



Dual Credit Handbook

2024-2025

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Dual Credit at UTPB

Mission

As a regional, comprehensive institution, The University of Texas Permian Basin (UTPB) serves a diverse community of students from the region, the state, and beyond. Through excellence in student-centered teaching, learning, research, and public service, the University cultivates engaged citizens and impacts lives while advancing the technological and public interests of West Texas.

SACSCOC Accreditation Statement

The University of Texas Permian Basin is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master's degrees. Contact the Southern Association of Colleges and Schools Commission on College at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of The University of Texas Permian Basin.

Introduction

The University of Texas Permian Basin's online Dual Credit Program enable rural and urban area students across the state of Texas the opportunity to earn university and high school credit simultaneously. When students enroll themselves into courses, they are taught by highly qualified university professors. Participating students can earn 30 or more college credits, save money on college tuition, and finish college faster.

Students enrolled in the Early College High School Program may earn up to 60 college credits, transferrable to any college or university in Texas. UTPB also partners with Texas State Technical College (TSTC) and Odessa College (OC), which provide additional educational options to students by preparing them for technical/vocational workforce careers upon high school graduation.

Dual Credit/ECHS students are UTPB students and have most of the rights and privileges of a traditional university student. Those who continue their education at UTPB after they graduate from high school may also qualify for financial assistance.

The University of Texas Permian Basin (UTPB) offers dual credit courses to high school students in accordance to state level legislative requirements, Texas Higher Education Coordinating Board (THECB), Texas Administrative Code (TAC), Texas Education Code (TEC), and Southern Association of Colleges and Schools Commission on College (SACSCOC) policies. Rules and regulations related to each entity can be found at the links below.

- [Texas Education Code \(TEC\) 61.059](#)
- [Texas Education Code 130.008](#)
- [Texas Education Code 28.009](#)
- [Texas Administrative Code \(TAC\)](#)
- [Texas Higher Education Coordinating Board \(THECB\) Interim Report](#)
- [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#)

TEC 28.009 or House Bill 1638

House Bill 1638 (85th Legislature, Regular Session), as codified in Texas Education Code, Section 28.009 (b-1) and (b-2), requires the Texas Higher Education Coordinating Board (THECB) and the Texas Education Agency (TEA) to collaboratively develop statewide goals for dual credit programs in Texas. These goals provide guidance to institutions of higher education (IHEs) and independent school districts (ISDs) on components that must be in place to ensure quality dual credit programs are provided to Texas high school students. These statewide goals address enrollment in and acceleration through postsecondary education, performance in college-level coursework, and strong academic advising.

All dual credit programs are required to establish a memorandum of understanding (MOU) between the IHE and ISD that details the terms of the partnership. HB 1638 requires that on or after September 1, 2018, any new, revised, or renewed dual credit MOU or articulation agreement must include the following:

Goal 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.

Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.

Goal 3: All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.

Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.

Admissions

Admissions Requirements

To enroll in dual credit courses, the students must be in compliance with the Texas Success Initiative (TSI-A): <https://www.utpb.edu/academics/dual-credit/Admittance-Requirements>. This website also contains exemptions.

Admissions Process

1. Students should consult with high school counselors to determine if they are eligible to enroll in dual credit courses and explore academic pathways that ensure the proper courses in the Core Curriculum are selected.
2. UTPB strongly encourages students to enroll in Core Curriculum courses (see *Figure 1*).
3. For new students to the dual credit program, the high school counselor must demonstrate evidence of TSI compliance (or score exemptions), as well as delivering a high school transcript (10th-12th grade). Students interested in dual credit at UTPB should see their school counselor for more details.
4. Once students are notified that they have been admitted, they must log in to <http://falconid.utpb.edu> to claim their Falcon ID. Students will then be eligible to enroll in courses.

Registration

After consulting with the school counselor, students may register for courses by visiting my.utpb.edu. Registration for classes is available online for all dual credit students each semester. Upon acceptance to UT Permian Basin, students will be emailed an admittance packet with UTPB ID and instructions on how to claim ID to create a username and password. Verification of course registration can be found in Canvas and should be viewed prior to payment.

Tuition

School districts will pay \$100 per semester credit hour. Each school district is liable for making complete payment for all students before the 12th class day. Each district and or dual credit student will adhere to enrollment cancellation processes that are set in place by the University.

