Dear School Administrators:

The importance of preparing high school juniors and seniors for their college experiences is becoming ever critical. Ball State University’s Dual Credit Program (DCP), our term used for dual credit classes, provides an opportunity to form an educational partnership between high schools and Ball State. This partnership can bridge the gap between the college campus and your high school by exposing high school students to a college curriculum while they earn college credit.

While participating in the Dual Credit Program, students are able to satisfy their high school credit requirements while simultaneously earning college credit (dual credit), ideally assisting in a smooth transition from high school to college. Course credits earned through dual credit help students establish a college academic record, and the courses equally apply toward high school graduation requirements. Through the Dual Credit Program, high school students should graduate from high school better prepared and more confident to learn and grow in the competitive world of academia.

For on-site dual credit courses, a collaborative relationship is built between the qualified teachers from your high school and the academic departments at Ball State University. These academic departments certify high school teachers as adjunct university instructors to teach these courses in your school. Professional development, as well as university resources, will be available to the high school instructor. A BSU departmental liaison will work with the instructor to ensure course materials are consistent with those used at the university and to provide guidance, goals, and objectives to develop the course with the same standards demanded from on-campus courses.

Online distance education classes are taught by Ball State University instructors. Students can complete these courses in the comfort of their home, school, or other location. Ball State’s online instructors are available electronically to answer students’ questions or concerns about assignments.

Thank you for your interest in Ball State University’s Dual Credit Program. Your decision to investigate this opportunity will prove to be an important step in preparing your college-bound students for success in their future academic endeavors. We encourage you to review this handbook as well as visit our website at http://www.bsu.edu/dualcredit.

Sincerely,

James C. Hendrix
James C. Hendrix, Ph.D.
Assistance director
Dual Credit Program
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Benefits of Dual Credit Program
There are multiple benefits for participating in the Dual Credit Program (DCP).

- Fulfills Indiana state requirements by providing dual credit course opportunities in the high school.
- Elevates your high school curriculum.
- Offers opportunities for faculty to receive professional development and other training that may otherwise be unavailable.
- Improves the percentage of students who pursue and complete a college degree.

Student Admission Guidelines
The primary goal of the DCP is to provide opportunities to earn college credit and gain experience while preparing students to attend college. Juniors and seniors with a strong academic background and desire to attend college are good candidates for the DCP. The high school identifies and approves the academically strong students who are on track for college preparation courses based on the following criteria:

- Student is on track toward fulfilling the basic academic preparation for admission to a four-year college or university;
- Student ranks in the upper third of the high school class;
- Student has a grade point average (GPA) of 3.0 or higher on a 4-point scale (as evident by a college preparatory curriculum and advanced coursework);
- Student has a combined SAT score at or above the state average (typically a composite score of 1630 or an ACT composite score of 22 or higher);
- Student has appropriate high school endorsements from teachers and guidance counselors.

Students cannot exceed 15 semester hours of concurrent enrollment courses unless an exception is established by the Division of Online and Distance Education at BSU.

Students must be admitted in order to receive college credit.

Note: admission into the Dual Credit Program does not guarantee admission to Ball State University (BSU) as an on-campus student. Dual Credit students will have a permanent record at Ball State University.

Code of Student Rights and Responsibilities
The Ball State Code of Student Rights and Responsibilities (Code) is published on-line at http://www.bsu.edu/studentcode. The Code provides extensive information about the rights of students as members of the Ball State community as well as expectations for their behavior and the procedures used to address behavior that falls short of expectations. The Code applies to students while they are on or off campus, when they attend university-sponsored events, or when such conduct involves the security or integrity of the university community. This notice is provided by the Office of Student Rights and Community Standards http://www.bsu.edu/studentrights.

VII. Student Academics Ethics Policy - Academic Dishonesty - Actions which include but are not limited to cheating, plagiarism, falsely claiming to have completed work, cooperating with another person in academic dishonesty, knowingly destroying or altering another student's work, or attempting to commit an act of academic dishonesty that violates the Student Academic Ethics Policy, Section VII.

Results: Informal meeting, removal from dual credit course, dismissal from the university, or other appropriate consequence.
On-Site Course Expectations
On-site class requirements will parallel those required by the university. Abstracting critical information, conceptualizing, and problem solving at a higher level will be a common denominator in these courses.

Course Delivery Methods: There are two different methods of course delivery.

1. **On-Site (Live) Dual Credit Courses Taught in High School**
   Instructors are your own high school teachers who are approved as Ball State adjunct instructors by Ball State’s respective academic departments. These courses meet both your high school requirements and provide additional instruction to satisfy collegiate standards.

2. **Online Distance Education Dual Credit Courses**
   Instructors are Ball State professors. All course work and examinations are completely online and the school doesn’t need to do anything. The online distance education classes require textbooks to be purchased. Some are digital textbooks and the fee is charged automatically to the student’s account.

   The online dual credit classes are 16 weeks in duration for fall and spring and 10 weeks in summer with a structured format requiring assignments each week. The students may take more than one course at a time and they work at their own speed during the week. There is no minimum number of students required for these classes.

Course Prerequisites
Some dual credit courses require prerequisites (a course or a proficiency test is required before taking an advanced course). A student’s high school guidance counselor signs the permission form acknowledging eligibility and verification that prerequisites have been met.

Teachers Information

Teaching Criteria
High school teachers with appropriate credentials may qualify to teach selected university courses at their high school. Due to pending changes in the Assumed Practices of the Higher Learning Commission (HLC), the following faculty credentials will be required effective September 1, 2017.

- A master’s degree in the teaching discipline
- A master’s degree or higher in a discipline other than the teaching discipline or related area (e.g., a master’s in education), the faculty member needs to have a minimum of 18 graduate credit hours in the teaching discipline or related area

Any questions regarding the requirements or eligibility of a teacher can be addressed to the Assistant Director of Dual Credit at 1-800-872-0369. The requirements for each department are listed:

Departments’ Instructors Requirements
Biology - Master’s degree in biology or a related areas or a master’s degree plus 18 graduate credit hours in the content area or a related area

Chemistry - Master's degree in chemistry, biochemistry or related area or ABD toward doctorate in Chemistry, Biochemistry, or related area or a master’s degree plus 18 graduate credit hours in the content or related areas

Communication Studies - Master’s degree in communication studies or a related area or a master’s degree plus 18 graduate credit hours in the content or related area

Computer Science – Master's degree in Computer Science or a master’s degree plus 18 graduate credit hours in the content area or related or “tested experience” as determined by the department
English - 1. Master's degree in English or a master’s degree plus 18 graduate credit hours in the content area or related area
   2. At least one English graduate course in teaching of composition successfully completed in the last ten years (May take BSU course co-currently with teaching their first semester if necessary and provide syllabus and transcript for approval.)
   3. Philosophy of Education
   4. Three references

