



DUAL CREDIT PROGRAM

Policy and Procedure

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

2500 North Robison Road | Texarkana, Texas 75599
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Updated: 2024

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.

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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 updated annually, 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 as needed for each course. To enroll in these classes, students must complete TC's admission requirements. Interested students should contact their high school advisors. Homeschooled students should contact TC's Dual Credit Office.

Dual Credit Partners

The Texarkana College Dual Credit Program proudly partners with 16 Independent School Districts, as well as virtual schools and home-school families in the surrounding region. Within the Texarkana College taxing district, participating schools include DeKalb, Hooks, Liberty-Eylau, Maud, New Boston, Pleasant Grove, Premier, Redwater, Simms, and Texarkana. Additionally, the program serves students from Atlanta, Avery, Bloomburg, Linden-Kildare, McLeod, and Queen City.

Texarkana College maintains Dual Credit Institutional Agreements with all participating schools. These agreements are reviewed, updated, and signed annually by both parties, ensuring compliance and approval before students can enroll in dual credit courses.

Class Locations

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

Workforce classes are offered at local high schools and on the Texarkana College campus/sites. Check with your high school advisor 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 absenteeism 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 4th 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 Workforce 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 advisor 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 Workforce Discipline Policy

1. Students are dropped upon the 4th incident report within a semester.
2. Students 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 the 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 Trustees' Policy Manual. Professors have discretion for online course attendance policies. 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. These students are considered early admission students. Please contact the Dual Credit Office for more information.

Choosing Courses

Students must be advised by their high school advisor and/or their academic coach for dual credit before choosing coursework. Coaches will continue to provide advising to high school students as they reach the following academic benchmarks: 6 hours, 12 hours, and 45 hours. This ongoing support ensures that students receive guidance at critical points in their academic progress. 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 verification 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. Some courses may contain mature content. Students should contact the

professor for more information. 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 do the following:

1. Talk with their high school advisor about 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 a 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 is listed below.

Required Assessments and Exemptions

A student must meet all 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):

All scores are relevant to the courses to be attempted. [College Readiness Testing Exemptions - Applicable to both Dual Credit and Early Admission:](#)

ACT:

Tests Administered Prior to February 15, 2023: Composite 23 and 19 English and/or 19 on Math
 Tests Administered On or After February 15, 2023: A Combined Score of 40 on the English and Reading tests and/or 22 on Math. *A composite score will no longer be required.*

***Using scores from both tests Administered Prior to February 15, 2023 and Tests Administered On or After February 15, 2023 is allowed if the scores meet the requirements for tests administered On or After February 15, 2023.

SAT: *SAT will no longer require a composite score.* Score of 480 on reading and writing and/or 530 on math

TSIA2 (Texas Success Initiative Assessment 2.0):

All scores are relevant to the courses to be attempted. If an academic course is not listed, it is not score restricted. Applicable to Dual Credit and Early Admission students.

Workforce Dual Credit: Students wishing to enroll in level I workforce courses are eligible for dual credit without testing requirements. However, students may be required to meet any testing requirements to re-enroll in workforce programs upon high school graduation. TC campus/site workforce programs have grade level restrictions for student's safety. Please inquire for further information.

TSIA2 ASSESSMENT CUT SCORES:**MATH**

Discipline	Course Name	Course Prerequisite	Cut Score
MATH 1314	College Algebra		(A) a College Readiness Classification (CRC) score of at least 950; <u>OR</u> (B) a CRC score below 950 <u>and</u> a Diagnostic level of 6.
MATH 1316	Plane Trigonometry		
MATH 1350	Mathematics for Teachers I	MATH 1314	
MATH 2413	Calculus	MATH 1314	
MATH 1332	Contemp. Math (Quant. Reas.)	MATH 1316	
MATH 1442	Elementary Statistical Methods		
MATH 1324	Math for Bus. & SS		
MATH 1325	Calculus for Bus. & SS	MATH 1324	
PHYS 1301/1101	College Physics I/Lab	MATH 1314 & MATH 1316, or MATH 2312/2412	

Note: CHEM 1311/1111 are not restricted, but they do require previous *or* concurrent enrollment in MATH 1314, College Algebra. There may be other courses with *course prerequisites* that are not listed.

TSIA2 Assessment Cut Scores – Continued

ELAR (Reading and Writing)

Discipline	Course Name	Course 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; <u>OR</u> (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 1306/1106	Biology for Science Majors I		
BIOL 1307/1107	Biology for Science Majors II	BIOL 1306/1106	
BIOL 2301/2101	Anatomy & Physiology I Anatomy		
BIOL 2302/2102	& Physiology II British	BIOL 2301/2101	
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	ENGL 1301 & 1302	
GOVT 2305	Federal Government		
GOVT 2306	Texas Government		
HIST 1301	U.S. History I		
HIST 1302	U.S. History II		
PSYC 2301	General Psychology		
SOCI 1301	Introductory Sociology		
SPCH 1315	Public Speaking		
SPCH 1321	Business and Professional Speaking		
ECON 2301	Principals of Macroeconomics		

