TEXARKANA COLLEGE

DUAL CREDIT PROGRAM

Policy and Procedure

2026-2027

A great place to start… Or start over.

2500 North Robison Road | Texarkana, Texas 75599
903-823-3456 | www.texarkanacollege.edu

TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75501, (903) 823-3355, human.resources@texarkanacollege.edu.

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Section I – Introduction

Welcome to Texarkana College. We are delighted that you have chosen to get a head start on your college education by participating in the Texarkana College Dual Credit Program.
Texarkana College is a publicly supported, two-year community college dedicated to serving the educational needs of diverse individuals, businesses, and the community through relevant programs and services that are high quality, affordable, and accessible.

Dual Credit Purpose
The Dual Credit program at Texarkana College allows high school students to earn high school and college credits simultaneously. Through dual credit agreements, the college and the public school districts have selected courses that meet both high school and college learning objectives. Dual Credit Agreements must be updated annually, approved, and signed by both required parties before students are allowed to enroll in dual credit courses. Agreements must be posted on the Texarkana College website and on each respective ISD's website. Courses are offered at local high schools and as online classes. Students must meet Texas Success Initiative (TSI) assessment requirements for applicable coursework, unless they are classified as non-degree seeking (fewer than 15 semester credit hours). To enroll in these classes, students must complete TC's dual credit admission requirements. Interested students should contact their academic coach for dual credit or their high school advisors. Homeschooled students should contact TC's Dual Credit Office.

Dual Credit Partners
The Texarkana College Dual Credit Program proudly partners with 16 Independent School Districts, as well as virtual schools and homeschool families in the surrounding region. Within the Texarkana College taxing district, participating schools include DeKalb, Hooks, Liberty-Eylau, Maud, New Boston, Pleasant Grove, Premier, Redwater, Simms, and Texarkana. Additionally, the program serves students from Atlanta, Avery, Bloomburg, Linden-Kildare, McLeod, and Queen City.

Texarkana College maintains Dual Credit Institutional Agreements with all participating schools. These agreements are reviewed, updated, and signed annually by both parties, ensuring compliance and approval before students can enroll in dual credit courses.

Class Locations
Academic classes are offered at local high schools and online. Check with your high school advisor or academic coach for dual credit for a list of approved dual credit classes.

Workforce classes are offered at local high schools and on the Texarkana College campus or Tex Americas site. Check with your high school advisor for a list of approved dual credit classes.

Homeschooled students should contact TC's Dual Credit Office.

Workforce Classes on TC Campus and Tex Americas Site
Students attending workforce classes located on Texarkana College campus or the Tex Americas site are expected to follow the Dual Credit Workforce Attendance and Behavioral Policy. Please see below:

- Students missing more than 10 days per semester will be dropped from the program. *Some programs have a stricter policy on absenteeism due to state contact hour requirements – See Dual Credit Workforce Attendance Policy, pg. 4.*
- High school students attending workforce courses on TC campus or Tex Americas site are expected to adhere to the same classroom policies as adult students. All classroom incidents will be documented and reported to the appropriate high school administrator. Students will be subject to removal from the

program upon the fourth documented incident within a single semester. Refer to the Dual Credit Workforce Behavioral Policy for additional information and exceptions.

Dual credit workforce programs maintain general standards regarding attendance and student conduct; however, students should be aware that specific programs may have more stringent absentee or disciplinary policies. While the guidance provided here reflects the college's overall expectations, students are responsible for understanding and adhering to the specific requirements of their workforce program.

Students must follow the Dual Credit Behavioral Policy if they wish to dispute an incident. All meetings with TC faculty/staff must be scheduled through the high school. No visitors or phone calls are allowed during class times. Parents are required to check out their students at their high school. The high school must notify the TC instructor or TC's Dual Credit Office in advance. TC instructors cannot release a student from class without authorization from the student's high school.

