



HSCP Program Instructor Handbook

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Table of Contents

General Program Information

- HSCP - “Your College Credit Connection!”
 - What is Dual Credit?
 - Why HSCP?
 - HSCP Staff Contact Information
- Accreditation
- UMKC Mission, Vision, and Values
- Student Eligibility
- Tuition, Textbooks, and Student Access
- Dates and Deadlines

HSCP Instructor Qualifications and Responsibilities

- Qualifications
- HSCP Instructor Descriptions
- Responsibilities
- Dual Credit Program Expectations
 - Student Verification (Pathway rosters)
 - Student Learning Objectives
 - Student Assessment Policy
 - Grading Procedures
- Sample Statement of Equivalency

HSCP Instructor Professional Development

- HSCP New Instructor Orientation
- Annual Professional Development

HSCP Instructor Quality Assurance

- Faculty Coordinator Responsibilities and Support
- Student Feedback for Instructors

HSCP Instructor Resources

Welcome to UMKC!

The High School College Partnership (HSCP) program welcomes you as an HSCP instructor! We look forward to partnering with you as you teach UMKC courses on your high school campus. Dual credit courses offer high school students academic opportunities and the resources of the university within the familiarity of high school classrooms. We value your relationships with your students and your dedication to the UMKC course and assessment standards.

We look forward to collaborating with you to grow future Roos or wherever students' interests may take them. The HSCP staff and your faculty coordinator are here to support you in your HSCP instructor role.

General Program Information

HSCP - "Your College Credit Connection"

For nearly four decades, UMKC has provided the opportunity for high school students to earn college credit while still in high school. The mission of the HSCP program is to create partnerships by linking UMKC to high schools and offering high-quality, undergraduate college courses on their high school campuses.

UMKC's HSCP program was the first nationally accredited provider of dual credit through the National Alliance of Concurrent Enrollment Partnerships (NACEP) in Missouri. The HSCP program offers courses from 27 academic subjects in more than 60 high schools throughout the state of Missouri. Each year, more than 260 qualified teachers collaborate with UMKC's on-campus faculty to ensure student success.

What is Dual Credit?

Dual credit courses follow a UMKC-approved curriculum and are taught by qualified, UMKC-approved high school instructors. HSCP instructors meet all the requirements for faculty teaching in institutions of higher education, as stipulated for accreditation by the [Higher Learning Commission](#). Dual Credit courses can be transferred to most public and private colleges and universities.

Why UMKC's HSCP Program?

HSCP Student Benefits: Top four benefits for students taking college courses in high school!

1. **Affordability**

The cost for dual credit courses is significantly less than typical undergraduate tuition. Taking several college-level classes while in high school can save students thousands of dollars in tuition.

2. **Transferability**

Students enrolled in HSCP dual credit courses earn college credit that can be transferred to most public and private colleges and universities. Upon completion of a dual credit course, students earn the same letter grade on an official UMKC transcript as they do on their high school report card.

3. Explore academic options

Taking college courses in high school offers students the opportunity to explore different academic and career pathways. The wide variety of HSCP dual credit course offerings will allow students to pursue their interests and discover their passions.

4. Scholarships

UMKC offers scholarships based on academic achievements, financial need, and scholarships specifically for students graduating from local high schools.

HSCP Instructor Benefits

As a HSCP instructor, we want you to have access to the most recent research in your content area and any campus on-going professional development opportunities such as lectures, seminars, classes, and other events on campus. You and your faculty coordinator will have opportunities to discuss pedagogy, curriculum, and student progress. All campus offerings are open to you, and we genuinely hope you will take advantage of all opportunities you see as a way to enrich your knowledge and skills for meeting the needs of your students.

In addition, you will have access to:

1. Graduate level courses

As an instructor, you can add other content area credentials or advance your skills and knowledge in your current content area.

2. University resources in your high school classroom

HSCP instructors have access (both in-person and remote) to the UMKC libraries and databases, academic advising, and other university services.

3. Campus visits

We LOVE to have students come and visit the UMKC campus. Students can come for a full campus tour or attend a lecture connected to their course. Please work with your Faculty Coordinator to schedule campus visits or guest lectures with their students!

