



LA PRYOR ISD
P R E P A R I N G T H E F U T U R E

DUAL CREDIT HANDBOOK

2022-2023

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Dual Credit Overview

Policies [HB18](#), [TAC Code 28.009](#),

A top priority for the La Pryor ISD is to expand dual credit opportunities for its students. Partnerships between Texas secondary schools and Texas colleges and universities have enabled high school students to earn college credits before graduating from high school, making their **transition to the collegiate campus smoother** and their **likelihood of graduating from college greater**.

Dual credit is a process through which a student may earn high school credit for successfully completing a college course that provides advanced academic instruction beyond, or in greater depth than, the Texas Essential Knowledge and Skills (TEKS) for a corresponding high school course. The “dual credit” earned is college credit and high school credit for one course.

Courses are offered by accredited colleges and include both academic and Workforce Education dual credit courses. Most students take basic academic core courses such as English, history, math, and social science. **Students are advised that college course grades remain on their college transcript for the rest of their lives, and a dual credit course failure may also negatively impact future financial aid.**

The Texas Higher Education Coordinating Board (THECB) assigns service areas to Texas public colleges. The La Pryor ISD high school is in the service areas for the Southwest Texas Jr College District.

Where are La Pryor ISD dual credit courses taught?

College courses offered for dual credit may be taught at the college campus, online or at the high school campus by credentialed instructors; that is, instructors must be qualified according to criteria established by the Southern Association of Colleges and Schools (SACS). Courses offered for dual credit include the same content and rigor as courses taught to other college students, utilizing the same instructors, curriculum, and policies.

How many dual credit courses may a high school student take?

In 2015 the Texas legislature passed House Bill 18 which provides that there is no limit on the number of dual credit courses or semester credit hours in which a qualified student may enroll each semester or academic year (See the [Student Eligibility Requirements section](#) for more information.).

What is the difference between dual credit and concurrent enrollment?

Concurrent enrollment refers to a circumstance in which a student is enrolled in two or more educational institutions at the same time (for example, a college and a university, or a high school and a college). Concurrent enrollment may also be referred to as dual enrollment. While dual credit may be viewed as a form of concurrent enrollment because the student is enrolled in both high school and college, *dual credit will give credit for both the college and the high school course* whereas concurrent enrollment gives credit for the college course only.

State law requires that in order for students to earn dual credit (from college and La Pryor ISD), they may only take the courses that are approved each year by both the school district and college. The high school counselor(s) can contact the SWTJC Director of Outreach and/or Dual Credit Department for the most updated copy of the annual Interlocal Agreement/Amendment (IA) between La Pryor ISD and the Southwest Texas Jr College, which contains a list of these approved courses. However, if a high school student is TSI exempt (see Student Eligibility section) and wishes to enroll in college courses on their own that are not included in the La Pryor ISD-SWTJC IA, then the student **must pay for their own and all related costs** for concurrently enrolled college courses, including tuition, fees, textbooks, and any other costs.

Student Eligibility Requirements

Policies [TAC §4.85](#), [TAC §4.54](#)

TAC §4.85(b) identifies the requirements that must be met by each student who enrolls in a college course for dual credit. A student must demonstrate outstanding academic performance and capability (as evidenced by achieving or exceeding the minimum TSI college readiness standards on SAT, ACT, or TSI Assessment). The exemptions, exceptions, and waivers for students to enroll in entry-level college courses are outlined in TAC §4.54. State of Texas requirements are outlined in the TEA Dual Credit [FAQs](#) document.

- Students must complete a pre-assessment activity and practice test prior to taking the official Texas Success Initiative (TSI) tests.
- 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.)

Eligibility to Enroll in Dual Credit Courses

A high school student is eligible to enroll in academic dual credit courses if the student:

- Demonstrates college readiness by achieving the minimum passing standards for Texas Success Initiative (TSI) and Adult Basic Education (ABE) on relevant sections of the Texas Success Initiative Assessment or TSIA. The most updated minimum passing standards for the Southwest Texas Jr College can be located on their [SWTJC website](#).
- Demonstrates that s/he is TSI exempt or waived. Academic exemptions are based on demonstrated college readiness by subject area. For example, if a student has achieved a composite score of 23 on the ACT with a minimum of 19 on the mathematics test the student shall be exempt for the math section of the TSIA. Exemptions and waivers may be updated throughout the year. Please visit the SWTJC website to review current exemptions: [SWTJC College TSIA Exemptions](#)
- Workforce Education Dual Credit/Level-One Certificate Program: If the high school offers any Level – One Certs; then the high school student is eligible to enroll in workforce education dual credit courses contained in a Level-One Certificate program, or a program leading to a credential of less than a Level-One Certificate, at a public junior college or public technical institute and shall not be required to provide demonstration of college readiness or dual credit enrollment eligibility. **A high school student enrolled in a Level-One Certificate is exempt from TSI (May not be the case for Health Science Programs).** However, if the student takes dual credit courses that are not included in the Level-One Certificate, the student is no longer exempt from TSI and the student will be required to take the TSIA unless the student presents qualifying ACT, SAT, or STAAR scores to make the student exempt from TSI requirements.

Student Enrollment and/or Re-enrollment to Dual Credit Courses Guidelines and Requirements

Students must meet all Dual Credit requirements, meet with LP high school counselor to determine eligibility, register for courses each academic semester and/or year, and lastly meet all instructor/college course obligations.

In order to continue taking Dual Credit courses that are sponsored by LPISD, students must:

1. Maintain a “B” or higher in each Dual Credit course taken;
2. Maintain a “80” or higher in all courses taken at LPHS;
3. Be current with any outstanding payments due LPHS;
4. Complete the necessary annual paperwork as required by LPHS and SWTJC;
5. Comply with all LPISD and SWTJC students code of conduct and attendance requirements.

Failure to comply will result in the following:

- Course load reduction for a “C” in a dual credit course along with LPISD high school tutorials for college credit course;
- Suspension for one college academic semester of dual credit courses and reimbursement to LPISD for tuition and textbook fees paid for dual credit college courses that earn a “D” or “F” by the end of the academic semester. If reimbursement is not received, then the suspension will be extended.

It is the policy for LPISD to support and sponsor students that strive to maintain academic excellence in all courses. Students may choose to take Dual Credit courses at their own expense if they are not in compliance with the LPISD dual credit requirements.

TSI Met

Once the student passes the college-level course with a C or better, the student will be TSI met within the appropriate content area(s) of reading, writing, and/or math. A student who is exempt from taking STAAR EOC assessments may be otherwise evaluated by an institution to determine eligibility for enrolling in workforce education dual credit courses.

Score requirements may be altered by the THECB with the currently approved scores being used for eligibility and course placement purposes. Students may also meet TSI requirements in the relevant content area(s) by receiving a grade of C or better in college level core course(s). An institution may impose additional requirements for enrollment in courses for dual credit to ensure the student is placed correctly or permitted into dual credit courses. Students who do not acquire the necessary test score(s) for eligibility purposes should discuss their options with the college [Dual Credit Coordinator/Administrator at SWTJC](#).