Dual Credit Workforce Attendance Policy

1. Students missing more than ten days per semester will be dropped from the program. Exception: Students enrolled in the Cosmetology or Emergency Medical Technician program are only permitted a maximum of five absences per semester.
2. A total of five absences due to high school activities per semester will be allowed. However, some programs may require students to complete makeup hours depending on program requirements, or credit may not be earned.
3. TC policy does not recognize excused or unexcused absences. Absences due to ISS, high school detention, or suspension count against the allotted ten days per semester.

Dual Credit Workforce Behavioral Policy

1. Students are dropped on the fourth incident within a semester. Exception: Students enrolled in the Cosmetology program are permitted a maximum of four incidents *per academic year*, rather than per semester. Students who are dropped are not eligible to re-enroll until the start of the next academic year. ***Note:*** Texarkana College reserves the right to drop a student prior to reaching four incidents based on the nature or severity of an incident.
2. Students wishing to dispute an incident must first meet with their high school administrator.
3. Students who have met with their high school administrator and wish to meet with a Texarkana College Instructor must set up the meeting through their high school administrator.
4. No visitors or phone calls are allowed on the TC campus during class times. Therefore, high school officials must schedule meetings in advance.

Dual Credit Distance Education

Dual Credit distance education classes follow guidelines published by the Southern Association of Colleges and Schools Commission on Colleges, the Texas Higher Education Coordinating Board, the Texas Administrative Code, and the Texarkana College Board of Trustees' Policy Manual. Professors have discretion for online course attendance policies. Refer to the Texarkana College Distance Education Handbook for more information.

Proctors support Texarkana College faculty and play a vital role in student success. Please refer to the Texarkana College Dual Credit Proctor Guide sent each term for detailed information on proctor responsibilities, requirements, and related guidelines.

High school holidays and breaks may vary; however, online students must follow the Texarkana College schedule. This means assignments may be due when a student's high school is not in session.

TC hybrid courses combine features of online and face-to-face learning to varying degrees depending on the subject. Some courses contain all the material typically found in an online course with added meetings, while others use the TC Learning Management System to post course resources for the student to access before coming to class.

Choosing Courses
Students must be advised by their high school advisor and/or their academic coach for dual credit before choosing coursework. Coaches will continue to provide advising to high school students as needed, and as they reach the following academic benchmarks: 12 hours, 24 hours, and 45 hours. This ongoing support ensures that students receive guidance at critical points in their academic progress. Curriculum and degree plans can vary from college to college; it is advisable for students who know either their preferred degree/major or preferred college to verify the dual credit courses they choose are appropriate for that degree plan or school. This verification will reduce the risk of students taking courses they will not need for their degree or college. Texas law guarantees transferability of coursework with a C or better if it satisfies a Core area and the student will attend a Texas public college. However, students should still consider future degree requirements when choosing core subjects.

For course descriptions and specified prerequisites, see the section of the TC Catalog providing course descriptions. Some courses may contain mature content. Students should contact the professor for more information. Students should check the catalog of the senior college of their choice for transfer requirements. At least 25% of semester credit hours earned toward an associate degree from TC must be earned through instruction offered by Texarkana College. Workforce Education Course Manual (WECM) coursework can make up no more than 9 semester credit hours of the elective requirements for the Texarkana College General Studies degree plan. Use of WECM coursework toward elective requirements must be approved by the Registrar. These courses are noted with a "W" in the course description section of the TC Catalog.

High school students may be able to take Early Admission courses not offered as dual credit. These courses more than likely will not count towards high school graduation requirements. Please contact your high school advisor or Academic Coach for Dual Credit for more information.

Section II – General Information

Eligibility Requirements
To be eligible for enrollment in a dual credit course, students must be a high school student and meet all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.) Included in this program are academic and workforce course offerings. This program is not in competition with, or in lieu of, high school credit. It is designed to offer high school students the opportunity to accelerate their educational program.

