



**2019-20**

# **Dual Credit Student HANDBOOK**

## Lincoln University Igniting Scholars Dual Credit Program Student Handbook

### Welcome

Welcome to the Lincoln University Igniting Scholars Dual Credit (DC) Program. DC offers benefits for students, faculty, and high schools. Students are able to earn college credit, learn the rigors of college-level academics, gain confidence, and save both money and time. DC faculty teach college-level classes, and since they are considered adjunct faculty at Lincoln University, they share access to services and resources with all Lincoln faculty. Finally, offering DC courses provides an attractive feature for parents who want an outstanding high school experience for their children.

### 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>.

## **General Information**

### **Courses Offered**

All DC courses offered by the Lincoln University Igniting Scholars Program must meet all the requirements that on-campus courses must meet at Lincoln University. Syllabi, textbooks, assessments, and other course materials are approved by Lincoln University faculty in the appropriate discipline. Course offerings may vary at participating high schools; please consult the high school to determine which courses are offered.

### **Student Eligibility**

As outlined by the Missouri Department of Higher Education, a student wishing to earn DC must meet the following criteria:

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

## How to Apply

New students must complete a DC undergraduate admissions application to participate. The applications are distributed by the high schools that are participating in the Igniting Scholars Program, or they can be found on the Lincoln University website at <https://www.lincolnu.edu/web/high-school-students/dual-credit>. Returning students are not required to complete an admissions application.

## How to Register

Students are required to complete the DC registration form and follow the instructions outlined by the University and the high school. Registration for high school students is done at the participating high school; high schools are required to forward the application and registration forms to the University by the registration deadline. ***Parent signatures are required for all registration forms.***

All DC students are registered as non-degree-seeking students.

## How to Withdraw from a Class

A student wishing to withdraw from a course must complete a withdrawal form (found at <https://www.lincolnu.edu/web/high-school-students/dual-credit>). When the form is completed, it must be returned to the Division of Educational Innovation and Extended Studies. Any student withdrawing from a course is subject to the same rules as any other University student and must meet deadlines for refunds as set by the University and the division of Educational Innovation and Extended Studies.

## Course Prerequisites

All students who wish to take English and/or mathematics must meet the following prerequisites in order to be enrolled. These are the same requirements that on-campus students must meet.

Class	Prerequisite
ENG 101 Composition and Rhetoric I	ACT English sub-score of 18 or above
ENG 102 Composition and Rhetoric II	Completion of ENG 101 with a grade of 'C' or higher
MAT 113 College Algebra	ACT Math sub-score of 22 or higher, or a math placement score of 33 or higher
MAT 114 Plane Trigonometry	Completion of MAT 113 with a grade of 'C' or higher, <b>or</b> ACT Math sub-score of 26 or higher, or a math placement score of 42 or higher
MAT 117 Elementary Statistics	ACT Math sub-score of 18 or higher, or a math placement score of 33 or higher

MAT 121 Pre-calculus Mathematics	ACT Math sub-score of 22 or higher, or a math placement score of 33 or higher
MAT 123 Calculus I	ACT Math sub-score of 30 or higher, <b>or</b> both MAT 113 and MAT 114 with a grade of 'C' or higher, <b>or</b> MAT 121 with a grade of 'C' or higher, or a math placement score of 48 or higher
MAT 203 Calculus II	MAT 123 with a grade of 'C' or higher
CHM 101 General Chemistry I	ACT Math sub-score of 22 or higher, or a math placement score of 33 or higher
CHM 102 General Chemistry II	CHM 101
PHY 101 College Physics I	ACT Math sub-score of 22 or higher; MAT 113 or MAT 121 recommended, or a math placement score of 33 or higher
PHY 102 College Physics II	PHY 101; MAT 114 or MAT 121 recommended

### **Tuition and Fees**

Tuition for DC courses is \$75.00 per credit hour. There are no additional fees associated with DC courses.

### **How to Pay Your Bill**

DC students can pay either 1.) online through their WebAdvisor account 2.) by contacting the Cashier's Office at 573-681-5085 to pay by phone, or 3.) by mailing a check to Lincoln University – ATTN Controllers Office, 820 Chestnut St. Jefferson City, MO., 65101.

### **DO NOT MAIL CHECKS TO THE DIVISION OF EDUCATIONAL INNOVATION AND EXTENDED STUDIES.**

Any student that has an outstanding balance from any previous semester cannot be registered until that balance has been paid, nor will transcripts be issued to students with outstanding accounts.

