, SLEEP, ETC, WILL LOSE PARTICIPATION POINTS. ABSENCES ARE EXCUSED PER INSTRUCTOR DISCRETION.

UNIT TESTS

GRADING SCALE

OAKLAND CITY UNIVERSITY UNDERGRADUATE GRADING SYSTEM

% SCALE	GRADE	GPA (4.0 SCALE)	DEFINITION
100%-93%	A	4.0	SUPERIOR
92%-90%	A-	3.7	EXCELLENT
89%-87%	B+	3.3	OUTSTANDING
86%-83%	B	3.0	VERY GOOD
82%-80%	B-	2.7	GOOD
79%-77%	C+	2.3	HIGH AVERAGE
76%-73%	C	2.0	AVERAGE
72%-70%	C-	1.7	LOW AVERAGE
69%-67%	D+	1.3	BELOW AVERAGE
66%-63%	D	1.0	POOR
62%-60%	D-	0.7	NEAR FAILURE
59%-0%	F	0.0	FAILURE

HIGH SCHOOL GRADING SYSTEM

GRADE	PERCENTAGE	GPA (4.0)
A+	97-100%	4.0
A	93-86%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D	65-66%	1.0
F	BELOW 65%	0.0

ASSESSMENT RUBRICS AND SCORING GUIDES

THE FOLLOWING RUBRICS AND SCORING GUIDES ARE FOLLOWED IN THE ASSESSMENT OF STUDENT PERFORMANCE WITH COURSE LEARNING ACTIVITIES.

RUBRIC
ORAL PRESENTATIONS

CATEGORY & MULTIPLIER	POINTS EXEMPLARY	3 POINTS ACCEPTABLE	2 POINTS MARGINAL	0-1 POINT MISSING OR UNACCEPTABLE
PREPAREDNESS MULTIPLIER: 1	VERY WELL REHEARSED/NATURAL DELIVERY BARELY USES NOTES IF AT ALL. PROJECTS STRONG CONFIDENCE	ACCEPTABLE DELIVERY; NEEDED TO BE BETTER REHEARSED. FREQUENTLY RETURNS TO NOTES, PROJECTS MODERATE CONFIDENCE	MARGINAL PREPARATION, SEEMS REHEARSAL WAS LACKING. READS MOST OF THE REPORT, PROJECTS LITTLE CONFIDENCE SEEMS UNCOMFORTABLE	DOES NOT SEEM PREPARED AT ALL TO PRESENT; NO EVIDENCE OF REHEARSAL. READS ALL OR ALMOST ALL THE REPORT. NO CONFIDENCE PROJECTED.
KNOWLEDGE MULTIPLIER: 2	HAS AN EXCELLENT UNDERSTANDING OF TOPIC AND SHOWS EVIDENCE OF CONSIDERABLE BACKGROUND RESEARCH, ANSWERS ALL QUESTIONS FULLY, EXPLAINS AND ELABORATES.	HAD GOOD UNDERSTANDING OF THE TOPIC. ANSWERS ALMOST ALL QUESTIONS WITH EASE BUT DOES NOT ALWAYS ELABORATE OR EXPLAIN FULLY.	HAS A PASSABLE UNDERSTANDING OF THE TOPIC, ANSWERS SOME OF THE QUESTIONS, DOES NOT ELABORATE ON OR EXPLAIN MOST OF THEM	HAS AN INADEQUATE UNDERSTANDING OF THE TOPIC, HAS UNDEVELOPED OR UNCLEAR ANSWERS TO QUESTIONS.
ORGANIZATION & FORMAT MULTIPLIER: 1	STUDENT PRESENTS INFORMATION IN LOGICAL AND INTERESTING WHICH IS EASY TO FOLLOW. IS VERY WELL ORGANIZED AND MAINTAINS FOCUS/STAYS OF TOPIC THROUGHOUT. HAS MORE THAN REQUIRED NUMBER OF RESOURCES	STUDENT PRESENTS INFORMATION IN A LOGICAL SEQUENCE WHICH THE AUDIENCE CAN FOLLOW IS MOSTLY ORGANIZED AND ADEQUATELY FOCUSED. HAS REQUIRED NUMBER OF RESOURCES.	STUDENT IS NOT WELL ORGANIZED, JUMPS AROUND A LOT AND THE PRESENTATION IS NOT EASY TO FOLLOW. HAS FEWER THAN REQUIRED NUMBER OF RESOURCES	STUDENT IS POORLY ORGANIZED, UNFOCUSED, AND AUDIENCE CANNOT UNDERSTAND PRESENTATION AS A RESULT. HAS NO ADDITIONAL RESOURCES OTHER THAN THE TEXT

TERMS/NAMES MULTIPLIER 1	STUDENT CORRECTLY PRONOUNCES TERMS AND NAMES	STUDENT PRONOUNCES MOST TERMS AND NAMES CORRECTLY	STUDENT PRONOUNCES SOME TERMS AND NAMES CORRECTLY	STUDENT PRONOUNCES FEW/NO TERMS AND NAMES CORRECTLY
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TOTAL RUBRIC SCORE: /20PTS GRADE: _____

**RUBRIC
MAJOR RESEARCH PAPER**

CATEGORY AND MULTIPLIER	4 POINTS EXEMPLARY	3 POINTS ACCEPTABLE	2 POINTS MARGINAL	0-1 POINT MISSING OR UNACCEPTABLE
INTRODUCTION MULTIPLIER: 1	GRABS THE READER'S ATTENTION AND, CLEARLY STATES THE FOCUS/THESIS OF THE PAPER. CLEARLY PREVIEWS THE PAPER'S STRUCTURE	GENERALLY INTERESTING. THE PAPER'S FOCUS /THESIS AND STRUCTURE ARE STATED SOMEWHAT VAGUELY BUT STILL APPROPRIATE	VAGUE AND GENERATES LITTLE INTEREST. THE PAPER'S THESIS IS STATED BY UNFOCUSED. THERE IS LITTLE INDICATION ABOUT THE PAPER'S STRUCTURE	TOO VAGUE. THERE IS NOT CLEAR INTRODUCTION OF THE PAPER'S THESIS AND/OR STRUCTURE
SEQUENCING /PAPER'S PROGRESS MULTIPLIER: 1	PAPER IS WRITTEN AS STATED IN THE INTRODUCTION. DETAILS ARE IN LOGICAL ORDER AND THE PAPER'S PROGRESS EFFECTIVELY KEPT THE INTEREST OF THE READER	DETAILS ARE PLACED IN A LOGICAL ORDER BUT THE WAY IN WHICH THEY ARE PRESENTED/ INTRODUCED MAKES THE WRITING LESS INTERESTING AT TIMES	SOME DETAILS ARE NOT IN A LOGICAL OR EXPECTED ORDER AND THIS IS DISTRACTING TO THE READER, LESSENS THE PAPER'S EFFECTIVENESS	MANY DETAILS ARE NOT IN A LOGICAL OR EXPECTED ORDER, THERE IS LITTLE SENSE THAT THE WRITING IS ORGANIZED
CONCLUSION MULTIPLIER: 1	STRONG AND LEAVES THE READER WITH A FEELING OF CLEAR INDICATION THAT THE WRITER HAS	ACCEPTABLE AND PROVIDES AN APPROPRIATE UNDERSTANDING THAT THE WRITER HAS FULFILLED HIS/HER	RECOGNIZABLE BUT DOES NOT DO A GOOD JOB AT PROVIDING AN UNDERSTANDING OF THE FULFILLMENT OF	THERE IS NO CLEAR CONCLUSION. THE PAPER JUST ENDS