History - Master's degree in History or a master’s degree plus 18 graduate credit hours in the content or related area

Journalism - Master's degree in Journalism or a related field or a master’s degree plus 18 graduate credit hours in the content area or related area

Mathematical Science - Master's degree in Mathematics or related areas or a master’s degree plus 18 graduate credit hours in the content area or related

Modern Languages and Classics – Master’s degree in the content language or suitable related discipline or the equivalent, as determined by the Department of Modern Languages and Classics or a master’s degree plus 18 graduate credit hours in the specific content language

Music - Master’s degree in Music or Music Education or master’s degree plus 18 graduate credit hours in the content or related area

Natural Resources and Environmental Management - Master's or MS in similar field or closely related areas or a master’s degree plus 18 graduate credit hours in the content area or related areas

Nursing - Master's degree in Nursing or a master’s degree plus 18 graduate credit hours in the content area or related area

Physical Education, Sport, and Exercise Science - Master's in physical education, sports, or exercise science or related area or a master’s degree plus 18 graduate credit hours in the content area or “tested experience” per the department

Physics and Astronomy - Master’s degree in physics or astronomy or related areas or a master’s degree plus 18 graduate credit hours in the content or related areas

Physiology and Health Science – 1. Master's degree in anatomy, biology, physiology, or equivalent science field or have a master’s degree plus 18 graduate credit hours in the content area.
   2. Completed the Anatomy 201 course at Ball State University or an equivalent course from an accredited university, with a minimum grade of A-, or have taught human anatomy previously at the college level

Technology - Master’s degree in the content area or a master’s degree plus 18 graduate credit hours or “tested experience” per the department
Dual Credit Application Process (Packet)

Submit the following information to Ball State University, Online and Distance Education, Attn: Dr. James Hendrix, Assistant Director of Dual Credit Program, Letterman Building Room 131, Muncie, IN 47306:

1. Course Application Form
2. Resume
3. Vitae
4. Official college transcripts
5. Prospective syllabus of the course including, but not limited to: grading methods, technology used, timeline with chapters and topics covered, textbook information – title, author, edition, year, ISBN number

Approval Process
Your application packet is sent to Ball State’s respective department and dean’s office for review, decision, approval and/or denial, to teach a dual credit course.

1. The approved teacher will become a Ball State University Adjunct Faculty receiving a Ball State username, password, an email account and a Cardinal Card (BSU ID card).
2. The assistant director of the Dual Credit Program sends a confirmation approval or denial letter to the prospective teacher and school once the determination has been made.

Once the instructor and course has been approved, the course gets created. The school and departments are notified with the course information. Students can register for their class when registration opens.

Orientation and Professional Development for Dual Credit Instructors
NACEP policy requires tracking of all the following steps.

New Instructor Orientation
Newly approved dual credit instructors are required to attend a discipline-specific workshop preferably prior to teaching dual-credit courses. This workshop is conducted by a Ball State faculty liaison. The workshop covers Ball State syllabi, textbooks, course topics, examinations, assignments, grading, and suggested teaching strategies. During the workshop, dual credit instructors and Ball State faculty have an opportunity to interact in both formal and informal settings. The workshop maybe conducted at the high school.

Professional Development
All dual credit instructors are required to attend an annual professional development activity. Faculty members from the specific academic department conduct the session, which focuses on course content, course delivery, pedagogic innovation, assessment, evaluation, and research and development in the specific academic field. During the academic year, the faculty liaison maintains ongoing collegial interaction with the dual credit instructor. These professional development sessions generally will occur at the high school. After the professional development session, the faculty liaison submits a copy of the report (including agenda and attendance) to the dual credit office.

Annual Site Visit
The annual site visit is another step to ensuring the quality of the Dual Credit Program. During the annual site visit, a faculty liaison visits the dual credit instructor’s classroom. This gives the university liaison, the classroom instructor and the students the opportunity to dialogue on the college level about attendance policies, class procedures, and university expectations. In addition, the dual credit instructor can discuss problems he or she needs help solving, and exchange ideas about teaching the dual credit course.

Non-Compliance Policy
A. Objective of the Non-Compliance Policy
   The objective of the non-compliance policy is to communicate clearly the dual credit procedure when a dual credit instructor fails to comply with an official policy in a manner that is deemed injurious to the mission, vision, community and goals of the Dual Credit Program.
B. Faculty Duties and Responsibilities

Newly approved dual credit instructors are required to participate in a discipline-specific orientation prior to teaching for the Dual Credit Program; participate in an annual discipline-specific professional development workshop; and participate in an annual site visit conducted by the Ball State faculty liaison.

Teaching in the Dual Credit Program carries with it responsibilities for the advancement of knowledge and the intellectual growth of students. Each dual credit instructor must perform his or her activities in terms of a commitment to these goals, as well as in terms of personal and professional development.

In addition, dual credit instructors incur a special obligation to understand the nature of Ball State University and to appreciate its unique characteristics and its philosophy and objectives. As an educational institution, Ball State University does not wish to impose a rigid, codified body of rules upon dual credit instructors. The university does, however, have certain legitimate expectations about the conduct of dual credit instructors.

These expectations, briefly summarized below, should be carefully considered.

C. Professional Ethics

1. A dual credit instructor should strive to be an effective teacher who will observe the stated regulations of Ball State University, provided they not violate the practice of academic freedom.

2. A commitment to outstanding teaching is one of the distinguishing characteristics of the Dual Credit Program. Because teaching is considered to be of pre-eminent importance, the dual credit instructor should strive for excellence in the classroom. Such striving presupposes that the instructor has a firm command of subject, keeps abreast of new developments, carefully selects teaching and learning strategies that are suitable to each course, facilitates the learning process, works to communicate effectively, and encourages questions and informed opposing viewpoints.

3. The dual credit instructor should demonstrate respect for the student as an individual and serve his or her proper role as intellectual guide and counselor. The instructor should foster honest academic conduct and assure that his or her evaluation of students reflects merit. Moreover, the instructor should respect the confidential nature of the student-teacher relationship and avoid any exploitation of students.

D. Professional Development Workshops – Non-compliance

The dual credit staff will indicate when instructors may be in danger of non-compliance. In the event an instructor misses two consecutive annual professional development workshops and does not arrange to meet individually with the faculty liaison during this time, the following action will result:

1. The dual credit staff will contact the instructor and liaison to coordinate a meeting and follow up with the liaison to be certain the meeting has occurred. An individual meeting with the liaison can substitute for the annual workshop, if all workshop content is reviewed.

2. If the dual credit instructor is unable to meet with the liaison, cancels the meeting, or is unwilling to find a time to meet, the dual credit staff will advise the instructor that his or her course is in jeopardy of being cancelled, and will again attempt to set up a time for the instructor to meet with the liaison.