### **How to Request Transcripts**

A student may request an official transcript at any time by completing a Request for Transcript form, which may be found on the Lincoln University website at <https://www.lincolnu.edu/web/high-school-students/dual-credit/students>. The release of a student's transcript requires the student's signature and the absence of any debt to the University. A student should allow three full business days for a transcript request to be processed.

A transcript may also be requested by a mailed or faxed letter that includes the following:

- Full name under which the student was last enrolled and any other names previously used by the student
- Current address and phone number
- Identifying information such as birth date, student ID number, degrees earned and dates, etc.
- Name and address of the transcript recipient
- A check or money order payable to Lincoln University.

The transcript request should be mailed to:

Office of the Registrar  
Lincoln University  
820 Chestnut Street  
B4 Young Hall  
Jefferson City, MO 65101  
Fax: (573) 681-5209

The transcript request should be faxed to (573) 681-5013. The faxed transcript request form must include the receipt number and the amount paid. Payment for a transcript may be made in person or by calling the Cashier's Office at Lincoln University, Rm. 105 Young Hall, (573) 681-5054 or (573) 681-5055.

The Office of the Registrar does not email or fax transcripts. To protect student privacy, requests from anyone other than the student will not be honored. A transcript will neither be released nor delivered to anyone not designated in writing by the student.

## **Grades**

Students may view their grades through the WebAdvisor portal after they have been posted. In accordance with FERPA guidelines, the University typically does not release grades to parents without the authorization of the student. All grades earned through the Lincoln University DC Program go on the student's permanent academic transcript.

## **Transferability of Credit**

DC courses from Lincoln University transfer to all public colleges and universities in Missouri, and to all but a very small number of private colleges and universities in the state. Some Missouri institutions may limit the number of DC courses they accept to five courses, but most do not have strict limits. It is very important to check with colleges and universities that you plan to attend to determine in advance their policies for accepting DC courses. Many students have found that DC courses may also transfer to out of state colleges and universities, both public and private; however, Lincoln University can only guarantee DC transfer to Missouri institutions under the jurisdiction of CBHE.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## **Student Evaluation of Classroom Instruction**

Students will have the opportunity to evaluate their instructors and courses. Students should take this opportunity seriously, as the data communicate to the instructors and Lincoln University areas of strength and weakness. All course evaluations are done online on SmartEvals.

## **Student Conduct**

All students will be held fully responsible for any breach of generally recognized rules of good conduct. Any student whose character or conduct is deemed harmful to the best interests of the University is subject to dismissal at any time from any course, or from the University, irrespective of academic record.

For further information on the Lincoln University Student Code of Conduct, including resolution procedures, please consult <https://bluetigerportal.lincolnu.edu/web/police-department/student-conduct-code>.

## **Academic Dishonesty**

The most common forms of academic dishonesty are cheating and plagiarism. Cheating is defined as unauthorized use of any materials, aids or information of assistance in doing any work required as part of a course. Plagiarism is the attempt to pass off another person's work as one's own by failing to give credit to the original source of ideas or words. Students who are found to be guilty of academic dishonesty may receive, at the discretion of the instructor, a failing grade in the course. Disciplinary action for cheating may include suspension for one or more semesters, exclusion from selected programs of study, or permanent expulsion from the University. All students accused of cheating have the right of appeal through normal channels.

## **Class Attendance**

Research confirms that class attendance is an essential part of the educational experience and a requirement for an adequate evaluation of academic progress. Students are expected to attend all lectures, seminars, laboratories and field work for each registered class and to complete all work assigned by the instructor.

## **Student Resources**

As a matter of policy, Lincoln University DC students have access to all resources to which on-campus students have access. This includes, but is not limited to, the resources enumerated below.

## **University Email/Portal**

Lincoln University has designated the LU email system and the electronic Blue Tiger Portal (<https://bluetigerportal.lincolnu.edu>) as the official means of communication to students, faculty, and staff. Each student, faculty member and staff member receives an official LU hosted email



account and network ID (user name) and password. Official notices and information regarding the University will be sent through the LU email system and/or posted on the Blue Tiger Portal.

Typical communications available via email and/or the Blue Tiger Portal include information regarding enrollment, grades, billing, payments, financial aid, assessment exams, campus activities and announcements, and access to WebAdvisor.

