



**DUAL CREDIT AGREEMENT
AMARILLO COLLEGE**

In order to provide students of Premier High School with the most appropriate educational experiences, Amarillo College and Premier High School enter into this agreement to award dual credit for certain specific courses. Dual credit refers to the practice of awarding college academic credit at both institutions for a course completed at either institution. The following general requirements must be met in order for the student to receive credit for a dual credit course earned at Amarillo College.

Term: This contract is good for a period of two years from the date of signing.

DUAL CREDIT GOALS

Goal #1- Ensure purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies (aligns with state goal #1)

Goal # 2- Ensure matriculation of dual credit/technical dual credit students to full time college students (aligns with state goals #2 & #3)

Goal #3- Completion of diploma and degree program by students (aligns with state goal #3)

Goal #4- Completion of level one/two certificates while in high school

Goal #5- Successful completion of courses (aligns with state goals #3 & #4)

STUDENT ELIGIBILITY

The student must complete an Amarillo College Application for Admission and be accepted to the college. The student must meet established entrance requirements at Amarillo College as well as appropriate prerequisites for any course, including Texas Success Initiative mandates and other mandates set forth by THECB for dual credit eligibility.

[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=19&pt=1&ch=4](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=19&pt=1&ch=4)

<https://www.actx.edu/dualcredit/testing-requirements>

Students enrolling in courses for credit at Amarillo College under this agreement will have all the rights and responsibilities and be subject to all policies as any other student. All policies and student rights may be found at <http://www.actx.edu>.

COURSE REQUIREMENTS

Courses offered must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the Board or as college-level workforce education courses in the current edition of the Workforce Education Course Manual adopted by the Board.

A college course offered for dual credit must be:

- (A) in the core curriculum of the public institution of higher education providing the credit;
- (B) a career and technical education course; or
- (C) a foreign language course.



Dual credit courses will be equivalent to the corresponding course offered to non-dual credit students with respect to the curriculum, materials, instruction, grading and method/rigor of student evaluation. Oversight will rest with the college department under which the course resides. Students will register into courses at Amarillo College. Dual Credit courses will be permanently recorded on the Amarillo College transcript at the completion of the course. The ISD is responsible for transcription of high school credit. Students may request a copy of their transcript at any time.

Dual Credit courses are delivered either at the high school by a SACS/COC qualified instructor, or via web based instruction with Amarillo College instructors providing instruction.

Course sequencing and prerequisite requirements can be found at <http://catalog.actx.edu/content.php?catoid=17&navoid=774>.

Composition of Class

Dual credit courses may be composed of dual credit students only or of dual and college credit students. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed only under one of the following conditions:

- (1) If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
- (2) If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students.
- (3) If the course is a career and technical/college workforce education course and the high school credit-only students are eligible to earn articulated college credit.

FACULTY REQUIREMENTS

All faculty teaching dual credit courses must meet the minimum qualifications established by Amarillo College and their accrediting body, Southern Association of Colleges and Schools, for the specific course and be subject to the Amarillo College instructor/course evaluation program. Faculty will go through an interview process and be subject to all department requirements. Dual credit faculty will be supervised by the appropriate Amarillo College faculty member to ensure quality and instructional rigor equal to courses taught to non-dual credit students. High school faculty who meet minimum qualifications will be evaluated by the same standards and process as Amarillo College adjunct faculty. Faculty and facilitator responsibilities are outlined in the attached policy and procedure manual.

Amarillo College agrees to pay each high school teacher who teaches or facilitates a course a stipend based on the compensation chart that will be provided to the district each year. Amarillo College will remit the amount of this gross pay and fringes to the school district each long semester. The school district agrees to add the gross pay and fringe benefits for applicable dual credit instructors to the instructors' payroll to compensate those instructors for teaching/facilitating dual credit courses.

LIBRARY

Access to Amarillo College Librarians and other Library resources for dual credit courses will be equivalent to the corresponding course offered to non-dual credit students. Students will maintain full access to the coordinating ISD Library and Librarians.

