DUAL CREDIT

SPC is Here

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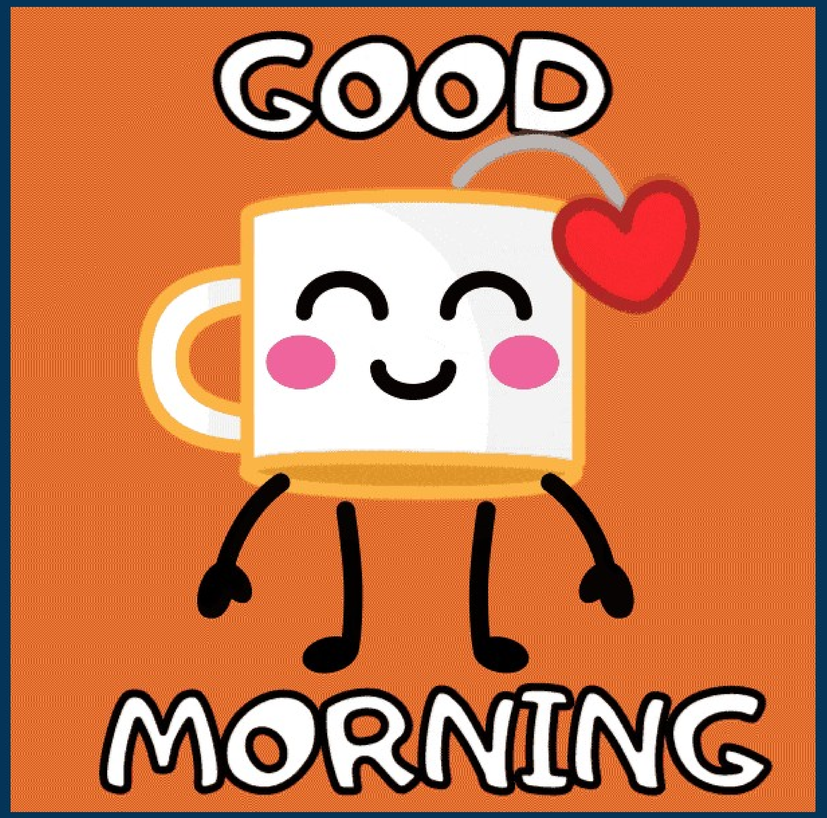
2025 Dual Credit Adjunct Faculty Training



SPC
DUAL CREDIT

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) Core Curriculum of the public institution of higher education providing the credit

2) Career and Technical Education Course

3) Foreign Language Course

Exception: 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.

How does dual credit impact student success?

Who is eligible to teach dual credit courses?

Arts & Sciences (Transferable Courses) - Master's degree with at least 18 credit hours in the teaching discipline.

Career & Technical Education - Either a bachelor's degree in the teaching discipline or an associate's degree with demonstrated competencies in the discipline.

Instructional Requirements

Curriculum

Ensure that a dual credit course is equivalent to the corresponding course offered at the main campus of the college, with respect to curriculum, materials, instruction, and method/rigor.

Faculty

Meet the same standards and approval procedures used by the college.

The college shall supervise and evaluate instructors of dual credit courses.

The instructor of record actually teaches the course.

Must attend training annually.

Faculty Summer Workshops and Training

Arts & Sciences Faculty will meet with their department chair on the same day.

Career & Technical Education Faculty will attend content-specific CTE Dual Credit professional development hosted at South Plains College. To sign up, you'll need to RSVP in advance.

FAST (Financial Aid Swift Transfer) Program

As per Texas Administrative Code, Section 13.503, in order for a student to be eligible for the FAST program, the student must:

- Be educationally disadvantaged in any of the four school years prior to enrollment in the dual credit course for the current academic year;
- Enrolled in and eligible for Foundation School Program funding at a high school in a Texas school district or charter school under the rules of the Texas Education Agency;
- Enrolled in a dual credit course at a participating institution of higher education.

Process and Policy Updates 2025-2026 Academic Year

Termination of Articulated Credit

South Plains College will no longer be offering articulated credit with high school partners, effective Fall 2025.

All articulated credit will need to be submitted into CATEMA no later than June 30th, 2025.

Students who have completed an articulated course will have up to two years after high school graduation to claim the credit if they choose to enroll at South Plains College.

