



El Paso
Community
College

*Dual Credit
Handbook for High School
Administrators*

The Best Place to Start *and Finish!*

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Section 1 - High School Administrator Responsibilities

Administrator Description

Dual Credit Administrators play a vital role in the success of the Dual Credit Program at El Paso Community College (EPCC). Depending on the school or district, this role may fall on a principal, assistant principal, director, counselor, or other administrator. Dual Credit Administrators provide leadership and guidance to all Dual Credit stakeholders at the school or district, including parents, students, high school faculty and staff. Therefore, it is crucial for the Dual Credit High School Administrators to be knowledgeable of all the rules, regulations, and agreements that guide the work we do.

About the EPCC Dual Credit Program

The Texas Higher Education Coordinating Board (THECB) defines dual credit as a system under which an eligible high school student enrolls in a college course(s) and receives credit for the course(s) from both the college and high school. The [Texas Administrative Code](#) outlines the Dual Credit requirements for all Texas schools.

EPCC offers college courses for dual credit to comprehensive, charter, private high schools and homeschooled students in the region.

Academic, Career, and Technical Education (CTE) courses are offered to high school students for dual credit. CTE dual credit can only be applied toward the requirements for a Workforce Certificate or Applied Associate Degree, and will probably not be applicable to an academic associate or baccalaureate degree program.

These courses are typically offered onsite by teachers credentialed by EPCC, online by EPCC faculty, or by EPCC faculty on one of the EPCC campuses.

The courses must be required for both college and high school graduation.

For a List of Courses and the Schedule of Implementation of the dual credit program at your school, please refer to the [Courses for Dual Credit List](#).

Additional guidelines are described in the [Current Dual Credit Partnership Agreement Template](#)

Student Eligibility Requirements

A high school student is eligible to enroll in academic college courses taken for dual credit if the student meets the college's prerequisite requirements designated for that course and:

The student demonstrates college readiness for reading, writing, and/or math-intensive courses by achieving the minimum passing standards under the provisions of the Texas Success Initiative authorized by Texas Education Code

Sec. 51.333 Texas Administrative Code, Chapter 4, Subchapter C, Section 4.57 and specified in as follows: [Texas Administrative Code](#)

Enrollment in CTE courses in Level I certificates requires only that students meet the college prerequisite requirements designated for that course. Students enrolled in CTE level II Certificates will need to meet with an EPCC Counselor if they do not meet the prerequisite for the course.

Administrator Responsibilities

Textbooks

Verify that the correct EPCC discipline approved textbook listed in the syllabus and the textbook issued to each student is one and the same.

Assure that each student has their own textbook on the first day of class; no classroom sets.

For information regarding the current textbook adoptions for Dual Credit, go to [the Dual Credit Textbook Adoption List](#). For specific timelines, textbook tracking, and textbook adoption rules, contact the Office of the Dean of Dual Credit and Early College High School Program.

Online Courses

When the High School does not have an instructor who is qualified and selected by EPCC to deliver a College course for dual credit onsite at the High School campus, the course may be located online with an instructor provided by the college, depending on the availability of resources.

When requesting seats in online courses, the High School will identify an onsite facilitator whose role is to support the EPCC instructor of record to enhance the success of dual credit students enrolled in online courses.

New facilitators must attend an Online Facilitator Workshop before facilitating their first class. Additional information about requirements for facilitators is available in the [Dual Credit Handbook for Facilitators](#).

The EPCC Office of Distance Learning Support Services will verify that the High School has adequate technology to support online course delivery.

Students with Disabilities

Students enrolled in EPCC courses for Dual Credit may request accommodations in their college courses for Dual Credit through an EPCC CSD Counselor. Modifications made in the secondary classroom do not apply at the post-secondary level. Encourage students with disabilities to contact the [EPCC Center for Students with Disabilities \(CSD\)](#) to discuss the need for accommodations.

Course Rosters

Assign a dual credit contact who will ensure that the EPCC and high school rosters match. EPCC has developed a Dashboard that allows access to enrollment, testing, and course history information. Make sure that the dual credit administrator and/or designated contact has access before the beginning of the semester.

Report any enrollment discrepancies to the EPCC Administration and Registration Specialist assigned to the high school.

Due to possible changes in enrollment, the course roster must be checked periodically.

Course Oversight

EPCC Courses taken for dual credit are overseen by an EPCC Instructional Dean who is responsible for course approval, faculty evaluation, and credit for the course. The Instructional Dean meets with faculty at least twice a year. Any concerns about course delivery and the final grade must be directed to the appropriate EPCC Instructional Dean.

EPCC Policies and Procedures

The high school administrator in charge of dual credit should be familiar with the EPCC course syllabus, policies, calendar, grading scale, and procedures as well as the [EPCC Student Code of Conduct](#).

The following procedures may be of particular importance:

[Selection and Ordering of Textbooks](#)

[Adjunct \(Part-time\) Faculty Evaluation](#)

[High School Dual Credit Program Requirements](#)

[Official Course Syllabus](#)

[Student Appeal of Final Course Grade](#)

All EPCC Policies and Procedures are on the [EPCC web page](#).

Section 2 - Enrollment and Student Services

Enrollment and Registration Resources

The Dual Credit and Early College High Schools Enrollment and Student Services Office is the initial point of contact for admissions and registration. In order to serve all of our dual credit students in a timely manner, the following resources are available through the [EPCC Dual Credit](#) web page.

Calendar Guides

Dual Credit and Early College High School Calendar Guides are posted for every semester. Meeting important deadlines ensures the timely process of students' registration into selected courses.

Early Admission Form

This form must be signed by an administrator, the student, and their parent or guardian.

Course Request Form (CRF)

This form is used to request a course for dual credit.