The HSCP program provides students the opportunity to jump start their college experience at one-third the cost, all within the comfort and assurance of having **you** as their instructor. Our goal here at HSCP is to provide the structure and support that will enable students to have a great experience while earning college credit. We hope our HSCP students feel empowered about their college careers and want them all to shout, ***“GIVE ME SOME CREDIT!!”***

Welcome to the Roo Family!

HSCP Administration Contact Information

HSCP Program Address

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Administrative Team

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Accreditation

- The Higher Learning Commission of the North Central Association of Colleges and Schools
- Missouri Department of Higher Education and Workforce Development
- Missouri Department of Elementary and Secondary Education (DESE)
- National Alliance for Concurrent Enrollment Partnerships (NACEP)
- Kansas Board of Regents (KBOR)

UMKC Mission, Vision, and Values

Mission (What We Do)

As an urban research university, our mission at the University of Missouri-Kansas City is to promote learning through the discovery, preservation and dissemination of knowledge of public value across a broad spectrum of disciplines and fields of study. UMKC celebrates the individual and embodies diversity and inclusion by intertwining these goals with innovation to enable transformational impact aimed at bringing cultural, social, health and economic prosperity to the metropolitan, regional and global communities we serve.

Vision (Why We Do What We Do)

UMKC aspires to be an exemplary public urban research university of the 21st Century, pursuing excellence as a human-centric learning and discovery community, fostering equity, diversity and inclusion to enrich the lives of the people and regions we serve. Learn more about the [Chancellor's Strategic Plan](#).

Values

We, the community members of UMKC, are proud to contribute to a student-centered urban university, serving our mission of learning, discovery, research and service, inspired by our commitment to equity, diversity, inclusion and respectful interaction.

Our key values:

- Accountability
- Learning
- Respect
- Diversity
- Collaboration
- Integrity

Student Eligibility Requirements

High school students eligible for dual credit courses **MUST** be recommended by their high school. Every student who enrolls in dual credit courses must meet the following admission standards set forth by the UMKC Undergraduate Academic Catalog:

- **High school sophomores, juniors and seniors**
 - An overall 3.0 minimum grade point average (GPA) (on a 4.0 scale) OR a minimum 21 composite ACT score
 - Students with a GPA between 2.7 - 2.99 are eligible with a letter of recommendation from the teacher or administrator.
- **High school freshmen**
 - An overall 3.0 GPA (on a 4.0 scale), a score in the 90th percentile or above on the ACT or SAT, a signed letter of recommendation from the principal and guidance counselor and written permission from a parent or legal guardian
- **Prerequisites**
 - Some courses have prerequisites that must be completed prior to registration. Please check the UMKC course catalog for all prerequisites.

*The Prerequisites for MATH 110 Precalculus Algebra are as follows:

The Math 110 Precalculus Algebra course is one course that has a prerequisite outside of the basic course prerequisites for taking any HSCP course. The course prerequisite requires a MyMathTest Intermediate Algebra Score of 70% or higher; or ACT Math Sub-score of 22 or higher; or SAT Math Sub-score of 540 or higher; or concurrent enrollment in MATH 109; or completion of three or more units of high school Algebra I and higher mathematics courses and a high school GPA of 3.0 or higher.

These requirements are subject to change by UMKC's Admissions Office. In addition, a placement exam may be required for courses. Some courses may also require the student to have completed prerequisite courses in high school.

Parent/Guardian Permission

Every student is required to have a parent/guardian permission form submitted each semester. **Without parental permission, the student cannot complete the enrollment process for HSCP dual credit courses.**

Tuition

The tuition fees are per credit hour and are published each semester on the UMKC HSCP website. Dual credit students receive a significant discount on the UMKC in-state tuition rate for all HSCP university courses.

Tuition Assistance

HSCP's Tuition Assistance is a one-hour credit offered through our program. The application is published on the HSCP website: [HSCP Tuition Assistance](#). Through our partnerships, we are able to provide a small number of students with tuition assistance based on financial need.

*Completing the application does not guarantee an award.

