

**DALLAS COUNTY COMMUNITY COLLEGES' GUIDELINES FOR DUAL CREDIT COURSES AND REMEDIAL COURSES OFFERED IN PARTNERSHIP WITH HIGH SCHOOLS**

**March 2012**

The following guidelines reflect **current** Texas Higher Education Coordinating Board (THECB) rules and regulations (Chapter 9, Subchapter H). THECB rules are always subject to change with the new changes taking precedence.

While THECB defines four types of partnerships with high schools, these guidelines do not address partnerships where only high school credit is granted nor tech-prep agreements. They do address course credit where instruction is provided to high school students for the immediate award of both high school and college certificate and associate degree credit. They also address remedial instruction provided to high school students for either remedial work to prepare students to pass the Texas Assessment of Knowledge and Skills (TAKS)/State of Texas Assessment of Academic Readiness (STAAR) test(s) or other state designated instruments to prepare students to pass the Texas Success Initiative (TSI) tests.

1. For any instructional partnerships between a public secondary school, a charter school, a private school or a home school and a college of the DCCCD, an agreement must be approved by the governing boards or designated authorities of both the public school district/charter school/private school/home school and the DCCCD prior to the offering of courses. This agreement must address the following:
  - A. Student eligibility requirements
    - (1) The student must be in either the eleventh and/or twelfth grade.
    - (2) The student must demonstrate college readiness by achieving the minimum passing standard on a relative section(s) on an assessment instrument associated with the Texas Success Initiative (TSI) program for higher education based upon appropriate other test scores (eleventh grade exit-level TAKS, ACT, or SAT). However, student is required to meet all DCCCD college prerequisites designated for a course. (e.g., higher cut score requirement on a specific placement test than those outlined by the THECB TSI state minimum requirements, minimum grade in a specific previous course, etc.)
    - (3) A dual credit student who demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as relating to exemptions/exceptions must still meet DCCCD college prerequisite requirements designated for a course as indicated in A. (2) above. Dual credit students who are in their junior or senior year of high school may receive a TSI level-one certificate waiver or a non-degree seeking/non-certificate seeking waiver (exceptions). However, a student who is granted a TSI waiver to take dual credit courses while still in high school based on eligible scores is not exempt from TSI or DCCCD course prerequisite requirements. Some DCCCD course prerequisites could require a higher cut score than those outlined by the THECB TSI state minimum requirements.
    - (4) An eleventh grade high school student is eligible to enroll in dual credit courses by achieving a minimum score of 2200 on Mathematics and/or 2200 on English Language Arts with a writing subsection score of at least 3 on the tenth grade TAKS relevant to the course(s) to be attempted. An eligible high school student who has enrolled in dual credit courses in the eleventh grade under this provision shall not be required to demonstrate further evidence of eligibility to enroll in dual credit courses in the twelfth grade. However, students will need to meet the Texas Success Initiative (TSI) for higher education requirements by presenting qualifying eleventh grade exit-level TAKS scores or TSI approved assessment scores or meeting TSI requirements in relevant content area(s) by receiving a grade of C or better in select college level core course(s). Students are required to meet all DCCCD course prerequisite requirements which could require a higher cut score than those outlined by the THECB TSI state minimum requirements.

