



METROPOLITAN COMMUNITY COLLEGE

Blue River | Longview | Maple Woods | Online | Penn Valley

**Metropolitan Community College
Dual Credit - College Acceleration Program Handbook
2023-2024**

*Preparing students, serving communities,
creating opportunities for all.*

[College Acceleration Program \(mccck.edu\)](https://mccck.edu)



METROPOLITAN COMMUNITY COLLEGE



Get on the fast-track to a college education!

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MCC Purpose

MCC provides high-performing high school students with challenging, high-quality, coursework. College level courses also enrich and extend the high school curriculum, provide introductory college academic experiences, and help students accelerate their progress toward and reduce the cost of earning college degrees. MCC's College Acceleration Program (CAP) helps to avoid unnecessary duplication in coursework as students move from high school to college. Providing college level coursework serves our mission to prepare students.

MCC Standards and Transferability

MCC adheres strictly to guidelines and standards for dual credit courses published by the Missouri Coordinating Board for Higher Education (CBHE). These standards address such issues as student eligibility requirements, teacher qualifications set by HLC, and college oversight of dual credit courses. By ensuring compliance with these standards, MCC ensures that the dual credit courses it offers in partnership with high schools will be accepted in transfer at Missouri colleges and universities like the same courses taken on one of our campuses. Many students have found that CAP courses may also transfer to out-of-state colleges and universities, both public and private; however, MCC can only guarantee dual credit course transfer to Missouri institutions under the jurisdiction of CBHE. The Vice Chancellor of Instruction/Chief Academic Officer is responsible for confirming that we meet the Coordinating Board for Higher Education (CBHE) guidelines and that MCC fully complies with CBHE guidelines on dual credit.

MCC Contacts

Contacts for each campus are found in Appendix A.

College Course Options for High School Students

DUAL CREDIT

High School students take a college course while in high school and earn credit at both the high school and MCC.

DUAL ENROLLMENT

High school students take a college course taught by an MCC instructor through MCC Online or at an MCC campus while completing high school credits at the same time. Most of dual enrolled students will earn credit at the high school and the college; check with the high school counselor to confirm the high school credit.

EARLY COLLEGE ACADEMIES

High school students participate in a coordinated and structured opportunity to complete a full credential by the time they graduate from high school. These programs provide students with the chance to explore various fields of study and career paths, helping them make more informed decisions about their future academic and professional pursuits.

Partnership Agreement

The Missouri Department of Education “encourages and supports partnerships between secondary schools and public two-year colleges including such initiatives as dual credit which allow secondary students to receive both high school and college-level credit for college-level courses” and provides the rules and regulations for partnership agreements. Statutory authority resides in RSM 167.2231.

Metropolitan Community College has partnership agreements in place for dual credit participants. Reasonable attempts to accommodate high school block/AB scheduling will be made. Classes run according to college calendar, guidelines, and specifications.

Student Eligibility

Students enrolled in CAP courses that are intended to transfer to other colleges and universities in the state must meet the higher eligibility requirements for enrollment in college courses established by the Missouri Coordinating Board for Higher Education (CBHE). These include minimum grade point average requirements, satisfactory scores on subject matter tests, and the recommendation of the high school principal and/or counselor. And, as is true for all MCC college students, they must meet all prerequisite requirements for any specific course such as minimum placement scores in Math, English, and Reading.

*See Appendix B for specific placement scores. Students should have English, Math, Read scores.

Eligibility requirements include:

- Juniors and Seniors with a 3.0+ cumulative GPA are eligible without a letter of recommendation.
- Juniors or Seniors must have a 2.5 -2.99 cumulative GPA (requires signature of high school Dual Credit Counselor and Parent on “Intent to Enroll” [ITE] form and a letter of recommendation from principal or counselor). The signed ITE form and the letter of recommendation is submitted to the Office of Academic Affairs for review and recommendation by the Executive Director of Curriculum and Student Learning and then final review and approval or rejection by the Chief Academic Officer.
- Sophomores must have a 3.0 cumulative GPA AND signature of HS DC Counselor and Parent on ITE and recommendation letters from the principal and school counselor.
- Freshmen must have a 3.0 cumulative GPA AND a composite score at the national 90th percentile or above on the ACT or SAT and signature of HS DC Counselor and Parent on ITE, and recommendation letters from the principal and school counselor.
- ACT or college placement exam scores within the eligibility range.

