

Dual Credit Administrator & Coordinator 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.

Enrollment Spreadsheet Reminders

- Spreadsheets may be submitted prior to open registration.
- To ensure your students are enrolled in the requested courses, please submit by AUGUST 1st!
- We process requests on a first-come, first-serve basis. Please allow 2-3 business days for our office to process your spreadsheet.
- If you need to update previously submitted enrollment, please:
 - Highlight new additions in yellow
 - Highlight students who need to be removed/dropped in red
 - Place ALL corrections at the end of the spreadsheet for easier tracking.

Enrollment Spreadsheet

Fall Dual Credit Enrollment List									
SPC ID Number	Last Name	First Name	DOB	TSDS ID	High School Attending	SPC Course Number	SPC Course Title	Online, ITV or HS Location	Please include test being used for eligibility. (TSIA/ACT/SAT/Exemption Waiver)
0123456	Doe	Jane	1/1/2009	9876543210	Levelland HS	ENGL-1301	Composition I	Online	Exemption Waiver



Schedule Additions and Deletions

12/03/2024								
0123458	Timberlake	Justin	3/1/2010	8957698444	Levelland HS	PSYC-2301	General Psychology	Levelland HS
0123458	Timberlake	Justin	3/1/2010	8957698444	Levelland HS	PSYC-2301	General Psychology	Online
0123462	Cruise	Tom	2/1/2006	6875483333	Levelland HS	ECON-2301	Prin of Macro	Online
12/12/2024								
0123462	Cruise	Tom	2/1/2006	6875483333	Levelland HS	MATH-1314	College Algebra	Online
0123462	Cruise	Tom	2/1/2006	6875483333	Levelland HS	PSYC-2301	General Psychology	Levelland HS
0123462	Cruise	Tom	2/1/2006	6875483333	Levelland HS	ECON-2301	Prin of Macro	Online
1/03/2025								
0123460	Twain	Shania	8/1/2008	4785781444	Levelland HS	HIST-1301	US Hist I	Online
0123463	Garfield	Andrew	5/1/2010	8577451888	Levelland HS	EDUC-1300	Learning Framework	Online
0123464	White	Betty	7/1/2007	7741712255	Levelland HS	ENGL-1302	Composition II	Online
0123464	White	Betty	7/1/2007	7741712255	Levelland HS	HECO-1322	Personal Nutrition	Online
0123464	White	Betty	7/1/2007	7741712255	Levelland HS	MUSI-1306	Music Appreciation	Online
0123468	Bullock	Sandra	7/2/2007	9863325444	Levelland HS	SPCH-1315	Public Speaking	Online
0123468	Bullock	Sandra	7/2/2007	9863325444	Levelland HS	ENGL-2332	World Lit. I	Online

The date will be when the additions/deletions were sent to the SPC Dual Credit Office.

To drop a student from a course, highlight the row red.

To add a course to a student's schedule, highlight the row yellow.



Dual Credit Drops

- After the 12th class day (census date) dual credit drop forms must be submitted to the dual credit office.
 - Dec. 3rd – last day to drop fall courses
 - May 6th – last day to drop spring courses
- If a student leaves your district or is removed from a dual credit course at the high school, please notify our office immediately and submit a [Dual Credit Drop Form](#).
- If the student is not officially dropped, they will still appear on the instructor's final grade roster. This can create issues when:
 - A grade is entered based on the student's status before leaving the district, or
 - The grade is left blank, requiring a late grade change or drop request through the Registrar's Office.
- To help ensure accurate records and clean data, please be diligent in submitting drop forms as soon as these changes occur.



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 Process



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 - Sponsorship Lists

- If your district plans on sponsoring any of your students please include the following to the sponsorship list and submit directly to the Business Office at businessoffice@southplainscollege.edu.
 - Student's name
 - SPC ID #
 - The course(s) they are enrolled in
 - The amount being covered by the district
- Need help? Let us know if you need assistance with compiling your list!
- Please submit sponsorship lists no later than **Tuesday, August 18th!**