3. If the dual credit instructor does not meet with the faculty liaison before the start of the succeeding academic year, the instructor will be placed on probation for a one-year period. During the probationary period, the dual credit instructor must meet with the liaison and/or attend the next professional development opportunity. The dual credit staff will inform the high school principal and faculty liaison about the probationary period and consequences of non-compliance.
4. If, at the end of the probation period, the instructor is still non-compliant the dual credit course will be cancelled and the instructor will no longer be considered a dual credit instructor for that course. He or she may reapply to teach the dual credit course and take the orientation training again, if accepted.

If an instructor has been approved to offer dual credit courses in more than one discipline, workshop attendance is tracked for each discipline. Cancellation of one dual credit course due to non-compliance does not automatically cancel other dual credit courses.

E. Course Content

If the faculty liaison and department have concerns about a dual credit instructor’s adherence to the Ball State course content and/or assessment components, instructional issues will be addressed on a case-by-case basis, with the goal of assisting the dual credit instructor to correct the problems.

1. The faculty liaison’s concerns should be documented in writing and sent to the department chair, the instructor, and the dual credit staff. The written documentation will be included in the annual site visit report that is submitted to and filed in the dual credit office.

2. The dual credit staff contacts the instructor and the liaison to coordinate a meeting to discuss the concerns and follows up with the liaison to be certain the meeting has taken place.

3. The faculty liaison will follow up with instructor, either through another meeting or through a classroom observation, to assess if the concerns have been addressed and resolved.

4. If, after thorough consultation and careful consideration, the university department determines that the course does not maintain university quality, the dual credit staff will withdraw Ball State credit from the class for the subsequent academic year and the instructor will lose his or her status as a dual credit instructor in that discipline. The high school administration will be informed of the university’s decision.

If an instructor has been approved to offer dual credit courses in more than one discipline, the faculty liaison for each area will assess adherence to course content. Cancellation of one dual credit course due to non-compliance does not automatically cancel other dual credit courses.

Cost of Courses

There are three different costs of dual credit classes.

1. The Onsite (classroom taught) classes (Non-Priority) costs $250 per course.

2. The Onsite (classroom taught) classes (Priority) costs $25 per credit hour. These are classroom taught courses only. The State of Indiana has identified these courses which are listed on the “Priority Dual Credit Liberal Arts Courses” or “Dual Credit Career and Technical Crosswalk” charts. (See below)

3. The Online distance education classes costs $350 per class plus textbooks. Some textbooks charges are automatically charged to the student’s bill (for example. MATH 125).

4. Tuition is waived for free or reduced lunch students. School official needs to notify Ball State in writing if the student qualifies for free or reduced-price lunch participation.

5. Tuition is not waived for the 21st Century Scholarship students.

6. Installment payments are allowed.
“Priority Dual Credit Liberal Arts Courses” or “Dual Credit Career and Technical Crosswalk” courses:

### English
- **ENG 103** English Composition: Rhetoric and Writing (3 credit hours)
- **ENG 104** English Composition: Composing Research (3 credit hours)

### Communication
- **COMM 210** Fundamentals of Public Speaking (3 credit hours)

### Foreign Languages
- **CH 101** Beginning Chinese 1 (4 credit hours) not on Core Transfer Library
- **CH 102** Beginning Chinese 2 (4 credit hours) not on Core Transfer Library
- **CH 201** Intermediate Chinese 1 (4 credit hours) not on Core Transfer Library
- **CH 202** Intermediate Chinese 2 (4 credit hours) not on Core Transfer Library
- **FR 101** Beginning French 1 (4 credit hours)
- **FR 102** Beginning French 2 (4 credit hours)
- **FR 201** Intermediate French 3 (3 credit hours)
- **FR 202** Intermediate French 4 (3 credit hours)
- **GER 101** Beginning German 1 (4 credit hours)
- **GER 102** Beginning German 2 (4 credit hours)
- **GER 201** Intermediate German 3 (3 credit hours)
- **GER 202** Intermediate German 4 (3 credit hours)
- **JAPA 101** Beginning Japanese 1 (4 credit hours) not on Core Transfer Library
- **JAPA 102** Beginning Japanese 2 (4 credit hours) not on Core Transfer Library
- **JAPA 201** Intermediate Japanese 1 (4 credit hours) not on Core Transfer Library
- **JAPA 202** Intermediate Japanese 2 (4 credit hours) not on Core Transfer Library
- **SP 101** Beginning Spanish 1 (4 credit hours)
- **SP 102** Beginning Spanish 2 (4 credit hours)
- **SP 201** Intermediate Spanish 3 (3 credit hours)
- **SP 202** Intermediate Spanish 3 (3 credit hours)

### Mathematics and Physics
- **MATH 111** College algebra (3 credit hours)
- **MATH 112** Trigonometric Functions (3 credit hours)
- **MATH 161** Brief Calculus 1 (3 credit hours)
- **MATH 165** Calculus 1 (4 credit hours) (classroom taught)
- **MATH 166** Calculus 2 (4 credit hours) (classroom taught)
- **PHYC 100** Conceptual Physics (4 credit hours)

### Science and Humanities
- **ANAT 201** Fundamentals of Human anatomy (3 credit hours)
- **AT 196** Introduction to Athletic Training (2 credit hours)
- **BIO 100** Human Biology/Biology for a Modern Society (3 credit hours)
- **HIST 201** American History 1 1492 – 1876 (3 credit hours)
- **HIST 202** American History 2 1877 – to the present (3 credit hours)
- **NUR 101** Terminology for Health Care Professionals and Consumers (2 credit hours)
- **PHYS 215** Human Physiology (5 credit hours)
Financial Aid Student Eligibility Impact Satisfactory Academic Progress (SAP)

The United States Department of Education, the Indiana Commission for Higher Education and Ball State University requires students applying for federal, state, and some institutional funds to demonstrate satisfactory academic progress. Student’s Satisfactory Academic Progress (SAP) is calculated on how students perform (grades earned, courses failed, and courses withdrawn from) and may affect future financial aid eligibility.

What is SAP?
- SAP is a set of federal guidelines ensuring compliance with the Title IV federal regulations defining the academic performance standards students must meet to maintain financial aid eligibility for their entire college enrollment.
- It is cumulative in nature: it takes into account all classes attempted, not just in the previous term.

Criteria for SAP
1. Completion Rate Requirement - Students are required to earn at least 67% of total hours attempted to stay on pace to graduate. The completion rate is cumulative, all courses are included in the calculation.

2. Grade Point Average (GPA) Requirement - Students are required to maintain a grade point average consistent with university graduation requirements.