Academic & Test Score Requirements

- **Academic pre-requisites:**
  - College-Level Math - must have successfully completed Algebra I at the high school level.
  - College-Level English - must have successfully completed English II at the high school level.
- **TSIA2 ELAR Required**
  - All College-Level English courses
  - BIOL 1406, 1407. 1411, 1413, 2401, 2420
  - Required for admission into certain restricted programs, e.g. - EMS
- **TSIA2 MATH Required**
  - All college-level math courses
  - BIOL 2401, BIOL 2420, Online Hybrid CHEM 1411
- **Non-restricted courses:** ANTH, ARTS, BCIS, CRIJ, GEOG, GOVT, HIST, HECO, HUMA, MUSI, PSYC, SOCI, SPCH; All CTE Courses

TSIA2 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 February 15 , 2023**		**ACT** **Tested prior to February 15, 2023**	
English + Reading Combined	40	English	19
Math	22	Math	19
		Composite	23
SAT			
EBRW		480	
MATH		530	

TSIA2 Enrollment Scores	
Math	950 -or- 910 + 6 diagnostic
ELAR (Reading & Writing)	945 + 5 essay -or- 910 + 5 essay + 5 diagnostic

Be a non-degree seeking student who has not earned 15 or more college credit hours.

- Math Exemption Waiver - must have successfully completed and passed Algebra II at the high school level.
- English Exemption Waiver - must have successfully completed and passed English II at the high school level.

Application & Registration Process

Application & Registration Steps

1. Complete an online admissions application at apply.southplainscollege.edu
2. Visit with high school counselor for approval.
3. High School counselor submits enrollment spreadsheet.
4. High School counselor submits unofficial high school transcript or 8th grade transcript for freshmen.
5. High School counselor submits test scores (if applicable).
6. Student submits official college transcripts (if applicable).

Advising Overview

Core Curriculum

42 hours of core curriculum is required for students to earn an Associate of Arts or Science degree or for transferring to complete a Bachelor's degree at a public university.

COMMUNICATIONS (6 SEMESTER CREDIT HOURS)	AMERICAN HISTORY (6 SEMESTER CREDIT HOURS)
MATHEMATICS (3 SEMESTER CREDIT HOURS) **	GOVERNMENT (6 SEMESTER CREDIT HOURS)
LIFE AND PHYSICAL SCIENCES (6 SEMESTER CREDIT HOURS) **	SOCIAL AND BEHAVIORAL SCIENCES (3 SEMESTER CREDIT HOURS)
LANGUAGE, PHILOSOPHY, AND CULUTRE (3 SEMESTER CREDIT HOURS)	INSTITUTIONAL OPTION (6 SEMESTER CREDIT HOURS
CREATIVE ARTS (3 SEMESTER CREDIT HOURS)	**Additional semester credit hours count toward the total number of credit hours needed to complete your degree

THE GENERAL STUDIES DEGREE WORKSHEETS

ASSOCIATE OF ARTS

This template should only be used for students that began higher education Fall 2024 or after.

AME DATE

REQ	COURSE	GRADE	TR CR	HRS	REQ	COURSE	GRADE	TR CR	HRS
6	010 Communications CR				3	080 Soc/Behavioral Science CR*			
	ENGL 1301 Composition I								
	ENGL 1302 Composition II				6	090 Institutional Option CR*			
3	020 Mathemaics CR*								
						Degree Requirements			
6	030 Life and Physical Sciences CR*				2	KINE Activity- 2 1SCH Courses*			
3	040 Language, Philosophy, and Culture CR*				16	Electives:			
3	050 Creative Arts CR*								
6	060 American History CR*								
6	070 Government CR*								
	GOVT 2301/GOVT 2305 Federal Government								
	GOVT 2302/GOVT 2306 Texas Government								
								0	0
						TOTAL REQUIRED 60		Total:	0
enotes a drop down list box is available.								GPA:	

ASSOCIATE OF SCIENCE

This template should only be used for students that began higher education Fall 2024 or after.