Business Office - Tuition Waivers

- If eligible, these funds will cover the cost of dual credit tuition (not books or supplies).
- Foster Care & Adoption Waivers - students will need to submit the DFPS Tuition & Fee Waiver Verification Letter to the Dual Credit Office.
 - If a student doesn't have it, they can request it through their DFPS caseworker or the DFPS Education Specialist
- Hazlewood & Veterans' Benefits - contact the VA Financial Aid Advisor
 - MerRanda Coronado 806-716-2361,
mcoronado@southplainscollege.edu

Business Office - Payment Plan Options

- \$30 non-refundable fee
- Payment plans are not available after late registration.
- **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!
- **Requesting courses that fall outside of the standard dual credit offerings may result in additional course fees and material costs for the district if a student is FAST eligible.**

Counselor Stipends

- Counselors receive a stipend each fall and spring semester based on their district's final enrollment numbers, after the 12th class day.
 - Fall 2026 Census Day - September 9th
 - Spring 2027 Census Day - February 3rd
- Are you a new dual credit coordinator?
Please complete a W-9 form.
- Checks are mailed to the current address on file.
- Please complete an ACH form, if you prefer direct deposit.
- Schools with multiple coordinators will have the stipend amount divided equally.

Enrollment	Stipend
1-10	\$100
11-25	\$150
26-50	\$200
51-75	\$300
76-100	\$400
101-125	\$500
126-150	\$600
151-175	\$700
176-200	\$800
201-225	\$900
226-250	\$1,000

Special Course Offerings



Hybrid Chemistry

- **Courses Offered:**
 - CHEM 1406 (Fall), CHEM 1411 (Spring)
 - CHEM 1411 (Fall), CHEM 1412 (Spring)
- **Program Structure**
 - Online lectures led by an SPC professor
 - In-person lab facilitated at your high school by your teacher.
 - Lectures are recorded, and students will access content through Blackboard.
- **What you need to know:**
 - \$200 per course. Students are not required to purchase textbooks, access codes or supplies.
 - Your ISD will need to provide the necessary equipment, chemicals, etc.
 - New Participants - Must send a high school teacher to our summer professional development on **August 6th at 9:00 am**, located at the Levelland Wilburn and Helen Wheeler Science Building.

Texan Two-Step College Algebra

- The course is facilitated by your high school math teacher for the fall and spring semester.
- Students will have the full academic year to work on the course in Blackboard.
 - Students must apply for admissions before the fall semester begins.
 - Students are manually added to the Blackboard course in fall and are not officially enrolled in MATH 1314 until the spring semester.
- Grading will be handled by an SPC professor.
- Your high school facilitator will have access to all course content in Blackboard.

Texan Two-Step College Algebra

Enrollment Requirements:

1. Successfully complete Algebra I or II with a “B” average or higher.
2. Maintain an overall high school GPA of 80 or above.
3. Obtain approval from the high school counselor.
4. After completing the fall semester, students must meet **one** of the following criteria to be eligible for enrollment in the spring college-level MATH 1314 course:
 - Achieve a 75 or above average in the fall course.
 - Are considered non-degree seeking – have earned less than 15 credit hours
 - Meet the state MATH TSIA2 requirements
 - Score 950 or higher, or 910 + 6 diagnostic
 - Qualify for exemption through ACT or SAT:
 - ACT: Math 22
 - SAT: Math 530

Texan Two-Step College Algebra

- Professional Development Requirement:
 - Your facilitator will receive “hands-on” professional development and course material from SPC and must attend the training:
 - Date: **Wednesday, August 5th 2026**
 - Time: 10:00 am
 - Location: SPC Lubbock Downtown Center

Dual Credit Adjuncts



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.

Adjunct Onboarding Process

- Interested in having one of your teachers credentialed to teach dual credit?
- Email Christa Henley, Dean of Dual Credit, and include:
 - Teacher's name and contact information
 - Unofficial college transcripts
 - Resume
- Dean Henley will submit the request for departmental approval. If approved, both you and the teacher will be notified and the new employee application process will begin.
- Please send prospective teacher information as early as possible.

Course Reservation Process

- JimAnn Batenhorst will contact you before each semester to confirm your in-person course schedule and high school reservations.
- Please notify JimAnn of any needed updates, such as teacher changes, course limits, section numbers, or course adjustments.