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- (5) An eleventh grade high school student is also eligible to enroll in dual credit courses by achieving a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the critical reading and/or mathematics test(s) relevant to the courses to be attempted. An eligible high school student who has enrolled in dual credit under this provision must demonstrate eligibility to enroll in dual credit courses in the twelfth grade. Students are required to meet the Texas Success Initiative (TSI) for higher education requirements by presenting qualifying eleventh grade exit-level TAKS scores or TSI approved assessment scores or meeting TSI requirements in relevant content area(s) by receiving a grade of C or better in select college level core course(s). Students are required to meet all DCCCD course prerequisite requirements which could require a higher cut score than those outlined by the THECB TSI state minimum requirements.
- (6) An eleventh grade high school student is also eligible to enroll in dual credit courses by achieving a composite score of 23 on the PLAN with a 19 or higher in mathematics and English. An eligible high school student who has enrolled in dual credit under this provision must demonstrate eligibility to enroll in dual credit courses in the twelfth grade. Students are required to meet the Texas Success Initiative (TSI) for higher education requirements by presenting qualifying eleventh grade exit-level TAKS scores or TSI approved assessment scores or meeting TSI requirements in relevant content area(s) by receiving a grade of C or better in select college level core course(s). Students are required to meet all DCCCD course prerequisite requirements which could require a higher cut score than those outlined by the THECB TSI state minimum requirements.
- (7) A high school student is eligible to enroll in workforce education dual credit courses in the eleventh and/or twelfth grade if the student demonstrates that he or she has achieved the minimum high school passing standard on the Mathematics section and/or the English/Language Arts section on the tenth or eleventh grade TAKS relevant to the course(s) to be attempted. The college may determine if additional assessments are necessary in order to ensure the student is placed correctly or permitted into dual credit courses. Students are required to meet Texas Success Initiative (TSI) for higher education requirements by presenting qualifying eleventh grade exit-level TAKS scores or TSI approved assessment scores if required by the course, degree or certificate. Students may also meet TSI requirements in the relevant content area(s) by receiving a grade of C or better in a select college level core course(s). Students are required to meet all DCCCD course prerequisite requirements which could require a higher cut score than those outlined by the THECB TSI state minimum requirements.
- (8) Students from private, charter, or non-accredited secondary schools or who are home-schooled must meet all the same standards as indicated above.
- (9) Students must be at least of junior standing. Exceptions may be made for students with demonstrated outstanding academic performance and capability (as evidenced by grade point average, PSAT/NMSQT scores, PLAN or other assessment indicators). These students must be approved by the principal of the high school and the chief academic officer of the college. These students must demonstrate readiness for college as indicated in A. (2) above.
- (10) Students who do not acquire the necessary test score(s) for eligibility purposes should discuss their options with the college Dual Credit Coordinator.
- (11) Score requirements can be altered by the THECB or DCCCD with the currently approved scores being used for eligibility and course placement purposes.
- (12) High school students may not be enrolled in more than two dual credit courses per semester district-wide. Exceptions may be permitted to enroll in more than two courses if recommended to do so by the high school principal or appropriate home school "official" and the chief academic officer of the college or authorized designee, *and* under one of the following conditions:

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- (a.) Must first take at least two courses and achieve a minimum GPA of 3.00. Student must continue to maintain a GPA of 3.00 on all course work even if student is allowed to take more than two courses in a given semester.
  - (b.) Proof of having passed all sections of an approved TSI test; or
  - (c.) Proof of eligibility to be TSI exempt based upon eleventh grade exit-level TAKS, ACT, or SAT appropriate scores as approved by the Texas Higher Education Coordinating Board. If a TSI (Texas Success Initiative) exemptions/exceptions is allowed, student is still required to meet all DCCCD course prerequisite requirements. Course prerequisite requirements are usually met by taking a college assessment test to determine college-level readiness skills. Some DCCCD course prerequisites could require a higher cut score than those outlined by the THECB TSI state minimum requirements.
- (13) The student must meet all admissions criteria of the college. In addition, students may be withdrawn from the pre-registration course(s) for subsequent semesters or terms if the student withdraws from a course or makes a grade of D or F. Students may be refused re-enrollment unless the student and the parent(s)/guardian(s) agree to abide by written conditions from the college designed to increase the potential for success.
- (14) Eligibility for continued participation in DCCCD Dual Credit program requires satisfactory academic performance at the high school; earned grades of A, B or C in all college courses; and parental and school approval for each subsequent semester of enrollment. A student who earns grades of W, D or F may not be eligible for future dual credit courses or will have restrictions.
- (15) Students must discuss with their high school counselor if they wish to withdraw from their college course(s).
- (a.) Students who decide to withdraw must submit the required withdrawal form to the College Dual Credit/Concurrent Enrollment Coordinator or College Registrar by the published deadline.
  - (b.) Section 51.907 of the Texas Education Code applies to students who enroll in a Texas public institution of higher education for the first time in fall 2007 or later. Based on this law, when you graduate from high school and continue your college education, DCCCD or any other Texas public institution of higher education may not permit students to drop more than six college level credit courses for unacceptable reasons during their entire undergraduate career without penalty. All college level courses dropped after the official drop and add period for the course are included in the six-course limit, including courses dropped at another Texas public institution of higher education, unless it qualifies as an exception.
- (16) Dual Credit Students are currently exempt from the following state requirement until they graduate from high school. Once students graduate from high school and are no longer exempt, they should take care when selecting additional courses to be transferred toward a Baccalaureate degree. House Bill 1172 allows an institution to charge the equivalent of out of state tuition for credit hours taken beyond the state limits.