	FULFILLED HIS/HER INTENSIONS AS STATED IN THE INTRODUCTION. NO LOOSE ENDS.	INTENTIONS AS STATED IN TE INTRODUCTION. SOME LOOSE ENDS.	THE WRITER'S INTENTIONS AS STATED IN THE INTRODUCTION. SEVERAL LOOSE	
BIBLIOGRAPHY MULTIPLIER: 1	STRONG	ACCEPTABLE	BARELY ADEQUATE	INSUFFICIENT OR MISSNG
ANALYSIS/ INTERPRETATION MULTIPLIER: 9	ANALYSIS IS INSIGHTFUL, CLEARLY SUPPORTED WITH APPROPRIATE AND WELL-ORGANIZED EVIDENCE. SHOWS CLEAR UNDERSTANDING OF THE TOPIC AND SOURCE MATERIALS	ANALYSIS IS ADEQUATE, SUPPORTED WITH APPROPRIATE EVIDENCE. SHOWS AN UNDERSTANDING OF THE TOPIC AND SOURCE MATERIALS	ANALYSIS IS OF LIMITED INSIGHT. EVIDENCE COMMUNICATES SOME UNDERSTANDING OF THE TOPIC AND SOURCE MATERIAL	ANALYSIS LACKS CLEAR INSIGHT. EVIDENCE IS EITHER ABSENT OR DO NOT COMMUNICATE ANY UNDERSTANDING OF THE TOPIC OR SOURCE MATERIALS
GRAMMAR AND SPELLING MULTIPLIER: 1	0-2 ERRORS IN GRAMMAR OR SPELLING	3-4 ERRORS IN GRAMMAR OR SPELLING	5-10 ERRORS IN GRAMMAR OR SPELLING	MORE THAN 10 ERRORS IN GRAMMAR OR SPELLING
FORMATTING APA STYLE MULTIPLIER: 1	ALL THE SPECIFICATIONS PROVIDED IN THE INSTRUCTIONS ARE CORRECTLY FOLLOWED. FORMATTING, CITATIONS, CAPTIONS, BIBLIOGRAPHY, FOLLOWING APA STYLE WITH NO ERRORS	SOME OF THE SPECIFICATIONS PROVIDED IN THE INSTRUCTIONS ARE INCORRECTLY FOLLOWED. FORMATTING, CITATIONS, CAPTIONS. BIBLIOGRAPHY FOLLOWING APA STYLE WITH SOME ERRORS	MANY OF THE SPECIFICATIONS PROVIDED IN THE INSTRUCTIONS ARE INCORRECTLY FOLLOWED. FORMATTING, CITATIONS, CAPTIONS, BIBLIOGRAPHY FOLLOWING APA STYLE WITH MANY ERRORS	MOST OF THE SPECIFICATIONS PROVIDED IN THE INSTRUCTIONS ARE INCORRECTLY FOLLOWED. NO USE OF APA FORMAT OR TOO MANY FORMATTING ERRORS.

TOTAL RUBRIC SCORE: / 60 POINTS

GRADE _____

RUBRIC
(DOCUMENTARY REVIEW – REFLECTIVE PAPER)

CATEGORY & MULTIPLIER	4 POINTS EXEMPLARY	3 POINTS ACCEPTABLE	2POINTS MARGINAL	0-1 POINT MISSING OR UNACCEPTABLE
INTRODUCTION MULTIPLIER: 1	SUCCESSFULLY STATES THE PAPER'S FOCUS AS STATED IN THE INSTRUCTIONS.	THE PAPER'S FOCUS IS STATED LESS EFFECTIVELY BUT IS STILL APPROPRIATE	VAGUE AND GENERATES LITTLE INTEREST. THE PAPER'S FOCUS IS BARELY OR VERY VAGUELY STATED	TOO VAGUE OR THERE IS NO CLEAR INTRODUCTION OF THE PAPER'S TOPIC
PAPER'S PROGRESS MULTIPLIER: 1	PAPER SUCCESSFULLY FOLLOWS THE PRESCRIBED ORDER AND EFFECTIVELY KEEPS THE INTEREST OF THE READER	PAPER FOLLOWS THE PRESCRIBED ORDER BUT THE WAY THE DETAILS ARE PRESENTED OR INTRODUCED MAKES THE WRITING LESS INTERESTING AT TIMES	THE PAPER DOES NOT ALWAYS FOLLOW THE PRESCRIBED ORDER. SOME DETAILS ARE NOT IN A LOGICAL OR EXPECTED ORDER, SOME POINTS ARE MISSING, LESSENING THE PAPER'S EFFECTIVENESS	MANY DETAILS ARE NOT IN A LOGICAL OR EXPECTED ORDER AND/OR POINTS ARE MISSING. THERE IS LITTLE SENSE THAT THE WRITING IS ORGANIZED
CONCLUSION MULTIPLIER: 1	STRONG AND INSIGHTFUL. SUCCESSFULLY AND EFFECTIVELY FOLLOWS ALL THE CONTENT INSTRUCTIONS PROVIDED.	APPROPRIATE. FOLLOWS THE CONTENT INSTRUCTIONS PROVIDED	THE PAPER'S CONCLUSION IS EITHER INCOMPLETE OR SOMEWHT VAGUE OR BOTH	THERE IS NO CLEAR CONCLUSION, THE PAPER JUST ENDS OR THE CONCLUSION IS TOO VAGUE OR INCOMPLETE OR BOTH
CONTENT MULTIPLIER: 5	INSIGHTFUL WRITING CLEARLY SUPPORTED BY APPROPRIATE AND WELL - ORGANIZED MATERIAL. ALL POINTS ARE SUCCESSFULLY COVERED AND	WRITING IS APPROPRIATE, SUPPORTED WITH EVIDENCE. NOT ALL POINTS ARE SUCCESSFULLY COVERED OR CORRECTLY ADDRESSED	WRITING IS OF LIMITED INSIGHT BUT COMMUNICATES SOME UNDERSTANDING OF THE MATERIAL. SOME POINTS ARE NOT SUCCESSFULLY	WRITING LACKS CLEAR INSIGHT AND REFLECTS A VERY LIMITED GRASP OF THE MATERIAL AT BEST. TOO MANY POINTS ARE EITHER MISSING

