



LINCOLN UNIVERSITY

Igniting Scholars Dual Credit
Program Enrollment
Handbook

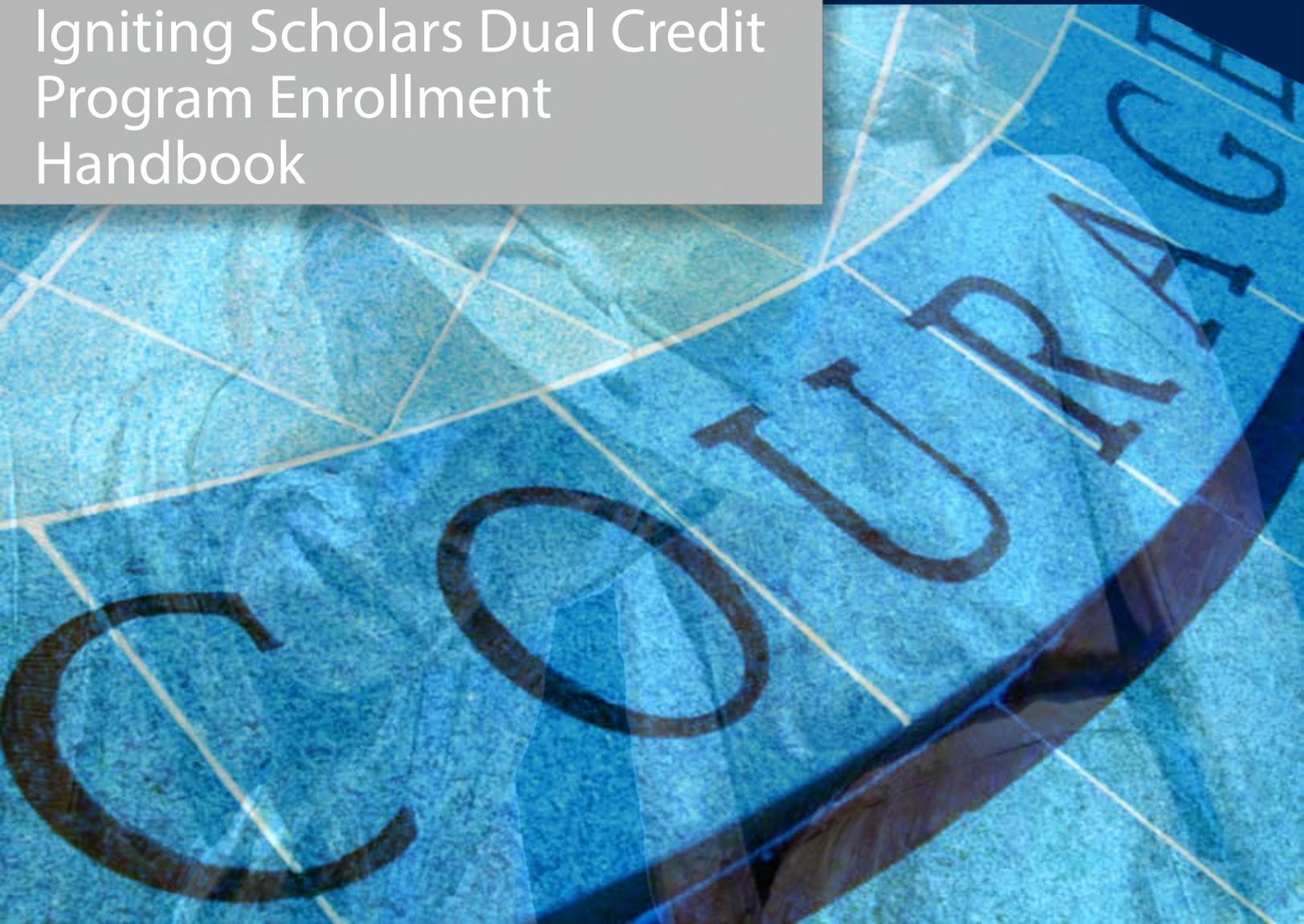


Table of Contents

Lincoln University Igniting Scholars Dual Credit/Dual Enrollment Handbook.....	2
About Lincoln University	2
Our Mission.....	2
The Mission of the Division of Educational Innovation and Extended Studies	3
Notice of Non-Discrimination and Accessibility Services	3
What Is Dual Credit?.....	4
Most Frequently Asked Questions	5
What are the benefits of dual credit?	5
How is dual credit different from Advanced Placement (AP) courses?	5
Dual Credit Policy Guidelines.....	6
Dual Credit Enrollment.....	7
Dual Credit Tuition and Fees.....	9
Dual Credit Refund Policy	10
How to Officially Withdraw from Class(es).....	10
Transferability of Credit.....	10
Program Structure.....	11
Dual Credit Course Offerings	13
Dual Enrollment Policies.....	16
Definition of Dual Enrollment.....	16
Student Requirements for Dual Enrollment Admission	17
Dual Enrollment Tuition and Fees.....	18
Dual Enrollment Refund Policy	18
How to Officially Withdraw from Classes.....	19
Transferability of Credit.....	19
Dual Enrollment Course Offerings	19
Contact Information	19
Dual Credit Checklist for High Schools.....	21

Lincoln University Igniting Scholars Dual Credit/Dual Enrollment Handbook

About Lincoln University

At the close of the Civil War, soldiers and officers of the 62nd United States Colored Infantry, stationed at Fort McIntosh, Texas, but composed primarily of Missourians, took steps to establish an educational institution in Jefferson City, Missouri, which they named Lincoln Institute. The following stipulations were set for the school:

1. The institution shall be designed for the special benefit of the freed African-Americans;
2. It shall be located in the state of Missouri;
3. Its fundamental idea shall be to combine study and labor.

Members of the 62nd Colored Infantry contributed \$5,000; this was supplemented by approximately \$1,400, given by the 65th Colored Infantry. On January 14, 1866, Lincoln Institute was formally established under an organization committee. By June of the same year, it incorporated and the committee became a Board of Trustees. Richard Baxter Foster, a former first lieutenant in the 62nd Infantry, was named first principal of Lincoln Institute. On September 17, 1866, the school opened its doors to the first class in an old frame building in Jefferson City.

Today, Lincoln University's role in the education of Missourians and others and its service to stakeholders throughout the state, the nation, and across the globe is well recognized. Lincoln University continues to serve the needs of its diverse student body through a tradition of offering innovative programs that makes the college experience special.