3. Maximum Time Limit Requirements
   Students pursuing a bachelor’s or associate’s degree are expected to complete degree requirements within a maximum time frame. For a bachelor’s degree it is 180 attempted hours and for an associate degree it is 90 attempted hours. This includes dual credit hours, transfer hours and advanced standing hours. Students will be ineligible for financial aid once they reach their maximum time frame or it has been determined they cannot complete their degree within this time frame.

Grades
Please be aware of Ball State University Scholastic Standards which is as follows:

*Academic Probation* - if the university cumulative grade point average is below 2.000.

*Dismissed from the University* - failure to earn a cumulative grade point average of at least a 1.000 during the first semester of attendance.

It is the student’s responsibility to adhere to the university scholastic standards and seek assistance if needed. The scholastic policies are intended to encourage satisfactory progress toward meeting the minimum requirements for entering college.

**BSU Letter Grades**
The university reports and records grades using the plus/minus letter system. Quality points are allocated to each recorded grade according to the following scale:

<table>
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<tr>
<th>Letter</th>
<th>Quality Points</th>
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<tbody>
<tr>
<td>A = 4.0</td>
<td>A- = 3.667</td>
</tr>
<tr>
<td>B+ = 3.333</td>
<td>B = 3.000</td>
</tr>
<tr>
<td>C = 2.000</td>
<td>C- = 1.667</td>
</tr>
<tr>
<td>D+ = 1.333</td>
<td>D = 1.000</td>
</tr>
<tr>
<td>D- = 0.667</td>
<td>F = 0</td>
</tr>
</tbody>
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If a letter grade of C- or below is earned in a course, certain major programs may not accept the grade for their area of study at BSU. Some courses, i.e. ENG 103, require a letter grade of “C” or higher to be able to register for the next course in sequence, ENG 104.
Processing Grades
Dual credit grades are posted when the high school class is completed. Courses offered year-long will need to have an “I” incomplete posted to the student’s record in December through Blackboard and will be changed to the actual grade when the class is finished. Ball State official grades are posted in December and May.

Classes that end with Ball State’s term will submit grades through Blackboard https://blackboard.bsu.edu; Otherwise, submit a class list printed from Ball State’s Banner system with grades listed to Nancy Day, nday@bsu.edu through your Ball State email account for posting to the student’s record.

Posting Grades
Use Firefox or Chrome Browsers:
1. Go to https://my.bsu.edu and sign in with your Ball State username and password.
2. Click on the Blackboard folder (under the applications section).
3. Click on the Blackboard link (first link in the Blackboard folder). Your courses should be listed at the right side of the screen in a section labeled “my courses.”
4. Click on your class. They will be listed sorted by term.
5. Locate the CONTROL PANEL which is below the Course Menu at the lower left of the screen.
6. Under the control panel section, find and click GRADE CENTER to expand the list of options.
7. Choose FULL GRADE CENTER then the CREATE COLUMN tab.
8. Fill in the following information:
   a. Name the Column: FINAL GRADE.
   b. Primary Display: Select “Text” from drop down since the final grade needs to be in a text format for submission to the Registrar’s.
   c. Point Possible: “0.”
   d. Under Option 3, choose “Do not include this column in Grade Center Calculations”.
   e. Leave other defaults as they are.
9. Click the green “submit” button to save the new column and return to the Grade Center. The new FINAL GRADE column should be on the right side of the grade center.
10. Click the down arrow next to the column name (final grade), and click “Set as external grade.” You should see a green checkmark appear by the column name.
11. Enter the desired letter grade for each student and press enter to drop to the next student.
12. Once grades are entered and ready for submission to the registrar, click on “Course Tools” under the Control Panel area (lower left of the screen).
13. Click “BSU Submit Grades to the Registrar.”
14. You should see a column for “Blackboard grade” which shows the values you entered in your column and a column for “grade to submit”. Make any needed changes to the “grade to submit” column, then click “submit” to turn grades in to the registrar.
15. You will see a confirmation appear on screen with the time, date, and grade submitted for each student.
16. If needed, you can return to the “BSU Submit Grades to the Registrar” and re-submit grades if changes are needed up to the deadline for grades to be turned in. The latest submission will be locked in at the deadline for submitting grades.

Note: If your class does not end on Ball State’s term, grades are submitted on a class roster sent electronically through your Ball State email account to Nancy Day at nday@bsu.edu.

Print Class List for verification and grade submission
Go to https://my.bsu.edu and sign in with your Ball State username and password
Click “Self-Service Banner”
Faculty Services
Faculty Menu
Term Selection – Select the term your class started (fall or spring), click Submit
Faculty Menu
CRN Selection – your assigned class CRN should be listed or type in your course CRN (I.e.17389)
Faculty Menu
Summary Class List – print
**Change of Grade Form**
The dual credit administrator will complete a Change of Grade Form, changing any unofficial grade “I” or correcting a recalculated grade to an actual grade when grades are submitted. Please sign the class list acknowledging approval. Notify Nancy Day at nday@bsu.edu of any changes that are needed.

**View Grades**
Students can view their grades online at [https://my.bsu.edu](https://my.bsu.edu) – sign in with BSU username and password, click on “Self-Service Banner” - “Student” tab – “Student Record” tab – “View Final Grades” tab. Grades are available five days after Ball State’s term end date.

**Transcript**
The dual credit courses will be entered on an official Ball State transcript.

*Student enrolled in the current Ball State’s Term*
Students presently enrolled in the current Ball State term can request up to 10 free transcripts for up to 60 days past the end of the Ball State term.
1. Go to [https://my.bsu.edu](https://my.bsu.edu);  
2. Sign in with BSU username and password  
3. Click on “Self-Service Banner” - “Student” – “Student Records” – “Printed Transcripts” links  
4. Follow the prompts

*Students enrolled in Previous or Former Ball State Term (Including full year classes).* There is a fee for each transcript.

1. Go to [www.bsu.edu/transcripts](http://www.bsu.edu/transcripts).  
2. Click on “Order a Transcript for Former Students and Graduates”  
3. Click on “National Student Clearinghouse”  
4. Select “Ball State University” from the drop down form and “Submit”  
5. Enter all information including the BSU ID number Not the social security number  
6. Click “Next”  
7. Follow the prompts

Transcripts will be mailed unless requested otherwise. There is a fee for electronic mailing.
If the students need further assistance regarding requesting a transcript, please contact the Registrar and Enrollment Services at 1-765-285-1970.

**Evaluations:**
The National Alliance of Concurrent Enrollment Partnerships (NACEP) certification requires the following evaluations/assessments. The Office of Institutional Effectiveness will conduct the evaluations on behalf of the Dual Credit Program in November and April for current students and June for one and four year-out students.

*A Student Course Evaluation* will be conducted at the end of each semester; the objective is to learn how satisfied students were with their experience and instructors.

