



**BALL STATE
UNIVERSITY**



DUAL CREDIT PROGRAM

**HIGH SCHOOL ADMINISTRATOR AND
INSTRUCTOR HANDBOOK**

Dear School Administrators:

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

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

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

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

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

Sincerely,

A handwritten signature in cursive script that reads "James Hendrix". The signature is written in dark ink and is positioned above the printed name and title.

James C. Hendrix, Ph.D.
Assistant Director of High School and Statewide Initiatives

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About Ball State

Ball State University is a public research university in Muncie, Indiana. Ball State's 102-year tradition of innovation and distinction began with the generosity of the five Ball brothers, local industrialists who produced the famous Ball canning jars. To help fill Indiana's need for more and better teachers, they bought the property of a defunct school in Muncie and gave it to the state. What was founded as a small teacher training college in 1918 is now a comprehensive, world-class university. We embrace the Ball family's legacy symbolized by the iconic Beneficence statue on our campus— the enduring values of excellence, innovation, courage, integrity, inclusiveness, social responsibility, and gratitude. These values are the watchwords for our next century.

Our seven academic colleges provide innovative programs that will give students access to professional experiences and advanced technology from day one, and a student's degree will be valued by employers. Our university offers about 120 undergraduate majors and 130 minor areas of study and more than 100 master's, doctoral, certificate, and specialist degrees.

Ball State Mission Statement

We engage students in educational, research, and creative endeavors that empower our graduates to have fulfilling careers and meaningful lives enriched by lifelong learning and service, while we enhance the economic, environmental, and social vitality of our community, our state, and our world.

Program Overview

Ball State's Dual Credit Program (DCP)

The primary goal of our program is to provide opportunities to earn college credit and gain experience while preparing students to attend college. Juniors and seniors with a strong academic background and desire to attend college are good candidates for the program.



Ball State's DCP was awarded accreditation by the National Alliance of Concurrent Enrollment Partnerships (NACEP), the sole accrediting body for concurrent partnerships, which sets standards to ensure dual credit program quality, rigor and excellence.

We offer classes onsite, taught by high school instructors at various Indiana high schools, and online, taught by Ball State University Faculty. We serve approximately 1,000 students per academic term and over 60 high schools per academic year.

Ball State's DCP works closely with partner high schools to provide a superior level of service in the areas of faculty mentoring, student admission, registration and transcript processing. Faculty mentors take great pride in developing collaborative relationships with high school dual credit instructors. Eligible high school students engage in college-level courses that encourage them to persist in taking rigorous coursework throughout their high school and college careers.

Ball State DCP Responsibilities

Ball State's DCP is committed to serving our partner high schools with the utmost integrity by providing quality postsecondary educational opportunities to high school students.

Ball State will:

- Communicate all dual credit requirements.
- Provide exceptional customer support for day-to-day occurrences.
- Provide annual professional development.
- Register high school students for transcribed college credit.
- Communicate and respond in a timely manner to all correspondence.

- Make onsite high school visits (when requested) to meet with students, parents, instructors and/or administrators.
- Adhere to NACEP standards and maintain programmatic accreditation.

Course Delivery Methods

There are two different methods of course delivery.

1. On-Site (Live) Dual Credit Courses Taught in High School

Instructors are your own high school teachers approved as Ball State adjunct instructors by Ball State's respective academic departments. These courses meet both the student's high school requirements and provide additional instruction to satisfy collegiate standards.

2. Online Dual Credit Courses

Instructors are Ball State professors. Schools do not need to do anything because all course work and examinations are completely online. Textbooks are required. Some courses have digital textbooks and the fee is charged automatically to the student's account.

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

On-Site Course Expectations

On-site class requirements will parallel those required by the university. Abstracting critical information, conceptualizing, and problem solving at a higher level will be a common denominator in these courses.

Course Prerequisites

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

Cost of Courses

There are three different costs of dual credit classes, based on the type of class it is.

Non-Priority – Onsite (classroom taught) classes costs \$250 per course.

Priority – The Onsite (classroom taught) classes costs \$25 per credit hour and are listed on the **"Priority Dual Credit Liberal Arts Courses"** or on the **"Dual Credit Career and Technical Crosswalk"** chart below. These are classroom taught courses only.

Online – Online dual credit classes cost \$350 per class plus textbooks. Some textbooks charges are automatically charged to the student's bill (i.e. MATH 125 and SOC 100).

Tuition is waived for free or reduced lunch students, but textbook charges will be the responsibility of the student. School official needs to notify Ball State in writing if the student qualifies for free or reduced-price lunch participation.

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

Installment payments are allowed.

“Priority Dual Credit Liberal Arts Courses” or “Dual Credit Career and Technical Crosswalk” courses:

English

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

Communication

COMM 210	Fundamentals of Public Communication (3 credit hours)
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Foreign Languages

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

Mathematics and Physics

MATH 111	Pre-Calculus Algebra (3 credit hours)
MATH 112	Pre-Calculus Trigonometry (3 credit hours)
MATH 125	Quantitative Reasoning (3 credit hours)
MATH 132	Brief Calculus 1 (3 credit hours)
MATH 165	Calculus 1 (4 credit hours) (<i>classroom taught</i>)
MATH 166	Calculus 2 (4 credit hours) (<i>classroom taught</i>)
PHYC 100	Conceptual Physics (4 credit hours)

Science and Humanities

ANAT 201	Fundamentals of Human Anatomy (3 credit hours)
BIO 100	Biology for a Modern Society (3 credit hours)
HIST 201	American History, 1492-1876 (3 credit hours)
HIST 202	US History, 1877 to Present (3 credit hours)
KINE 240	Athletic Safety and Injury Prevent (3 credit hours)
NUR 101	Terminology for Health Care Professionals and Consumers (2 credit hours)
PHYS 215	Human Physiology (5 credit hours)
PSYS 100	Introduction to Psychological Science (3 credit hours)

Graphic Arts

GCM 180	Graphics: Intro to Printing Processes (3 credit hours)
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GCM 184	Graphics: Computer Applications (3 credit hours)
GCM 286	Graphics: Fundamentals of Photography (3 credit hours)

Teachers Information

Benefits of Being a Dual Credit Program Teacher

There are multiple benefits for participating in the Dual Credit Program (DCP).

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

Teaching Criteria

High school teachers with appropriate credentials may qualify to teach selected university courses at their high school. Due to pending changes in the Assumed Practices of the Higher Learning Commission (HLC), the following faculty credentials will be required effective September 1, 2023.

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

Any questions regarding the requirements to become a Dual Credit Instructor should be directed to the Dual Credit Office at 765-285-1581. Each department may require additional qualifications. Our office can assist you in determining specific requirements by department.

Additional information can be found on our High School Partners [webpage](#).

Dual Credit Instructor Application Process (Packet)

Submit the following information to the Dual Credit Office at dualcredit@bsu.edu, or via U.S. Mail to Ball State University, Online and Strategic Learning, Attn: Dr. James Hendrix, Assistant Director of High School and Statewide Initiatives, Teacher's College, Room 708, Muncie, IN 47306:

1. [Course Application Form](#)
2. Resume/Vitae*
3. Official college transcripts*
4. Prospective syllabus of the course including, but not limited to: objectives/goals, grading methods, makeup work, absenteeism, technology used, time line with chapters and topics covered, textbook information – title, author, edition, year, ISBN number

(The Dual Credit Program has a standardized syllabus for each dual credit course offered onsite. The standardized portion is required information such as student policies, withdrawal periods, etc. You will be able to complete the syllabus with your personalized information in the spaces allocated on the form. Contact us to get a copy of the standardized syllabus for the course you wish to teach to include as part of your application packet.)

**If the instructor has previously applied to teach dual credit and has provided a resume/vitae and college transcript, these items are not needed again. A new resume should be submitted if it was submitted more than 5 years prior and a new college transcript, if the instructor has earned any college credit since the last one was submitted.*

Approval Process

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

1. The approved teacher will become a Ball State University Adjunct Faculty receiving a Ball State username, password, and an email account. A BSU ID card is available at request.
2. The Assistant Director of High School and Statewide Initiatives sends a confirmation approval or denial letter to the prospective teacher and school once the determination has been made.

Once the instructor and course have been approved, the course is created. The school and departments are notified with the course information. Newly approved high school teachers will complete an orientation session with the Dual Credit Program and a discipline-specific orientation with their assigned faculty liaison. Students can register for the class when registration opens for that particular term.

