



# DUAL ENROLLMENT FACULTY AND STAFF HANDBOOK

UNIVERSITY OF NEBRASKA AT OMAHA



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# ABOUT THE UNO DUAL ENROLLMENT PROGRAM

Since 2003, the University of Nebraska at Omaha (UNO) has partnered with local school districts to provide enhanced opportunities to high school students. The program was formally approved by the University of Nebraska Board of Regents in 2006. Course offerings have been expanded since that time.

UNO's involvement started with three high schools, four different courses, and 277 students. The program has grown to include 23 different school districts and 34 different schools. UNO offers 58 distinct courses in partnership with 23 different academic departments.

Dual enrollment provides high-performing high school students with the opportunity to take challenging college courses. These courses help enrich and extend the high school curriculum, provide introductory college experiences, and avoid unnecessary duplication of coursework to help students accelerate their progress, while reducing the cost of earning a college degree. Our program also ensures that dual credit course requirements and content are equivalent to the same courses taught on campus.

## PROGRAM MISSION

UNO's Office of General Education and Dual Enrollment mission is twofold:

1. To foster the development of certain intellectual skills and dispositions in our students essential to informed citizenship and an ability to effectively deal with complexity, diversity, and change.
2. To deepen UNO's partnership and engagement with the local community to promote academic achievement and opportunity for Nebraska youths through early-college opportunities.

## PROGRAM VISION

To become a program recognized locally, regionally, and nationally for delivering high quality undergraduate general education courses in innovative, meaningful, and productive ways, through close partnerships with a diverse metropolitan population and its secondary and post-secondary education partners.

## ACCREDITATION

UNO is accredited by the Higher Learning Commission (HLC). HLC is one of six regional accrediting organizations for degree-granting post-secondary institutions in the United States. UNO has been accredited continuously by HLC (and its forerunner, the North Central Association) since 1939.





# ADMINISTRATIVE OVERVIEW

This section of the guide will outline the various processes involved in dual enrollment. By sharing these “behind the scenes” processes, we hope to increase transparency and understanding.

## ROLES AND RESPONSIBILITIES

### UNO’S OFFICE OF GENERAL EDUCATION AND DUAL ENROLLMENT

This office is responsible for overseeing dual enrollment partnerships between the university and Omaha metro school districts, oversight of academic curriculum and faculty credentials, and overall program evaluation. Specific responsibilities include:

- Establish policies and procedures governing the dual enrollment program and ensure broad awareness with stakeholders.
- Visit partner high schools to register students in accordance with UNO policies and procedures.
- Advise students and parents about the benefits and implications of taking college courses, as well as UNO’s policies and expectations.
- Provide students with access to learning resources and student support services.
- Conduct end-of-term course evaluations for each dual credit course.
- Evaluate program effectiveness.

### HIGH SCHOOL DUAL ENROLLMENT COORDINATORS

Communication regarding the overall schedule of dual enrollment courses and teacher qualifications occurs between UNO’s Office of General Education and Dual Enrollment and a main contact at the high school. The main contact at the high school shares information in a timely manner with their school community.

- Advise students and parents about the benefits and implications of taking college courses.
- Inform students of registration deadlines.
- Disseminate Dual Enrollment information to students and teachers.
- Verify all students meet course prerequisite and GPA requirements.

### DUAL ENROLLMENT TEACHERS

The high school teachers participating in the Dual Enrollment Program are vital to offering the high quality, rigorous, college-level experience to students. Teachers certificated to teach the UNO curriculum at their high schools uphold college standards for the course.

- Ensure dual enrollment course syllabus aligns with UNO master syllabus.
- Work with UNO faculty coordinators to ensure alignment of curriculum and academic assessment efforts.
- Verify roster accuracy, and inform the Office of General Education and Dual Enrollment of any errors.
- Submit final grades via MavLINK at [mavlink.unomaha.edu](http://mavlink.unomaha.edu).
- Inform students of registration deadlines.
- Disseminate dual enrollment information to all students in the class.

### UNO DUAL ENROLLMENT FACULTY COORDINATORS

- Review high school teacher credentials and course proposal applications.
- Provide dual enrollment instructors with course-specific training in curriculum, pedagogy, and assessment.
- Organize professional development opportunities as appropriate.
- Conduct site visits at partner high schools to observe course content and delivery.
- Advise teachers who need additional credits to meet the new HLC guidelines during the five-year extension, ending on September 1, 2022.