COVID-19 TSI Waiver

TSI testing requirement waived for upcoming school year. Due to the continuing impact of the COVID-19 pandemic, SWTJC officials announced adjustments to the undergraduate admissions criteria and processes for Fall 2020/Spring 2021 and waive Texas Success Initiative Assessment (TSI) scores as a requirement.

Continued Participation in Dual Credit Program

Eligibility for continued participation in the 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 and/or F may not be eligible for future dual credit courses or may have restrictions. Contact your local LPISD school counselor for more information and support.

High school counselors must conduct individual conferences with students enrolled in dual credit courses to ensure the students are progressing in their dual credit course(s). 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. (See the [“Credits and Grades” section](#) for more details.)

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

Course Requirements

For which courses may dual credit be offered?

It is the responsibility of the La Pryor ISD and SWTJC to ensure that the following requirements are met and specified in the written agreement. Courses offered for dual credit by public, two-year, associate-degree-granting institutions must be identified as college-level academic courses in the current edition of the THECB's Lower Division Academic Course Guide Manual (ACGM) or as college-level technical education courses in the current edition of the board's Workforce Education Course Manual (WECM).

1. Courses offered for dual credit by public universities must be in the approved undergraduate course inventory of the university. Public colleges may not offer remedial or developmental courses for dual credit under state law.
2. Courses offered for dual credit must provide advanced academic instruction that allows for mastery of the TEKS for the appropriate high school course and that goes beyond or into greater depth than those TEKS.

Who is responsible for the content of a course offered for dual credit?

Because the course is a college course, the college is responsible for the content. However, because the high school is also awarding credit, the public-school district is responsible for ensuring that the student has an opportunity to master the TEKS. The district may do so through a review of the course syllabus as it is taught at the partner institution. If it is determined that all the TEKS are not included in the course, the district may work with the institution of higher education to enhance the course and/or may provide supplemental instruction.

Dual Credit Textbooks

The La Pryor ISD counseling department will request a textbook version of dual credit CTE/core curriculum textbooks prior to the start of the new semester. The dual credit textbook purchasing process is lengthy, so please verify that the courses you have signed up for are accurate and being offered. To retrieve required textbook and course information, reach out to your La Pryor ISD high school counselor.

Please refer to the table below for correct contact information.

La Pryor ISD High School Counselor	SWTJC Dual Credit/Outreach Department
Contact: Yvette Talamantes, PhD. Email: yvette.talamantes@lapryor.net Phone: 830-365-4005 ext. 210 CTE and Dual Credit Textbook orders. CTE and Dual Credit Course Offerings and Request	Contact: Michelle Torres, SWTJC Director of Outreach Email: mvtorres@swtjc.edu Phone: (830) 591-7321 swtjc dual-enrollment

The La Pryor ISD provides textbooks for all dual credit courses. Books are issued on the home campus and checked out to students for the duration of the course. Students are required to return books upon completion of courses.

Textbooks that are purchased for dual credit become the property of the school district. They are to be assigned to a textbook inventory at the school. They are to be checked out to the students enrolled in the dual credit class and checked/returned back in at the end of the course semester.

Damaged and/or Lost Dual Credit Textbooks

Student(s) are responsible for their dual credit textbooks. *If the book(s) are damaged and/or lost, then the student is responsible for the **full price** of the dual credit textbook(s).*

All reimbursements will be made payable to the La Pryor ISD – High School by the end of the school semester. *Prices of dual credit textbooks vary.* Please visit with your high school counselor for specific price(s).

Students that do not pay for damaged and/or lost dual credit textbooks will not be allowed to enroll in any other dual credit courses.

What is a course equivalency crosswalk (also referred to as an articulation chart)?

The [course equivalency crosswalk](#) is an officially approved document that matches coursework between schools and/or establishes procedures for reviewing courses that may be offered for dual credit. The course equivalency crosswalk is a part of the La Pryor ISD/SWTJC Interlocal Agreement/Amendment.

La Pryor ISD high schools may request a course to be added to their approved crosswalk by submitting the SWTJC local petition form located the [SWTJC Student Outreach/Dual Credit Department](#). Final approval of courses to be included on the request for the dual credit crosswalk is given by the La Pryor ISD campus leadership committee (which includes content area staff) to the SWTJC Dual Credit Department. This process will also determine whether the course will be a one semester or two semester courses in high school.

Can a one-semester college course be offered over two semesters in order to accommodate the high school schedule?

In Texas, colleges are responsible for determining the length of their courses and making decisions regarding an extended schedule.

Teacher Requirements

Policies [TEC 22.0834](#), [TAC 153.1101](#) and [TAC 153.1117](#), [TEC 130.08\(g\)](#)

Who may teach a dual credit college course?

Dual credit teachers must be regularly employed faculty members of the college or must meet the same or equivalent standards, including minimal requirements of the [Southern Association of Colleges and Schools \(SACS\)](#), and approval procedures used by the college to select faculty responsible for teaching the same courses to non-high school students at the college. **Only SWTJC may authorize/credential a La Pryor ISD teacher to teach dual credit courses.**

What certifications must a teacher have to teach a course for dual credit?

For college-level academic courses, the SACS require a master's degree or doctoral degree with 18 graduate hours in the discipline being taught. For workforce education courses, SACS require a bachelor's degree in the discipline or an associate's degree plus demonstrated competencies in the discipline. When district's partner with technical or community colleges to offer dual credit, including local or statewide articulated Career and Technical Education (CTE) courses, the postsecondary faculty must meet SACS teacher requirements. **Only SWTJC may authorize a La Pryor ISD teacher to teach dual credit/CTE articulated courses.** SWTJC credentialing guidelines by discipline can be requested at the SWTJC Human Resources Department [here](#).

College faculty are not required to obtain certification through the State Board of Educator Certification when teaching high school students for dual credit. Courses for dual credit may be taught by appropriately qualified public education employees who are credentialed by the college or by employees of the institution of higher education.

Are college faculty who teach courses for dual credit subject to fingerprinting requirements under TEC §22.0834, Criminal History Record Information Review of certain Contract Employees?

Local school districts determine their own policies with regard to criminal history requirements for contract employees, subject to minimum standards of TEC §22.0834 which requires criminal history reviews of contract employees who have direct contact with students. TAC §153.1101 and §153.1117 provide some guidance as to the minimum requirements of TEC §22.0834. The SWTJC instructors who teach on La Pryor ISD campuses are not contracted by the La Pryor ISD, they are contracted by SWTJC.

If the La Pryor ISD did contract College instructors as contractors, they would be subject to our contractor fingerprinting and background check, along with the completion of the FERPA and Confidentiality paperwork.