Instructor Orientation

Newly approved high school instructors will attend two orientation sessions, **prior** to their first day of teaching the dual credit course.

1. **Orientation provided by the Dual Credit office** – A staff member from the Dual Credit office will contact the newly approved instructor to schedule an orientation session. The session covers the responsibilities of both the Ball State Dual Credit office and those of the instructor. This session may be conducted in-person or through video-conference.
2. **Orientation provided by the assigned faculty liaison** – The assigned faculty liaison will contact the newly approved instructor to schedule a discipline-specific orientation session. The session covers Ball State syllabi, textbooks, course topics, examinations, assignments, grading, and suggested teaching strategies. During the session, dual credit instructors and Ball State faculty have an opportunity to interact in both formal and informal settings. The session may be conducted at the high school or through video-conference.

High School Instructor Responsibilities

High school instructors will:

- Check their BSU email regularly (at least one time per week). Credentials are sent to the instructor upon approval of their teaching application.
- Be aware of all college deadlines and share them with their students. Important dates for the term are emailed from the Dual Credit office each semester.
- Set college-level expectations and hold their students accountable (meeting deadlines, advocating for themselves, etc.).
- Ensure course materials and outlines align with the syllabus of the matching BSU course.
- Participate in electronic surveys (end-of-course student surveys and instructor program surveys).
- Be responsive to their assigned faculty liaison when trying to schedule classroom visits.
- Provide your assigned faculty liaison with assessment examples to document equivalency to the BSU course.
- Refer their students to the Ball State Dual Credit office for issues dealing specifically with college policy or questions about records/transcripts/credit.
- Review the students' course evaluations at the end of their course.
- Review class lists at the start of the course and work with the designated high school contact to communicate any changes to the Dual Credit staff.
- Submit grades each term by the assigned deadline. Grades are entered through MyBSU. Instructions can be found in this handbook.
- Participate in at least one discipline specific professional development workshop each year.
- Stay in compliance with FERPA.
- Notify the Ball State Dual Credit office if they will miss class for more than two weeks so that we can determine the best way to support their students.
- Work with assigned faculty liaison to select a textbook that reflects current information relevant to the discipline.

Professional Development for Dual Credit Instructors

NACEP policy requires tracking of all the following steps. Orientation/Trainings may be offered in-person or video-conference.

- **Professional Development**

All dual credit instructors are **required** to attend an annual professional development (PD) activity in one of the following ways:

1. Your faculty liaison hosts a discipline specific workshop for all their high school instructors and you attend.
 - a. This can be the hour of time spent with your faculty liaison after the annual PD event hosted by the Dual Credit Program. We always have general information and then allow you at minimum an hour of time with your faculty liaison before the event ends.
 - b. Faculty members from the specific academic department can conduct a session, which focuses on course content, course delivery, pedagogic innovation, assessment, evaluation, and/or research and development in the specific academic field.
2. Your faculty liaison provides one-on-one professional development during a site visit or other scheduled time.
3. Your faculty liaison approves an outside professional development opportunity at your request, **prior** to the event happening.

If you choose option #3 (the outside PD), you will need to provide your faculty liaison the following information so they can submit it to the Dual Credit Office:

- Evidence of meeting information, i.e. conference brochure, agenda, presentations, flyers, etc.
- Evidence of attendance/participation, i.e. certificate of completion
- Written summary of the event (who, what, when, where) and what your discipline specific takeaways were
- the email or written permission that the faculty liaison provided you prior to the event

During the academic year, the faculty liaison maintains ongoing collegial interaction with the dual credit instructor. Professional development sessions can occur face-to-face or through virtual conferencing.

If your faculty liaison conducts the professional development event, they will submit a copy of the Professional Development Report (including agenda and attendance) to the dual credit office.

Note: Graduate courses taken by the high school instructor do not count towards the PD requirement.

- **Annual Site Visit**

The annual site visit is another step to ensuring the quality of the Dual Credit Program. During the annual site visit, a faculty liaison visits the dual credit instructor's classroom. This gives the university liaison, the classroom instructor and the students the opportunity to dialogue on the college level about attendance policies, class procedures, and university expectations. In addition, the dual credit instructor can discuss problems he or she needs help solving, and exchange ideas about teaching the dual credit course. (Site visits during the COVID-19 pandemic can be done virtually.)

Non-Compliance Policy

A. Objective of the Non-Compliance Policy

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

B. Faculty Duties and Responsibilities

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

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

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

These expectations briefly summarized below, should be carefully considered.

C. Professional Ethics

1. A dual credit instructor should strive to be an effective teacher who will observe the stated regulations of Ball State University, provided they not violate the practice of academic freedom.
2. A commitment to outstanding teaching is one of the distinguishing characteristics of the Dual Credit Program. Because teaching is considered to be of pre-eminent importance, the dual credit instructor should strive for excellence in the classroom. Such striving presupposes that the instructor has a firm command of subject, keeps abreast of new developments, carefully selects teaching and learning strategies that are suitable to each course, facilitates the learning process, works to communicate effectively, and encourages questions and informed opposing viewpoints.
3. The dual credit instructor should demonstrate respect for the student as an individual and serve his or her proper role as intellectual guide and counselor. The instructor should foster honest academic conduct and assure that his or her evaluation of students reflects merit. Moreover, the instructor should respect the confidential nature of the student-teacher relationship and avoid any exploitation of students.

D. Professional Development Workshops

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

1. The dual credit staff will contact the instructor and liaison to coordinate a meeting and follow up with the liaison to be certain the meeting has occurred. An individual meeting with the liaison can substitute for the annual workshop, if all workshop content is reviewed.
2. If the dual credit instructor is unable to meet with the liaison, cancels the meeting, or is unwilling to find a time to meet, the dual credit staff will advise the instructor that his or her course is in jeopardy of being cancelled, and will again attempt to set up a time for the instructor to meet with the liaison.
3. If the dual credit instructor does not meet with the faculty liaison before the start of the succeeding academic year, the instructor will be placed on probation for a one-year period. During the probationary period, the dual credit instructor must meet with the liaison and/or attend the next professional development opportunity. The dual credit staff will inform the high school principal and faculty liaison about the probationary period and consequences of non-compliance.
4. If, at the end of the probation period, the instructor is still non-compliant the dual credit course will be cancelled and the instructor will no longer be considered a dual credit instructor for that course. He or she may reapply to teach the dual credit course and take the orientation training again, if accepted.

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

E. Course Content

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

1. The faculty liaison's concerns should be documented in writing and sent to the department chair, the instructor, and the dual credit staff. The written documentation will be included in the annual site visit report that is submitted to and filed in the dual credit office.
2. The dual credit staff contacts the instructor and the liaison to coordinate a meeting to discuss the concerns and follows up with the liaison to be certain the meeting has taken place.
3. The faculty liaison will follow up with instructor, either through another meeting or through a classroom observation, to assess if the concerns have been addressed and resolved.
4. If, after thorough consultation and careful consideration, the university department determines that the course does not maintain university quality, the dual credit staff will withdraw Ball State credit from the class for the subsequent academic year and the instructor will lose his or her status as a dual credit instructor in that discipline. The high school administration will be informed of the university's decision.

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

Faculty Liaison Responsibilities

As stated earlier, a faculty liaison will be assigned by the Department Chair for each discipline. You can expect the following from your assigned faculty liaison:

- **Familiarize** themselves with [NACEP Standards](#). As a faculty liaison, their role is crucial in assuring that BSU dual credit students are receiving the same course content at the same level of rigor as the on-campus students. In most cases, BSU dual credit students have more seat time and are receiving more content; this is permissible. NACEP standards require that students are completing, at minimum, what is required on-campus. **For NACEP reaccreditation (every 6-7 years), liaisons must be able to write in detail how the course is meeting the on-campus requirements and demonstrate that oversight is in place.**
- **Evaluate** materials (applications, transcripts, potential course syllabus and textbooks) for potential instructors, if requested by their department chair.
- **Provide** training to new instructors to be sure they understand BSU and departmental expectations for teaching the course. They should cover syllabus content, textbooks, course topics, grading scales, final exam content and policies, expectations for aligning assessments and whether particular assignments are required. The instructor should understand what is appropriate to include in the BSU grade versus the high school grade. Together with the instructor, they will complete and submit the [Orientation Report Form](#).
- **Facilitate** an annual discipline-specific professional development workshop to deepen content knowledge for BSU dual credit instructors in their discipline. The workshop may take place as part of the larger BSU Dual Credit Professional Development event (held annually) or at another time convenient for them and their instructors.
- **Provide** the BSU Dual Credit Office with a meeting agenda or talking points from the professional development workshop, along with any artifacts (PowerPoints, handouts or articles) that were discussed. A [Professional Development Report](#) should be utilized and submitted to the BSU Dual Credit Office. Some departments opt to include on-campus adjunct faculty in the professional development session.
- **Observe** each of their current BSU dual credit instructors teaching, at least once every academic year.
- By the last Friday in May, if no issues are identified with the course or syllabus, submit the completed [Site Visit Checklist](#), [Site Visit Report](#) **AND** a copy of both the current on-campus syllabus and the instructor's course syllabus. They also should submit comparable examples of assessment tools used in both sections.