*A Freshmen College Student Evaluation* will be conducted one-year-out from high school graduation. The objective is to gain knowledge about the transferability of the courses and their benefits to the students in the early stages of their college careers.

*A Senior College Student Evaluation* will be conducted four-years-out from high school graduation. The objective is to gain knowledge about the transferability of the courses and how beneficial the courses were to the students throughout their college experiences.

*An Instructor Evaluation* will be conducted at the end of the school year. The objective is to learn how satisfied the instructors were with their teaching experience and with the administration of the program. This evaluation should also provide insight into how beneficial the course(s) were to the students and the school.
A Principal Evaluation will be conducted at least once every three years with the objective of learning how valuable the concurrent enrollment program is for the students and the school. Also, this evaluation aims to gain insight on how the Dual Credit Program can provide better service to the school.

A Guidance Counselor Evaluation will be conducted at the end of every year. The objective is to learn how helpful the materials and orientations provided by Ball State are to the counselor in promoting and helping students register for courses.

Available Resources

BSU ID Number
A Ball State username and password is required to be able to view your BSU ID number. It can be viewed at https://my.bsu.edu. Sign in with your Ball State username and password, Click on “Self-Service Banner”, then “Personal Information” tab. This is unique identification number generated for the student’s privacy protection.

Blackboard
Blackboard is an online set of tools that helps automate many of the functions and procedures that are part of any classroom environment. Through Blackboard, instructors can post course content and syllabi, open forums or chat rooms to encourage discussion of class topics, and post grades. An instructor can manage the look and content of the classroom Blackboard website by logging on with his or her Ball State username and password. Students can view the posted materials, make comments, or e-mail their classmates by logging on with their individual Ball State usernames and passwords at www.bsu.edu/blackboard. Firefox should be used for Blackboard.

Ball State ID Card known as Cardinal Card
Cardinal Card is Ball State University’s official identification card and lists your full name, your role, and photo. It will be issued after you have registered for classes. Everyone receives their first Cardinal Card at no charge. If lost or mutilated, a replacement Cardinal Card is available for a fee which will be added to your Ball State dual credit bill automatically. Contact the Registrar’s Office for the replacement card. As a dual credit student, the Cardinal Card allows access to the Ball State library and computer labs.

Posting Photo Cardinal Card
You will need to complete the steps below so that your Cardinal Card will be sent to your high school teacher or guidance counselor to give to you:

- Have a photo taken, see “Photo Requirements”, or if you live near Muncie, visit our campus to have your photo taken. Go to the Registrar’s Office in Lucina Hall, Room B42, during the business hours: August through May: 8 a.m. – 5 p.m., Monday through Friday and May through July: 7:30 a.m. – 4 p.m. Monday through Friday:
- Upload your photo by going to www.bsu.edu/cardinalcard
- Log into the photo upload feature by utilizing your Ball State username and password
- Click on “Upload ID Photo”
- Once your photo is uploaded it will be reviewed, (an email will be sent to your Ball State email account either accepting or rejecting the photo based on the photo requirements below.)
- Your Cardinal Card will be sent to the school’s contact person, either instructor or counselor

Ball State Dual Credit Program Website
More information can be found at our website at www-bsu.edu/dualcredit.

Computer labs – Computer labs with office suite spreadsheet packages and online access are available in a variety of locations on campus. They are there for your use for research and school work. The locations and hours of the different labs can be found at Ball State University - Locations and Hours.
Library – The Bracken Library on the Ball State campus offers unparalleled resources. The library provides valuable online resources through electronic databases found at [http://bsu.edu/library/](http://bsu.edu/library/). Visit the library on campus to use computer labs and resources for your classes.

Professional Development
Professional development workshops and seminars are available for the high school instructors to participate in during the school year. For more information, contact your respective liaison or Dr. James Hendrix in the Online and Distance Education Office at 1-765-285-6783.

Textbook Information - Textbook information is found on the Ball State Bookstore and TIS Bookstore websites. Ball State Bookstore can be found at [http://bsu.bncollege.com/](http://bsu.bncollege.com/) and T.I.S. College Bookstore at [http://tisbookbsu.com](http://tisbookbsu.com). Have your course prefix, number, and section handy (i.e. ENG 103, 930) to look up required materials for the course. Courses which use digital textbooks can only be ordered through the BSU Bookstore.

TransferIn Home (Indiana Core Transfer Library)
Indiana developed the Core Transfer Library (CTL) which is a list of courses that will transfer among all Indiana public colleges and university campuses, assuming adequate grades. The website [www.transferin.net](http://www.transferin.net) provides additional information about the transferability of courses.

Course Transferability
Credit earned under the Dual Credit Program are recorded as if the course(s) were taken on the Ball State campus; therefore, they would apply toward a degree at Ball State University or transferred to other designated colleges or universities as listed on the CTL. Students need to verify transferability with their respective schools to determine if the course is accepted as part of their major or as an elective. Ultimately, the transfer value of credits earned through dual credit rests with the institution where the student wants to transfer the credit. The Onsite and Online classes list the Ball State University courses offered through dual credit and are annotated with a (Y) if they are on the CTL.
Student Information

Admission/Registration
Ball State University’s Dual Credit Program has two different registration processes available for the students.

1. If any document listed below were submitted or they have applied for admission, a temporary record was created. A Student Verification Form is needed to either activate, create or update their record. Send the form to Nancy Day, at nday@bsu.edu.
   a. Submitted transcript or test scores
   b. Pending admission or admitted to Ball State
   c. Have a common name
   d. Taken classes previously

Once the “Student Verification Form” has been processed, the student’s Ball State username and password will be re-activated or requested. A student with a previous Ball State username and password will be able to register once their record is verified and activated for that term. Requested usernames take five days. Once the username and password is received, the student can register for their class through Banner using the “Current Student Instructions.”

2. If the student is New to Ball State and has not submitted any documents, they can register and create their record at www.bsu.edu/dualcredit using the “New Student Instructions.” They will select their class and then create their record. Upon completion of the process, they will officially be registered and will receive their Ball State username and password in five business days.

Ball State Username and Password/Email Account
Students have two email accounts, their Ball State email account and their personal email account. Their personal email account is called their Lifeline. With the Lifeline, they are able to reset their own password by going to www.bsu.edu/password - click on “Forgot Password” (top right of the page) and type in their Ball State username. An email is sent to their Lifeline. It contains a Key Code and a URL. Click on the URL and enter the Key Code and submit. A second email is sent to the Lifeline with the new Ball State password.

Required Forms
Students are required to submit two forms: the High School and Parent Permission Form and the Federal Family Educational Rights and Privacy Act Form (FERPA) either by email to Nancy Day at nday@bsu.edu or fax to 1-765-285-7161 Attn: Nancy Day, or by mail to Nancy Day, Ball State University, Online and Distance Education Office, Letterman Building Rm 131, Muncie, IN 47306.