Payment can be made through my.utpb.edu student portal. Payment can also be made through credit, cash, or check in the accounting office. If payment is mailed, only money order or cashier's checks are an acceptable form of payment. Personal checks are not accepted. If tuition is not received, an account hold will be placed on the student's account and student's will not be allowed to register until payment is made in full.

Calendar & Schedule of Courses

[Academic Calendar](#)
[Course Schedule](#)

Texas Virtual School Network (TXVSN)

When school districts enroll into courses via TXVSN the school district will follow UTPB enrollment procedures, including:

- Applying to and enrolling students into UTPB
- Adhering to UTPB's enrollment and drop schedule, and
- Entering into a written agreement approved by the governing boards or designated authorities of districts and UTPB.

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. Students should meet with their high school counselor to determine appropriate course and course load for each semester. They also need to determine prerequisites for courses, to ensure they are eligible to enroll into the course. Students may contact the UT Permian Basin Dual Credit Program Coordinator to receive academic advising on appropriate courses relating to the Texas Core Curriculum and future career goals.

Dual Credit Advising

The Dual Credit/ECHS Program offer students the opportunity to earn up to 42 hours of core curriculum. It is highly recommended that students determine a major in order to ensure students take courses that are specific to their major. School districts should contact the Dual Credit Office to acquire a degree plan to help students track academic progress.

Core Curriculum

While UTPB offers a variety of dual credit and early college access courses, most courses are part of the Texas Core Curriculum. Core courses are transferable to any public university or college in Texas. For more information on the Texas Core Curriculum, please refer to the following link: <https://www.utpb.edu/academics/core-curriculum-for-new-students>.

The Core is divided into nine component areas (not all courses are offered every semester).
*Courses that are offered through Texas Virtual School Network (TxVSN)

COURSE	COURSE TITLE	TSI REQUIREMENT
*ART 1301	Art Appreciation	Reading & Writing
COMM 1315	Intro to Public Speaking	Reading & Writing
*ENGL 1301	Composition I	Reading & Writing
*ENGL 1302	Composition II	Reading & Writing
*ENGL 2322	British Literature to 1800	Reading & Writing
ENGL 2323	British Literature since 1800	Reading & Writing
*ENGL 2327	American Literature to 1865	Reading & Writing
ENGL 2328	American Literature since 1865	Reading & Writing
*HIST 1301	U.S. to 1877	Reading & Writing
*HIST 1302	U.S. since 1877	Reading & Writing
MATH 1314	College Algebra	Math
MATH 1324	Applications of Discrete Mathematics	Math
MATH 1332	Contemporary Mathematics 1	Math
MATH 2412	Pre-Calculus (4 credit hours)	Math
MATH 2413	Calculus (4 credit hours)	Math
*MUSC 1301	Jazz, Pop, & Rock	Reading & Writing
PLSC 2305	American National Politics	Reading & Writing
*PSYC 1301	Intro to Psychology	Reading & Writing
*SOCI 1301	Intro to Sociology	Reading & Writing
SPAN 1411	Beginning Spanish, I (4 credit hours)	Reading & Writing
SPAN 1412	Beginning Spanish II (4 credit hours)	Reading & Writing

Figure 1 Core Curriculum

Students with Disabilities

To request accommodations, please contact Paul Leverington. Mr. Leverington serves as the ADA Officer for Students at UTPB. He can be reached via email at leverington_p@utpb.edu, via phone on (432) 552-4696, and in person in room 4243 of the Mesa Building. More information may be found at <https://www.utpb.edu/academics/undergraduate-success/TSAAD/ssd/index>.

All disability documentation must be on letterhead signed by the appropriate licensed educational, mental health, or medical professional who is certified or licensed practitioner in the area for which the diagnosis is made. NOTE: Documentation presented on a prescription pad slip by itself, is unlikely to be sufficient.

In addition, all documents should provide the following information:

- Date of the evaluation.
- Method of evaluation/examination.
- Specific diagnosis.
- Medication—expected effects on functioning, and any side effects.
- Listing and discussion of specific limitations with respect to the disability's impact in academic and academic related environments as it relates to the accommodations requested.

Finally, please note that documentation should not be more than five (5) years old. Students who provide all documentation and are eligible for services will be formally approved during an intake interview with the disability services office. Accommodations will be determined on a case-by-case basis, based on the documentation, the student's history and specific functional limitations. Students requesting accommodations in the classroom will be provided with a letter prepared by the Office of ADA for Students verifying the need for accommodations to each of their instructors.