- **Provide** dual credit instructors with telephone and/or email support, as needed. Connect instructors to appropriate on-campus resources (library, Canvas support, etc.).
- **Share** information regarding departmental, college or university changes to course content or assessment expectations. Provide training and support to implement those requirements, as needed.
- **Set expectations.** In addition to assessment and course requirements, liaisons need to make sure that BSU dual credit instructors know the importance of abiding by the various University policies and deadlines.
- **Be aware** of the BSU Dual Credit Non-Compliance Policy that affects instructors. All BSU dual credit instructors are required to attend an annual discipline-specific professional development workshop or make-up event. Additionally, all BSU dual credit instructors are required to adhere to the BSU course content and/or assessment components. Non-compliance occurs when a BSU dual credit instructor does not adhere to the outlined expectations.
- **Communicate** information to their department when necessary pertaining to the dual credit instructors in their discipline.

Resources for Dual Credit Instructors

Ball State Dual Credit Instructor/Administrator Forms and Guides

Although most are linked throughout the handbook, the list below is quick access to forms/guides that you will use most.

- [Teacher Course Application](#)
- [High School/Parent Permission Form](#)
- [Resources for your student](#)
- [Ordering transcripts as a current student](#)
- [Ordering transcripts as a former student](#)
- [Applying for admission via Slate](#)
- [Registering for classes](#)
- [Resetting your BSU password](#)

Ball State Dual Credit Program Website

Additional information can be found at our website at www.bsu.edu/dualcredit.

Ball State Email Account

As an instructor you will be assigned a Ball State username. Once you've received this information you will have access to your email account, which can be found at www.bsu.edu/webmail.

Ball State ID Card

Your Ball State ID card is an official form of identification while you are at Ball State. It has your full name, role (student, employee, vendor, etc.), and your photo. You will use it for many important services such as building access, athletic events, and much more. Students, faculty, staff, other affiliates, and vendors that are frequently on campus all need to have a Ball State ID card. **All on-campus Ball State ID card services are located in the ID Card Office, located in Bracken Library, Room BL001.**

You may obtain your Ball State ID Card in the mail by providing us with some information and [an acceptable photo](#). Once you have an acceptable photo available, send an email with the photo attached to idphoto@bsu.edu and include the following information:

- Subject Line containing your "full name - position" (Example: Joe Smith – Dual Credit Instructor)
- Message Text containing:
 - Your Ball State ID Number
 - Your mailing address

- A telephone number where you can be reached if we need to contact you
- Attach your photo (follow the [Ball State ID Card Photo Requirements](#) to take your photo)

The ID Card Office will verify your position, review your identification email, and mail your Ball State ID Card to the address you provided.

If you would like to request ID cards for your school and/or class, please contact our office. We can work with the ID Card Office to obtain ID cards without pictures for your students. Once printed, they would be sent to your school via U.S. Mail.

BSU ID Number

This is a unique identification number generated for the employee's privacy protection. A Ball State username and password is required to be able to view your BSU ID number. It can be viewed at [MyBSU](#). Sign in with your Ball State username and password; click on "Self-Service Banner", then the "Personal Information" tab.

Communication (COMM) Center

As a Ball State adjunct faculty member, you will be sent on-campus information. To manage your subscriptions, go to the [Communication Center webpage](#) and click on 'Manage Subscriptions'.

Computer labs

For general computer use, faculty members may use computers in Bracken Library for computing needs such as accessing webmail or web browsing. *An ID may be required for entry in to the computer lab.*

Indiana State Resources

[Indiana's Dual Credit Policy](#) (from the Indiana Commission for Higher Education)

[Indiana Dual Credit: Frequently Asked Questions](#) (from the Indiana Department of Education and the Indiana Commission for Higher Education)

Library

The Bracken Library on the Ball State campus offers unparalleled resources. The library provides valuable online resources through electronic databases found at (<http://bsu.edu/library/>). View the [resource page](#) or the [video](#) created especially for Dual Credit students and teachers.

Visit the library on campus to use computer labs and resources for your classes. *An ID card and one additional form of ID, i.e. school ID, state ID or DL, may be required for library services and to check out materials.*

MyBSU

Instructors will have access to the online Ball State student portal called [MyBSU](#). The University username, provided as part of the hiring process, is required to login to MyBSU. **You will need to use MyBSU for the following:**

- Enter grades at the end of each term and/or academic year.
- To view your BSU class roster and compare it to your high school roster.
- To access your free BSU email account.

Professional Development

Professional development workshops and seminars are available for high school instructors to participate in during the school year. For more information, contact your respective liaison or Dr. James Hendrix in the Ball State Dual Credit Office at 765-285-1581.

Technology HelpDesk

Ball State's Technology HelpDesk provides full-service support via phone and chat for employees. Staff members can help you with questions related to Duo Authentication, username and password, and your Ball State email account. The HelpDesk may be contacted at 765-285-1517 or toll-free at 866-771-3276. Additional information and the chat feature can be found on their [website](#).

Udemy Business

As a Ball State instructor, you can find thousands of free video tutorials to improve your professional skills. You can learn a new application or get a refresher course on skills that you'd like to refresh yourself on. Additional information about Udemy, including instructions on how to access it, can be found [here](#).

Grades

Scholastic Standards for Students

Please be aware of Ball State University's [Scholastic Standards](#), which encourages satisfactory progress toward meeting the minimum requirements for graduation and/or entering into professional and graduate fields of study.

- **Academic Probation**

Students are placed on academic probation when their cumulative grade point averages are less than 2.0. The Office of the Registrar will notify students who are on academic probation of their status; including any requirements the university establishes to help improve their academic performance.

- **Academic Dismissal**

To avoid academic dismissal, a student on academic probation must meet the following conditions in their next term of attendance:

- A student with fewer than 30 earned credits (including transfer credit and other credit granted) is required to earn a 2.0 term GPA at the end of the probation term and each following term until the cumulative average reaches 2.0 or above.
- A student with 30 or more earned credits (including transfer credit and other credit granted) is required to earn a 2.1 term GPA at the end of the probation term and each following term until the cumulative average reaches 2.0 or above.

It is the student's responsibility to adhere to the university scholastic standards and seek assistance if needed.

Financial Aid Student Eligibility Impact Satisfactory Academic Progress (SAP)

The U.S. Department of Education, the Indiana Commission for Higher Education and Ball State University require that students applying for federal, state, and some institutional funds demonstrate satisfactory academic progress. The programs at Ball State University affected by the satisfactory academic progress policy include:

- Federal Pell Grant
- Teacher Education Assistance for College and Higher Education Grant (TEACH)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Indiana Frank O'Bannon Grant
- Indiana Evan Bayh 21st Century Scholars Award
- Indiana Adult Student Grant
- Indiana National Guard Supplement

- Indiana Child of Veteran and Public Safety Officer Supplemental Grant (CVO)
- State of Indiana scholarship programs
- Fees Assistance Grant
- Ball State Grant
- Federal Perkins Loan
- Federal Direct Stafford Loan
- Federal Direct Parent PLUS Loan
- Federal Direct Graduate PLUS Loan

Graduate or undergraduate students receiving aid from or intending to apply for aid from any of these programs must demonstrate satisfactory academic progress or face denial of aid from these sources.

