

TWU ENROLLMENT PROGRAM

COUNSELOR AND
INSTRUCTOR
HANDBOOK

2024-2025

2025-2026



Welcome and Overview

THANK YOU FOR PARTNERING WITH TEXAS WOMAN'S UNIVERSITY DUAL CREDIT-DUAL ENROLLMENT PROGRAM— TO ASSIST STUDENTS IN EARNING COLLEGE CREDIT WHILE STILL IN HIGH SCHOOL.

The dual credit program offers many opportunities and benefits to its participants including:

- Expanding academic options for high school students planning to attend a college or university following high school graduation;
- Reducing the duplication of courses between high school and college curricula.
- Lessening the amount of time needed to complete advanced studies to earn a Bachelor's degree or technical certificate and enter into the workforce; and,
- Significantly reducing the overall cost of higher education.

This handbook is designed to answer questions about the expectations, processes, and resources available to you as a counselor and/or instructor for dual credit. As counselors, you are generally the primary contact for dual credit on your campus. As instructors, you are responsible for the implementation and instruction of the dual credit course curriculum at your high school campus. If you are a parent of a homeschool student, you may also be considered the principal or counselor.

Consider some of the reasons that students are participating in dual credit:

CONVENIENCE. Courses are taught at the student's high school by college credentialed district faculty, depending on arrangements with the student's high school.

STUDENT SUCCESS. Successful completion of college-level courses help students to become successful in making the transition to a college campus. Hands-on experience in learning the "college ropes" through the dual credit process will enable students to be better prepared to navigate the system when they enter college full time.

COLLEGE-LEVEL ACADEMIC RIGOR. Dual credit courses offered through TWU are strategically aligned with TWU core courses by dual credit faculty and academic department chairs. Content, assignments, and expectations are equivalent for dual credit students and students enrolled in college courses at TWU. This ensures dual credit students are receiving the most authentic experience and education possible.

We recommend that our high school partners offer dual credit information sessions. TWU partners with multiple independent school districts and educational institutions to offer dual credit, therefore each school will ultimately have differences in how the dual credit program is structured for their students. TWU and high school staff will offer Dual Credit Nights held on-site at the high school. These will discuss testing requirements, registration, and student requirements for participation in the dual credit program.

General Program Information

The Texas Higher Education Coordinating Board (THECB) defines dual credit as 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 high school. (Texas Administrative Code §4.83)

Dual Enrollment (dual credit) allows high school students enrolled in a TWU partner district/school to be awarded both high school and college credit for courses offered by TWU applicable toward a TWU degree. Dual Credit requirements are outlined in the Texas Administrative Code Title 19, Chapter 4, Subchapter D, Dual Credit Partnerships Between Secondary Schools and Texas Public Colleges, § 4.84.

Area school districts have identified specific courses at TWU for which high school credit will be granted upon successful completion of a college course with a grade of “C” or better. Year-long high school courses require a two-semester college course sequence. Each school district has a crosswalk equivalency that identifies the high school course to TWU course equivalency. Crosswalks are available on the dual credit website under [Participating High Schools](#) by clicking the individual school names. Dual credit courses are offered at the high schools during the normal high school day, through online courses, or courses taught in the traditional classroom setting by either TWU faculty or adjunct instructors who have been approved by the TWU department chairpersons.

College Standards

College courses are both interesting and challenging. Students will learn a great deal and will be expected to work hard. On average, college students should plan to study at least two hours a week for every hour spent in the classroom. Students taking a three-semester credit hour class should set aside a minimum of six hours per week to study. Some students will need to study more. Most students should schedule extra study time when exams are planned or course projects are due. This would be great information to share with students as an expectation of a dual credit student.

Counselors and instructors should help communicate and reinforce the college-level standards and expectations when enrolling in the dual credit program. At the point of enrollment, dual credit students are building their academic record; therefore, it is critical that they take the responsibility seriously.

College Grades

Instructors are responsible for providing enrolled dual credit students with a course syllabus with an outline of the system for assigning grades. Faculty grading instructions can be found [here](#) under Faculty Links.

The grade of [Incomplete](#) is given only when a student has passing grades in 2/3 of assigned work, but, because of extenuating circumstances, cannot complete all of the course work by the end of the semester with administrative approval.

The record of a student’s enrollment and grades earned in dual credit classes will become part of their permanent academic college record after the TWU **Census Date** (12th class day fall and spring, 4th class day summer). Students who need to drop a class must contact their high school counselor in order to submit a TWU drop form. The student must complete the appropriate paperwork, get the high school counselor’s signature indicating approval for the drop, and do so before the last day for course withdrawal, which varies by semester. Courses that are dropped before the **Census Date** will not be a

part of the student's official transcript. You may access dates and deadlines via the [TWU Academic Calendar](#).

Students who do not exhibit satisfactory academic performance in any semester may be advised to limit dual credit participation in future semesters. Satisfactory academic performance is determined on a case-by-case basis and will involve consultation with the high school counselor and/or TWU staff.

In a dual credit course it is possible for the student to get a passing high school grade and a failing college grade. High school policies apply regarding the awarding of high school credit. College policies apply regarding the awarding of college credit. Be sure you are aware of both sets of policies. TWU policies affecting students are printed in the [catalog](#).

