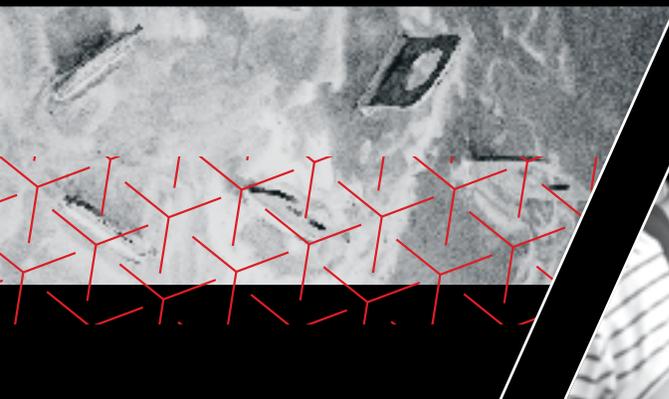




# FACULTY & STAFF HANDBOOK

UNO DUAL ENROLLMENT PROGRAM



# GUIDANCE

**THIS HANDBOOK** contains relevant information for faculty and staff involved in the University of Nebraska at Omaha (UNO) Dual Enrollment program. Questions, concerns, or comments about the information presented in this book or about the UNO Dual Enrollment Program can be directed to the Office of General Education and Dual Enrollment at 402.554.3810 or [unodualenroll@unomaha.edu](mailto:unodualenroll@unomaha.edu).

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# ABOUT DUAL ENROLLMENT

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.

Dual enrollment allows academically talented students to earn college credit while still in high school to maximize their time in advanced classes and get a head start on their college degree. Courses are taught at area high schools by high school staff who have been approved by their respective UNO academic departments to be adjunct faculty. Credit earned is based on a student's cumulative performance throughout the duration of the course. Dual enrollment students shall be held to the same standards of achievement and grading as students taking the same course at UNO. Courses can range from one to five college credits per course.



## Program Mission

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

To foster development of certain intellectual skills and dispositions in our students, which is essential to informed citizenship and an ability to effectively deal with complexity, diversity, and change.

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.

## UNO DUAL ENROLLMENT PROGRAM

23  
*Districts*

37  
*High schools*

275  
*High school teachers*

25  
*UNO academic units in addition to college administrative office and faculty*

20,634  
*Credit hours taken in 2021-2022*

# 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.

#### Specific responsibilities include:

- 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 certified to teach the UNO curriculum at their high schools uphold college standards for the course.

#### Specific responsibilities include:

- 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 Higher Learning Commission guidelines during the five-year extension, ending on September 1, 2023.

## ADMINISTRATIVE OVERVIEW CONTD.

## FACULTY STANDARDS

In order to offer a UNO course for credit at your high school, your school must 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:

- High school teacher credentials must be approved by the appropriate UNO academic unit.
- 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, must 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

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/Recertification

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

#### Office of General Education and Dual Enrollment

108 Eppley Administration Building  
6001 Dodge Street  
Omaha, NE 68182-0796  
[unodualenroll@unomaha.edu](mailto:unodualenroll@unomaha.edu)

### How To Apply To Be A Dual Enrollment Teacher

To apply to become a dual enrollment teacher, teachers must submit a résumé, syllabus, **expectations for dual enrollment**, and unofficial copies of both undergraduate and graduate transcripts. 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.

## ADMINISTRATIVE OVERVIEW CONTD.

## CURRICULUM STANDARDS

**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 prerequisites 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, an email 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. Credit/No Credit is not an option for Dual Enrollment.

**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 about how to grade via MavLINK.
- Once all the grades are posted, emails will be sent to students informing them 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). These SLOs must be included in the dual enrollment course syllabus.

A complete list of UNO General Education courses and corresponding 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.

**School Visits, Engagement, and Partnership**

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.

# ADMISSION 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 student's submitted application with appropriate 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 an application window to complete the online application and get approval from the parents. Once approval is completed 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 application and enrolling the students. Please allow up to one month for our staff to process the application 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.



