



# **DUAL CREDIT PROGRAM**

## **Policy and Procedure**

*A great place to start... Or start over.*

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## Section I – Introduction

Welcome to Texarkana College. We are delighted that you have chosen to get a head start on your college education by participating in the Texarkana College Dual Credit Program. Texarkana College is a publicly-supported, two-year community college dedicated to serving the educational needs of diverse individuals, businesses, and the community through relevant programs and services that are high quality, affordable and accessible.

### **Dual Credit Purpose:**

The Dual Credit program at Texarkana College allows high school students to earn high school and college credits simultaneously. Through dual credit agreements, the college and the public school districts have selected courses that meet both high school and college learning objectives. Dual Credit Agreements must be annually updated, approved and signed by both required parties before students are allowed to enroll in dual credit courses. These courses are offered at local high schools and as online classes. Students interested in participating in this program must meet Texas Success Initiative assessment requirements appropriate for each course. To enroll in these classes, students must complete TC's admission requirements. Interested students should contact their high school counselors. Home schooled students should contact TC's Dual Credit Coordinator.

### **Dual Credit Partners**

The Texarkana College Dual Credit Program proudly serves 16 Independent School Districts and home school families in the surrounding area. The schools that make up the Texarkana College taxing district are: DeKalb, Hooks, Liberty Eylau, Maud, New Boston, Pleasant Grove, Premier, Redwater, Simms, and Texarkana. The other schools in TC's dual credit service area are: Atlanta, Avery, Bloomburg, Linden Kildare, McLeod, and Queen City. Texarkana College has Dual Credit Institutional Agreements with all ISD partners. They are annually updated, approved and signed by both required parties before students are allowed to enroll in dual credit courses.

### **Class Locations**

Academic classes are offered at local high schools and online. Check with your high school counselor for a list of approved dual credit classes.

Workforce classes are offered at local high schools and Texarkana College campus/sites. Check with your high school counselor for a list of approved dual credit classes.

### **Workforce Classes on TC Campus/Sites**

Students attending workforce classes located on Texarkana College campus and/or a TC site are expected to follow the Dual Credit Workforce Attendance and Behavioral Policy. Please see below:

- Students missing more than 10 days per semester will be dropped from the program. *Some programs have a stricter policy on absentee due to state contact hour requirements.*
- High school students attending TC campus/site workforce classes are required to follow the same classroom policy and procedure as adult students. Classroom incidents are

documented and sent to the high school administrator. Students are dropped from the program on the 4<sup>th</sup> incident within a semester. Students must follow the Dual Credit Discipline Policy if they wish to dispute an incident. All meetings with TC faculty/staff must be scheduled through the high school. No visitors or phone calls are allowed during class times. Parents are required to check out their child at their high school. The high school must notify TC of this in advance.

### **Dual Credit Attendance Policy**

1. Students missing more than 10 days per semester will be dropped from the program. Some programs have a stricter policy due to state contact hour requirements. *Students should check with their high school counselor for more information.*
2. Absences due to high school activities will be excused. However, some programs may require students to complete makeup hours depending on program requirements or semester credits may not be earned.
3. Absences due to ISS or high school detention are not excused and will count against the allotted 10 days per semester.

### **Dual Credit Discipline Policy**

1. Students are dropped upon the 4<sup>th</sup> incident report within a semester.
2. Student wishing to dispute an incident must first meet with their high school administrator.
3. Students who have met with their high school administrator and wish to meet with a Texarkana College Instructor or Dean must set up the meeting through their high school administrator.
4. No visitors or phone calls are allowed on TC campus during class times. Therefore, the high school official must schedule meetings in advance.

### **Dual Credit Distance Education**

Dual Credit distance education classes follow guidelines published by the Southern Association of Colleges and Schools (COC), the Texas Higher Education Coordinating Board, the Texas Administrative Code, and the Texarkana College Board of Trustee's Policy Manual. Please refer to the Texarkana College Distance Education handbook for more information.