College Subjects

Only courses in the TWU core curriculum are offered for dual credit through high school partners. TWU practices an embedded model for dual credit by employing current district employees to serve as adjunct faculty for the university to teach the approved dual credit courses. Eligible instructors must have a master's degree in the field in which they teach or must have completed 18 graduate-level hours of courses in the teaching discipline. Potential instructor candidates who possess a master's degree may enroll as non-degree seeking to obtain the required semester credit hours required to teach in the teaching discipline. For the credentialing process, dual credit instructors will work with the appropriate department chair to ensure the curriculum is aligned to meet the learning outcomes for the course.

It is important that students understand that college courses require an additional level of knowledge and understanding as well as maturity to appropriately engage in the learning environment. Content in the course will include additional rigor that may not be present in a traditional high school course. It is the expectation that dual credit students approach their college courses with a high level of regard and respect.

College Attendance Policies

Students are required to follow the instructor's attendance policy as listed in their course syllabus. Instructors must adhere to any departmental and or university policies related to class attendance. Consistent class attendance is vital to academic success and is expected of all students. Grades are determined by academic performance and instructors may give students written notice that attendance related to specific classroom activities is required. Absences do not exempt students from academic requirements. Excessive absences, even if documented, may result in a student failing the course. A grade of incomplete may be assigned if the student has a passing grade, but only if the instructor determines that it is feasible for the student to successfully complete remaining assignments after the semester. Pursuant to university policy, such determinations are within the discretion of the instructor.

FERPA

One major difference between high school and college courses concerns the sharing of information about student performance. Under the Family Educational Rights and Privacy Act (FERPA), a federal law passed in 1974, only directory information may be shared with anyone other than the student. Under the provisions in FERPA, TWU can share students' progress with designated personnel from the high school district, usually a counselor, principal, or registrar. By signing the Dual Credit Permission Form, dual credit students grant consent to authorize the release of their TWU academic record to their parent(s) or

legal guardian(s). As instructors, you are able to answer students' and parents' questions about course materials or class policies, but it is not a requirement by TWU.

University Interscholastic League (UIL)

In general, students participating in dual credit courses should check with their respective high schools before enrolling in classes that may cause them to lose their eligibility to participate in UIL contests – should they withdraw from those classes or not be considered a full-time student. The TWU High School Dual Enrollment model delivers dual credit courses within the traditional high school day, and therefore, students taking dual credit courses should still be eligible for such competition provided they meet all requirements for full-time high school attendance. For more information, refer to UIL rules Subchapter M, Section 400 of the constitution and contest rules.

Dual Credit Eligibility

Student Eligibility Requirements:

High school counselors should ensure students wishing to take advantage of dual credit opportunities meet all of the following eligibility requirements:

1. Meet established admissions requirements at TWU as well as appropriate prerequisites for any course.
2. Comply with the state-mandated Texas Success Initiative (TSI) requirements.
3. Complete and submit the TWU Dual Credit Permission form acquiring the appropriate school and parental signatures.
4. Complete and submit the TWU Dual Credit Degree Pathway form.
5. Submit payment associated with enrolling in a dual credit college course(s).

Texas Success Initiative

The Texas Success Initiative (TSI) is a state mandate requiring institutions of higher education to determine if students are ready for college-level coursework in the general areas of reading, writing and mathematics.

Texas Success Initiative Assessment

The Texas Success Initiative Assessment 2.0 (TSIA2) is a series of placement tests for students enrolling in public colleges and universities in Texas. The tests help Texas schools determine whether you're ready for college-level courses in the areas of reading, writing, and math. A notable change in testing protocols is that high school students are able to take the ELAR test components separately.

Dual Credit Degree Pathway Form

As THECB describes, dual credit students are either defined as degree seeking or non-degree seeking. An institution of higher education cannot require non-degree seeking high school students to show college readiness. To ensure students participating in dual credit courses are prepared to be successful in

college level courses, they will be required to file a degree plan by submitting the Dual Credit Degree Pathway form.

TWU's Academic Testing Services

Dual credit students are welcome to complete their TSIA testing with TWU's Academic Testing Services, located at 1201 Oakland Street, Denton, TX 76204, Suite 240. Students [must register and pay online for TSIA testing](#). Prospective dual credit students can share their TSI scores with TWU by completing the online [Score Release Form](#).

Testing Requirements for Dual Credit High School Students

*TSI testing requirements are set by the state of Texas and are subject to change. **Please check with your high school counselor for the most up to date requirements. Any changes will be communicated via the dual credit website and guiding documents.***

The table below outlines the TSI testing requirements by courses typically offered through the TWU Dual Enrollment Program.

Course	Course Title	TSI Requirement
Biology		
BIOL 1023	Environmental Biology	Math
BIOL 1111	Principles of Biology Lab	Math
BIOL 1113	Principles of Biology	Math
BIOL 1121	Principles of Biology II Lab	Math
BIOL 1123	Principles of Biology II	Math
Chemistry		
CHEM 1111	General Chemistry I Lab	Math
CHEM 1113	General Chemistry I	Math
CHEM 1121	General Chemistry II Lab	Math
CHEM 1123	General Chemistry II	Math

