

Dual Credit Adjunct Faculty Training



Dual Credit

A program which allows high school students to take college-level courses and earn both high school credit and college credit at the same time.

The courses may be taught:

- At the high school by approved SPC dual credit adjuncts
- At the high school by full-time SPC faculty
- On the college campus with full-time SPC faculty
- Online with full-time SPC faculty
- Interactive Video with full-time SPC faculty

When a student passes the course, they earn:

- Credit towards high school graduation
- AND credit on their SPC college transcript



Dual Credit 2025-2026 Student Highlights

Fall 2025

3,386 students

Spring 2026

4,959 students



540 dual credit seniors earned 24 or more dual credit hours!

86 students graduated with an associate degree by spring or summer.

Eligible Courses

- **Core Academic Courses**

- English & Communication (e.g., Composition I, II, Public Speaking)
- Math (College Algebra, Statistics, Contemporary Math)
- Life & Physical Science (Biology, Chemistry, Astronomy)
- Social Sciences (U.S. History, Government)
- Behavioral Sciences (Economics, Psychology, Sociology)
- Language, Philosophy, Culture (English Literature, Humanities)

- **Foreign Language** - Beginning and/or Intermediate Spanish

- A requirement necessary to obtain an **associate degree** or an **industry recognized credential** or **certificate**

- **Career and Technical Education** - Health Sciences, Welding, Automotive, IMET, Business, etc.

Eligibility & Test Score Requirements



Test Score Requirements

Enrollment through exemption - by using a qualifying ACT or SAT score (see table below) or through the completion of an affiliated college-level course, which would deem the student college ready in the respective area.

TSIA2 Exemption Scores			
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	

Test Score Requirements

If a student does not have an exemption, they must meet the institution's TSIA2 (Texas Success Initiative Readiness Standards) requirements.

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

Test Score Requirements

Or, they may be considered a non-degree seeking student who has not earned 15 or more college credit hours, which includes transfer credit.

- 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.

Student Eligibility

- **TSIA2 English Language Arts & Reading (ELAR) required -**
 - All college-level English courses (& Completion of English II)
 - BIOL 1406, 1407, 1411, 1413, 2401, 2420
 - EDUC 1301 Intro to Teaching Profession
- **TSIA2 Mathematics required -**
 - All college-level MATH courses (& Completion of Algebra I)
 - BIOL 2401 (A&P I) & BIOL 2420
 - CHEM 1411 Fully Online
- **TSIA2 Non-restricted courses -** All ACCT, AGRI, ANTH, ARTS, ASTR, BCIS, BUSI, CRIJ, GEOG, GOVT, ECON, HIST, HUMA, KINE, MUSI, PSYC, SOCI, SPCH, SPAN **and** Career & Technical Education Courses
- Students must meet with an advisor before requesting BIOL 2401 or BIOL 1406 (online) so we can discuss course rigor and determine whether these courses are required for their intended major.

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 the following:
 - a. Enrollment spreadsheet.
 - b. Unofficial high school transcript or 8th grade transcript for freshmen.
 - c. Test scores (if applicable).
4. Student submits official college transcripts (if applicable).

Submitting Required Documents

- All documents must be submitted to **dualcredit@southplainscollege.edu**.
- Email unofficial high school transcripts or submit through TREN (Texas Record Exchange) or Parchment.
 - Expect a 3 business day turnaround when submitting through TREN
- Email official test score reports. The full score report must be submitted for TSIA2, SAT, and ACT.
- If your school is a testing site, scores can be downloaded into an Excel spreadsheet and emailed to our office.

FAST

(Financial Aid Swift
Transfer) Program



FAST 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:

- enrolled in a high school and eligible for Foundation School Program funding in a Texas school district under state law;
- enrolled in a dual credit course at a participating institution of higher education that has entered into a Dual Credit Agreement with the student's school district as set out in §4.84 of this title (relating to Institutional Agreements); and
- is certified to the institution by the student's school district or other means authorized by rule as being educationally disadvantaged:
 - **during the year in which the student is enrolled in a dual credit course; or**
 - at any time during the four school years preceding the year in which the student is enrolled in a dual credit course

FAST FAQs

- There is no cap on the number of courses funded through the FAST program.
- SPC is NOT allowed to charge FAST eligible students course-related fees and additional expenses.
- School districts are NOT allowed to charge a FAST eligible student for special course fees, supplies & tools.
- SPC is allowed to charge a school district for special course fees, supplies & tools incurred by a FAST eligible student.
- 8th graders enrolling in summer courses will NOT be eligible for FAST.
- If a student is reinstated after our census date, they may not be on the TSDS submission list.