Our Mission

Lincoln University of Missouri is a historically black, 1890 land-grant, public, comprehensive institution that provides excellent educational opportunities

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including theoretical and applied learning experiences to a diverse population within a nurturing, student-centered environment.

The Mission of the Division of Educational Innovation and Extended Studies

The mission of the Division of Educational Innovation and Extended Studies is to meet lifelong learning needs by offering high-quality, accessible, innovative, responsive, and affordable educational opportunities for all ages and people. The division utilizes the expertise of Lincoln University's distinguished faculty, qualified high school faculty, and experienced leaders within the community to identify, create, and support lifelong learning opportunities through quality programs that address educational, professional, and economic development goals of individuals and communities.

Notice of Non-Discrimination and Accessibility Services

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all professional organizations holding professional agreements with Lincoln University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning compliance with the regulations implementing **Title VI, Title IX or Section 504 of the Rehabilitation Act of 1973** is directed to contact the Coordinator for Access and Ability Services, who has been designated by the University to coordinate the University's efforts to comply with the regulations implementing Title VI, Title IX and Section 504. The Assistant Secretary for Civil Rights, U.S. Department of Education, may also be contacted regarding the University's compliance with the regulations implementing Title VI, Title IX, Section 504 or the Americans with Disabilities Act.

In accordance with Title IX regulations **34 C.F.R. § 106.9**; Lincoln University does not discriminate on the basis of sex in the education programs or activities it operates. Lincoln University does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator, James Marcantonio, Human Resource Director, 101 Young Hall, 820 Chestnut Street, Jefferson City, Missouri 65102-0029, telephone number: (573) 681- 5019, Fax: (573) 681-5787; or the Office for Civil Rights(OCR) , Kansas City, U.S. Department of Education, , One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, Email: OCR.KansasCity@ed.gov, Telephone number: (816) 268-0550, Fax: (816) 823-1404, TDD: (800) 877-8339.