MATH and ELAR (Reading and Writing) WECM- Pharmacy Technician Courses

Discipline	Course Name	Cut Score
PHRA 1301	Introduction to Pharmacy	(A) a College Readiness Classification (CRC) score of at least 950; <u>OR</u> (B) a CRC score below 950 <u>and</u> a Diagnostic level of 6. <u>AND</u> (A) a College Readiness Classification (CRC) score of at least 945 and an essay score of at least 5; <u>OR</u> (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.
PHRA 1305	Drug Classification	
PHRA 1309	PHRA Pharmaceutical Mathematics I	

The procedure for students taking the TSIA2 exam at the Texarkana College Testing Center is outlined below:

- **Students must first complete the Pre-Assessment Activity (PPA) at <https://practice.accuplacer.org/login>**
- Once PAA is completed, **the counselor must create a TSIA2 testing ticket at <https://form.texarkanacollege.edu/forms/dual-credit-tsia2-assessment-ticket/>**, that contains the following information:
 - Student name, TC ID number, email address, and date of birth
 - Counselor's name and email
 - TSDS (PEIMS) Number
 - Pre-Assessment Completed? Y/N
 - Tests to be taken, which should only be listed as follows:
 - TSIA Math \$10
 - TSIA ELAR \$20
 - TSIA ELAR Retest MC Only \$20 (multiple choice only)
 - TSIA ELAR Retest Essay Only \$20
- **Test tickets must be sent to testing.center@texarkanacollege.edu as well as the student's email.**
- Students are required to present one **government-issued photo ID that is valid and in-date.**
- Cash or card is accepted, but we ask that any cash transactions be made in exact change.
- **No appointment is necessary unless the student requires special accommodations, such as isolation or text-to-speech.**
 - Accommodated testing must be approved by the Director of Student Disabilities and confirmed with an accommodations request form emailed to the testing center.
 - Accommodated testing appointments are scheduled online here: <https://texarkanacollege.libcal.com/reserve/testing>.

The following link has more information about TSIA2 Testing and the testing center rules and requirements: <https://www.texarkanacollege.edu/academics/registrar/testing-center/>.

Non-degree seeking students who have accumulated fewer than 15 semester credit hours are eligible to use alternate placement charts for enrollment in entry-level courses. These placement charts, detailed below, provide guidance on course eligibility based on various assessment criteria, ensuring proper alignment with the students' current academic proficiency.

Students are encouraged to refer to the designated alternate placement charts when selecting their courses. This policy applies exclusively to the entry-level courses listed within the provided chart.

TC Liberal & Performing Arts Courses	High School GPA Unweighted, Cumulative
ENGL 1301	Cumulative 3.0 or higher or Completion of high school English I and English II with grade of B or higher in both courses.
SPCH 1315	Cumulative 3.0 or higher or Completion of high school English I and English II with grade of B or higher in both courses.

TC Social Science Courses	High School GPA Unweighted, Cumulative
HIST 1301	Cumulative 3.0 or higher or Completion of high school English I and English II with grade of B or higher in both courses.
HIST 1302	Cumulative 3.0 or higher or Completion of high school English I and English II with grade of B or higher in both courses. Social Science Courses: Continued

SOCI 1301	<p>Cumulative 3.0 or higher or</p> <p>Completion of high school English I and English II with grade of B or higher in both courses.</p>
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TC Math Courses	High School GPA Unweighted, Cumulative
MATH 1442	<p>3.0 or higher</p> <p>Plus, completion of 3 high school math courses including Algebra I, Algebra II, and Geometry</p>
MATH 1314	<p>3.0 or higher</p> <p>Plus, completion of 2 high school math courses including Algebra I and Algebra II</p>
MATH 1332	<p>2.8 or higher</p> <p>Plus, completion of 3 high school math courses including Algebra I, Algebra II, and Geometry</p>
MATH 1324	<p>3.0 or higher</p> <p>Plus, completion of 3 high school math courses including Algebra I, Algebra II, and Geometry</p>
BIOL 1306 & 1106	<p>Cumulative 3.0 or higher or</p> <p>Completion of high school English I and English II with grade of B or higher in both courses or</p> <p>Concurrent enrollment in or completion of English III.</p>

Workforce Dual Credit: Students wishing to enroll in level I workforce courses are eligible for dual credit without testing requirements. However, students may be required to meet any

testing requirements to re-enroll in workforce programs upon high school graduation. TC campus/site workforce programs have grade level restrictions for student safety. Please inquire with the Dual Credit Office for further information.

Student Privacy

According to federal privacy regulations (FERPA), TC cannot disclose information to parents or guardians unless we have student permission on file. By signing the paper or electronic registration contract, 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 review and print a copy of their unofficial transcript often. 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.

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. College Level Examination Program (CLEP) Texarkana College awards credit for appropriate scores on the nationally-recognized CLEP exams. Information on how to sign up to take CLEP exams can be found on the Assessment and Testing Center's web site at <https://www.texarkanacollege.edu/academics/testing-center/clep/>. Cost of CLEP examinations: The College Board Charges \$80 for each exam. In addition, Texarkana College charges an administrative fee of \$20 per exam. A grade of "CR" is posted on the transcript. There is no charge for transcription of the grade. Please indicate that you want your score(s) sent to Texarkana College when filling out the CLEP paperwork.