Dual credit faculty who wish to schedule a face-to-face Library Instruction session will be expected to schedule with the Amarillo College Library staff or an ISD Librarian who has attended an Amarillo College Library training session. Face-to-face instruction provided by Amarillo College Library staff will be provided on the Amarillo College Washington Street Campus. Digital resources are always available.

FUNDING

Amarillo College will charge dual credit at a rate of \$50 per credit hour per course. Students will be responsible for any book or access fees required for the course. This will be billed to the student unless a sponsorship program is provided by the ISD.

ISD RESPONSIBILITIES

The School District will work with the College to ensure that the School District's facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction that includes the following:

- The School District will ensure that faculty and dual credit students have appropriate access to all available instructional resources and essential technology, and those offering CIS/BIM courses shall meet additional computing technology requirements as indicated by the College CIS Program;
- The School District shall permit access to the College's electronic learning resources when the course is taught at the School District; and
- The School District offering science courses shall meet the laboratory safety standards and have material/equipment required for College courses available in all labs in which classes are being taught that comply with College science program requirements.

Amarillo College Responsibilities

Amarillo College will provide qualified teachers for courses taught online when the ISD does not have an approved teacher on campus. Amarillo College will also provide support services to teachers and students as needed. Amarillo college will provide student information and records to the ISD as allowed under FERPA.

STUDENT SUPPORT SERVICES

Support services available to dual credit students include:

AC Police, Academic Advising, AskAC, Career and Employment Services, Computer Services Center, Disability Services, library services, tutoring services to include SmartThinking Online tutoring, success center, and testing services.

In addition to these services, a dual credit advisor will be available throughout the year for dual credit students to help with academic planning.

DATA SHARING

FERPA allows protected student data to be exchanged between the College and School District for students that are dually enrolled without the consent of either the parents or the student. If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the School District, including records that the College disclosed. The College and the School District are expected to meet FERPA requirements to maintain the privacy of student data. The School District shall provide a primary and secondary contact, at the District and at each high school, to receive data via a secure process from the College. These contacts will be responsible for distributing data securely within their assigned area and within FERPA guidelines. Any student level data received

from the College shall not be shared outside the District without prior authorization from the College. The College partners may request data outside of the report distribution schedule provided:

- An MOU has been executed and is active between the partner organization and the College
- The data request is submitted, at minimum, three (3) business days prior to the requested delivery date

PLEASE NOTE: Requests are NOT guaranteed to be delivered by the requested delivery date and may be delayed depending on the data team’s existing request volume. Requests will be prioritized depending on identified need.


GENERAL GUIDELINES

The Associate Vice President of Academic Learning under the auspices of the Vice President for Academic Affairs will serve as the liaison for all dual credit questions, disputes, scheduling, and processes.

MEMORANDUM OF UNDERSTANDING (MOU)

This MOU may be amended by mutual written agreement of both parties. The College and School District reserve the right to terminate this MOU, upon receipt of written notice to the other party, ninety (90) days prior to the termination of this Agreement.

NOTIFICATION OF NON—COMPLIANCE AND TERMINATION OF AGREEMENT Failure to act in accordance with any provision in this MOU will result in a Notification of Non-Compliance (Notice), which may be initiated by either party. The Notice shall be in writing and shall state in particular the alleged non-compliance. The Notice will be provided to the College President and School District Superintendent for review and action. Failure to correct noncompliance may result in termination of this agreement.



 Dr. Russell Lowery-Hart
 President
 12/10/2020

 Date

DocuSigned by:
 Robert Davison

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 Mr. Robert Davison
 Chief Operating Officer
 1/8/2021

 Date

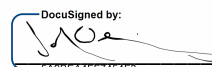
Attachments:

- Course crosswalk
- Dual Credit program assessment
- Teacher MOU
- Coordinator MOU
- Compensation chart
- Policies and Procedures

Approved as to Form:

DocuSigned by:
 Lindsey Gordon

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 Lindsey Gordon
 General Counsel
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 Jared Olivarez
 Interim CCMR Manager
 Regional Counselor - Central Texas
 College, Career and Military Readiness
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 Christian Cutter

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 Dr. Christian Cutter
 Executive Vice President of Academics
 ResponsiveEd