## SCHOOL VISITS

**AUGUST–OCTOBER (FIRST SEMESTER)  
JANUARY–MARCH (SECOND SEMESTER)**

- Students have an application window to submit the application online at [applydual.unomaha.edu](http://applydual.unomaha.edu)
- Parents/guardians have the same deadline window to approve the student's application
- Counselor/high school representative approves/denies the students application before or shortly after the deadline

## PROCESSING OF APPLICATIONS

**SEPTEMBER, OCTOBER, JANUARY,  
FEBRUARY, AND MARCH**

- Applications are processed 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 month after the application deadline.
- Once the student is enrolled, an admission packet will be mailed within 24-48 hours.
- Teachers are informed of enrollments and directed to log in to MavLINK at [mavlink.unomaha.edu](http://mavlink.unomaha.edu) to verify rosters.



# COST AND BILLING INFORMATION

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 you decide to withdraw from the course. No payment is due at the time of registration. To view the balance owed, log in to MavLINK. The balance of your account is subject to change if classes or scholarships are added.

## Due Dates

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

## Payments

After enrollment, students can make a payment at any time. UNO is unable to accept payments over the phone, but students may use any of the following payment methods or contact UNO Cashiering and Accounts to set up a payment plan.

### In Person

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

### By Mail

- Check, cashier's check, or money order
- Include student's NUID number and allow proper mailing time
- Mail to: University of Nebraska at Omaha  
ATTN: Cashiering and Student Accounts  
6001 Dodge Street, 109 EAB  
Omaha, NE 68182-0292

### Online via Dual Enrollment Application Portal

- Credit/debit card via PayPal (will not incur a service charge)
- Log in to [applydual.unomaha.edu](http://applydual.unomaha.edu) and click "Make Payment"
  - Login information is the email address used to create the Student's Application. Password is the same password created during the Student's Application.

### Online via MavLINK

- Credit/debit card (a 2.75% service charge will be incurred) or electronic check (e-check) which will not incur a service charge
- Log in to MavLINK and select "Make a Payment"
  - Login information will use your NUID and password

## College Savings Plan (529)

- Contact your College Savings Plan administrator 2-4 weeks prior to payment deadline to ensure funds are received by the deadline. Provide them with the UNO Cashiering and Student Accounts mailing address shown under "By Mail."

## Holds and Nonpayment

All students with outstanding billed balance will have a hold placed on their account. Dual Enrollment bills are generated on the last business day of each month and due by the 23<sup>rd</sup> of the following month. Balances remaining unpaid at the end of the term may result in additional collection efforts, such as placement with an outside collection agency.

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 nonpayment 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.

**For more information about cost, billing, and payments, contact**

### Cashiering and Student Accounts:

109 Eppley Administration Building  
6001 Dodge Street  
Omaha, NE 68182  
402.554.2324 | [unosca@unomaha.edu](mailto:unosca@unomaha.edu)

[ [CASHIERING.UNOMAHA.EDU](http://CASHIERING.UNOMAHA.EDU) ]

## COST AND BILLING INFORMATION CONTD.



## WITHDRAWING

Students are 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 failing.

For a list of current withdrawal dates, visit

[ [DUALENROLL.UNOMAHA.EDU/WITHDRAWAL](http://DUALENROLL.UNOMAHA.EDU/WITHDRAWAL) ]

### Please Note

- The Office of General Education and Dual Enrollment must be notified via the [withdrawal form](#) for any student who wants to withdraw from their dual enrollment course.
- Parents/guardians or high school staff members cannot withdraw the student from the dual enrollment course at UNO.
- The student is 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 will not impact a student's academic GPA.
- Students must drop or withdraw from the UNO Dual Enrollment course if they withdraw from the high school class or change high schools after they registered for UNO Dual Enrollment.

### Students must notify the UNO Office of General Education and Dual Enrollment via email or mail for the following:

- If a student plans on withdrawing from the UNO Dual Enrollment program after the application is submitted
- If a student withdraws from the high school class or changes high schools after they have registered for UNO Dual Enrollment
- Any change in mailing address or name

### To notify, contact:

#### Office of General Education and Dual Enrollment

108 Eppley Administration Building  
6001 Dodge St  
Omaha, NE 68182-0796  
402.554.3810  
[unodualenroll@unomaha.edu](mailto:unodualenroll@unomaha.edu)

[ [DUALENROLL.UNOMAHA.EDU](http://DUALENROLL.UNOMAHA.EDU) ]

# SCHOLARSHIPS

## ACCESS COLLEGE EARLY SCHOLARSHIP

The Access College Early (ACE) Scholarship Program is awarded by the state of Nebraska to qualified high school students. It 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.