Lincoln University prohibits discrimination on the basis of sex, including sexual harassment, in education programs and activities. **Title IX** protects individuals from harassment connected to any of the academic, educational, extracurricular, athletic, and other programs, activities or employment of schools, regardless of the location. Title IX protects all individuals from sexual harassment by any school employee, student, and non-employee third parties. This policy applies equally to all students and employees regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved. No officer, employee, or agent of an institution participating in any program under this title shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of this policy.

Discrimination Processes and Procedures can be found on the following website: <http://bluetigerportal.lincolnu.edu/web/police-department/title-ix-processes-and-procedures>.

What Is Dual Credit?

The Lincoln University Dual Credit Program allows high school students the opportunity to enroll in and receive both high school and college credit during

normal class hours at their high school. Dual credit classes are always taught by high school instructors, and are held at the student's high school.

Most Frequently Asked Questions

What are the benefits of dual credit?

Dual credit **saves time**. Students take a course once and earn high school and college credit at the same time.

Dual credit **saves money**. Dual credit courses taken through the dual credit program cost far less than undergraduate tuition.

Dual credit **prepares students for college**. Dual credit courses provide high school students an opportunity to experience rigorous college-level coursework. The Lincoln University Dual Credit Program ensures that dual credit courses taught at high schools are aligned with courses that are taught on our University campus.

How is dual credit different from Advanced Placement (AP) courses?

AP courses are similar to dual credit courses in that college credit can be earned either way. However, in an AP course, the students must focus on passing a single national exam at the conclusion of the course. If the student does not receive a high enough grade on that test, no college credit is received. Instructors of AP classes are not required to have any special qualifications to teach an AP class. Further, some colleges do not award credit for even the highest marks on an AP course exam.

Dual credit courses evaluate a student's entire performance in the course, awarding credit for the successful completion of all coursework instead of relying upon a grade for a single standardized exam. Instructors of dual credit courses must meet the same requirements demanded of all faculty at Lincoln University. Course credits earned in Lincoln University dual credit courses are guaranteed to be accepted at Lincoln University, and courses fall under the

same guidelines for credit transferability as any other college course offered in public and independent institutions in the state of Missouri.

What is the Difference Between Dual Credit and Dual Enrollment?

Dual enrollment is a program that allows high school students to enroll in college courses for credit prior to high school graduation. Dual enrollment classes are offered either on a college campus or online. The difference between dual enrollment and dual credit is that the coursework in dual enrollment classes does not meet any high school graduation requirements; only college credit is earned. However, while high schools are often limited as to what classes they can offer for dual credit, dual enrollment courses are only limited by what the college offers. Further, while dual credit courses are only offered in high schools to enrolled high school students, dual enrollment classes will be open to qualified high school students, as well as home-schooled students.

Can I get financial aid for Dual Credit or Dual Enrollment classes?

Students taking courses through the Lincoln University Dual Credit or Dual Enrollment programs are not eligible for financial aid; however, dual credit and dual enrollment courses are offered at a significantly reduced rate.

Dual Credit Policy Guidelines

The policy guidelines adopted by the Coordinating Board of Higher Education serve as administrative guidelines for the Lincoln University Dual Credit Program:

- Dual credit courses must duplicate course content and requirement of corresponding on-campus coursework. On-campus University faculty will ensure that each dual credit course has the same level of academic rigor and standards of evaluation as that of its on-campus equivalent.
- Dual credit assignments and grading criteria must be identical to, or are of comparable design, quality, and rigor to the equivalent on-campus course. Features of the dual credit course to be approved by discipline-

specific University faculty include the syllabus, textbooks, teaching methodology, and student assessment strategies.

- Dual credit courses must be approved for dual credit status by the University, and the credit awarded must be deemed acceptable in transfer by the faculty of the appropriate University academic department.
- Lincoln University will facilitate frequent, consistent, and timely communication with the high schools which provide dual credit courses for the University. That communication should address the scheduling of courses, compliance with statewide dual credit policy, identification and resolution of problems that occur, and evaluation of each dual credit course.
- In order to prevent retroactive registration, a practice which permits students to choose to register for courses late in the semester, students enrolled in dual credit courses are subject to the dates comparable to those specified on the University campus for registration, drop, withdrawal, or refund.

Dual Credit Enrollment

Dual credit is an option offered by Lincoln University that allows eligible high school students to take Lincoln University classes taught in their high schools for college credit as well as high school credit.

