

South Plains College Dual Credit Update

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Dual Credit Overview

What is Dual Credit? A system under which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and the high school.

What courses are eligible?

- 1) Those in the core curriculum of the public institution of higher education providing the credit;
- 2) a career and technical education course; or
- 3) a foreign language course.

*No developmental education or remedial courses can be offered for dual credit.



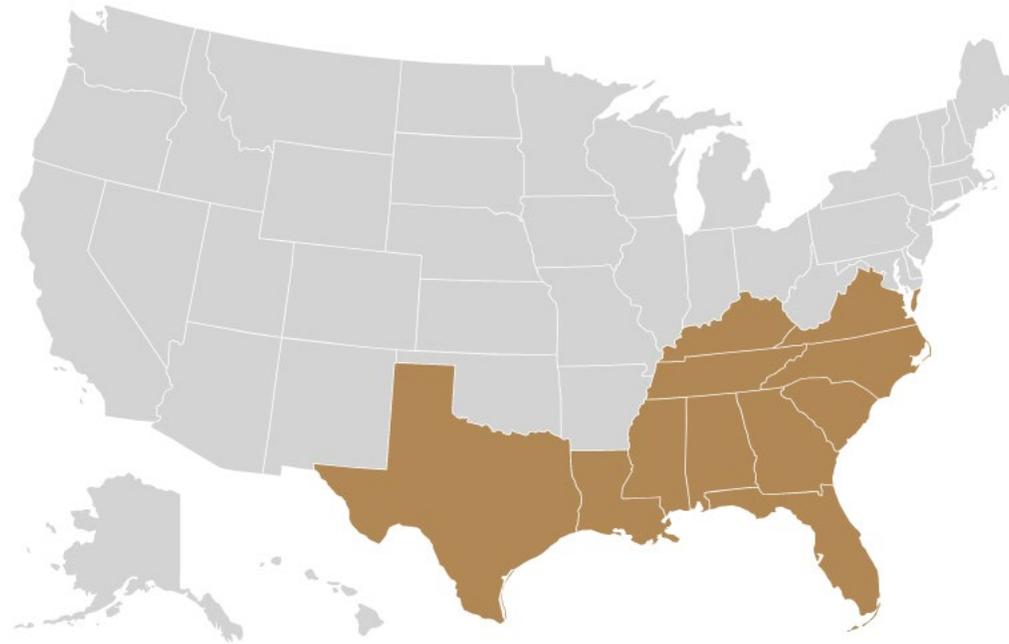
Dual Credit Overview (cont.)

Exception

Any course that is required to complete an Early College program...

- Any college course for dual credit offered as part of an early college program must be a core curriculum course of the public institution of higher education providing the credit, a career and technical education course, a foreign language course, or course that satisfies specific degree plan requirements leading to the completion of a Board approved certificate, AA, AS, AAS degree program, or FOS.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)



- Provides oversight of all higher education programs and courses that may be offered under different names such as “early college,” “dual credit,” or “concurrent enrollment.”
- SPC is required to document and identify high schools that offer 25-49%, then more than 50%, of a degree program.

SACSCOC 10-Year Reaccreditation Process

- On-site review scheduled for September 18th – 21st, 2023.
- All high schools which offer dual credit, are considered an off-campus instructional site.
- The site visit team will review instructor CVs and credentialing materials, course syllabi, etc.
- High school visits will be scheduled in July. Preparation meetings will be scheduled accordingly, before the on-site time arrives in September.



Dual Credit – Instructional Requirements

Curriculum

- The college must ensure that a dual credit course and the corresponding course offered at the main campus of the college are equivalent with respect to curriculum, materials, instruction, and method/rigor of student evaluation.
- “A college course is a college course, regardless of where, how, and to whom it is offered.”

Faculty

- Faculty must meet the same standards and approval procedures used by the college to select faculty responsible for teaching the same courses at the main campus of the college.
- The college shall supervise and evaluate instructors of dual credit courses using the same procedures used for faculty at the main campus of the college.
- The instructor of record actually teaches the course – not in name only, nor a graduate assistant. Faculty roster forms are submitted to SACS for review during re-accreditation process.