- **The ACE Scholarship pays for a specific number of dual enrollment courses per year**
- **Scholarships will be awarded until funds have been exhausted**
- **Applicants must submit a separate application for each term enrolled (i.e. fall, spring, summer) and each college/university they are receiving college credit from**

[ [CCPE.NEBRASKA.GOV/ACE](http://CCPE.NEBRASKA.GOV/ACE) ]

**FALL DEADLINE: DECEMBER 15**

**SPRING DEADLINE: MAY 15**

### Questions

For questions about the ACE Scholarship or the application, contact:

- High school guidance counselor **-or-**
- Ritchie Morrow | Financial Aid Officer - CCPE  
ritchie.morrow@nebraska.gov | 402.471.0032

[ [CCPE.NEBRASKA.GOV/ACE](http://CCPE.NEBRASKA.GOV/ACE) ]

## SCHOLARSHIP APPLICATION PROCESS

### ACE Scholarship

The ACE Scholarship is available each semester starting in August.

1. Students can apply for the ACE scholarship after they have submitted a dual enrollment application
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 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 Associate 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.

## FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student educational records and provides students with certain rights.

### Student's Rights Under FERPA

- The right to inspect and review their education records
- The right to seek amendment to those records and in certain cases append a statement to the record
- The right to consent to disclosure of his/her records
- The right to file a complaint with the U.S. Department of Education
- The right to obtain a copy of UNO's Student Records Policy

### Families of Dual Enrollment Students

Postsecondary institutions must receive written permission from you (the student) in order to release information to parents/guardians regarding your educational record, including dual enrollment coursework. You may give permission to your parents/guardians to access your 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 their education record at the college level and seek ways to gain that information while safeguarding their rights and responsibilities.

For more detailed information about FERPA, visit

[ [REGISTRAR.UNOMAHA.EDU/FERPA](http://REGISTRAR.UNOMAHA.EDU/FERPA) ]

### For questions regarding FERPA, contact:

#### Office of the University Registrar

105 Eppley Administration Building

6001 Dodge Street

Omaha, NE 68182-0287

402.554.2314 | [unoregistrar@unomaha.edu](mailto:unoregistrar@unomaha.edu)

## ATTENDANCE

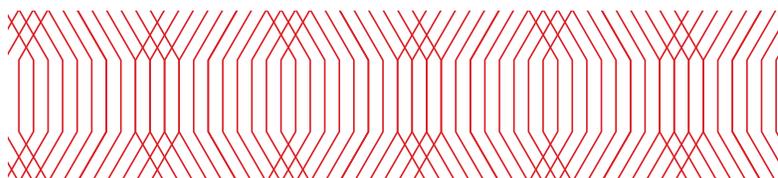
Classes are conducted on the premise that regular attendance is desirable. The individual instructor has responsibility for managing student attendance and for communicating at the beginning of each semester those class attendance policies which prevail in that course.

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.



## UNIVERSITY POLICIES CONT'D

## ORDERING TRANSCRIPTS

Students needing a UNO transcript showing their dual enrollment course credit have a variety of options to choose from.

**Online Transcript Request**

Ordering transcripts online through MavLINK is the fastest way to get transcripts processed. To order transcripts online:

1. Log in to MavLINK using the assigned NUID and password received when enrolled in the Dual Enrollment Program.
2. Click the Academics drop down link on the left side of the page. Then click "Request Official Transcript."

If the student does not know the NUID or password for logging in to MavLINK, visit [trueyou.nebraska.edu](http://trueyou.nebraska.edu) or contact the Office of General Education and Dual Enrollment.

**Paper Transcript Request**

A paper transcript request form is available at [dualenroll.unomaha.edu](http://dualenroll.unomaha.edu) under Additional Resources.