*High school students may be able to take courses not offered as dual credit. Students are considered an early admission student. Please see the Dual Credit Coordinator for more information.*

### **Choosing Courses**

Core curriculum and degree plans can vary from college to college; it is advisable for students who know either their preferred degree/major or preferred college to verify the dual credit courses they choose are appropriate for that degree plan or school. This will reduce the risk of students taking courses they will not need for their degree or college. However, Texas law guarantees transferability of coursework with a C or better if it satisfies a Core area and the student will attend a Texas public college.

For course descriptions and specified prerequisites, see the section of the TC catalog/handbook providing course descriptions. Students should check the catalog of the senior college of their choice for transfer requirements. At least 25% of semester credit hours earned toward an associate degree from TC must be earned through instruction offered by Texarkana College. Workforce Education Course Manual (WECM) coursework can make up no more than 9 semester credit hours of the elective requirements for the General Studies degree plan. Use of WECM coursework toward elective requirements must be approved by the Registrar. These courses are noted with a 'W' in the Course Description section of the TC Catalog.

## Section II – General Information

### Eligibility Requirements

To be eligible for enrollment in a dual credit course, students must be a high school student and meet all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.) Included in this program are academic and workforce course offerings. This program is not in competition with, or in lieu of, high school credit. It is designed to offer high school students the opportunity to accelerate their educational program.

### Dual Credit Admissions Requirement

To be admitted to the dual credit program, all students must:

1. Talk with their high school counselor for ISD requirements, special instructions and registration date
2. Complete a TC Dual Credit Application for admission at <https://www.texarkanacollege.edu/enrollment-services/dual-credit/> (New students or students who have not taken a class in over one year).
3. Present a current high school transcript (New students only). Note: Your high school will provide this document to TC.
4. Students who will be attending class on a TC campus will need to present a copy of their vaccination/shot record verifying the Meningitis vaccination within the last 5 years. (Students must receive vaccination no later than 10 days prior to the first day of class). Students may qualify for a waiver or exemption. Exemptions and waivers can be found here <https://www.texarkanacollege.edu/admissions/prospective-students/meningitis-vaccination/>.
5. Present proof of TSIA2 exemption or approved test scores for course/courses where applicable. More information listed below.

### Required Assessments and Exemptions

A student must meet all of the college's regular course prerequisites and demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative (TSI):

- **ACT:** composite score of 23 with 19 on English and/or math

- **SAT:** SAT will no longer require a composite score. Score of 480 on reading and writing and/or 530 on math
- **STAAR End-of-Course (EOC) for dual credit eligibility:** score of 4000 on English II; score of 4000 on Algebra I and a passing score in high school Algebra II
- **TSIA2 Assessment** standards: Reading, 351; Writing, Multiple choice = 340, essay = 4 or multiple choice = less than 340 and an ABE diagnostic of 4, and Essay = 5.
- **ACT-Aspire:** English 435 and/or Math 431 (*can only be used for enrollment during junior year unless students have satisfied TSI through completed coursework or other testing*)
- **PSAT:** (Prior to October 15<sup>th</sup>, 2015) combined score of 107 (critical Reading + Math) with 50 on critical reading and/or math. (On or after October 15<sup>th</sup>, 2015) a score of 460 (critical Reading and Writing). A score of 510 (Mathematics) on or after October 15<sup>th</sup>, 2015)

**Workforce Dual Credit:** Students wishing to enroll in level I workforce courses are eligible for dual credit without testing requirements.

**If a student does not meet entrance requirements through one of the above guidelines:**

Students may take the state approved TSIA2 Assessment. A pre-assessment and referral form for the test must be obtained from the TC Advising Center if you are taking the test(s) at Texarkana College. There is a \$20.00 fee for the ELAR test and a \$10.00 fee for the Math test. A picture ID is required in order for the Testing Center personnel to administer the assessment. All tests are administered in the Assessment & Testing Center located in the Texarkana College Library. Students needing to re-test are encouraged to seek tutorial and/or test prep assistance to maximize their potential for improvement on a re-test attempt. Students can obtain a practice test through TC's Office of Enrollment Services. Students needing to test should follow the steps below.