Credits and Grades

Policies [EIC \(Local and Regulation\)](#), [EIA Regulation](#), [TAC §101.3021\(b\)\(2\)](#), [TAC §101.4002\(b\)](#)

How much high school credit is earned by a student in a dual credit course?

The student can earn at least one-half credit toward a high school course for a one-semester college course. The student may earn a full credit for a one-semester college course if the district determines that the student has had an opportunity to demonstrate mastery of the TEKS for an entire one-credit course.

Who is responsible for determining what credit(s) are earned by the student?

The college is responsible for the college course material and awards the college credit upon successful completion of the course. Upon submission by the La Pryor ISD Secondary Campus Principal and High School Counselor, the La Pryor ISD Leadership Committee is responsible for determining the specific high school credit that will be awarded for the college course. Students may have taken courses in 8th grade (MS for HS credit) that may have caused a duplicate credit with some of the Dual Credit courses. If such a course is found, please award the MS for HS credit with a local credit number and keep the current dual credit course. *This exception is only allowed for Collegiate Academies and the Early College Schools.*

Who awards grades in courses for dual credit?

Grades are assigned by the teacher of record. Dual credit teachers must be regularly employed faculty members of the college or must meet the same or equivalent standards, including minimal requirements of the Southern Association of Colleges and Schools (SACS), and approval procedures used by the college to select faculty responsible for teaching the same courses to non-high school students at the college.

Training on the SWTJC grading system is provided to these La Pryor ISD teachers by the SWTJC Dual Credit Department. **Only SWTJC may authorize/credential a La Pryor ISD teacher to teach dual credit courses.**

The teacher of record must be the instructor authorized/credentialed by the SWTJC to teach the course.

There is only one teacher of record per dual credit course. If you have any questions about whether a La Pryor ISD teacher has been credentialed by the SWTJC, please contact the Dual Credit/Outreach Department at SWTJC.

What is the equivalency between La Pryor ISD grades for SWTJC grades?

The La Pryor ISD Board of Trustees approves the Secondary Student Handbook that is implemented by the secondary campus every new academic school year. If there are any revisions to the grading policy for core and/or dual credit courses it would be reflected [here](#).

SWTJC numeric grades will appear in the La Pryor ISD student transcript and the students SWTJC student transcripts will only display the final letter grades.

In the case where a student receives college credit for a course with a numeric grade below 70, the student's corresponding District grade will be recorded as a 70. In the case where a student does not receive college credit for a course with a numeric grade below 50, the student's corresponding District grade will be recorded as a 50 [EIC \(Regulation\)](#).

In the event that no numeric grade is provided, conversions of letter grades to numerical grades for students transferring to the District with letter grades from a university program will be based on numerical equivalents as described in [EIC \(Regulation\)](#).

How are dual credit grades recorded?

The teacher of record is either a La Pryor ISD or SWTJC instructor, whether s/he teaches the course on the college campus or La Pryor ISD high school campus. All grades will be entered into the SWTJC grading system first. Soon after the college class is completed each semester the grades will be securely emailed to the La Pryor ISD Student PEIMS Clerk at the LPISD Secondary Campus for input. Dual credit grades will be manually inputted into the Student Information System (SIS = TEXIS).

If a grade is not generated, the LPISD high school counselor of record will fill out a Credit Evaluation Form and submit it, along with a copy of the student's grade report to the SWTJC Dual Credit Department. If the grade changes or a student completes his/her Incomplete, the counselor will submit a dual credit grade change form for the new grade. The counselor will attach a copy of the student's grade from the PEIMS system, which includes the date of the grade change. The campus PEIMS clerk will update the historical transcript record with the dual credit courses/grades, print the new transcript, and give a copy to the counselor. The counselor

will review the transcript to ensure dual credit has been awarded.

Does a student earn extra weight for dual credit courses?

As per EIC (LOCAL) dual credit courses receive additional weight for students who successfully complete the courses.

Are students in dual credit courses required to take the End of Course (EOC) assessments?

The Commissioner's Rules Concerning Substitute Assessments for Graduation in TAC §101.4002(b) outlines the approved substitute assessments that may be used in place of only one specific EOC assessment. Currently, dual credit final exams are not included in the approved list. Therefore, students enrolled in dual credit are required to take the dual credit final exam and the corresponding EOC assessments if they have not received a satisfactory score on a substitute assessment provided in the [chart](#). In addition, TAC §101.3021(b)(2) requires a student to meet the EOC assessment graduation requirements to receive a Texas diploma if a student is participating in a dual credit course for which there is an EOC assessment.

How does a student withdraw from a college course?

High school counselors must conduct individual conferences with students enrolled in dual credit courses to ensure the students are progressing in their dual credit course(s). Students who decide to withdraw must submit the required withdrawal form to their high school counselor. The high school counselor will submit required form to the SWTJC Dual Credit/Outreach Coordinator or SWTJC Admissions Department by the published deadline. Drop form is available online: [SWTJC Fillable Dual Credit Drop Form](#)

Attendance Accounting

Policies [FEA \(local\)](#)

Does time spent in a college course for dual credit count toward a district's average daily attendance (ADA) even if the course meets on the higher education campus?

Yes, funding-eligible time for a student taking a course for dual credit will include time instructed in the course even if the course meets on the higher education campus.

If a student is attending a course for dual credit at an institution of higher education (IHE) with a calendar of less than 75,600 minutes, is the student considered in attendance at his/her high school?

The state allows for several methods to meet requirements. First, a waiver is available. If high school students are taking courses for dual credit at an IHE with a calendar of fewer than 75,600 minutes, the school district may apply for a waiver of the 75,600 minutes calendar requirement. Waiver requests should be sent to the Texas Education Agency State Waivers Unit. In instances in which an IHE's calendar is shorter than the school district's calendar, the district should report the student's attendance in the Public Education Information Management System (PEIMS) with a different track to reflect the shorter calendar. Reporting the student with a separate track will prevent any reduction in state funding.

At La Pryor ISD high school, the District chooses to use the days when the high school meets but the IHE does not (i.e., at the beginning or end of a semester) to provide instruction in the TEKS not demonstrated in the college course. This allows the high school to meet attendance requirements while also meeting course content requirements.

If a student is taking a college course for dual credit that meets at the college, is the student considered in attendance by the high school?

A student not actually on campus at the time attendance is taken may be considered in attendance for Foundation School Program purposes if the student is enrolled in and attending an off-campus course for dual credit. Campuses may choose an alternate attendance-taking time for a group of students that are scheduled to be off campus during the regular attendance-taking time. Examples include dual-credit students who are attending classes at another location or career and technical education students who are scheduled to be at a worksite.

The alternate attendance-taking time will be in effect for the period of days or weeks for which the group is scheduled to be off campus during the regular attendance-taking time (for example, for the semester or for the duration of employment). This alternate attendance-taking time may not be changed once it is selected for a particular group of students.

Where can I find more information about attendance calculations in CTE courses for dual credit?