**Transcript Request through Parchment**

UNO Transcript Request through Parchment is available online at [transcripts.unomaha.edu](http://transcripts.unomaha.edu).

**Cost**

- **\$3 charge per transcript** for students who are enrolled for the current semester at UNO.
- **\$15 charge per transcript** for former students and those not currently enrolled at UNO.

**ACADEMIC INTEGRITY POLICY**

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, the following:

**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.

**To view the complete policy and procedures, visit**

**[ [STUDENTLIFE.UNOMAHA.EDU/INTEGRITY](http://STUDENTLIFE.UNOMAHA.EDU/INTEGRITY) ]**

**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 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."

# APPENDIX A

List of courses UNO currently offers for dual enrollment.

UNO Class	UNO Title	UNO Credit Hours	UNO General Education Course
Art 1100	Foundation Drawing and Design: 2-D	3	Possible Major/Minor/Elective
Art 2050	Survey of Western Art History I	3	Humanities/ Global Diversity General Ed.
Aviation 1000	Intro to Aviation and Aerospace	3	Social Science General Education
Aviation 1020	Private Pilot Theory	3	Possible Major/Minor/Elective
Aviation 1040	History of Aviation and Aerospace	3	Social Science General Education
Aviation 1160	Aviation Safety	3	Possible Major/Minor/Elective
Biology 1450	Biology I	5	Natural Science General Education
Biology 1750	Biology II	5	Possible Major/Minor/Elective
Biomechanics 2400	Human Physiology & Anatomy	4	Natural/Physical Science General Education Lecture & Lab
CDIS 1400	Intro to Communication Disorders	3	Social Science/U.S. Diversity General Ed.
CIST 1400	Intro to Computer Science I	3	Possible Major/Minor/Elective
CIST 2500	Intro to Applied Statistics for College of IS&T	3	Possible Major/Minor/Elective
Computer Science 1200	Computer Science Principles	3	Natural Science General Education
Cybersecurity 1100	Information Security	3	Global Diversity General Education
Economics 1200	Intro to the US Economy	3	Social Science General Education
Economics 2200	Micro Economics	3	Social Sciences General Education
Economics 2220	Macro Economics	3	Social Sciences General Education
English 1010	Intro to Genre Studies: Prose	3	Humanities General Education
English 1020	Intro to Genre Studies: Poetry, Drama, Film	3	Humanities General Education
French 1120	Elementary French II	5	Possible Major/Minor/Elective
French 2120	Intermediate French II	3	Possible Major/Minor/Elective
Geography 1020	Intro to Human Geography	3	Social Sciences General Education

## APPENDIX A. CONT'D

<b>UNO Class</b>	<b>UNO Title</b>	<b>UNO Credit Hours</b>	<b>UNO General Education Course</b>
Geography 1050	Human Environmental Geography	4	Natural Science General Education
German 2110	Intermediate German I	3	Possible Major/Minor/Elective
German 2120	Intermediate German II	3	Possible Major/Minor/Elective
HEKI 2000	Medical Terminology	1	Possible Major/Minor/Elective
HEKI 3090	Applied Nutrition	3	Possible Major/Minor/Elective*
History 1000	World History to 1500	3	Humanities/Global Diversity General Education
History 1010	World History since 1500	3	Humanities/Global Diversity General Education
History 1110	American History to 1865	3	Humanities/Global Diversity General Ed.
History 1120	American History since 1865	3	Humanities/Global Diversity General Ed.
KINS 1010	Intro to Sports Medicine	1	Possible Major/Minor/Elective
KINS 3040	Prevention and Care of Athletic Injuries	3	Possible Major/Minor/Elective
KINS 3140	Officiating	3	Possible Major/Minor/Elective
Management 1200	Intro to Management	3	Possible Major/Minor/Elective
Management 1500	Intro to Business	3	Social Science General Education
Marketing 2210	Survey of Marketing	3	Possible Major/Minor/Elective
Math 1120	Intro to Mathematical and Computational Thinking	3	Quantitative Literacy General Education
Math 1950	Calculus I	5	Possible Major/Minor/Elective
Math 1960	Calculus II	4	Possible Major/Minor/Elective
Math 1970	Calculus III	4	Possible Major/Minor/Elective
Math 2350	Differential Equations	3	Possible Major/Minor Elective
Math 4740	Intro to Probability and Statistics	3	Possible Major/Minor/Elective
Music 1400	Music Fundamentals	3	Possible Major/Minor/Elective
PEA 111Q	Ballet	1	Possible Major/Minor/Elective
PEA 111P	Modern Dance	1	Possible Major/Minor/Elective