*Note: GPA calculation is unweighted

Student Enrollment Process

Step 1: Students talk to their HS counselor to see options

Dual enrollment is available to all students while some schools also have dual credit and/or early college academy opportunities. For home-school students, call (816) 604-1000 and ask to speak with the admissions office at the campus of interest, and they will assist with course selection and eligibility.

Step 2: New students apply to MCC Online Application (mcckc.edu)

Applying for admission is free and only takes a few minutes. When students apply, their MCC Student ID is generated which they will need if for testing and for the enrollment process. When they apply, they should provide a personal email to receive their MCC Student ID and temporary password. Providing an SSN number in their application allows them to create their own password. If they do not receive this email, they should contact (816) 604-1000 for assistance.

Step 3: New Students take the Accuplacer placement test or use ACT scores (good for 3 years)

- New students may enroll in one course without a placement score (If the course selected does not have a score requirement such as Math or English).
- To enroll in additional courses, students need either the ACT or Accuplacer score. Contact your high school counselor to sign up for your testing date at the high school or students can test on campus on a walk-in basis. Students must have a photo ID, preferably a government issued ID but a high school ID will also work or visit [Testing Centers and Placement Information](#).
- **All students will need either an ACT or an Accuplacer score. Students complete the portion of the Accuplacer (English, Math, Read) needed for the class they are enrolling in.**
- Required placement scores are found in Appendix B

Step 4: Students Enroll

- Dual credit students (courses at a high school) will receive a link to an online enrollment form through their high school email. Students select their courses and also:
 - Complete a Student Consent to Release Information form (FERPA)
 - Email a copy of ACT scores to your high school Admission Office if you have it. Accuplacer scores can be accessed by MCC staff.
- For Dual Enrollment and early college academies, students may need to attend an enrollment session or meet with an academic advisor for enrollment assistance
- If a student is under 16 and wants to take an MCC course on campus, he/she will need to meet with the Student Success Manager at the MCC campus of interest. *

***Note:** Students enrolled in dual credit at their high school have later due dates. Due dates will be included in their enrollment packets.

Step 5: Students pay for classes

- High school students pay only 50% of the tuition cost. Visit [Tuition and Fees - MCC Kansas City \(mcckc.edu\)](https://www.mcckc.edu/tuition-fees) to find your rate and then cut that in half! Payment options are available including monthly installments. You can call 816-604-1000 for more information on a payment plan. MCC will mail statements or invoices to your home address. Please note: *If your high school has a program or scholarship set up for dual credit courses please be sure to check with your counselor if payment is the student's responsibility.*
- Students who register for classes are required to pay their tuition and fees by the deadline posted at [Tuition and Fees Payment Options - MCC Kansas City \(mcckc.edu\)](https://www.mcckc.edu/tuition-fees-payment-options) Students who do not pay account balances by the applicable payment deadline are subject to courses being dropped for non-payment.
- Checks returned by the bank as Insufficient are deposited a second time. If the check is returned again, the MCC account is placed on restriction and is charged the amount of the check plus a \$25 fee. Students on restriction cannot enroll, receive grades and/or transcripts.

Step 6: Students Attend classes

Dropping or Withdrawing from a Course

Withdrawing is a formal withdrawal from a course. It is done by the withdrawal date included in the enrollment packet and shows as a “W” on the student’s transcript. This shows the course was attempted, but it does not factor into the student’s grade point average.

