



EL PASO COMMUNITY COLLEGE PROCEDURE

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Effectiveness: (915) 831-6740

GH-2 High School Dual Credit Program Requirements

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AUTHORIZING BOARD POLICY: GH (see also GI)

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated contact: Dean of Dual Credit and Early College High School Program and Executive Director of Admissions and Registrar

OBJECTIVE: To establish procedures for the implementation of the High School Dual Credit Program. This procedure outlines responsibilities of high schools and El Paso Community College (EPCC) regarding the oversight and delivery of college courses for Dual Credit.

PROCEDURE:

- I. Information and requirements contained in the procedure are subject to change without notice to maintain compliance with State and Federal regulations and accreditation requirements. The Dual Credit Instructional Committee will review the procedure as needed. If recommendations for changes are made, they will be forwarded for Cabinet approval.
- II. *19 Texas Administrative (19 TAC) Code Section Chapter 9. Subchapter H Partnerships between Secondary Schools and Texas Public Two-year Associate Degree-Granting Institutions* establishes authority and rules for two-year associate degree-granting institutions to enter into agreements with Independent School Districts/secondary schools to offer courses that grant credit toward the student's high school curriculum requirements and college-level credit. Signed formal partnership agreements must be in place prior to offering courses. The Director of Purchasing and Contract Management maintains all signed formal partnership agreements.
- III. **Deadlines**
 - A. The high school administrator requests courses from the approved course inventory and submits completed documentation electronically to the Dual Credit and Early College High School Office – Student Services within the EPCC deadlines provided, prior to each semester. Requests for courses are then sent to EPCC Instructional Deans for approval in order to offer those courses in the semester requested. For current forms and deadlines, visit the EPCC Dual Credit webpage.
 - B. All materials required by EPCC to credential a high school instructor must be submitted to the Office of the Dean of Dual Credit and Early College High Schools by the deadlines provided on the EPCC Dual Credit webpage.
 - C. All completed registration materials and activities (i.e., Student Admission Applications, Early Admission Form, High School Transcript, Placement Testing, Course Request Form [CRF] and Enrollment Roster Form [ERF]) must be received by the EPCC Dual Credit and Early College High School Office – Student Services by the deadlines provided on the EPCC Dual Credit webpage.
 - D. Students will not be added to a course after the official EPCC census date with the exception of extenuating circumstances that are petitioned and approved only by the EPCC Office of Admissions and Registrar. A late fee may be assessed as per the Dual Credit Partnership Agreement.
 - E. Any information that prevents a student on an ERF from being registered into a course (e.g., holds, placement testing issues) must be corrected before the EPCC deadlines provided on the semester calendar guide. Otherwise, the registration will not be completed.

IV. General Requirements

- A. Courses offered for Dual Credit must be college level; be in the EPCC approved course inventory/EPCC Catalog; Core Curriculum, Foreign Language, or Career and Technical Education courses; and pertain to the required high school curriculum.
1. Dual Credit high school students cannot enroll in EPCC developmental education courses.
 2. High schools offering college courses for dual credit for the first time will need to follow the Courses for Dual Credit Schedule found on the EPCC Dual Credit web page. The optional EPCC course that the site chooses in semesters 1 and 2 are the only additional Core Curriculum courses that will be available to students at the site until EPCC receives approval from SACSCOC for additional course offerings.
 3. Early College High Schools, following Texas Administrative Code, statute (a.3.C.) Subchapter D Rule §4.85, “shall assess each student for readiness to enroll in any academic course, or course contained in a workforce education postsecondary Level 2 certificate or applied associate degree program, prior to the student's enrollment in the course.”
 4. High school students are expected to meet the same academic rigor as any college-level students.
 - a. Courses offered for Dual Credit at the high school must be the same as the corresponding course offered at EPCC with respect to curriculum, materials, instruction, and rigor.
 - b. EPCC course syllabi and discipline policies must be followed at all times.
 - c. High schools are required to adhere to EPCC College Procedure EDA-1, *Selection and Ordering of Textbooks for Credit/Developmental Education Courses*.
 - d. The high school must have technology that is approved by the EPCC Distance Learning Support Services Department for distance learning courses.
- B. The appropriate EPCC Instructional Dean shall approve teachers as instructors for the on-site college courses for Dual Credit (i.e., those offered face-to-face in the high school classroom). Dual Credit high school instructors must meet the credentialing requirements of EPCC and be acceptable to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other applicable agencies.
1. Dual Credit high school instructors shall be retained by EPCC on a voluntary basis.
 2. The appropriate EPCC Instructional Dean or Faculty Coordinator shall orient, supervise, and evaluate Dual Credit high school instructors. Dual Credit high school instructors will also be evaluated by Dual Credit students (EPCC College Procedure DLA-4, *Adjunct [Part-Time] Faculty Evaluation* and EPCC College Procedure DLA-3, *Full-Time Faculty Evaluation*.)
 3. In the event the high school credentialed faculty is absent more than 3 consecutive days or is absent enough times that the instructional contact hours fall below what is required for the college course, the high school is responsible for contacting the EPCC Instructional Dean to discuss the anticipated length of absence, and necessary arrangements for a substitute or replacement. Only discipline/course qualified substitutes/replacement may be used to cover a class. If the high school is unable to find a credentialed discipline/course qualified substitute or replacement, EPCC may provide a qualified faculty if available. The high school will incur the instructor cost.
- C. Academic Policies and Student Services
1. All academic policies applicable to courses taught on EPCC campuses shall apply to courses taught to Dual Credit high school students. These policies include, but are not limited to, placement testing, grade appeals, student complaints, course withdrawals, and syllabi distribution. Both high school and college credit will be transcribed upon a student's completion of the course.
 2. In compliance with the *Family Educational Rights and Privacy Act* of 1974 (FERPA), EPCC gives notice that directory information will be released to the general public without the written consent of the