	CORRECTLY ADDRESSED.		COVERED OR INCORRECTLY ADDRESSES	OR INCORRECTLY ADDRESSED
GRAMMAR AND SPELLING MULTIPLIER: 1	0-2 ERRORS IN GRAMMAR OR SPELLING.	3 TO 4 ERRORS IN GRAMMAR OR SPELLING	5 TO 10 ERRORS IN GRAMMAR OR SPELLING	MORE THAN 10 ERRORS IN GRAMMAR OR SPELLING
FORMATING FOLLOWING INSTRUCTIONS REGARDING FORMAT (LENGTH, SPACING, MARGINS, FONT SIZE, TITLE PAGE, ETC.). MULTIPLIER: 1	ALL SPECIFICATIONS REGARDING FORMAT PROVIDED IN THE INSTRUCTIONS ARE CORRECTLY FOLLOWED	MOST OF THE SPECIFICATIONS REGARDING FORMAT PROVIDED IN THE INSTRUCTIONS ARE CORRECTLY FOLLOWED	FEW OF THE SPECIFICATIONS PROVIDED IN THE INSTRUCTIONS ARE CORRECTLY FOLLOWED	NONE OR TOO FEW OF THE SPECIFICATIONS PROVIDED IN THE INSTRUCTIONS ARE CORRECTLY FOLLOWED

TOTAL RUBRIC SCORE: /40 POINTS

GRADE _____

SCORING GUIDE
QUIZZES AND EXAMINATIONS

SCORE	SCORE RANGE	GUIDELINES	EXPLANATION
6	94-100%	OUTSTANDING-SUPERIOR KNOWLEDGE	DEMONSTRATED SUPERIOR KNOWLEDGE AND UNDERSTANDING OF THE MATERIAL. PROVIDED COHERENT, WELL ORGANIZED AND FULLY DEVELOPED EXPLANATIONS WITH CLEAR, WELL-CHOSEN EXAMPLES OR SUPPORTING DETAILS
5	90-93.9%	EXCELLENT—HIGHLY KNOWLEDGEABLE	DEMONSTRATED SUPERIOR KNOWLEDGE AND UNDERSTANDING OF THE MATERIAL. PROVIDED CLEAR EXPLANATIONS WITH RELEVANT

			SUPPORTING EXAMPLES
4	86-89.9%	VERY GOOD –VERY KNOWLEDGEABLE	DEMONSTRATED SOLID KNOWLEDGE AND UNDERSTAND OF THE MATERIAL. ADEQUATELY ANSWERED MANY QUESTIONS
3	80-83.9%	GOOD—ABOVE AVERAGE	DEMONSTRATED ABOVE AVERAGE KNOWLEDGE AND UNDERSTANDING OF THE MATERIAL. ADEQUATELY ANNSWERED MANY QUESTIONS
2	70-79.9%	ADEQUATE –AVERAGE KNOWLEDGE	DEMONSTRATED AVERAGE KNOWLEDGE AND UNDERSTANDING OF THE MATERIAL. ADEQUATELY ANSWERED SOME QUESTIONS.
1	60-69.9%	BARELY ADEQUATE— LIMITED KNOWLEDGE	DEMONSTRATED BARELY ADEQUATE KNOWLEDGE AND UNDERSTANDING OF THE MATERIAL. ADEQUATELY ANSWERED FEW QUESTIONS
0	<60%	UNACCEPTABLE	INSUFFICIENT KNOWLEDGE OF THE MATERIAL

RUBRIC
CLASS DISCUSSION

CATEGORY & MULTIPLIER	4 POINTS EXEMPLARY	3POINTS ACCEPTABLE/MEETS EXPECTATIONS	2 POINTS MARGINAL/BELOW EXPECTATIONS	0-1 POINT INADEQUATE (1) UNACCEPTABLE (0)
LEVEL OF ENGAGEMENT & ACTIVE PARTICIPATION	PROACTIVELY AND REGULARLY CONTRIBUTES TO CLASS	PROACTIVELY CONTRIBUTES TO CLASS DISCUSSION, ASKING QUESTIONS	FEW CONTRIBUTIONS TO CLASS DISCUSSION.	BARELY CONTRIBUTES TO CLASS DISCUSSION OR

MULTIPLIER: 1	DISCUSSION; INITIATES DISCUSSION ON ISSUES RELATED TO CLASS TOPICS	AND RESPONDING TO DIRECT QUESTIONS	SELDOM VOLUNTEERS BUT RESPONDS TO DIRECT QUESTION	NEVER CONTRIBUTES TO CLASS DISCUSSION & FAILS TO RESPOND TO DIRECT QUESTIONS
LISTENING SKILLS MULTIPLIER: 1	LISTENS TO THE DISCUSSION AND INCORPORATES/ EXPANDS ON THE CONTRIBUTION OF OTHERS	LISTENS AND APPROPRIATELY RESPONDS TO THE CONTRIBUTIONS OF OTHERS	DOES NOT LISTEN CAREFULLY AND COMMENTS ARE SOMETIMES NOT APPROPRIATE TO DISCUSSION	DOES NOT LISTEN CAREFULLY AND COMMENTS ARE OFTEN NOT APPROPRIATE TO DISCUSSION OR DOES NOT LISTEN WHEN OTHERS TALK, INTERRUPTS, OR MAKES INAPPROPRIATE COMMENTS
RELEVANCE OF CONTRIBUTION TO TOPIC UNDER DISCUSSION MULTIPLIER: 2	CONTRIBUTIONS ARE RELEVANT AND PROMPT DEEPER ANALYSIS/ UNDERSTANDING OF THE TOPIC	CONTRIBUTIONS ARE ALWAYS RELEVANT	CONTRIBUTIONS ARE SOMETIME OFF TOPIC OR DISTRACTING	CONTRIBUTIONS ARE FREQUENTLY OFF TOPIC OR DISTRACTS FROM CLASS DISCUSSION OR CONTRIBUTIONS ARE IRRELEVANT/NO CONTRIBUTIONS
PREPARATION MULTIPLIER: 1	STUDENT IS CLEARLY WELL PREPARED, RAISES QUESTIONS OR COMMENTS ON MATERIAL OUTSIDE THE ASSIGNMENTS	STUDENT HAS READ AND THOUGHT ABOUT THE MATERIAL IN ADVANCE OF CLASS	STUDENT HAS READ THE MATERIAL BUT NO CLOSELY OR ONLY SOME OF THE MATERIAL IN ADVANCE OF THE CLASS	STUDENT IS MINIMALLY PREPARED OR STUDE IS CLEARLY NOT PREPARED