Canvas

The REACH (Regional Electronic Academic Communication Highway) Program Center is where all online courses at UTPB begin. REACH supports the creation of online classes and their delivery at UT Permian Basin through the learning management system, Canvas. Visit [REACH Program Center](#) for more information about Getting Started Online, Canvas FAQs, tutorials, and more. Canvas is the portal which students use to access online courses, communicate with professors, and submit assignments. Each course will be listed on the Canvas dashboard at the beginning of the semester. Students use the same Falcon ID to log in to Canvas as they did to access my.utpb.edu. If students are unable to log in or do not see their course listed in Canvas, students should [contact the UTPB Dual Credit Office](#).

Log in to Canvas courses here: <https://utpb.instructure.com>.

Students who are new to online learning environments or Canvas must first complete the UTPB Canvas tutorial and Online Learning Module by the end of the first week of classes: <https://www.utpb.edu/online/reach/canvas-student-training>. Students should make sure to save a screen shot of their certificates of completion for this module.

At any point in the semester if students have technical problems, go here: <https://www.utpb.edu/online/reach/Canvas-faqs>.

In addition to Canvas, UT Permian Basin email should be checked daily.

Best Practices for Dual Credit Students

- **Read the syllabus.** It outlines course objectives, expectations, requirements, and provides a course calendar. Read it twice. It may be best to print a copy.
- **Study.** Dedicate time for study. Dual credit students should plan to study at least *nine* hours per week for every class they take 2-3 hours per scheduled credit hour. This is in addition to the time spent reading announcements, participating in discussions, and submitting assignments. Expect to work just as hard in an online course as you would in a face-to-face course.
- **Communicate.** Communicate frequently and openly with your instructor. Instructors expect that you handle yourself both professionally and courteously. If you have a concern about course instructions, assignments, or grades, contact your UTPB instructor first, preferably through Canvas. Instructors typically provide an email and phone number in the syllabus. Occasionally an instructor will use an online chat room to visit with students in real-time. When emailing your instructor, be sure to identify yourself with your full name, course number and section number. For communication that requires more than a paragraph response, students should telephone or schedule a virtual conference with their professor.
- **Attendance.** Log in daily. Create a habit of reading the announcements, calendars and checking both their UTPB email and Canvas messages every day. Not checking announcements or email regularly is akin to sleeping in class. Course announcements are also a place for faculty to alert students to upcoming university events or opportunities.
- **Medical issues.** Students who suffer from extenuating medical circumstances should contact their professor immediately to discuss possible accommodations. Do not hesitate to contact your professor before missing deadlines. Professors may require documentation for accommodations due to medical issues.
- **Plan ahead.** Have a backup plan in case your computer fails. Save work in multiple places such as hard drives, flash drives, and clouds. No exceptions. All UTPB students have access to OneDrive cloud storage through Office 365.
- **Time management.** Create a detailed, color-coded calendar for all high school and college deadlines and events. Create study periods as well, in addition to time spent working in your online course.

- **Submitting assignments.** Some tasks have special submission guidelines. Be sure to review the syllabus's submission requirements.
- **Deadlines.** Students are expected to perform at the college level and to honor all deadlines established by the instructor. Excuses for turning in work late are generally not allowed; however, students should read the syllabus and contact the professor if they have concerns or questions about meeting a deadline.
- **Netiquette.** Students' discussion posts, emails, and assignments should be written in a professional and courteous way, using standardized grammar and punctuation.
- **Grades.** The grading scheme for college courses is very different from high school. Early success may not be an indicator of the outcome. Nevertheless, students should pay close attention to their grades, and contact the professor if they have questions. In a dual credit course, it is possible to pass a college course with a D, but still fail the high school course, because a D is usually not a passing high school grade. High school policies apply regarding the awarding of high school credit. University policies apply regarding awarding college credit. Be sure you are aware of both policies. Students who wish to appeal grades should first contact the professor. Please visit <https://www.utpb.edu/campus-life/dean-of-students/grievances/index> for more information about grade appeals.

Policies

Student Authentication Process

UTPB registers students for online courses using a student information system and manages access through a centralized authentication system. The learning management system in which all online courses are hosted authenticates student user accounts and passwords to the UTPB centralized authentication system. To obtain access to online courses in the learning management system, students must establish their identity through a secure login and password. At least one additional student identification technique will be required within each course. This technique is determined and approved by the Provost/Academic VP.