Course	Course Title	TSI Requirement
College of Business		
ECO 1013	Principles of Microeconomics	Math
ECO 1023	Principles of Macroeconomics	Math
Language, Culture and Gender Studies		
ENG 1013	Composition I	Reading/Writing/ELAR
ENG 1023	Composition II	Reading/Writing/ELAR
ENG 2013	English Literary Masterpieces	Reading/ELAR
ENG 2033	American Literary Masterpieces	Reading/ELAR
ENG 2043	World Literary Masterpieces	Reading/ELAR
ENG 2053	World Literary Masterpieces II	Reading/ELAR
ENG 2153	Introduction to Literature	Reading/ELAR
SPAN 1013	Elementary Spanish I	Reading/ELAR
SPAN 1023	Elementary Spanish II	Reading/ELAR
History and Political Science		
POLS 2013	US National Government	Reading/ELAR
HIST 1013	US History 1492-1865	Reading/ELAR
HIST 1023	US History 1865-Present	Reading/ELAR
Sociology		
SOCI 1013	Introductory to Sociology	Reading/ELAR
Math and Computer Science		
MATH 1303	College Algebra	Math
MATH 1313	Trigonometry	Math

Course	Course Title	TSI Requirement
MATH 1703	Elementary Statistics I	Math
MATH 1713	Elementary Statistics II	Math
MATH 2014	Calculus I	Math

Dual Credit Admissions

ONCE A STUDENT HAS VERIFIED ELIGIBILITY WITH THEIR HIGH SCHOOL COUNSELOR THEY MAY BEGIN THE TWU ADMISSIONS PROCESS.

Admissions Process:

The dual credit admissions process begins by submitting the ApplyTexas Application online. This and the steps below are required in order for the admissions process to be complete before students can register for dual credit courses:

1. An application for admission can be completed online at [ApplyTexas](#). Students should use their **social security number** on their admissions application as well as choosing the option that reflects their dual credit status. Applications should be received by the application deadlines, May 10th for the fall semester and December 15th for the spring semester. Students are encouraged to submit applications and paperwork as early as possible in order to be ready to register when registration opens for each semester. **Please note that the student's social security number must be provided for possible eligibility for an educational tax credit by the IRS when taxes are filed.** ApplyTexas application instructions can be found [here](#).
2. Pay the **\$50 non-refundable application fee**
 - For the Academic Year (AY) 24-25, the Office of Enrollment Management is offering an application fee waiver for students who qualify for the National School Lunch Program. After students apply, they must complete the [TWU Dual Credit Application Fee Waiver Form](#) and upload the [TWU Free & Reduced Lunch Dual Credit Application Fee Waiver](#) with a signature from their counselor or school representative. **Students who qualify for the application fee waiver should NOT pay their application fee**
 - The \$50 application fee can be paid online [here](#).
3. Submit the **TWU Dual Enrollment Permission Form** each academic year. The permission form must be signed by the student, the principal or counselor of the school, and the student's parent/guardian prior to submitting to the Office of Admissions Processing. All courses that the student plans to take during the academic year must be placed on the permission form.
4. A **current official high school transcript** must be submitted electronically through a secured third party service directly to TWU, mailed, or hand-delivered in a sealed institutional envelope to the Office of Admissions Processing located on the Denton campus.

Students who have completed coursework at any other college or university must submit official transcripts.

Transcripts and other documentation can be mailed to

Texas Woman's University
Office of Admissions Processing
304 Administration Drive, Suite 102
Denton, TX 76204

5. Verification that TSI testing requirements have been met and the student is eligible to enroll in college courses. These scores must be provided to the Office of Admissions Processing from the high school on the transcript or an official test score reporting sheet.

Other Required Documents

Bacterial Meningitis Information

Pursuant to SB 1107 enacted by the State of Texas January 1, 2012, all entering students enrolling at TWU for on-campus instruction must provide proof of Meningitis vaccination prior to registration, including dual credit students. **Dual credit students enrolled in high school-based courses only are not required to submit Meningitis vaccination verification unless they plan to *physically* attend courses through dual credit on-campus.**

Acceptable forms include:

- an official immunization record,
- an official school record, or
- a signed or stamped physician's note.

Proof must include the date the vaccination was given. Vaccination records that are over 5 years old will not be accepted.

Proof of immunization may also be hand delivered to any TWU Campus or emailed as an attachment to Registrar@twu.edu.

Links to the Conscientious Exemption form from the **Texas Department of State Health Services** (TDSHS) may be found on our homepage. The exemption can be requested online from the TDSHS and can take up to two weeks to receive. Submit the completed form to the Office of the Registrar.

International Student Admissions

For admission purposes, Texas Woman's University defines an **international applicant** as a foreign national who is or will be studying at a U.S. institution on a non-immigrant visa. These applicants must complete the [ApplyTexas](#) international application. This includes students who hold a non-immigrant visa/status and attend high school in the U.S.

Typically students attending TWU on an F-1 visa with an I-20 filed with the university are required to complete a [tuberculosis](#) (TB) blood test and submit verification to Student Health Services.

Dual credit students enrolled in high school based courses only are not required to submit TB test verification unless they plan to *physically* take courses through dual credit on-campus. If a dual credit student chooses to take a course on the TWU campus, the student must submit official TB test documents to Student Health Services in order to move forward with registering for courses.

For questions regarding immigration status, please contact the [Office of International Education](#) at intloffice@twu.edu or 940-898-3338.

Instructions on How Students Can Check Their Application Status

Once students have applied they can check their application status by following the steps below.