student. Release of any additional information pertaining to student records must be authorized in writing, by the student, except as authorized under the law. (See EPCC Catalog, “Your Privacy Rights”)

3. EPCC will provide student support services to facilitate the admissions, placement testing, evaluation and registration of the students as established in the procedural steps below.
 4. Dual Credit students with disabilities have access to the same services that are available to EPCC students, including accommodations through the Center for Students with Disabilities (CSD).
 - a. Dual Credit high school instructors who have a student with a disability in the class must follow the same requirements as any other EPCC faculty member. College courses for Dual Credit must reflect college-level work customarily required of all students at the same college level. No modification of the curriculum or instruction is allowed.
 - b. Any student requesting accommodations needs to meet with an EPCC CSD counselor. The student must bring pertinent documentation of disability to the meeting.
 - c. Only accommodations recommended by an EPCC CSD Counselor for a student with a disability will be implemented in college courses for Dual Credit.
 5. College courses for Dual Credit enrollments will be limited to the EPCC discipline approved optimum levels. For current optimum levels, visit the EPCC Dual Credit webpage.
 6. In order for tuition and fees to be waived for EPCC college courses for Dual Credit, the following criteria must be met:
 - a. Public high school, charter school, and private school students:
 - (1) The college course is offered at the high school.
 - (2) The onsite or online course is offered as part of the high school schedule.
 - (3) All required documentation is completed as outlined under the Dual Credit Program Requirements.
 - b. Home schooled students: Documentation consisting of notarized transcripts and curriculum must be provided indicating that the home high school course being replaced by the college course is required for high school graduation.
 - c. Career and Technical Education courses being taken for Dual Credit may be held on EPCC District property when specialized equipment needed for the class is otherwise not available at the high school campus. With the exception of Section IV. C. 6. a. (1) above, all other criteria must be met.
 - d. High school students who enroll in college courses that are not for Dual Credit at EPCC will be considered as early admissions students and will not be eligible for waiver of tuition and fees under this procedure. High school students cannot enroll in EPCC developmental education courses.
- D. Composition of Class. College courses for Dual Credit may be composed of Dual Credit students only or dual and college credit students. Composition of online courses for Dual Credit will be determined by EPCC, based on course availability and enrollment needs of all students. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed under only one of the following conditions:
1. If the course involved is required for completion under the State Board of Education Recommended or Distinguished Achievement High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
 2. If the high school credit-only students are Advanced Placement (AP) students.
 3. If the high school credit-only students are in a career and technical education/college workforce education course. College credit for articulating students will only be awarded after graduation from high school and subsequent enrollment at EPCC.