TOTAL RUBRIC SCORE: /20 POINTS

GRADE _____

**RUBRIC
RESEARCH AND RESEARCH FOLDER**

CATEGORY & MULTIPLIER	4 POINTS EXEMPLARY	3 POINTS ACCEPTABLE/MEETS EXPECTATIONS	2 POINTS MARGINAL/BELOW EXPECTATIONS	0-1 POINT INADEQUATE (1) OR UNACCEPTABLE (0)
RESEARCH NOTES MULTIPLIER: 3	EXEMPLARY COVERAGE OF ALL THE ASSIGNED TOPICS	ADEQUATELY COVERED ALL OF THE ASSIGNED TOPICS OR EXCELLENT COVERAGE OF TOPICS BUT NOT ALL ASSIGNED TOPICS COVERED	GATHERED RESEARCH ON THE ASSIGNED TOPICS BUT SOME ARE MISSING OR MARGINAL RESEARCH	SMALL AMOUNT OF INFORMATION OVERALL, INADEQUATE RESEARCH OVERALL OR NO RESEARCH DONE
PREPARATION OF NOTES MULTIPLIER: 2	ALL INSTRUCTIONS FOR PREPARATION HAVE BEEN SUCCESSFULLY FOLLOWED	MOST INSTRUCTIONS FOR PREPARATION HAVE BEEN FOLLOWED OR ALL INSTRUCTION HAVE BEEN FOLLOWED BUT NOT AS SUCCESSFULLY	SOME INSTRUCTIONS FOR PREPARATION HAVE BEEN FOLLOWED OR ALL INSTRUCTIONS HAVE BEEN FOLLOWED BUT PREPARATION IS MARGINAL.	INADEQUATE PREPARATION OVERALL OR NO PREPARATION

TOTAL RUBRIC SCORE: /20 POINTS GRADE _____

BIBLIOGRAPHY IF NEEDED

COURSE POLICIES

THE FOLLOWING POLICIES APPLY TO ANYONE PARTICIPATING IN THIS COURSE:

- ACADEMIC HONESTY – STUDENTS ARE EXPECTED TO RESPECT AND UPHOLD ACCEPTED STANDARDS OF HONESTY IN WRITING EXAMINATIONS OR SUBMITTING WRITTEN WORK TO INSTRUCTORS. PLAGIARISM, THOUGH OCCURRING IN MANY FORMS, IN ESSENCE INVOLVES THE PRESENTATION OF ANOTHER PERSON’S WORK AS IF IT WERE THE WORK OF THE PRESENTER. THE RESULTS OF RESEARCH MUST BE PROPERLY DOCUMENTED, AND QUOTED MATERIAL MUST BE DESIGNATED. STUDENTS GUILTY OF PLAGIARISM OR CHEATING MAY BE SUSPENDED FROM THE COURSE AND RECEIVE A FAILING GRADE.

- DOCUMENT FORMATTING – ASSIGNMENTS MUST BE FORMATTED ACCORDING TO THE CURRENT EDITION OF THE STYLE MANUAL USED IN THE PROGRAM OF STUDY. BASIC FORMATTING PROTOCOLS THAT SHOULD BE FOLLOWED INCLUDE:
 - USE CORRECT SPELLING AND GRAMMAR
 - SOME ASSIGNMENTS REQUIRE A SPECIFIC FORM OR FORMAT – USE AS DIRECTED
 - FONT SIZE SHOULD BE 12 POINT UTILIZING ONE OF THE FOLLOWING FONTS: ARIAL, CALIBRI (BODY TEXT), GEORGIA OR TIMES NEW ROMAN OR EQUIVALENT
 - DO NOT USE REPORT COVERS OR NOTEBOOKS UNLESS DIRECTED TO DO SO –STAPLE OR BINDER CLIP ASSIGNMENT PAGES TOGETHER AS NECESSARY OR AS REQUIRED WHEN SUBMITTED HARDCOPY
 - USE YOUR NAME, COURSE NUMBER, AND ASSIGNMENT NAME AS THE FILE NAME OF A DOCUMENT WHEN SUBMITTED ELECTRONICALLY

BE SURE TO INCLUDE YOUR NAME, COURSE NUMBER, AND CONTACT INFORMATION IN YOUR DOCUMENT AS REQUIRED BY FORMATTING GUIDELINES (E.G., ON THE TITLE PAGE OR AT THE END OF THE DOCUMENT) OR AS DIRECTED BY THE INSTRUCTOR.

APPENDIX E: DUAL CREDIT INSTRUCTOR AGREEMENT

Dual Credit Instructor Agreement – 2020-21

Name _____ School _____

This agreement sets out terms and conditions of participation as an instructor for the Oakland City University (OCU) Dual Credit Program. Approved OCU credit instructors must agree and adhere to all program guidelines, requirements, and responsibilities as established by OCU and national and state dual credit program accreditation bodies. OCU currently provides an administrative stipend to dual credit instructors, as well as a stipend for participating in professional development offerings. Dual credit instructor approval and stipends may be revoked for any instructor who does not comply with all policies, procedures, and requirements established by OCU.