If a student wishes to drop a dual credit course and not be charged, a withdrawal form must be completed and submitted to the dual credit coordinator, advisor, or high school counselor before the dual credit payment deadline of October 15th for the fall semester and March 15th for the spring semester. After the deadline, the student will be responsible for the full cost of the course.

If the student wishes to withdraw from a course and not receive a course grade, a withdrawal form must be submitted to the dual credit coordinator by the academic assessment deadline in the first 75% of the term. A “W” will be posted on the official college transcript. Students should be aware that transcribed Ws can negatively affect financial aid eligibility in the future.

Grades: How are dual credit final grades recorded?

Final grades for dual credit courses will be reflected on both the student’s high school transcript and on the student’s permanent college record. Because dual credit coursework becomes a permanent part of the student’s college transcript, it is important for students to fully apply themselves in these courses.

College grades earned under dual credit are permanent and cannot be removed from a student's academic record.

Transcript Requests

Students may request an official MCC transcript online through their myMCCKC Student Center portal. Mailed transcripts are free of charge. Electronic transcripts can also be ordered through the National Student Clearinghouse. Please visit [Transcripts - Metropolitan Community College, Kansas City \(mccckc.edu\)](https://www.mccckc.edu/transcripts).

Tuition

The Board of Trustees of Metropolitan Community College annually sets tuition and fees for all MCC courses and programs. MCC charges dual credit students at any area high school according to the same predetermined schedule of tuition and fees. Dual credit tuition and fees may be different from those set for on-campus courses, but they are the same at all high schools. MCC administration monitors costs in dual credit programs and sets tuition and fees in direct relationship to these costs.

Enrollment for dual credit courses is arranged by the high school. College tuition is paid to Metropolitan Community College at the rate of half of the cost of attending courses on one of the MCC campuses. The school or the student will be billed as established in the dual credit agreement.

For more information on tuition and fees for all of the MCC campuses, please go to [Tuition and Fees - MCC Kansas City \(mccckc.edu\)](https://www.mccckc.edu/tuition). The amount of tuition depends on where a student resides, in district, out of district, or out of state.

“In-District” Rate

If the student is a resident of any of the following school districts:

Belton	Kansas City
Blue Springs	Lee's Summit
Center	Liberty
Fort Osage	North Kansas City
Grain Valley	Oak Grove
Grand view	Park Hill
Hickman Mills	Raytown
Independence	

Dual Credit Program Structure

Course Offerings

Working with the high school counselors, the MCC Dual Credit Coordinators will confirm course lists in advance of course offerings. High schools should fill out a new course form for any new courses. New instructors at the high school need to begin the approval and hiring process one semester in advance of when they plan to teach. See Appendix E for the timeline to identify courses offered and get new instructors approved before the start of a semester.

Course Rigor

District policies ensure that course content and course requirements of dual credit courses are directly comparable to the same courses taught on the college campuses. The course syllabus and content are approved by MCC to ensure academic rigor. The courses are taught by high school instructors with the same credentials as any MCC qualified instructor.

Support for Dual Credit Courses

At MCC, responsibility for dual credit courses rests with the same academic administration that is responsible for all credit courses delivered on the college campuses. MCC administrators collaborate to ensure appropriate coordination in the delivery of dual credit courses across the district, including setting deadlines for approving new dual credit courses and those offered via non-traditional delivery mechanisms, developing common marketing and communications materials, and monitoring uniform implementation of dual credit policies and procedures.

Roles and Responsibilities

The Vice Chancellor of Instruction/Chief Academic Officer is responsible for:

- Providing assurance documents to the Coordinating Board for Higher Education (CBHE) that MCC is in full compliance with the CBHE guidelines on dual credit.
- Submitting an annual report verifying MCC's compliance with state policy guidelines.
- Providing final approval of new instructor qualifications.

The Deans of Instructions are responsible for:

- Ensuring the quality and supervising the delivery of dual credit courses.
- Ensuring that dual credit courses duplicate as closely as possible the same courses offered on the college campus.
- Certifying dual credit faculty to ensure the same qualifications are met as are required of adjunct faculty to teach the same courses on campus.