Dual Credit – Credentialing

Who is eligible to teach?

Academic Transfer – Master’s degree with at least 18 graduate hours in the teaching discipline.

Career and Technical Education – Either a bachelor’s degree in the teaching discipline or an associate’s degree with demonstrated competencies in the discipline.

Career and Technical Education

Articulated Credit vs. Dual Credit

- Cost
- Immediately Transcribed
- Transferable

Summer Workshops and On-Campus Training

- During workshops, technical program coordinators and faculty provide teachers a list of sequential courses, which will count toward program certificate/degree.
- Technical program coordinators and faculty provide course content for every course that an instructor has been approved to teach, in order to guarantee course equivalency.
- Dual Credit instructors **must** teach college-level material and cover all required content, preparing students for more advanced courses, following high school graduation.

Registration Review

Dual Credit Eligibility

Student Eligibility

Demonstration of college readiness via TSIA or through an exemption.

- ACT
- SAT
- Algebra II STAAR EOC
- English III STAAR EOC

Other option – use a waiver to satisfy dual credit eligibility requirements (not college readiness)

- English II STAAR EOC
- Algebra I STAAR EOC (plus passing grade in Algebra II course)
- PSAT/NMSQT

Not required for dual credit courses contained in a Workforce Education Level 1 Certificate.

*College Prep Waiver/Texas College Bridge cannot be used while in high school.

Dual Credit Eligibility (cont.)

TSI Exemption Scores			
TSIA2			
Math	950 -or- 910 + 6 diagnostic		
ELAR (Reading & Writing)	945 + 5 essay -or- 910 + 5 essay + 5 diagnostic		
ACT Tested on or after 2/15/2023		ACT	
English + Reading Combined	40	English	19
Math	22	Math	19
		Composite	23
STAAR EOC		SAT	
English III	4000	EBRW	480
Algebra II	4000	Math	530

Dual Credit Eligibility (cont.)

Temporary TSIA2 Waiver Scores			
STAAR EOC*		PSAT/NMSQT**	
English II	4000	Evidence Based Reading & Writing (EBRW)	460
Algebra I + must have completed Algebra II with passing grade	4000	Mathematics	510

Recent College Readiness Changes

As of Fall 2022...

TSI English Language Arts & Reading (ELAR) required -

All college-level ENGL courses;

BIOL 1406, 1407, 1411, 1413, 1414, 2401, 2404, 2420;

*Not BIOL 1408 & 1409 (Biology for Non-Science Majors)

Required for admission into certain restricted programs – e.g., EMS

TSI Mathematics required -

All college-level MATH courses;

BIOL 2401 (A&P I) & 2420 (Microbiology)

Courses that are no longer restricted -

All ANTH, ARTS, BCIS, CHEM, GOVT, HIST, HUMA, MUSI, PSYC, SOCI, SPCH - will no longer require demonstration of college readiness (they will all be TSI non-labile courses).

All course pre-requisites must still be met...see here: <https://www.southplainscollege.edu/admission-aid/apply/dualcredit/Courses.php>

Ex) Completion of college-level math or CHEM-1406 before enrolling in CHEM-1411; Pass TSI ELAR before enrolling in EDUC-1301 (Intro to the Teaching Profession).

Registration Steps

1. Complete an Online Admission Application
(apply.southplainscollege.edu)
2. Students Consult High School Counselor
Students receive an enrollment form to submit to the dual credit office or are included on the district's enrollment spreadsheet.
3. Submit High School Transcripts
4. Testing Requirements (as needed).