OCU Dual Credit instructors agree to:

1. Submit all required dual credit instructor application paperwork to designated OCU staff prior to teaching a dual credit course with OCU, and as requested thereafter.
2. Participate in a required orientation session prior to teaching a dual credit course with OCU Dual Credit Coordinator and Subject Matter Experts (SME).
3. If Higher Learning Commission (HLC) credential requirements are not met, contacting the OCU Dual Credit Coordinator with updates on progress to meeting the requirements. Provide final Official transcripts upon complete of the degree or 18 graduate hours in content area. The HLC deadline is Sept. 1, 2023. If the requirements are not met by the Sept. 1, 2023, deadline, the person will no longer be eligible to be a Dual Credit instructor.
4. Submit course request and syllabus for Fall or Yearlong courses by March 31 for the following Fall semester. Spring course requests and syllabus need to be submitted by Oct. 31 for the following Spring courses.
5. Adhere to course content and assessment requirements of corresponding OCU course, including textbooks and course materials as required and/or approved by the corresponding SME.

6. Participate in required professional development annually.
7. Assist with new student applications, including verifying students meet OCU Dual Credit eligibility criteria such as junior or senior class standing, GPA, and applicable standardized scores.
8. Assist with initial course enrollment potential changes, including making sure registration/application forms are complete and accurate, verifying course rosters, and assisting with course withdrawals in accordance with OCU guidelines.
9. Submit copies of Dual Credit course syllabi to designated OCU staff and faculty to demonstrate equivalency for course content, objectives, assignments, grading standards, assessments, and outcomes as established for the corresponding OCU course. In case of significant syllabus changes after course approval, instructors must submit the updated syllabus to OCU for review and await approval before beginning to teach with the new syllabus.
10. Provide students with class time and instructions for completing end-of-course evaluations for dual credit courses, and submitting them to OCU in a timely manner.
11. Completing course evaluations sent by the Dual Credit Coordinator at the conclusion of the semester in which the course was taught. This is an electronic survey.
12. Submit student final grades in accordance with the guideline and time frames established by OCU.
13. Gather assessment of Student Learning data and submit to OCU at the end of the course in accordance with guidelines set by the university.
14. Collaborating with Dual Credit Subject Matter Experts during site visits or alternative observations (such a videos, Skype, Adobe Connect) including providing samples of student work, exams, assessments, and/or grades as requested by the SME or OCU staff.

15. Inform OCU Dual Credit staff of teaching assignments changes (moving to a new school, teaching new courses, etc.) and prolongs absences (10 consecutive days or more).
16. Promote available OCU dual credit opportunities to all eligible students, and connect parent and students to OCU resources, including distributing or providing access to the OCU Dual Credit Student Handbook.
17. Regularly check electronic correspondence sent by OCU Dual Credit staff sent to the email address(es) provided by the instructor in his/her instructor application, and work with the high school's information technology personnel to ensure there are no firewall issues restricting delivery of email correspondence from OCU staff.
18. Abide by all FERPA regulations and related guidelines established by OCU found in the Dual Credit Administrative Handbook.

My signature below indicates that I have read, understood, and agreed to adhere to requirements as described above.

Instructor Signature:

_____ Date: _____

Appendix F: Dual Credit School Liaison Agreement

Dual Credit School Liaison Agreement – 2020-21

Name _____ School _____

This agreement sets out terms and conditions of participation as a Dual Credit School Liaison for Oakland City University (OCU) dual credit program. Approves Dual Credit School Liaisons must agree and adhere to all program guidelines, requirement, and responsibilities as established by OCU and national and state dual program accreditation bodies.

OCU currently provides an administrative stipend to Dual Credit School Liaisons. Stipends may be revoked for any Liaison who does not comply with all policies, procedures and requirements established by OCU.

OCU Dual Credit School Liaisons agree to:

1. Assist with the establishment and maintenance of Dual Credit Articulation Agreements.
2. Inform OCU staff of changes in teaching assignment and dual credit course offerings. Course Approval Request and syllabus must be received by Mar 31 for Fall and Yearlong courses. Spring course deadline is Oct. 31.
3. Validate Free/Reduced Lunch program information for registering students.
4. Provide high school transcripts and standardized test score information for students who are applying to the dual credit program for the first time.
5. Assist with course enrollment and course management (verification of student eligibility for entry to the dual credit program, class roster verification, course drop/withdrawal issues).
6. Assist with the end-of-course evaluations and final grades.
7. Promote dual credit opportunities available through OCU to all eligible students, and connect parents and students to OCU resources, including distributing or providing access to the OCU Dual Credit Student Handbook.

8. Collaborate with Subject Matter Experts (SME) during site visits, including providing course and/or student information as requested by SMEs or OCU staff.
9. Complete an end-of-the-school year Dual Credit Liaison survey sent by the OCU Dept. of Assessment.
10. Attend the annual Professional Development Workshop provided on campus.

My signature below indicates that I have read, understood, and agree to adhere to requirements as described above.

Dual Credit School Liaison Signature:

_____ Date _____

Appendix G: Dual Credit Student Application/Registration Form

In order to complete the Dual Credit Student Application/Registration form

Dual Credit Student Application/Registration Form

School Name/Dual Credit #

Dual Credit Student

New students must attach a high school transcript and standardized test

Last/First/Middle Name: _____

Date of Birth: _____
m/d/yyyy

Address: _____

*Social Security: _____
xxx-xx-xxxx

City: _____ Zip: _____ County _____ Cell _____

Student Email (non-high school):

Parent/s Name/s _____ Cell Phone _____
Demographic Data

Citizenship: U.S. Other *Name of country of citizenship and Visa Type:* _____

Are you a permanent resident of the United States: Yes No ■

Race/Ethnicity:

Gender: M F

Free/Reduced Lunch? Yes No

Academic Data

HS Classification: Freshman Sophomore Junior Senior Expected Graduation Year: _____

Course Registration

Term: Fall Spring Year: _____

<i>DEPT</i>	<i>NUM</i>	<i>SEC (Same as DCH)</i>	<i>Instructor</i>	<i>Credit Hours</i>

Advisor/Instructor Signature: _____

I agree to pay \$25 per credit hour for all courses unless I qualify for the Free or Reduced Lunch program at my high school, in which case I will receive 100% tuition assistance. I understand that unless I provide all information requested on this form, along with payment, my application/registration will not be processed. Should my check be returned for insufficient funds, I expressly authorize my account to be electronically debited or bank drafted for the amount of the check plus any applicable fees. The use of a check is my acknowledgement and acceptance of this policy and its terms and conditions. If it becomes necessary to enforce payment of this account, I, or my parents if I am under the age of 18, will be responsible for any attorney fees, court costs, collection cost, and cost or fees incurred as a result of referring my account to a collection agency, including any percentage based collection agency fee which is commonly 33 1/3 percent of the owed debt. OCU will not release transcript or diplomas until all debts are fully paid. I certify that the statements included in this application are accurate and true to the best of my knowledge, and authorize my high school/previous schools to furnish academic and personal information, including official high school transcript and standardized test scores, to Oakland City University staff as requested.