Division Chairs are responsible for:

- The collaboration, design and delivery of dual credit courses in much the same way that they collaborate in designing and delivering on-campus credit courses.

Discipline Dual Credit Faculty Coordinators/Mentors are responsible for:

- Providing support and assistance in offering the dual credit course and in ensuring that dual credit courses are equivalent to the same courses offered on the college campus in all substantive ways.

- Overseeing the assessment of student outcomes to ensure that such assessments are comparable to those required of students enrolled in on-campus courses.
- Evaluating dual credit instructors, the first two semesters and then every fourth semester in accordance with MCC's adjunct quality policy.

High School Dual Credit Instructors are responsible for:

- Collaborating with the Dual Credit Faculty Coordinators/Mentors in the design and delivery of dual credit courses.
- Attending dual credit orientation meetings (only new dual credit instructors are required to attend).
- Providing a syllabus to ensure that the course is equivalent. The MCC mentor may also ask for tests and grades.
- Verifying the class roster.
- Providing samples of student work to the Dual Credit Faculty Coordinators/Mentors if requested.
- Meeting periodically with the Dual Credit Faculty Coordinators/Mentors.
- Submitting grades in a timely manner.

High School Dual Credit Administrator and Counselors are responsible for:

- Determining student eligibility and providing data to MCC.
- Arranging placement testing as required.
- Assisting in the enrollment process.
- Serving as a liaison between the high school and MCC.

MCC Dual Credit Coordinators are responsible for:

- Working with high school counselors and instructors to confirm course lists prior to the start of each semester.
- Providing forms to high schools for new instructors and new courses
- Managing the hiring process for new instructors (routing documents, obtaining signatures, confirming I-9, assisting instructors as needed through the HR application process.
- Creating and sending enrollment packets to dual credit students prior to the start of each semester (sent through the high school counselor and instructor).
- Participating in recruitment and admissions events, assist in the formation of new high school partnerships, and new programs.
- Maintaining documentation including MOU's, instructor evaluations, syllabi, new instructor, and new course approval forms.

Dual Credit Instructors

Faculty Qualifications

Dual credit instructors must meet the same qualifications required of adjunct faculty to teach the same course(s) on campus. Dual credit instructors are subject to the same evaluation systems and procedures as adjunct faculty teaching at MCC. The MCC Office of Academic Affairs certifies faculty qualifications through transcripts and employment applications.

- For faculty teaching general education courses, the standard is a master's degree in the discipline to be taught, or a master's degree in a related field, 18 credits of which are at the graduate level.
- Career and technical education faculty, for both dual credit and on-campus courses may substitute verifiable work experience in the discipline, or 20 credit hours in the teaching discipline for the master's degree upon approval from the Vice Chancellor of Instruction/Chief Academic Officer.

Faculty Support

Each dual credit instructor is assigned to an on-campus faculty coordinator/mentor to provide support and assistance in offering the dual credit course and in ensuring that dual credit courses are equivalent to the same courses offered on the college campus in all substantive ways. The on-campus faculty member may be a full-time faculty or retired faculty in the teaching discipline or a related discipline in the same academic division of the college. The on-campus faculty may be assigned to more than one dual credit instructor.

The dual credit coordinator/mentor confer **at least once per semester** with each dual credit instructor, including an orientation session that establishes agreement regarding course syllabi, approved texts, course assignments and requirements, and student outcome assessment. Such conferences may include meetings on campus or at the high school site, as well as other phone and e-mail communication, and these are documented for reporting purposes.

Dual credit instructors are evaluated by students and the on-campus faculty according to the same schedule and procedures used for adjunct faculty. That is, all dual credit instructors are evaluated for the first two semesters that they teach a course and every fourth semester thereafter. This evaluation is composed of a classroom visit.

Faculty/course evaluations are given to each dual credit student each semester. The faculty evaluation is sent to the dual credit instructors for review and signature. A summary of the student evaluation is sent to the Dual Credit Faculty Coordinator/Mentor, the MCC Division Chair, the Dean of Instruction, and to the dual credit instructor.