E. Student Eligibility

1. A qualified high school student as defined by the Texas State Legislature is eligible to enroll in college courses for Dual Credit.
2. As a condition of participating in the Dual Credit Program, the principal, student, and parent/legal guardian must sign a Request for High School Early Admissions/Dual Credit Program form authorizing EPCC to release assessment scores, grades and academic progress reports to the high school found on the EPCC Dual Credit webpage.
3. Students must complete the admissions process and take the EPCC placement tests and/or provide EPCC approved additional test scores in math, reading, and writing, as well as course-specific placement test scores where applicable. Students must also meet program-specific requirements (e.g., holds, placement testing issues). Students will be permitted to enroll only in college courses for which they are eligible (as determined by the current EPCC course placement rules), must meet all course prerequisites and have all documentation submitted prior to being included on an ERF.

V. High School Requirements

- A. Assign a High School Dual Credit Contact (Assistant Principal of Instruction preferred) to act as liaison with EPCC regarding all program matters. The High School Dual Credit Contact ensures that EPCC deadlines are met.
- B. Identify and recommend course(s) to be offered as college courses for Dual Credit based on the EPCC approved course inventory, state law, and pertaining to the required high school curriculum. The courses must apply to the student's chosen career pathway. EPCC has final approval of courses to be offered. An electronic CRF will be submitted to the Dual Credit and Early College High School Office – Student Services by the deadlines provided on the EPCC Dual Credit webpage.
- C. Identify and certify students each semester for participation in the Dual Credit Program and provide the Dual Credit and Early College High School Office – Student Services with an electronic ERF for each class by the deadlines provided on the EPCC Dual Credit webpage.
- D. Identify qualified teachers to apply to EPCC as Dual Credit high school instructors for on-site courses. EPCC makes final credentialing and courses assignment decisions.
- E. Designate a high school facilitator for students enrolled in online courses. The facilitator is responsible for the following:
 1. Assisting students, in collaboration with the EPCC faculty, in navigating the online collegiate environment. Facilitators are not the faculty of record, and they do not submit grades for students. The EPCC faculty of record for online courses will submit grades.
 2. Reporting issues with instructional technology (e.g., computer hardware and software, infrastructure to support online courses) to the high school IT department and EPCC's Distance Learning Support Services (DLSS).
 3. Ensuring that every student has the required text and class materials as indicated on the course syllabus prior to the first day of class.
 4. Confirming that only the students on the EPCC Banner Class Roster are participating in the online class. Any discrepancies must be reported immediately to the Dual Credit Contact and instructor of record.
- F. Ensure all registration materials and activities (i.e., Student Admission Application, Early Admission Form, Placement Scores, CRF, and ERF) are completed and electronically submitted by the deadline.
- G. Contact the EPCC Testing Center to schedule test session(s), if applicable.
- H. Ensure that the prospective on-site Dual Credit high school instructor has and adheres to the EPCC course syllabus and has required textbooks and other ancillary materials as required by the course or program. Prior to course approval, appropriate EPCC facilities assessments must verify that all required equipment and supplies for college courses for Dual Credit are in place.

- I. Ensures the onsite Dual Credit high school instructor is able to attend EPCC mandated meetings and Faculty Development activities.
- J. Ensures that the onsite Dual Credit high school instructor is able to comply with the same EPCC Board Policies, College Procedures, and discipline requirements as on-campus EPCC instructors.

The high school will ensure that the onsite Dual Credit high school instructor will do the following:

- A. Ensure that the Dual Credit high school instructor submits final grades according to the EPCC guidelines and by the EPCC deadline.
- B. Ensure that EPCC Student Surveys, Faculty Evaluations, and other materials (such as Student Learning Outcomes, Core Curriculum/General Education assessment, Quality Enhancement Plan activities, and other EPCC and discipline requirements), are distributed, completed, and submitted to EPCC within the deadlines provided by the disciplines.
- C. Provide adequate classroom and other learning facilities. A designated high school librarian(s) will assist Dual Credit students in accessing and using available EPCC Library resources.
- D. Review the enrollment reports provided by the EPCC Dashboard and make appropriate revisions within the deadlines provided. Notify the Dual Credit and Early College High School Office – Student Services of any discrepancies.
- E. Submit a copy of official rosters, sent by EPCC, to the assigned High School Dual Credit Contact, facilitators, and Dual Credit high school instructors teaching college courses for Dual Credit.
- F. Transcribe credit for the corresponding high school course. The high school credit must be the same credit earned for the College course. The high school must submit the student's high school transcript to EPCC upon high school graduation, whether the student continues enrollment at EPCC or not.
- G. Ensure that students transferring from one high school to another submit an Early Admissions Form.
- H. Ensure when students taking online classes and transfers from one high school to another high school or to another school district and from a high school to an alternative school, whether the student should be allowed to continue or withdraw from the course(s) with high school approval. The receiving high school must provide a facilitator and meet all other EPCC distance learning course requirements.

