



Amarillo College

**DUAL CREDIT AGREEMENT
AMARILLO COLLEGE**

In order to provide students of Hartley SD with the most appropriate educational experiences, Amarillo College and ISD 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.
- ISDs will provide Amarillo College with information on students who have qualified for free or reduced lunch at any point in the previous four years. Eligible students will have their tuition, books, and fees waived by the Financial Aid for Swift Transfer Program (FAST). Students not eligible for the program will be billed \$50.00 per credit hour and additional costs associated with books and fees.
- The Superintendent, or a person they designate, will ensure a student who enrolls in a dual credit course will be provided academic advising before the course begins.

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.

- Amarillo College will provide a webpage <https://www.actx.edu/dualcredit/endorsement-to-degree> to assist school counselors, students, and families when selecting endorsements offered by the district and dual credit courses offered.
- Amarillo College faculty will use Open Educational Resources (OER) where possible.
- Amarillo College will share information about application, registration, endorsement pathways, and FAST eligibility to counselors, students, and families during
 - Parent Nights
 - Counselor training
 - Faculty training
 - New Student Orientations

- Amarillo College's Director of Secondary Partnerships and Dual Credit will ensure a student who enrolls in a dual credit course will be provided academic advising before the course begins.

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.

Jamelle J. Conner

President

06/09/2026

Date

JaNan Grice

Superintendent

06/09/2026

Date