Disciplinary actions

- A. Steps for non-compliant dual credit instructors not responding to faculty coordinator/mentor after two attempts are made
 - 1) *Dual credit coordinator/mentor contacts the high school counselor and high school administrator to request communication begin with the high school instructor. If the problem persists, then:*
 - i) *The MCC faculty coordinator/mentor contacts the Division Chair (follow adjunct process), and then possibly escalates up to the Dean of Instruction of the associated campus.*

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- ii) *Dual credit coordinator and campus administration meet with high school instructor and administrator*
 - iii) *If not resolved, may result in course being discontinued and instructor removed from MCC HR system*
- B. Steps for poor faculty observations
- 1) Faculty coordinator/mentor meets with dual credit instructor and communicates in email and in person (or zoom) the areas of improvement. The Dean of Instruction and the Vice President of the associated campus are copied and notification is sent to the High School Principal.
 - 2) Follow-up observation is conducted.
 - 3) Dean, high school counselor, and dual credit instructor may also meet as a second step.
 - 4) If problem persists, course may be discontinued, and instructor removed from MCC HR system.
- C. Course does not match MCC course information form or course expectations for rigor (**Note:** Syllabus should be reviewed before the start of the semester. If the syllabus is not received in time, changes are to be made ASAP and in the same semester the course is being offered).
- 1) Faculty coordinator/mentor meets with/emails dual credit instructor and communicates needed changes. The Dean of Instruction of the associated campus is copied, who will notify HS Principal. If problem persists,
 - 2) Director of Instructional Initiatives, program chair, faculty coordinator, dean, HS admin, and HS instructors will meet to discuss
 - 3) If problem persists, course may be discontinued, and instructor removed from MCC HR system

Assessment of Student Academic Performance

Students enrolled in dual credit courses are subject to the same assessments of student academic achievement as all other MCC students. Dual credit students must pass entry-level skills assessments in order to be placed in college-level English and Math courses. The performance of dual credit students in any course must also be assessed by the same summative measures used for on-campus students in the same courses, such as final common exams, capstone projects, portfolios, or other performance measures.

Dual credit students must also participate in assessments of general education competencies and, if appropriate, assessment of competencies in an academic major, in the same way that these assessments are implemented for all MCC students. (ie. If a research paper is required in the campus course, it is required in the HS course. If students are not allowed to retest in the campus course, they should not retake at test in the HS course).

Student Support

CAP students are provided access to on-campus support services, including counseling and advising, library services, learning and support (tutoring) services.

Academic Advising

Academic advising is available to help you select a field of study, get details about classes and programs, find registration information, drop/add a class, establish a degree plan, find transfer information and more. Students are strongly encouraged to meet with an academic advisor each semester to evaluate their academic progress. For additional information or assistance, check our advising webpage [Academic Advising \(mcckc.edu\)](https://mcckc.edu).

Disabilities Support Services

MCC provides support for all students with a documented disability. Services are available to any student who has a documented disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Services include sign language interpreters, adaptive equipment and personal advising. All services are provided to make college life more accessible. For additional information or assistance, please consult information [Disability Support Services \(mcckc.edu\)](https://mcckc.edu).

Career Services and Student Employment

Career Services and Student Employment department offers a variety of services to enhance career development, assist with career decisions, and build skills for future educational and career success. MCC provides resources and assistance with the job search process, on campus employment during college, and off campus employment postings. Services include career exploration and planning, career counseling, resume and interview critiques, and on-campus/off-campus employment resources including web-based job postings. For location information and more, please consult information at career services [Career Services \(mcckc.edu\)](https://mcckc.edu).

Counseling Services

Counseling Services provides a host of services including individual counseling, group counseling, discussion groups, presentations, consultations, and referrals to local agencies. For additional information or assistance, please consult our counseling webpage <https://mcckc.edu/counseling/>.