VI. EPCC Requirements

- A. Approve course offerings as appropriate with respect to state law, accreditation requirements, student career pathway, and qualified faculty availability.
- B. Provide EPCC facilities as appropriate, but predominately use the facilities of the high school campus to conduct Dual Credit instruction. EPCC personnel will routinely evaluate all facilities to ensure that the high school facilities are adequate.
- C. Issue an EPCC ID to Dual Credit students and provide remote access to EPCC's online library resources.
- D. Provide Dual Credit faculty and designated high school librarians with appropriate logins to remotely access EPCC online library resources after the completion of college required documents. The EPCC Dual Credit Librarian will provide training to high school librarians on available EPCC resources.
- E. Test all participating students as deemed appropriate for student enrollment. (Note: Some school districts operate approved test centers using the EPCC approved placement test. Test scores from those districts, when officially transmitted to EPCC, will be accepted for EPCC course placement purposes for Dual Credit students.)
- F. Transcribe grades upon a students' completion of the course.

- G. Provide a report of final letter grades to the high school campus or district for each participating student at the end of each course; however, EPCC's final letter grade reporting may not coincide with the high school's grade reporting schedule.
- H. Make records available for any high school campus audit requirements.

VII. EPCC Requirements -- Office of the Dean of Dual Credit and Early College High Schools – Instruction

The EPCC Office of the Dean of Dual Credit and Early College High Schools – Instruction will serve as the liaison between the high school, the Independent School District and EPCC to assist with issues related to the overall program.

- A. Communicate updates and changes that may impact the delivery of college courses to high school students.
- B. Initiate Credential Packets for Instructional Dean review.
- C. Organize and coordinate Faculty and Professional Development opportunities for Dual Credit instructors.
- D. Update and maintain a Dual Credit Textbook List.
- E. Maintain a Dual Credit Textbook database to ensure compliance with the textbook procedure.
- F. Track the number of semesters during which Dual Credit high schools use each textbook for on-site and online classes. All textbooks for on-site and online courses must be EPCC discipline approved.
- G. Provide information on current discipline-approved textbooks and other instructional materials required for the delivery of the college course to facilitate accurate and timely purchases of these materials by the high school districts. A Dual Credit Textbook List will be maintained in the EPCC Office of the Dean of Dual Credit and Early College High Schools – Instruction and will be made available on the EPCC website. In addition to the current instructional materials requirements, contact information of a designated discipline faculty member with knowledge of the discipline's requirements will be provided to field questions from high schools directly.
- H. Initiate and update interlocal agreements and Memoranda of Understanding.
- I. Coordinate efforts among EPCC departments to comply with Americans with Disabilities Act (ADA), SACSCOC, Texas Higher Education Coordinating Board (THECB) and Texas Education Agency (TEA) rules and regulations.
- J. Lead Early College High School Leadership Council meetings.
- K. Act as resource for advisory team meetings.
- L. Maintain the EPCC Dual Credit webpage.

VIII. EPCC Requirements -- Dual Credit and Early College High School Office – Student Services

- A. Send the student a letter of acceptance and a student responsibility statement upon admission to the College.
- B. Register students into appropriate classes as indicated on the ERF and/or Add/Drop form.
- C. Provide high schools with electronic forms for Dual Credit participation.
- D. Request a Course Reference Number (CRN) from the EPCC Instructional Dean based on the CRF from the high school.

IX. EPCC Requirements -- Instructional Deans

- A. Credential high school Dual Credit instructors in accordance with EPCC College Procedure DC-12, *Faculty Credentials*.