LOCKNEY HIGH SCHOOL

Fall 2026 Course Offerings

Course Name	Course ID	Section	Instructor	Delivery Method	Time	Estimated Student Enrollment
Academic Strategies	EDUC 1300	451-3	Barker	Online		Freshmen & other grades
Introductory Chemistry I	CHEM 1406	451	Heh	Hybrid	Lauren Salazar Hill	
Intro to GMAW	WLDG 1430	362	Brent Knox	HS Campus		
Intro to SMAW	WLDG 1428	362	Brent Knox	HS Campus		

For more information, please contact:

JimAnn Batenhorst, Dual Credit Scheduling Coordinator (806) 716-2503

jbatenhorst@southplainscollege.edu

Christa Henley, Dean of Dual Credit & Early College Programs (806) 716-2340

chenley@southplainscollege.edu



Adjunct Summer Workshops & Training

- Dual Credit Faculty Adjunct Training @ SPC Lubbock Downtown Center
 - Tuesday, May 26th 9:30 am to 12:00 pm
 - Tuesday, June 9th 9:30 am to 12:00 pm
 - Wednesday, August 12th 9:30 am to 12:00 pm
- Arts & Sciences faculty will meet with their department chair on the same day.
- Career & Technical Education faculty must also attend content-specific CTE Dual Credit professional development hosted at South Plains College. To sign up, they'll need to RSVP in advance.

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!

The Importance of Academic Advising

- Guiding student success early
 - helps students navigate both high school and college expectations
 - ensures they stay on track for graduation and college readiness
- Smart course selection
 - aligns courses with career goals and degree plans
 - prevents taking unnecessary or non-transferable credits
- Saves time & money
 - maximizes the value of dual credit opportunities
 - reduces risk of retaking courses in college

The Importance of Academic Advising

- Builds confidence & independence
 - encourages ownership of academic planning
 - prepares students for full-time college expectations
- Early intervention & support
 - identifies academic challenges early
 - connect students with tutoring, resources, and support services
- Smoother transition from high school to college
 - creates a smoother shift from high school to higher education
 - helps students understand college systems, policies, and expectations

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 Arts - Sample Plan

Interest: Psychology											
NAME	Sigmund Freud (0234567)	DATE	1.30.25								
REQ	COURSE	GRADE	TR CR	HRS	REQ	COURSE	GRADE	TR CR	HRS		
6	010 Communications CR				3	080 Soc/Behavioral Science CR*					
	ENGL 1301 Composition I	Fall '26		3		PSYC 2301 General Psychology	Spring '26			3	
	ENGL 1302 Composition II	Spring '27		3	6	090 Institutional Option CR*					
						SPCH 1315 Public Speaking	Fall '25			3	
3	020 Mathemaics CR*					EDUC 1300 Learning Framework	Fall '24			3	
	MATH 1314 College Algebra	Fall '26		3	Degree Requirements						
6	030 Life and Physical Sciences CR*				2	KINE Activity- 2 1SCH Courses*					
	BIOL 1408 Biology for Non-Science Majors I	Fall '27		4		KINE 1304 Fitness & Wellness	Spring '25			3	
	BIOL 1409 Biology for Non-Science Majors II	Spring '28		4							
3	040 Language, Philosophy, and Culture CR*				16	Electives:					
	ENGL 2332 World Literature I	Fall '27		3		ECON 2301 Macroeconomics	Spring '28			3	
3	050 Creative Arts CR*					PSYC 2314 Lifespan Growth & De	Fall '26			3	
	MUSI 1306 Music Appreciation	Fall '24		3		ENGL 2333 World Literature II	Spring '28			3	
6	060 American History CR*					PSYC 2308 Child Psychology	Spring '27			3	
	HIST 1301 United States History I	Fall '26		3		BUSI 1307 Personal Finance	Fall '27			3	
	HIST 1302 United States History II	Spring '27		3							
6	070 Government CR*										
	GOVT 2301/GOVT 2305 Federal Government	Fall '27		3							
	GOVT 2302/GOVT 2306 Texas Government	Summer '27		3							
										0	62