**UNO DUAL ENROLLMENT PROGRAM**

**23**  
DISTRICTS

**34**  
HIGH SCHOOLS

**300**  
HIGH SCHOOL TEACHERS  
IN ADDITION TO BUILDING ADMINISTRATORS, PRINCIPALS, AND SUPERINTENDENTS

**24**  
UNO ACADEMIC UNITS  
IN ADDITION TO COLLEGE ADMINISTRATIVE OFFICE AND FACULTY

**2,000**  
STUDENTS EACH YEAR  
IN ADDITION TO PARENTS, GUARDIANS, AND ADVOCATES

In order to offer a UNO course for credit at your high school, your school must be willing to meet the requirements for each dual enrollment course. We encourage you to review the list of courses UNO currently offers for dual enrollment in Appendix A. If there is a course that is not currently on the list that you would like to explore, please contact the Office of General Education and Dual Enrollment for information and guidance on how to proceed. We encourage teachers to seek support of their principal. If your school already participates in dual enrollment with UNO, we suggest you contact your school/district dual enrollment liaison so they are aware of your request.

For a high school course to be considered for dual enrollment credit, two key processes must be completed:

1. High school teacher credentials must be approved by the appropriate UNO academic unit.
2. High school dual enrollment course content, approach, and rigor must be aligned to a corresponding UNO course listed in the official UNO course catalog.

## FACULTY QUALIFICATIONS

High school teachers must meet the same academic requirements as on-campus faculty in order to offer a dual enrollment course. The instructors must meet the expectations and requirements outlined in university policies and Higher Learning Commission (HLC) expectations for accreditation.

The guidelines set forth by HLC's Board of Trustees in 2015, state, "Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach."

Credentials must be reviewed for each individual course and each individual teacher. For each course request, please include the teacher's résumé and unofficial transcripts (both undergraduate and graduate are required). See Appendix B for guidelines on teacher criteria.

## DUAL ENROLLMENT HIGH SCHOOL TEACHER CERTIFICATION

As a member of the National Alliance of Concurrent Enrollment Partnerships (NACEP), we strive to follow the published standards of excellence for dual enrollment programs. Recently, the HLC put forth new requirements for all faculty members, including adjunct, off-campus and dual enrollment. In UNO's Dual Enrollment program, high school teachers are a critical element in offering a high quality, rigorous, college-level experience to students. For this reason, a review of the credentials of the proposed high school teacher is required.

Dual enrollment high school teachers who meet the educational and experience criteria, as determined by UNO academic departments, will be approved to teach a dual enrollment course at the high school. Appendix B outlines teacher requirements for each UNO academic department. Teacher criteria vary from department to department and from course to course, therefore it is possible to be approved for one UNO course, but not the other. UNO does not offer general certification to teach all courses.

## LENGTH OF CERTIFICATION

Teacher certification is continuous, once fully approved by the academic department. Certification can lapse or expire when:

- The high school teacher leaves the participating high school
- The high school teacher does not maintain UNO Dual Enrollment Program or academic department standards
- Changes in UNO policy, course content, and/or accreditation warrant a change in teacher credentials

## LAPSE OF CERTIFICATION/RE-CERTIFICATION

If certification should lapse or expire, teachers can request recertification. Requests can be submitted via email or mail.

### EMAIL:

[unodualenroll@unomaha.edu](mailto:unodualenroll@unomaha.edu)

### MAIL:

Office of General Education and Dual Enrollment  
6001 Dodge Street | 108 EAB  
Omaha, NE 68182

## HOW TO APPLY TO BE A DUAL ENROLLMENT TEACHER

To apply to become a dual enrollment teacher, teachers must submit a résumé, application for dual enrollment, and unofficial copies of both undergraduate and graduate transcripts. The application for dual enrollment is online at [dualenroll.unomaha.edu](https://dualenroll.unomaha.edu). Documents are submitted via email or mail to the Office of General Education and Dual Enrollment.

## TEACHER EXTENDED ABSENCE/SUBSTITUTE TEACHERS

In the case that an approved high school teacher will be out of school for an extended absence or illness, the high school will notify the Office of General Education and Dual Enrollment immediately. The school administration will provide the office with credential information (résumé and transcripts) of the substitute, which will be reviewed by the appropriate UNO department. After review, the high school will be notified. UNO's commitment to student success extends to our Dual Enrollment Program and we will make every attempt to achieve a positive outcome in this situation.

## SYLLABUS AND CONTENT

Dual enrollment course syllabi must be aligned with the UNO master syllabi. The dual enrollment course must reflect the learning objectives (both course level and general education if applicable), and the pedagogical, theoretical, and philosophical orientation of the respective UNO discipline. Dual enrollment teachers and UNO faculty coordinators must collaborate to ensure alignment of course content, rigor, and expectations.

## COURSE PREREQUISITES

High school students shall meet all course pre-requisites or receive approval from UNO academic units prior to enrolling in the college-level course. Questions should be directed to the Office of General Education and Dual Enrollment and the departmental dual enrollment coordinator.

