

DALLAS COLLEGE GUIDELINES FOR DUAL CREDIT COURSES OFFERED IN PARTNERSHIP WITH TEXAS SCHOOLS

2024-2025 Academic Year

The following guidelines reflect current Texas Higher Education Coordinating Board (“THECB”) rules and regulations (Chapter 4, Subchapters D and G) and Dallas College policies and procedures. THECB rules and Dallas College policies and procedures 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 do they apply to Career Pathway Program Articulated Agreements.

These guidelines address course credit where instruction is provided to high school students for the immediate award of both high school diploma and college certificate and associate degree credit. These guidelines also address remedial instruction provided to high school students for either remedial work to prepare students to pass the State of Texas Assessments of Academic Readiness (“STAAR”) test(s) or other state-designated instrument(s) to prepare students to pass the Texas Success Initiative Assessment 2.0 (“TSIA2”) test(s).

Guidelines for Dual Credit Courses

1. Texas public colleges and universities are eligible to enter into agreements with Texas schools to offer dual credit courses. Any College/University that participates in the creation of a dual credit program shall notify the Texas Higher Education Coordinating Board in accordance with provisions and schedules determined by the Commissioner must be approved by the governing board or other designated authority of each party prior to the offering of courses. The agreement must also address the following:
 - A. Student eligibility requirements
 - a. The student must be enrolled in a Texas high school.
 - b. A student enrolled in dual credit may enroll in more than one dual credit course per semester, and may enroll in dual credit coursework with freshman, sophomore, junior, or senior high school standing.
 - c. The student must complete a pre-assessment activity (“PAA”) and practice test prior to taking the official Texas Success Initiative Assessment 2.0 (TSIA2) battery of tests.
 - d. All high school students who are interested may initially take both component areas of the college's Texas Success Initiative Assessment 2.0 (TSIA2), at no cost and re-test once within each of the two component areas at no cost for enrollment in dual credit and are not eligible by other means. For additional testing, student or high school will pay for re-test costs.

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- e. The high school and the College shall assess each student for readiness to engage in any college-level curriculum offered for college credit prior to the student's enrollment in such curriculum.
- f. After the assessment, the high school, using guidelines established by the College shall determine what forms of assistance and remediation, if any, are necessary prior to a student's enrollment in any college-level curriculum based on the results of the assessment and other indicators of student readiness.
- g. A student must meet the College prerequisites determined for the enrolled course.
- h. A student may demonstrate that they are TSI exempt for college readiness and dual credit eligibility by achieving the following minimum passing standards under the provisions of the TSIA relating to College Ready and Adult Basic Education Standards on relevant section(s) of the TSIA OR other appropriate state-approved test scores (see below SAT, ACT, STAAR score requirements for TSIA). TSIA score requirements can be altered by the THECB with currently approved scores being used for eligibility and course placement purposes:
 - (1) TSIA2 Assessment Scores:
 - College Level Ready for Reading and Writing
 - i. TSIA2.ELAR - 945 or higher AND TSIA2.ES - 5 or higher
 - ii. TSIA2.ELAR 910-944 AND TISA2.DELA 5 or higher AND TSIA2.ES - 5 or higher
 - College Level Ready for MATH
 - i. TSIA2.MA - 950 or higher
 - ii. TSIA2.MA – 910-949 AND TSIA2.DM 6
 - (2) TSIA Assessment Scores (prior to January 2021):
 - College Level Ready for Reading
 - i. Score of 351
 - College Level Ready for Writing
 - i. Score of 340 AND Essay Score 4-8
 - ii. Score of 310-340 AND ABE 4-6 AND Essay 5
 - College Level Ready for MATH
 - i. Score of 350
 - (3) SAT Scores:
 - A minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for the ELAR section of the TSIA2 Assessment.
 - A minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSIA2 Assessment. There is no combined score.
 - (4) ACT Scores:
 - (Administered prior to February 15, 2023)

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readiness **or** dual credit enrollment eligibility. If the student takes dual credit course(s) that are outside of the allowances outlined above, then:

- (1) The student will not be eligible for a TSI level-one certificate waiver; and
 - (2) The student will be required to take the TSIA unless the student presents qualifying scores to make the student exempt from TSI requirements or eligible for dual credit enrollment.
- k. A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 2 certificate or applied associate degree program by meeting the TSI exemption or dual credit eligibility scores listed above.
- l. Students who do not acquire the necessary test score(s) for eligibility purposes should discuss their options with the College's Educational Partnerships Sr. Manager, Manager, or their Success Coach. To be eligible for enrollment in a dual credit course offered by a public college, students must 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.).
- m. Score requirements can be altered by the THECB or Dallas College with the currently approved scores being used for eligibility and course placement purposes.
- n. The student must meet all admissions criteria of the College. In addition, students may be withdrawn from pre-registered 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.
- o. Dual credit eligibility and academic standing are reviewed for continued participation in dual credit courses. Dual credit students must maintain satisfactory academic performance at the high school; earn grades of A, B or C in all college courses; and obtain and submit evidence of parental/guardian and school approval for each subsequent academic year of enrollment. A student who earns a grade of D or F in a dual credit course may not be eligible for future dual credit courses or may have restrictions placed on their enrollment in the Dual Credit Program. Students who earn a grade of W, D and/or F in a dual credit course of may not be eligible for future financial aid or may have limited financial aid options beyond high school.
- (1) The College may provide the student with written conditions designed to increase the potential for success.
 - (2) It is important for students to maintain a good academic standing as grades could impact a student's admission when transferring into four-year colleges/universities.
- p. Student must file a degree plan with the College.
- q. The College may impose additional requirements for enrollment in courses for dual credit that do not conflict with THECB dual credit requirements.

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- B. Students must discuss with their College Success Coach and High School Counselor if they wish to withdraw from their college course(s). Students who decide to withdraw must submit the required withdrawal form to Educational Partnerships and High School Counselor by the published deadline. Failure to submit the required withdrawal form could result in the student receiving a grade of F. If a student needs to repeat a course they have failed, they must repeat that course and receive a grade of D or higher before any additional courses can be repeated for high school and college graduation (some courses may require a grade of C or above for degree applicability). Students will need to repeat failed course(s) before being registered for additional dual credit courses.

- C. Under Section 51.907 of the Texas Education Code, an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education. This law applies to students who enroll in a public institution of higher education as first-time freshman in fall 2007 or later. 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. Dual Credit Students are currently exempt from this code.

- D. Dual Credit Students are currently exempt from the following state requirements 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. Texas law 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 Fall 2006 and thereafter who attempt 30 semester credit 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.

- E. Academic freedom is practiced at all Dallas College campuses and locations and appropriate and essential discipline-specific terminology, concepts and principles are utilized as needed in the classroom setting, including within dual credit classes.

- F. Dallas College has established a system of policies, including the student code of conduct, which governs student behavior and provides guidelines for the educational environment of Dallas College and its programs. Dual Credit Students are subject to the same Dallas College policies, procedures, rules, regulations, and guidelines as other Dallas College students. Students enrolled in a dual credit program must agree to comply with the Student Code of Conduct and all other applicable Dallas College policies, procedures, rules, regulations, and guidelines, as well as those of their high school. Violations of Dallas College policies, procedures, rules, regulations, or

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guidelines shall be addressed in accordance with established Dallas College grievance and complaint procedures, if applicable, and/or the student code of conduct.