Dual credit courses are of the same rigor and quality as all other Lincoln University courses. Instructors of dual credit courses meet the same standards required of Lincoln University faculty. University-approved texts and syllabi are followed for dual credit courses.

Program Requirements

1) After the high school completes a pre-enrollment of high school classes and identifies students interested in the Dual Credit program, all students wishing

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to take dual credit courses must complete a dual credit undergraduate application for admission to become a Lincoln student. Students who have taken a Lincoln class before do not need to fill out a new application.

2) The Lincoln University Dual Credit Program will supply the high school with dual credit applications for new dual credit students and registration forms for all dual credit students.

3) High schools will return completed application forms and registration forms to the Lincoln University Dual Credit Program, as well as supply the Lincoln University Dual Credit Program with pertinent application/registration information about prospective dual credit students, e.g., high school transcripts and ACT scores.

4) The Lincoln University Dual Credit Program will evaluate the applications and enroll students in appropriate dual credit courses.

5) Dual credit students must follow the same academic and registration policies as all other students at Lincoln University.

Student Requirements for Dual Credit Admission

1) All new applicants must submit a Dual Credit Undergraduate Admission Application. Students can complete an online application at <https://www.lincolnu.edu/web/high-school-students/dual-credit>.

2) Satisfactory completion of course prerequisites.

3) Completion of registration form.

4) Transcript and ACT information (if applicable) must accompany the registration form.

5) In order to be eligible for dual credit courses, all prospective dual credit students must meet the same requirements for placement into individual courses as those required of on-campus students.

6) In addition to the requirements listed above, according to the Missouri Department of Higher Education, a student wishing to earn dual credit must meet the following criteria:

- Students in the 11th and 12th grades with an overall minimum grade point average of 3.0 (on a 4.0 scale) are automatically eligible for dual credit.
- Students in the 11 and 12 grades with an overall grade point average between 2.5 – 2.99 (on a 4.0 scale) must provide a signed letter of recommendation from their principal or guidance counselor and provide written permission from a parent or legal guardian.
- Students in the 10th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale) and must provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.
- Students in the 9th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale), score at or above the 90th percentile on the ACT or SAT, and provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.

Dual Credit Tuition and Fees

The tuition for dual credit courses is \$75.00 per credit hour. No additional fees are associated with dual credit enrollment. There are three methods of payment: checks payable to Lincoln University may be mailed to **Lincoln University, ATTN: Office of the CFO, PO Box 29, Jefferson City, MO, 65102-0029**; the University also accepts VISA, MasterCard, and Discover payments either via WebAdvisor or by contacting the Cashier's Office at (573) 681-5085. Students that have outstanding accounts will not be permitted to register for the next semester until appropriate financial arrangements have been made.

Note that official Lincoln University transcripts will not be issued to anyone who has an outstanding account.

Refund Policy

Tuition and certain related fees may be fully or partially refunded according to the following schedule upon withdrawal from a course or from the University:

During the first calendar week after applications are due	Full refund
During the second calendar week after applications are due	50% refund
During the third calendar week after applications are due	25% refund
After the third calendar week after applications are due	No refund

How to Officially Withdraw from Class(es)

Withdrawal forms are available from the counselors at participating high schools, the Lincoln University website, or directly from the Division of Educational Innovation and Extended Studies. Complete the withdrawal form, which clearly states the course(s) from which the student wishes to withdraw, and return the completed form to the Division of Educational Innovation and Extended Studies. Note that all course withdrawals must be completed through the Division of Educational Innovation and Extended Studies; withdrawing from the class at the high school **does not** withdraw the student from the class at Lincoln University.

Transferability of Credit

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

students' rights and responsibilities as outlined in CBHE's Credit Transfer Guidelines shall apply. (*Policy on Dual Credit Delivery*, section 9.1 <http://dhe.mo.gov/policies/documents/CBHEPolicyonDualCreditJune2015.pdf>)

Most dual credit earned through Lincoln University will transfer to other public colleges and universities in the state of Missouri. If students plan to attend a private college or university, or one that is not in the state of Missouri, students and parents should contact the college or university to determine the transferability of courses. Students should always check with the institution they plan to attend after high school graduation in order to determine which courses will transfer to that institution.