Associate of Science - Sample Plan

Interest: <u>Dermatology</u>											
NAME	Sandra Lee (0123456)			DATE	1.30.25			REQ			
REQ	COURSE	GRADE	TR CR	HRS	REQ	COURSE	GRADE	TR CR	HRS		
6	010 Communications CR*				3	080 Soc/Behavioral Science CR*					
	ENGL 1301 Composition I	Fall '26		3		ECON 2301 Principles of Macroec	Spring '28		3		
	ENGL 1302 Composition II	Spring '27		3	6	090 Institutional Option CR*					
						SPCH 1315 Public Speaking	Fall '25		3		
6	020 Mathemaics- 3 CR/3 DR*					EDUC 1300 Learning Framework	Fall '24		3		
	MATH 1314 College Algebra	Fall '27		3	Degree Requirements-DR						
	MATH 1342 Elementary Statistical Methods	Spring '28		3	2	KINE Activity- 2 1SCH Courses*					
8	030 Lab Sciences 6 CR/2 DR*					KINE 1304 Fitness & Wellness	Spring '25		3		
	BIOL 1406 Biology for Science Majors I	Fall '26		4							
	BIOL 1407 Biology for Science Majors II	Spring '27		4	11	Electives:					
3	040 Language, Philosophy, and Culture CR*					ENGL 2333 World Literature II	Spring '28		3		
	ENGL 2332 World Literature I	Fall '27		3		CHEM 1406 Intro to Chemistry	Fall '27		4		
3	050 Creative Arts CR*					CHEM 1411 General Chemistry I	Spring '28		4		
	ARTS 1301 Art Appreciation	Fall '24		3							
6	060 American History CR*										
	HIST 1301 United States History I	Fall '26		3							
	HIST 1302 United States History II	Spring '27		3							
6	070 Government CR*										
	GOVT 2301/GOVT 2305 Federal Government	Fall '27		3							
	GOVT 2302/GOVT 2306 Texas Government	Summer '27		3					0	61	

SPC to University Transfer Guides

- SPC has created pathways aligning our Associate of Arts and Associate of Science degrees to lower-level degree requirements for our partner transfer universities.
- Designed for students to meet degree requirements for their intended major at the university level.
- Includes transfer guides for the following partner institutions:
 - Texas Tech University
 - West Texas A&M University
 - Wayland Baptist University
 - Lubbock Christian University
 - Eastern New Mexico University
 - Sam Houston State University
 - Texas Women's University

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, Early Alerts & 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

Artificial Intelligence (AI) Policy

- **Purpose of AI**
 - AI tools support learning, idea generation, and content revision
 - Designed to enhance—not replace—critical thinking and academic work
- **Academic Integrity**
 - Submitting AI-generated work as your own is a violation of SPC policy
 - All work must reflect your own ideas and properly cite sources
- **Appropriate Use**
 - AI may be used for brainstorming or research support
 - Final writing and analysis must be your own
 - Avoid overreliance—engage actively in your learning

Artificial Intelligence (AI) Policy

- **Critical Thinking & Originality**
 - Evaluate AI responses carefully for accuracy and relevance
 - Independent thinking and creativity are essential to academic success
- **Ethical Use & Bias Awareness**
 - AI may contain bias or inaccurate information
 - Verify information with reliable, credible sources
- **Responsible Engagement**
 - Use AI respectfully and appropriately
 - Maintain professionalism in all interactions
- **SPC Policy Compliance**
 - AI use varies by course and instructor
 - Misuse may result in academic penalties
 - Follow all course-specific guidelines

Early Alert Interventions

- SPC faculty voluntarily report students who have missed deadlines, are behind on assignments, have not completed exams, or are experiencing other academic issues.
- Dual Credit Advisors will reach out to students when alerts are reported to the dual credit office. They will also notify the student's high school counselor and/or coordinator of the situation.

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.