- a. For matters alleging sexual misconduct involving a dual credit student, the high school and College shall work cooperatively to investigate and provide a prompt and equitable resolution. Sexual misconduct is any act of sex/gender-based discrimination or harassment, sexual harassment, sexual violence, sexual exploitation, relationship violence, sex/gender-based stalking, or any other conduct that threatens the health and safety of any person based on actual, expressed, or perceived gender identity.
 - b. Sexual misconduct involving High School students and/or College faculty or students shall be addressed by both the High School and the College. The High School shall promptly report to the College administration any complaints of sexual misconduct made by or against a student, employee, or guest of the College to the extent such a complaint relates to the dual credit agreement between the parties. The College shall report in writing such disciplinary problems to the High School Administration. The College may, at its sole discretion, refuse to admit students with a history of disciplinary problems. Sexual misconduct is any act of sex/gender-based discrimination or harassment, sexual harassment, sexual violence, sexual exploitation, relationship violence, sex/gender-based stalking, or any other conduct that threatens the health and safety of any person based on actual, expressed, or perceived gender identity.
- G. Under Section 51.9192 of the Education Code and Section 21.613 of the Texas Administrative Code, students attending classes on a Dallas College campus must present proof of immunization for bacterial meningitis or present documentation of an appropriate exemption. The meningococcal conjugate vaccine (MenACWY) and meningococcal polysaccharide vaccine (MPSV4) are state approved for this requirement.
- H. Faculty Qualifications:
- a. The approval procedures used by the College to select faculty for dual credit programs must be the same as those used for faculty who teach other courses at the College.
 - b. Faculty teaching dual credit classes will meet all expectations for adjunct instructors including attending orientations, faculty meetings, and staff development activities.
 - c. The faculty supervision and evaluation for dual credit will be the same as that for adjunct instructors at the College. Such evaluations will be conducted by the appropriate division dean or delegate. The student survey of instruction instrument will be administered, and all normal and usual documentation will be completed.
- I. Course Curriculum, Instruction, and Grading:
- a. Courses offered for dual credit must be college-level academic courses or college-level workforce education courses.

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- b. 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.
 - c. 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. High school students who enroll in concurrent (non-dual credit) course(s) will pay tuition for the course(s).
- J. Location of Dual Credit Classes:
- a. Dual credit courses offered to high school students may be taught on the college campus or 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, subchapters P and Q relating to Distance Education and Off-Campus instruction.
 - b. ECHS/P-TECH students and staff at the College location will be supported by the College infrastructure with the College being responsible for the cost of software, equipment, installation, and maintenance on the College campus. ECHS/P-TECH students and staff at the high school campus will be supported by the high school campus with ISD/high school being responsible for cost of software, equipment, installation, and maintenance.
 - c. The College will serve as consultants to ensure delivery and compliance with college policy requirements for ISD IT staff regarding internet services and CIPA compliance.
 - d. Dual credit courses taught electronically shall comply with the THECB adopted Principles of Good Practice for Courses Offered Electronically.
 - e. The College must comply with SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) requirements and processes.
- K. Composition of Dual Credit Classes:
- a. Dual Credit courses must be taught on the College and/or the high school campus.
 - b. Dual credit classes may be composed of dual credit students only or of dual and college credit students. Combined classes, which would include high school credit-only students, as well as dual credit students, are allowed as provided within THECB rules and outlined in the service agreement.
- L. Student Services:
- a. 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.

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- b. 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.
 - c. Prior to the start of each academic year, the High School and College shall collaborate on the development and communication of procedures for the provision of accommodations for students with disabilities enrolled in Dual Credit courses (“Established Procedures”). High School and College shall provide disability services in accordance with Established Procedures and applicable law.
 - d. If a student is enrolled simultaneously in College and in high school in a dual credit program, the two schools may share information regarding the student, in accordance with FERPA.
 - e. All other services provided to regular Dallas College students will also be provided to high school students enrolled in dual credit courses in accordance with applicable law and Dallas College policies.
- M. Eligible Courses:
- a. 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. Course name and number are subject to change.
 - b. Dual credit classes must demonstrate the same quality and rigor to classes on the College campus.
 - c. Textbooks, textbook access codes, required course supplies/instructional tools and other materials to be utilized will be those normally used or approved by full-time faculty teaching the course at the College.
 - d. The syllabus will contain all elements common to the syllabi for the same course as taught at the college.
 - e. 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, the communication of grading policy to students, and the distribution of a syllabus comparable to that utilized on the College campus.
 - f. Colleges will not receive formula funding from the state for PHED 1164 dual credit course and the College will not scholarship this course for students who are not in an ECHS/P-TECH program. Texas law does restrict institutions of higher education from enrolling dual credit students in PHED 1164. Non-ECHS/P-TECH students will need to make payment when registered for PHED 1164 as it is not covered by the dual credit scholarship.
- N. Transcription of Credit. Transcription of dual credit courses on a college transcript should be handled exactly as it is for other college-level courses. Prior to the start of each academic year, college and High School/ISD administration shall confirm that approved college courses are aligned to appropriate high school course and PEIMS code.