By signing below, I am acknowledging that I am aware of the Dual Credit Student Handbook, which can be found at:
<http://www.oak.edu/file/377/download?token=IhR8SKgZ>

Parent/Guardian Signature (required):

_____ **Date:** _____

Student Signature: _____ **Date:** _____

**Why am I required to submit my Social Security Number? Oakland City University is required to issue Form 1098-T by the Internal Revenue Service. Form 1098-T includes information on qualified education expenses paid during the calendar year. The information included is intended to assist the taxpayer in determining the amount of an education related income tax credit or tax deduction he/she may be able to claim on the individual tax return. Therefore, in order to meet this requirement, Oakland City University must collect your social security number prior to enrollment in any classes.*

Appendix H: Sample Application/Registration Cover Page

School: Logos High School

School Dual Credit Code: Dual Credit 100

Term: Spring 2014

Instructor: Elisabet Sena

Student Name	New/Returning	Payment Method	Amount
1. Theodore Baker	Returning	Check # 89	\$75
2. Larissa Martin	New	Check #4567	\$150
3. Logan Nance	New	Check #13	\$225
4. Clyde Pearson	Returning	N/A – qualifies for Free/Reduced lunch	-

Appendix I: Sample Rosters by Course Form

Rosters by Course forms are used at OCU to verify course rosters and submit final grades. Below is a sample *Rosters by Course* form and key elements:

**Oakland City University
Rosters by Course
SP -14**

Instructor
Sena, Elisabet

Term (when course starts)
SP -14

OCU course number & School DC Code
Course: ENG 101 – DC 100

Course Title: ENGLISH COMPOSITION I

Variable Credit: No Credits: 3.00 Maximum Enrollment: 25

Faculty	Room	Offer Days	Time From	Time To
Sena, Elisabet	N/A	N/A	N/A	N/A

OCU grade (not percents)

Student Name	Credits	Mid Term	Final Grade
Ping, Rhonda	3.00		
Dunivan, Ron	3.00		
Johnson, Patricia	3.00		

OCU credits earned from course

Printed name of instructor or DC School Liaison

Signature of instructor or DC School Liaison

Grade Verified by: _____
Date Verified: _____

Students in Course: 3

Courses for Faculty: 1
Students in Courses: 21

When **verifying course rosters**, instructors should check that course names, instructor names, and student names are listed correctly. If there are any missing students or additional students listed who are not enrolled in the course, please inform OCU dual credit staff.

When **submitting final grades**, instructors will need to enter the following information:

- Final grades as letter grades (not percentages)
- Printed name
- Signature
- Date
- The name and information of a contact person who will be able to answer questions about students' grades for the course (in case the Dual Credit instructor and School Liaison are on break).

Appendix J: Dual Credit Change of Registration Form

Student Name: _____ **Date:** _____

HS Name: _____ **Last Date of Attendance:** _____ *

Dual Credit Courses Dropped **Total Withdrawal from all DC courses YES NO**

Dept.	Course #	Section (Dual Credit School Code)	Instructor Name	OCU Credit Hours
		Dual Credit #		
		Dual Credit #		
		Dual Credit #		
		Dual Credit #		

Dual Credit Courses Added

Dept.	Course #	Section (Dual Credit School Code)	Instructor Name	OCU Credit Hours
		Dual Credit #		
		Dual Credit #		
		Dual Credit #		

Example:

Dept.	Course #	Section (Dual Credit School Code)	Instructor Name	OCU Credit Hours
ENG	101	Dual Credit #100	Elisabet Sena	3

Reason/s for change (required):

Student Signature: _____

Dual Credit School Liaison Signature: _____

For use by OCU Only

Date Received: _____ **Refund:** __ Yes __ No

OCU Dual Credit Coordinator Signature: _____

Approved by: ____ B.O.

Appendix K: OCU's FERPA Policy

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 concerns access to records maintained by educational institutions and agencies and the release of such records. Educational records at Oakland City University are broadly defined as records, files, documents, and other student-related materials, which are maintained by the University.

Access to Records

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days of the day Oakland City University receives a request for access. A student should submit to the registrar or Provost a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Oakland City University to amend a record should write Oakland City University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Oakland City University decides not to amend the record as requested, Oakland City University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Oakland City University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Oakland City University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Oakland City University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of Oakland City University who performs an institutional service or function for which the

school would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of PII from educational records, such as an attorney, auditor, or collection agent or a student volunteering to assist another university official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Oakland City University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Oakland City University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Disclosures without Consent

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Oakland City University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Directory Information Disclosure

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Oakland City University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Oakland City University may disclose appropriately designated “directory information” without written consent, unless you have advised Oakland City University to the contrary in accordance with the Oakland City University procedures. The primary purpose of directory information is to allow Oakland City University to

include this type of information from your education records in certain publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want Oakland City University to disclose directory information from your education records without your prior written consent, you must notify Oakland City University in writing. Oakland City University has designated the following information as directory information.

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards
- The most recent educational agency or institution attended
- Student Identification Number

(Source: OCU Student Handbook – University Policies: FERPA section)

Appendix L: OCU Course Descriptions for Dual Credit Program

Course Descriptions 2019-20

- BIO 101 Introduction to Life Science** 3 hours
A course designed for non-science majors, introducing students to the study of living organisms. The course includes basic introductions to cell and molecular biology as well as a brief kingdom survey of organisms (bacteria, protists, fungi, plants and animals) and the biology. Laboratory activities are included.
- ENG 101 English Composition I** 3 hours
This course includes development of multi-paragraph themes with emphasis on outlining, developing thesis statement, and support as well as the development of reading and critical thinking skills.
- ENG 102 English Composition II** 3 hours
This course includes an introduction to literary analysis through written expression and a study of the research process resulting in the writing of literary, informative, and persuasive research papers. Prerequisite: ENG 101
- COMM 202 Fundamentals of Speech** 3 hours
This course includes a study of the fundamental characteristics of effective oral communication designed to help students express themselves clearly and succinctly in both formal and informal speaking situations.
- ENG 210 Introduction to British Literature** 3 hours
A survey of British literature and literary history from the earliest literatures to modern times. The course emphasizes the changing literary trends and themes these works represent as well as their historical, cultural, and political context. Taken after ENG 101 is passed and either passed ENG 102 or concurrently with ENG 102.
- ENG 215 Introduction to American Literature** 3 hours
A survey of American literature and literary history from the earliest literatures to modern times. The courses emphasize the changing literary trends and theme these works represent as well as their historical, cultural and political context, the problem of the American identity is a major theme that will be explored throughout the

semester. Taken after ENG 101 is passed and either passed ENG 102 or concurrently with ENG 102.