Communication Plan – 2023-2024

Communication Plan

August/September 2023	October 2023	November 2023	December 2023
<ul style="list-style-type: none"> Schedule in-person new student orientation Schedule admission application drives and provide registration assistance Payment reminder 	<ul style="list-style-type: none"> Reach out to currently enrolled students to schedule an advising appointment Retention initiatives Provide admission application drives Provide FAFSA nights 	<ul style="list-style-type: none"> Reach out to currently enrolled students to schedule an advising appointment Retention initiatives Spring Registration Reminder 	<ul style="list-style-type: none"> Remind counselors and students to submit all documents for spring registration before winter break Provide advising sessions Visit with associate degree seekers to finalize schedules and degree plans
January 2024	February 2024	March 2024	April 2024
<ul style="list-style-type: none"> Roll out online orientation Payment Reminder Schedule admission application drives and registration assistance 	<ul style="list-style-type: none"> Reach out to currently enrolled students to schedule an advising appointment Retention initiatives 	<ul style="list-style-type: none"> Reach out to currently enrolled students to schedule an advising appointment Retention initiatives Reach out to seniors to schedule transition advising sessions Schedule in-person new student orientation 	<ul style="list-style-type: none"> Complete transition sessions for seniors Summer/Fall Registration Reminder Complete advising sessions
May 2024	June 2024	July 2024	August 2024
<ul style="list-style-type: none"> Provide advising sessions Retention initiatives Remind counselor/students to submit all documents before summer break Payment reminder 	<ul style="list-style-type: none"> Retention initiatives Payment reminder Complete advising sessions Schedule in-person new student orientation Counselor & Adjunct Trainings 	<ul style="list-style-type: none"> Retention initiatives Payment reminder Complete advising sessions Schedule in-person new student orientation Counselor & Adjunct Trainings 	<ul style="list-style-type: none"> Registration Reminder Payment Reminder Counselor & Adjunct Trainings Frequently reaching out to counselors with enrollment updates

Advising Overview

Degree Requirements

Common Core – 42 semester credit hours that fulfill the general education requirements of degree programs on the associate degree or baccalaureate degree levels.

Core for an Associate of Arts Degree-Seeker

Communications Component Area (6 Hours) - ENGL 1301 & 1302

Mathematics (3 Hours)

Life & Physical Science (6 Hours)

Language, Philosophy & Culture (3 Hours)

Creative Arts (3 Hours)

American History (6 Hours)

Government (6 Hours)

Social/Behavioral Science (3 Hours)

Institutional Option (6 Hours)

Additional Requirements

PE (2 Hours)

Electives (16 Hours)

Degree Requirements (cont.)

Difference between the Associate of Arts & Associate of Science?

Associate of Science requires an additional Mathematics course (for 6 total hours) and eight hours of Lab Sciences (traditionally designed for STEM majors).

The Associate of Science degree only allows 11 hours of elective credit – normally reserved for advanced math or science coursework.

One of the most difficult areas to navigate – choosing the correct math class...

Degree Requirements (cont.)

- Associate of Applied Science

Includes coursework that make up both basic and advanced certificates.

Requires 5 core courses

Mathematics Component

English 1301

Speech 1321 (recommended)

Social/Behavioral Science Component

Language, Philosophy, and Culture/Creative Arts Component

ASSOCIATE OF ARTS SAMPLE

REQ	COURSE	GRADE	TR CR	HRS		REQ	COURSE	GRADE	TR CR	HRS
6	010 Communications CR					3	080 Social/Behavioral Science CR*			
	ENGL 1301 Composition I			3			ECON 2301 Principles of Macroeconomics			3
	ENGL 1302 Composition II			3		6	090 Institutional Option CR*			
							SPCH 1315 Public Speaking			3
3	020 Mathematics CR*						BCIS 1305 Business Computer			3
	MATH 1332 Contemporary Mathematics			3		Degree Requirements				
6	030 Life and Physical Sciences CR*					2	KINE Activity- 2 1SCH Courses*			
	BIOL 1411 General Botany			4			KINE 1304 Fitness & Wellness			3
	BIOL 1413 General Zoology			4						
3	040 Language, Philosophy, and Culture CR*					16	Electives:			
	HUMA 1301 Introduction to Humanities			3			ENGL 2332 World Literature I			3
3	050 Creative Arts CR*						ENGL 2333 World Literature II			3
	ARTS 1301 Art Appreciation			3			SPAN 1411 Beginning Spanish I			4
6	060 American History CR*						SPAN 1412 Beginning Spanish II			4
	HIST 1301 United States History I			3						
	HIST 1302 United States History II			3						
6	070 Government CR*									
	GOVT 2301/GOVT 2305 Federal Government			3						
	GOVT 2302/GOVT 2306 Texas Government			3						
									0	61
									Total:	61
									TOTAL REQUIRED 60	