The District principal shall notify UTPB in the event a high school does not use photo IDs. UTPB will determine an alternative means of authentication. One additional method of student authentication using an approved photo ID must be clearly stated on the course syllabus minus webcams and may include the following:

- Proctored exams using an approved photo ID.
- Presentation of approved photo ID through a web cam and optional levels of proctoring during assessment.
- Field or clinical experiences using an approved photo ID.
- Synchronous or asynchronous video activities using an approved photo ID.
- Other technologies or procedures specified by faculty in their course syllabus.
- Public school designee/facilitators can proctor an exam identifying themselves to the instructor for testing environment criteria.
- UTPB emails are a secondary form of authentication.

Dual credit students may use District identifications. Approved photo identifications are: passports, government issued identification, driver's licenses, military ID from DoD.

- **Academic integrity.** At UTPB, we hold students to a high standard of academic integrity. If scholastic dishonesty is discovered by an instructor, disciplinary action may be taken, ranging from failure on the assignment up to and including suspension from the University. UTPB offers several different programs and tools to help students avoid plagiarism and collusion. For more about academic integrity at UTPB, please see <https://www.utpb.edu/academics/dual-credit/scholastic-dishonesty/dual-credit-academic-integrity>.
- **Subject matter.** Higher education occasionally deals with controversial or graphic subject matter that high school courses would ordinarily avoid. Remember to be respectful of persons holding views that oppose your own. Please contact the professor if you have questions about course content.
- **Dropping a course.** After the 12th class day, students who need to drop a course for any reason should contact their professor first, and then the Dual Credit Office if the drop is approved. The Dual Credit office needs an email with professor's permission to drop course.

Family Educational Rights and Privacy Act (FERPA)

Due to requirements of the Family Educational Rights and Privacy Act (FERPA), university personnel will not discuss student performance with anyone other than the student. FERPA does not permit the release of the student performance information to a parent, counselor, or designee, unless a signed release form is on file at UTPB. By signing the Admission application, the student gives permission to release educational records to parent/guardian, counselor, and designee. Should the student need to release information to other parties, the FERPA Consent to Release Student Information form must be on file at UTPB. For more information, click here: http://www.utpb.edu/docs/default-source/utpb-docs/ferpa_consent.pdf?sfvrsn=2.

Campus SaVE Act

The Campus SaVE Act requires all incoming students, regardless of their student status to complete training on matters of sexual violence. The University encourages the reporting of sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

Harassment and stalking can and do take place through online courses as well as result from face-to-face interaction. Any person who is the object of these actions or who has witnessed any of these incidents should report the activity to the Associate Dean of Students at (432) 552-4654, deanofstudents@utpb.edu or through the Complaint Resolution Portal at <http://www.utpb.edu/campus-life/dean-of-students/university-policies>. Support services are provided for all the parties involved to give them the support needed to deal with their situation.

The standard of evidence used in these cases is the “preponderance of evidence” or “more likely than not” that an alleged event did occur. If a student is found responsible for sexual harassment, sexual assault, domestic violence, dating violence, or stalking, sanctions may include being moved to a different course, suspension from the course, or suspension from the University.

Bacterial Meningitis Vaccination

All face-to-face students (including dual credit and ECHS students) and those who are returning after a one semester of absence and under the age of 22 will be required to show evidence that they have received the bacterial meningitis vaccination or are eligible for an exemption prior to enrolling, if they are taking face-to-face classes. The vaccination dose or booster must be during the five-year period preceding. A copy of the student's vaccination record must be provided to the Registrar's Office or Admissions Office if the student is enrolling in face-to-face class or classes. **Dual Credit students enrolled in online courses are not required to submit Meningitis vaccination verification unless they plan to physically take courses through dual credit on-campus.**

Six Drop Rule

The six drop rule states that students enrolled in a Texas public institution of higher education as first-time freshmen are not permitted to drop or withdraw more than six courses during their entire undergraduate career, (Texas Administrative Code 4.10). This limit includes all transfer work taken at a Texas institution of higher education. Any courses dropped prior to the 12th day of class will not be considered attempted hours.

Repeat Policy

All courses taken at UT Permian Basin whether passed or failed, remain a permanent part of the student's record. If a course is repeated, the last grade earned not necessarily the highest grade, will be used to compute the cumulative grade point average (GPA) for all purposes. Repeated courses will be counted only once for credit.