## GRADES

Dual credit students shall be held to the same standards of achievement and grading standards as those expected of students taking the same course at UNO. Final UNO grades for dual enrollment courses are the same as the high school letter grade earned, not the weighted GPA. Once all grades are posted, a letter is sent out informing the student and directing them to MavLINK to view grades and request official transcripts if needed. UNO does not have a standard grading scale and uses a 10-point scale.

## GRADES ARE DUE IN JANUARY AND JUNE

- Courses that end in December are due by the first Friday in January (date subject to change). All grades for academic year and spring courses are due by the first Friday in June (date subject to change).
  - Instructors receive instructions on how to grade via MavLINK. Grades received on the UNO transcript are the same letter grade received in the high school course, not the weighted GPA.
- Once all fall grades are posted, letters are mailed to students informing them and how to access grades via MavLINK.

## UNO GENERAL EDUCATION STUDENT LEARNING OUTCOMES

Many courses offered through UNO's Dual Enrollment Program fulfill one or more General Education requirements of UNO's curriculum. Accordingly, dual enrollment courses that are part of UNO's General Education curriculum must be aligned with UNO's General Education student learning outcomes (SLOs).

A complete list of UNO General Education courses and their SLOs can be found on the General Education website at [unomaha.edu/general-education](http://unomaha.edu/general-education). Please contact the Office of General Education and Dual Enrollment if you are unsure if your course fulfills a UNO General Education requirement, or if you have any other questions about this expectation.

## DUAL ENROLLMENT COURSE ASSESSMENT

Course assessment of SLOs provides the foundation for assessment of the broader UNO curriculum and provides essential data for institutional assessment processes. However, the main purposes for assessing SLOs in your courses are to inform the teaching and learning that occurs and foster continuous improvement within the course and the UNO curriculum. Assessment is both an opportunity and responsibility of all faculty teaching these courses. All dual enrollment teachers are expected to participate in assessment of dual enrollment courses in accordance with standard practices at UNO.

## CLASSROOM OBSERVATIONS

UNO dual enrollment faculty coordinators are expected to visit partnering high schools at least once per year to engage with dual enrollment faculty, observe classrooms, and review curriculum to ensure alignment with UNO courses. This provides an invaluable opportunity to exchange ideas and build relationships with UNO's dual enrollment teachers. If courses or teachers are identified as not complying with faculty and/or curriculum standards, the following actions will be taken:

### FIRST INSTANCE

Teacher and UNO's Office of General Education and Dual Enrollment will be notified.

### SECOND INSTANCE

Formal written notification is sent to the principal/building supervisor.

### THIRD INSTANCE

Teacher will not be reappointed as dual enrollment faculty.



# ADMISSION, ENROLLMENT, AND BILLING PROCESSES

## APPLICATION AND ENROLLMENT

UNO's Office of General Education and Dual Enrollment is responsible for admitting, enrolling, and registering students for the appropriate dual credit courses upon receipt of a completed application with appropriate student, parent, and counselor approvals.

The application for dual enrollment courses can be found online at [applydual.unomaha.edu](http://applydual.unomaha.edu).

Students with no parent/guardian email address can complete a paper application. Information is delivered to schools in August and September for courses beginning in August, and in January and February for courses beginning in January.

The Office of General Education and Dual Enrollment visits each high school in the fall and spring for registration. Students and parents are given two weeks after the visit to complete the online application and get approval from the parents. After the two-week deadline, the high school representative will complete their approvals. Once approvals have been submitted, the Office of General Education and Dual Enrollment will start processing the applications and enrolling the students. Please allow up to one month for our staff to process the applications and enroll students. Once students are registered, an admission packet is mailed to the student's address. Students who miss the registration period will not be eligible for UNO credit.

UNO will host a minimum of two information sessions per semester for prospective students, parents, and family members prior to dual enrollment registration deadlines. Following the family information sessions, UNO dual enrollment counselors will visit each high school to discuss the application and registration process with students.

### SCHOOL VISITS

#### AUGUST–OCTOBER (FIRST SEMESTER) AND JANUARY–MARCH (SECOND SEMESTER)

- Work with high schools to set dates.
- Students have two (2) weeks to submit an application online at [applydual.unomaha.edu](http://applydual.unomaha.edu) from the date of the school visit.
- Parents/guardians have the same two-week deadline to approve the student's application.
- Counselor/high school representative approves/denies the student's application after the two-week deadline.