Textbooks

Dual credit courses must align and reflect the identical course offered on campus. HSCP Instructors must agree to use a syllabus and textbook approved by the academic department at UMKC, and collaborate with faculty coordinators to ensure alignment with the course SLO's and assessment standards.

Textbooks used by dual credit students are eligible for reimbursement through the HSCP office. Students are not charged any additional fees for textbooks. Schools must return unused books to the HSCP office if the approved HSCP instructor leaves the school, and a replacement has not been sought.

Student Access

Students in dual credit courses are automatically given a Pathway account. Additional access includes:

- UMKC Libraries and all of their resources
- Student Academic Support Services, Tutoring, and Mentoring
- Department course sites
- UMKC email account
- UMKC student ID*
- University athletic, performing arts, and other activities

**Contact us for more specific information*

Dates and Deadlines

All important dates and deadlines for students are available on our website:

<https://www.umkc.edu/hscp/admissions/important-dates.html>. Please review to inform and remind students of upcoming deadlines.

HSCP Instructor Qualifications and Responsibilities

Qualifications

As per the Missouri Department of Higher Education and Workforce Development (MDHEWD) guidance:

High school instructors of dual credit courses are, in effect, adjunct instructors of the college or university providing dual credit. As for any instructor of college-level courses, high school instructors of dual credit courses shall meet the requirements for faculty teaching in institutions of higher education, as stipulated for accreditation by the Higher Learning Commission. Dual credit instructors shall possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees for which they must possess the same level of degree.

Instructors using credentials for qualification with a master's level degree in a discipline or subfield other than that in which he or she is teaching must have completed a minimum of 18 graduate credit hours in the discipline in which he or she is teaching.

Copied from <https://dhewd.mo.gov/policies/documents/CBHEPolicyonDualCreditJune2015.pdf>

Approval of specific courses and respective dual credit instructors is based upon credentials and the recommendation of the appropriate UMKC department chair.

In addition, all HSCP Instructors must have on file with HSCP the following items:

- A Cover Letter (indicating the course(s) they wish to teach and the semester(s) in which they would be taught)
- A Letter of Support from the High School Principal. Please include the following information within this letter
 - The applicant's name
 - The course(s) they wish to teach
- Resume or curriculum vitae
- An official or unofficial copy of graduate transcripts

HSCP Instructor Descriptions

Instructor credentials and experience will determine if the instructor is a Dual Credit Instructor (DCI) or Collaborative Teaching with Faculty (CTF).

Dual Credit Instructors (DCI) and Collaborative Teaching with Faculty (CTF).

- Instructors identified as Dual Credit Instructors (DCI) have met all graduate-level qualifications as outlined by the Missouri Coordinating Board for High Education. This allows them to grade the UMKC common assessment and input semester grades directly into Pathway.
- Collaborative Teaching with Faculty (CTF) are in the process of obtaining full qualifications. As the faculty coordinator is the teacher of record, planning, grading, and some teaching will be collaborative. The high school instructor will provide the daily student support in the classroom. The faculty coordinator grades and enters semester grades in Pathway in collaboration with CTF.

Faculty coordinators will provide a fully developed syllabus for both DCIs and CTFs. Faculty coordinators and CTFs will engage in collaborative planning and teaching throughout the semester.

HSCP Instructor Responsibilities

As an HSCP Instructor, you will:

1. Participate in the New Instructor orientation meeting (one-time only)
2. Completed and pass the FERPA training (one-time only)
3. Collaborate with UMKC Coordinators in the design and delivery of dual credit courses, ensuring alignment with approved UMKC curriculum
4. Communicate any course schedule changes to the HSCP staff and HS counselors in your building
5. Communicate any course content and/or schedule changes to the UMKC Coordinator
6. Participate in annual professional development opportunities through HSCP and/or academic departments
7. Verify enrollment of students by checking the Pathway class roster(s) and notify the HSCP of any discrepancies (see below)
8. Submit an electronic syllabus for each course by email (in MS Word or PDF format) to the HSCP office at umkc-hscp@umkc.edu each semester
9. Meet with UMKC Coordinators as needed
10. During university assessment rotations, provide samples of student work to UMKC Coordinator
11. Submit student grades into Pathway (DCI) or to faculty coordinators (CTF)

Student Verification (Class Rosters)

Accurate class rosters are vital to ensuring students get college credit for the work done in dual credit classes. Pathway rosters are used as the official record of enrollment and determines who is eligible to receive college credit. Students listed on the Pathway roster enables them to receive credit. Assuring the accuracy of the class roster is one of the HSCP instructor's administrative responsibilities. (<https://umkc.umsystem.edu/>).