HIS 241 Introduction to American History I 3 hours
A survey of American history includes colonization, the American Revolution, the development of the Constitution, westward expansion and the Civil War.

HIS 242 Introduction to American History II 3 hours
This course is a survey of the history of the United States from 1877-1945. Topics surveyed include the end of Reconstruction, the industrialization of the U.S., the Progressive Era, and the World Wars.

MATH 115 College Algebra 3 hours
College level algebra with an emphasis on life applications problems. Topics include models, polynomials, functions and graphs, systems, matrices, and sequences.
Prerequisite: MATH 105 or equivalent

MATH 120 Trigonometry 3 hours
A study of the six trigonometric ratios and their inverses, the unit circle and radian measure, trigonometric identities, equations and graphs involving the trigonometric functions, polar representation and conics, and applications of the trigonometric functions. Prerequisite: Math 105 or equivalent

MATH 216 Analytical Geometry & Calculus I 4 hours
First in three-course sequence to introduce the theory of differential and integral calculus and their applications utilizing algebraic, including trigonometric, functions. Associated topics from Analytic geometry are included. Prerequisite: MATH 120 or equivalent

PHSC 101 Introduction to Physical Science 3 hours
Introduces the student to the topics of physics, chemistry, astronomy, weather, and geology. A student taking this course is expected to have competency in algebra.
Prerequisite: Math 115 or equivalent.

PSY 101 General Psychology 3 hours

A broad introduction to the many approaches to the study of human behavior and the effects of drugs, health, culture, etc. This includes new trends in research and professional fields and an awareness of the embryonic nature of psychology studies.

SPAN 101 Beginning Spanish 3 hours

This course introduces students to Spanish culture and language through a combination of text and tapes. Equal emphasis is placed on developing skills in areas of grammar, reading, and speaking this increasingly important language.

SPAN 102 Beginning Spanish II 3 hours

This course continues practice in the listening, speaking, reading, and writing skills that were taught in SPAN 101. Prerequisite: SPAN 101 or equivalent.

APPENDIX M: DEGREE REQUIREMENTS

The requirements for an Associate in Arts in University Studies are as follows:

Foundational Core Requirements	27 hrs.
COMMUNICATION SKILLS – WRITTEN (both required)	
ENG 101 English Composition I	3 hrs.
ENG 102 English Composition II	3 hrs.
COMMUNICATION SKILLS – ORAL	
COMM 202 Fundamentals of Speech	3 hrs.
CRITICAL THINKING SKILLS AND COLLEGIATE PREPARATION	
T 101 College Preparations	3 hrs.
CULTURAL KNOWLEDGE w/GLOBAL OUTLOOK	
GLOBAL HISTORY & SOCIETIES 3 hrs. (select one)	
HIS 101 World Civilization I	3 hrs.
HIS 102 World Civilization II	3 hrs.
HIS 103 Contemporary World History	3 hrs.
HIS 241 American History I	3 hrs.
HIS 242 American History II	3 hrs.
HIS 243 Modern American History	3 hrs.
PSY 101 General Psychology	3 hrs.
CULTURAL ARTS 3 hrs. (select one)	
FA 201 Fine Arts & the Modern World	3 hrs.
ENG 201 Masterpieces of World Literature	3 hrs.
ENG 210 Intro to British Literature	3 hrs.
ENG 215 Intro to American Literature	3 hrs.
ANALYTICAL KNOWLEDGE 3 hrs. (select one)	
MATH 115 College Algebra	3 hrs.
MATH 120 Trigonometry	3 hrs.

SCIENTIFIC KNOWLEDGE 3 hrs. (select one)

BIO 101 Intro to Life Science	3 hrs.
BIO 111 Principles of Biology I	4 hrs.
PHSC 101 Intro to Physical Science	3 hrs.
CHEM 101&L General Chemistry w/lab	4 hrs.

CHRISTIAN INFLUENCED VALUES

BIB 205 New Testament Literature	3 hrs.
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The electives of the requirements (33 hrs.) may be selected from the following courses:

(a course cannot be counted in the Foundational Core and the electives)

ART 110 2-D Design	3 hrs.
ART 111 3-D Design	3 hrs.
BIO 101 Introduction to Life Science	3 hrs.
BIO 111 Principles of Biology I	4 hrs.
BIO 112 Principles of Biology II	4 hrs.
CHEM 101 & L General Chemistry & Lab	4 hrs.
CS 120 Web Design I	3 hrs.
ENG 201 Masterpieces in World Literature	3 hrs.
ENG 210 Intro to British Literature	3 hrs.
ENG 405Y Yearbook	1 hr.
ENG 215 Intro to American Literature	3 hrs.
FA 201 Fine Arts & Modern World	3 hrs.
HIS 201 Indiana History	3 hrs.
HIS 103 Contemporary World History	3 hrs.
HIS 241 American History I	3 hrs.
HIS 242 American History II	3 hrs.
HIS 243 Contemporary American History	3 hrs.
MATH 115 College Algebra	3 hrs.
MATH 120 Trigonometry	3 hrs.
MATH 216 Analytical Geometry & Cal I*	4 hrs.

*pre-req MATH 120

MUS 109 Choir	1 hr.
PHSC 101 Intro to Physical Science	3 hrs.
PSY 101 General Psychology	3 hrs.
SPAN 101 Beginning Spanish I	3 hrs.
SPAN 102 Beginning Spanish II	3 hrs.

Appendix N: OCU Course Descriptions for Early College Program

Course Descriptions 2019-20 Catalog

ART 110 Two-Dimensional Design 3 hours
Exploration of vocabulary, design elements, and principles of spatial organization of the flat two-dimensional plane are addressed using both traditional materials and the computer. Areas of investigation from the principles of art and design include composition, color harmony, contrast, repetition, emphasis, balance, and unity. A design journal will be required.