Enrollment Roster Form (ERF)

This form is used to enroll eligible students into the course(s). Before listing students on the roster, Administrators must make sure that the students have the proper documentation, have met the prerequisite or testing requirements, and need the course for both high school and college.

ADD/DROP Form

This form is used to add and drop students for onsite courses and to **ONLY** drop students from online courses on or before census date.

ECHS-DC Student Drop Form after Census

This form is used to remove ECHS-DC students after census.

Instructor Initiated Withdrawal Authorization

Faculty use this form to withdraw students from a college course taken for dual credit.

For questions regarding admission and registration into the Dual Credit Program at EPCC, please call (915) 831-2405 or email us at dualcredit@epcc.edu.

Section 3 - Administrator's Frequently Asked Questions

What happens if a dual credit teacher is absent?

If a teacher is absent for three consecutive days or on leave, only a teacher who is credentialed by EPCC in the subject area is allowed to be the substitute for the class. If this is not possible, there might be an alternative delivery mode, such as online, place an EPCC instructor in the class, or converting a course to a mini-mester. Please contact the Dean of Dual Credit and Early College High School Program for further information.

Who pays the cost of college courses taken for dual credit?

Decisions about who pays tuition, fees, and other costs for dual credit are made at the local level, and it varies from district to district. Some school districts pay for the students, either out of local funds or from their high school allotment, while other districts require students and parents to pay out of pocket.

Public institutions of higher education are allowed to waive all, part, or none of the mandatory tuition and fees for college courses taken for dual credit (Texas Education Code, Section 54.216).

EPCC waives tuition for college courses taken for dual credit for all students. However, there might be other costs related to dual credit that your school/district may be responsible for, such as instructor cost, late fees, and Open Educational Resource fees. If you have questions about how your school/district pays for dual credit, request a copy of the current Dual Credit Partnership Agreement from the Office of the Dean of Dual Credit and Early College High Schools or click on this link [Current Dual Credit Partnership Template](#).

What legislation did the most recent Texas Legislatures (85th Texas Legislature, 2017 and 86th Texas Legislature 2019) approve relating to dual credit?

Senate Bill 1091 (85th Legislature) restricts courses that can be offered by institutions of higher education for dual credit to those contained in the core curriculum of a public institution of higher education, career and technology education courses, or foreign language courses. Early College High Schools and any other early college program that assists a student in earning an associate degree while in high school is exempt from this restriction.

Senate Bill 25 (86th Legislature) amended the Texas Education Code section 51.9685 Subsection C to read: "A student enrolled in a dual credit course at an institution of higher education shall file a degree plan with the institution not later than: (1) the end of the second regular semester or term immediately following the semester or term in which the student earned a cumulative total of 15 or more semester credit

hours of course credit for college courses taken for dual credit successfully completed by the student.”

Where is dual credit found in Texas statute and rules?

The Statute that relates to dual credit is the [Texas Administrative Code](#), Sec. 130.008 Sec. 28.009 and Texas Administrative Code: Title 19, Part 1, Chapter 4, Subchapter D, Rules 4.81-4.85 Title 19, Part 2, Chapter 74, Subchapter C, Rule 74.25 (THECB) and (Texas Education Agency)

How does grading work with a college course taken for dual credit?

The EPCC grading scale is used for all college courses taken for dual credit. Each district has a conversion policy for the high school grade if there are differences in the grading scales.

For the final grade, the instructor of record, in the high school or in an online course, assigns the EPCC final letter grade which is available to the student through the EPCC Banner system.

The EPCC instructor of record will not share final grades directly to a facilitator or school administrator.

Who is responsible for purchasing textbooks?

The school and/or district is responsible for providing textbooks and other supplemental materials such as workbooks and lab manuals as required by the EPCC discipline. Each student enrolled in a course must be given a textbook and other required material for their individual use. Classroom sets are not allowed.

Do the same laws governing students with disabilities in the high schools apply to students with disabilities enrolled in college courses taken for dual credit?

Differences exist in disability services for students with disabilities in K-12 and Post-secondary education. The main difference pertains to the laws that govern disability services in post-secondary (higher education) education. Whereas K-12 is guided under the Individuals with Disabilities Education Act (IDEA), higher education laws are conducted under the Americans with Disabilities Act (ADA). College courses for dual credit follow the requirements for post-secondary education, ADA.

IDEA allows for modifications to be made in the instruction of an individual student whereas, ADA allows for accommodations to be made. In short, accommodation changes how a student learns the material and a modification changes what a student is taught or expected to learn. For instance, a modified exam will cover less material or different material as standard exams for students without disabilities.

Accommodation will provide extra time or alternate format for tests that include the same information as a standard exam for students without disabilities.

For information about the differences and how to access disability services for college courses for dual credit, please contact an EPCC CSD Counselor at [Center for Students with Disabilities](#).

Section 4 - Contact Information

Office of the Dean, Dual Credit and Early College High Schools

(915) 831-6677

Dual Credit and Early College High Schools Enrollment and Student Services

(915) 831-2405

Executive Director of Admissions and Registrar

(915) 831-2580

For further **Dual Credit** related departments, numbers and email addresses, visit the [Contact Us](#) section of the EPCC Dual Credit web page.

Other Helpful Phone Numbers

Campus Life	(915) 831-2636
Career and Transfer Services	(915) 831- 2636
Center for Students with Disabilities	(915) 831-2426
Distance Learning/Blackboard	(915) 831-3111
Blackboard Help Desk 24/7.....	(888) 296-0863
IT Service Desk	(915) 831-6440
Testing Services.....	(915) 831-2816

College Mailing Address

P.O. Box 20500, El Paso, TX 79998