Academic Probation

Dual Credit students will also follow the Academic Probation and Dismissal Policy set forth in the Undergraduate Catalog. Dual Credit representatives will place a "hold" immediately on the student's account if a student fails or earns a D in the dual credit course. Students identified as failing or earning a D in a dual credit course will be required to re-enroll in the same course before taking other dual credit courses. Students will be required to pass the course with a 70 or better to continue in the dual credit program. A committee of school district, parent/student and UTPB Dual Credit representatives will review all students who fail a course and propose appropriate action.

Ultimately, all students on academic probation are overseen by the Dean of Undergraduate Success regardless of the office administering the terms of probation.

Dual Credit students on academic probation will be held to the following processes including but not limited to:

Will be required to meet with a UTPB Program Coordinator before being able to register for the next semester course(s).

1. Meetings held must have a parent and/or high school designee present. Meetings may be held in person, on the UTPB campus and/or high school campus, by phone, by Skype or alternative pre-approved social media or email.

2. Campus-level leadership will notify the Dual Credit Program Coordinator of student progress at least once a month for the current semester. Leaders may notify the Dual Credit Program Coordinator in person, on the UTPB campus and/or high school campus, by phone, by Skype or alternative pre-approved social media or email.
3. Student(s) will be required to show proof of using at least two student support services commonly provided that UTPB offers during the current semester. Alternative high school campus supports can be used, upon prior approval.
4. If the Dual Credit student does not meet the above requirements, then there will be a review of the student's academic record in dual credit to recommend the course of action.

Academic Suspension Policy

If after two successive terms of academic probation the student's GPA both current term and cumulative are below 2.0, the student will be automatically suspended for one semester (fall or spring). If this is the second suspension, the suspension is for two full semesters. This status requires that the student achieve a current term GPA of 2.0 or higher each term until the student's cumulative GPA is 2.0 or higher. Failure to achieve a term GPA of 2.0 or higher while in a single semester probationary status, will result in academic suspension for two full semesters. There are no appeals or exceptions for students who are suspended from the University, per the Undergraduate Catalog.

Student Grievance/Grade Appeal Procedures

UTPB's policies and procedures for handling student academic including grade appeals and non-academic complaints are applicable to all students including those enrolled in dual credit courses. Students with complaints about distance education delivered by UT Permian Basin are encouraged to resolve issues or complaints by following the student grievance process described at <http://www.utpb.edu/campus-life/dean-of-students/grievances>. Students may also submit a written formal complaint using the University Complaint Portal at <http://www.edu/services/business-affairs/complaint-resolution>.

Student Support Services

- **Welcome Center.** If students or school districts wish to visit the UTPB campus, they may visit <https://www.utpb.edu/audience/visitors/index>. Students who are interested in attending UTPB after high school may visit the UTPB Welcome Center to schedule a campus tour, meet with financial aid and admissions, and visit facilities.
- **Early Alert.** Students may receive an email from the University if they are identified as at-risk of not succeeding in a course. Students who receive this notification should contact their professor and the Dual Credit Office at UTPB, so that an action plan may be developed to get students back on track.
- **Success Center.** Dual Credit and ECHS students are strongly encouraged to meet with tutors employed by the UTPB Success Center. Dual Credit and ECHS students may visit the on-campus Success Center, as well as meet with tutors virtually via <https://utpb.upswing.io>. They may also submit writing pieces to the OWL (Online Writing

Lab): <https://www.utpb.edu/academics/undergraduate-success/success-center/tutoring/writing/online-writing-lab>. For more information about the Student Success Center, such as hours of operation, visit here: <https://www.utpb.edu/academics/undergraduate-success/success-center/index>. Additionally, students may receive tutorial assistance via Smarthinking: <https://www.utpb.edu/online/reach/smarthinking-online-tutoring>.

- **Mentors.** Student mentors may be available for Dual Credit and ECHS students, to help them develop the organizational and time management skills needed to make the transition from high school to the University. For more information, please email dualcredit@utpb.edu.
- **Student Life.** Many exciting campus-based activities, including sporting events, musical and theatrical productions, and museum tours are available to dual credit and ECHS students. For more information, please [contact the UTPB Office of Student Life](#).
- **Technical Support.** Students who wish to learn more about online learning at UTPB or are having problems with Canvas can visit the REACH Department website at <https://www.utpb.edu/online/reach/Canvas-faqs>.

