Dual Credit is Available at Amarillo College

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What is Dual Credit
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.

Dual Credit Requirements
To enroll in Dual-Credit a student must:
• Comply with 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 course at the high school level (excluding summer sessions).
• Sign up for no more than 2 dual-credit courses unless special permission is granted
• Make written application by completing the Dual-Credit Application Form receiving all appropriate signatures.

Pay the cost associated with taking a college course(s) as established by contractual agreement.

Application Procedures
Students must complete the Dual-Credit Application Form, the Amarillo College Application Forms, and the Student Schedule Form. 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.

All materials will be provided to students during the high school day through the appropriate classes or school officials.

Students must submit the completed form to the appropriate individual at the independent school district or come to the Amarillo College Campus to register. Students must provide placement test scores or TASP scores if required for admission.

Awarding 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
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.
AMARILLO COLLEGE

ASSESSMENT LEVELS FOR DUAL CREDIT

<table>
<thead>
<tr>
<th>COURSES</th>
<th>ENROLLMENT ELIGIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you wish to enroll for:</td>
<td>The following exemptions apply:</td>
</tr>
<tr>
<td>Freshman Composition I &amp; II</td>
<td>TASP exempt by test scores: SAT Verbal &amp; Math 500 and composite 1070 ACT English &amp; Math 19 and composite 23 TAAS Writing 1770, Reading 89, Math 86 or TASP Writing score 220 or higher</td>
</tr>
<tr>
<td>College Algebra &amp; higher math Physics</td>
<td>TASP exempt by test scores: SAT Verbal &amp; Math 500 and composite 1070 ACT English &amp; Math 19 and composite 23 TAAS Writing 1770, Reading 89, Math 86 or (If exempt due to TAAS scores, the AC Math Placement Test must be taken with a minimum score of 23 to enroll in a college math class.) TASP Math score 270 (If TASP score is from 230 to 269 must score a 23 on AC Math Placement Test.)</td>
</tr>
<tr>
<td>Other courses with reading prerequisites (such as: Government of the U.S., U.S. History I &amp; II)</td>
<td>TASP exempt by test scores: SAT Verbal &amp; Math 500 and composite 1070 ACT English &amp; Math 19 and composite 23 TAAS Writing 1770, Reading 89, Math 86 or TASP Reading score 230 or higher</td>
</tr>
<tr>
<td>Other courses without prerequisites (such as: Humanities I &amp; II, Economics, HIS courses, Accounting, Public Speaking, Chemistry, General Biology I &amp; II, Life Science, Geology, Spanish)</td>
<td>TASP exempt by test scores: SAT Verbal 500 and composite 1070 ACT Reading 19 and composite 23 TAAS Writing 1770, Reading 89, Math 86 or TASP Reading 230 or higher</td>
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Students enrolling in a TASP exempt certificate program must show proof of college level reading ability. This may be done by being exempt from the TASP or by taking the AC reading placement test. The AC reading placement test may be taken at the Amarillo College Testing Center. Make reservations by calling 371-5445.
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, X, N, or an 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.

Dropping a Class

Dual-credit students wishing to drop a class must complete the Amarillo College paperwork. 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).

Students enrolling in a TASP exempt certificate program must show proof of college level reading ability. This may be done by being exempt from the TASP or by taking the AC reading placement test. The AC reading placement test may be taken at the Amarillo College Testing Center. Make reservations by calling 371-5445.
Definition of Terms

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

Department Head - refers to the Amarillo College faculty member who manages a particular program area.

Dual-credit program - 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.

Dual-credit - a high school student who meets specific eligibility requirements enrolls in Amarillo College courses and earns credit toward high school graduation and college credit concurrently.

Early admission - a high school student enrolls in college level courses prior to graduating from high school.

Facilitator - an instructor within an independent school district who provides classroom support for an alternate method of instruction; i.e., telecourse, interactive video, Internet.