1. Contact and interview instructors from the high school-generated pool of the high school teacher applicants for assignment as on-site instructors in the program. All instructors must meet the minimum requirements as specified by EPCC and SACSCOC. Official Transcripts of instructor credentials must be kept on file at the EPCC Human Resources Office.
 2. Notify prospective high school instructors and the Office of the Dean of Dual Credit and Early College High Schools – Instruction of their credentialing status.
 3. Ensure that prospective high school instructors comply with all EPCC requirements.
- B. Select, supervise, and ensure that Dual Credit high school instructors are evaluated using the same procedures used for on-campus faculty, to include on-site visits. Ensure that the Student Faculty Evaluations process is explained to the Dual Credit high school instructor.
 - C. Submit a Schedule Revision Form (SRF) to obtain a CRN and provide the CRN to the Dual Credit and Early College High School Office – Student Services for processing.
 - D. Verify that course contact hours and optimums are met.
 - E. Assist the high schools in determining course needs and equivalency through a crosswalk and Dual Credit Course Schedule found on the EPCC Dual Credit webpage.
 - F. Provide, if possible, online course delivery options, if the high school cannot provide a high school instructor who meets the EPCC faculty credentials requirements.
 - G. Direct Faculty Coordinators to review course syllabus, provide instructor copy of the approved course textbook and go over procedures for class rosters, grade records, specific materials that may be required (e.g., computer software, tools, specimen needed for Biology, or wiring for a network course).
 - H. Create online course sections and assign online faculty within the limits of available resources. The EPCC Instructional Dean will inform the Dual Credit and Early College High School Office – Student Services of the number of online sections available for a particular semester.
 - I. Notify Dual Credit high school instructors of Faculty Development activities and mandatory meetings.
 - J. Coordinate and lead Early College High School (ECHS) advisory team meetings.

X. EPCC Requirements -- Office of Recruitment

Serve as the Student Services liaison between the high school and EPCC to assist with the following:

Assist students with the completion of all Apply Texas online application requirements to participate in the Dual Credit Program.

XI. EPCC Requirements – Office of Admissions and Registration

A. Admissions

1. A student must apply for admission and be accepted to EPCC prior to registering in college courses for Dual Credit. This requires completion and electronic submission of the college admissions application via Apply Texas, Early Admissions Form, and current high school transcript (EPCC Dual Credit webpage.)

Note: Students transferring from one high school to another must submit an Early Admissions Form.

2. Admissions will determine each student's eligibility for admission and residency status based on current State and federal guidelines.

B. Registration

1. Scheduling creates Dual Credit class sections based upon the SRFs from the EPCC Instructional Deans.

2. Transcribe college grades to the student record.

XII. EPCC Requirements -- Testing Services

- A. Provide placement testing sessions according to State and EPCC requirements. Initial assessment and any retesting for students must comply with current EPCC placement testing policies and retest timelines.
- B. Provide accommodations to students who request special test accommodations for documented disabilities as recommended by an EPCC CSD counselor after a thorough review of the request and disability documentation.

XIII. EPCC Requirements -- Dual Credit Counselors

- A. Make presentations to students, parents, and high school administrators.
- B. Review and discuss test scores with students, parents, and high school administrators.
- C. Conduct New Student Orientation Sessions (NSOs).
- D. Assist the Office of Admissions and Registration with any issues related to Dual Credit student eligibility.
- E. Assist students, parents, and high school administrators in understanding EPCC Board Policies and College Procedures regarding:
 1. EPCC's grading system,
 2. Conflict in grade received,
 3. Petitions to appeal a decision,
 4. Scheduling of placement exam and retests to ensure that students' test scores are within the deadlines provided,
 5. General guidance related to Dual Credit student success, and
 6. Withdrawing from college courses.
- F. Work with high school counselors to identify appropriate courses for students' selected career pathways.
- G. Lead professional development and training opportunities for high school counselors.

XIV. EPCC Requirements -- Financial Aid

Financial Aid will appropriately calculate the amount of tuition and appropriate fees to be waived.

XV. EPCC Requirements -- Distance Learning Support Services Department

- A. The Distance Learning Support Services Office will complete the following activities:
 1. Schedule and conduct a technology assessment with the High School Principal to assess online distance capabilities at the high school. Conduct recurring technology assessments by the Dean of Dual Credit and Early College High Schools – Instruction.
 2. Identify alternative distance learning course modes as requested and coordinate technology support.
- B. Maintain a list of faculty who are certified by EPCC to teach online courses.
- C. Provide continuing technology support and coordination and additional support services upon request, technology support and coordination. High School Dual Credit Contact and Facilitators should contact the Distance Learning Support Services Department for more information.