Textbooks

Students are responsible for obtaining their own textbooks. All required textbooks are available from the UTPB bookstore. Students are encouraged to purchase books through the UTPB bookstore, but still have the option of purchasing through other sources. Please view required textbooks at:

Find your textbooks at the UTPB bookstore by clicking here, <http://www.bkstr.com/texas-permianbasinstore/home>. Find your textbook ISBNs here <http://general.utpb.edu/isbn/>.

UTPB bookstore (432) 552-0220 www.utpbshop.com.

For a complete list of required materials and books, please see the course syllabus on Canvas or at the following link: <https://www.utpb.edu/campus-life/course-syllabi-faculty-vitae-instructor-evaluations-and-textbooks/index>.

Find your syllabus by clicking here: <http://general.utpb.edu/irpe/syllabi/>.

Students must have the required books prior to the start of the course to ensure success. Students who experience difficulty with obtaining textbooks and other course materials should **contact the instructor immediately** so that alternatives can be explored.

Counselor Information

Grading Policy

School districts will receive grades on or around each six-week grading period. These grading reports only show students' current standing in the course, and are not a grade for one specific six-week period. School districts will receive final grades within a week of UTPB graduation.

Schedule Changes

Schedule changes that include additions, drops, and withdrawals will be processed based on established deadlines and current policies and procedures. The Academic Calendar can be found here: <https://www.utpb.edu/calendar/academic-calendar.pdf>.

Award of Credit and Transcripts

- A. UTPB will award academic credit for courses that are listed in the core curriculum. These courses shall have been evaluated and in accordance with Texas Higher Education Coordinating Board and Texas Education Agency. They shall be at a more advanced and rigorous level than courses taught at the high school level.
- B. For all its programs including those delivered through distance education, UTPB will identify expected student learning outcomes, assess the extent to which a course achieves these outcomes, and provide evidence of improvement based on analysis of the results. Additional items to be evaluated shall include but are not limited to: the effectiveness and efficiency of delivery systems, academic resources, student services, and access to faculty. Finally, students will evaluate courses delivered via distance education using the course evaluation procedures in effect for campus-based courses.

Transcribing of Credit and Student Withdrawal

A college grade shall be transcribed upon completion of the semester for the courses in which the student officially enrolled and will adhere to the current grading policy.

The school district agrees to evaluate the objectives to be achieved by students completing the UTPB dual credit courses and to transcribe the credit on the student's high school transcript accordingly.

Students may request transcripts at www.getmytranscript.com. The fee is \$7.00 each.

Dropout Detective

School district designees may have access to Dropout Detectives an online system that enable school districts to track and monitor student performance. At the beginning of each semester, school district personnel may request Dropout Detective access on the UTPB Dual Credit/ ECHS webpage.

Best Communication Practices

Communication with Faculty

The facilitator needs to contact faculty if there are technical issues (firewall, the internet connectivity, etc.), or any issues directly related to student learning. In the event of academic dishonesty, faculty, facilitators, and counselors should discuss disciplinary measures.

Communication with the Dual Credit Department

Students, facilitators, counselors, and other school district personnel may contact the Dual Credit Department for all information related to Dual Credit and Early College High School. School districts may contact the Dual Credit office at, dualcredit@utpb.edu, or at (432) 552-2555.

Frequently Asked Questions

What is the difference between "Dual Credit" and "Concurrent Enrollment"?

Both programs are for high school juniors or seniors desiring to attend college while in high school. Dual credit enables a student to earn both high school and college credit for the same course at the same time and is established through a memorandum of understanding between the institution of higher education and the school district. Concurrent enrollment is when a student enrolls in a college course while in high school with the course being taken for college credit only. Currently, UT Permian Basin only offers dual credit to high school students, not concurrent enrollment.

What are the benefits of taking "Dual Credit" courses?

There are many benefits to taking dual credit courses while in high school. Dual Credit courses allow students to fulfill their high school graduation requirements while earning college credit. All courses are taught online which makes them convenient for students still in high school. Students completing dual credit courses are more successful in making the transition from high school to college upon graduation. One of the major benefits of taking dual credit courses is the amount of money a student can save by taking the courses while in high school.

How is "Dual Credit" different from high school AP courses?