Continuing or returning students applying for aid from these programs for the first time must have demonstrated earlier progress in order to receive aid. Satisfactory academic progress is checked each semester. No financial assistance, including Stafford Loans and PLUS Loans, will be reinstated for prior terms in which the student was not in compliance with this policy. Academic clemency does not apply to financial aid.

Satisfactory academic progress for financial aid is defined as:

- maintaining a GPA consistent with university graduation requirements
- staying on pace to graduate
- completing a degree within a maximum time frame Failing to maintain any one of the three progress measures means you cannot receive aid from financial aid programs subject to Satisfactory Academic Progress.

Students can check their academic progress at [MyBSU](#). To check their progress, they will need to follow the directions below.

1. Enter their login information.
2. Select the “SSB-Self Service Banner” button (at the top left).
3. Select “Financial Aid.”
4. Select “Eligibility.”
5. Select the “Academic Progress” tab.

Criteria for SAP

- **Grade Point Average (GPA) Requirement**
A student’s GPA must meet or exceed the [university academic progress policy](#).

The Office of Registration and Academic Progress will notify students if they are placed on probation or denial for failing to maintain the GPA requirements.

If a student is placed on probation, they will have an opportunity to improve their GPA. Failure to do so in the required time frame will result in disqualification from the university.

Academically disqualified students are not eligible for financial aid. Even if they are reinstated by the Office of Registration and Academic Progress through an appeal, they are not automatically eligible for financial aid.

A student can complete a separate appeal for financial aid, but there is no assurance the appeal will be approved simply because they are allowed to re-enroll.

- **Pace to Graduation Requirement**

Students are required to earn 67 percent (without rounding up) of attempted hours to stay on pace to graduate (See below for examples)

Pace is calculated by dividing earned hours by attempted hours. Pace is measured at the end of each semester.

If a student does not meet the pace requirement at the end of a semester, they will be placed on financial aid warning for the following semester. After the warning semester, the student will need to have regained pace (earning 67 percent of cumulative hours attempted) or financial aid will be denied.

Please Note: Students who receive a grade of incomplete because of studying abroad, independent learning courses, or for other reasons may fall below the 67 percent pace requirement. As a result, they may lose their financial aid eligibility until grades and hours earned have been posted for those courses.

EXAMPLES

Example 1: A student enrolled for 12 hours during a first semester of attendance but earned only six hours and had a GPA consistent with university graduation requirements. Although the necessary GPA has been met, pace was not maintained (six cumulative hours earned divided by 12 cumulative hours attempted equals 50 percent). This student would be placed on financial aid warning the following semester.

Example 2: The above student enrolled for and completed 14 hours during the warning semester with a GPA consistent with university graduation requirements. This student is now off financial aid warning because the student regained pace (20 cumulative hours earned divided by 26 cumulative hours attempted equals 76 percent).

Example 3: A student who just finished the warning semester has a pace of 65 percent and a GPA consistent with university graduation requirements. This student would not be eligible for financial aid because pace is not at 67 percent.

- **Maximum Timeframe Requirement**

Students pursuing a bachelor's degree or associate's degree are expected to complete degree requirements within a maximum time frame based on attempted hours (including transfer hours and advanced standing hours).

Students will be ineligible for financial aid once they reach your maximum time frame or it has been determined they cannot complete their degree within this time frame.

This time frame is:

- for students seeking a bachelor's degree – 180 hours
- for students seeking an associate's degree – 90 hours Therefore, eligibility for aid from sources listed previously is limited to the same time frames.

EXCEPTIONS

The following are limited to eight semesters for students who are working on a bachelor's degree:

- Indiana Frank O'Bannon Grant
- Indiana National Guard Supplement
- Indiana 21st Century Scholars Award

The Indiana Child of Veteran and Public Safety Officer Supplemental Grant is limited to 124 attempted hours. Graduate students need to complete their degree within the time frame specified by their academic department.

APPEALS

Students enrolled in a second undergraduate degree program who have reached their maximum time frame will need to appeal. If an appeal is granted, only the hours required to earn the second degree will be used in extending the maximum time frame.

Other important considerations for SAP

- **INCOMPLETES (“I” GRADES)**

Incomplete grades will not count toward progress until such time as the grade and hours earned are posted. At that time, hours completed will count for the period of original registration. If students are denied financial aid due to not maintaining Satisfactory Academic Progress, they may not receive aid retroactively for the term(s) they are attending while finishing the incomplete. They will need to contact the Office of Financial Aid and Scholarships when the final grade is posted by the Registrar’s Office.

- **GRADE CHANGES**

Grade changes need to be reported by the student to the Office of Financial Aid and Scholarships once the grade has been posted by the Registrar’s Office.

- **WITHDRAWALS (“W” GRADES)**

Withdrawals will not count toward progress and, as a result, will negatively affect a student’s pace, as well as count against the maximum time frame.

- **COURSE REPETITIONS**

Course repetitions may have a negative effect on pace and will not extend the maximum time frame established for undergraduate students.

- **ADD/DROP HOURS**

Add/Drop hours are locked in at the end of the add/drop period for purposes of satisfactory academic progress. The add/drop period for fall, spring, and summer semesters ends the fifth day of the semester. The add/drop period for First Summer Semester and Second Summer Semester ends the third day of the semester.

- **TRANSFER AND ADVANCED-STANDING HOURS**

Transfer and advanced-standing hours will count toward both earned and attempted hours. Attempted hours are used in calculating the maximum time frame.

- **PERIODS OF ENROLLMENT WITH NO FINANCIAL AID**

Satisfactory Academic Progress is a measurement of a student’s academic progress regardless of whether or not aid was received in a particular enrollment period.

The full policy regarding SAP can be found on the Office of Financial Aid and Scholarship’s [website](#).

BSU Letter Grades

The university reports and records grades using the plus/minus letter system.

It is the responsibility of the instructor:

- To grade students in accordance with the following grading system:
 - The record of student performance in courses of undergraduate level in Ball State University is indicated by the following system of letters: A, B, C, D, F, FN, and FS. A plus or minus may be appended with the exception of A+, F+, F-, FN+, FN-, FS+, and FS-.
 - "A" represents work of excellent quality and is recorded for students who do outstanding work.
 - "B" represents work of good quality and is recorded for those who do work which is clearly above the average.
 - "C" represents work of average quality and is recorded for students who do average work.
 - "D" represents work which is below average, but above failure.
 - "F" represents work that is not of an acceptable quality.
 - "FN (Non-attendance)" represents a failing grade awarded to a student who did not attend a course (no completed assignments, no exams, no instructor interaction or other documented engagement in an academically-related activity in the course.)
 - "FS (Stopped Attendance)" represents a failing grade awarded to a student who did not officially withdraw but failed to complete a course (i.e., did not take a final exam, stopped attending, etc.) and failed to achieve the course objectives. *Note: Instructors will be required to enter the last date of academic engagement for a student receiving a grade of FS.*
 - A failing grade (F, FN, or FS) is recorded when a student withdraws from a course after the published withdrawal deadline for the semester or term unless, in the judgement of the instructor or college dean, the reasons for withdrawing from the course are such that the student should have a W.
- To keep a record of grades for a minimum of one calendar year.
- To inform the class, very early in the course, the basis on which grades are to be determined.
- To have information available to a student concerning academic progress throughout the course, insofar as possible.
- To provide a student with the opportunity to examine and discuss all of the student's work which has been evaluated by the instructor — tests, papers, reports, special projects, etc.

Quality points are allocated to each recorded grade according to the following scale:

A - F GRADES				
A = 4.000	B+ = 3.333	C+ = 2.333	D+ = 1.333	F = 0.000
A- = 3.667	B = 3.000	C = 2.000	D = 1.000	
	B- = 2.667	C- = 1.667	D- = 0.667	

If a letter grade of C- or below is earned in a course, certain major programs may not accept the grade for their area of study at BSU. **Some courses, i.e. ENG 103, require a letter grade of "C" or higher to be able to register for the next course in sequence, ENG 104.**

Processing Grades

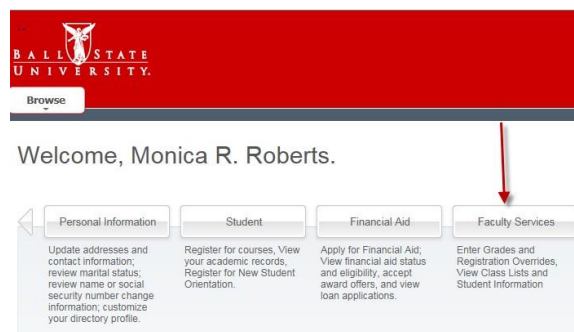
Dual credit grades are posted when the high school class is completed. Courses offered year-long will need to have an “I” (incomplete letter grade) posted to the student’s record in December, through [MyBSU](#), and will be changed to the actual grade when the class is finished. Ball State official grades are posted in December and May.