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2020-2021 Dual Credit Course Crosswalk

Colleg course	College Course Name	High School Course Name	Credits earned	Pre-Req
BCIS 1305	Business Computer Applications	Business Infor Management II Computer Applications	3	College Reading level
BIOL 1406	Biology for STEM majors	Biology Life Science; Biology II	4	College Reading level
BIOL 1407	Biology for STEM majors II	Biology Life Science; Biology II	4	C or higher-BIOL 1406
BIOL-1408	Biology/Non-Science Majors I	Biology Life Science; Biology II	4	College Reading level
BIOL-1409	Biology/Non-Science Majors II	Biology Life Science; Biology II	4	C or higher -BIOL 1407
CHEM 1311	Principles of Chemistry	Chemistry	3	College Reading/Math level
CHEM1111	Chemistry Lab	Chemistry	1	College Reading/Math level
CRIJ-2314	Criminal Investigations	Criminal Justice	3	College Reading level
CRIJ-2328	Police Systems and Practices	Law Enforcement I	3	College Reading level
ECON-2301	Economics	Economics	3	College Reading level
EDUC 1100	Learning Frameworks	First Year Seminar	1	College Reading level
EMSP-1163	Clin-Emergency Medical Tech	Health Science IV	1	College Reading level
EMSP-1501	Emergency Medical Tech-Basic	Health Science IV	5	College Reading level
ENGL-1301	Composition I	English IV	3	College Reading/Writing level
ENGL-1302	Composition II	English IV	3	C or higher in ENGL 1301
ENGL 2311	Technical Writing	English IV	3	C or higher in ENGL 1301

2020-2021 Dual Credit Course Crosswalk

GOVT-2305	United States Government	Government	3	College Reading level
HIST-1301	United States History I	U.S. History	3	College Reading level
HIST-1302	United States History II	U.S. History	3	College Reading level
HITT-1305	Medical Terminology	Medical Terminology	3	College Reading level
ITSC-2335	App. Software Problem Solving	Business Infor Management II	3	C or Higher - BCIS 1305
MATH-1314	College Algebra- non STEM	Alegebra	3	College Math Level
MATH-1316	Trigonometry	Pre-Calculus	3	C or higher-Math 1414/1314
MATH-1324	Math for Business	Business Math	3	College Math Level
MATH-1325	Calculus for Business	Business Math	3	C or higher - MATH 1325
MATH-1342	Statistics	Statistics	3	C or higher Math 1314 or 1324
MATH-1414	College Algebra/STEM	Pre-Calculus; AQR	4	College Level Math
MUSI-1307	Music Literature	Band	3	College Level Reading
PHYS-1401	College Physics I	Physics I	4	College Level Math
PHYS-1402	College Physics II	Physics II	4	C or higher PHYS 1401
PSYC-2301	General Psychology	Psychology	3	College Level Reading
RELG-1301	Old Testament	Old Testament	3	College Level Reading
RELG-1302	New Testament	New Testament	3	College Level Reading
SGNL-1301	Beginning ASL I	American Sign Language IV	3	College Level Reading
SGNL-1302	Beginning ASL II	American Sign Language IV	3	C or higher -- SGNL 1302
SOCI-1301	Introduction to Sociology	Sociology	3	College Level Reading
SPAN-1411	First Year Spanish II	Spanish III	4	College Level Reading
SPAN-1412	First Year Spanish I	Spanish III	4	C or higher -- SPAN 1411
SPAN-2311	Second Year Spanish I	Spanish IV	3	C or higher -- SPAN 1412
SPCH-1315	Public Speaking	Speech	3	College Level Writing



Amarillo College Academic & Student Support Services Annual Assessment Plan

Team Member:Becky Burton

Campus:Washington St. Campus

Department:Academic Outreach/Dual Credit

Division:Academic Affairs

Academic Year:2019-20

Your Department Mission/Purpose Statement:

The Amarillo College Dual-Credit Program's mission is to create a cooperative partnership between a high school and Amarillo College through which a student may be awarded both college and high school credit in courses that meet the requirements of both institutions.