1. High School/Parent/Guardian Permission Form
   The High School/Parent Permission Form is required with signatures to satisfy the requirement that the school approves the student is eligible to attend the dual credit class(es) and has met the prerequisites and the parent/guardian acknowledges the financial obligations.

2. The Federal Family Educational Rights and Privacy Act Form (FERPA) – Dual Credit Student Information Release Authorization Form
   In compliance with the FERPA of 1974, the university is prohibited from providing certain information such as class schedule, final grades, billing and other student record information from the student’s record to a third party. The student holds the FERPA rights for the course(s) he or she is registered in, and we may not release any record information to anyone without his or her permission. Permission is granted by the student completing the Student Information Release Authorization Form.
Billing/Payment Method
A bill is sent to the home address, addressed to the student, with a due date of the 1st of the following month. Payment can be made at eBill through Banner at https://my.bsu.edu, sign in with your Ball State username and password, click “Self-Service Banner” - “Student” and “eBill” tabs.

Payment of the Ball State bill can be made using the following payment methods:

- Electronic withdrawal (e-check) - no charge just takes longer to clear
- In-person at the Bursar's Office, Lucina Hall B 31
- Credit or debit card (MasterCard, Discover, or American Express) - (No Visa)
  - An additional 2.7 percent of your total bill will be charged when a credit or debit card is used.
  - This is the fee passed on from the credit card companies to Ball State for processing.

Penalties
If payment is not received by the due date, penalties may be assessed to include a hold on the student’s record, not allowing them to register for any new classes, or receiving a transcript until the bill is resolved.

Dropping or Withdrawing
1. Email Nancy Day at nday@bsu.edu requesting to withdraw/drop from their class
2. Drops are the first week of Ball State fall and spring terms
3. Withdrawals start the second week of Ball State fall and spring terms for four weeks only
4. Withdrawals are not official until the Dual Credit Office is notified, (The student will continue to be billed and liable for any additional fees that may be charged.)
5. Charges may still be associated with the class due to the refund percentage timeframe
6. Upon processing of the drop/withdrawal request, the student, instructor and counselor will be notified
7. The transcript will show a “W” for a withdrawal, but it will not affect the student’s grade point average, (it may affect your Student Academic Progress.)

Refunds
1. Drops - 100% refund the first week of Ball State fall and spring terms
2. Withdrawals – start the second week with a reduced weekly percentage (4 weeks)
3. High school courses which run the full high school term will follow the fall refund schedule
4. The last day to withdraw from a class is the end of the 11th week
5. Ball State’s refund schedule can be found by clicking this link. Refund Schedule.

Contact Information:
Dual Credit Program
Ball State University
Letterman Building Room 131
Muncie IN 47306
Phone (Toll Free) 1-800-872-0369
Phone: (765) 285-1581
Fax: (765) 285-7161
E-mail: dualcredit@bsu.edu

Dr. James Hendrix
Assistant Director Dual Credit Program
Phone: (765) 285-6783
Email: jchendrix@bsu.edu

Nancy Day
Program Coordinator
Phone: (765) 285-3592
Email: nday@bsu.edu

www.bsu.edu/dualcredit – “For Current Dual Credit Students” – “Refund”
Dual Credit Program- HIGH SCHOOL COURSE/TEACHER APPLICATION

SCHOOL INFORMATION

Name of High School: __________________________________________________________

School Address: ________________________________________________________________

Contact Person: ________________________________________________________________

Contact’s Phone: ____________________________ E-mail: ____________________________

INSTRUCTOR INFORMATION

Name: _________________________________________________________________________

Phone: __________________________________ E-mail: ____________________________

COURSE INFORMATION

High School Course and/or Title: ________________________________________________

College Course and/or Title: ____________________________________________________

Course Meeting Times: ________________________________ Circle Course Days: M T W Th F

Course Term Dates (beginning/end): _____________________________________________

School Year (Start and End dates): ______________________________________________

SIGNATURES OF APPROVAL

Instructor ____________________________________________ Date

Principal ____________________________________________ Date

Superintendent ________________________________________ Date

Course Delivery Method

____ Live Class  ____ Online Class

Please send this form to Nancy Day via email at nday@bsu.edu, or fax at 765 285-7161, or mail to Nancy Day, Ball State University, Online and Distance Education, Letterman Bldg., Rm 131 Muncie, IN 47306.

Department Chairperson ____________________________________________ Date

College Dean ________________________________________ Date

Director of Dual Credit Program ____________________________________________ Date
Dual Credit Program - New Teacher Orientation and Training

Teacher’s Name: _________________________________________________________________

Department: _____________________________________________________________________

Date of Orientation and Training: _________________________________________________

Location of orientation and training (e.g., school, Skype, Blackboard, etc.) ____________________
________________________________________________________________________________

Orientation/training topics (List topics covered and attached the agenda and any other materials given.
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

List the names and schools of new dual credit teachers who participated:

<table>
<thead>
<tr>
<th>Teachers</th>
<th>Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Comments: (Use reverse side, if needed)
________________________________________________________________________________
________________________________________________________________________________

Faculty Liaison: ____________________________ Date: ______________

Assistant Director Dual Credit Program: ____________________________ Date: ______________

Please return to Dr. James Hendrix, at jchendrix@bsu.edu or Ball State University, Dual Credit Program, Online and Distance Education, Lettman Bldg. Rm 131 Muncie, IN 47306. Any questions, please contact Dr. Hendrix at 765-285-6783.
Orientation – Dual Credit Teachers

Discipline: ____________________________ Liaison _____________________________

Please check all that have been covered and add any comment below:

<table>
<thead>
<tr>
<th>Department Mission</th>
<th>Department Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code of Student’s Rights and Responsibilities</td>
<td>Academic Dishonesty</td>
</tr>
<tr>
<td>Course/Syllabus/Textbooks</td>
<td>Course Topics</td>
</tr>
<tr>
<td>Assignments</td>
<td>Examinations</td>
</tr>
<tr>
<td>Teaching Strategies</td>
<td>Grades</td>
</tr>
<tr>
<td>Student Attendance</td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Attendees | Course Teaching | Date
---|---|---

| | | |
| | | |
| | | |

Liaison Signature:                Date

Assistant Director Dual Credit Signature:            Date

Please return to Dr. James Hendrix, at jchendrix@bsu.edu or Ball State University, Dual Credit Program, Online and Distance Education, Lettermen Bldg. Rm 131 Muncie, IN 47306. Any questions, please contact Dr. Hendrix at 765-285-6783
Dual Credit Professional Development Check List

Discipline/course: ___________________________ Liaison __________________________

High school instructor ___________________________ or group (Provide a sign-in sheet of participants)