Tutoring

Individual, online and small group tutoring is available at no charge to MCC students on a first-come, first-served basis. There are also Writing Centers and Math labs available for support.

Blue River: The Write Place, CC 137 Learning Specialist	816.604.6640
Longview: Learning Resource Building, 2 nd Floor	816.604.2205
Maple Woods: Math and Science Math-Science Lab located in the Math/Science building (MS-121)	816.604.3403
Maple Woods: Reading and Writing Reading-Writing Lab located in the Humanities building (HU-105)	816.604.3190
Penn Valley: Learning Specialist in Math Learning Resource Building, 2 nd Floor	816.604.4291
Penn Valley: Learning Specialist in Reading and Writing Learning Resource Building, 2 nd Floor	816.604.4450
Penn Valley: Learning Specialist in Science Learning Resource Building, 2 nd Floor	816.604.4247

For tutoring services or to apply to be a tutor, please visit [Tutoring Services - MCC Kansas City \(mcckc.edu\)](https://www.mcckc.edu/tutoring-services).

Dual Enrollment

Students who are dual enrolled in courses offered by one of the Metropolitan Community College Campuses earn college credit and may receive high school credit while completing these on an MCC Campus. Check with your high school to verify high school credit. Tuition costs are typically 50% of normal tuition. Check all tuition costs at [Tuition and Fees - MCC Kansas City \(mcckc.edu\)](https://www.mcckc.edu/tuition-and-fees). Dual enrollment students enroll in MCC courses just like other college students.

Early College Academies

Students should check with their high school counselor for early college academy opportunities. Admissions/Acceptance into these programs is managed by the high school.

Appendix A – MCC Campus Contacts

Campus	Administration	Admissions/ Enrollment	Campus Dual Credit Coordinators
Blue River	Craig McMein Dean of Instruction 816-604-6421 Craig.McMein@mcckc.edu	Sarah Singleton Enrollment Manager 816-604-6768 Sarah.Singleton@mcckc.edu	Glennie Whittaker Dual Credit Coordinator 816-604-2259 Glennie.Whittaker@mcckc.edu
CTE/ATSI	Lisa Bray Dean of CTE & Advanced Technical Skills Institute Site Administrator 816-604-5281 Lisa.Bray@mcckc.edu	Carlton Fowler Enrollment Manager 816-604-4101 Carlton.Fowler@mcckc.edu	Keri Cerda Reynolds Dual Credit Coordinator 816-604-3201 Keri.CerdaReynolds@mcckcedu
Longview	Sheryl Farnan Dean of Instruction 816-604-2355 Sheryl.Farnan@mcckc.edu	Maureen Pope Enrollment Manager 816-604-2362 Maureen.Pope@mcckc.edu	Glennie Whittaker Dual Credit Coordinator 816-604-2259 Glennie.Whittaker@mcckc.edu
Maple Woods	Lori Winningham Dean of Instruction 816-604-3215 Lori.Winningham@mcckc.edu	Andy Minor Enrollment Manager 816-604-3125 Andy.Minor@mcckc.edu	Keri Cerda Reynolds Dual Credit Coordinator 816-604-3201 Keri.CerdaReynolds@mcckc.edu
Penn Valley	Craig Haile Dean of Instruction 816-604-5418 Craig.Haile@mcckc.edu	Carlton Fowler Enrollment Manager 816-604-4101 Carlton.Fowler@mcckc.edu	Keri Cerda Reynolds Dual Credit Coordinator 816-604-3201 Keri.CerdaReynolds@mcckc.edu
Online	Christine Howell Dean of Instruction 816-604-4307 Christine.Howell@mcckc.edu	Christal Waters Enrollment Manager 816-604-4356 Christal.Waters@mcckc.edu	Keri Cerda Reynolds Dual Credit Coordinator 816-604-3201 Keri.CerdaReynolds@mcckcedu

*For course availability, or new instructor processing, start with the dual credit coordinator