1. See their high school counselor for advisement. Some high schools offer the TSIA2 on their campus. Please disregard steps 2-4 if so.
2. Contact TC's Assessment and Testing Center for available test times, cost and guidelines, 903-823-3278
3. Contact TC's Office of Enrollment Services to receive a ticket to test.
4. Students should provide a copy of their scores to their high school counselor

## TSIA2 ASSESSMENT CUT SCORES:

### MATH

Discipline	Course Name	Cut Score
MATH 1314 or other college level math	College Algebra or other college level math	(A) a College Readiness Classification (CRC) score of at least 950; <b>OR</b> (B) a CRC score below 950 <u>and</u> a Diagnostic level of 6.

### ELAR (Reading and Writing)

Discipline	Course Name	Prerequisite	Cut Score
ENGL 1301	Composition I		(A) a College Readiness Classification (CRC) score of at least 945 and an essay score of at least 5; <b>OR</b> (B) a CRC score below 945 <u>and</u> a Diagnostic level of 5 or 6 <u>and</u> an essay score of at least 5.
ENGL 1302	Composition II	ENGL 1301	
BIOL 1406	Biology for Science Majors I		
BIOL 1407	Biology for Science Majors II		
BIOL 2401	Anatomy & Physiology I		
BIOL 2402	Anatomy & Physiology II	BIOL 2401	
DAAC 2466	Practicum-Alcohol/Drug Abuse Counseling		
ENGL 2322	British Literature I	ENGL 1301 & 1302	
ENGL 2327	American Literature I	ENGL 1301 & 1302	
ENGL 2328	American Literature II	ENGL 1301 & 1302	
ENGL 2332	World Literature I	ENGL 1301 & 1302	
ENGL 2333	World Literature II	ENGL 1301 & 1302	
ENGL 2341	Forms of Literature		
GOVT 2305	Federal Government		
GOVT 2306	Texas Government		
HIST 1301	U.S. History I		
HIST 1302	U.S. History II		
HIST 2321	World Civilizations I	HIST 1301 or 1302	
HIST 2322	World Civilizations II	HIST 1301 or 1302	
PSYC 2301	General Psychology		
PSYC 2308	Child Psychology	PSYC 2301 or TSIA2 met in ELAR	
SOCI 1301	Introductory Sociology		
SPCH 1315	Public Speaking		
SPCH 1321	Business and Professional Speaking		

### MATH and ELAR (Reading and Writing)

#### WECM- Pharmacy Technician Courses

Discipline	Course Name	Cut Score
PHRA 1301 PHRA 1305 PHRA 1309	Introduction to Pharmacy Drug Classification Pharmaceutical Mathematics I	(A) a College Readiness Classification (CRC) score of at least 950; <b>OR</b> (B) a CRC score below 950 <u>and</u> a Diagnostic level of 6.  <b>AND</b>

		<p>(A) a College Readiness Classification (CRC) score of at least 945 and an essay score of at least 5; <b>OR</b></p> <p>(B) a CRC score below 945 <u>and</u> a Diagnostic level of 5 or 6 <u>and</u> an essay score of at least 5.</p>
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### **Student Privacy**

According to federal privacy regulations (FERPA), TC cannot disclose information to parents or guardians if their child is 18 or older unless we have a signed FERPA form on file. By signing the form, high school students are authorizing TC to exchange all information with parents and/or legal guardians until TC is notified in writing of an intent to change.

### **Awarding Credit**

Official college transcripts will be made available to students while they are enrolled in high school. High school students should go on their My TC to view and print a copy of their unofficial transcript. Official transcripts can only be requested using the online TC transcript request form located on the TC website. This form can be found here <https://www.texarkanacollege.edu/admissions/transcripts/> Upon graduation from high school, the student's official records will be held until the Office of Admissions receives a completed high school transcript. Re-enrollment at TC following high school graduation is encouraged, but is not required for receiving credit. TC cannot guarantee transferability of dual credit to all four-year institutions. Students should check with the receiving institution regarding course transferability. TC uses the Texas Common Course Number system. More information can be found at [www.tccns.org](http://www.tccns.org).

