

PALO ALTO COLLEGE COLLEGE PROCEDURES

Procedure Number: S 32.1
Procedure Title: Dual Credit Process and Procedures
Relevant Board Policy:
Originating Unit: Recruitment Center
Maintenance Units: Vice President of Student Affairs &
Vice President of Academic Affairs

- I. Purpose: The Dual Credit Program enables high school students who meet enrollment and placement requirements to earn college credits while completing their high school requirements. Though Dual Credit courses may be taken at the participating high school, they are college-level courses that meet criteria set by the Southern Association of Colleges and Schools Commission on Colleges (SACS), Texas High Education Coordinating Board (THECB) and Alamo Colleges. Courses successfully completed will reflect on the student's college transcript and may be applied toward an associate degree and/or transfer to other colleges and universities.

II. Procedure Statement:

To identify Dual Credit courses that may be provided by Palo Alto College, the following must take place prior to enrollment:

- A. During the Fall (October) and Spring (March) semesters, the Recruitment Center will host Dual Credit meetings to provide Independent School Districts (ISD) with Alamo College policies, procedures and program updates. Invitations are sent to ISD and High School partners. Informational packets are prepared and distributed to all participants to include: Meeting agenda, Promotional materials (i.e. pencils, program brochures, note pads, etc.) and the Dual Credit Manual (updated in April of each year).
- B. By March 30th:
1. Participating ISDs will submit course request forms and student recommendations. The student recommendation list will include the ApplyTexas application number and Banner ID for each student. Qualifying test scores must also be submitted prior to the published deadlines.
 2. The PAC Academic Chairs will review all course requests and provide final approval of the Dual Credit schedule for the Fall and Spring semesters. Course section(s) will be created by the Academic Departments and submitted to the Recruitment Center no later than May 1st.

3. Articulation of courses are prepared by the Deans, Academic Chairs, High School Counselors and High School Department Chairs. Articulation of courses will be reflected on the Independent School District's Course Request Form, Articulation Agreements, Annual Agreements and Memorandums of Understanding.

C. By April 15th:

1. The Recruitment Center will prepare and mail Memorandums of Understanding (MOU) with Articulation Agreements to the High Schools for approval (Refer to Procedure S 32.3 Memorandum of Understanding).
2. Any ISD instructor who is recommended for teaching Dual Credit courses must be approved by the PAC Academic Department Chair and Alamo Colleges (AC) Board of Trustees.
3. New students who are approved by the high school to enroll in Dual Credit for the Fall semester must have completed an Apply Texas online application by the PAC Dual Credit enrollment deadline.
4. The following forms may be required from the ISD and the student:
 - Dual Credit Residency Form (new students only)
 - Military Verification Form (students with active duty parents)
 - Parent Consent Form.

D. By May 15th:

The first draft of the Fall and Spring Dual Credit schedule will be completed and sent to the Academic Chairs.

E. By June 15th:

1. Addendum to the MOU, based on revised courses, must be submitted by the independent school districts.
2. The Recruitment Center will ensure that all Fall and Spring MOU Addendums are submitted for administrative signatures within ten days of course notification.
3. The Recruitment Center will register qualifying Dual Credit students and notify the Bursar's Office of any tuition and fees that need to be waived. This waiver is only for any credit hours that exceed 6 credits and are no more than two courses. The Coordinator of Recruitment will report to the H.S. Counselor all approvals and/or discrepancies in courses, tuition and fees and student enrollments.

Issued:

February 21, 2011

Approved: Ana M. Guzman
President