Date of Professional Development ___________________________

Required documents:

<table>
<thead>
<tr>
<th>Agenda</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendee roster</td>
<td></td>
</tr>
<tr>
<td>Method of Development</td>
<td></td>
</tr>
<tr>
<td>Articles, books, chats, conferences, discussions, videos, web links</td>
<td></td>
</tr>
<tr>
<td>Workshops</td>
<td></td>
</tr>
<tr>
<td>Evaluations</td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments:

__________________________________________________________________________________
__________________________________________________________________________________
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__________________________________________________________________________________
__________________________________________________________________________________

Liaison Signature    _________________________
Liaison Signature                        Date

Assistant Director, Dual Credit Program Signature    _________________________
Date

Please return to Dr. James Hendrix, at jchendrix@bsu.edu or Ball State University, Dual Credit Program, Online and Distance Education, Leterman Bldg. Rm 131 Muncie, IN 47306. Any questions, please contact Dr. Hendrix at 765-285-6783
Ball State University Dual Credit Program

Professional Development Report

Instructor Name: _______________________________ Department _______________________________

Date of Professional Development _________________________________________________________

Location of Professional Development (e.g., School, Skype, Blackboard, etc.) ___________________

Professional development topics (Attached copy of your presentation or workshop) ____________

<table>
<thead>
<tr>
<th>Teacher</th>
<th>School</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

Comments: (use reverse of page if needed)

_______________________________________________________________________________________

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_______________________________________________________________________________________

Faculty Liaison ______________________________________ Date: _______________________

Department Chairperson: __________________________ Date: _______________________

Assistant Director, Dual Credit ______________________ Date: _______________________

Please return to Dr. James Hendrix at jchendrix@bsu.edu or Ball State University, Dual Credit Program, Attn: Dr. James Hendrix, Letterman Building, Room 131, Muncie, IN 47306. Any questions, please contact Dr. James Hendrix at 1-765-285-6783 or email jchendrix@bsu.edu.
Dual Credit Site Visit Check List

Discipline/course: ______________________ Liaison: ________________________________
Instructor: _____________________________ High School: _______________________________

Required documents:

<table>
<thead>
<tr>
<th>Instructor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assessments (sample of tests, quizzes, portfolios, papers, labs)</td>
</tr>
<tr>
<td></td>
<td>Course syllabus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liaison</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assessments (sample of tests, quizzes, portfolios, papers, labs)</td>
</tr>
<tr>
<td></td>
<td>Main campus course syllabus</td>
</tr>
</tbody>
</table>

Additional Comments:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

__________________________________________________________________________________

Liaison Signature                  Date

Assistant Director, Dual Credit Program Signature                  Date

Please return to Dr. James Hendrix, at jchendrix@bsu.edu or Ball State University, Dual Credit Program, Online and Distance Education, Letterman Bldg. Rm 131 Muncie, IN 47306. Any questions, please contact Dr. Hendrix at 765-285-6783
Ball State University Dual Credit Site Visit Report
(completed by faculty liaison in discipline)

Date of Visit__________________________    Term ________________________________________
High School__________________________ Dual Credit Instructor____________________________
Course #_____________________________  Course Title____________________________________
Department___________________________ College Faculty Liaison___________________________
Beginning Mileage______________________ Ending Mileage______________________________
Date Report Submitted____________________                 Needs Adequate   Excellent

1. Implementation of college curriculum, adherence to course outline               _____   _____      _____
2. Coherence and completeness of syllabus                          _____  _____      _____
3. Course reflects pedagogical, theoretical, and philosophical
   orientation of the sponsoring academic department                                     _____   _____      _____
4. Course assignments and requirement met college expectations                        _____         _____     _____
5. Students assessed using the same methods (e.g. papers, portfolios,
   quizzes, labs) as their on-campus counterparts             _____   _____     _____
6. Final grades based on sound evaluation of course objectives                  _____  _____     _____
7. Use of academic department’s or other resources                                              ______  _____     ______
8. Communication with faculty liaison                          ______  _____     ______
9. Communication with campus acad. department                        ______ _____     ______
10. Communication with other dual cred. instructors in the discipline               ______ _____     ______

What suggestions do you have for improving the dual credit course? ___________________________________________
__________________________________________________________________________________________________

What were the most impressive aspects of this dual credit class? ______________________________________________
__________________________________________________________________________________________________

What feedback did you receive from students in the class?
__________________________________________________________________________________

I am satisfied that the dual credit curriculum is being delivered successfully in this class:        Yes        No
If No, please provide specific reasons why you are not satisfied using the back side of this page. Add any
additional comments. Feel free to attach additional pages.

Signature of Faculty Liaison_______________________________________ Date _______________
Signature of Dual Credit Instructor__________________________________ Date _______________
Signature of Dual Credit Director___________________________________ Date _______________

Questions, please contact Dr. James Hendrix at 1-765-285-6783 or jchendrix@bsu.edu.
Dual Credit Program- Dual Credit Student Admission and Registration
New Student Instructions

If any test scores or transcripts were sent to Ball State or you applied or are admitted the Student Verification Form needs to be completed. The Dual Credit office will need to activate your record before you can register.

1. Go to www.bsu.edu/dualcredit
2. Click on the box “Apply Now” (top of the page)
3. Click on “New Dual Credit Student: How to Apply”
4. Scroll down and click on your particular school and if it is not listed click on “Other School”
5. Click the small Red magnifying glass itself to see courses offered
6. Click on your course and drag it to the right side of the page under “Schedule”
7. Verify your course, instructor and meeting time matches your planned schedule.
8. If a class is not correct, click the “Remove” link and add the correct class.
9. Click “Register” button (bottom right corner) You should see a pop up box.
10. Click “Create New Account” Disregard the “Sign-In” box
11. Fill in all required fields including the security box, and click “Submit” if any errors, correct and resubmit.
12. The screen should read, “Welcome! Your account has been successfully created.” Click “Continue” to begin the check-out process. Skip to step 14.
13. If you receive the message “Caution – The information you have entered appears to be on file.” This means some documents were submitted to Ball State and a temporary record was created for you. Exit and close your browser. Submit the Student Verification Form to be manually processed. You will need to register once you receive your Ball State username and password.
14. Click “Confirm Registration” and then “Complete Registration” in the bottom right corner
15. On the “Payment Detail Page,” click the “Print” link for a copy of the invoice for your record.
16. Tuition bills will be sent to your home address, with a due date the first of the month.
17. Your registration is complete. For security of your personal information, sign out and close the browser.

You will receive an e-mail informing you are admitted into the Dual Credit Program. In five business days, you should receive an e-mail with your Ball State username and password information.
Any questions, contact Nancy Day at nday@bsu.edu or 1-765-285-3592, or Dr. James Hendrix at jchendrix@bsu.edu or 1-765-285-6783.
Dual Credit Program- Dual Credit Student Registration
Returning (Current) Student Instructions

Anyone with a Ball State username and password is considered a Returning (Current) student even though you may not have taken classes.