Which Institutional Goals Will This Assessment Plan Support This Year?

<https://www.actx.edu/strategic/>

- Completion**
- Align Degrees and Certificates with Labor Market Demand**
- Learning**
- Equity**
- Financial Effectiveness**

To comply with our SACS Accrediting body regarding the standards for Institutional Effectiveness, we need to identify our expected outcomes, the extent to which we achieve these outcomes, and provide evidence of improvement based on the analysis of the results for our administrative support services and academic and student support services.

(SACS Institutional and Administrative Effectiveness standards 7.3 and 8.2.c:

<http://www.sacscoc.org/pdf/2018PrinciplesOfAccreditation.pdf>).

This plan is an annual assessment of your department where you identify a **minimum of 3 key goals** for your area.

1. Annual Goals

- a. What are your goals for this year? Do they align with your mission and strategic plan?
- b. Have you developed SMART Goals? (Specific, Measurable, Attainable, Relevant and Timely)

2. Identify the strategies or activities for accomplishing this goal (the how?).

3. Describe your targets/benchmarks.

4. Analysis of Results – This is the data from your expected targets. You will provide at the end of an academic year cycle.

5. Identification of Action Plan – How will you use those results for improvement?

- a. Did you reach your expected outcomes?
- b. What's next for continuous improvement?

Goals	Strategies	Benchmark	Schedule/Activities	Responsibility	Results/Outcomes	Action/Next Steps
Goal 1: Ensure purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including	1. Increase overall offering of dual credit courses 2. Align course offerings to ensure transferability	Increase SCH hours earned by Dual Credit students by their graduation year by 5% in 2022	<ul style="list-style-type: none"> ▪ Host Dual credit coordinator training once per year. ▪ Host High school counselor workshop once per year. ▪ Host Dual credit teacher training one per year. ▪ Participate in parent nights at high schools. 	Academic Outreach personnel	5 Dual Credit faculty trainings were offered: (attendance #) 155 2 Dual Credit Coordinator Trainings Offered: June 2020: 27 1-DC Parent Night Others were not	Training needs to be expanded to include more Blackboard training as well as more pathway advising. Pathway training will be added to ensure coordinators are aware of specific course needs for students on each pathway.

<p>enrollment and fee policies. (State goal #1)</p>			<ul style="list-style-type: none"> ▪ Offer group and individual advising for current dual credit students at the high school. ▪ Increase dual credit offerings during summer session ▪ Meet with 7th/8th grade students to align endorsement areas with communities ▪ Marketing to parents in middle schools 		<p>conducted due to Covid 19.</p> <p>Summer 2019: 342 Summer 2020: 352 Slight increase</p> <p>3 middle schools 1 area MS event 217 MS students</p> <p>No parent marketing due to coronavirus school closings</p>	<p>Ensure increase of summer offerings align with student endorsement/pathway.</p> <p>Increase outreach to parents in middle school. New director is working with ISD's to plan new offerings.</p>
<p>Goal #2 Ensure matriculation of dual credit/technical dual credit students to full time college students</p>	<p>1. Increase students who move from high school dual credit to Amarillo College.</p>	<p>Increase number of DC students matriculating to AC after graduation by 5% in 2022</p>	<ul style="list-style-type: none"> ▪ Offer group and individual advising for current dual credit students at the high school. ▪ Community events/Success 360. ▪ Visit classrooms of dual credit classes at the high schools for AC Q & A. 		<p>Technical Dual Credit matriculation:</p> <p>58% of students who attended Success 360 have enrolled at AC for fall 2020 Dual Credit matriculation to</p>	<p>See Goal #4 2019-20 plans</p> <p>1. Intentional advising for SB 25 compliance for degree plan/major classification.</p> <p>Increase marketing around dual credit badger orientation.</p>