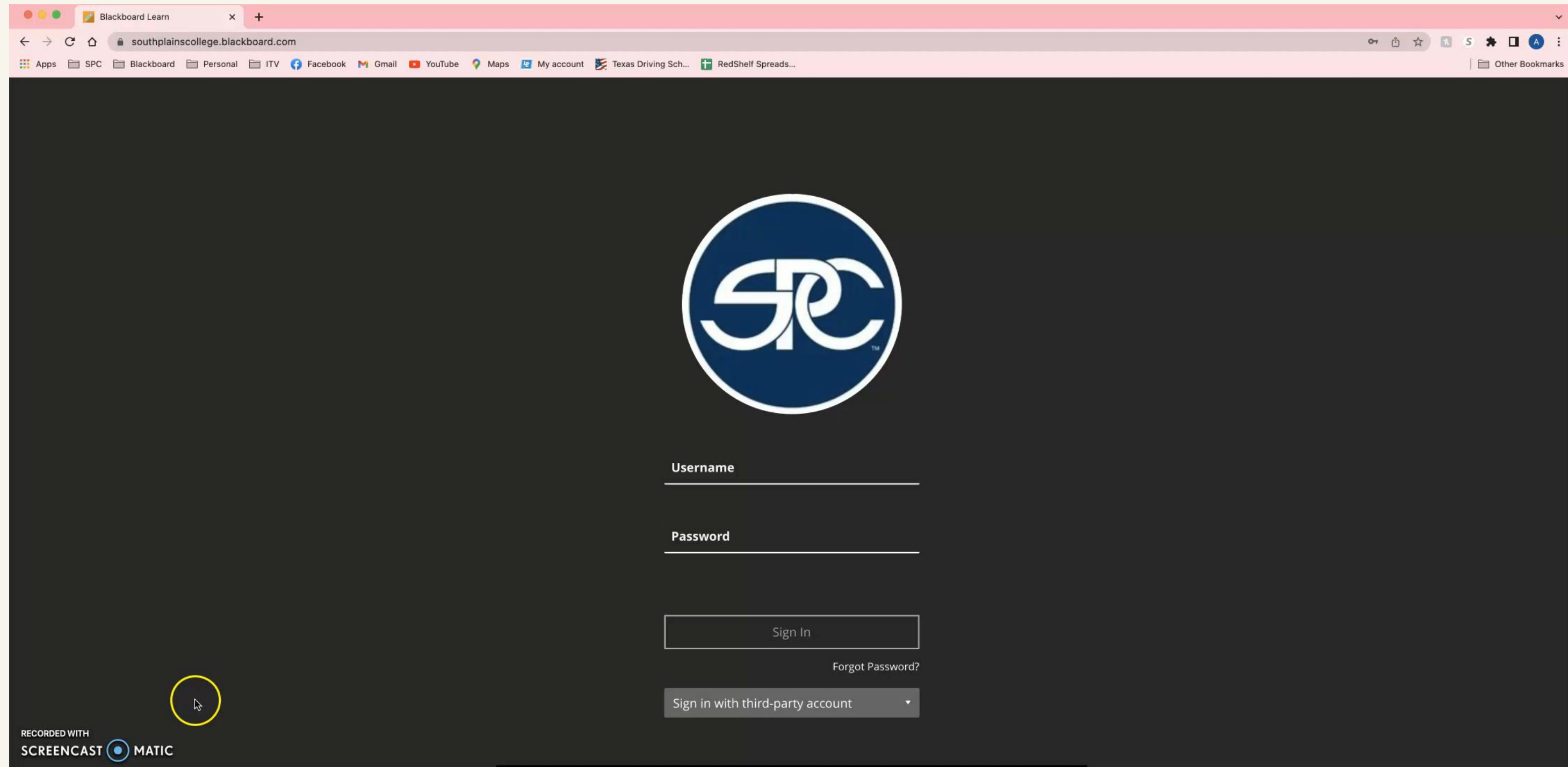
Counselor Resources



Blackboard Observer

- Available after the census date (12th class day) to view your dual credit students' course averages, assignment grades, and overall participation.
- Your high school login credentials will be provided to you by the Dual Credit Office.
- You will receive a "back-door" link to access Blackboard Observer after the census date for each term.
- Please check regularly to ensure student interventions are completed as soon as possible.
- If you give your facilitators access, we encourage them to report to you on a weekly basis.

Blackboard Observer



The screenshot shows a web browser window with the address bar displaying "southplainscollege.blackboard.com". The page features the South Plains College (SPC) logo, a circular emblem with the letters "SPC" in white on a blue background. Below the logo are two input fields labeled "Username" and "Password". A "Sign In" button is positioned below the password field, with a "Forgot Password?" link to its right. At the bottom of the login area, there is a "Sign in with third-party account" dropdown menu. In the bottom-left corner of the page, there is a watermark that reads "RECORDED WITH SCREENCAST MATIC".



Counselor Padlet



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

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
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