To ensure accuracy, we ask all instructors to check each Pathway roster weekly the first month, at the end of registration and mid-way through each semester. Each student taking the class for college credit must be on the roster, and anyone listed who is not receiving college credit must be removed from the list. If you notice an error, contact the UMKC HSCP Office immediately. DCIs will enter grades electronically at the end of the semester. This is done by accessing the roster through the instructor's Pathway account.

If the roster is inaccurate, a student left off may not receive dual credit. Students on the roster are fully registered for the dual credit course, and will assume the responsibility of paying for the credits regardless of the grade or if they drop after the final drop date.

Issues with inaccurate rosters tend to involve students who are left off the Pathway roster, which is usually due to one of the following application issues:

- The student filled out the application and submitted it, but did not complete the parent permission form. (Student is NOT ENROLLED)
- The student has an incomplete application, or completed the application but did not submit it.
- The student did not complete the UMKC application.

Each student taking a dual credit course MUST login to their Pathway account to check that the course or courses are in their account before the second week of classes. If they do not see the course, they are NOT ENROLLED.

Instructions on how to view your class roster in Pathway can be found on the [UMKC website](https://www.umkc.edu/registrar/forms-resources/faculty-staff-resources/class-rosters.html) (<https://www.umkc.edu/registrar/forms-resources/faculty-staff-resources/class-rosters.html>)

Student Learning Objectives

To award college credit, dual credit courses need to have the same Student Learning Outcomes (SLOs) as the college class taught on campus. The faculty coordinator and HSCP instructor will work together to ensure equivalency of implementation of the SLO's. All learning objectives, as well as other required UMKC course information, must be included on the course syllabus.

Student Assessment Policy

Where common assessments are used to evaluate student progress in on-campus courses, whether periodically during the semester or as a comprehensive examination, the same assessments will be used in

dual credit courses. In courses where no common assessment is established, assessment strategies must be the result of a collaborative effort between the faculty coordinator and instructor. It is the responsibility of the faculty coordinator to ensure that assessment instruments used for dual credit students match those used for on-campus students in the corresponding course.

Grading Procedures

Dual credit students receive an individual grade for high school and college credit. Grading procedures and standards are to be discussed by instructors and UMKC coordinators before the implementation of the dual credit course. Dual Credit grades must reflect the same standards and assessment criteria as on-campus classes. Upon the completion of a dual credit course, the instructor will assign a high school grade. DCIs will submit grades into Pathway and CTF instructors will collaborate with the faculty coordinator for grading and input into Pathway.

UMKC's unit of credit is the semester hour. Grades are on the four-point system including plus or minus (A, B, C, D, F). All grades will be submitted electronically via Pathway. Final grades need to be sent when the high school course concludes. Students may view their final grades in Pathway. No official grade reports will be mailed to the student or sent to the school. It is recommended to inform students planning to attend a college or university that their final UMKC grades will be a part of their academic record, and they should consult an admissions counselor if a transcript is needed for their college and university.

Incomplete Grades - Instructors should only issue an incomplete if a student needs an extension to complete the course.

- If an incomplete is entered and the student does not finish the course the grade will revert to an F.
- If a student has dropped the course and is still on the Pathway roster, do not issue an Incomplete. Rather, issue an F and have the student fill out a retroactive drop form located on our website. Contact the HSCP office if you have questions.

Grading Instructions can be found on the [UMKC website](https://www.umkc.edu/registrar/forms-resources/faculty-staff-resources/grading-instructions.html) (<https://www.umkc.edu/registrar/forms-resources/faculty-staff-resources/grading-instructions.html>)

Sample Statement of Equivalency

All dual credit instructors must communicate verbally and include a statement regarding course equivalency in their syllabus.