(State Goal #2 & 3)			<ul style="list-style-type: none"> Speak at parent nights offered at the high schools. Offer orientation night for dual credit students and parents on campus. 		<p>Amarillo College is at 25%</p> <p>Dual Credit Badger Beginnings session in Sept 2019: N=0</p>	<p>Offer dual credit students a specialized advising session and orientation in spring of senior year</p> <p>New director will be restarting a virtual dual credit badger beginnings to increase participation.</p>
<p>Goal #3 Completion of diploma and degree students (state goal #3)</p>	<p>1. Increase participation of number of students in program 2. Continual advising 3. Ensure sequential course offerings on regular rotations</p>	<p>Track persistence and retention of students from year to year until completion. By 2022 ensure 70% success rates</p>	<ul style="list-style-type: none"> Participate in parent nights at high schools. Offer individual advising to students throughout the year. Align dual credit and concurrent courses at the high schools with the school personnel. 		<p>Parent Nights at 14 high schools for Spring 2019 1 parent night 2020</p> <p>Diplomas & Degrees Graduates for 2020: 15</p> <p>Current # of Diplomas & Degrees students: 132</p>	<p>Increase advising of current D & D students to ensure transferability. Unsure of the number of students who started in 2015 to track percentage of those who completed. A new tracking system is being developed.</p>
<p>Goal #4 Completion of level one/two certificates while in high school</p>	<p>1. Increase number of WECM courses aligned with current high</p>	<p>Increase number of level 1 certificates</p>	<ul style="list-style-type: none"> Host articulated/technical dual credit workshops for ISD personnel each fall. 		<p>Hosted workshop for Sept 2019 14 HS teachers 12 AC personnel</p>	<p>a. Develop Articulated Credit video available to all high schools</p>

	<p>school courses. 2. Increase sequence of articulated courses that lead to level 1 certificates.</p>	<p>awarded by 5% in 2022</p>	<ul style="list-style-type: none"> ▪ Regular classroom visits to all articulated/TDC classes at the high schools to advise students. ▪ Engage AC personnel in community events at the high schools to showcase CTE. 		<p>62 HS Classroom Visits 910 students 50 Tech students advised 88 classroom visits 28 community events 11 community events/44 AC Personnel Contact with 4,165 students Contact w/780 students</p>	<p>b. Class visits fall & spring to motivate and inform c. Follow up with students in the Articulated credit database d. Use new presentation & games to inspire middle school students e. Extend Tech Grant model to 2 neighboring ISDs</p>
<p>Goal #5 Successful completion of courses (State Goal #3 & #4)</p>	<p>1. Increase retention in DC courses. 2. Increase student success strategies offered to DC students.</p>	<p>Track persistence and retention of students from year to year until completion. By 2022 ensure 70% success rates</p>	<ul style="list-style-type: none"> ▪ Offer individual advising on each high school campus ▪ Increase tutoring services to dual credit students 		<p>Tutoring Services increased to Dual Credit students by offering Blackboard & subject tutoring in Peer Tutoring lab. DC Success Rate: 92.5%</p>	<p>1. Collaboration with new tutoring director to track services accessed by DC students. 2. Track persistence from spring to senior year how many participate in dual credit their senior year.</p>

Timeline for continued touches/conversations

Elementary school	7 th -8 th grade	9 th grade	10 th grade	11 th grade	12 th grade
Contact with parents at PTA events.	Make classroom visits to career exploration classes	Parent nights	Parent nights	Parent nights	Attend Success 360
Participate in career days	Align endorsement areas to communities	Classroom visits	Classroom visits	Classroom visits	Apply to AC or convert DC to full student status
Marketing to parents	Introduce diploma and degrees	Individual advising for DC students	Individual advising for DC students	Individual advising for DC students	Individual advising for DC students
	Introduction to Technical education opportunities thru presentation with attached games	Marketing piece for helping students start a portfolio, brag page	Marketing piece for how to research college & importance of staying on track in school	Marketing piece for what to look for in a college visit	Spring visit to campus/ Community event on AC campus
		Dual credit badger beginnings	Dual credit badger beginnings	Involve AC communities in outreach and visits to classrooms	Meet with an AC advisor on high school campus
				Dual credit badger beginnings	Register for class, attend orientation

					Dual credit badger beginnings
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**AMARILLO COLLEGE
DUAL CREDIT ADVISOR MEMORANDUM OF UNDERSTANDING**

Name:

THIS CONTRACT is made and entered into this 1st day of August by and between Amarillo College, hereinafter referred to as "AC," and _____ hereinafter referred to as "ADVISOR"

WITNESSETH:

The advisor hereby agrees to the following assignment by AC. As an assignment in addition to job responsibilities under the teacher' full-time contract, with the following conditions/stipulations:

During the school year, the teacher will accomplish the following:

- 1) Come to training offered by Amarillo College for high school teachers and counselors,
- 2) Follow all guidelines as described the dual credit department,
- 3) Follow all guidelines as described in the Amarillo College dual credit policies and procedures handbook,

For said services rendered and reports correctly made according to college policies, AC agrees to pay the teacher a stipend based on the remuneration chart in place for that academic year. Adjustments in responsibilities may be made if approved by the appropriate administrators and in the best interests of the college, students or high school.

Print Name

High School

By: _____
High School Advisor

Date: _____

By: _____
Sandra De La Rosa
Director of Secondary Partnerships and Dual Credit

Date: _____



**AMARILLO COLLEGE
FACULTY MEMORANDUM OF UNDERSTANDING**

Name:

THIS CONTRACT is made and entered into this 1st day of August by and between Amarillo College, hereinafter referred to as "AC," and _____ hereinafter referred to as "teacher."

WITNESSETH:

The teacher hereby agrees to the following assignment by AC. As an assignment in addition to job responsibilities under the teacher' full-time contract, with the following conditions/stipulations:

During the school year, the teacher will accomplish the following:

- 1) Come to one faculty training offered by Amarillo College for high school teachers,
- 2) Follow all guidelines as described by the department and dual credit coordinator,
- 3) Follow all guidelines as described in the Amarillo College dual credit policies and procedures handbook,

For said services rendered and reports correctly made according to college policies, AC agrees to pay the teacher a stipend based on the remuneration chart in place for that academic year. Adjustments in responsibilities may be made if approved by the appropriate administrators and in the best interests of the college, students or high school.

Print Name _____

High School _____

Subject Taught _____

By: _____
High School Teacher

Date: _____

By: _____
Sandra De La Rosa
Director of Secondary Partnerships and Dual Credit

Date: _____

Remuneration

Amarillo College will remit to the high school instructor or independent school district a stipend based on a uniform formula. Amarillo College has adopted the following remuneration schedules:

High School Faculty Serving as College Instructor-of-Record

<u>Number of Students Per Course</u>	<u>Remuneration</u>
5 or less	\$200
6 – 10	\$400
11 – 24	600
25 – 40	\$800
Over 40	\$1,000

High School Faculty Serving as Facilitator

<u>Number of Students Per Course</u>	<u>Remuneration</u>
5 or less	\$150
6 – 10	\$300
11 – 24	\$450
25 – 40	\$600
Over 40	\$750

Dual Credit Site Coordinator

<u>Number of Students</u>	<u>Remuneration</u>
10 or less	\$150
11 – 30	\$200
31 - 75	\$225
76 – 125	\$250
126 – 200	\$300
201 – 275	\$400
276 – 350	\$500
Over 350	\$700



Amarillo College

Amarillo College Dual Credit Handbook

A Policies and Procedures Manual for
Amarillo College Faculty
And Area School Districts

Contact:

Sandra DeLaRosa
(806) 371-5214
smdelarosa@actx.edu
PO BOX 447
Amarillo, TX 79178

Program Description and General Information

The Dual-Credit Program is a cooperative partnership between a high school and Amarillo College through which a student may be awarded both college and high school credit in courses that meet the requirements of both institutions. Students who meet specific eligibility requirements of both the high school and Amarillo College will be permitted to enroll in those Amarillo College courses specified in the dual-credit agreement and to simultaneously earn credit toward high school graduation and college credit.

Dual Credit is governed by rules of the Texas Higher Education Coordinating Board, the Texas Education Agency and Amarillo College.

Dual credit courses may be offered at the high school by qualified high school teachers, or may be taken online with an Amarillo College faculty member. Regardless of delivery method all instructors of record must meet the minimum requirements of the Southern Association of Colleges and Schools Accrediting Agency. This is usually defined as a master's degree that includes 18 graduate hours in the specific discipline being taught.