Instructional Plans



South Plains College / Olton High School Coursework Alignment															
2023-2024															
HS Requirements	9th Grade				10th Grade				11th Grade				12th Grade		
	HS Course	Fall	Spring	Summer	HS Course	Fall	Spring	Summer	HS Course	Fall	Spring	Summer	HS Course	Fall	Spring
English (4)	English 1				English II				English III	ENGL 1301	ENGL 1302		English IV	ENGL 2332	ENGL 2333
Math (4)	Algebra I				Geometry				Algebra II				Pre-Calculus	MATH 1314-College Algebra	
Social Studies (3)	World Geography				World History				U.S. History	HIST 1301	HIST 1302		Fed. Govt. & Economics	GOVT 2305	ECON 2301
Sciences (4)	Biology				Chemistry				Physics				Other Science	BIOL 1411-Botany & BIOL 1413-Zoology	
Foreign Lang (2)	Spanish I				Spanish II				Spanish III	SPAN 1411	SPAN 1412				
Fine Arts (1)	Art or Music		ARTS 1301 or MUSI 1306												
PE (1)	P.E. / Equivalent					KINE 1304									
Technology (1)	BIM														
Speech (1)					Speech		SPCH 1315								
Electives (5)		EDUC 1300-Academic Strategies								PSYC 2301 or SOCI 1301	GOVT 2306				

The coursework alignment shows completion of a General Studies Associate of Arts, but some courses may vary according to degree in pursuit.

To book an advising appointment, click here: <https://outlook.office365.com/owa/calendar/SouthPlainsCollegeDualCredit@southplainscollege.edu/bookings/>

Art Martinez (last names A-K): amartinez@southplainscollege.edu or 806-716-2345.

Christa Henley (last names L-Z): chenley@southplainscollege.edu or 806-716-2358.

Academic Suspension and Probation Policy

Dual Credit Students will be placed on Academic Probation at the end of any term that they do not earn a minimum of 2.00 cumulative GPA.

Students will then have a registration hold placed on their account.

What should Dual Credit students do that have a probation hold?

- Contact their high school counselor;
- Complete a Dual Credit Academic Probation Packet (on the SPC Dual Credit webpage)
- Schedule a conference call between student, counselor and staff member from the Dual Credit Office for advisement, hold removal and enrollment.

Disability Services

- Whether the student is taking the course in their own high school classroom, online, or at an SPC campus, the student must disclose their diagnosed disability(ies) to Disability Services in order to receive classroom accommodations.
- A school counselor or representative may assist students in completing an accommodations application and submitting all required documentation through the AIM portal on the Disability Services webpage – reminder: all documents **MUST** be signed and dated by the student.
- The dual credit student requesting accommodations is required to meet with Disability Services, in order to receive reasonable accommodations that are established for the student wanting to take college-level coursework.
- **Keep in mind** - in college-level courses, curriculum cannot be modified for students with disabilities. Dual Credit students are expected to demonstrate the same level of understanding of all course material and meet the same minimum skill performance standards as every other student in the college class. High school IEPs nor 504 plans cannot be applied at the college level...

Process and Policy Changes - 2023-2024 Academic Year

- Enrollment Changes
 - Spreadsheet
 - Changes to Drop Process (submit electronically to dual credit office at dualcredit@southplainscollege.edu)
 - Duplication of TSI score submissions
- Online Dual Credit Orientation – coming Fall 2023
- Online Contact Information Form is available!
- New Course Offerings
 - Year-long College Algebra
 - Online Biology
 - Hybrid Chemistry – online lecture/face-to-face labs
 - Criminal Justice (online)
 - Spanish (online)
 - Hybrid Physics (coming Spring 2024)
- Blackboard Observer Access
- Communication Plan & Targeted Outreach
- College Prep Training – at Region 17 on Friday, Sept. 8th
(Registration available online at <https://txr17.escworks.net/default.aspx>)

Adjunct Expectations

Course Syllabi

- Course syllabus must include all mandatory syllabus statements that apply to dual credit students:

- Intellectual Exchange Statement**

- Disabilities Statement

- Non-Discrimination Statement

- Title IX Pregnancy Accommodations Statement

- CARE (Campus Assessment, Response, and Evaluation) Team Statement

- TexBook Statement (only if using Inclusive Access...)