As per NACEP:

“This statement should include the handling of academic freedom, student learning outcomes, syllabi review, assessment review, grading standards, and theoretical/philosophical orientation of the on-campus department. If there are differences between dual credit and on-campus standards, include a rationale for the differences and explain the process used to affirm that and on-campus learning objectives are aligned.”

(Copied from <https://nacep.org/docs/accreditation/forms/Statement%20of%20Equivalency.pdf>).

HSCP Instructor Professional Development

HSCP is excited to meet you and share the knowledge and resources necessary to be successful as an HSCP Instructor. We also respect your time and the many responsibilities that face high school teachers as they begin a new year.

New Instructor Orientation

All new HSCP instructors will meet with HSCP staff for a program overview, and introductions to Pathway and Canvas. HSCP instructors are encouraged, not required, to use Canvas, but it is available as a resource.

Annual Professional Development

All instructors will complete annual professional development to review administrative responsibilities and collaborate with faculty coordinators on course philosophy, pedagogy, student learning objectives, syllabi, and assessments.

Sample Professional Development (5 hours)

9:00 – HSCP Instructor Professional Development

- Welcome!
 - HSCP introductions & Program Overview
- Professional Development
 - Syllabus Requirements
 - Instructional Requirements
 - Assessment & Grading
 - Instructor Quality Assurance

11:30 – Lunch (Provided)

12:30 – 2:00 – Collaboration with faculty coordinators

- Course philosophy
- Pedagogy
- Syllabus requirements
- Learning objectives
- Assessment
- Content “industry happenings”

On-going Professional Development

All HSCP Instructors are invited to attend workshops or webinars each year. They are also encouraged to collaborate with faculty coordinators and program staff in arranging and coordinating coordinator site visits.

Student Site Visits

HSCP Instructors are encouraged to bring their students to campus. Please coordinate with faculty coordinators and HSCP staff to arrange all on-campus visits. We love to see HSCP instructors and all of their students on campus!

HSCP Instructor Quality Assurance

Faculty Coordinator Responsibilities

Academic department chairs are responsible for appointing faculty coordinators for each academic area. Faculty coordinators assist with the approval of new instructors, conduct professional development, engage in collaborative on-site visits, provide content specific on-going professional development, maintain current copies of course syllabi for both on-campus and high school courses and provide compliance documentation to HSCP.

On-Site Visits

Faculty coordinators will reach out to HSCP instructors to schedule on-site visits. Faculty coordinators are required to visit their assigned HSCP instructor(s). New instructors will engage in a site visit during the first semester they teach, and then on a rotating basis thereafter. Faculty coordinators are available for on-site visits more often if additional support is needed to ensure quality assurance meets accreditation standards. Faculty coordinators will complete a site visit form with the instructor and submit back to the HSCP Office. See resources for a sample site visit form.

Non-compliance of Program Expectations

If HSCP Instructors fail to meet expectations, the following steps will be offered in support:

- The faculty coordinator will meet with the HSCP instructor and create a written plan
- If no improvement is noted within six months, the written plan will be shared with the school administrator as well as HSCP administrator

- At the end of year review, if improvements have been made, the HSCP Instructor will continue. If no improvements are noted, a meeting will be scheduled with the HSCP administrator, school administrator, and HSCP instructor to determine continuation of the HSCP instructor appointment
- This courtesy appointment may be revoked for non-compliance in any/or all aspects of the aforementioned responsibilities.

Process for Student Feedback of Instructor

UMKC academic departments are responsible for conducting student evaluations of instructors in the same manner for HSCP courses as on-campus courses. The HSCP Office will email the link of the online survey to all students at the end of the course. Each faculty coordinator is responsible for communicating results to HSCP instructors. The HSCP Office maintains evaluations in compliance with accreditation standards.

HSCP Instructor Resources

- [Site Visit Form](#)
- [Instructor Checklist](#)
- [Sample Student Feedback Form](#)
- [Coordinator/Instructor Responsibilities: Year At-A-Glance](#)