- You must have a Pioneer Portal Account
- Login to TWU WebAdvisor <https://webadvisor.twu.edu>
- Click "Login" upper right corner.
 - Enter your username and password
 - Click Submit.
- Click "Applicants" blue rectangle.
- Review your applicant and account information.

Admissions Processing must receive all required application materials BEFORE we can process student application files.

- Check for missing documents
 - Log in to WebAdvisor and select "My Documents" under the Communication heading.

Dual Credit Registration

How to Guide Students through the Registration Process

Once students have been admitted to TWU and the appropriate testing requirements have been met, they are eligible to register for classes. **Registration for classes is available online for all dual credit students during the dates specified for freshman in the [academic calendar](#) each year.** Upon acceptance to TWU, the student will need to [create a TWU Pioneer Portal](#) username and password to login to allow them to access all university services including Canvas, Student Self Service, email and more. Once the student has their login information, please instruct the student to follow the steps listed below.

Steps to register for courses:

Also available online [here](#).

Please make sure students have created a [TWU Pioneer Portal account](#) before beginning the process.

Are you a **returning dual credit student** and forgot your Username and/or Password?

- **Username**— contact the IT helpdesk at 940-898-3971
- **Password**— reset your password [here](#). You will need your TWU ID#, if you do not have it, contact the IT Help Desk

Register for Classes

1. Log into your Pioneer Portal.
2. Click 'Log In' on the top right hand corner and use your TWU username and password to log on.
3. Once you've logged in, click on 'Self-Service.'
4. Click Student Planning to register for courses.

The screenshot shows a grid of eight service tiles in the Pioneer Portal. Each tile has an icon and a title with a brief description:

- Registration To-Do List - Items Due!**: Items that need your attention prior to registration. Here you can view any items on your registration-to-do list, along with any active holds and restrictions.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**: Here you can view your grades by term.
- Enrollment Verifications**: Here you can view and request an enrollment verification.
- Transcript Requests**: Here you can view and request a transcript.
- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- WebAdvisor Students**: Students may access the following: Student Financial Aid, Application for Graduation, Withdraw from Term, Degree Plan Evaluation, Communications.

5. Click 'Registration To-Do List'; update anything under *Items for Completion*.

The screenshot shows a red warning banner at the top: "The below items must be addressed before you may register for classes:". Below this is the "Items for Completion" section, which states: "The below list includes items that must be taken care of before you can register for classes. Using the link next to each item below, complete each form as required in order to take care of each item." A red circle highlights the following table:

*Update your Fixed Tuition Response	Click Here to Update
*Accept your Payment Terms and Agreement	Click Here to Update
*Update your Pioneer Emergency Notification	Click Here to Update
*Complete your Public Health Disclaimer	Click Here to Update

6. Click on the 'Home' button on the top left corner to return to the main menu.
7. Click 'Student Planning'; Enter course name in the search box in the top right corner (ex: ENG1013, MATH1313, GOV2013) **DO NOT ADD A SPACE BETWEEN NAME AND NUMBER;** Press Enter.

It's Registration Time!

[Click here to go to the Plan & Schedule page to register for classes](#)

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1

View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2

Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

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8. Select 'Off-Campus' on the filter results on the left side.
9. Select 'View Available Sections.'
10. Locate your CORRECT course by the **section number** (Ex: ENG1013.70, MATH1313.72, GOV2013.25); Select 'Add Section to Schedule.'

Filter Results

Filters Applied: OFF-CAMPUS

SUBJECTS

- ENGLISH (1)

LOCATIONS

- DENTON (1)
- OFF-CAMPUS (1)

TERMS

- Fall 2017 (1)

DAYS OF WEEK

TIME OF DAY

Select time range...

INSTRUCTORS

- Staff (1)

ACADEMIC LEVELS

- Undergraduate Degree (1)

COURSE LEVELS

- First Year (1)

COURSE TYPES

- Distance Education (1)
- Dual Credit (1)

ENG-1013 COMPOSITION I (3 Credits) [Add Course to Plan](#)

(TCCN ENGL 1301) Theory and practice of written and oral exposition and research in traditional and electronic environments; rhetorical principles and organization in practice. Prerequisites: ENG 1003 or a passing score on, or exemption from, placement exam. Three lecture hours a week. Credit: Three hours.

This course is planned.

Requisites: None

Locations: DENTON, OFF-CAMPUS

Offered: ALL SEMESTERS, ALL

View Available Sections for ENG-1013

Fall 2017

COMPOSITION I 70

A Registration Code is required in order to schedule this section.

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
35	TBD	OFF-CAMPUS	Staff

11. Confirm you've selected the CORRECT course under the 'Additional Information' section; Enter 5 digit Course Code, for your section, in the 'Section Registration' box; Select 'Add Section.'

Dates	8/28/2017 - 12/15/2017
Seats Available	35 of 35 Total
Credits	3
Grading	Graded
Requisites	None
Course Description	(TCCN ENGL 1301) Theory and practice of written and oral exposition and research in traditional and electronic environments; rhetorical principles and organization in practice. Prerequisites: ENG 1003 or a passing score on, or exemption from, placement exam. Three lecture hours a week. Credit: Three hours.
Additional Information	DUAL CREDIT: RYAN HIGH SCHOOL, 5101 E. MCKINNEY DENTON TEXAS 76208. SATISFIES 3HRS CORE CURRICULUM: COMMUNICATION. DUAL CREDIT - AP ENGLISH III
Topic	Core Course
Books	Bookstore Information
Instructor Vitae	Vitae: Staff
Syllabus	Course Syllabus
Section Registration	This section requires a Registration Code in order to add it to your schedule. If you have a code, please enter it in the input field to the right: <input type="text"/>

12. Follow steps 7-12 to add any additional courses.
13. Click on the 'Home' button on the top left corner to return to main menu.
14. Click 'Student Planning'; Click on 'Plan your Degree & Register for Classes.'