AME DATE

REQ	COURSE	GRADE	TR CR	HRS	REQ	COURSE	GRADE	TR CR	HRS
6	010 Communications CR*				3	080 Soc/Behavioral Science CR*			
	ENGL 1301 Composition I								
	ENGL 1302 Composition II				6	090 Institutional Option CR*			
6	020 Mathemaics- 3 CR/3 DR*								
						Degree Requirements-DR			
					2	KINE Activity- 2 1SCH Courses*			
8	030 Lab Sciences 6 CR/2 DR*								
					11	Electives:			
3	040 Language, Philosophy, and Culture CR*								
3	050 Creative Arts CR*								
6	060 American History CR*								
6	070 Government CR*								
	GOVT 2301/GOVT 2305 Federal Government								
	GOVT 2302/GOVT 2306 Texas Government							0	0
						TOTAL REQUIRED 60		Total:	0
								GPA:	

MINIMUM OF 9 SEMESTER CREDIT HOURS MUST COME FROM:

ANTH, ARTS, COMM, CRIJ, DRAM, ECON, EDUC, ENGL, MUSI, PSYC, SOCI, SPAN, GEOG, HIST, HUMA, KINE

MINIMUM OF 6 SEMESTER CREDIT HOURS MUST COME FROM:

ACCT, AGRI, BIOL, BUSI, CHEM, COSC, ENGR, GEOL, HECO, MATH, PHYS

Interest:	Dermatology									
NAME	Sandra Lee (0123456)		DATE	1.30.25						
REQ	COURSE	GRADE	TR CR	HRS		REQ	COURSE	GRADE	TR CR	HRS
6	010 Communications CR*					3	080 Soc/Behavioral Science CR*			
	ENGL 1301 Composition I	Fall '26		3			ECON 2301 Principles of Macroec	Spring '28		3
	ENGL 1302 Composition II	Spring '27		3		6	090 Institutional Option CR*			
							SPCH 1315 Public Speaking	Fall '25		3
6	020 Mathemaics- 3 CR/3 DR*						EDUC 1300 Learning Framework	Fall '24		3
	MATH 1314 College Algebra	Fall '27		3			Degree Requirements-DR			
	MATH 1342 Elementary Statistical Methods	Spring '28		3		2	KINE Activity- 2 1SCH Courses*			
8	030 Lab Sciences 6 CR/2 DR*						KINE 1304 Fitness & Wellness	Spring '25		3
	BIOL 1406 Biology for Science Majors I	Fall '26		4						
	BIOL 1407 Biology for Science Majors II	Spring '27		4		11	Electives:			
3	040 Language, Philosophy, and Culture CR*						ENGL 2333 World Literature II	Spring '28		3
	ENGL 2332 World Literature I	Fall '27		3			CHEM 1406 Intro to Chemistry	Fall '27		4
3	050 Creative Arts CR*						CHEM 1411 General Chemistry I	Spring '28		4
	ARTS 1301 Art Appreciation	Fall '24		3						
6	060 American History CR*									
	HIST 1301 United States History I	Fall '26		3						
	HIST 1302 United States History II	Spring '27		3						
6	070 Government CR*									
	GOVT 2301/GOVT 2305 Federal Government	Fall '27		3						
	GOVT 2302/GOVT 2306 Texas Government	Summer '27		3					0	61

Associate of Science Sample Plan

Interest:	Psychology									
NAME	Sigmund Freud (0234567)		DATE	1.30.25						
REQ	COURSE	GRADE	TR CR	HRS		REQ	COURSE	GRADE	TR CR	HRS
6	010 Communications CR					3	080 Soc/Behavioral Science CR*			
	ENGL 1301 Composition I	Fall '26		3			PSYC 2301 General Psychology	Spring '26		3
	ENGL 1302 Composition II	Spring '27		3		6	090 Institutional Option CR*			
							SPCH 1315 Public Speaking	Fall '25		3
3	020 Mathemaics CR*						EDUC 1300 Learning Framework	Fall '24		3
	MATH 1314 College Algebra	Fall '26		3			Degree Requirements			
6	030 Life and Physical Sciences CR*					2	KINE Activity- 2 1SCH Courses*			
	BIOL 1408 Biology for Non-Science Majors I	Fall '27		4			KINE 1304 Fitness & Wellness	Spring '25		3
	BIOL 1409 Biology for Non-Science Majors II	Spring '28		4						
3	040 Language, Philosophy, and Culture CR*					16	Electives:			
	ENGL 2332 World Literature I	Fall '27		3			ECON 2301 Macroeconomics	Spring '28		3
3	050 Creative Arts CR*						PSYC 2314 Lifespan Growth & De	Fall '26		3
	MUSI 1306 Music Appreciation	Fall '24		3			ENGL 2333 World Literature II	Spring '28		3
6	060 American History CR*						PSYC 2308 Child Psychology	Spring '27		3
	HIST 1301 United States History I	Fall '26		3			BUSI 1307 Personal Finance	Fall '27		3
	HIST 1302 United States History II	Spring '27		3						
6	070 Government CR*									
	GOVT 2301/GOVT 2305 Federal Government	Fall '27		3						
	GOVT 2302/GOVT 2306 Texas Government	Summer '27		3						
									0	62

