



High School Dual Credit Program
Application for Admission

Please see the reverse for admission requirements and other important information.

TO BE COMPLETED BY STUDENT

Legal Name (as it appears on your driver's license or other government- issued identification)

PLEASE PRINT Last: _____ First: _____ Middle Initial: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Legal Residence: _____ / _____ Date of Birth: _____ / _____ / _____ Sex: Male [] Female []
County State

() _____ Phone _____ Email _____ Social Security Number (see reverse)

High School Name: _____ Anticipated Graduation Date: _____ / _____
Month Year

Have you previously taken Dual Credit with Missouri State University? Yes [] No []

Have you applied for regular (freshman) admission to Missouri State University for a future semester? Yes [] No []

Are you a U.S.citizen? Yes [] No [] If no, check one of the following

- [] I am a permanent resident (attach a copy of the front and back of your alien registration card)
[] I am a non-resident alien (please attach a copy of the visa page from your passport)

Your responses to the next two questions are voluntary. They are included so that we may comply with federal regulations. Your answers to these questions will not be used in a decision regarding your admission.

What is your ethnicity? [] Hispanic or Latino [] Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

- [] American Indian or Alaskan Native [] Asian [] Black or African American [] Native Hawaiian or other Pacific Islander [] White or Caucasian

I certify that the above information is accurate and authorize release of information regarding my academic record to officials of my high school while I am participating in the Dual Credit program. I further acknowledge that, through participation in this program, I am accepting the responsibilities associated with college enrollment, including payment of tuition and fees, as described on the reverse.

Signature: _____ Date: _____

TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN

As parent or legal guardian of the above named student, I have reviewed the information on the reverse and hereby approve his/her participation in the Missouri State Dual Credit program.

Signature: _____ Date: _____

Print name: _____ Relationship to student: [] Parent [] Guardian Other _____

TO BE COMPLETED BY SCHOOL OFFICIAL (SUPERINTENDENT, PRINCIPAL, ASSISTANT PRINCIPAL OR COUNSELOR)

Grade point average: _____ (4.0 scale) Class rank (if available): _____ in class of _____

Test Scores:

ACT composite _____ ACT English _____ ACT math _____ PSAT reading and writing plus math _____ SAT reading and writing plus math _____
COMPASS _____ ASPIRE _____ Passed MSU math placement: Yes [] No [] EOC _____

Signature: _____ Date: _____

Title: _____

FOR OFFICE USE ONLY

Table with 5 columns: Type, App Login ID, App Entered By, Date, Processed By

The Missouri State University Dual Credit program allows qualified students to earn college credit while in high school. Dual credit courses are offered by MSU through high schools. The courses are taught by high school faculty who meet MSU qualifications, offered as part of the regular high school curriculum, and available only to students attending the high school through which they are offered. Credit will be applicable toward a degree at MSU and is generally transferrable to other accredited colleges and universities. Because each institution has its own transfer credit policies, MSU cannot guarantee transfer of credit to other institutions.

Student Requirements and Responsibilities

- **Responsibility for Payment:** By enrolling in dual credit courses, the student and parent or guardian are assuming responsibility for payment of tuition. Please see the dual credit website below for details on how to make a payment or drop a course.
- **College Credit & Transcript:** The student must understand the effort that will be expected to put forth in college courses. The student will be considered an MSU student and therefore must understand and follow MSU policies and procedures. The credits and grades earned will become a permanent part of the student's academic record.
- **Requirements:** Missouri State adheres to Missouri Coordinating Board for Higher Education requirements for participation in the dual credit program. Generally, students in grades 9-12 must have a cumulative grade point average (GPA) of 3.00 on a 4.0 scale or higher. Juniors and seniors who have a cumulative GPA of 2.50 – 2.99 on a 4.0 scale may be considered. Freshmen must also have a score at or above the ninetieth percentile on the ACT or SAT. Students must also meet prerequisites and/or placement requirements for the courses they wish to take. Additionally, MSU requires all students to have the approval of a school official and a parent or legal guardian.
- **Social Security Number:** Providing the student's social security number (SSN) on the application for admission is not required; however, to comply with federal law, the Office of Dual Credit must request the SSN for enrolled students to provide appropriate tax documents. If a social security number is not provided on the application, the student will receive a separate request to provide it after classes have begun. The student's SSN will be treated confidentially by the University and will not be used as the student's identification number.
- **Accommodations:** If the student has a disability which requires accommodation, please contact the MSU Disability Resource Center at 417-836-4192 or 417-836-6792 (TTY).
- **Full Admission:** If a dual credit student wishes to enroll at MSU as a degree-seeking student in the future, a separate application, available at www.missouristate.edu/apply, will need to be submitted for admission

For additional information about the dual credit program, please see www.dualcredit.missouristate.edu.

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972. This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or of military organizations associated with the Armed Forces of the United States of America. The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action/Minority/Female/Veterans/Disability employer. Inquiries concerning the complaint/grievance procedure related to sex discrimination, including sexual harassment and sexual assault, should be addressed to the [Title IX Coordinator](#), Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, JillPatterson@missouristate.edu, 417-836-8506, or to the Office for Civil Rights. All other inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to the Equal Opportunity Officer, [Office for Institutional Equity and Compliance](#), Park Central Office Building, Suite 111, Springfield, Missouri 65897, equity@missouristate.edu, 417-836-4252, or to the Office for Civil Rights. (Res. Board Policies No. 70-11; Bd. Min. 10-28-11.)

OFFICE OF DUAL CREDIT

901 South National Avenue, Springfield, MO 65897 · DualCredit@MissouriState.edu

An Equal Opportunity/Affirmative Action /Minority/Female/Veterans/Disability/Sexual Orientation/Gender Identity Employer and Institution