The Lincoln University Information Desk can help you reset your password, and address login and WebAdvisor issues. The phone number for the information desk is (573) 681-5888 (8:00am to 5:00pm Monday through Friday); the email address is [helpdesk@lincolnu.edu](mailto:helpdesk@lincolnu.edu)

### **University Email/Portal Use Communications Policy**

It is expected that the email and/or information contained on the Blue Tiger Portal will be received and read by the recipient in a timely manner as these communications and information contained may be time-sensitive. Each individual who has an LU email account and/or access to the Blue Tiger Portal is responsible for monitoring their account as well as for any consequences of missing important messages or time-sensitive information contained within.

### **Canvas Learning Management System**

Faculty members use Canvas to post course materials, grades, discussion boards, etc. Please note that not all DC instructors use Canvas. Canvas is accessed through the Blue Tiger portal by clicking on the icon for 'LU Online'.

The Canvas help line is available at 1-855-912-8224, 24 hours a day, 7 days a week.

### **Student Identification Card**

DC students will be issued a Student Identification card only upon request. Student Identification Cards are *not* required in order for DC students to access the resources in Page Library.

### **Inman E. Page Library**

Inman E. Page Library serves as the primary educational resource center of Lincoln University, supporting the curricula and research needs of the institution through the development of pertinent library collections and the provision of services designed to facilitate access to information. The 80,000 square foot facility has a seating capacity of approximately 450, contains over 175,696 volumes, and has 607 paper periodical titles and 190 serial microform titles. The library has been designed to accommodate computers, fiber optics and internet access. Private and group study rooms are available for student, faculty and staff use. Two bibliographic instruction rooms (seating capacity of 20 each) are available for faculty, staff, student and local community use upon availability.

The library facilities meet American with Disabilities Act (ADA) requirement, including the TeleSensory Vantage CCD system which can enlarge printed material to meet the needs of persons with visual impairments.

Almost all the functions of the library are fully automated through the online catalog. The system is also accessible from any personal computer with internet access. In addition, the library provides an interlibrary loan service, in the event that a source is not available in Page Library.

Lincoln University's Page Library is a member of the MOBIUS Consortium which links the academic libraries in the state of Missouri (50 colleges and universities are members). MOBIUS is a common library platform which creates a virtual collection of approximately 14 million items and gives members access to direct borrowing between member institutions, allowing Lincoln University access to those 14 million items statewide.

The library is a member of the American Library Association and a full member of Online Computer Library Center (OCLC), which provides access to approximately 45 million bibliographic records. The library also subscribes to FirstSearch, resulting in access to many databases, and serves as a partial depository of materials published by the United States Government.

Tours and classes can be arranged to cover areas from general orientation to in-depth computer-based bibliographic instruction in specific fields of study. Photocopying equipment is available. The library is open to the public during the regular academic semester.

### **Student Success**

Lincoln University has a vested interest in student success, and offers a wide variety of academic support services to help students, including peer tutoring and supplemental instruction (SI). Links to these and other student services may be found on the Lincoln University website at <https://www.lincolnu.edu/web/academic-support>.

## DC Checklist for Students

- If you have never taken a DC class with Lincoln University before, fill out an undergraduate admission application (available from your high school counselor, or at <https://www.lincolnu.edu/web/high-school-students/dual-credit>).
- Contact your high school counselor and/or any colleges/universities you wish to attend to determine which available DC classes will serve your needs. Be sure to note which classes require prerequisites, and to take any tests or classes that are required.
- Fill out a DC registration form (available from your high school counselor) detailing the classes you wish to take. Be sure to give the pink copy of the registration form to your parents; it is their bill for the semester's tuition.
- Return any applicable forms to your high school counselor by the deadline specified by Lincoln University.
- Be sure to pay your bill on time in order to be able to register for DC classes with Lincoln in subsequent semesters, and to have access to your Lincoln University transcript for college applications. You can pay either 1.) online through their WebAdvisor account 2.) by contacting the Cashier's Office at 573-681-5085 to pay by phone, or 3.) by mailing a check to Lincoln University – ATTN Controllers Office, 820 Chestnut St. Jefferson City, MO., 65101.  
**DO NOT MAIL CHECKS TO THE DIVISION OF EDUCATIONAL INNOVATION AND EXTENDED STUDIES.**