Before courses are offered to students a dual credit agreement must be place. This agreement will be approved by the Superintendent of the ISD and the Vice-President of Academic Affairs of Amarillo College based on the recommendations of the appropriate departmental individuals in each institution.

Amarillo College Dual Credit Guidelines

A dual credit program presents unique opportunities and challenges. The high school and Amarillo College will work together to provide an optimum learning experience for dual credit students.

There are two basic models for delivery of dual credit content:

I. **Option 1**- The course is taught at the high school by a qualified high school faculty. The instructor must meet all the qualifications for a faculty teaching each respective course and be approved by the appropriate Amarillo College department.

The Amarillo College dual credit coordinator for each discipline will work with the appropriate high school faculty to determine the learning outcomes necessary to meet the essential requirements to ensure a college level curriculum is delivered. The dual credit coordinator will also make yearly visits to the classroom.

High school teachers will:

- use a departmental approved syllabus,
- follow all departmental guidelines provided to them by the dual credit coordinator,
- participate in the same instructor/course evaluation procedures as all Amarillo College Faculty,
- attend the annual dual credit meeting,
- use the agreed upon accountability measures,
- use the Amarillo College grading scale,
- submit a census roster on the 12th day** (this is extremely important, as it verifies if the student is actually in the course for census purposes), and
- comply with all reporting requirements as directed by the Office of the Registrar.

In addition, all Amarillo College courses including dual credit taught at the high school, must have an online presence. Blackboard training is available in CTL at 371-5993 or email ctlhelp@actx.edu. Every course must at a minimum have an online course syllabus and grade book. All final grades are submitted to the registrar through Blackboard.

II. **Option 2**- The course is taught online by a qualified Amarillo College faculty with a high teacher who acts as a facilitator for the students. The majority of the course is taught online, with supplemental support given by the high school facilitator.

The AC faculty will:

- attend the Annual Dual Credit meeting held in July or August and meet with facilitators of your course. Be prepared to address their questions and explain expected level of involvement,
- work with the facilitator throughout the semester as needed,
- develop and deliver all course content online (course should function as any other online course at Amarillo College), and
- assign grades to all college level work to be used in determining the college grade.

The High School Facilitator of an Amarillo College Dual Credit course is responsible for supporting the teaching of an online course. The facilitator is highly beneficial to the success of the dual credit program. The Facilitator is the daily personal contact, the face of Amarillo College, for the dual credit students. Please utilize them for support in the course.

The Facilitator will:

- Provide students contact information to the instructor of record
- assist in classroom instruction as requested by the teacher of record
- conduct labs as assigned by the teacher of record
- assist students in accessing their courses through BlackBoard
- support the instructor of record with student issues
- discuss school holiday and school closure dates with the instructor of record

Additional information for the facilitator

1. The Instructor of Record is responsible for grading all student work that is to be used to establish the college grade in the course. (If there is an exception you will be informed.)
2. Facilitators may give supplemental assignments. These assignments are to be graded by the facilitator. Supplemental assignments will only count toward the high school grade in the course.
3. The facilitator is to follow the guidelines set by the instructor of record when aiding students.
4. The facilitator is Amarillo College's quality control person. The facilitator can maintain college level quality by reporting any cheating or plagiarism to the college instructor and by not providing excessive coaching or proofing of assignments.

III. Another option for college credit is concurrent enrollment. Concurrent enrollment allows qualified students to enroll at Amarillo College and take courses outside of their high school courses. Students earn college credit, but no high school credit is awarded. Concurrent enrollment tuition and fees follow the regular fee chart and are not offered at the reduced dual credit rate.