- Statements can be found here: <https://www.southplainscollege.edu/syllabusstatements/>
- Course syllabi must be submitted electronically to both the department secretary and to Kasey Reyes in the Dual Credit Office.
- Submission deadline is **Friday, August 25th**.
- Include course & section numbers, title, grading scheme, and correct dates.

Class Rosters

- Verify your class rosters before the 12th class day.
- Students **cannot** be enrolled after the 12th class day – **Wednesday, September 13th**.
- Certification Instructions will be emailed to you from the Registrar.
- Submission of official class rosters will be open from September 14th to 19th. The verification of rosters must be completed by the deadline of 10:00 AM on Monday, September 18th!

Class Rosters (cont.)

Roster Attendance **Census** Grading Books Permissions Waitlist

2022S2

2022S2 9/14/2022 Census - Certification Opens On 9/14/2022

Certify

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
 Corbin M. Folsom	██████████	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Freshman	3
 Baylie R. Ford	██████████	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Freshman	3

Final Grades

- Instructions from Registrar will be **sent to your SPC email address**.
- Grades must be submitted through Colleague Self-Service (now called Texan Connect) by the deadline - December 15th for Fall 2023.
- You will only enter the numerical grade on Self-Service – but include the final letter and numerical grades in your gradebook.
- High school grading policies do not apply (e.g., no-zero, no-fail policies)

- Final grades are moved to student transcripts every 4 hours (**4:00 AM, 8:00 AM, Noon, 4:00 PM, 8:00 PM, Midnight.**)
- You can correct or change a student's grade any time **before** the grade is moved to a student's transcript.
- After a grade has been moved, you will have to submit grade change paperwork to Dean Ryan Fitzgerald at rfitzgerald@southplainscollege.edu to make any changes.

Dual Credit Grade Scale: You will use a numeric grade scale instead of a traditional “letter grade” scale when entering final grades.

Please note that the numeric grade scale spans from 100 to 1.

100 - 90 = A

89 - 80 = B

79 - 70 = C

69 - 60 = D

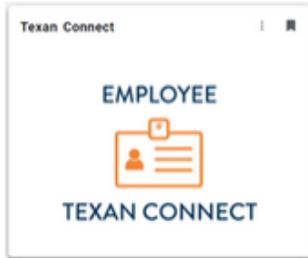
59 - 1 = F

A student's final grade will then be converted to a letter grade, which is reflected on their SPC transcript.

Final Grades (cont.)

Below are instructions for electronic grade submission through Faculty Texan Connect:

1. Login to [MySPC](#) using your username and password.
2. Once you have successfully logged in, locate the “Employee Texan Connect” card.



3. Expand the “Faculty” area and click on “Faculty administration” and this will open a new window, with a listing of your courses.
4. Select a course Section.



5. Click on the **Grading**.
6. Click on **Final Grade**.
7. Select the final grade from drop-down menu for all students.
8. Repeat for all courses. **NOTE: You will receive a confirmation email for each course when all grades are posted. If you do not receive the email, please double check your grade roster.**
9. Email the final gradebooks for each individual course to registrar@southplainscollege.edu. Make sure to include course prefix-number-section-term in the subject line (ex. HIST-1302-414-2023FA).

Gradebooks

- Grade books must be submitted along with letter grade submissions to the Registrar's office. Email your final grade books to registrar@southplainscollege.edu.
- Make sure to include course prefix-number-section-term in the subject line (**HIST-1301-001-2023FA**).
- Grade Change Forms must be completed within 6 months.

Remember to submit forms electronically to Dean Fitzgerald (rfitzgerald@southplainscollege.edu)

Departmental Procedures

During the upcoming breakout sessions -

- Department Chairs will discuss their expectations with department adjuncts.
- Department Chairs will discuss assessment process and requirements with your department.
- Remember - your course must mirror the SPC course.
- Dual credit courses are expected to be conducted with the same rigor as classes on college campus.