Classes that end with Ball State’s term will submit grades through Self-Service Banner at [MyBSU](#).

Posting Grades

To Submit Midterm or Final Grades in Self-Service Banner please follow the step-by-step instructions listed below: *(Note: Midterm grades are not required by Dual Credit onsite instructors.)*

1. Go to [MyBSU](#) and enter your username and password.
2. Scroll down to the section labeled **Banner** and click on the link that says ‘**Self-Service Banner (SSB – Old)**’.
3. Select the Faculty Services Tab.



4. Open your Faculty Menu to select the term you want to submit grades for - Term Selection.



5. Select term (Example: Spring 2017) from the drop-down menu and press Submit.

Personal Information Student Financial Aid **Faculty Services**

Select Term

Home > Faculty/Advisor Services > Term Selection

Select a Term: **Spring 2017**

Submit

6. The system will return you to the front page of the Faculty Services tab. you will now need to select the Faculty Menu again, then select CRN Selection to get your course information.

Financial Aid **Faculty Services** Employee Proxy Access Applicant

Student Information Menu Course Catalog & Class Offerings **Faculty Menu** Advisor Menu

- Term Selection
- CRN Selection
- Active Assignments
- Assignment History
- Faculty Detail Schedule
- Week at a Glance
- Summary Class List
- Detail Class List
- Syllabus Information
- Office Hours
- Faculty Grade Summary

Banner Training Materials DegreeWorks for Faculty

7. From here you can use the drop-down menu to select the course you wish to submit grades for.
(If one of your courses isn't listed here, please contact Monica Roberts at 765-285-1724 or mroberts@bsu.edu) to have the missing course added.)

Personal Information Student Financial Aid **Faculty Services** Employee

Select a CRN

Home > Faculty/Advisor Services > CRN Selection

CRN: **ACR 313 1: Ceramics: Hand Building 1, 12997 (5)**

Submit

Enter CRN Directly

8. The system will return you to the front page of the Faculty Services tab. you will now need to enter in the search box the word Grades and select the type of grades you want to submit, Final OR Mid Term Grades from the displayed items.
9. To assign grades for students, select the grade from the drop-down menu under the Grade column.

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

TESTING - Freshman Seminar - ID 101 SDR
 CRN: 17667
 Students Registered: 5

Please submit the grades often. There is a 90 minute time limit starting at 09:26 am on Sep 22, 2016 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 00:59:59	Registration Number
1	SunGard, Test01	SGHE00001	2.000	"Registered" Sep 22, 2016	None	N			11
2	SunGard, Test02	SGHE00002	2.000	"Registered" Sep 22, 2016	A	N			12
3	SunGard, Test03	SGHE00003	2.000	"Registered" Sep 22, 2016	A-	N			13
4	SunGard, Test04	SGHE00004	2.000	"Registered" Sep 22, 2016	B	N			14
5	SunGard, Test05	SGHE00005	2.000	"Registered" Sep 22, 2016	B+	N			15

Submit Reset

Please submit the grades often. There is a 90 minute time limit starting at 09:26 am on Sep 22, 2016 for this page.

- **Items to Note**

Final Grades: Incomplete or "I" grades will automatically populate the completion date when you assign this grade to a student but you will still need to Submit the grade from the Incomplete Final Grades page.

Review and maintain, when allowed, incomplete final grades and extension dates for incomplete grades.

Course Information

TESTING - Freshman Seminar - ID 101 SDR
 CRN: 17667
 Students Registered: 5

Please submit the grades often. There is a 90 minute time limit starting at 09:28 am on Sep 22, 2016 for this page.

The extension date default is May 01, 2017. The extension date may have constraints according to level.

Incomplete Final Grades

Record Number	Student Name	ID	Grade	Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY	Extension Date Constraints
1	SunGard, Test02	SGHE00002	I	N	I	05/01/2017	

Submit Cancel Reset

Please submit the grades often. There is a 90 minute time limit starting at 09:28 am on Sep 22, 2016 for this page.

Final Grades: FS grades require a last day of attendance. Please enter the dates as MM/DD/YYY. If you do not enter the date, **none** of your grades will be submitted or recorded for any students in your course:

⚠ Please submit the grades often. There is a 90 minute time limit starting at 09:27 am on Sep 22, 2016 for this page.

❗ You have errors on the page. Correct the errors to submit all grades for this record set.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-99.99	Registration Number	Errors
1	SunGard, Test01	SGHE00001	2.000	**Registered** Sep 22, 2016	FS	N			11	Last date of attendance required for this grade.
2	SunGard, Test02	SGHE00002	2.000	**Registered** Sep 22, 2016	I	N			12	
3	SunGard, Test03	SGHE00003	2.000	**Registered** Sep 22, 2016	D	N			13	
4	SunGard, Test04	SGHE00004	2.000	**Registered** Sep 22, 2016	B	N			14	
5	SunGard, Test05	SGHE00005	2.000	**Registered** Sep 22, 2016	A	N			15	

Submit Reset

Last Attend Date
MM/DD/YYYY
08/29/2016 x

- **Please Note: For Midterm grades it is only necessary to submit the following: C-, D+, D, D-, F or NC. (Midterm grades are not required to be submitted by Dual Credit onsite instructors.)**

10. After you have assigned the grades select the submit button. It is recommended if you have a large class to submit the grades often to not lose any information.

Home > Faculty/Advisor Services > Final Grades

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

TESTING - Freshman Seminar - ID 101 SDR

CRN: 17667

Students Registered: 5

⚠ Please submit the grades often. There is a 90 minute time limit starting at 09:26 am on Sep 22, 2016 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-99.99	Registration Number
1	SunGard, Test01	SGHE00001	2.000	**Registered** Sep 22, 2016	FS	N			11
2	SunGard, Test02	SGHE00002	2.000	**Registered** Sep 22, 2016	I	N			12
3	SunGard, Test03	SGHE00003	2.000	**Registered** Sep 22, 2016	D	N			13
4	SunGard, Test04	SGHE00004	2.000	**Registered** Sep 22, 2016	B	N			14
5	SunGard, Test05	SGHE00005	2.000	**Registered** Sep 22, 2016	A	N			15

Submit Reset

⚠ Please submit the grades often. There is a 90 minute time limit starting at 09:26 am on Sep 22, 2016 for this page.

- After you submit all the grades for a CRN, you should receive the following message with a green check mark: "Grades successfully processed" for Final Grades. (*The check mark isn't present for Mid-term grades.*)

Final Grades

Home > Faculty/Advisor Services > Final Grades

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

TESTING - Freshman Seminar - ID 101 SDR

CRN: 17667

Students Registered: 5

Please submit the grades often. There is a 90 minute time limit starting at 09:28 am on Sep 22, 2016 for this page.

Grades successfully processed.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0.999-99	Registration Number
1	SunGard, Test01	SGHE00001	2.000	**Registered** Sep 22, 2016	FS	<input checked="" type="checkbox"/> N	09/29/2016		11
2	SunGard, Test02	SGHE00002	2.000	**Registered** Sep 22, 2016	I	<input checked="" type="checkbox"/> N			12
3	SunGard, Test03	SGHE00003	2.000	**Registered** Sep 22, 2016	D	<input checked="" type="checkbox"/> N			13
4	SunGard, Test04	SGHE00004	2.000	**Registered** Sep 22, 2016	B	<input checked="" type="checkbox"/> N			14
5	SunGard, Test05	SGHE00005	2.000	**Registered** Sep 22, 2016	A	<input checked="" type="checkbox"/> N			15

Submit Reset

- You will be able to make changes on the grades you have submitted until the grade submission window closes: If you receive the message shown below the grade submission deadline has passed.

BALL STATE UNIVERSITY.

Browse

Personal Information Student Financial Aid Faculty Services

Mid Term Grades

Home > Faculty/Advisor Services > Mid-Term Grades

The Mid-Term Grade Worksheet is unavailable.