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 may include note takers, reader services, adaptive testing, extended time for test, etc. 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 contact the Office of Disability Services. Appropriate documentation of a physical or psycho/educational condition or a referral from an appropriate rehabilitation agency such as the Department of Assistive and Rehabilitative Services or the Texas Commission for the Blind which documents the disability and supports the need for accommodations must be submitted before accommodation can be arranged. Requests for accommodations are sent to high school administration before each term. High school representatives should follow instructions to submit required documentation.

The Office of Disability Services serves as a liaison between students with disabilities and Texarkana College faculty and staff. The provision of support services and reasonable accommodations is guided by college policies and procedures which are implemented through the Office of Disability Services. It is the intent of the ADA and TC that the responsibility for providing need and appropriate support for students with disabilities is shared by student, faculty, and staff. All students are expected to abide by college policies and procedures, including the Standards of Student Conduct as outlined in the TC Catalog/Handbook and other College publications. Current and prospective students, parents, and others interested in accommodations or additional information should contact Tonja Blase in the Office of Disability Services, Academic Learning Commons at 903-823-3349.

Fees

The course fee for dual credit students is set at a reduced rate. Please contact your high school for more information. TC does not pay for course fees, cost of textbooks, or any required course supplies. Some ISDs cover this cost or a portion of the cost. The student is responsible for any cost not covered by their ISD. An exception to the normal policy exists for students in the Financial Aid for Swift Transfer (FAST) scholarship program, with specific guidelines established through annual agreements with high schools. These agreements ensure that eligible students receive their scholarships and clearly outline the responsibilities and expectations for both the high school and the college. The guidelines are reviewed and updated each year as needed to reflect any changes.

Under Federal Guidelines, dual credit students are not eligible for (FAFSA)Free Application for Federal Student Aid.

Drops

Students who wish to drop a class should first discuss the matter with their high school advisor. It is the student's responsibility to complete the Dual Credit Drop Form by the deadline and submit it to the designated ISD official 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. The 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 advisor 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 the Dual Credit Office or their high school advisor for official refund dates or information about special eight-week terms.

Student Services

Texarkana College Student Services hosts a variety of primary services for students that includes, but is not limited to, the following service areas:

- New Student Orientation (College 101)
- Truman Arnold Student Center & Student Activities
- Palmer Memorial Library
- C.O. Pinkerton Fitness Center
- Assessment and Testing Information
- Computer & Wireless Access / Online Services
- Department of Public Safety
- Transfer 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 and special accommodations
- Support services for special populations
- Assisting students in selecting transfer institutions
- Providing resources to assist students in selecting a major

Texarkana College Department of Public Safety

The Texarkana College Department of Public Safety consists of highly dedicated men and women tasked with the enforcement of all rules and procedures of Texarkana College as well as the laws and statutes of the State of Texas. The TCDPS currently operates under the oversight of the Vice President of Administrative Services and employees both licensed Texas Peace Officers and non-commissioned security personnel. Located on the first floor of the Truman Arnold Student Center, the Texarkana College Department of Public Safety operates on a continual basis 24 hours/day and is the only department that remains open during time of routine college closure (i.e. Holidays, Spring Break).

Academic Dishonesty Policy

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism (including self-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 may result in the student being dropped from the class with an "F." This policy applies campus wide, including the TC Testing Center, as well as off-campus classroom or lab sites.

Student Grievance Procedure

The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns. Concerns must be expressed within ten days of the occurrence to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent. The grievance procedure may also be used to address concerns about discrimination based on disability and gender, including sexual harassment. For more information on the student grievance procedure, refer to the current Texarkana College Catalog under the section on 'Student Complaints.'

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 to check out items from the library or gain access to the Pinkerton Center.

Parking Permit

1. All students and employees are required to have a parking permit to park on campus.
2. Students and Employees are not allowed to park in Visitor Parking.
3. Students are not allowed to park in Faculty/Staff parking space/lots.
4. Students and employees must have a Handicap sticker to park in specially marked spaces.
5. Fines will be issued to those that park in areas not allowed.
6. Parking permit application and permits are available in the Business Office.
7. Student parking permits are good for the school year (September through August); replacement stickers are \$2.00.
8. Parking permits must be placed on the glass and should be visible to Campus Police.
9. Each car driven on campus must have a separate application and parking permit.
10. Permits are kept on file with TC Campus Police.
11. Parking fines are paid in the TC Business Office.

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 our system records. For information on the current College Campus Security Crime Statistics (Clery Act Report) go to www.texarkanacollege.edu/public-safety/

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 to teach a dual credit class. Instructors interested in becoming a dual credit teacher should contact their high school administrator. ISDs seeking dual credit approval for teachers should contact the Director of Dual Credit. The director 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 use 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 aid 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.

This manual contains policies, regulations, and procedures which were in existence as the publication was first published. The College reserves the right to modify or amend any statements or policy to reflect current board policies, administrative regulations, or procedures, and applicable state or federal laws or regulations.