Steps to Getting Started Search for courses...

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1 View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2 Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

15. Make sure your calendar shows the intended semester you plan to register for on the top left corner.

TEXAS WOMAN'S UNIVERSITY
DENTON DALLAS HOUSTON

Academics > Student Planning > Plan & Schedule

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising

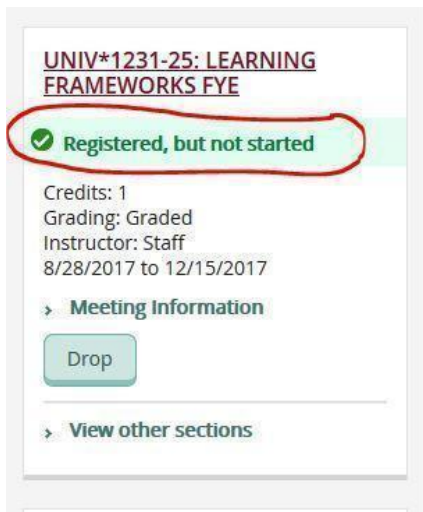
< > **Fall 2017** +

Filter Sections > Save to iCal Print

16. To register for all planned courses at once, click on the *Register Now* button in the upper right corner.



17. Your courses will show as 'Registered, but not started' on the left side of the calendar.



Paying for Classes

Students can make payments online with electronic check or credit card by logging into their student portal. The student will use their portal login information and can also designate authorized users to have access to the payment system to make payments. Cash and check payments are also accepted at the [Bursar's Office](#) during normal business hours in the Admissions Building. A payment plan is available in the fall and spring semesters and requires online enrollment with a required down payment.

1. Log in to your Pioneer Portal.
2. Once you've logged in, click on 'Self-Service.'
3. Log into Self-Service with your TWU username and password.
4. Click on Student Finance to view your statement and make a payment online.

Dual Credit Course Restrictions and Limitations

Dual credit students may not enroll in developmental courses or courses for which they have not met the course or skill level prerequisite requirements. High School counselors should meet with their dual credit students to determine the appropriate courses and course load for each semester. Students may

also contact a TWU Coordinator of Academic Transitions in Academic Advising to receive academic advising on appropriate courses relating to the Texas Core Curriculum and future career goals.

Tuition and Fee Information

Tuition is decided by the TWU Board of Regents each year and is designated by student type. Dual credit students pay a reduced tuition rate of \$50 per credit hour , \$8 per credit hour program fee, and a \$15 per credit hour dual credit fee for a total of \$219 for a three-hour course, regardless of location. Dual credit students who enroll in courses taught on the TWU campus by TWU faculty will still pay the reduced tuition rate and dual credit fee designated to dual credit students, however, approval is still required before enrollment in an on-campus TWU course. Dual credit tuition and fees are subject to change and will be communicated to the partner districts prior to the academic year of implementation.

Dual credit students are subject to paying the late registration fee as outlined in the Academic Calendar and Registrar policies. Therefore, dual credit students are encouraged to identify the appropriate courses for registration and register during the regular registration period. Any registrations during the late registration period will result in a fee charge of **\$50**.

Class Cancellations

Pursuant to institutional rules, each academic department reserves the right, when necessary, to cancel classes, change instructors, and otherwise alter the published schedule. No charge will be made for changes due to canceled classes. Students that do not wish to replace the class will receive a full refund of the costs associated with the canceled class. In order to replace a canceled class, the student should make changes before the end of registration.

Dropping a Course or Withdrawing

Dual credit students wishing to drop a dual credit course must follow the [add/drop](#) process set by the Registrar's Office. The add/drop process should start online. If students are having issues with the online form they may complete an [add/drop form](#) signed by their instructor and high school counselor on or before the final drop date of the semester to the TWU Registrar's Office in order for the drop to become effective. Prior to census date students may add/drop in Student Self Service without institutional approval. Students enrolled in one class and drop that course are withdrawing from the course and are no longer enrolled at TWU. Refund calculations are determined by the State of Texas and are different for dropping a course and withdrawing. Refund dates are always available on the [Bursar's Office](#) website and on the Academic Calendar.

Refunds are calculated by the date the drop form is received in the Registrar's Office by mail, email, fax or in person. Dropping a class is not considered complete until the completed drop form is received and processed by the TWU Registrar's Office.

Expectations and Requirements

Dual credit students are expected to perform at the college level and to honor all deadlines declared by the college or by the instructor. It is the expectation that the individual professors distribute class policies and syllabi during the first week of classes detailing individual class requirements. It is the duty of the student to meet the expectations of the instructor and requirements of the course.

In the unfortunate event that a student is required to attend Disciplinary Alternative Education Program (DAEP) via district policy and behavioral standards, continuation in the Dual Credit Program will be determined in collaboration with the counselor, instructor and TWU representative. In some instances a student may complete the TWU academic course via distance education instructional methods, which will require approval from the TWU academic component head and depend on the point in the term that the disciplinary action has occurred. If the disciplinary action occurs prior to the final drop date it may be recommended that the student drops the course.