Associate of Arts Sample Plan

Associate of Applied Science (for technical programs only)

Includes coursework that makes up an OSA, Basic Certificate, an Advanced OSA, and Advanced Certificate (in addition to 15 credit hours of core).

The AAS requires 5 core courses:

- Mathematics or Life & Physical Science Component
- English 1301
- SPCH 1315 Public Speaking or SPCH 1321 Business & Professional Speech
- Social/Behavioral Science Component
- Language, Philosophy, and Culture/Creative Arts Component

Associate Degree Seekers

- If students are interested in earning their associate degree by their senior year, please have the students reach out to a dual credit advisor!
- Our office will track students who intend to complete their associate degree. Each time a student meets with an advisor and expresses interest, we add their name and expected graduation year to a tracking spreadsheet.
- Students receive an automatic email from the SPC Admissions Office once they've reached 48 credit hours, prompting them to submit a graduation application.
- It is imperative that students stay in contact with our office so we can order graduation stoles and have them listed as an early graduate in our program.

Advising Appointments

- Students can scan the QR code to schedule a face-to-face, video-chat, or phone appointment with a dual credit advisor.
- If you're interested, you can also schedule an advising day on your high school campus!
- Please also encourage dual credit seniors to schedule a transition advising session if they're planning on attending SPC after high school graduation.

Academic Integrity

- The use of AI tools such as ChatGPT, Grammarly, and Photomath is strongly discouraged.
- If AI use is suspected, instructors will follow their course-specific policies, which may include assigning a zero for the assignment. Continued violations may lead to further academic consequences.
- Emphasize that using AI-generated content constitutes plagiarism.
- Academic dishonesty includes cheating, plagiarism, and unauthorized collaboration.
- Encourage students to properly cite all sources.
- Foster open communication with you and other intructors.
- Encourage use of resources for academic support.

Academic Suspension & 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 advising, hold removal and enrollment.

Academic Suspension Appeal Process

- Students are required to submit an SPC Academic Appeal Form to the Admissions & Records Office.
- The Suspension Appeal Committee will review the case and decide whether the student's appeal is approved.
- If the appeal is approved, the Dual Credit Office will inform both the student and their counselor of the decision and specify the courses the student is permitted to enroll in.
- If a student's appeal is denied, they will be required to sit out for an entire fall or spring semester before becoming eligible to re-enroll.
  - If a student is suspended following the spring semester, they are still permitted to enroll in summer courses.

Financial Aid Suspension

- Dual credit students are still subject to SPC Financial Aid Satisfactory Academic Progress (SAP) requirements which are separate from and stricter than SPC Admissions & Records Academic SAP requirements.
- Dropping and failing dual credit courses can negatively impact a student's financial aid eligibility after high school graduation
- Requirements of SAP:
  - **GPA** - Earn and maintain a cumulative grade point average of a 2.0 or above;
  - **PACE** - Maintain a pace of at least 67% (cumulative number of credit hours earned divided by the cumulative credit hours attempted;
  - **Maximum Timeframe** - Graduate with no more than 150% of the credit hours required for the student's declared major. This limit includes **all** college-level course(s) a student attempts, even if they paid for the courses.

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 to receive reasonable accommodations, which will be established for the student wanting to take college-level coursework following the meeting.

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
  - Artificial Intelligence Statement
- All statements can be found here: https://www.southplainscollege.edu/syllabusstatements/ (Feel free to just post this link into your syllabus!)
- Course syllabi must be submitted electronically to both the department secretary and to JimAnn Batenhorst in the Dual Credit Office.
- Submission deadline is Friday, August 22nd.
- Include course & section numbers, title, grading scheme, and correct dates.