Program Structure

At Lincoln University, the same academic administration that is responsible for on-campus course offerings is responsible for dual credit courses. Lincoln University administrators work to ensure that the delivery of dual credit courses is consistent with the delivery of coursework on the Lincoln University campus.

Roles and Responsibilities

The Vice President of Academic Affairs is responsible for:

- Certifying to the Coordinating Board for Higher Education (CBHE) that Lincoln University is in full compliance with CBHE guidelines on dual credit.
- Submitting an annual report verifying Lincoln University's compliance with state policy guidelines.

The Coordinator of Extended Studies is responsible for:

- Collecting and processing student applications for admission.

- Processing student registration.
- Ensuring Program compliance with CBHE standards on dual credit delivery.
- Meeting national program accreditation standards through the National Alliance of Concurrent Enrollment Partnerships (NACEP).
- Serving as a liaison between the high schools offering dual credit courses and Lincoln University.
- Collaborating with department heads and designated faculty liaisons.
- Conducting annual summer in-service trainings for dual credit faculty.
- Communicating with program participants, parents, instructors, and high school administrators.

Department Heads are responsible for:

- Certifying dual credit faculty to ensure the same qualifications are met as are required of all adjunct faculty at the University.

Faculty Liaisons are responsible for:

- Aligning syllabi with the requirements of the University.
- Confirming dual credit courses duplicate as closely as possible the same courses offered by the University.
- Leading annual discipline-specific summer professional development for dual credit instructors in the discipline.
- Overseeing the assessment of student outcomes to ensure that the assessments are comparable to those required of students enrolled in on-campus courses.
- Observing and evaluating dual credit faculty.

Dual Credit Adjunct Faculty are responsible for:

- Collaborating with department heads and faculty liaisons in the design and delivery of dual credit courses.
- Attending dual credit in-service trainings annually.

- Providing a syllabus, assignments, assessments, and evaluations that are equivalent with their University counterparts to ensure that dual credit courses are held to the same standards as their on-campus counterparts.
- Confirming accurate class rosters each semester.
- Submitting grades in a timely manner.
- Using Lincoln University approved textbooks and resources.
- Keeping good course records in case Lincoln University needs them in the event of a grade appeal.
- Using the Lincoln University email system and checking University email regularly.
- Utilizing Canvas and WebAdvisor as tools for faculty resources and professional development.

High School Dual Credit Counselors are responsible for:

- Confirming student eligibility for the Lincoln University Dual Credit Program.
- Providing high school transcripts and placement scores for each student to meet student eligibility and course requirements.
- Assisting in the enrollment process.
- Serving as a liaison between the high school and Lincoln University.
- Recommending eligible students for registration.

Dual Credit Course Offerings

Current dual credit course offerings; please note that not all classes are offered at every high school; please contact your high school for course availability.

Subject	Course	Title	Description	Pre-requisite	Credit
ART	104	Theory of Design and Color	A studio course dealing with the elements and principles of design. Emphasis on two-dimensional composition, craftsmanship, expressive skills and color theory. Five hours per week, 1 lecture and 4 studio.	None	3

BAD	101	Introduction to Business	Introductory course intended to provide an overview of business, and provide students with an understanding of business principles, processes, practices and strategies.	None	3
BAD	250	Personal Finance	Factors affecting financial management and investment decisions of the individual.	None	3
BED	208	Integrated Computer Applications	Integrated applications of keyboarding functions including word processing, database, spreadsheets, presentation graphics, and other applications pertinent to business.	Ability to touch type.	3
BIO	103	Principles of Biology	Introduction to basic concepts that are foundations of the life sciences. Three one-hour lectures. No laboratory. (Students who need a biology lab should enroll concurrently in BIO 104L.)	None	3
BIO	104L	Principles of Biology Laboratory	Hand-on investigations designed to reinforce basic concepts and principles common to the life sciences. Fulfills general education lab requirement. One two-hour laboratory.	Previously taken or concurrent enrollment in BIO 103 (or equivalent).	3
CHM	101/101L	General Chemistry I	Introduction to chemistry with emphasis on principles. Also includes a survey of the descriptive chemistry of the elements. Three one-hour lectures and one three-hour laboratory.	MAT 111 or better before or with this course, or an ACT math sub-score of 22 or above, or a math placement score of 33 or above.	4
CHM	102/102L	General Chemistry II	A continuation of CHM 101. The laboratory work includes an introduction to semi-micro qualitative analysis. Three one-hour lectures and one three-hour laboratory.	CHM 101.	4
CS	105	Business Applications for the Microcomputer	CS/CIS majors receive hand-on skill development in the use of the Windows operating system, word processing, electronic spreadsheets, file and database management systems, graphics, and other common application packages used with the microcomputer. Three hours of combined lecture and laboratory.	None	3
ENG	101	Composition and Rhetoric I	A writing course that focuses on personal, descriptive, and narrative	ACT English sub-score of 18 or above.	3