### PROCESSING OF APPLICATIONS

#### SEPTEMBER, OCTOBER, JANUARY, FEBRUARY, AND MARCH

- Applications are handled through the Office of General Education and Dual Enrollment. Students are admitted and enrolled in courses approved by parents and guidance counselors.
  - Enrollment of students can take up to one (1) month after visiting high school due to large volume of applications.
- Once the student is enrolled, an admission packet will be mailed within 24-48 hours.
- Teachers are informed of enrollments and directed to log into MavLINK at [mavlink.unomaha.edu](http://mavlink.unomaha.edu) to verify rosters.

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## COST/BILLING

### For questions, contact:

Cashiering and Student Accounts  
402.554.2324  
unocsa@unomaha.edu  
109 Eppley Administration Building

The cost of dual enrollment is \$250 per UNO course. This is a flat fee and is the only cost for the course. After admittance into the program, the fee cannot be refunded even if the student decides to withdraw from the course. No payment is due at the time of registration. To view the balance owed, log into MavLINK. The balance of the student's account is subject to change if classes or scholarships are added.

If a student plans to apply to UNO, the University of Nebraska at Kearney (UNK), the University of Nebraska-Lincoln (UNL), or the University of Nebraska Medical Center (UNMC) at a later date, the application fee will still need to be paid.

### DUE DATES

Billing for dual enrollment students is generated by the UNO Cashiering and Student Accounts Office. Invoices are generated at the end of each month and due dates are the 23rd of the following month.

### PAYMENTS

Payments can be made in person, by mail, or online. UNO is unable to accept payments over the phone. To set up a payment plan, contact Cashiering at 402.554.2324.

#### IN PERSON

- Cash, check, or money order
- Cashiering and Student Accounts  
109 Eppley Administration Building

#### BY MAIL

- Cash, check, or money order
- Include student's NUID number and allow proper mailing time
- Mail to:  
University of Nebraska at Omaha  
109 Eppley Administration Building  
Omaha, NE 68182-0292

#### ONLINE

- Credit/debit card or electronic check (e-check)
- Log into MavLINK and select "Make a Payment"
- **Payments made by credit/debit card will be assessed a service charge.**  
The service charge is 2.75% on domestic credit/debit cards and 4.25% on international credit/debit cards

### LATE FEES

If any balance is not paid on time, late payment fees can accrue according to the following schedule:

**Balances of \$100.00 - \$999.99: \$25.00 late fee**

**Balances of \$1000.00 and more: \$50.00 late fee**

Subsequent billings will be generated at the end of each month, and each billing will be subject to late payment fees. One can accrue up to four (4) late payment fees each semester.

### HOLDS AND NON-PAYMENT

All students with outstanding balances beyond the due date will have a hold placed on their account regardless of whether a bill has been generated.

This hold will prevent all registration for future terms or semesters, denial of transcripts, and withholding of UNO diplomas until the debt is paid. Debts that are older than the current term must be paid by cash, money order, cashier's check, or credit card. Payment by check will result in a 30-day delay on release of holds.

Students will not be withdrawn from classes for non-payment of tuition and fees. If the student registers and does not attend, the student is responsible for withdrawing from the course. If a student does not attend and does not withdraw, the student will still be responsible for the payment of the balance and may receive a failing grade.

The student is responsible for formally withdrawing from a class if they do not wish to earn UNO credit. Students will not be allowed to withdraw beyond the withdrawal deadlines. If a student fails to withdraw during the correct time frame, the student will still be responsible for the grade posted on their transcript, even if it is a D or F.

The timeline for withdrawing from dual enrollment at UNO can be found online at: **[dualenroll.unomaha.edu/withdrawal](https://dualenroll.unomaha.edu/withdrawal)**.

- Students are obligated to pay the \$250 course fee even if they choose to withdraw from the course.
- Withdrawing will result in a "W" posted on the student's transcript. "W" grades have no impact on a student's academic GPA.
- Students are responsible to notify our office if they plan on withdrawing from the Dual Enrollment Program after the application is submitted.

The UNO Office of General Education and Dual Enrollment must be notified via phone, fax, email, or mail for all withdrawal requests. This includes:

- Any student wishing to withdraw from a dual enrollment course.
- Any student who withdraws from a high school course or changes high schools.
- Any changes in mailing address or name.

### ATTENDANCE

If a student withdraws from their high school class or changes high schools after they have registered for UNO Dual Enrollment, they must drop or withdraw from the UNO Dual Enrollment course as well.

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## WITHDRAWING

# ACE SCHOLARSHIP

## For questions, contact:

Ritchie Morrow  
CCPE Financial Aid Officer  
Ritchie.Morrow@Nebraska.gov  
402.471.0032

Access College Early (ACE) Scholarship pays tuition and mandatory fees for qualified, low-income high school students to enroll in college courses from Nebraska colleges or universities, either through dual-enrollment or early enrollment agreements with these institutions.