Refunding of Charges

Dual credit students seeking refunds for tuition of dropped or withdrawn classes are subject to TWU policies and procedures outlined on the [Bursar's Office](#) website. All students will receive a green envelope after initially registering at TWU that will provide them with refund options. The university uses a third-party vendor, BankMobile Disbursements, to send all university refunds to students. Students must select a refund option when their refund selection kit is received.

Textbooks

It is the responsibility of the dual credit instructors to work with the academic department to determine the most appropriate text book for the dual credit course. In most cases, the academic department will work with the district assigned textbook to keep costs low for the student and the district. However, some courses may require a different textbook in order to provide appropriate and adequate instruction for the designated course. In this case, it is the responsibility of the instructor to communicate the required textbook to students enrolled in the course in a timely manner in order for students to be prepared. It is then the student's responsibility to obtain the required textbook for enrolled courses. All required textbooks are available from the TWU bookstores located on the Denton campuses and online through our homepage. In accordance with HB 33, all required textbooks and course materials must be visible to students at least 30 days prior to the first day of classes. These materials should be listed on the [University Bookstore's website](#), which will then autofill this information in WebAdvisor.

Academic Integrity

It is the aim of the faculty of Texas Woman's University to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Dual Credit students are held to the same standard as any other enrolled TWU student, and will be held accountable for any violation against the Student Code of Conduct and the [Student Code of Conduct](#).

CHEATING: Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook, the internet or from the examination paper of another student, assisting others to cheat, alteration of grade records are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as to final examinations, to daily reports, and to term papers.

PLAGIARISM: Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical

expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writing of a fellow student, is guilty of plagiarism.

Should a student be found guilty of any form of academic dishonesty, it is the responsibility of the instructor to report the student to the Office of Civility and Community Standards using the [Report an Incident](#) form. Any student reported will follow the outlined student conduct process.

Transferring Credit Earned at TWU to another College or University

In order to transfer the college hours earned at TWU to another college or university a student will need to request an official transcript be sent to the college or university from TWU. Official transcripts can be requested online or in person from the [Office of the Registrar](#) at the Denton Campus. Students must have a picture ID to request a transcript. You can also complete the printable version of the Transcript Request Form that is available online and submit that form with the required identification to the Office of the Registrar. Students with a current login may also request a transcript online through the Office of the Registrar's webpage. **Official transcripts are \$10 and all financial and other holds must be cleared before a transcript can be issued.**

Technology Information

Courses that are offered through TWU as dual credit courses follow the same schedule as all other courses offered at the college. These courses **do not** have a flexible entry; and will begin the first day of classes each semester. The course instructors have their course syllabi and course requirements posted at the beginning of the semester. Students should follow all directions and instructions given by the instructor for the course. Dual credit courses must utilize the TWU [Canvas](#) course delivery system to collect course assignments or distribute course content. Students will not be able to access their Canvas shell until the first class day of the semester. In addition, students that register on or after the first day of class will not have access until the systems update which can take up to 24 hours.

If a student is unable to access their course, please have the student contact the [Service Desk](#). Failure to contact the appropriate personnel can result in the student becoming behind in their course, being dropped from the course, or even receiving a failing grade. All students enrolled in internet based courses have access to Canvas Technical Support. The first place to go for help is the course instructor. He or she will be able to answer any questions you have about the content of the course, assignment due dates, etc.; however, for technical questions you may find your answer on the **Office of Technology** link within the **TWU Pioneer Portal**. To speak with a technology support specialist, please call (940) 898-3971.

Support hours are:

Mon - Thurs - 7:30 am -7:00 pm

Friday 7:30 am -5:30 pm

Saturday 9:00 am-3:00 pm

Sunday 3:00 pm-9:00 pm

The Service Desk is also available by emailing servicedesk@twu.edu. When students email a request for help, instruct students to include their full name, course(s) enrolled in, name of instructor(s), and a phone number where they can be reached.

Security of Usernames and Passwords

Students gain access to TWU Pioneer Portal, Canvas and their student email account with their TWU Pioneer Portal username and password. All users of our online learning management systems are responsible for maintaining the security of their usernames and passwords. Access credentials may not be shared or given to anyone other than the user to whom they were assigned for any reason. The student to whom the account belongs is responsible for any and all uses of their online account.

Other Issues or Concerns

For any other questions or concerns you have about your dual credit course(s) please feel free to contact the Dual Enrollment office at dualcredit1@twu.edu or (940) 898-3437.

Instructor Policies and Procedures

Dual Credit Course Preparation

Course Scheduling

The scheduling of dual credit courses should begin at least a semester before the intended semester of offering. TWU employs an embedded model of dual credit by hiring instructors who are also employed at the partner high school in which the dual credit course will be offered. Identifying an instructor is the first step in offering a dual credit course with TWU. The school should also ensure at least five students are eligible to enroll in the course. Once identified, a school counselor or the identified instructor should work with the coordinator of dual credit and academic components to identify the appropriate core curriculum course to align with the high school class. The academic component leader will then ensure the course is added to the course schedule and facilitate the hiring process for the adjunct instructor.