- If you have different sections to assign grades for, you will need to select the new section. Either return to step 7 or at the bottom of Mid-Term or Final grades pages select the CRN Selection link.

Submit Reset

Please submit the grades often. There is a 90 minute time limit starting at 10:58 am on Sep 19, 2016 for this page.

Term Selection ■ CRN Selection ■ Class List ■ Faculty Detail Schedule ■ Mid Term Grades ■ Student Menu ■ Summary Class List

14. Select the new course:

Select a CRN

Home > Faculty/Advisor Services > CRN Selection

CRN:

Submit

Enter CRN Directly

ACR 313 1: Ceramics: Hand Building 1, 12997 (5)

COMM 210 101: Fundamentals of Public Comm, 13514 (10)

DANC 100 810: Intro to Dance History, 20309 (16)

EDEL 260 1: EC Curriculum and Instruction, 14083 (10)

FCFA 202 1: Fit Intermed Apparel Construct, 14597 (10)

15. Repeat until all grades are submitted.

Please Note: After Final Grade Submission closes, there will be a short time while the Registrar's Office is processing grades where you will not be able to see your submitted final grades. Once Final Grade processing is complete, you will be able to return to the Final Grade tab and see the grades that were submitted and rolled to the student's academic history.

Sample:

Final Grades

Home > Faculty/Advisor Services > Final Grades

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

TESTING - Freshman Seminar - ID 101 SDR

CRN: 17667

Students Registered: 5

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0.999-99	Registration Number
1	SunGard, Test01	SGHE00001	2.000	**Registered** Sep 22, 2016	FS	Y	08/29/2016	None	11
2	SunGard, Test02	SGHE00002	2.000	**Registered** Sep 22, 2016	I	Y	None	None	12
3	SunGard, Test03	SGHE00003	2.000	**Registered** Sep 22, 2016	D	Y	None	None	13
4	SunGard, Test04	SGHE00004	2.000	**Registered** Sep 22, 2016	B	Y	None	None	14
5	SunGard, Test05	SGHE00005	2.000	**Registered** Sep 22, 2016	A	Y	None	None	15

Term Selection ■ CRN Selection ■ Class List ■ Faculty Detail Schedule ■ Mid Term Grades ■ Student Menu ■ Summary Class List

Class List for Verification

It is the responsibility of the instructor to ensure the BSU class list in Self-Service Banner matches the high school list.

Instructions to obtain your BSU class list in Self-Service Banner:

- Go to [MyBSU](#) and sign in with your Ball State username and password
- Scroll down to the section labeled **Banner** and click on the link that says **Self-Service Banner (SSB Old)**
- Click on the **Faculty Services** button
- Click on the **Faculty Menu** tab
- Click **Term Selection** and then select the term your class started (fall or spring)

- Click on the **Faculty Menu** tab
- Click **Summary Class List**
- CRN Selection – Your assigned class CRN should be listed; or type in your course CRN (i.e. 17389)

Change of Grade

If a situation occurs that a grade needs corrected, notify the Ball State Dual Credit staff. We will work with you to ensure the grade change request is made with the Registrar's office.

Evaluations

The National Alliance of Concurrent Enrollment Partnerships (NACEP) certification requires the following evaluations/assessments.

The Office of Institutional Research and Decision Support will conduct the end-of-term course evaluations, for current students, on behalf of the Dual Credit Program prior to finals week for onsite and online classes. These evaluations are sent to the student's BSU email address.

The Dual Credit Program administers all other evaluations through the University's institutionally-adopted survey tool and assessment instrument, called Qualtrics. These evaluations will be sent to the student's personal email address and/or the high school administrator's email address.

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

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

A *Senior College Student Evaluation* will be conducted during every student's expected senior year in college. The objective is to gain knowledge about the transferability of the courses and how beneficial the courses were to the students throughout their college experiences.

An *Instructor Evaluation* will be conducted at the end of the school year. The objective is to learn how satisfied the instructors were with their teaching experience and with the administration of the program. This evaluation should also provide insight into how beneficial the course(s) were to the students and the school.

A *Principal Evaluation* will be conducted at the end of every year with the objective of learning how valuable the concurrent enrollment program is for the students and the school. Also, this evaluation aims to gain insight on how the Dual Credit Program can provide better service to the school.

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

Student Information

Why Dual Credit?

There are many benefits to a student taking dual credit courses:

- Allows students to receive high school and college credit simultaneously.
- Minimizes duplication of course content taken in high school and in college.
- Permits high school students to accumulate credits before entering college so they can graduate from college early or on time.
- Provides high school students with a wider range of courses, thus giving them an opportunity to complete general education courses required at most colleges.
- Allows students to explore different fields before declaring a major.
- Facilitates a seamless transition from high school to college. Students can get a taste of what college is like without feeling overwhelmed by a new environment. They can see how their high school classes compare to college courses and how college professors differ from high school teachers.
- Can engage high school juniors and seniors with rigorous coursework throughout their last two years of high school.
- Lowers the cost of a post-secondary education.

Program Requirements

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

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

Students cannot exceed 15 credit hours of concurrent enrollment courses unless an exception is established by the Division of Online and Strategic Learning at BSU. The Dual Credit office makes approval decisions for students who wish to exceed 15 credit hours.

Students must be admitted in order to receive college credit. Failure to complete the Dual Credit Program's admission and registration process may result in the student not receiving college credit. Instructors are encouraged to check their BSU Banner roster to see who has successfully completed requirements and are officially registered to receive college credit for their course(s).

Courses

A list of onsite and online dual credit courses offered are available on the [Ball State Dual Credit website](#).

Admission/Registration General Information

Ball State University's Dual Credit Program has two processes that students must complete, an application for admission and a registration process. *Failure to complete Ball State Dual Credit's entire admission and registration process may result in the student not receiving college credit for their dual credit courses.*

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

Admission Process

Students will be required to complete an online application for admission through Slate, the University's online application system. This will prepare students for the college admissions process, as this is the same program that Ball State utilizes for all undergraduate and graduate students. It will also create a near paperless system, which is more secure for all. Students will be required to apply for admission to the dual credit program each academic year. Additional admission information can be found on the [Ball State Dual Credit website](#).

The [High School Parent/School Permissions form](#) will be required and is a paper form that needs signed and uploaded in to Slate. It can be uploaded by the student, the school counselor or emailed to dualcredit@bsu.edu.

- Counselors can register for access in Slate. This will provide them the ability to view their student's information and status, as well as to upload the permission forms for their students. Visit our Slate for High School Counselors [webpage](#) and click on the 'Learn More About Slate' button to get started!

Registration Process

Students will be required to register, once admitted, through our online registration system called Self-Service Banner, which can be accessed through [MyBSU](#). This registration system is used by all University students, which is a great learning experience for students who plan on pursuing a college career after high school. Students will be required to register for their dual credit courses each semester, during the designated registration period.

Ball State Username and Password/Email Account

Students have two-email accounts, their Ball State email account and the personal email account used to apply for admission. The Ball State email address is also the student's Ball State username and will end in @bsu.edu. It is assigned to the student from the University. The student's personal email account is also called their Lifeline.

With the Lifeline, students are able to reset their own password by going to www.bsu.edu/password - click on "Forgot Password" (top right of the page) and type in their Ball State username. An email is sent to their Lifeline. It contains a Key Code and a URL. Click on the URL, enter the Key Code, and submit. A second email is sent to the Lifeline with the new Ball State password. A token is sent to students so they may create their own password. If the student does not receive the email with the key code and URL in their personal email account they will need to contact the Technology HelpDesk at 765-285-1517. The student must provide their name and let the HelpDesk know they are a dual credit student.

Required Forms

Students are required to submit the High School and Parent Permission Form as part of the admissions process. The form can be uploaded by the student in to the Slate application portal, uploaded by the counselor in to the Slate application portal or emailed to dualcredit@bsu.edu.

- **High School /Parent/Guardian Permission Form**

The [High School/Parent Permission Form](#) is required with signatures to satisfy the approval requirements. The form has a spot for the school to approve the student taking dual credit classes and that they have met the prerequisites. It will also allow the school to verify if the student is on the Free and Reduced Lunch program. The parent/guardian signature acknowledges the financial obligations.