High school students may apply for funding under this program by completing the ACE Student Application, which is reviewed by the Coordinating Commission for Postsecondary Education (CCPE) for award consideration. Students will work with their guidance counselor or high school representative to submit the application.

**Students must apply for the ACE scholarship each semester, it is not an automatic scholarship.**

The ACE Scholarship pays for a maximum of two dual enrollment courses per year. Scholarships will be awarded until funds have been exhausted.

## THREE WAYS TO QUALIFY

1. The student or student's family must be approved to participate in one of the following federal need-based government programs:
  - Free or Reduced Price Lunch Program
  - Supplemental Security Income
  - Temporary Assistance to Needy Families (TANF)
  - Supplemental Nutrition Assistance Program (SNAP)
  - Special Supplemental Assistance Program (WIC)
2. A student or family experienced a financial hardship.
3. A student is participating in a designated Career Education program as established by the Nebraska Department of Education. Required documentation must be provided.

## TO APPLY

[ccpe.nebraska.gov/ACE](http://ccpe.nebraska.gov/ACE)

Fall term deadline: December 15

Spring term deadline: May 15

# SCHOLARSHIP APPLICATION PROCESS

**ACE SCHOLARSHIP OCCURS EACH MONTH STARTING IN AUGUST**

- 1 Students submit applications online (applications can be submitted until funds are exhausted, usually February-March)
- 2 Applications are sent to the high school counselor to verify.
- 3 High school counselor approves and forwards the applications to CCPE.
- 4 CCPE forwards the applications to UNO to confirm enrollment.
- 5 Once enrollment is confirmed, UNO sends the applications back to CCPE to award.
- 6 CCPE notifies the Office of General Education and Dual Enrollment's Assistant Director of the amount awarded and it is indicated in the scholarship system.

## THIRD PARTY (HIGH SCHOOL) SCHOLARSHIPS

- High schools work with the Office of General Education and Dual Enrollment's Assistant Director on who is receiving a scholarship.
- Invoices are created and sent to high school for payment.





# UNIVERSITY POLICIES

Students who register for and are enrolled in a dual enrollment course earn college credit while in high school. Because the course is offered for UNO credit, UNO administrative policies apply to the course. This distinction is important since high school processes for communicating with students, enrolling in the course, and grading policies may be different.

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## FERPA NEED TO KNOW

### For questions, contact:

Office of the University Registrar  
402.554.2314  
unoregistrar@unomaha.edu  
105 Eppley Administration Building

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the University of Nebraska at Omaha to comply with the requirements of FERPA.
5. The right to obtain a copy of the University of Nebraska at Omaha's Student Records Policy. A copy of the policy is available at [registrar.unomaha.edu/ferpa](https://registrar.unomaha.edu/ferpa).

## FAMILIES OF DUAL ENROLLMENT STUDENTS

Students who are enrolled in courses at both a high school and a postsecondary institution provide a unique situation. While the rights under FERPA belong to the parents/guardians with respect to high school records, they belong to the student with respect to the postsecondary records. The student can give permission to the parents/guardians to access his/her education record by creating a guest account via MavLINK.

UNO strongly encourages parents/guardians of dual enrolled students to respect the student's ownership of his/her education record at the college level and seek ways to gain that information while safeguarding the student's rights and responsibilities.

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# ACADEMIC INTEGRITY POLICY

For the complete policy, visit [studentlife.unomaha.edu/integrity](http://studentlife.unomaha.edu/integrity)

The maintenance of academic honesty and integrity is of vital concern to the university community. Any student found guilty of academic dishonesty shall be subject to both academic and disciplinary sanctions. Academic dishonesty includes, but is not limited to:

## CHEATING

Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids, or other devices for an academic test, examination, or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communicating information in an unauthorized manner to another person for an academic test, examination, or exercise.

## FABRICATION AND FALSIFICATION

Falsifying or fabricating any information or citation in any academic exercise, work, speech, test, or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.

## PLAGIARISM

Presenting the work of another as one's own (i.e., without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes, or other academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person.

## ABUSE OF ACADEMIC MATERIALS AND/OR EQUIPMENT

Destroying, defacing, stealing, or making inaccessible library or other academic resource material.

## COMPLICITY IN ACADEMIC DISHONESTY

Helping or attempting to help another student to commit an act of academic dishonesty.

## FALSIFYING GRADE REPORTS

Changing or destroying grades, scores, or markings on an examination or in an instructor's records.

## MISREPRESENTATION TO AVOID ACADEMIC WORK

Misrepresentation by fabricating an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or examination.