Mixed Dual Credit Courses

Pursuant to SACSCOC policy on dual credit, institutions may not offer courses which combine students enrolled in the college course with students who are only receiving high school credit. Additionally, Texas Administrative Code Title 19, Chapter 4, Subchapter D, Dual Credit Partnerships Between Secondary Schools and Texas Public Colleges, § 4.84 states that dual credit courses may be composed of dual credit students only or of dual credit and college students. Exceptions for a mixed class may be allowed when the creation of individual courses is not financially viable for the high school and under one of the following conditions:

1. If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
2. If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students.
3. If the course is a career and technical/college workforce education course and the high school credit-only students are eligible to earn articulated college credit.

Professional Development and Training

Professional development is a critical component of the onboarding and ongoing training of dual credit instructors. This may occur and be made available from a variety of units, including Undergraduate Studies and Academic Partnerships, the Center for Faculty Excellence, and academic component areas. Dual credit instructors are required to attend the annual dual credit training, typically held at the end of July. Only attendance at mandatory district events will serve as an allowable excuse for missing the training. Absence to the training can result in the cancellation of the adjunct contract for the academic term if it is deemed the instructor is not prepared to serve in the dual credit instructor role.

Dual credit instructors should make every effort to attend professional development opportunities, required or otherwise recommended.

Course Preparation and Administration

It is the responsibility of the instructor to ensure each dual credit course taught is properly planned and prepared to ensure appropriate college-level instruction.

Syllabus

Texas Administrative Code (TAC) Title 19, Part 1, Chapter 4, Subchapter N, Rules 4.225-4.229 (passed as HB 2504) and Title 19, Part 1, Chapter 4, Subchapter E, Rules 4.101-4.104 (passed as SB 1726) regulations require that each semester all faculty members or GTAs listed as the instructor of record for undergraduate courses post their syllabi and up-to-date vitae to TWU's website. All dual credit instructors must adhere to this policy. Further guidelines, examples, and uploading instructions can be found [here](#).

At the start of each term, instructors should make available their syllabus to each student enrolled in the course and review thoroughly during the first week of classes. It is also recommended that instructors provide a digital copy of the syllabus via Canvas or email for students to access at a later date. Oftentimes students considering enrolling in a college or university out of state will be required to provide a syllabus for dual credit courses for which they are seeking to obtain credit.

Dual credit instructors must also ensure their academic department has a copy of their syllabus for access at a later date. Dual Credit instructors are expected to adhere to [HB 2504 Syllabi & Vitae](#) posting requirements.

Curriculum Alignment

Curriculum alignment is a critical component of offering dual credit courses and occurs between the instructor and academic department. This process begins at the inception of inquiring about adding a new course and requires consistent and open communication. It is the responsibility of the instructor to contact the academic department chair or designated representative to ensure appropriate outcomes, readings, assignments, and course activities are identified in a timely manner and are implemented according to the standards communicated by the academic department and university. Courses that are not able to be appropriately aligned to the university level standards may be withdrawn from the course schedule.

Roster Verification

Only students who have registered for the TWU course will be listed on the course roster as enrolled and therefore will be listed on the report for final grading. All students must self-register through Student Planning and or an add/drop form if necessary. If a student drops the course they will no longer be listed on the roster. Should the student wish to drop a dual credit course after the Census date (the 12th class date each term) they must submit an add/drop form to the Dual Enrollment office for processing with the Registrar's Office. It is the student's responsibility to submit the form and ensure the course is dropped.

Instructors are encouraged to frequently check the official TWU roster against the attendance of students in the class to ensure students who are registered for the course are actually sitting in the class. It is possible for a student to be enrolled in the high school course and not enrolled at TWU. If a student is on the roster but not attending the course, please contact the student and counselor to begin facilitating the drop process immediately. After the final drop date there are limited options for students to remove the course from their transcript and will often result in a failing grade. Therefore, it is critical for dual credit instructors to check attendance regularly, and address any student academic concerns expeditiously.

Class Substitutes

In the case you miss class and need to find a substitute, it is preferred to have someone who meets the appropriate credentials to teach the course, especially if they are to teach course content. If an instructor will be absent for a period of time, please contact the academic department chair and Office of Dual Enrollment at TWU to develop a plan of action.

Dual credit courses should not be included in the course rotations for student teachers.

Disability Services for Students

If a student has an identified disability which may impact participation in a dual credit course, they must contact the [The TWU Office of Disability Services for Students \(DSS\)](#) to begin the accommodation process. Any identified accommodations are eligible to the TWU portion of the course only. Accommodations made for the high school course does not automatically translate to the college course. For more information on Disability Services for dual credit students please see [here](#). Frequently asked questions are available on the [Dual Credit website for DSS](#).

Grading Policies and Procedures

Dual credit instructors are responsible for the appropriate evaluation and grading of assignments in their dual credit courses. Included in this expectation is management of grades separate from high school grades, grading of assignments on a college level, and submitting of all official grades and documents.

Final Grades

The submission of final grades is the responsibility of the instructor of record for each course. Final grading dates can be found on the [academic calendar](#) for each academic term and are official institutional deadlines, which may occur on a different timeline than the high school grading schedule. In

such instances, final grades for the TWU course must still be submitted by the final grading deadline. Should extenuating circumstances occur, a grade of incomplete may be filed and updated at a later date with approval from the department chair.

Grade Appeal

Students reserve the right to submit a grade appeal, which falls under an [academic/administrative appeal process](#). The process is time sensitive, therefore a speedy response is encouraged.