Billing/Payment Methods

A bill is sent to the home address with a due date of the first of the following month. Payment can be made using the eBill option through the student's Self-Service Banner access (<https://my.bsu.edu>). Students should sign in with their Ball State username and password, click "Self-Service Banner" - "Student" and "eBill" tabs.

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

- **Online** - Log into eBill and pay your bill using either of the following options.
 - **ECHECK** – Use the account and routing numbers for a valid checking or savings account. No fee is charged to use this option.
 - **CREDIT CARD** – Log into eBill and pay your bill using credit card payment. We only accept card payments online, not in person. The payment will include an additional 2.75 percent convenience fee.
- **Mail** – Mail a check to the following address: Ball State University, Office of Student Financial Services, Lucina Hall, Room B32, Muncie, IN 47306. Please be sure to include the student ID number.
- **In person** – You may pay your bill in person with any of the following: cash, check, money order, or cashier's check. Please bring your payment to: Lucina Hall, Room B32.

Free and Reduced Lunch Tuition Waiver

Academically qualified students who are also eligible for free or reduced lunch may enroll in Ball State dual credit courses at no cost. The Ball State Dual Credit Office will verify with the local school district. Once verified, tuition will be waived. If eligibility is not verified by the school district, students will be billed the full cost of the class. If a student is on free/reduced lunch and receives a bill, they should contact the Ball State Dual Credit Office.

Textbook costs are not waived for those on free and reduced lunch.

Administrative Holds

It is the policy and procedure of Ball State University to allow a department to place a hold on the education record of a student. A hold from the Office of Student Financial Services (formerly called the Bursar's office) means that a financial obligation (i.e. library fees, tuition, parking fees, etc.) has not been met. Check your eBill for the amount you need to pay. Until your past due balance is paid in full, the hold will prevent the student from registering for classes, obtaining a transcript or diploma, making a change to a schedule or processing an application for admission. If a bill remains unpaid it will be sent to collections.

View Final Grades

Students can view their final grades online at [MyBSU](#) by following the instructions [here](#).

Grades are available five days after Ball State's term ends. Spring term grades are viewable by mid-June.

Transcripts

The grade earned in a student's dual credit course(s) will be entered on an official Ball State transcript. **It is the responsibility of the student to check their Ball State University transcript after each term to ensure proper credit was received for the completed dual credit course(s).**

Student enrolled in the current Ball State's Term

Students presently enrolled in the current Ball State term can request up to 10 free paper transcripts for up to 60 days past the end of the Ball State term. Instructions are linked [here](#).

Students enrolled in Previous or Former Ball State Term (Including full year classes)

There is a fee for each transcript. Instructions are linked [here](#).

Transcripts will be mailed unless requested otherwise. There is a fee for electronic mailing. If a student needs further assistance requesting a transcript, they should contact the Registrar and Enrollment Services Office at 765-285-1970.

Dropping or Withdrawing

Enrolling in a college course is a significant academic and financial commitment. Students and parents should seriously consider student obligations prior to enrollment.

The grade earned in the student's dual credit course will be recorded on an official Ball State University transcript, regardless of what it is, unless timely action is taken to drop or withdraw from the course.

The following are guidelines surrounding the drop/withdrawal policy:

1. Student should email Nancy Day at nday@bsu.edu to request a drop/withdraw from their class.
 - a. Dropping/withdrawing from the class at the high school does not complete the request with the Ball State Dual Credit office. If the student does not email Nancy Day, as instructed, they risk earning a failing grade as they will still have a BSU grade recorded since they failed to contact the BSU Dual Credit office.
2. Drops occur only during the first week of Ball State fall and spring terms. A drop removes the class from the student's schedule and eBill. It will not appear on a Ball State transcript.
3. Withdrawals start the second week of Ball State fall and spring terms and run through week ten. Withdrawals during this time will be documented on a Ball State transcript with a "W" letter grade. A portion of the class cost will be owed, based on the week the withdrawal is requested.
4. Withdrawals are not official until the Dual Credit Office is notified (the student will continue to be billed and liable for any additional fees that may be charged).
5. Charges may still be associated with the class due to the refund percentage timeframe (see section titled "Refunds" below).
6. Upon processing of the drop/withdrawal request, the student, instructor and counselor will be notified.
7. The transcript will show a "W" for a withdrawal, but it will not affect the student's grade point average, (it may, however, affect their Student Academic Progress).

Refunds

1. Drops – 100% refund the first week of Ball State fall and spring terms.
2. Withdrawals – start the second week with a reduced weekly percentage through the first eight weeks of the term.
3. High school courses which run the full high school term will follow the fall refund schedule.
4. The last day to withdraw from a class is the end of the 10th week.
5. Ball State's Dual Credit refund schedule can be found on our [website](#).

Student Policies

Code of Student Rights and Responsibilities

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

Title IX Policy

Ball State University is committed to establishing and maintaining an effective, safe, and nondiscriminatory educational environment in which all individuals are treated with respect and dignity. For information about Ball State University's Interim Title IX Policy and Procedures, please visit our [website](#). Please note that the University's policy and procedures have undergone significant revisions starting with the 2020-21 school year and ongoing.

Consistent with the University's Notice of Nondiscrimination and in accordance with the U.S. Department of Education's implementing regulations for Title IX of the Education Amendments of 1972 ("Title IX"), Ball State University prohibits sexual harassment that occurs within its education programs and activities. This prohibition extends to all applicants for admission or employment and to all students (any status) and all employees (any status). An individual who is found to have committed sexual harassment in violation of this policy is subject to the full range of University discipline, up to and including termination of employment or expulsion. The University will provide persons who have experienced sexual harassment with ongoing remedies as reasonably necessary to restore or preserve access to the University's education program and activities.

Inquiries concerning the specific application of Title IX at Ball State should be directed to Ms. Katie Slabaugh, Associate Dean of Students/Title IX Coordinator in the Frank A. Bracken Administration Building, room 238, 765-285-1545, kslabaugh@bsu.edu. Persons can also contact the U.S. Department of Education Office for Civil Rights, Washington, D.C. 20202-1328, 1-800-421-3481, ocr@ed.gov.

Student Academic Ethics Policy

Actions which include but are not limited to cheating, plagiarism, falsely claiming to have completed work, cooperating with another person in academic dishonesty, knowingly destroying or altering another student's work, or attempting to commit an act of academic dishonesty that violates the Student Academic Ethics Policy (<http://www.bsu.edu/associateprovost/academicethics>).

The consequences of academic dishonesty are determined on a case-by-case basis by each instructor and may include but are not limited to one or more of the following academic sanctions: informal meeting, removal from dual credit course, dismissal from the university, or other appropriate consequence.

Family Educational Rights and Privacy Act (FERPA)

Students who are currently enrolled or formerly enrolled, regardless of their age, are subject to the Family Educational Right and Privacy Act (FERPA). The law, also known as the Buckley Amendment, was passed by Congress in 1974.

FERPA grants four specific rights to students:

- See the information that Ball State has concerning the student
- Seek to amend those records and, in certain cases, append a statement to the record
- Consent to disclosure of his or her records
- File a complaint with the Department of Education Compliance Office in Washington, DC

The only student information the university may release is called directory information (name, phone, address, enrollment status, etc.). If the student would like others to have access to their information regarding registration, financial aid, fee payments, etc., please refer them to the Proxy section in Self-Service Banner (SSB), available through MyBSU (my.bsu.edu).

To read the full FERPA policy, student's should visit the [Registrar's website](#).

Disability Services

If a student needs course adaptations or accommodations because of a disability, please have them contact our office as soon as possible. The [Office of Disability Services](#) coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Diversity Statement

Ball State University aspires to be a university that attracts and retains a diverse faculty, staff and student body. We are committed to ensuring that all members of the campus community are welcome through our practice of valuing the various experiences and world views of those we serve. We promote a culture of respect and civil discourse as evident in our [Beneficence Pledge](#). For Bias Incident Response information, go to <http://cms.bsu.edu/campuslife/multiculturalcenter/bias-incident-reporting> or email mc2@bsu.edu.

Resources for Dual Credit Students

Ball State Dual Credit Program Website

Direct your student to additional information on our website at www.bsu.edu/dualcredit.

Ball State Email Account

As a Ball State Dual Credit student they will be assigned a Ball State username. Once they've received this information they will have access to their BSU email account, which can be accessed at www.bsu.edu/webmail. Students should check their BSU email daily.