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			types of essay writing.		
ENG	102	Composition and Rhetoric II	A writing course that focuses on argumentative and persuasive writing, with a limited introduction to research and the fundamentals of literary analysis.	A grade of 'C' or higher in ENG 101.	3
HIS	101	World Civilization I	Survey of major Western and non-Western civilizations from earliest times to 1650.	None	3
HIS	102	World Civilization II	Survey of major Western and non-Western civilizations from 1650 to the present.	None	3
HIS	205	United States History I	Survey of political, economic, and social development of the United States to 1877 including the development of the Missouri and U.S. Constitutions.	None	3
HIS	206	United States History II	Survey of political, economic, and social development of the United States since 1877 including changes in the Missouri and U.S. Constitutions.	None	3
MAT	113	College Algebra	Study and graphing of polynomial, rational, logarithmic and exponential functions, matrices and determinants, and systems of equations and inequalities. Graphing calculator required.	A grade of 'C' or higher in in MAT 111, or an ACT math sub-score of 22 or above, or a math placement score of 33 or above.	3
MAT	114	Plane Trigonometry	A study of the trigonometric functions including graphing, identities, solutions of trigonometric equations and solution of triangles. Graphing calculator required.	A grade of 'C' or higher in MAT 113, or an ACT math sub-score of 26 or above, or a math placement score of 42 or above.	3
MAT	117	Elementary Statistics	Descriptive and inferential statistics including frequency distributions, measures of central tendency and variation, probability and sampling distributions, tests of hypotheses, confidence intervals, linear correlation and regression.	A grade of 'C' or higher in MAT 111, or an ACT math sub-score of 22 or above, or a math placement score of 33 or above.	3
MAT	121	Precalculus Mathematics	A unified course with the same content as MAT 113 and MAT 114. Graphics calculator required.	A grade of 'C' or higher in MAT 111, or an ACT math sub-score of 22 or above, or a math placement score of 33 or above.	5
MAT	123	Calculus I	Plane analytic geometry, functions, limits, continuity, differentiation and applications, antiderivatives, the definite integral, and logarithmic and exponential	A grade of 'C' or higher in MAT 113 and MAT 114, or a grade of 'C' or higher in MAT 121, Or an ACT math sub-score	5

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			functions. Graphics calculator required.	of 30 or above, or a math placement score of 48 or above.	
MAT	203	Calculus II	Techniques and applications of integration; trigonometric functions; graphs with polar and rectangular coordinates, including conic sections, infinite series, plane, parametric and polar curves. Graphics calculator required.	A grade of 'C' or higher in MAT 123.	5
PHY	101/101L	College Physics I	Course includes mechanics, heat, and sound. Calculus not used. Applications for the life sciences will be emphasized. Three two-hour activity-based classes with embedded labs.	MAT 111, or ACT math sub-score of 22 or above. MAT 113 or MAT 121 recommended, or a math placement score of 33 or above.	4
PHY	102/102L	College Physics II	Continuation of PHY 101. Course includes electromagnetism, light and optics. Applications for the life sciences will be emphasized. Three two-hour activity-based classes with embedded labs.	PHY 101, MAT 114 or MAT 121 recommended.	4
PSC	203	American National Government	Origin, development, structure, function and problems of the national government. Special reference to recent trends and U.S. and Missouri Constitutions.	None	3
PSY	101	General Psychology	An introduction to psychology as the science of affect, behavior, and cognition focusing on the methods, concepts, and terminology of the field.	None	3
SPA	230	Introduction to Spanish Composition	This course integrates the semantic and syntactic knowledge acquired in SPA 105 and 205 to provide students with an introduction to thematic writing in the target language.	A grade of 'C' or higher in SPA 205.	3

Dual Enrollment Policies

Definition of Dual Enrollment

Dual enrollment is a program that allows high school students to enroll in college courses for credit prior to high school graduation. At Lincoln University, there are two methods of delivery for dual enrollment classes: on-

campus and online. The credit earned in dual enrollment classes does not meet any high school graduation requirements; only college credit is earned. Dual enrollment courses are only limited by what the college offers. Dual enrollment classes are open to qualified high school students, as well as home-schooled students. Dual enrollment students may earn up to six hours of credit per semester via dual enrollment at Lincoln University.