### **Workforce v. Academic Dual Credit**

Academic Dual Credit courses typically transfer to four-year colleges and universities. Students taking these courses often plan to pursue a four-year degree after high school graduation. Courses listed in the Academic Course Guide Manual (ACGM) are eligible for academic dual credit.

Workforce Dual Credit courses usually will not transfer to four-year colleges and universities. Students taking these courses often plan to enroll in a certificate or two-year Associates of Applied Science degree program. Courses listed in the Workforce Education Course Manual (WECM) are eligible for workforce dual credit.

### **CLEP**

The College-Level Examination Program (CLEP) gives you the opportunity to receive college credit for what you already know by earning qualifying scores. The student is responsible for contacting the receiving institution to determine what exams are required. CLEP is administered



on a walk-in basis every day. Tests are administered in the Testing Center. Students may obtain a registration form online at [www.collegeboard.com/clep](http://www.collegeboard.com/clep), the Advising, Recruitment and Retention Office or the Assessment and Testing Center. Students are required to complete the form and return it to the Assessment and Testing Center. You must bring your picture ID and receipts/payment on the day of testing. Exams are administered on computer and scores are furnished immediately after completion.

### **Students with Disabilities**

Texarkana College accepts students who have potential for academic success in a post-secondary educational institution. Texarkana College is committed to providing qualified students with disabilities equal access to its facilities, activities, and programs. Section 504 of the Federal Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA) require that public colleges and universities provide reasonable accommodations for qualified students with disabilities. Accommodations are provided on an individual basis following presentation of documentation that confirms the presence of a disability that results in a substantial limitation of a major life function as defined under Section 504 and the ADA. To request testing or course accommodations, a student with a disability should contact the Office of Disability Services at 903-823-3349.

### **Fees**

The course fee for dual credit students is set at a reduced rate, depending on residence in the Texarkana College taxing district. Please contact your high school for more information. TC does not pay for course fees, cost of textbooks or any required course supplies. Some ISD's cover this cost or a portion of the cost. The student is responsible for any cost not covered by their ISD.

***Dual Credit students are not eligible for Financial Aid.***

### **Drops**

If a student wishes to drop a class they should first discuss the matter with his/her high school counselor. It is the student's responsibility to complete the Dual Credit Drop Form by the deadline and submit it to the designated ISD official in order to complete the withdrawal request. The ISD official will then submit the drop form to the Texarkana College Registrar's Office. After the census date, students will receive a W until after the official last day to drop. Students may not request a drop after this date. All drops after this date must be done by the instructor or ISD official. Reason to drop after the official drop date must be due to attendance, discipline or "other" as approved by the TC Registrar. The Dual Credit Drop Form must be completed and submitted to the Texarkana College Registrar's Office regardless of whether the drop was initiated by the student, instructor or ISD official. Students will still receive a W unless otherwise stated by the instructor. Students should check with the Texarkana College Registrar's Office or their High School Counselor for official dates.

### **Refund Policy/Table**

To be eligible for a refund, students must officially drop individual courses or completely withdraw from the College by the deadline in the Refund Schedule. Specific provisions of the

Texas Administrative Code, Title 19, Part I, Chapter 21, Subchapter A, Rule 21.5 “Refund of Tuition and Fees at Public Community/Junior and Technical Colleges,” govern the refund schedule. Only the Texas Legislature or the Texas Higher Education Coordinating Board as authorized by the Legislature can alter this schedule.

Students officially withdrawing during a regular 16-week semester are eligible for a refund of tuition and fees according to the following schedule:

100% refund.....Prior to the first class day  
70% refund.....First through fifteenth class day  
25% refund.....Sixteenth through twentieth class day

Students should check with TC’s Dual Credit Coordinator or their High School Counselor for official refund dates.