Instructor of record - an instructor who meets all the Amarillo College qualifications for faculty teaching that particular course and teaches for Amarillo College full- or part-time or within an independent school district and is the instructor listed on the official class roll of the dual-credit course.

Interactive video - instruction that provides two-way, real-time communication between instructor and students who are geographically separated.

Online Courses - AC offers online courses taught over the Internet. Students access weekly lessons and assignments through the Internet. Students must have access to an IBM compatible computer with a modem, an Internet Service Provider, and a web browser (Netscape 4.0 or higher/Internet Explorer 4.0 or higher).

Telecourse - a college course which uses the telecourse program material as the basis of the course whether broadcast or from tape.

Checklist for Students - Dual Credit Enrollment

Make sure you have the following materials for registration:

- Verification of passing TASP or a state approved alternative test, or proof of exemption
- "Dual Credit Application" - signed by parent, principal, and student
- "Amarillo College Student Application for Admission" form
- "Residency Information" questionnaire
- Completed demographic form
- "Student Schedule" form
- Fees - $10.00 per hour (3 hour course is $30.00).

Spring Registration: If a student was enrolled in dual credit the previous fall semester, they will need:

- "Student Schedule" form
- Check testing status - Different classes require different tests
- Fees - $10.00 per hour.
In order for a student to enroll in a course for which high school and college credit will be granted, the student must know and follow the requirements listed below.

- The student must be a junior or senior.
- The student must have a high school grade average of (80).
- The student must meet established college entrance requirements.
- The student is responsible for the college costs as determined by contractual agreement between Amarillo College and the independent school district.
- If a course is taken at Amarillo College, the student is responsible for providing the high school with a transcript showing the grade received.
- If a course is taken at Amarillo College, the student is responsible for providing the high school with a grade report at the end of each six weeks.
- The student must be enrolled as a full-time student for at least two-four hours (depending on your school district) of non-dual credit high school instruction.
- Courses taken for dual credit will be counted toward eligibility requirements.

Any exception to these requirements must be approved by the Vice-President/Dean of Instruction at Amarillo College and by the high school principal.

The student and parent must understand that the college will have all of the responsibility for the course for which college credit will be given in the dual credit setting including requirements and grade.

By signing below, we acknowledge that we have read the Student Information Packet and understand the eligibility, financial aid, and future college enrollment implications.

Additionally, I authorize the release of information from my Amarillo College academic records to appropriate high school officials.

_________________________  ________________________
Student Signature  Parent Signature

_________________________  ________________________
Approved: _______  Disapproved: _______
Principal Or Authorized Official Signature

revised: 7/99  White: Amarillo College  Yellow: High School  Pink: Student/Parent
AMARILLO COLLEGE DUAL CREDIT
STUDENT SCHEDULE

Fill out the schedule below: *(Each student fills out only one form. Include all your Dual-Credit classes on the same form.)*

<table>
<thead>
<tr>
<th>SOCIAL SECURITY NUMBER</th>
<th>SEMESTER</th>
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<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST</th>
<th>MIDDLE</th>
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<table>
<thead>
<tr>
<th>STREET ADDRESS</th>
<th>CITY/STATE</th>
<th>ZIP CODE</th>
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</table>

<table>
<thead>
<tr>
<th>TELEPHONE</th>
<th>HIGH SCHOOL</th>
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**List Dual Credit Classes Only**

<table>
<thead>
<tr>
<th>Course/s:</th>
<th>Instructor/s:</th>
<th>College Use Only</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ID#</td>
</tr>
</tbody>
</table>

(Enter all courses on one form)

| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

If a student wants to take more than 2 dual credit classes, the student must receive written permission from the high school principal or counselor. The high school official will need to complete Form: DC4, Proof of Exceptional Academic Ability. Attach the completed DC4 to this sheet. Automotive classes are exempt from this stipulation.

Are you TASP exempt? _____ *Yes _____ No
*Attach proof of exemption

If not, have you tested at Amarillo College? _____ Yes _____ No
If you did not test at Amarillo College, where did you test? ____________________________

Revised: July 2000