Ball State ID Card

The Ball State ID card is an official form of identification for a student while they are at Ball State. It has their full name, role (student, employee, vendor, etc.), and photo. They will use it for many important services such as building access, athletic events, and much more. Students, faculty, staff, other affiliates, and vendors that are frequently on campus all need to have a Ball State ID card. **All on-campus Ball State ID card services are located in the ID Card Office, located in Bracken Library, Room BL001.**

Students may obtain a Ball State ID Card in the mail by providing the ID Card Office with some information and [an acceptable photo](#). Once they have an acceptable photo available, they should send an email with the photo attached to idphoto@bsu.edu and include the following information:

- Subject Line containing the student's full name and class level (Example: Joe Smith – Dual Credit Student)
- Message Text containing:
 - Their Ball State ID Number
 - Their mailing address
 - A telephone number where they can be reached if the ID Card Office needs to contact them
- Attach their photo (follow the [Ball State ID Card Photo Requirements](#) to take the photo)

The ID Card Office will verify that the student has registered for classes, review their identification email, and mail their Ball State ID Card to the address they provided.

BSU ID Number

This is unique identification number generated for the student. A Ball State username and password is required to be able to view their BSU ID number. It can be viewed at <https://my.bsu.edu>. Instructions can be found [here](#).

Canvas

Canvas is a learning management system (LMS) that supports Ball State online dual credit courses. Students are able to share course materials and activities, discuss, chat, submit course content, find syllabi, and access announcements.

Students can access Canvas through their [Self-Service Banner](#), after logging in. Canvas works best with the Chrome browser. To familiarize themselves with Canvas, students can view the [Canvas Student Orientation](#).

Clearpath

Clearpath is an advising tool that uses career and personality assessments to help students explore how Ball State Dual Credit courses can define their educational path. Student can engage, learn, and explore with this interactive tool. A link to Clearpath can be found on the Dual Credit [homepage](#).

Communication (COMM) Center

As a Ball State student, students will be sent on-campus information. To manage your subscriptions, go to the [Communication Center webpage](#) and click on 'Manage Subscriptions'.

Computer labs

For general computer use, students may use computers in Bracken Library for computing needs such as accessing webmail or web browsing. *An ID may be required for entry in to the computer lab.*

For students without access to a computer to take a Respondus Monitor test, they may do so beginning October 12, 2022, in the new Student Technology Suites in the Ball Communications building, room BC194. Information Technology recommends students install Respondus Monitor which allows students to take a Canvas quiz/test in the location of their choice, at a time that works best for them, using their own computer. To learn more about how to install and use the Respondus Monitor software, students should review this Technology Helpdesk Knowledge Base article to [learn how to install Respondus Monitor on your computer](#).

Counseling Services

The Counseling Practicum Clinic offers counseling services to people in Muncie and the surrounding area. Counseling and counseling psychology graduate students work with clients under the supervision of licensed psychologists and counselors.

Payment is expected at the time services are rendered. Cost is \$10 per session. No client will be denied services because of the inability to pay. To make an initial appointment, students should call the clinic and complete a 15-20 minute telephone interview. For more information visit the [Counseling Practicum Clinic's website](#).

Course Transferability

Credit earned under the Dual Credit Program are recorded as if the course(s) were taken on the Ball State campus; therefore, they would apply toward a degree at Ball State University or transferred to other designated colleges or universities as listed on the CTL. The Onsite and Online classes list, found on our website, shows the Ball State University courses offered through dual credit and are annotated with a (Y) if they are on the CTL.

Students need to verify transferability with their respective schools to determine if the course is accepted as part of their major or as an elective. Ultimately, the transfer value of credits earned through dual credit rests with the institution where the student wants to transfer the credit. It is each college or university's right to accept or decline credits from other institutions. Before enrolling in Ball State dual credit courses, students are strongly encouraged to investigate transferability issues with the colleges and/or universities they are interested in attending. We recommend that students retain the course syllabus and save major class assignments for every dual credit course they wish to transfer, in case someone at their intended college or

university questions the equivalency of the course. Learning that a course does not transfer or will not fit into their course load does not merit a refund.

Indiana Diploma Requirements

Depending on the type of diploma a student is attempting to earn, it is possible that credits earned through a dual credit program may be required. Students are encouraged to view diploma requirements on Indiana's [webpage](#).

Library

The Bracken Library on the Ball State campus offers unparalleled resources. The library provides valuable online resources through electronic databases found at (<http://bsu.edu/library/>). View the [resource page](#) or the [video](#) created especially for Dual Credit students and teachers.

Students can visit the library on campus to use computer labs and access resources for their classes. *An ID card and one additional form of ID, i.e. school ID, state ID or DL, may be required for library services and to check out materials.*

MyBSU

Students have access to the online Ball State student portal called [MyBSU](#). The University username, provided as part of the admissions process, is required to login to MyBSU. **They will need to use MyBSU for the following:**

- To view grades at the end of the term and/or academic year.
- To pay their ebill.
- To access their unofficial transcript for course planning.
- To request their official BSU transcript to begin the process of transferring credits earned as a dual credit student.
- To access their free BSU student email account (which can be forwarded to their personal email).

Myers-Briggs Personality Assessment

Students that are unsure of which career path or major to explore as an undergraduate student, can use the Myers-Briggs Personality Assessment. This test uses scientifically-based insights to categorize personalities into 16 possible types and identifies common behaviors. The end result means that the student will understand themselves better so they can make a career choice that best fits their personality. Visit the [Myers-Briggs webpage](#) for additional information and/or to access the test. Refer students to the "free assessment" option.

Technology HelpDesk

Ball State's Technology HelpDesk provides full-service support via phone and chat for students. Staff members can help students with questions related to Canvas, Duo Authentication, username and password, and the student's Ball State email account. The HelpDesk may be contacted at 765-285-1517 or toll-free at 866-771-3276. Additional information and the chat feature can be found on their [webpage](#).

TransferIn Home (Indiana Core Transfer Library)

Indiana developed the [Core Transfer Library \(CTL\)](#), which was created to help students transfer credit among Indiana's public institutions and some independent colleges, **assuming adequate grades**. The website www.transferin.net provides additional information about the transferability of courses. Remember that dual credit courses not included in the CTL will likely transfer to other public and many other independent institutions; the student should check with their college of choice prior to enrolling in the course though.

Tutoring Services

The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. Unvaccinated students are required to wear masks and practice physical distancing in the Learning Center.

To make an appointment, students should call the Learning Center and let them know they are a Ball State Dual Credit student needing to make an appointment.

Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center. Supplemental Instruction is available in select courses.

For more information about all of the Learning Center's programming, visit bsu.edu/learningcenter or call 765-285-1006. Follow them on Instagram: BallStateLC.

Udemy Business

As a Ball State student, they can find thousands of free video tutorials to make their academic projects stand out. They can learn a new application or get a refresher course on basic skills that they will need as a future college student. Additional information about Udemy, including instructions on how to access, can be found [here](#).

Undergraduate Admission Application Fee Waiver

Students who take a Ball State dual credit course are eligible for a fee waiver for their undergraduate application fee, meaning they can apply to Ball State University for free. In addition to receiving the application fee waiver, the student will also receive priority admission status. This means that they will receive an admission decision within three weeks of the University receiving all the required application materials from the student. Students can learn more about admission as an undergraduate student on the [Admission's webpage](#).

WellTrack Interactive Self-Help Therapy

WellTrack is a self-help program specifically designed for help with stress, anxiety, and depression. The program is online/mobile and self-directed. It allows students to identify goals and learn powerful strategies to improve mental health. It is FREE and available to all Ball State University students. To access WellTrack, students will need to go to <https://bsu.welltrack.com/> and sign up using their @bsu.edu email address.

Writing Center

All writers improve with practice and feedback, so as a Ball State student, they are encouraged to use the Writing Center (in Robert Bell 295, Bracken Library, or online) to get additional feedback on their writing. To schedule a free appointment to discuss your writing, students should go to www.bsu.edu/writingcenter. Online and in-person appointments are available seven days a week; however, plan ahead because appointments book quickly!

Connect with Us



Dual Credit Program
Ball State University
Teacher's College Room 708
Muncie, IN 47306
Phone: (765) 285-1581
E-mail: dualcredit@bsu.edu



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Nancy Day
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