Please see Section 5.11 of the Student Attendance Accounting Handbook at:

https://tea.texas.gov/Finance_and_Grants/Financial_Compliance/Student_Attendance_Accounting_Handbook/

How does a La Pryor ISD teacher who has been authorized by a SWTJC dual credit course on a high school campus record attendance?

A LPISD teacher who is authorized to teach dual credit courses by a SWTJC course and is teaching on a LPISD campus must follow the LPISD attendance recording policies and procedures.

Dual Credit Funding

Policies [TEC §39.234](#), [TAC §102.1091\(d\)\(3\)](#) [TEC 61.059](#)

Who pays the tuition and fees for SWTJC-La Pryor ISD dual credit courses?

State law allows both school districts and institutions of higher education to obtain state funding for dual credit courses. The state funds school districts based on students' average daily attendance and districts can count time spent on dual credit toward student enrollment. Institutions of higher education receive state formula funding for contact or semester credit hours of instruction, respectively.

Decisions about who pays tuition, fees and other costs for dual credit are made at the local level, and it varies from district to district. Some school districts pay for the students out of local funds, while other districts require students and parents to pay out of pocket.

At La Pryor ISD, the District generously pays for students SWTJC Dual Credit tuition and fees for the academic semester. *If a student fails any college course or drops the college course, the student and parents are responsible for the full course fee reimbursement to the LPISD High School Campus. If a student has to repeat a college course, the parents are responsible for all college course dual credit fees.*

Student/Parent Fee for Dual Credit Courses:

LPISD FEES for Dual Credit Course (Per 3-hour course, courses with labs will be more): \$ 293.03 per course taken (This price does not include additional SWTJC fees that may be added to the final reimbursement cost)

If the student does not reimburse the District for the failed and/or dropped Dual Credit College Course, that student **will not** be able to register for any other dual credit courses, and it could possibly prohibit them from graduating and/or receiving their final high school transcript.

Public institutions of higher education are allowed to waive all, part, or none of the mandatory tuition and fees for dual credit courses ([Texas Education Code, Section 54.216](#)).

Who pays for required textbooks for SWTJC -LPISD dual credit courses?

The La Pryor ISD pays for college course required dual credit textbooks if the orders are received in enough time to order through district purchasing procedures. There are instances where the dual credit instructor of record has not selected a text in time to meet deadlines. In these instances, the LPISD High School Counselor will have an open Purchase Order to expedite the purchase of required Dual Credit textbooks for the LPISD high school students. Required textbooks for dual credit students are determined by the SWTJC college course and the instructor and by the SWTJC Dual Credit/Outreach Department.

Texas does not require school districts or IHEs to provide textbooks used in dual credit courses. School districts have no statutory authority to use textbook funds for dual credit course textbooks. While Foundation School funds have been used, in many cases the student taking the college course for dual credit pays for the textbook(s). Districts pay all costs related to earning dual credit for early college high school students including tuition, fees, and textbooks. For rules regarding early college high schools, see question the [TEA Dual Credit FAQ \(H.5.\)](#).

Student(s) are responsible for their dual credit textbooks. If the book(s) are damaged and/or lost, then the student is responsible for the full price of the dual credit textbook(s).

All reimbursements will be made payable to the La Pryor ISD – High School by the end of the school semester. *Prices of dual credit textbooks vary.* Please visit with your high school counselor for specific price(s).

Students that do not pay for damaged and/or lost dual credit textbooks by the end of the specific semester **will not** be allowed to enroll in any other dual credit courses.

Do public school districts and charters receive state funding through the Foundation School Program (FSP) for dual credit programs?

Yes. Funding eligibility for a student taking a course for dual credit will include time instructed in the course. Currently, districts may count the time that students spend in a course for dual credit for state funding purposes even if students are required to pay tuition, fees, or textbook costs for those courses. For a district or charter school to receive FSP funding for a student taking a college course, the district or charter school must have documentation of an articulation agreement between the district or charter school and the college and meet other requirements for courses for dual credits.

Can weighted CTE funding be earned for dual credit opportunities?

If CTE courses that meet all the TAC requirements are offered for dual credit, students enrolled in the courses are eligible to be counted for CTE contact hour funding. Eligibility for secondary CTE contact hour funding does not preclude the college from also being funded from postsecondary funding sources.

Students must be advised that college course grades remain on their college transcript for the rest of their lives, and a dual credit course failure may also negatively impact future financial aid.

May high school students taking dual credit courses be placed on probation or suspended by the college?

Dual credit students may be placed on probation or suspended if they fail to follow college policies, rules, and regulations. [SWTJC Academic Standing Policies](#)

PEIMS Coding and Dual Credit

How are courses for dual credit coded in the Public Education Information Management System (PEIMS)?

The course code is the same as the code for the corresponding high school course, but the special explanation code of “D” for dual credit is required on the Academic Achievement Record.

When scheduling students for dual credit courses, counselors must exercise caution to ensure that students’ graduation plans do not contain duplicate high school course credit.

Understanding the similarities and differences between Dual Credit and Advanced Placement courses can assist students in creating a plan for acquiring college credit while still in high school. AP and Dual Credit are not mutually exclusive, and many students choose to participate in both over the course of their high school career.

	Dual Credit (DC)	Advanced Placement (AP)
Description	Dual Credit allows students to concurrently earn high school and college credit by completing a course at their high school or local community college or university.	AP courses allow students to take college-level courses and exams, and to earn college credit or placement while still in high school.
Credit	Credit is awarded based upon successful completion of the college course.	Students are awarded credit based on their AP exam score. Students should note that individual colleges and universities grant course credit and placement for AP exams scores, so credit will vary.
Teachers/Instructors	Dual Credit courses are taught by college instructors and/or district teachers who serve as adjunct professors. DC teachers are required to have at least 18 hours of Master’s level graduate work in their content area to teach a dual credit course. CTE Dual Credit Course may be taught by an industry certified instructor approved by the College.	AP courses are taught by district teachers who have attended College Board training and completed an AP Audit to authorize their course with the College Board.
College/University Acceptance	Dual Credit courses are accepted at Texas public colleges and universities. Students should check with an individual college for their intended major’s academic requirements.	AP scores are accepted throughout the nation. Texas state colleges will offer credit for a 3 or higher on most exams, with some exceptions. Students should visit APstudent.collegeboard.org to search for credit policies at their university of choice.
Location	Dual credit courses may be taught at the high school campus or at the local community college or university. Students should check with their counselor for course availability.	AP courses are taught at the high school campus, but may vary, so students should check with their counselor for availability.

Can a course for dual credit be recorded using the PEIMS code for the associated Advanced Placement (AP)® course?

No, not unless the course has been approved as an AP® course by the College Board through the AP® Course Audit. Please contact Advanced Academic Services for additional information at 972.925.6431.

AP Course Audit website: <http://www.collegeboard.com/html/apcourseaudit/>

Can a course provide dual credit and be an Advanced Placement (AP)® course?