### **Student Services**

- Palmer Memorial Library
- Truman Arnold Pinkerton Center
- TRIO Programs (Student Support Services and Talent Search)
- TC Assessment and Testing Center
- Student Computer and Wireless Access/Online Services
- Services for Students with Disabilities
- TC Department of Public Safety
- Recruitment, Advising and Retention Center

### **Recruitment, Advising and Retention offers the following services:**

- Career advising regarding career choices, occupational information, areas of interests, aptitudes, and abilities.
- Academic advisement regarding appropriate choices of courses, educational plans, study skills, and transferability of courses.
- Referral and advisement regarding assessment testing
- Support services for special populations
- Assisting students in selecting transfer institutions
- Providing resources to assist students in selecting a major
- Special accommodations

TC Department of Public Safety is composed of certified law enforcement officers who have the authority to enforce all local, state and federal laws and college regulations. Officers are on duty on a 24-hour basis. The department serves the college community by helping to maintain a safe and secure environment for each person and his/her possessions while on campus.

Police officers are visible on campus in marked vehicles.

### **Academic Dishonesty Policy**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student

being dropped from the class with an “F”. This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites.

### **Student Grievance Procedure**

Students who have followed the steps of the Dual Credit Discipline Policy, but are not satisfied, have the option to start a grievance process. The grievance procedure may also be used to address concerns about discrimination based on disability and gender, including sexual harassment. For more information, see the Texarkana College Student Handbook.

### **Student Identification**

DC Students can obtain their TC student identification in the TC’s Office of Enrollment Services at no cost. Students should bring their driver’s license or high school ID for identification purposes. Students must have their TC ID in order to check out items from the library or gain access to the Pinkerton Center.

### **Parking Permit**

Texarkana College requires all vehicles parked on college property to be registered with the Department of Public Safety and to have an assigned parking permit affixed to the windshield of your vehicle, in a manner that it is plainly visible. Students can visit TC’s Bursar window, located downstairs in the administration building, to obtain a parking permit. The first permit is free and replacements are \$2.00.

For more information, call 903-823-3040

### **Emergency Alert and Campus Announcement System**

Texarkana College utilizes the Rave Alert System to notify students and employees via text message regarding campus emergency situations and important campus announcements. Subscribing to the Rave Alert System is voluntary and is dependent upon the individual providing an accurate and current cell phone number for system records.

## **Section III – Rules and Regulations**

### **Instructors**

Instructors must be regularly employed faculty members of the college or must meet the same standards (**including minimal requirements of the Southern Association of Colleges and Schools**). Instructors must go through the same hiring process as other adjunct professors in order to teach a dual credit class. Instructors interested in becoming a dual credit teacher should contact their high school administrator. ISD’s seeking dual credit approval for teachers should contact the Dual Credit Coordinator. The coordinator will provide a list of information needed for instructor consideration and assist with scheduling a meeting to interview with the appropriate Dean. Hiring decisions will be made within 60 days after receipt of all required documents. Upon approval, the instructor will complete all necessary paperwork required by TC’s Human Resource Department.

### **Class Standards**

Regular academic policies applicable to courses taught at the college's main campus must also apply to dual credit courses. These policies include the appeal process for disputed grades, drop policy, student, administration evaluations, the communication of grading policy to students, when the syllabus must be distributed, etc. Students in dual credit courses are eligible to utilize the same or comparable services that are afforded college students on the main campus. All dual credit courses offered at the High School and the corresponding course offered at the main campus of the college are equivalent with respect to the curriculum, contact hours, materials, instruction, and method/rigor of evaluation of student performance, regardless of student composition of the class.

### **Liaison Program**

Texarkana College uses a liaison system to aide dual credit instructors teaching on a high school campus. The liaison system is designed to help ensure rigorousness of TC dual credit college courses. Liaisons consist of TC campus professors from the DC instructors' division category. TC Liaisons contact DC instructors on a regular basis and supply instructors with all information needed to teach the college course according to required standards.

### **Evaluation Process**

Dual credit teachers are evaluated in the same measure used for faculty at our main campus. Evaluations for dual credit teachers are performed annually by TC's assigned Dual Credit Evaluator.

*TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75501, (903) 823-3355, [human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu)*