

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

2025-2026 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.

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. A student must satisfy all college readiness standards which may include completion of Texas Success Initiative (“TSI”) assessment, or otherwise qualify for a TSI exemption, exception, or waiver. Students may take the College TSI Assessment test at the College’s Testing Center.
 - d. All high school students interested in taking the Texas Success Initiative Assessment 2.0 (TSIA2), may initially take both component areas 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.
 - e. High schools are expected to collaborate with students and/or families to implement suitable measures aimed at preparing students for success in college level courses.
 - f. The high schools shall collaborate with students and/or families to ensure that students are prepared for the demands of collegiate coursework when they choose to enroll in any

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appropriate courses. A student must meet the College prerequisites determined for the enrolled course.

- g. The college shall provide all students access to student support services.
- h. The college shall adhere to the Texas Higher Education Coordinating Board standards related to all TSI requirements and or dual credit student eligibility guidelines. Additional information may be found in the Dallas College catalog.
- i. The 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 and shall not be required to provide demonstration of college 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.
- j. 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.
- k. Students should consult with the College's Educational Partnerships liaison, or their College success coach if they need assistance with course selection.
- l. 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.

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- (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. File an official degree plan with the College once they have completed 15 hours of course credit and complete courses in alignment with the degree plan. The College may impose additional requirements for enrollment in courses for dual credit that do not conflict with THECB dual credit requirements.
- 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.

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- 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 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

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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.
- 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.

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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.
- 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.

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- 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.
- 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

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- 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.
 - 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.