## APPENDIX A. CONT'D

<b>UNO Class</b>	<b>UNO Title</b>	<b>UNO Credit Hours</b>	<b>UNO General Education Course</b>
Physics 1110	General Physics with Algebra	4	Natural Science General Education
Physics 1120	General Physics with Algebra	4	Possible Major/Minor/Elective
Physics 1154	General Physics Lab I	1	Natural Science General Education
Physics 1164	General Physics Lab II	1	Natural Science General Education
Physics 1350	Principles of Astronomy	3	Natural Science General Education
Physics 2030	Energy and Fuels	3	Possible Major/Minor/Elective
Physics 2110	General Physics I -Calculus Level	4	Natural Science General Education
Physics 2120	General Physics II- Calculus Level	4	Possible Major/Minor/Elective
Political Science 1100	Intro to American National Government	3	Social Sciences General Education
Political Science 2500	Intro to Comparative Politics	3	Social Science/Global Diversity General Education
Psychology 1010	Intro to Psychology	3	Social Sciences General Education
Public Health & Behavior 1500	Foundations of Public Health	3	Social Sciences General Education
Public Health & Behavior 3030	First Aid	3	Possible/Major/Minor/Elective
Religion 1010	Intro to World Religions	3	Humanities/Global Diversity General Ed.
Sociology 1010	Intro to Sociology	3	Social Science General Education
Spanish 1110	Elementary Spanish I	5	Humanities/Global Diversity General Ed.
Spanish 1120	Elementary Spanish II	5	Possible Major/Minor/Elective
Spanish 2110	Intermediate Spanish I	3	Possible Major/Minor/Elective
Spanish 2120	Intermediate Spanish II	3	Possible Major/Minor/Elective
Spanish 2150	Intro to Hispanic Literatures & Cultures	3	Possible Major/Minor/Elective
SPED 1500	Intro to Special Education	3	Social Science/ U.S. Diversity General Education
Teacher Education 1010	Intro to Education	3	Possible Major/Minor/Elective
Writers Workshop 1500	Intro to Creative Writing	3	Humanities General Education

# APPENDIX B

Below are the faculty teaching requirements for UNO Dual Enrollment courses. All requirements are subject to change at the discretion of the academic departments. Before enrolling in any graduate program for purpose of teaching UNO dual enrollment courses, teachers should first contact the Office of General Education and Dual Enrollment to ensure the courses meet department requirements.

Department	Teacher Requirements
<b>Biology</b>	Master's degree in any subdiscipline of biological, biomedical, environmental or life sciences. Any STEM discipline overlapping with subdisciplines 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> <p>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.</p>
<b>Geography/Geology</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
<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

## APPENDIX B. CONT'D

Department	Teacher Requirements
<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>	Economics or Economic Education
<b>Management (Intro. to Business)</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>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, Ph.D.), 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, Ph.D., Ed.D.) 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 and two years experience of teaching PK-12
<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.

## APPENDIX B. CONT'D

Department	Teacher Requirements
<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).

# UNIVERSITY CONTACTS

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### Mathematics

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Janice Rech  
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### Physics

Chris Moore

### Political Science

Carson Holloway

### Psychology

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### Religious Studies

Paul Williams

### Sociology/Anthropology

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### College of Business

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### Economics

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John Erickson

### Marketing

Phani T. Adidam

### School of the Arts

Amy Morris

### Art and Art History

Bridget Sanhoff  
Russ Nordman

### Writer's Workshop

Miles Waggener

### School of Music

Darren Pettit

### Biomechanics

Laura Rotert

### Teacher Education

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### Special Education and Communication Disorders

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## Connect with the Office of General Education and Dual Enrollment

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