Class Rosters

Verify your class rosters before the 12th class day. Please check your rosters frequently before the 12th class day!

Students cannot be enrolled after the 12th class day –

- Wednesday, September 10th (Fall 2025)
- Wednesday, January 28th (Spring 2026).

Certification Instructions will be emailed to you from the Registrar to your SPC email.

Also, JimAnn Batenhorst will email instructions to your high school email.

What do you do if a student stops attending your course?

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
  - Dec. 12th Fall 2025
  - May 11th for Spring 2026
- You will only enter the numerical grade on Self-Service – and include numerical grades in your grade book.
- 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 Christa Henley at chenley@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.

Grade Books

- Final numerical grade submissions must be submitted 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-1301-308-2025FA).
- Grade Change Forms must be completed within 6 months.
- Remember to submit forms to Dean Henley (chenley@southplainscollege.edu).

Do you have any questions about submitting final grades?

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.

Business Processes

Dual Credit Textbooks and Materials

- All text and course materials for off-campus/online dual credit courses must be provided at no cost to the student. (Open Educational Resources (OER))
- Tools and supplies for on-campus courses, such as, Cosmetology, Welding, Automotive courses or any other course requiring additional fees outside of the dual credit instructional support rate will need to be purchased by the district or parent/student (depending on the student's FAST status).
- Students will have Blackboard access beginning on the Thursday prior to the semester start.

Business Office - 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. MerRanda Coronado in the Financial Aid Office at (806) 716-2361 or mcoronado@southplainscollege.edu .

Dual Credit Stipends

- Arts & Sciences stipends - paid out over three months:
  - Fall - October 31st, November 31st, and December 31st
  - Spring - March 31st, April 30th, May 31st
- CTE Stipends - based on college course limits; get paid once as a single stipend.
- Stipends are based on class enrollment as of the official census date (12th class day) of each semester.

Stipend Amount	Dual Credit Classes
$600	5-24
$1,200	25-48
$1,800	49-72
$2,400	73-96
$3,000	97-120
$3,600	121-144
$4,200	145-168
$4,800	169-192
$5,400	193-216

Arts & Sciences Stipend Amounts

Stipend Amount	Dual Credit Classes
$150	5-24
$250	25-48
$350	49-72
$450	73-96
$550	97-120
$650	121-144
$750	145-168
$850	169-192
$950	193-216

Technical (CTE) Stipend Amounts

Fall 2025 Important Dates

- August 25th - First day of class. (Blackboard will be made available to students Thursday, August 21st).
- August 29th - Last day to add an ITV or online class. (End of the first week of class).
- September 2nd – Dual credit payment deadline.
  - Please note that September 1st is Labor Day and all SPC offices will be closed.
- September 10th - 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 25th - payment is due no later than close of business on September 2nd.
- For students who register after August 29th - payment will be due that same day of registration.

Spring 2026 Important Dates

- January 12th - First day of class. (Blackboard will be made available to students Thursday, January 8th).
- January 16th - Last day to add an ITV or online class. (End of the first week of class).
- January 20th – Dual credit payment deadline.
  - Please note that January 19th is MLK Day and all SPC offices will be closed.
- January 28th - 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 January 12th- payment is due no later than close of business on January 20th.
- For students who register after January 12th - payment will be due that same day of registration.

Fall 2025 Payment Plan Options

- June 4th- Payment Plan Opens
- 25% Down - Ends August 21st
- 50 % Down - open through payment deadline

Spring 2026 Payment Plan Options

- November 28th- Payment Plan Opens
- 25% Down - Ends January 8th
- 50 % Down - open through payment deadline

Departmental Breakouts for Arts & Sciences Faculty

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.

Contact Information

Christa Henley, Dean of Dual Credit & Early College Programs

JimAnn Batenhorst, Dual Credit Scheduling Coordinator

Vanessa Olivo, Dual Credit Enrollment Coordinator

Wendy Enriquez, Dual Credit Advisor

Victoria Bueno, Dual Credit Advisor

Susan Dietz, Dual Credit Advisor

Samantha Lopez, Dual Credit Advisor

Phone: 806-716-2340

Email: dualcredit@southplainscollege.edu