## OTHER

Academic units and members of the faculty may prescribe and give students prior notice of additional standards of conduct for academic honesty in a particular course, and violation of any such standard of conduct shall constitute misconduct under Sanctionable Conduct and the University Disciplinary Procedures. The Office of Academic and Student Affairs maintains a record of students who violate the policy on Academic Integrity. Repeat offenders may be subject to disciplinary action under the "UNO Student Code of Conduct."

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# ATTENDANCE

Classes are conducted on the premise that regular attendance is desirable. The individual instructor has responsibility for managing student attendance and for communicating at the beginning of each semester those class attendance policies which prevail in that course.

If a student is absent or anticipates an absence, the student's primary responsibility is directly to the instructors and the student should consult with them accordingly. If a student anticipates absence for an extended period, the student should promptly notify instructors and be prepared to document the reason for extended absences.

Instructors or other university officials who may require students, individually or collectively, to be absent from their classes due to a field trip or similar officially-recognized activity are responsible for providing adequate information to the students involved so they may provide notice to other instructors.

Should there be cause on the part of the individuals involved to feel the reasons for absence were not considered with equity, a decision with punitive consequences may be appealed. The appeals procedure is the same as that provided for in each collegial unit for other academic, classroom-related items (grades, cheating, etc.). The student should submit the justification for the appeal in writing to the department chair and, if unsatisfactory, to the collegial dean. The final step in the appeals process rests with the student submitting a written statement requesting the consideration of the respective dean's advisory council, indicating the specific nature of the appeal to be considered. The advisory council's recommendation to the respective dean will be the last step for the student, and the dean's decision will constitute the final determination for the university.

The routing of appeals shall be in the department and collegial unit offering the course in which the student is enrolled.

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# REQUESTING TRANSCRIPTS

Students needing a UNO transcript showing their dual enrollment course credit should order one online through MavLINK\*. This is the fastest way to get transcripts processed. To order transcripts online:

- Log into MavLINK at [mavlink.unomaha.edu](http://mavlink.unomaha.edu) using the assigned NUID and password received when enrolled into the Dual Enrollment Program.
- Click on "Request Official Transcript" and complete the request form.

\*If a student does not know their NUID for logging into MavLINK, they may use the paper transcript request form available on the Dual Enrollment website under Documents & Resources.

There is a \$3 charge per transcript for students who have been dual enrolled in one of the last three semesters. There is a \$15 charge per transcript for former students and those not currently dual enrolled at UNO within the last three semesters.



# APPENDIX A

List of courses UNO currently offers for dual enrollment.

UNO CLASS	UNO TITLE	UNO CREDIT HOURS	UNO GENERAL EDUCATION COURSE
History 1010	World Civilizations II	3	Humanities/Global Diversity
History 1110	American History to 1865	3	Humanities/U.S. Diversity
History 1120	American History since 1865	3	Humanities/U.S. Diversity
Psychology 1010	Intro. to Psychology	3	Social Science
Math 1950	Calculus I	5	Possible Math
Math 1950	Calculus I	5	Possible Math
Math 1960	Calculus II	5	Possible Math
Math 1960	Calculus II	5	Possible Math
Physics 1110	General Physics I with Algebra	4	Natural Science
Physics 1120	General Physics II with Algebra	4	
French 2120	Intermediate French II	3	Possible Humanities
Spanish 2120	Intermediate Spanish II	3	Possible Humanities
Spanish 2120	Intermediate Spanish II	3	Possible Humanities
Political Science 1100	Intro. to American National Government	3	Social Science
Political Science 2500	Intro. to Comparative Politics	3	Social Science/Global Diversity
Geography 1020	Intro. to Human Geography	3	Social Science
Economics 2200	Micro Economics	3	Social Science
Economics 2220	Macro Economics	3	Social Science
German 2120	Intermediate German II	3	Possible Humanities
English 1010	Intro. to Genre Studies: Prose	3	Humanities
English 1020	Intro. to Genre Studies: Poetry, Drama, Film	3	Humanities