Yes, if the course meets both dual credit and AP® requirements. A College Board-approved AP® course must adhere to the AP® course descriptions and be approved through the AP® Course Audit. This means the college instructor must have submitted his/her course syllabus and have received approval in advance.

Award of College Credit

Policies [TAC §4.85](#), [TEC §61.0595](#), [TAC §§13.102 - 13.104](#)

When does a college transcribe the credits earned by students?

College credit as well as high school credit should be transcribed immediately upon a student's completion of the course (TAC §4.85(h)).

How do different types of dual credit transfer?

Academic dual credits may be applied toward the core curriculum or to other specific degree program requirements of an academic associate degree or baccalaureate degree at a Texas public higher education institution. However, transferred credits are not guaranteed to count toward a specific degree program. Some public institutions may award elective credit instead. In some instances, private or out-of-state institutions may choose to award transfer credit for academic courses taken in dual credit programs.

Students who want more information about how their courses for dual credit might transfer should seek specific transfer guidance from an advisor at the institution offering the course. In addition, if students know which institution, they plan to transfer credits to, they should also seek guidance from an advisor at that institution.

Helpful Links: www.thecb.state.tx.us

Can developmental courses at an IHE provide dual credit?

No. Developmental education courses cannot be offered as or taken for dual credit (TAC 4.85(a)).

What is the six-drop rule and does it affect dual credit students?

TEC §51.907 places limitations on the number of course drops that are allowed for students in public institutions of higher education. The Texas Association of College Registrars and Admissions Officers (TACRAO) developed a guide to assist institutions of higher education in implementing the so-called "6- drop Rule," which recommends that courses taken by students while enrolled in high school – whether for dual credit or for college credit alone – not be included in the course drop limit.

SWTJC provides additional information [here](#).

Are dual credit students affected by the Excess Hours Law, which makes college students subject to out-of-state tuition rates if they exceed 30 semester credit hours over their baccalaureate degree plan?

Beginning in fall 2009, semester credit hours earned by a student before graduating from high school and used to satisfy high school graduation requirements (hours earned in classes taken for dual credit) are exempted from the calculation of excess hours (TEC §61.0595; TAC §§13.102 - 13.104).

The SWTJC Dual Credit and Outreach Department are responsible for overseeing training materials; preparing the annual Participating School District Interlocal Agreement/Amendment; tracking La Pryor ISD teachers who are credentialed by the SACS and SWTJC; managing the selection of college course textbooks; and monitoring the high school dual credit processes. School administrators are responsible for ensuring dual credit teachers are credentialed by the college, and campus counselors are responsible for enrolling students in dual credit courses, maintaining proper documentations, transcription of college credit earned, managing the purchasing process and ordering of the dual credit college course textbooks, monitoring dual credit success and set-up support systems for student continued success and progress, maintain a record and inventory of issued textbooks, electronic equipment, and any damaged/lost textbooks and/or failed or dropped courses for school district reimbursement.

SWTJC Dual Credit Contact Information

For office hours please visit: [SWTJC Dual Credit Contact Information](#)

Texas Education Agency Dual Credit Information and FAQ

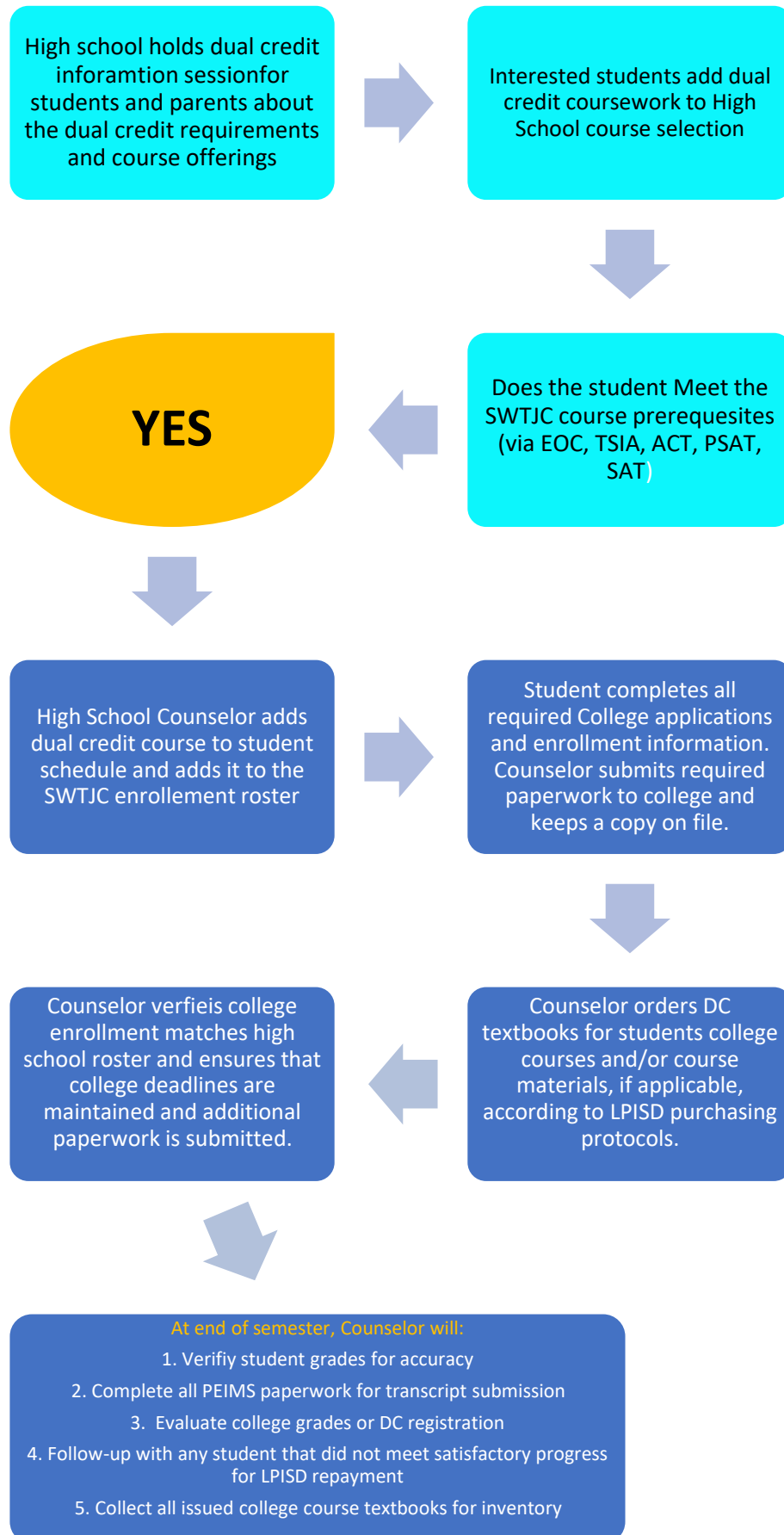
Please visit: <https://tea.texas.gov/academics/college-career-and-military-prep/dual-credit>