1. You will need your Ball State username and password
2. Start at https://my.bsu.edu- sign in with your Ball State username and password
3. Click on the following: “Self-Service Banner” - “Student” - “HS Dual Credit Registration”
4. Click on your school link, if your school is not listed, click on “Online HS Dual Credit”
5. Click the small Red magnifying glass itself
6. Click on your course and drag it to the right side of the page under “Schedule”
7. Verify your courses, instructors and meeting times match your schedule
8. If a course is wrong, click the “Remove” link to remove it from your schedule and select the correct class.
9. Ignore the “Save” button.
10. Click “Register” button if an error is received, please take a screen shop of the error message and email to Nancy Day at nday@bsu.edu. If no error message, continue with step 11.
11. “Confirm Registration” and “Complete Registration” at the bottom right corner
12. On the “Payment Detail Page,” click the “Print” button for a copy of the invoice for your record
   *Tuition bills will be sent mid-month to your home address, addressed to you the student with a due date of the first of the month.*
13. Your registration is complete. For the security of your personal information, sign out and close your browser.

If you have a question, contact Nancy Day at nday@bsu.edu or Dr. James Hendrix, at jchendrix@bsu.edu
Dual Credit Program- Dual Credit Student Information Release Authorization – (FERPA)

In compliance with the Federal Family Educational Rights and Privacy Act of 1974, the University is prohibited from providing information such as class schedule, final grades, billing, and other student record information from your student record to a third party. This restriction applies, but is not limited to your parents or guardian.

You may grant the Dual Credit Program permission to release information about your student record to a third party by submitting a completed Dual Credit Student Information Release Authorization Form. The specified information will be made available only if requested by the authorized third party.

Submit your completed form to your school counselor or instructor. Permission if being given for: final Grades/GPA – registration, student ID number, Admission status, drops/withdrawals and Billing Information – holds, charges, credits and payments. Please note that your authorization to release information expires 120 days upon completion of the dual credit course; however, you may revoke authorization at any time by sending a written request to the same address. This information release authorization is intended for use only by the Dual Credit Program.

### A. Student Information

| NAME (LAST, FIRST, MIDDLE INITIAL) | HIGH SCHOOL NAME |

### B. Third-party Designee – Parents, Grandparents, Step Parents, Guardians, Others

1. | NAME (LAST, FIRST, MIDDLE INITIAL) | CURRENT ADDRESS |
   | RELATION TO STUDENT | DAYTIME PHONE | EMAIL ADDRESS |

2. | NAME (LAST, FIRST, MIDDLE INITIAL) | CURRENT ADDRESS |
   | RELATION TO STUDENT | DAYTIME PHONE | EMAIL ADDRESS |

Security question - select one:
1. What is your mother’s maiden name?  2. What is the name of your pet?  3. What is your place of birth?

### C. Authorization

| STUDENT’S SIGNATURE | DATE |
Dual Credit Program - High School - Parent/Guardian Permission Form

The student, parent/guardian and high school signatures are required in order to remain in your classes. The student’s signature is for requesting course(s), parent/guardian signature approves the courses for financial obligations and high school’s signature indicates the student is prepared to enroll in a college-level course. The completed form is required to remain in your classes.

**STUDENT INFORMATION**

Student’s Legal last name, first name, middle name: (Print)

________________________________________________________________________________________________

Name and City of High School: ______________________________________________________________________

Course(s) requesting and Instructor associated with course:

<table>
<thead>
<tr>
<th>HS Course Name (Ex. AP Biology 1)</th>
<th>BSU Course (Ex. ENG 103)</th>
<th>Term Taking (Ex. Fall/Spr)</th>
<th>Instructor (Ex. Dr. Smith)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.</td>
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I, the above named student, request permission to take, for college credit, the above courses at Ball State University.

_______________________________________________________   _________________________________
Student Signature           Date

**PARENT/LEGAL GUARDIAN**

As the parent or legal guardian, I agree to be legally bound and fully responsible without limitation for any costs, fees, expenses, or assessments levied on the student by Ball State University.

___________________________________________          _____________________________________________
Parent/Legal Guardian Signature                         Phone Number

___________________________________________         ______________________________________________
Email                                            Date

**HIGH SCHOOL GUIDANCE OR PRINCIPAL**

I approve the above student is academically qualified to register for the requested university course as outlined by the Admission Standards in the Dual Credit Program, High School Administrators and Instructor’s Handbook. The student has been verified to have met the prerequisite for the Ball State University course.

________________________________________________________
Free/Reduced Lunch    Yes_____  No _____

High School Principal or Guidance Counselor Signature

___________________________    ______________________  _________________________________
Title         Date     Email

Please return the form to your advisor. Send to Ball State University, Online and Distance Education, Nancy Day, Letterman Bldg., Rm 131, Muncie, IN 47306. Direct any questions to Nancy Day at nday@bsu.edu or 1-765-285-3592.
Dual Credit Program- Dual Credit Student Verification

Please complete and return this form for processing. Once your record is created, your Ball State username and password can be generated or activated.

Legal last name, first name, middle name: _______________________________________________________

Home address: ____________________________________________________________

City, state, zip: ________________________________________________________________

Home or primary telephone number: _________________________________________________

Student’s Cell Number: __________________________________________________________

Birth date: Month_________________ Day________ Year:______________________________

Personal Email address: __________________________________________________________

State of Residence: ______________________ U.S. Citizenship: Yes ____ No ____ Other ___________

Non-U.S. citizen: Document required: Permanent resident card or Visa or DACA

Gender: Male F Female M  Ethnicity: Hispanic/Latino H Not Hispanic or Latino N

Race: American Indian or Alaska Native A Asian A Black or African American B Hispanic H

Native Hawaiian or Other Pacific Islander NH Unknown U White or Caucasian W

Who is your legal guardian(s), or with whom do you reside? Circle all that apply

Father F  Mother M  Stepfather SF  Stepmother SM  Guardian G  Other O

Guardian Information:

Last and first name of parent or guardian: ________________________________________________

Address, City, State, Zip: ____________________________________________________________

Telephone number: ________________________________________________________________

What high school are you attending, city, and state: ______________________________________

High school graduation date: (month/year): ____________________________________________

Have you ever taken Ball State classes? Yes Y No N When: ______________________________

Student’s Signature and Date ________________________________

Please send this form to Nancy Day via email at nday@bsu.edu, fax to 1-765-285-7161 or mail to Ball State University, Attn: Nancy Day, Online and Distance Education, Letterman Bldg. Rm. 131, Muncie, IN 47306