Both dual credit and AP courses are taught at the college level but taking a dual credit course allows you to get college credit immediately upon successful completion of the course. In an AP course, students must pass the end-of-course AP exam. Individual colleges award AP credit based on the score on the AP Exam, and each college may set its own policy for determining how the score is used for college credit. Usually, a student who took an AP course while in high school and made the required score must "petition" the college to award the credit. Some colleges may require that the student attend the college one semester before awarding the credit. Those decisions are left to the individual colleges; and students should check with the college they are planning to attend for their policy regarding courses that will be accepted through testing and limits on the number of hours that can be earned through testing.

Unlike AP courses, the college credit for dual credit courses are awarded at the conclusion of the semester in which the passing grade was earned and transfers between public colleges and universities in Texas. Many private and out of state colleges and universities may accept the dual credit hours. Another difference is that dual credit courses are taught by College faculty or adjunct faculty who hold at least a master's degree with a minimum of 18 graduate-level hours in the subjects they teach. High school AP courses don't have to meet this requirement. Dual credit students benefit from interacting with actual qualified university faculty.

UTPB Dual Credit Enrollment Checklist

New Student Enrollment

1. Fill out online dual credit application at <https://general.utpb.edu/dualcredit/>. *Submit TSI (or exemption) scores to dualcredit@utpb.edu *Submit high school transcript to dualcredit@utpb.edu.
2. After receiving UT Permian Basin student ID, use returning student enrollment process to enroll into courses.

Returning Student Enrollment

Returning students may register for the approved dual credit classes that had been previously sent to the ISD. The student will go to www.my.utpb.edu.

Username = FalconID such as: (lastname) _ (letter of first initial + 5 digits of your Student ID number) Password = Will be created at <https://falconid.utpb.edu/index.php/claim>

1. Search for courses using "Class Search" under my academics tab or directly go to "Enroll in Courses" on the Welcome page under Quick Access on the right side of the page.
2. Students may add courses to Shopping Cart for their Advisor to review. The Advisor cannot modify the Shopping Cart and the Shopping Cart does not guarantee a place in the course.
3. To add courses, click Enroll in Classes >>> Add >>> Find Classes/Class Search. Enter the course subject (i.e., MNGT) and the course number (i.e., 3310). To search for "Online Only" courses, select the drop-down menu next to Location and select "9 Online."
4. Select the desired course. After successfully adding all courses into Shopping Cart, "Proceed to Step 2 of 3" which should be in green and finish the checkout process.

*In the event a red message error is displayed, click the read error message. When the course is successfully added, a green check mark will appear and the course will be added to the spring 2019 Course Schedule.

Dual Credit Information for UT Permian Basin Faculty

Grades

UT Permian Basin faculty submit grades to the Dual Credit Grade Entry webpage (<https://eas.utpb.edu>) at designated times that are listed on the Dual Credit/ECHS website: <https://www.utpb.edu/academics/dual-credit/faculty-information>. This website also contains instructions for on and off-campus submission to the Dual Credit Grade Entry page can be found on the Dual Credit/ECHS website.

Early College High School Campus Visits

ECHS students visit the campus a minimum of three times each semester. They visit to receive instruction from their UT Permian Basin faculty member or representative. They come on campus to participate in an authentic “college culture” that enables UT Permian Basin to recruit future traditional students. ECHS students who are visiting campus will be supervised by UTPB faculty and/or staff, and ECHS facilitators will display a current school district or UTPB-issued ID.

Informational Session

At the beginning of each academic year and as the need arises, information relative to the Dual Credit/ECHS Program will be provided to Dual Credit faculty.

Communication

Faculty typically communicate directly with students. However, there are times where faculty must communicate with facilitators, such as dealing with academic integrity issues, student performance, and school facility issues.

Cancelling Courses

Given the unique nature of the relationship between the University and school districts, it is important to notify students and school districts of any changes to dual credit students' schedules after they have enrolled in a course. Therefore, the Dual Credit/ECHS Department requests that deans, chairs, area coordinators, and faculty communicate with the Dual Credit Office before any such changes are made. As is best practice for all students, whether dual credit or not, moving students to another section or course after the semester begins is detrimental to student success and should be avoided if possible, unless a section or course is closed due to low enrollment or instructor conflicts. If classes must be cancelled, students should be given sufficient time to download submitted assignments from Canvas before being transferred into a new course or section.