State limits are:

- (a.) For students entering public Texas institutions Fall 1999 –Summer 2006 who attempt 45 hours beyond what is required for Baccalaureate degree (120 hours).

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(b.) For students entering Fall 2006 and thereafter who attempt 30 hours beyond the hours required for a Baccalaureate degree. It is recommended that students take minimal hours beyond degree requirements to avoid possible higher tuition charges at the institution to which they are transferring.

(17) Academic freedom is practiced at all DCCCD Colleges and appropriate and essential discipline-specific terminology, concepts and principles are utilized as needed in the classroom setting, including within dual credit classes.

### B. Faculty Qualifications

- (1) The college must select instructors of dual credit courses. These faculty must be regularly employed faculty members of the college or must meet all criteria established for credit instruction in the DCCCD, including SACS criteria. The approval procedures used by the college to select faculty must be the same as that used for faculty teaching at the college campus.
- (2) It is encouraged that high school faculty teaching dual credit classes should also teach a class on the college campus as soon and as often as practical.
- (3) Faculty teaching dual credit classes will meet all expectations for adjunct instructors, including attending orientations, faculty meetings, and staff development activities.
- (4) The faculty supervision and evaluation will be the same as that for all instructors at the college. Such evaluations will be conducted by the appropriate division dean or delegate. The student evaluation of instruction instrument will be administered, and all normal and usual documentation will be completed.

### C. Course Curriculum, Instruction and Grading

- (1) The college shall ensure that a dual credit course and the college course offered on the college campus are equivalent with respect to curriculum, materials, instruction, and method/rigor of student evaluation.
- (2) Instructors of dual credit courses should be given the opportunity to award high school only or dual credit depending upon student performance. Students in dual credit courses may withdraw from the college course by following college procedures and meeting all deadlines.

### D. Location of Dual Credit Classes

- (1) Dual credit courses may be taught on the college campus or on the high school campus. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, the college shall comply with applicable rules and procedures for offering courses at a distance in THECB Rules, Chapter 4.101-8 relating to Distance Education and Off-Campus instruction.
- (2) Dual credit courses taught electronically shall comply with the THECB adopted Principles of Good Practice for Courses Offered Electronically.

### E. Composition of Dual Credit Classes

- (1) Dual credit courses must be taught on the college or the high school campus.
- (2) Dual credit classes may be composed of dual credit students only or dual and college credit students. Exceptions for a mixed class, which would include

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high school credit-only students, may be allowed by meeting one of the following conditions:

- (a.) If the course involved is required for completion under the State Board of Education Recommended or Distinguished Achievement High School Program graduation requirements, and the high school is otherwise unable to offer such a course; or
- (b.) If the high school credit-only students are College Board Advanced Placement students; or
- (c.) If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.

### F. Student Services

- (1) High school students in dual credit courses will be given access to the college library, accorded appropriate privileges, and have adequate library resources convenient for use at the site where the course is offered.
- (2) High school students in dual credit courses will be provided the academic support services, including academic advising and counseling, as those on the college campus.
- (3) All other benefits provided to college students will be provided to high school students enrolled in dual credit courses.
- (4) If a student is enrolled simultaneously in college and high school in a dual credit program, the two schools may share information regarding the student. This complies with 34 CFR 99.34(b).

### G. Eligible Courses

- (1) Courses to be offered must be college-level courses included in the current edition of the Lower Division Academic Course Guide Manual or the Workforce Education Course Guide Manual approved by THECB.
- (2) Dual credit classes must be equal in quality and rigor to classes offered on the college campus.
- (3) The textbook and other materials to be utilized will be those normally used or approved by full-time faculty teaching the course at the college.
- (4) The syllabus will contain all elements common to the syllabi for the same course as taught at the college.
- (5) Regular academic policies applicable to courses taught at the college campus must also apply to dual credit courses. These policies include the appeal process for disputed grades, drop policy, the communication of grading policy to students, and the distribution of a syllabus comparable to that utilized on the college campus.
- (6) Some select courses such as P.E. may not be offered for dual credit if the colleges receive no state funding for such courses.