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- O. Evaluation and Accountability. The High School/ISD and the College shall be responsible for the development and implementation of an evaluation process to determine the effectiveness of the dual credit program. Measures of effectiveness shall include, but are not limited to, student results on the K-12 accountability assessments (e.g., TAKS/STAAR or other state-designated instrument(s)) and success indicators of graduates at Texas public institutions of higher education (e.g., participation rates, grade point averages, retention rates, and graduation rates).
- P. Funding:
- a. State funding for high school and college will be available to the public school district and Dallas College based on the current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board.
 - b. The College may claim funding for all high school students receiving college credit.
- Q. By written agreement with various high schools, the College is authorized to offer dual credit enrollment classes to high school students as permitted by Chapter 130 of the Texas Education Code.
- R. A tuition scholarship will be awarded to high school students enrolled in dual credit courses. The scholarship structure is determined by the high school location and type.
- a. Texas Public High Schools; Dallas County Home Schools; and Dallas County Private High Schools – A signed Dual Credit Agreement between the college and the school district, charter school, private school, or home school must be on file for students to receive a tuition scholarship for dual credit courses. Tuition scholarships and THECB dual credit tuition rates are not available to high school students enrolled in concurrent college courses where only college credit is awarded.
 - b. Out-of-Dallas-County Home Schools and Private High Schools - A signed Dual Credit Agreement between the college and the private school or home school located outside of Dallas County and within the state of Texas must be on file for students to receive the dual credit tuition rate outlined by THECB. Parent is responsible for tuition in full unless high school offers to sponsor/scholarship student tuition. Educational institutions file Form 1098-T for each student they enroll and for whom a reportable transaction is made for dual credit courses, including online dual credit courses and repeated dual credit courses. To the extent dual credit courses are to be offered outside of Dallas County and within the State of Texas and involve additional costs for specialized equipment or supplies, the written dual credit agreement shall specify the additional course costs associated with same. THECB dual credit tuition rates are not provided for out-of-county home school or private high school students enrolled in concurrent college courses where only college credit is awarded.
 - c. Students may take no more dual credit courses than permitted by the TEA course graduation guidelines. Students who have met all high school graduation requirements are not eligible for dual credit courses.

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- d. The College may charge the school district for the cost of textbooks, textbook access codes, required course supplies and the cost of additional Dallas College personnel to assist in labs/classrooms.
- S. For the purposes of dual credit, the high school or the College may charge the other any expenses associated with the use of facilities.
- T. As rules and regulations are subject to change, please refer to the Dallas College web catalog at <https://www1.dcccd.edu/catalog/cattoc.cfm?loc=econ> for updated general and academic information for your needs.

Revised March 2024Dallas College/Educational Partnerships June 2021/KF

**Technology Support Addendum
2024-2025**

All technology contractual agreements and requests specific to ECHS & P-TECH environments on Dallas College properties are to be coordinated through the ISD central technology departments and delivered to **College ISD Digital Engagement and Technology Support**. The following terms of collaborative responsibilities supersede other existing technology contractual agreements associated with all College locations.

Technology Support Responsibilities of College to ECHS & P-TECH programs at College Locations:

- 1) College Network Infrastructure Services, Risk Assessment and College Campus IT Services will be responsible for the evaluation of ISD technology requests specific to ECHS environments at College locations prior to the approval for modifications and/or installations to ensure the integrity of the network infrastructure, information security and service quality.
- 2) To ensure compatibility with College environment, College shall provide the ISD with information that meets the required minimum standards for instructional technology.
- 3) Complying with College Standards for technology setup, College shall provide ECHS and P-TECH students access to College network. College shall provide ECHS and P-TECH faculty access to College network, instructor station computers, and AV system in all College classrooms and laboratories utilized for ECHS and P-Tech courses.
- 4) College shall provide ECHS & P-TECH students access to applications and software required by college-level dual credit courses.
- 5) College shall be responsible for the cost, repair, storage and maintenance of College's technology property, equipment, and infrastructures placed or installed in College buildings and utilized by ECHS & P-TECH students, faculty and staff.
- 6) Included in the ECHS Facilities Fees, College shall be responsible for the following approved services during the period of this agreement:
 - The installation of approved data cable and drops, up to 25 units annually, for approved ISD equipment connecting to College network;
 - Approved existing numbers and locations of College telephones and up to 10 units for each new ECHS physically located at College locations.
- 7) In designated ECHS & P-TECH administrative areas, College will be responsible for providing the approved usage of College network and operational functions of the core network equipment and backbone systems based on College Standards.
- 8) When requesting generic technical support of the College's Help Desk, College shall provide ECHS administrators/staff/faculty reasonable time lengths of service based on the availability of College IT personnel.
- 9) With prior approval, College is responsible for providing the ISD escorted access to College system or security areas for maintaining operational functions of ISD devices/equipment and network infrastructure.

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- 10) College shall provide ECHS and ISD the unified process for technology support requests with:
- College ISD Digital Engagement and Technology Support as the main contact point,
 - assigned specific time lengths for completing each project request, and
 - designated personnel providing services where possible.

Technology Support Responsibilities of the ISD to ECHS & P-TECH Environments at College Locations:

- 1) ISD, ECHS & P-TECH faculty and staff shall comply with the following College policies:
 - College Standards for technology setup in all College classrooms and laboratories and the requirements of classroom restoration to the original setup at close of day.
 - College Computer Use Policy and Regulations and the possible outcome of removed access to College network infrastructure due to compliance failure.
- 2) The ISD shall be responsible for providing portable instructional devices to ECHS and P-TECH faculty and students in College classrooms, if needed. ECHS and P-TECH faculty and staff shall be responsible for the storage and maintenance of ISD technical devices.
- 3) Prior to scheduling a technical modification/installation at College locations, ISD central technology departments shall comply with College official request protocol to obtain a written approval from College.
- 4) With prior written approval, the ISD will be allowed to install the ISD network in designated ECHS & P-TECH administrative areas contracting with College identified /Panduit-certified vendors. The ISD shall be responsible for the cost of installing ISD networking equipment.
- 5) If damage to College's existing system and equipment occurs caused by modifications or installations described above, ISD and vendors will be responsible for the cost and repairs or replacements.
- 6) To ensure federal requirements are met for information security, ISD shall accept College's risk assessment requirements in regard to the installation/modification of technical hardware and software, and provide a standard naming convention for identification of ISD-issued computing devices connecting to College network infrastructure via wired or wireless networks.
- 7) For the safety of all students, ISD technical staff and vendors shall comply with College official check-in protocol with the designated College staff at Campus Police College IT, Facilities, or other offices before carrying out duties at College locations.
- 8) For obtaining access to IDF/MDF closets at College locations, the ISD shall provide College ISD Digital Engagement and Technology Support a minimum of 24-hour notification to acquire approval and escorted access.
- 9) ECHS & P-TECH administrators and staff shall follow College's process for technology support requests.

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- 10) The ISD is responsible for the maintenance and providing the vendors required information to maintain operational functions of the ISD devices/equipment and network infrastructure at College locations.

DALLAS COLLEGE DUAL CREDIT TUITION AND FEE GUIDELINES

2024-2025 Academic Year

The following guidelines reflect current Dallas College policies and procedures in alignment with Texas Higher Education Coordinating Board (“THECB”) guidelines relating to dual credit tuition and fees.