UNO CLASS	UNO TITLE	UNO CREDIT HOURS	UNO GENERAL EDUCATION COURSE
Biology 1450	Biology I	5	Natural Science
Biology 1750	Biology II	5	
Physical Education 3040	Prevention and Care of Athletic Injuries	3	
Music 1400	Music Fundamentals	3	
CIST 2500	Intro. to Applied Statistics for College of IS&T	3	
CIST 1400	Intro. to Computer Science 1	3	
Physics 2110	General Physics I – Calculus Level	4	Natural Science
Physics 2120	General Physics II – Calculus Level	4	
Physics 1154	General Physics Lab I	1	Natural Science
Physics 1164	General Physics Lab II	1	Natural Science
Math 1970	Calculus III	4	Possible Math
Math 2350	Differential Equations	3	Possible Math
Religion 1010	Intro. to World Religions	3	Humanities/Global Diversity
Management 1500	Intro. to Business	3	Social Science
Teacher Education 1010	Intro. to Education	3	
Computer Science 2980	Special Topics: C++	3	
Aviation 1040	History of Aviation and Aerospace	3	Social Science
Aviation 1020	Private Pilot Theory	3	
Aviation 1000	Intro. to Aviation and Aerospace	3	Social Science
Sociology 1010	Intro. to Sociology	3	Social Science
French 1120	Elementary French II	5	Possible Humanities
Art 1100	Foundation Drawing and Design: 2-D	3	

UNO CLASS	UNO TITLE	UNO CREDIT HOURS	UNO GENERAL EDUCATION COURSE
Art 1210	Foundations Theory and Practice: Color & Visual Literacy	3	
Art 2050	Survey of Western Art History I	3	Humanities/Global Diversity
Physical Education Activity	Weight Training	1	Elective
Physical Education Activity	Modern Dance	1	Elective
Writers Workshop 1500	Intro. to Creative Writing	3	Humanities
Cybersecurity 1100	Information Security	3	Global Diversity
Spanish 2110	Intermediate Spanish I	3	Possible Humanities
Marketing 2210	Survey of Marketing	3	
Physics 1350	Principles of Astronomy	3	Natural Science
Physics 2030	Energy and Fuels	3	
Computer Science 1200	Computer Science Principles	3	Natural Science
German 2110	Intermediate German I	3	Possible Humanities
HPER 3090	Applied Nutrition	3	
Physical Education 3140	Officiating	3	
Spanish 1120	Elementary Spanish II	5	Possible Humanities
Special Education 1400	Intro. to Communication Disorders	3	Social Science/U.S. Diversity
Geography 1050	Human Environmental Geography	4	Natural Science
CIST 1300	Intro. to Web Development	3	



# APPENDIX B

Faculty teaching requirements for UNO Dual Enrollment courses. All requirements are subject to change at the discretion of the academic departments.

DEPARTMENT	TEACHER REQUIREMENTS
<b>Biology</b>	Master's degree in any sub discipline of biological, biomedical, environmental or life sciences. Any STEM discipline overlapping with sub disciplines listed above (e.g. biochemistry, biophysics, bioengineering).
<b>English</b>	Master's degree in English or related field, including Composition, Rhetoric, Linguistics, Professional and Technical Communication, Literature, Creative Nonfiction, Creative Writing, ESL
<b>Foreign Languages</b>	<p>Master's degree in Applied linguistics, Chinese (with specializations in linguistics, literature, cultural or film studies or second language acquisition), Classic languages (Greek and/or Latin), French (with specializations in linguistics, literature, cultural or film studies or second language acquisition), German (with specializations in linguistics, literature, cultural or film studies or second language acquisition), Japanese (with specializations in linguistics, literature, cultural or film studies or second language acquisition), Spanish (with specializations in linguistics, literature, cultural or film studies or second language acquisition), Language Education/Teaching, TESOL.</p> <p>Tested Experience:</p> <ol style="list-style-type: none"> <li>1. Advanced scores on nationally or internationally normed proficiency tests (at least an advanced-low on the American Council on the Teaching of Foreign Language's proficiency guidelines or a B2.2. on the Common European Framework of Reference</li> <li>2. Teaching or working in translation/interpretation in a professional capacity on a daily basis while living in a foreign country for a period greater than two years.</li> <li>3. National board certification in the target language.</li> </ol>
<b>Geography/ Geology (AP Human Geography, AP Environmental Science)</b>	Master's degree in Geography, Geology, Hydrology, Geographic Information Science, Soil Science, Urban Studies, Sociology, cartography, Environmental Sciences, Geographic Education, Meteorology, Climatology, Remote Sensing, Health Informatics, Data Science
<b>History</b>	Masters' degree in history or American Studies
<b>Mathematics</b>	MA or MS in the field of Mathematics
<b>Physics</b>	Master's degree in Physics and Astronomy; or Engineering, Chemistry, Material Science, Biomechanics, Earth Science, Mathematics, Natural Science, Space Science/Studies, Meteorology, Geology, Education, Oceanography