Dual Credit Business Processes



Business Office - Payment Plan Options

- \$30 non-refundable fee
- Payment plans are not available after
- **Fall 2026 Payment Plan**
 - Payment Plan Opens- June 3rd
 - 25% Down - available through August 20th
 - 50% Down - available through late registration
- **Spring 2027 Payment Plan**
 - Payment Plan Opens - November 27th
 - 25% Down - available through January 14th
 - 50% Down - available through late registration

Dual Credit Textbook & 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 dual credit instructional support rate will need to be purchased by the district or parent/student.
 - If the student qualifies for FAST, the district is responsible for any additional fees incurred by the student!

Faculty Stipends

- Stipends are based on course enrollment as of the official census date (12th class day)
- **Arts & Sciences stipends** - paid out over three months
- **CTE Stipends** - paid once as a single stipend

Arts & Sciences

Stipend Amount	Dual Credit Enrollment
\$600	3-24
\$1,200	24-48
\$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

CTE

Stipend Amount	Dual Credit Enrollment
\$150	3-24
\$250	24-48
\$350	49-72
\$450	73-96
\$550	97-120
\$650	121-144
\$750	145-168
\$850	169-192
\$950	193-216

Dual Credit Adjunct Requirements



Adjunct Eligibility

- **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.

Adjunct 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.
- Meet the standards and approval procedures used by the college.
- The college shall supervise and evaluate instructors of dual credit courses.
- The instructor of record teaches the course.
- Submit curriculum vitae once and update as needed to reflect any new degrees or industry certifications.
- **Must submit course syllabi prior to every semester.**
- Must attend annual training.

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/>
- Please submit course syllabi to the Department's Administrative Assistant and to JimAnn Batenhorst
- **Submission Deadline - Friday, August 21st!**



Course Syllabi

- Please be sure to include the following:
 - SPC course title (Not High School course title), course number, and section number.
 - Grading scheme
 - Course objectives and learning outcomes
 - Important dates
- [Syllabus Example](#)

Course Rosters

- Please verify your course rosters before the 12th class day! You must check your rosters frequently before you certify to ensure your roster is accurate!
 - Please remove students who are no longer in your course, left the district etc. prior to certifying your roster.
- Students CANNOT be enrolled after the 12th class day.
- Certification instructions will be emailed to you from both the Registrar and JimAnn Batenhorst.

Course Drops

- If a student stops attending your course during the semester, please notify your high school counselor so they can submit a dual credit drop form to our office.
- Submitting the form in a timely manner will help prevent issues when final grades are submitted at the end of the semester.
- Please refer to the dual credit calendar for each semester's last day to drop deadline.
- It is imperative to complete these drops in a timely manner, so our data is clean at South Plains College!

Dual Credit Grading Scale

- You will use a numeric grade scale instead of a “letter grade”, when entering final grades into Texan Connect.
- Please note that the number 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 be converted to a letter grade, which is reflected on their SPC transcript.

Gradebooks

- You must submit a copy of your gradebook to the Registrar's office. Email your final gradebooks to registrar@southplainscollege.edu.
 - Please download the gradebook from your SIS into an excel format.
- Be sure to include course prefix-number-section-term in the subject line (HIST 1301 - 451 - 2026FA)
- Need to submit a grade change or incomplete grade form? This must be completed within 6 months!
 - Submit form to Dean Henley at chenley@southplainscollege.edu

Course Evaluations

- Dual Credit instructors are evaluated annually (this is an accreditation requirement).
- Students will be asked to complete an online evaluation at the end of each semester - they will be notified via email and through Blackboard when course evaluations are open.
- Dual Credit Adjuncts may be subject to on-campus instructional evaluations.

Annual Expectations

- Submit course syllabi prior to each semester.
- Verify course rosters by the census date.
- Submit final course grades by the deadline set by the Registrar's office each semester.
- Submit gradebook in an excel format to the Registrar at the end of each semester.
- Participate in at least one departmental meeting.
- Provide instruction consistent with departmental objectives and expectations.
- Adhere to SPC and departmental policies regarding grading, etc.
- Check SPC email on a regular basis.

Advising & Student Support



Dual Credit Orientation

- Do you need help onboarding new dual credit students?
- Our team is available to host a dual credit orientation right on your campus. We'll walk students through the dual credit process, registration steps, available courses, tips for success in college classes, and more.

Application Drives

- Need help supporting new dual credit students? Schedule an application drive on your campus!
- Our advisors will guide students through the SPC online application and be available to answer any questions along the way.



Advising Days

- Do you have multiple students who need to meet with an advisor?
- Schedule an advising day at your campus with our office.
- Our advisors will come to your campus to meet with students one-on-one.
- When requesting an advising day, please include the following:
 - Preferred date and time
 - Number of students
 - List of students and their intended majors



Please use the [High School Visit Request Form](#) when scheduling dual credit events on your campus!

Understanding How Credits Apply

- 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 institution.
 - 15 hours of core curriculum is required for students to complete an Applied Associate of Arts or Science (CTE).