Guidelines for Dual Credit Tuition

1. Dallas College partners with public and private schools to provide dual credit instructional opportunities to students. Dallas College is also a THECB Financial Aid for Swift Transfer (FAST) Program participant.
2. These partnerships support the Dallas College mission to transform lives and communities through higher education by providing students with early access to a quality postsecondary education. As such, Dallas College has created a tuition and dual credit scholarship structure that minimizes tuition and instructional material costs as barriers to student participation.
3. The dual credit tuition and scholarship structure is determined by the high school location and type. The payment terms for each program type are outlined in the chart below:

High School Type and Location	Tuition Cost Per Credit Hour
ISD In-County	Scholarship Provided
ISD Out-of-County	Scholarship Provided
ISD Out-of-State	\$55 (or rate set by THECB)
Charter In-County	Scholarship Provided
Charter Out-of-County	Scholarship Provided
Charter Out-of-State	\$55 (or rate set by THECB)
Private In-County	Scholarship Provided
Private Out-of-County	\$55 (or rate set by THECB)
Private Out-of-State	\$55 (or rate set by THECB)
Homeschool In-County	Scholarship Provided
Homeschool Out-of-County	\$55 (or rate set by THECB)
Homeschool Out-of-State	\$55 (or rate set by THECB)

**DALLAS COLLEGE GUIDELINES FOR DUAL CREDIT LEARNING
MATERIALS RELATED TO COURSES OFFERED IN PARTNERSHIP WITH
TEXAS SCHOOLS
2024-2025 Academic Year**

The following guidelines reflect current Dallas College policies and procedures in alignment with Texas Higher Education Coordinating Board (“THECB”) guidelines relating to dual credit including learning materials: (Financial Aid for Swift Transfer (FAST) Program passed under House Bill (HB) 8).

Guidelines for Course Materials for Dual Credit Students

1. Dallas College partners with public and private schools to provide dual credit instructional opportunities to students.
2. As part of this partnership, it is essential that students have access to quality education and instructional materials. As such, dual credit students will be provided access to instructional materials as part of their participation in dual credit programming. This ensures students have consistent access to materials at the start of the academic term.
 - A. The dual credit partnership will require School Districts or High Schools partner in supporting instructional material costs for dual credit students participating in dual credit programming through their high schools. Dallas College will continue to sponsor tuition scholarships in alignment with the Dallas College Guidelines for Learning Materials (Attachment F).

Instructional Materials Financial Terms

1. Dallas College will provision dual credit students all learning materials at the start of each academic term. College learning materials shall be determined and made available prior to the start of classes.
2. The college will invoice dual credit partners (School District or High School) directly for Instructional Materials at a rate of \$20.00 per credit hour for all students enrolled from their institution.
 - a. All student enrollments are subject to the instructional materials fees. This includes initial and subsequent enrollments in college courses.
3. Dual credit partners may elect to directly bill students who are not FAST eligible for the course material fees. This is subject to the partners’ discretion and subject to alignment with the Financial Aid for Swift Transfer (FAST) Program passed under House Bill (HB) 8).
4. Texas Public School Partners Only:
 - a. Dallas College will receive a FAST eligibility participant list during each academic term. This list will be shared with the School District or High School upon receipt from the

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THECB and prior to the close of the academic term in which the student is currently enrolled.

- i. Students who are identified by the THECB as FAST-eligible students may not be charged for instructional materials.
- ii. Students on the FAST-eligible lists may not be billed by the School District, High School, or College for their instructional materials. Any direct billing processes initiated by the partner must exclude FAST-eligible students.

Instructional Material Invoice Guidelines

1. Dallas College will directly invoice all dual credit partners for student learning materials.
 - a. Invoice will include a roster of students enrolled post-census date of the applicable billing term.
 - b. All invoicing will be completed semesterly following the completion of the final fall, spring, or summer census date.
2. Partners will be provided 45 days from the invoice date to submit payment to Dallas College.
3. Invoicing will be done at the district level or high school level if not a part of a school district.

DALLAS COLLEGE GUIDELINES FOR CREDENTIALLED INSTRUCTORS RELATED TO COURSES OFFERED IN PARTNERSHIP WITH TEXAS SCHOOLS

2024-2025 Academic Year

The following guidelines reflect current Dallas College policies and procedures in alignment with Texas Higher Education Coordinating Board (“THECB”) guidelines relating to credentialed instructors. High school employees who serve as credentialed instructors must comply with Dallas College academic and instructional standards.