*For billing questions, start with the admissions/enrollment manager on campus

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Appendix B – Placement Score Cut Offs

METROPOLITAN COMMUNITY COLLEGE

Placement CUT OFF - April 7, 2023

For the latest placement scores, please visit <https://mccck.edu/testing/placement-test-scores.aspx>

ACT

GPA*

Next-Generation ACCUPLACER
or COMPANION (paper version)

ENGLISH

ACT - English	English Courses	GPA* -	English Courses	Next-Gen ACCUPLACER Writing	English Courses
1-17	English Placement Undetermined	GPA < 3.0	English Placement Undetermined	200-231** 232-241**	ENGL 80
18-36	ENGL 101	GPA ≥ 3.0	ENGL 101	OR 242-245 and reading required, recommended, or undetermined (still need to take the reading test)** 242-245 and no reading required OR 246-300	ENGL 90 ENGL 101

**Must take MCC Writing test (essay) Score
1 → Move from 80 to 90
3 → Move from 90 to 101
999 → Not changed

READING

Previous earned credit for ENGL 101 or higher OR taken ≥ 12 college level hours and earned a GPA ≥ 2.0 exempts student from taking the reading test (automatic placement in no reading required)

ACT - Reading	Reading Courses	GPA* -	Reading Courses	Next-Gen ACCUPLACER Reading	Reading Courses
1-14	READ 10	0.00-2.49	READ 10	200-229	READ 10
15-17	READ 11	2.50-2.99	READ 11	230-247	READ 11
18-22	READ 100 Recommended	3.00-3.39	READ 100 Recommended	248-255	READ 100 Recommended
23-36	No Reading Required	3.40-4.00	No Reading Required	256-300	No Reading Required

MATH

ACT - Math	Math Courses	GPA* -	Math Courses	Next-Gen ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS)	Math Courses
1-21	Math Placement Undetermined	0.00-2.94	MATH 31	200-240	MATH 31
22 or greater	MATH 115, 119, 120	2.95-3.29	MATH 88 Linked with 115 MATH 89 Linked with 119 MATH 95, 100, 102, 103	241-300	MATH 88 Linked with 115 MATH 89 Linked with 119 MATH 95, 100, 102, 103
26 or greater	MATH 130, 141, 150, 175, 180	3.15-3.29	MATH 99 linked with 120		
		3.30-4.00	MATH 115, 119, 120, 130, 141, 150, 175	Next-Gen ACCUPLACER Advanced Algebra and Functions (AAF)	Math Courses
				200-209	Refer to QAS score
				210-236	MATH 99 linked with 120
				237-262	MATH 115, 119, 120, 150
				263-275	MATH 130, 141, 175
				276-300	MATH 180

Placement is based on records from within the last three years. Highest placement will be used.

GPA* - GPA is the Students high school (HS) 4th semester or later GPA. Students must have graduated within the last three years or are a current high school student.

Updated April 7th, 2023

Appendix C – Course Identification and Faculty Hiring Timeline

Dual Credit Course & Instructor Timeline		
Date	Action	MCC Responsibility
First Week of May	Request next AY class schedule, including class names, meeting times, and instructor	Send request via email
First Week of May	Request information for new hires	Send request via email
Summer	Process new hires as they come in	HR processes
First Week of August	Confirm fall and year-long courses with high school	Send confirmation
Third Week of August (week classes start)	Start fall and year-long enrollment process	Complete enrollment presentations, send Intent to Enroll form, arrange testing,
Second Week of September	Complete fall and year-long enrollment	Enroll eligible students
Mid-September to the First Week of October	Confirm fall and year-long enrollment	Send rosters to high school
First Week of November	Confirm spring courses with high school	Send confirmation
Second Week of January ^h	Start spring enrollment process	Complete enrollment presentations, send Intent to Enroll form, arrange testing,
Second Week of February	Complete spring enrollment	Enroll eligible students
First Week of March	Confirm fall and year-long enrollment	Send rosters to high school