Core Curriculum

Communications (6 semester credit hours)	American History (6 semester credit hours)	Mathematics (3 or 6 semester credit hours)
Government (6 semester credit hours)	Life & Physical Sciences (6 or 8 semester credit hours)	Social & Behavioral Sciences (3 semester credit hours)
Language, Philosophy, and Culture (3 semester credit hours)	Creative Arts (3 semester credit hours)	Institutional Option (6 semester credit hours)

Associate of Applied Science or Arts

- Includes coursework that makes up an OSA, Basic Certificate, and Advanced OSA, and Advanced Certificate (in addition to 15 credit hours of core).
- Requires 5 core curriculum courses:
 - Mathematics **OR** Life & Physical Science
 - ENGL 1301 Composition I
 - Speech Communication
 - Social & Behavioral Science
 - Language, Philosophy, and Culture **OR** Creative Arts

Associate Degree Seekers

- Contact a Dual Credit Advisor early!
- Students are tracked for degree completion progress.
- Graduation application is sent automatically to students once they've reached 48 or more credit hours.
- Students must stay in touch to make sure they stay on track, ensure recognition and program inclusion.
- Early associate degree graduates receive a stole in recognition of their achievement and are invited to participate in the commencement ceremony.



Advising Appointments

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



Disability Services

- Students must disclose any diagnosed disability to Disability Services to receive accommodations, regardless of course format (high school, online, or SPC campus).
- Counselors may help students complete the application and upload documentation through the AIM portal on the Disability Services website.
 - <https://www.southplainscollege.edu/health/disabilityservices.php>
- All forms must be signed and dated by the student.
- Students must meet with Disability Services to arrange reasonable accommodations.
- Course content cannot be altered.

Academic Policies & Student Outcomes



Academic Integrity

- SPC promotes honesty and high standards of integrity. Students are expected to submit only work they have completed honestly. Violations may result in significant consequences, including suspension.
- **Cheating Includes:**
 - Dishonesty on exams or assignments
 - Using unauthorized notes or materials
 - Copying from textbooks or other students during exams
 - Assisting others in cheating
 - Altering grade records or unauthorized office access
- **Plagiarism:**
 - Presenting someone else's work as your own
 - Failing to properly cite sources
 - Includes books, articles, and other students' work

Academic Probation & Suspension

- Dual Credit students will be placed on Academic Probation at the end of any term (after attempting at least six credit hours) that they do not earn at minimum of 2.00 cumulative GPA.
- Students will then have a registration hold placed on their account.
- What should Dual Credits students do that have a probation hold?
 - Contact their high school counselor.
 - Complete a Dual Credit Academic Probation Packet
 - Schedule a conference call between student, counselor, and staff member from the Dual Credit Office for advising, hold removal, and enrollment.

Academic Suspension

- If a student on probation does not earn a term GPA of 2.0 or higher during the semester, they will be placed on suspension.
- Must complete an SPC Academic Appeal Form through the Enrollment Services office.
- The appeal committee will review the case and decide whether the student's appeal is approved.
- If approved, the Dual Credit Office will inform both the student and the counselor the courses the student is allowed to take.
- If a student's appeal is denied, they will be required to sit out an entire fall or spring semester.

Financial Aid Suspension

- Dual credit students are still subject to SPC's Financial aid Satisfactory Academic Progress (SAP) requirements which are separate from and stricter than SPC Enrollment Services SAP requirements.
- Dropping or 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 GPA of 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.

2026-2027 Important Dates



Fall 2026 Important Dates

- First Class Day - August 24th
- Last day to add an online or ITV course - August 28th
- Dual Credit Payment Deadline - August 31st
 - For students who register before Aug. 31st - payment is due no later than close of business on August 31st.
 - For students who register after Aug. 31st - payment will be due the same day of registration.
- Last day to submit enrollment documents for HS only campus courses - September 4th
- Census Date (12th class day) - September 9th

Spring 2027 Important Dates

- First Class Day - January 19th
- Last day to add an online or ITV course - January 22nd
- Dual Credit Payment Deadline - January 25th
- For students who register before Jan. 25th - payment is due no later than close of business on Jan. 25th
- For students who register after Jan. 25th - payment will be due the same day of registration.
- Census Date (12th class day) - February 3rd

Faculty Padlet



Dual Credit Contact Information

- Christa Henley, Dean of Dual Credit & Early College Programs
- JimAnn Batenhorst, Dual Credit Scheduling Coordinator
- Vanessa Olivo, Dual Credit Enrollment Coordinator
- Wendy Rios, Dual Credit Advisor
- Victoria (Tori) Bueno, Dual Credit Advisor
- Samantha Lopez, Dual Credit Advisor
- Susan Dietz, Dual Credit Advisor
- Shannon Peterman, Dual Credit Advisor

Phone - 806-716-2340

Email - dualcredit@southplainscollege.edu