DEPARTMENT	TEACHER REQUIREMENTS
<b>Political Science</b>	Master's degree in Political Science, Politics, International Relations, Public Administration, Law, Government, Economics, International Studies, Public Policy, Security Studies, American Studies, or Regional/Area Studies).
<b>Psychology</b>	Master's degree in Psychology (any subfield), Neuroscience, Animal Behavior, Counseling, Statistics/Quantitative Methods, Child Development or Philosophy
<b>Religious Studies</b>	Master's degree in Religious Studies or any cognate field (e.g., Islamic Studies, Judaic Studies, Indology, Hebrew Letters, Buddhist Studies, Christian Studies, Native American Religions, etc.)
<b>Sociology</b>	Master's degree in Sociology or Anthropology
<b>Economics</b>	Business, Psychology, Communications, Public Administration, Sociology, Engineering, Information Technology, Computer Science, Operations, Supply Chain Management, Accounting, Finance, Mathematics, Physics, Biology, Educational Administration or Educational Leadership
<b>Management (Intro. to Business)</b>	Master's degree in Business, Psychology, Communications, Public Administration or Sociology
<b>Marketing</b>	Master's degree in Business, Psychology, Statistics, Communications, or Sociology
<b>Art and Art History</b>	Master's degree in Art History (MA, PhD), Studio Art (MA, MFA, DFA), Graphic Design and related fields with emphasis in graphic design (MA, MFA, MDes), Art Education and/or Education with pronounced emphasis on Art Education (MPS, MS, MAT, PhD, EdD) or Curatorial Studies, Critical Studies, Visual Studies, American Studies, Pop Culture Studies, African-American/Diaspora Studies, Cultural Anthropology
<b>Music</b>	Master's degree in Music Tested experience: a graduate degree in any discipline with at least three years of full-time teaching experience, a minimum of one graduate course focused on the pedagogy of music theory, and at least three years of professional experience in music and/or performing arts with a history of recognized accomplishment in events of public acclaim.
<b>Writer's Workshop (Creative Writing)</b>	Master's degree in English, Literature or Creative Writing
<b>Teacher Education</b>	Master's degree in Education with a teacher certification from the State of Nebraska

DEPARTMENT	TEACHER REQUIREMENTS
<b>Special Education and Communication Disorders</b>	Master's degree in Special Education, Educational Leadership, or related field
<b>School of Health and Kinesiology: Dance and Weight Lifting</b>	Master's degree in Physical Education and Recreation or related areas (Biomechanics, Kinesiology, Exercise Science, Exercise Physiology, Anatomy, Physiology, Motor Control, Sports Psychology, Exercise psychology, Exercise Motivation, Physical Activity, Health Promotion, Public Health, Health Education, Health Behavior, Biology). Weight Training – must have at least a BA/BS and have either the Certified Strength & Conditioning Specialist (CSCS) or American College of Sports Medicine (ACSM) certification.
<b>School of Health and Kinesiology: Athletic Training</b>	Master's degree in Physical Education and Recreation or related areas (Biomechanics, Kinesiology, Exercise Science, Exercise Physiology, Anatomy, Physiology, Motor Control, Physical Activity, Health Promotion, Public Health, Biology, Health Behavior, Health Education, Physical Education Pedagogy) and an Athletic Training Certificate.
<b>School of Health and Kinesiology: Officiating and Nutrition</b>	Master's degree in Physical Education and Recreation or related areas (Biomechanics, Kinesiology, Exercise Science, Exercise Physiology, Anatomy, Physiology, Motor Control, Sports Psychology, Exercise psychology, Exercise Motivation, Physical Activity, Health Promotion, Public Health, Health Education, Health Behavior, Biology). Officiating – must have a minimum of five years coaching/officiating experience
<b>College of Information Science &amp; Technology: Computer Science</b>	Master's degree in Information Technology, Information Science, Computer Science, Computer Science Education, Human-Centered Computing, Computer Engineering, Curriculum & Instruction with emphasis on Computing, Learning Sciences, Educational Leadership, Mathematics Education, or a closely related field.
<b>College of Information Science &amp; Technology: Statistics</b>	Master's degree in Information Systems, Operations Research, Bioinformatics, Information Security, IT Innovation, Computer Science, Mathematics, Statistics, Business, Quantitative Research Methods, Engineering, Information Technology, Actuarial Science, or any other STEM field.
<b>College of Information Science &amp; Technology: Cybersecurity</b>	Master's degree in Cybersecurity, Information Assurance, Computer Science, Management Information Systems, or closely related information technology fields such as Computer Information Systems, Mathematic Science, Computer Engineering, etc.
<b>Aviation Institute</b>	Master's degree in Aviation, Public Policy, Public Administration, Political Science, Economics, Business Administration, Engineering, Education or Transportation that demonstrates expertise, experience, and scholarship in aerospace, aeronautics, or aviation related studies Avn 1020 – Current certified flight instructor (CFI) or "Grounded Instructor – Basic" certificate (BGI).

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