Dual Credit Process

To enter the Dual Credit Program with Amarillo College, a student must go through several steps. They are as follows:

1. Determine if the high school's requirements for dual credit are met by talking to the high school counselor.
2. Complete a Texas Common Application for admission to Amarillo College. See "[Apply for Admission.](#)" Completing an Application for admission **does not** enroll/register students for classes.
3. Determine the Texas Success Initiative (TSI) Guidelines for admission into the Dual Credit program are met. This measure is based on testing. Students may also be eligible for dual credit based on TAKS, EOC, PLAN, PSAT, ACT, or SAT. If these tests do meet TSI Guidelines, a student may take the TSI Assessment. See "[Testing Requirements.](#)" The test used for eligibility must be on file with Amarillo College before registering for Dual Credit courses.
4. Register/Enroll for classes online.
5. Pay for classes. Dual Credit classes cost \$50 per credit hour. Most dual credit classes are 3 credits, costing \$150. If they are 4 credits, the cost will be \$200.

Dual Credit Registration

1. Go to www.actx.edu.
2. Click on "AC Connect," top right-hand side of the page.
3. Enter your user name (ACNetID) and password. If you have never logged in to the site, or have forgotten your ACNetID and/or password, click on the red "HELP" button. Enter the required information, create a password. Once you log into AC Connect, you will be in your AC connectportal.
4. You will then go to *Self Service (students & employees)* and select Plan and Schedule.
5. This will take you to you to "Steps to Getting Started". Click on "[Go to Plan & Schedule.](#)" This is where you register for courses. Make sure you are in the correct academic year.
6. In the top right-hand corner there is a "Search for courses..." box. This is where you search the courses you want to take to add to your schedule. Enter the course and section number of the requested course. (example: ENGL 1301-DC001) Your high school should provide you with the Course name and Section of the course. Or you can go to Course Offerings by School on the Dual Credit Webpage, www.actx.edu/dualcredit.
7. Once you enter the course name and section number, you will look for the High School Dual Credit option. Click on View Available Sections. Search for the course and then select "Add Section to Schedule" then click on "Add Section".
8. Click <Back to Plan & Schedule located on the top left. This will take you to your schedule.
9. On the next screen, double check that all courses are correct. You will then, click on the REGISTER button located above your schedule to the right. If the register button is not there, that means registration is not yet open for that semester.
10. Once registered, each course will have "Registered not Started" under each course.

11. Registration is complete.

12. Classes must be paid for by logging into ACconnectportal-Self Service-Make a payment. Or, you may call 806-371-5000 to pay by phone, credit card only. You may also pay in person at any one of the Amarillo College campuses.

Dropping a Course

It is the responsibility of the student to officially drop or withdraw from a course. A grade of "W" will be given for student-initiated withdrawals that are submitted on or before the withdrawal deadline. Students must request a withdrawal from their instructor of record. Students may not withdraw themselves from a course. Withdrawal requests will not be accepted by telephone. Failure to withdraw by the deadline may result in a grade of "F" for the course. (Please refer to ACconnect, Self-Service, Current Student tab for "My Important Course Section Dates" to obtain withdrawal deadlines.)

Tuition/Fee Refunds

If a class does not materialize and is canceled by the College, 100 percent of all tuition and fees charged will be refunded. Students who officially withdraw from Amarillo College prior to the sixth day of class for full-length courses and by third class day for summer will be refunded 100 percent of their mandatory tuition and fees. If a transcript received by Amarillo College after a student has completed enrollment shows that the student is suspended at the last college attended, the student is subject to being withdrawn with forfeiture of all tuition and fees. Likewise, any student who provides false information regarding TSI testing or scores will be subject to withdrawal and forfeiture of tuition and fees.

Dual Credit Probation

A dual credit student whose semester grade-point average falls below a 2.0 will be placed on academic probation. Academic probation is effective for one semester. During that semester dual credit students will not be allowed to enroll in/take Amarillo College (AC) classes. After the probation semester, the student is eligible to once more take AC classes.

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include:

- a. Copying from another student's test paper.
- b. Using test materials not authorized by the person administering the test.
- c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- f. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- g. Bribing another person to obtain an unadministered test or information about an unadministered test.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. “Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Taken from the ["Students Rights and Responsibilities"](#)

Any student caught violating the Scholastic Dishonesty policy is subject to punishment.

Textbooks

Dual Credit students are responsible for obtaining the required textbooks for the course taken. Some schools provide certain textbooks. It is advised that students check with the high school teacher or facilitator before they purchase any books.