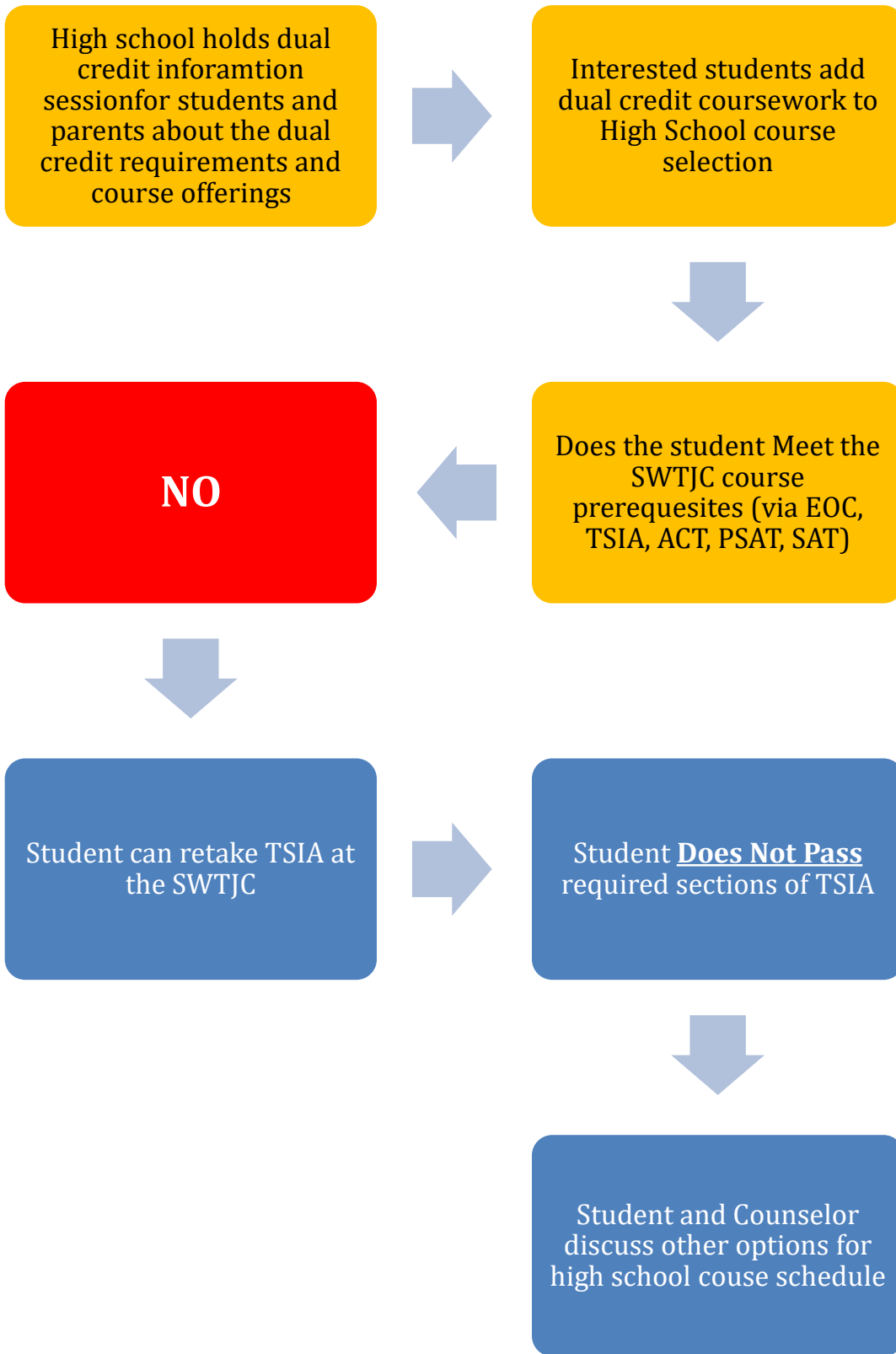
https://s3.amazonaws.com/scschoolfiles/456/tea_dual_credit_faq.pdf

APPENDIX A:

Dual Credit Process Flow Charts

The Student Process





**LPISD Dual Credit
Permission and Consent Form**

- _____ The admission process for SWTJC are different from the registration process for LPISD. It is the responsibility of the student to make sure all deadline registration dates are met in order to be eligible to take dual credit with LPISD.
- _____ Students in dual credit courses will be enrolling in a college credit course (s) at SWTJC and will be receiving a letter grade that will be recorded on the permanent college transcript. A numerical grade will appear on the high school transcript for dual credit courses; conversion of grades is the responsibility of LPISD.
- _____ It is the students' responsibility to maintain satisfactory academic progress or the student will need to pay/reimburse the District for the DC tuition and fees by the deadlines set by LPISD.
- _____ Students who withdraw from or drop any of dual credit courses must first discuss the matter with parents and the high school counselor. The student must contact the LPISD high school counselor to fill out the drop slip to officially drop any courses. The student will be responsible for reimbursing LPISD for the cost of the course and textbook. The student will not be allowed to enroll in future dual credit courses until this fine is paid.
- _____ In order to continue LPISD dual credit courses, the student maintain at least an "80" in all other regular classes at LPISD.
- _____ If a student earns a "C" in a dual credit course, they will be reduced to one course by LPISD and must attend DC tutorials to ensure DC success.
- _____ If a student earns a "D" or "F" in a dual credit course, they must reimburse LPISD for the cost of the course and textbook. The student not be allowed to re-enroll in dual credit courses until all fines are paid to LPISD. The student will also be suspended from taking dual credit courses that are sponsored by LPISD for one semester.
- _____ If the DC student losses or damages the college course textbook, the student/parent will be responsible for reimbursing the District for the price of the textbook. *Prices for textbooks vary, contact the LP-HS counselor for prices.
- _____ Students are not limited to the number of dual credit courses that they may take each Semester by TEA; however, LPISD does want to ensure student success, so the LPISD secondary campus counselor will monitor and remain vigilant on the number of courses per semester that a student will take and monitor their DC grades and other LP-HS course achievement.
- _____ The Family Education Rights and Privacy Act (FERPA) prohibits the release of student information (i.e. grades, attendance, assignments, etc.) to parents. If a parent is concerned about student progress, the student must first discuss the issue with the LPISD high school counselor. College employees are prohibited from direct communication with parents without the students' written consent. Students must sign a "Consent to Release Student Information" at the designated college/university.

By signing this permission and consent form, all parties acknowledge that they have read and understand completely the commitment they are making and the responsibility and maturity that are required to meet this commitment.

Student Signature _____ Date _____

Student Printed Name _____ Grade _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Printed Name _____

DUAL CREDIT CHECKLIST

Name: _____

High School: _____

Check appropriate box: Returning Dual Credit Student

New Dual Credit Student

Begin by discussing opportunities with your High School Counselor.

