



DUAL CREDIT MEMORANDUM AMARILLO COLLEGE

In order to provide students of Highland Park ISD with the most appropriate educational experiences, Amarillo College and Highland Park ISD enter into this agreement to award dual credit for 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 Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.

Goal #2 Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.

Goal #3 All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.

Goal #4 The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.

STUDENT ELIGIBILITY

The student must complete an Amarillo College Application for Admission and be accepted to the college <http://www.actx.edu>. 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: [Student Policy](#)

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. All courses are measured using semester credit hours.

Dual credit courses will be equivalent to the corresponding course offered to non-dual credit students and students receiving other types of college credit 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 SACSCOC qualified instructor, or via web based instruction with Amarillo College instructors providing instruction.

Course sequencing 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, COC (SACSCOC), 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.

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. According to House Bill 8 provisions, students identified by their high school as qualifying for free or reduced lunch are not required to pay for tuition, fees, textbooks, or supplies. The student will be notified if there is a discrepancy from the State and will be responsible for the tuition.

Highland Park 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 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.
- 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
- First Bank Southwest Fitness Center
- Student Life and Intramural sports
- Tutoring services to include Thinking Storm Online tutoring
- Success center
- Testing services
- Underground- computer lab and study areas

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

TITLE IX OF THE EDUCATION AMENDMENTS 1972

Title IX of the Education Amendments of 1972, codified at 20 U.S.C. §1681 et seq., "...is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The principal objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individuals with effective protection against those practices. Title IX applies, with a few specific exceptions, to all aspects of federally funded education programs or activities. In addition to traditional educational institutions such as colleges, universities, and elementary and secondary schools, Title IX also applies to any education or training program operated by a recipient of federal financial assistance [funding recipient]."

Amarillo College and **the School District** will comply with Title IX and its implementing 2020 regulations ("the Final Rule") as stated in the Amarillo College Policy: **Freedom from Discrimination (FFDA)** in resolving incidents and complaints of sexual misconduct. Amarillo College will respond to all complaints or concerns that arise in dual credit courses. The College and **the School District** will work collaboratively and in a timely manner to share all information necessary in the event of an investigation of personnel and matters, to the extent permitted by law.

Jurisdiction over Title IX investigations will depend on the location and/or activity in which the incident occurred. Incidents involving allegations of misconduct by dual enrollment students occurring within an Amarillo College program or activity or on property owned or operated by Amarillo College will be subject to the jurisdiction of Amarillo College. The College will promptly notify **the School District** of any complaint involving a dual enrollment student, interim actions taken, investigation outcomes, and sanctions imposed. **The School District** may independently implement its own Title IX proceedings, including interim measures, investigation, and/or findings, based upon complaints that also fall under the jurisdiction of Amarillo College, if they also fall within the School District's jurisdiction, after consulting with Amarillo College's Title IX Coordinator.

The College and School District further agree to honor the others' findings and interim actions (as pertinent) to the extent they impact dual enrolled students or programs, when those findings are shared between the parties.

An electronic copy of the College's Policy may be accessed on following link: [FFDA – Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence](#).

Title IX resources, policies, and procedures, including the names and contact information of the Title IX Coordinator for the College are located on Amarillo College's [Title IX web page](#).

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 needs.

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

Amarillo College- President

09/24/2025

Date

Jimmy Hannon

Highland Park Independent School District-
Superintendent

10/09/2025

Date

Attachments:

- Course crosswalk
- Faculty MOU
- Counselor MOU
- Compensation chart
- Dual Credit Handbook