Course Evaluations

Dual Credit instructors are evaluated annually (this is an accreditation requirement).

- Students will be asked to complete an online evaluation instrument at the end of each semester – students will be notified via email and through Blackboard when course evaluations open.
- Additionally, adjunct dual credit instructors may be subject to on-campus instructional evaluations.

Annual Expectations

- Submit course syllabi at the **beginning** of each semester;
- Verify class rosters each semester by the census date, when notified by the Registrar;
- Submit final course grades **by the deadline** set by the Admissions and Records Office each semester;
- Submit an SPC gradebook (Excel) to the Registrar at the end of each semester;

- Participate in **at least one** departmental meeting throughout the year;
- Provide instruction consistent with departmental objectives and expectations;
- Adhere to SPC and departmental policies regarding grading, textbooks, evaluations, and curriculum;
- Check SPC email on a regular basis to stay apprised of information from SPC.

Purchasing Textbooks or Access Codes

- Visit <https://www.sp-levbookstore.com/home> for information or to buy online.
- Visit the Levelland Campus or Reese Center Bookstore to make purchases.
- Take note of whether the textbook is “optional” or “required”.
- Next to the text title, you will see “w/Access” or “w/MyLab”, etc. if an access code is required.

Business Office – Tuition Waivers

Tuition Waivers

If eligible, these funds will cover the cost of dual credit tuition (but not books or supplies...).

Foster Care & Adoption Waivers - students will need to submit required documentation from the Texas Department of Family and Protective Services to the Dual Credit Office.

Hazlewood & Veterans' Benefits - contact Ms. Vivian Sanchez in the Financial Aid Office at (806) 716-2361 or vsanchez@southplainscollege.edu.

Stipends

- Payment dates for fall semester – October 31st, November 30th, and December 29th.
- Stipends are based on class enrollment as of the official census date (the 12th class day) of each semester.
- CTE Stipends - based on college course limits.

Example: ITSC 1309 has a course limit of 24; therefore, for every 24 students, teachers will be awarded \$100 stipend. Enrollment of 25 students will compensate teacher with a stipend of \$200.

Arts & Sciences Stipend Amounts

Stipend Amount	Dual Credit Classes
\$550	1-24
\$1,100	25-48
\$1,650	49-72
\$2,200	73-96
\$2,750	97-120
\$3,300	121-144
\$3,850	145-168
\$4,400	169-192
\$4,950	193-216

Important Dates

August 28th - First day of class.

(Blackboard will be made available to students Thursday, August 24th).

September 1st - Last day to add an ITV or online class.

(End of the first week of class).

September 5th – Dual credit payment deadline.

September 13th - The 12th class day; serves as the College's official census date.

(Last day to enroll in a dual credit course that's being offered at a high school Location).

For students who register before August 28th - payment is due no later than close of business on August 28th.

For students who register after August 28th - payment will be due that same day of registration.

Last Year in Review

Over 2,600 students enrolled in dual credit coursework this Spring semester – more than 500 of those students were enrolled in CTE dual credit courses.

Honor Cords (awarded for completing 24 Dual Credit hours with SPC)

- SPC had 381 students receive dual credit honor cords in May 2023.

Associate Degree Completers

- More than 45 dual credit students will receive their Associate degrees for the 22-23 AY.
- Dual Credit Honor Stoles will be provided to students who participate in Commencement.

Dual Credit Outreach

Please contact the Dual Credit office to schedule...

- Parent Night Presentations
- Student Presentations
- Academic advising sessions
- Assistance with the SPC Admissions application
- FAFSA Completion Nights

Contact Us

Dual Credit Office Staff

Ryan Fitzgerald, Dean of Dual Enrollment & Distance Education

JimAnn Batenhorst, Dual Credit Coordinator

Christa Henley, Dual Credit Advisor

Arturo Martinez, Dual Credit Advisor

Vanessa Olivo, Dual Credit Specialist

Office Line: (806) 716-2340

Email: dualcredit@southplainscollege.edu