1. **Application for Admission:** (NOTE: The email address provided in this application will be used to communicate important information, such as, enrollment status and billing. Please supply an e-mail address that is checked regularly.)
- I submitted an online application through ApplyTexas on _____. (Date)
 - My completed SWTJC Admissions Application is attached.
 - I am a current dual credit student who has taken classes each long semester (fall and spring) since the beginning the program. I do not need a new SWTJC application.
2. **Student and Parent - Consent Permission Form**
- My completed/signed parent permission form is attached.
3. **High School Transcript**
- My most recent transcript is attached.
 - My high school counselor will be sending my paperwork to SWTJC and will attach the transcript.
 - If applicable, PNP and/or Homeschool students must provide a notarized current transcript.
4. **Permit to Register (submit each semester enrolling)**
- My form, with required signatures, is attached.
5. **Testing Requirements (TSI Assessment)**
- I took/will take the college placement exam on _____. (date)
 - I plan to submit other scores that will waive/exempt me from placement testing.
 - I plan to take CTE dual credit courses that do not require placement testing (certification CTE).
6. **Bacterial Meningitis Vaccination**
- I do not need the vaccination because my dual credit classes will all be at my high school or online.
 - I plan to take a class on SWTJC's campus and must submit proof of vaccination before I can enroll. (Proof must be submitted at least 10 days prior to the first day of the semester.)
 - I am a returning dual credit student and have already submitted proof of vaccination.
7. **My Student Account Login**
- I have received my enrollment information e-mail from SWTJC.
 - I have logged into Web Advisor and reviewed my account information.
8. **Payment and Textbooks**
- I understand that if I do not pass or drop my DC course, I will need to reimburse the LPISD for my tuition and fees.
 - I understand that I will be responsible for my DC textbooks and I loss or damage them I will need to pay for and reimburse the LPISD for those textbooks, prices vary-Contact LPISD HS Counselor.

DEADLINES

- Dual Credit Students will first follow established deadlines set by their ISD.
- Dual Credit Students will follow all published dates for early/priority registration set by SWTJC for each semester. Please reference the current Academic Calendar for important dates.

Apply Texas Instructions

**TO PREVENT DELAYS IN PROCESSING:
PLEASE INPUT YOUR SOCIAL SECURITY
NUMBER. THIS IS REQUIRED FOR
REPORTING PURPOSES AT SWTJC.**

1. Go to: www.applytexas.org
2. Create a profile/account
3. **Note:** If you already have an Apply Texas account, skip to #3 and log in.

Note: The email address provided in this application will be used to communicate important information. You will need to check the email you provide during this application process. Please supply an e-mail address that is checked regularly and DO NOT USE YOUR HIGH SCHOOL email address.

- Look for the “Apply online” heading on the Apply Texas page.
- Click the “Get started now” link.
- Fill in the blanks with the student’s information.
- Click “Save Profile.”
- You will see the username on the screen. You will receive an e-mail to confirm the profile has been created. You will need to access your email and click on the link provided. Once you have clicked on the link provided, you will need to re-enter your email address.

4. Submit an application to SWTJC

- If you are not logged in use your username (from the e-mail) and your password (that you chose when creating the profile) to log in. Select the “My Applications” tab.
- Under the “My Applications” tab, select “start a new application”.
- Under “Create New Application”, select “two-year school”
- Select Southwest Texas Jr College from the drop-down menu.
- Select the semester of entry
- Select “Yes” to Dual Credit Student
- Select “continue to my application.”
- Enter the student’s information. Note: Some blanks will have been automatically completed with profile information.
- ❖ **Residency Section:**
 - “Do you file income tax as an independent taxpayer?” Answer “NO” if a parent claims you on their income taxes.
 - “Are you claimed as a dependent by a parent or guardian?” Answer “YES” if a parent claims you on their income taxes.
 - Save and Next
 - “Is your parent a US citizen?” Answer as fits your situation.
 - “Is the parent a permanent resident?” If your parent is a US citizen, answer “not applicable.”
 - “Is the parent a foreign national?” If your parent is a US citizen, leave the answer as “select” (do not change).
 - “Does the parent currently live in Texas?” Answer as fits your situation.
 - Answer the remaining questions to the best of your ability.
 - If you receive an error message after trying to save the residency page, please correct the question with the error AND answer question 10 (the question about marriage) again.
- Continue through remaining pages and click the “submit application now” button.
- You will receive an e-mail confirming submission of the application. Save this e-mail for future reference.

5. Please fill out the box below.

Date of Application: _____	Phone #: _____
Name: _____	High School: _____
Date of Birth: _____	Graduation Year: _____
Social Security #: _____	ApplyTexas ID: _____

SWTJC Dual Credit Testing Requirements

As part of the Student Success Initiative, Texas state law requires that students be tested in the areas of reading, writing, and mathematics prior to enrolling in college courses. Listed below are acceptable dual credit admissions tests for **Dual Credit Students** set by the Texas Higher Education Coordinating Board (**Texas Administrative Code Rule 4.85**):

TEST	Score Explanation/Requirements
STAAR End-of-Course (EOC)	An English II EOC score of 4000 or higher shall waive for both the reading and writing sections of the TSI Assessment. An Algebra I EOC score of 4000 or higher and a passing grade in Algebra II shall waive for the mathematics section of the TSI Assessment.
PSAT/NMSQT	A combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the writing & reading <u>and/or</u> a 50-mathematics test shall waive the TSI Assessment relevant to the courses to be attempted. For tests taken October 15, 2015 or later- Minimum score of 510 on the math section and a minimum score of 460 on the Evidence-Based Reading and Writing (EBRW) test shall waive the TSI Assessment relevant to the courses to be attempted. (No combined score required) (Cannot combined scores from each exam)
ACT-ASPIRE	A scale score of 435 in English shall waive for both the reading and writing sections of the TSI Assessment. A scale score of 431 in Math shall waive for the math section of the TSI Assessment.
TSI Assessment	<p>College Readiness scores for each area of the TSI Assessment:</p> <ul style="list-style-type: none"> • Writing-a placement score of at least 340, and an essay score of at least 4; or • a placement score of less than 340, and an ABE Diagnostic level of at least 4, and an essay score of at least 5 <p>Reading-351 Math-350</p>
ACT	A composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.
SAT	A combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. After March 5, 2016: a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no combined score.
STAAR End-of-Course (EOC)	An English III EOC score of 4000 or higher exempt for both the reading and writing sections of the TSI Assessment. An Algebra II EOC score of 4000 or higher exempt for the mathematics section of the TSI Assessment.

Students that have not met the acceptable dual credit tests (listed above) must take a College Placement Exam (TSI Assessment). Students who are exempt from one part of the placement test will be required to take the TSI Assessment in the other areas prior to enrolling for related college courses. (**NOTE: 9th & 10th grade students are required to take the TSI Assessment and be college ready in writing and reading prior to enrollment approval.**)

Career and Technical Dual Credit: (Workforce Education) (Texas Administrative Code Rule 4.85):

A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute and shall not be required to provide any additional demonstration of college readiness. Students enrolling in workforce education dual credit courses contained in a Level 2 certificate or applied associate degree program will be required to meet testing requirements outlined above; relevant to the courses to be attempted.