Appendix A

Directory

Department	Building/Room	Phone	Email
Accounting	MB 1220	(432) 552-2706	accounting@utpb.edu
Bookstore	Mesa Building	(432) 552-0220	
College of Arts and Sciences	ST 1226	(432) 552-2220	
College of Business	MB 2202	(432) 552-2170	
College of Education	MB 3212	(432) 552-2120	certificate@utpb.edu
College of Engineering	CEED Building	(432) 552-3430	
College of Nursing	Mesa Building	(432) 552-2560	
Dual Credit	FB 030	(432) 552-2555	dualcredit@utpb.edu
Financial Aid	MB 1225	(432) 552-2620	finaid@utpb.edu
Library	LLC	(432) 552-2370	
REACH	MB 3239	(432) 552-2870	reach@utpb.edu
Registrar	MB 1231	(432) 552-2635	registrar@utpb.edu
Success Center	MB 2215	(432) 552-3350	success@utpb.edu

Appendix B

Scholarship Opportunities & Financial Aid Information

College for all Texans

<http://www.collegeforalltexans.com/index.cfm?ObjectID=699A998A-E7F3-1DCC-3F460F26136EEA05>

FastWeb

www.fastweb.com

Free Application for Federal Student Aid (FAFSA)

www.fafsa.ed.gov

Federal Financial Aid Information

www.studentaid.ed.gov

Greater Texas Foundation UT Permian Basin Scholars Program

<https://www.utpb.edu/academics/dual-credit/UTPB-GTF%20Scholars%20Program>

Scholarships

www.scholarships.com

Texas Financial Aid Information Center

<http://www.collegeforalltexans.com/index.cfm?objectid=F387C3D2-040B-53D2-512FCDE83F71E383>

Texas Comptroller

<http://www.EveryChanceEveryTexan.org>

2019-2020 UT Permian Basin Scholarship Guidelines

<https://www.utpb.edu/campus-life/financial-aid/types-of-financial-aid/scholarships>

Appendix C

Important University Documents

Academic Affairs Handbook

<https://www.utpb.edu/services/academicaffairs/documents/academicaffairshandbook.pdf>

ApplyTexas

https://www.applytexas.org/adappc/gen/c_start.WBX

Campus Violence

<https://www.utpb.edu/campus-life/dean-of-students/university-policies/campus-violence>

Core Curriculum

<https://www.utpb.edu/services/academic-affairs/core-curriculum/index>

Crime Awareness and Campus Security

<https://www.utpb.edu/campus-life/dean-of-students/university-policies/crime-awareness-and-campus-security>

Discrimination

<https://www.utpb.edu/campus-life/dean-of-students/university-policies/non-discrimination>

Distance Education Policy

<https://www.utpb.edu/services/academic-affairs/documents/rules-policies-and-procedures/distance-education-policyb1fd.pdf>

Electronic and Information Resources (EIR) Accessibility Policy

https://www.utpb.edu/services/academic-affairs/documents/eiraccessibilitypolicy_final5eee.pdf

Freedom of Speech and Assembly

<https://www.utpb.edu/campus-life/dean-of-students/university-policies/freedom-of-speech-and-assembly>

Handbook of Operating Procedures

<https://www.utpb.edu/services/operating-procedures>

Hazing

<https://www.utpb.edu/campus-life/dean-of-students/university-policies/hazing>

Health Risks of Alcohol and Drugs

<https://www.utpb.edu/campus-life/dean-of-students/university-policies/alcohol-and-drug-free-schools-and-communities>

Regent's Rules and Regulations

<https://www.utsystem.edu/offices/board-regents/regents-rules-and-regulations>

REACH Handbook

<https://www.utpb.edu/online/reach/docs/reach-handbook.pdf>

Sexual Harassment, Sexual Misconduct, and Nondiscrimination Policy

<https://www.utpb.edu/campus-life/dean-of-students/university-policies/harassment-discrimination>

Sexual Orientation Nondiscrimination Policy

<https://www.utpb.edu/services/academic-affairs/rules-policies-and-procedures>

Smoke-Free Policy

<https://www.utpb.edu/campus-life/tobacco/smoke-and-tobacco-policy>

Student Code of Conduct

<https://www.utpb.edu/campus-life/dean-of-students/Student%20Code%20of%20Conduct>

Student Grievances

<https://www.utpb.edu/campus-life/dean-of-students/grievances/index>

Student Rights Handbook

https://www.utpb.edu/services/docs/part_v.pdf?sfvrsn=4