### H. Transcription of Credit. Transcription of dual credit on a college transcript should be handled exactly as it is for other college-level courses.

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- I. Funding
  - (1) State funding for dual credit courses will be available to both public school districts and the college based upon the current funding policies of the Texas Education Agency and the Texas Higher Education Coordinating Board.
  - (2) The DCCCD may claim funding for all students enrolled in dual credit courses and in keeping with Texas Higher Education Coordinating Board policies.
- J. Salaries. The college should contract to pay the high school the equivalent of the adjunct faculty salary for the course based on credit hours. A pro rata portion of the salary correlated to enrollment may be appropriate. The high school determines the compensation for its instructor.
- K. Tuition and costs. Currently, tuition may be waived as allowed for students enrolled in dual credit programs when both college and high school credit are to be awarded.
  - (1) In County. A signed agreement between the college and the school district, charter school, private school, or home school must be on file and indicate students enrolled in dual credit will have tuition waived as allowed. Such agreements will be made with school districts, charter schools, private schools, or home schools located within Dallas County.
  - (2) Out of County and In State. A signed agreement may be made with a school district, charter school, private school, or home school to offer only a dual credit course(s) with a high school located in the service area of another public college only if the other public community college is unable to provide the requested course to the satisfaction of the school district and the school district has explicitly invited DCCCD college(s) to do so. When DCCCD receives in writing from such colleges outlining which courses the local community college is unable to provide to the satisfaction of the school district in its service area, the DCCCD college(s) may proceed with the dual credit agreement to provide at the DCCCD college(s) only those courses identified in writing. Tuition will be waived as allowed. If, however, the College District offers online dual credit courses outside Dallas County, the College District shall charge tuition.
  - (3) Only one tuition waiver per course is allowed; students and/or high school are responsible for tuition and additional costs of any repeated course(s).
  - (4) Tuition may be waived for courses that are in agreement with the current Texas Education Agency's (TEA) guidelines for Recommended or Distinguished Achievement High School Program or Technical Program graduation requirements in the State of Texas. Therefore, students may take no more courses than permitted by these TEA course graduation guidelines.
- L. Tuition may not be waived for high school students enrolled in college courses where only college credit is to be awarded.
- M. For the purposes of dual credit, neither the high school nor the college will charge the other any expenses associated with the use of facilities. (As for expenses that might apply specifically to Early College/Middle College Agreements/Amendments, please refer to the Early College/Middle College Guidelines.)
- N. DCCCD may charge ISD or high school (public, private, charter or home) as specified in agreement for the cost of textbooks, required course supplies and the cost of additional DCCCD personnel needed to administer and/or personnel utilized within labs. Students will be responsible for the costs of textbooks and required course supplies when such costs are not being provided by the ISD or high school.
- O. Dual credit students may initially take all three component areas of the college's Accuplacer or ASSET test, a TSI approved test, at no cost and re-test once within each of the three

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component areas at no cost. For additional testing, dual credit students, ISD or high school must pay college for re-test costs.

2. The college may contract with school districts as outlined above to provide remedial courses for students enrolled in public secondary school in preparation for graduation from high school. Such courses are not eligible for state formula funding. High school students who passed all sections of the eleventh grade exit-level TAKS test may be permitted to enroll in state-funded developmental courses offered by the college at the college's discretion if a need is indicated by a student performance on a TSI-associated assessment instruments. Such courses may not be offered for dual course credit. The college may not waive tuition for remedial courses unless approved by the DCCCD Board.
3. Dual Credit students must provide DCCCD with proof of meningitis vaccination if students are a dual credit, Middle College, Early College or charter high school student attending classes on a DCCCD campus. Students may qualify for a waiver or exemption.
4. As rules and regulations are subject to change, please refer to the DCCCD web catalog at: <https://www1.dcccd.edu/catalog/cattoc.cfm> for updated general and academic information for your needs.

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