TSI Assessment Information:

Southwest Texas Jr College administers the [TSI Assessment test](#). Check with each campus testing center to find out testing availability. The TSI Assessment costs \$32.00 (price may change without notice). If the students wish to retest, the TSI Assessment can be taken again upon availability of space; however, the student must pay each time he or she takes the test. Students should take the placement test at least one week prior to enrollment to ensure that results are available for registration. Students must place into college-level coursework relevant to the courses to be attempted.

La Pryor ISD does not discriminate on the basis of race, color national origin, sex, disability or age in its programs or activities.

Student: _____ ID # _____

High School: _____ Student E-Mail Address: _____

Parent or Legal Guardian:

Your student has selected to enroll in the La Pryor ISD-Southwest Texas Jr College Dual Credit Program. We require your permission to enroll your student into our program. *(This does not guarantee your student will be eligible for Dual credit, your high school counselor will help with this determination.)*

By checking the appropriate box below, I give him/her permission to enroll in classes at SWTJC:

1. By signing, I understand that my child may be required to pay the regular SWTJC tuition and fees if s/he is not successful in meeting the academic grade requirements or if my student drops a course.
 - a. Tuition reimbursement for dropped or failed course is based on the full cost of DC course: (e.g. 3-Hour DC course \$ 293.03-does not include the additional SWTJC fees)
2. By signing, I also understand that LPISD will purchase DC textbooks at the beginning of each semester. If my student damages or loses the textbook, I will be responsible for reimbursing the LPISD for the full cost of the DC Textbooks. Prices vary. Contact your LP High School Counselor for price list.

I give my permission for the college and high school to exchange personal, academic, and behavioral information about my child. I also understand that content of college classes will likely involve adult discussions over mature topics. These course-related topics will not be modified to accommodate high school learners.

Parent / Guardian Signature: _____ Date: _____

Parent Email Address: _____

**** Please submit this form to your High School Counselor along with your "Permit to Register Form". ****

Dual Credit LP High School Contact Information:
Dr. Yvette Talamantes,
Yvette.talamantes@lapryor.net

DUAL CREDIT PERMIT TO REGISTER

This form must be completed and submitted for each semester.

Student Name: _____ Social Security Number/Student ID: _____

Mailing Address: _____ Contact Number: _____

Email: _____ Anticipated Year of High School Graduation: _____

As a dual credit student, I understand the following:

- I have read and will adhere to all college policies, rules, regulations, and deadlines established by SWTJC and my high school.
- I understand that content of college classes will likely involve adult discussions over mature topics. These course-related topics will not be modified to accommodate high school learners.
- While I will be able to receive assistance in course selection, it is my responsibility to verify the transferability of my courses to my selected institution.
- I recognize that federal financial aid is not available for dual credit coursework, but my performance in dual credit classes may impact future financial aid standing.
- SWTJC assumes no responsibility for lost eligibility to participate in University Interscholastic League Activities.
- It is my responsibility to discuss current standing, grades, and attendance directly with my SWTJC instructor and my LP high school counselor. Should I need to drop or withdraw from a college course(s), it is my responsibility to first discuss this matter with my high school counselor AND submit the required drop/withdrawal form to the SWTJC Admissions and Records Office by the published deadline.
- For continued participation in the dual credit program, I must maintain a grade of "C" or better in each dual credit course.
- I give my permission for the college and high school to exchange personal, academic, and behavioral information.

Student Signature

Date

Enrollment Verification

Term Enrolling:

(Circle ONE)

FALL SPRING

Course Name	Course Section	Instructor	Date/Time	Location	Dual Credit (X)	College Credit Only (X)
EX: ENGL 1301	DCX	J. Smith	MW 8-9:30am	X High School	X	

I verify that the above-named student has met the criteria and eligibility requirements for attending dual credit classes.

High School Official Signature

Date

PLEASE ATTACH ALL APPLICABLE TEST SCORE REPORTS

LPISD COUNSELOR USE ONLY:

Admissions Application
Parent Permission
Transcript (HS & Other College)
Immunization Record (If applicable)
Test Score Reports

TSI STATUS:
W: _____ R: _____ M: _____

Comments: _____

Registered By: _____ Date: _____



Dual Credit Expectations/Agreement

Dear Student and Parent/Guardian:

Dual Credit college courses are designed to challenge students by exposing them to college level work while still in high school. Students are typically successful in these programs if they are responsible, task oriented, proficient readers, and capable of effectively managing their time.

Motivation is key to being successful in these rigorous courses. Students should be able to deal maturely with sophisticated concepts and to persevere in the face of a challenge. The decision to take Dual Credit college courses is extremely important because the courses, grades, and credit hours will be on your college transcript forever.

Recommendations for success:

- (1) Success in pre-requisite courses, high school courses, and STAAR tests;
- (2) Take courses in your area(s) of strength and subjects you are interested in;
- (3) Don't take too many at a time;
- (4) Consider other obligations and time commitments;
- (5) Practice good study skills and follow directions and syllabus without reminders;
- (6) Ask questions, participate in class, and ask for assistance when needed

Agreement:

Print Student Name _____ SID# _____
 Phone # _____ Grade _____ Email _____
 Parent/Guardian Name _____ Email _____

Student:

- I agree to organize my time and effort to complete the all SWTJC Dual Credit college course(s) successfully;
- I will notify my instructor and counselor immediately if I fall behind in class readings or assignments;
- I understand and agree with the Student Code of Conduct and Academic Integrity procedures at both La Pryor ISD and SWTJC.

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. "Scholastic Dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion. Possible punishments for academic dishonesty may include a grade of "F" on the particular assignment, failure in the course, and/or referral to the college Dean of Student Services for disciplinary action up to and including expulsion. Students have the right to appeal the decision.

Parent:

- I agree to be familiar with the SWTJC Dual Credit program and Dual Credit college course requirements including fall and spring tuition re-payments for unsuccessful course completions and/or textbook damages/loss;
- and to help my son/daughter organize study time in support of class assignments;

Parental Consent: I understand that it is my student's responsibility to meet the requirements for any college academic credit classes, to meet all SWTJC/LPISD Dual Credit deadlines. I further understand that my student's high school graduation may depend upon successful completion of college courses because failing a dual credit course will adversely affect high school graduation. Also, I understand that Dual Credit students will abide by all SWTJC/LPISD rules and regulations including rules concerning UIL, academic dishonesty, and FERPA (Family Rights and Privacy Act.)

If you have any questions regarding the dual credit program, call or contact your student's counselor before signing this document.

Parent Signature/Date: _____ Student Signature/Date: _____
 Counselor Signature/Date: _____ Principal Signature/Date: _____