ART 111 Three-Dimensional Design 3 hours
This course is an introduction to three-dimensional art. It explores the ways in which 3-D art is experienced as it differs from 2-D art. It applies classical organizing principles while exploring in-depth the seven elements present in most 3-D works: form, space, line, texture, light, color, and time.

BIB 205 New Testament Literature 3 hours
This course is a general survey of the New Testament. It provides insight into historical, social, political, and religious contexts in which it was written and present its major themes. It is a Foundational Core course for students other than Christian studies majors.

BIO 111 Principles of Biology I w/lab 4 hours
Introduction to cellular biology covering basic chemistry, cell structure and function, cell division photosynthesis and respiration and intro to genetics.

BIO 112 Principles of Biology II w/lab 4 hours
Introduction to organismal biology covering general survey of bacteria, protists, plants, fungi and animals.

CHEM 101 General Chemistry I 3 hours

Topics include: matter, laws of chemical composition, chemical nomenclature of atoms, molecules, and ions. Mole calculations, stoichiometry, types of chemical reactions, solutions, gases, atomic structure and periodicity, chemical bonding, orbitals and hybridization. Prerequisite: Students must be eligible to enroll in Math 115 or higher. Co-requisite: CHEM 101L

CHEM 101L General Chemistry I laboratory 1 hour

Experiments covering Basic General Chemistry principles and techniques. Co-requisite CHEM 101

COMM 202 Fundamentals of Speech 3 hours

This course includes a study of the fundamental characteristics of effective oral communication designed to help students express themselves clearly and succinctly in both formal and informal speaking situations.

CS 120 Web Design I 3 hours

Introductory web design & programming is a study of the fundamentals of constructing Web pages and sites using: HTML, XHTML, and CSS. The most current tagging and scripting versions will be covered in a tool independent environment. Throughout the course we will explore the history, architecture and development of the World Wide Web. Topics also include: authoring tools, integration of design, graphic and multimedia formats for the web, ecommerce and online security issues.

ENG 101 English Composition I 3 hours

This course includes development of multi-paragraph themes with emphasis on outlining, developing thesis statement, and support as well as the development of reading and critical thinking skills.

ENG 102 English Composition II 3
hours

This course includes an introduction to literary analysis through written expression and a study of the research process resulting in the writing of literary, informative, and persuasive research papers. Prerequisite: ENG 101

ENG 201 Masterpieces of World Literature 3 hours

Study of selected masterpieces of world literature from the earliest literature from the earliest literature to modern times. The course emphasizes the significance of major genres, authors, and works of Western and non-Western literary traditions and their literary, historical and cultural backgrounds. Since a huge range of time periods and geography are covered, many of the readings will be selections from longer texts. Taken after ENG 101 is passed and either passed ENG 102 or concurrently with ENG 102.

ENG 210 Introduction to British Literature 3 hours

A survey of British literature and literary history from the earliest literatures to modern times. The course emphasizes the changing literary trends and themes these works represent as well as their historical, cultural, and political context. Taken after ENG 101 is passed and either passed ENG 102 or concurrently with ENG 102.

ENG 215 Introduction to American Literature 3 hours

A survey of American literature and literary history from the earliest literatures to modern times. The courses emphasize the changing literary trends and theme these works represent as well as their historical, cultural and political context, the problem of the American identity is a major theme that will be explored throughout the semester. Taken after ENG 101 is passed and either passed ENG 102 or concurrently with ENG 102.

HIS 103 Contemporary World History 3 hours

This survey course will cover the history of the world since 1945, including but not limited to the Cold War, the de-colonization movement, the rise of Islamic fundamentalism, the European Union, the United States as a superpower, the rise of China, and the relationship between rich and poor countries.

- HIS 201 Indiana History 3 hours
Explores Indiana history as it relates to American history. Examines the stages of historical development in the state and the relationship of Indiana historical development to United States development. Examines history on a local/social level.
- HIS 241 Introduction to American History I 3 hours
A survey of American history includes colonization, the American Revolution, the development of the Constitution, westward expansion and the Civil War.
- HIS 242 Introduction to American History II 3 hours
This course is a survey of the history of the United States from 1877-1945. Topics surveyed include the end of Reconstruction, the industrialization of the U.S., the Progressive Era, and the World Wars.
- HIS 243 Contemporary American History 3 hours
This course covers the period of the Second World War to the present. Some major topics considered are the nuclear age, the Cold War, the Korean and Vietnam wars, the 1960's, Watergate, the end of the Soviet Union and its impact on the U.S., the U.S. and the world, and what it means to live in the U.S. today.
- MATH 115 College Algebra 3 hours
College level algebra with an emphasis on life applications problems. Topics include models, polynomials, functions and graphs, systems, matrices, and sequences.
Prerequisite: MATH 105 or equivalent
- MATH 120 Trigonometry 3 hours
A study of the six trigonometric ratios and their inverses, the unit circle and radian measure, trigonometric identities, equations and graphs involving the trigonometric functions, polar representation and conics, and applications of the trigonometric functions. Prerequisite: Math 105 or equivalent

MATH 216 Analytical Geometry & Calculus I 4 hours

First in three-course sequence to introduce the theory of differential and integral calculus and their applications utilizing algebraic, including trigonometric, functions. Associated topics from Analytic geometry are included. Prerequisite: MATH 120 or equivalent

PHSC 101 Introduction to Physical Science 3 hours

Introduces the student to the topics of physics, chemistry, astronomy, weather, and geology. A student taking this course is expected to have competency in algebra. Prerequisite: Math 115 or equivalent.

PSY 101 General Psychology 3 hours

A broad introduction to the many approaches to the study of human behavior and the effects of drugs, health, culture, etc. This includes new trends in research and professional fields and an awareness of the embryonic nature of psychology studies.

SPAN 101 Beginning Spanish 3 hours

This course introduces students to Spanish culture and language through a combination of text and tapes. Equal emphasis is placed on developing skills in areas of grammar, reading, and speaking this increasingly important language.

SPAN 102 Beginning Spanish II 3 hours

This course continues practice in the listening, speaking, reading, and writing skills that were taught in SPAN 101. Prerequisite: SPAN 101 or equivalent.

T 101 College Preparation 3 hours

College Preparation is an introduction to the culture and academic environment of Oakland City University to assisting new students with the transition to college. The course introduces college campus resources and follows with an overview of academic fundamentals. The course examines the mental, physical, and spiritual demands of college life and the importance of becoming engaged through on-

campus, community and philanthropic-activities. The course capstone involves the application of the areas through a team-developed paper and presentation.