Adjunct Instructor  
Dual Credit Program Information Sheet

1. Selected Missouri Valley College courses may be offered during the day at cooperating high schools by qualified and approved high school faculty. The faculty members will be considered as Missouri Valley College adjunct faculty. Only general education and introductory level freshman courses will be offered.

2. Students may not receive college credit for a course required for high school graduation. Courses offered at the high school may require a semester or full year of study to earn credit. This determination will be made by the appropriate college faculty after reviewing the high school course content. Each student will be limited to seven (7) credits per semester or fourteen (14) credits per academic year unless approved for an overload by the Missouri Valley College/Dual Credit Program Coordinator and the high school principal.

3. Credits: Each approved course taken will carry 3-5 semester hours of college credit. Courses will require a full semester or academic year to earn 3-5 credits. Semester or full year length courses offered at the high school will meet for a minimum of fifteen (15) hours on instruction for one (1) credit hour. Courses offered at the high school will be determined by joint agreement between the Missouri Valley College/Dual Credit Program Coordinator and the high school principal.

4. Students will be classified as “special students” and must meet the following college special student admissions criteria:

   a) be a junior when course begins if taking credits at the high school;
   b) be a senior when course begins if taking credits at Missouri Valley College’s campus;
   c) complete Missouri Valley College application;
   d) have a minimum GPA of 3.0 (on a 4.0 scale) or its equivalent;
   e) be recommended by high school principal or official designee;
   f) meet requirements for individual courses as set forth in the Missouri Valley College catalog;
   g) if the high school administers a competency assessment in an area related to the dual credit course, those scores may be used for placement. If used, high school juniors and seniors must score proficient on EOC exam or achieve an equivalent score on a comparable assessment;
   h) student scores will be verified on the “Missouri Valley College Dual Credit Enrollment Certification Form,” which will be filled out by the principal or designee and sent to the college;
   i) Complete in ink with signature the “Parental/Guardian Access to Information & Responsibility Form” (required for enrollment to be effective) and attach it to the enrollment form.
5. Drop/Add Policy—A student may drop or add a class within the first week of classes. Drop/Add forms require the signatures of the Missouri Valley College/Dual Credit Program Coordinator, the high school principal, and the professor of both the dropped and/or added classes.

6. Upon completion of a course of study and the full payment of related fees, the course name and number, grade, and credits earned will be placed on a regular Missouri Valley College transcript. This transcript may be forwarded to other colleges/universities upon request and payment of the transcript fee to the Missouri Valley College Registrar.

7. Withdrawal (W) Policy for semester length courses: The last day for student withdrawal from a course will be a date as set annually on the academic calendar. A grade of “W” is given through the sixth (6th) week of the semester (beginning with the college’s first day of classes). After six weeks, the grade will be recorded as “WP” if the student has a grade of “D” or better at the time of withdrawal or “WF” if the student is making a grade below “D”. Grades of “WF” are computed as “F” in the computation of all grade point averages. Withdrawal after the eleventh (11th) week of the semester will result in an “F” unless the withdrawal is by administrative approval. Withdrawal from school is also withdrawal from classes. Withdrawal forms require the signatures of the Missouri Valley College/Dual Credit Program Coordinator, the high school principal, and the professor.

8. Withdrawal (W) Policy for academic year length courses offered at the high school: A grade of “W” is given through the twelfth (12th) week of the academic year (beginning on the college’s first day of classes). After twelve (12) weeks, the grade will be recorded as a “WP” if the student has a grade of “D” or better at the time of withdrawal or “WF” if the student is making a grade below “D”. Grades of “WF” are computed as “F” in the computation of all grade point averages. Withdrawals after the twenty-second (22nd) week of the academic year will result in an “F” unless the withdrawal is by administrative approval. Withdrawal from school is also withdrawal from classes. Withdrawal forms require the signatures of the Missouri Valley College/Dual Credit Program Coordinator, the high school principal, and the professor.

9. Tuition Refund Policy: When withdrawals occur, the refund for tuition is as follows:

- Withdrawal prior to the first day of classes . . . Refund of all tuition except a $100.00 administrative fee per class enrolled in.
- Withdrawal during first two weeks of class . . . 75% refund less admin. Fee per class
- Withdrawal during the third week of class . . . 50% refund less admin. Fee per class
- Withdrawal during fourth week of class . . . 25% refund less admin. Fee per class
- Withdrawal after the fourth week of class . . . 0% refund

10. Faculty Qualifications and Support:

    a) High school instructors must meet the requirements for faculty teaching at Missouri Valley College, as stipulated for accreditation by the North Central Association of
Colleges and Schools, Commission on Higher Education. Typically, an instructor must have a master’s degree that includes substantial study, usually a minimum of 18 semester hours, appropriate to the academic field being taught.

b) New dual credit instructors must participate in orientation activities provided by the college and/or academic department.

c) New dual credit instructors are considered to be adjunct faculty at Missouri Valley College. They are eligible for one hundred dollars per year toward professional development activities.

d) There is a designated on-campus faculty member for each dual credit course to serve as a liaison to all instructors.

e) Dual Credit instructors are evaluated in the same manner as on-campus instructors.

f) Missouri Valley College provides on-site evaluation of dual credit instructors at least once a semester.

11. The adjunct faculty member will provide Missouri Valley College/Dual Credit Program Coordinator with two copies of the syllabus for courses to be offered at the high school. In addition to the syllabus requirement, the instructor will provide an up-to-date resume, as well as official college transcripts to the college. Missouri Valley College must approve the selection of the course and the instructor. As an adjunct faculty member, the instructor will receive a Missouri Valley College faculty pass. Each adjunct faculty member will receive a contract for the appropriate academic semester and/or academic year. The Missouri Valley College/Dual Credit Program Coordinator will designate a Missouri Valley College faculty member to be, or will act as, liaison to the adjunct faculty member. The adjunct instructor will provide opportunities for student contact outside of regular class time. A course syllabus will be given to each enrolled student. Mid-term and final course grades will be turned in to the Missouri Valley College/Dual Credit Program Coordinator who will give the grade sheets to the College Registrar.

12. Final grade sheets will be provided to each instructor by the Missouri Valley College/Dual Credit Program Coordinator and may be completed, signed, and mailed (do not fax) to the Registrar’s Office or given to the Missouri Valley College/Dual Credit Program Coordinator. The instructor should always retain a copy. Minus and plus grades will not be recorded. You may be asked to administer the college course final as a course assessment instrument. If so, one will be sent to you for duplication and administration. An answer sheet will also be provided. The final exams and answer sheets must be returned to the Missouri Valley College/Dual Credit Program Coordinator as soon as possible. The college uses the following grading system: A, B, C, D, or F. If you have a question regarding grading, please consult the college catalog or call the Missouri Valley College/Dual Credit Program Coordinator.

13. Continuing professional growth is essential to all faculty members if they are to remain current in their field and fresh in the classroom. Missouri Valley College encourages each adjunct faculty member to develop a plan for professional growth. The college makes funds available for professional activities and encourages faculty to use these funds. Adjunct faculty
may apply to the dual Credit Program Coordinator for up to $100.00 per year (September –
August) for professional development.

14. All official documents need to be submitted to the office of the Chief Academic Officer prior
to the first pay period.

15 The college’s Dual Credit Program Coordinator is Kevin Gasser. He may be reached at the
college, 500 E. College St., Marshall, MO 65340, or called at 660-831-4076; The Admission’s
office phone is 660-831-4114. The fax number is 660-831-4233. Kevin’s email address is
gasserk@movaI.edu