Amarillo College

Dual Credit Program

The Dual-Credit Program is a cooperative partnership between an independent school district and Amarillo College through which a student may be awarded both college and high school credit in courses which meet the requirements of both institutions.

Definition of Terms

Concurrent-Credit – a high school student who meets specific eligibility requirements enrolls in Amarillo College courses for college credit only.

Dual-Credit - a cooperative partnership between an independent school district and Amarillo College enabling high school students to earn college credits while completing the requirements for high school graduation.

Early Admission – a high school student who enrolls in college level courses prior to graduating from high school.

Instructor-of-Record – an instructor that meets the SACS (Southern Association of Colleges and Schools) accreditation requirements and teaches for Amarillo College either full- or part-time or within an independent school district and is the instructor listed on the official class roll of the dual-credit class.

ITV – a college course which uses the telecourse program material as the basis of the course whether broadcast or from tapes.

Support Instructor – an instructor within an independent school district who provides classroom support for the instructor-of-record.

Awarding of Credit

Amarillo College is responsible for maintaining the college transcript. The high school is responsible for maintaining the high school transcript. Since dual-credit courses are college-level courses they will be transcripted as such. Each Dual-credit student will establish a college transcript.

Future College Enrollment Implications

Students considering enrollment in any college course (including dual-credit) are responsible for determining the transferability of courses, scholarship implications, and admission status implications as these apply to future college enrollment.
Dual-Credit Eligibility Requirements

Students Must:

- Comply with the state-mandated TASP (Texas Academic Skills Program).
- Take applicable Amarillo College Placement Tests prior to enrolling in the dual-credit class.
- Be classified as a junior or senior and have a B overall average. Students below senior level are subject to assessment testing as required for admission purposes.
- Meet established entrance requirements at Amarillo College as well as appropriate prerequisites for any course.
- Be enrolled as a full-time student in at least four hours of non-dual courses at the high school level (excluding summer sessions).
- Make written application by completing the Dual-Credit Application Form receiving all appropriate signatures.
- Pay the costs associated with taking a college course(s) as established by contractual agreement.

Application Procedures

Students must complete the Dual-Credit Application Form and the Amarillo College Application forms. The Dual-Credit form must be signed by a parent/guardian (if the student is under eighteen-years-of-age) and the appropriate high school official.

Students must submit the completed form to the principal or appropriate individual at the independent school district for approval and signatures and must provide placement test or TASP scores if required for admission.

Dropping a Class

Dual-credit students wishing to drop a class must complete the Amarillo College paper work. Students who do not officially drop; but, stop attending or only drop the high school course, will be treated as if they are still enrolled. This usually results in failure of the class. After discussing the drop procedure with the high school dual credit counselor, drop forms may be obtained from the high school counselor or by calling the Coordinator of Off-Campus Programs at Amarillo College (371-5122).
Financial Aid Implications

Dual-credit students should be aware that failure to successfully complete the courses in which they enroll could, in some circumstances, make them ineligible to receive federal student aid at Amarillo College.

When a student applies for federal student aid at Amarillo College, the Financial Aid office evaluates all previous grades made by that student at our school. This includes dual-credit courses. The student’s previous academic history at Amarillo College must reflect at least a 2.0 cumulative grade point average and at least an 80% course completion rate. Any course in which an F, I, W, X, N, or AU was received does not count as a completed course. “W” is the same as dropping a class.

Students who do not meet these criteria are placed on Financial aid suspension, and are not eligible to receive Federal Title IV student aid until the student’s suspension status has been changed. Following policy and procedures as stated in the Satisfactory Academic Progress Policy may change a student’s suspension status. It is best, however, not to go on suspension in the first place. Every school is required to have a satisfactory progress policy. If you are planning to attend another school besides Amarillo College, contact that school’s Financial Aid Office to determine how your college academic history, including dual credit courses at Amarillo College, will affect your eligibility for financial aid.

If you have questions about financial aid, please contact the Amarillo College Financial Aid Office, 371-5310.

Dual Credit Checklist for Students

First Time Registration for the School Year:

- Verification of passing TASP or state approved alternative test, or proof of exemption
- “Dual-Credit Application” - signed by parent/guardian, school official, and student
- “Amarillo College Student Application for Admission” form
- “Residency Information” questionnaire
- Completed demographic form
- “Student Schedule” form
- Fees -$5.00 per semester hour (Will increase to $10.00, Spring 2000)

Re-Registering Student:

- “Student Schedule” form
- Check testing status – different classes require different tests
- “Dual-Credit Application” - signed by parent/guardian, school official, and student
- Fees -$5.00 per semester hour (Will increase to $10.00, Spring 2000)