Evaluation and Assessment

Instructor Evaluation

All dual credit instructors are required to participate in an evaluation process with their academic department at least once per academic year. This process is to ensure all instructors are administering their course in accordance with the departmental and institutional policies, procedures, and expectations. Instructors who fail to complete the evaluation process may be at risk of losing their adjunct position. Instructors who receive an unsatisfactory evaluation report will be expected to implement an improvement plan with the academic department. If performance is deemed unsatisfactory for a consecutive year, the instructor's ability to continue as an adjunct will be reviewed and decided upon by the academic department chair, college dean, and dual credit office.

Core and Program Assessment

Dual credit courses are required to be included in the assessment of core curriculum courses in accordance with Texas rule. Dual credit instructors are required to submit appropriate documents and artifacts during this process and follow all guidelines for assessment as directed by their academic unit and the Office of Academic Assessment. For more information on Core Assessment see [here](#). Questions about program assessment should be directed toward the appropriate faculty liaison or academic component leader.

Course Evaluations

Dual credit courses are subject to participate in the course evaluation process. This process is critical in receiving feedback on course content and the quality of instruction. Dual credit instructors should adhere to departmental guidelines on utilizing the course evaluation system.

Instructor Requirements and Pay Scale

Dual Credit Faculty Requirements

Dual credit faculty are classified as adjunct faculty for TWU and must meet the same requirements as any other faculty member hired in a given academic department. To qualify as a dual credit adjunct faculty member, one must a) have a master's degree with at least 18 hours of graduate level courses in the content area of instruction, or b) be a TWU enrolled degree-seeking graduate student with at least 18 hours of graduate level courses in the content area of instruction.

Initial review of academic credentials takes place in the academic department followed by official confirmation through the Office of Institutional Research and Improvement. Dual credit adjunct faculty are hired through the academic department in which the course of instruction is offered. Dual credit adjunct faculty must attend the mandatory dual credit professional development training held during the summer and must also meet the training and development requirements of their academic department, working in collaboration with their district of employment and department chair to make appropriate accommodations.

Compensation Rate for Dual Credit Adjunct Faculty

Dual credit adjunct faculty are compensated on a standardized rate across departments and partner institutions. Dual credit adjunct faculty will be compensated \$2000 per three semester credit hour course that holds a **minimum enrollment of 12**. Dual credit adjunct faculty with courses enrolling **5-11 students** will be paid \$1000 per three semester credit hour course. Courses that include a one-hour lab component course will be compensated \$700 in addition. All payments are .25 of total stipend unless otherwise noted below. The Calculus course will be compensated \$640 in addition as the course is four semester credit hours.

Dual Credit Section Capacity Limit

Maximum section enrollment is outlined in the enclosed table. Additional students are allowed to enroll in the section at the discretion of the dual credit instructor and department chair. Additional sections will be scheduled if the additional enrollment reaches a minimum of 12. Students from the original section will not need to be rescheduled to create equal enrollment in the sections.

Minimum Enrollment per Course

The standard minimum enrollment for dual credit courses is 12; therefore we encourage all sections to reach this number. However, we realize not all classes will be able to reach this number every year. Dual credit courses with an enrollment between 5 and 11 will still have the opportunity to be scheduled; however, adjunct faculty compensation will be prorated as listed above. Dual credit courses with enrollment less than five will be removed from the course schedule for that term. Courses with enrollment less than 12 will be limited to schools offering only one section of the course, not to create an additional section of a course with a previous section at capacity.

Maximum number of sections per instructor

TWU is encouraging a limit of two sections per semester per instructor. We understand serving as a dual credit instructor in conjunction with regular duties as an ISD teacher may be overwhelming; therefore, this limit is placed in order to encourage healthy work-life balance and allow the responsibility to be spread across eligible faculty members.

In the case, three or more sections are required due to eligible enrollment numbers, dual credit faculty may teach the necessary numbers, provided they fully understand the responsibility attached. No more than three sections will be scheduled per dual credit instructor.

Department	Section Capacity (Min-Max)	Minimum Number to Add Additional Section	Maximum Number of Sections per Instructor
English (Composition)	12-35	12	3
English (Literature)	12-45	12	3
History and Government	12-60	12	3
Math and Computer Science	12-50	12	3
Biology	12-50	12	3
Chemistry	12-24	12	3
College of Business	12-50	12	3

Dual Credit Instructors' Checklist

- Receive approval from the district and principal to serve as a dual credit instructor.
- Contact the Dual Credit office to confirm the application process for dual credit instructors.
- Submit all required application documents (letter of intent, resume, and unofficial transcripts) for initial approval from the academic department.
- Identify students eligible to enroll in a planned dual credit course (at least 12).
- Plan to attend summer dual credit professional development and required departmental trainings.
- Complete required application materials for Human Resources and Academic Affairs.
- Set up a Pioneer Portal account.
- Check to make sure you have access to the Google TWU shared drive.
- Work with academic department lead to begin the syllabus alignment process.
- Create or update syllabus.
- Upload HB2504 syllabus and CV via Pioneer Portal by the prescribed deadline.
- Update Canvas course shell (if needed).
- Verify course schedule alignment to TWU [academic calendar](#).

- Check attendance regularly.
- Verify TWU course roster.
- Check TWU email regularly and respond within a reasonable time period of five business days.