Student Requirements for Dual Enrollment Admission

- 1) All new applicants must submit a Dual Enrollment Undergraduate Admission Application. Students can complete an online application at <https://www.lincolnu.edu/web/high-school-students/dual-enrollment>.
- 2) Satisfactory completion of course prerequisites.
- 3) Completion of dual enrollment registration form.
- 4) Transcript and ACT information (if applicable) must accompany the registration form.
- 5) In order to be eligible for dual enrollment courses, all prospective dual enrollment students must meet the same requirements for placement into individual courses as those required of all other Lincoln University students.
- 6) In addition to the requirements listed above, according to the Missouri Department of Higher Education, a student wishing to dual enroll must meet the following criteria:
 - Students in the 11th and 12th grades with an overall minimum grade point average of 3.0 (on a 4.0 scale) are automatically eligible for dual credit.
 - Students in the 11 and 12 grades with an overall grade point average between 2.5 – 2.99 (on a 4.0 scale) must provide a signed letter of recommendation from their principal or guidance counselor and provide written permission from a parent or legal guardian.

- Students in the 10th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale) and must provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.
- Students in the 9th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale), score at or above the 90th percentile on the ACT or SAT, and provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.

Dual Enrollment Tuition and Fees

The cost for dual enrollment classes on-campus at Lincoln University is \$75.00 per credit hour, plus a technology fee of \$173.94, and a building maintenance fee of \$132.16. The cost for online dual enrollment classes is \$150.00 per credit hour; no additional fees are associated with online dual enrollment. In order to get the dual enrollment rate, all applications and registrations must go through the Division of Educational Innovation and Extended Studies. Payment for dual enrollment courses will be strictly by the calendar set by the University.

Refund Policy

Tuition and certain related fees may be fully or partially refunded according to the following schedule upon withdrawal from a course or from the University:

During the first calendar week of classes	Full refund
During the second calendar week of classes	50% refund
During the third calendar week of classes	25% refund
After the third calendar week of classes	No refund

How to Officially Withdraw from Classes

Withdrawal forms are available from the Lincoln University website, or directly from the Division of Educational Innovation and Extended Studies. Complete the withdrawal form, which clearly states the course(s) from which the student wishes to withdraw, and return the completed form to the Division of Educational Innovation and Extended Studies. Note that all course withdrawals, like registrations, must be completed through the Division of Educational Innovation and Extended Studies.

Transferability of Credit

The credit earned through dual enrollment is just like any other college credit. Most credit earned through Lincoln University will transfer to other public colleges and universities in the state of Missouri. If students plan to attend a private college or university, or one that is not in the state of Missouri, students and parents should contact the college or university to determine the transferability of courses. Students should always check with the institution they plan to attend after high school graduation in order to determine which courses will transfer to that institution.

Dual Enrollment Course Offerings

On-campus dual enrollment students may enroll in any course offered by Lincoln University as long as they meet all of the other requirements listed above and there are seats available in the course. Check the Lincoln University Course Catalog for course listings/descriptions. Please contact the Division of Educational Innovation and Extended Studies for online dual enrollment course offerings/availability.

Contact Information

Dr. Rachel Sale, Director, Division of Educational Innovation and Extended Studies

saler@lincolnu.edu

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Dual Credit Checklist for High Schools

- Receive and sign the yearly agreement with Lincoln University that specifies the classes the high school will offer for dual credit, and the instructors who will teach them.
- Receive all instruction, registration and application forms from Lincoln University, and distribute to interested students.
- Confirm all interested students' grade point averages, and ACT scores (if necessary for course prerequisites).
- Collect all completed forms, and along with any other pertinent information (including parental and counselor/principal permission forms, and printouts of grade point averages and ACT scores if necessary for course prerequisites), return to Lincoln University before the specified deadline.