Guidelines for Credentialed Instructors

When teaching Dallas College courses for dual credit at high schools, Dual Credit instructors must align with all academic standards of the college. Credentialed Instructors are responsible for the academic integrity of course curriculum delivered at the high schools while instructing dual credit courses.

Semesterly Instructional Expectations

1. Credentialed instructors must meet all critical semesterly activities in alignment with Dallas College instructional policies.
 - A. Course Syllabus/Curriculum Vitae: A course syllabus must be created using the Dallas College template and uploaded to the appropriate Dallas College site prior to the start of class within the established timelines.
 - B. Course materials will be adopted by the Dallas College Academic school based on the preferred learning material determined by the college faculty and school academic administration. The credentialed instructor may work with the academic school to identify, update, or change adopted learning materials. Credentialed Instructors must engage the academic chair and/or dean who will provide specific information on the process and timelines for each academic term. Course adoptions must be done in advance of the academic term in which they will be utilized. All course adoptions are subject to approval by the academic school of administration.
 - C. Course Certification: Courses must be confirmed and certified in compliance with the established Dallas College timelines.
 - D. Progress Reports: Credentialed instructors must submit student progress grades and final grades in compliance with the established Dallas College timelines.
 - E. Grade Reporting: Assignment grading must be recorded and available in the Dallas College eCampus platform. Final grades must be submitted in compliance with the established Dallas College timelines.

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- i. All instructional due dates are provided to credentialed instructors directly via email by their respective academic school. Instructional due dates may also be found on the Dallas College Faculty One Stop SharePoint site.
2. Credentialed instructors must be familiar with the contents of handbooks, instructional resource guides, pertinent federal and local policies, and other items of information which are distributed for faculty use, including the Dallas College code of conduct, FERPA, and other academic resources provided for instructional purposes.
3. Credentialed instructors must ensure completion of annual professional development in alignment with college standards. This includes completion of Title IX, FERPA, and Cybersecurity training. The credentialed instructor may complete training as part of the high school requirements and provide confirmation to Dallas College to meet this requirement. Credentialed instructors are also provided access to the college web-based versions of these training courses as an alternative should the high school not require and/or offer annual training in these areas.

Communication and System Access

1. Credentialed instructors will be provided a secure login to access Dallas College networks and systems which align with instructional needs. This includes access to reporting systems, the college SharePoint site, and collegiate academic resources for professional development.
2. Credentialed instructors will be provided a secure Dallas College email which must be used for official student and collegiate communication.
 - a. This email must be checked regularly as the college will use this address to related important instructional and academic information to credentialed instructors.

Academic and Instructional Support

1. Credentialed instructors are a part of the Academic School which aligns with their discipline. The collegiate instructor provided will be subject to academic oversight by the appropriate academic discipline.
2. Credentialed instructors are expected to respond to and engage with the Academic School which aligns with their course discipline. They will need to communicate with Academic Deans, Chairs, and Educational Partnerships staff regarding their curricular expectations and student academic progress.
3. Credentialed instructors will have access to faculty development resources which include in-person coaching, access to the Center for Teaching and Learning, and online professional development activities.
4. Credentialed instructors will be expected to participate in classroom observations. These activities will generally take place annually; however, the college reserves the right to add additional coaching as needed to ensure academic alignment with college curriculum standards.

Participation Terms

Attachment G

High school teachers who serve as credentialed instructors must be employed within school districts and/or high schools with which Dallas College has an active dual credit agreement. Eligibility for credentialing must align with Dallas College faculty credentialing academic standards. If approved, assignment of a credentialed instructor to a college dual credit course must be coordinated by the designated independent school district or high school.

Participation as credentialed instructors is subject to termination and may be ended at the discretion of the high school or college. Failure to comply with academic standards may result in termination of the credentialed instructor approved standing.

Credentialed instructors are not Dallas College employees. Participation as a credentialed instructor is not an offer of employment and does not provide any preferential status for future hiring practices. Dallas College shall not provide any financial compensation directly to credential instructors for instructional services rendered. All credentialed instructors will be required to agree to these standards annually to be eligible for credentialed instruction service during the designated academic year.