Dual Credit Admissions Requirements
To be admitted to the dual credit program, all students must do the following:

1. Talk with their high school advisor about ISD requirements, special instructions, and deadlines.
2. Complete a TC Dual Credit Application for admission at https://www.texarkanacollege.edu/enrollment-services/dual-credit/ (New students or students who have not taken a class in over one year).
3. Present a current high school transcript (New students only). Note: Your high school will provide this document to TC.
4. Students who will be attending class on TC campus or Tex Americas site will need to present a copy of their vaccination/shot record verifying the Meningitis vaccination within the last 5 years. Students must

5. receive a vaccination no later than 10 days prior to the first day of class. Students may qualify for a waiver or exemption. Exemptions and waivers can be found here: https://co-request-jc.dshs.texas.gov/.
6. Present proof of TSIA2 exemption or approved test scores for course/courses when applicable. More information is listed below.

Required Assessments and Exemptions
A student must meet all the college's regular course prerequisites. For restricted coursework, degree seeking students must demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative (TSI), or through successful completion of previous coursework with the same restriction:

Note: Students with fewer than 15 credit hours are classified as non-degree seeking and are not required to test for any undergraduate course. However, course prerequisites still apply. For example, students cannot take ENGL 1302 without successfully completing ENGL 1301 first. Once a student reaches 15 credit hours, testing may be required; however, most students will already qualify based on the restricted coursework they successfully completed while classified as non-degree seeking.

College Readiness Testing *Exemptions:*
Applicable to both Dual Credit and Early Admission -

ACT:

Tests Administered Prior to February 15, 2023: Composite 23 and 19 English and/or 19 on Math

Tests Administered On or After February 15, 2023: A Combined Score of 40 on the English and Reading tests and/or 22 on Math – *A composite score will no longer be required.*

***Using scores from both tests Administered Prior to February 15, 2023 and Tests Administered On or After February 15, 2023 is allowed if the scores meet the requirements for tests administered On or After February 15, 2023.

SAT: *SAT will no longer require a composite score.* Score of 480 on reading and writing and/or 530 on math

TSIA: See TSIA2 (Texas Success Initiative Assessment 2.0) chart with cut scores

TSIA2 ASSESSMENT CUT SCORES:

MATH

Discipline	Course Name	Course Prerequisite	Cut Score
MATH 1314 MATH 1316 MATH 1350 MATH 2413 MATH 1332 MATH 1442 MATH 1324 MATH 1325 PHYS 1301/1101	College Algebra Plane Trigonometry Mathematics for Teachers I Calculus Contemp. Math (Quant. Reas.) Elementary Statistical Methods Math for Bus. & SS Calculus for Bus. & SS College Physics I/Lab	 MATH 1314 MATH 1314 MATH 1316 MATH 1324 MATH 1314 & MATH 1316, or MATH 2312/2412	(A) a College Readiness Classification (CRC) score of at least 950; OR (B) a CRC score below 950 and a Diagnostic level of 6.

Note: CHEM 1311/1111 are not restricted, but they do require previous *or* concurrent enrollment in MATH 1314, College Algebra. There may be other courses with *course prerequisites* that are not listed.

ELAR (Reading and Writing)

Discipline	Course Name	Course Prerequisite	Cut Score
ENGL 1301 ENGL 1302 BIOL 1306/1106 BIOL 1307/1107 BIOL 2301/2101 BIOL 2302/2102 ENGL 2322 ENGL 2327 ENGL 2328 ENGL 2332 ENGL 2333 ENGL 2341 GOVT 2305 GOVT 2306 HIST 1301 HIST 1302 PSYC 2301 SOCI 1301 SPCH 1315 SPCH 1321 ECON 2301	Composition I Composition II Biology for Science Majors I Biology for Science Majors II Anatomy & Physiology I Anatomy & Physiology II British British Literature I American Literature I American Literature II World Literature I World Literature II Forms of Literature Federal Government Texas Government U.S. History I U.S. History II General Psychology Introductory Sociology Public Speaking Business and Professional Speaking Principals of Macroeconomics	ENGL 1301 BIOL 1306/1106 BIOL 2301/2101 ENGL 1301 & 1302 ENGL 1301 & 1302 ENGL 1301 & 1302 ENGL 1301 & 1302 ENGL 1301 & 1302 ENGL 1301 & 1302	(A) a College Readiness Classification (CRC) score of at least 945 and an essay score of at least 5; OR (B) a CRC score below 945 and a Diagnostic level of 5 or 6 and an essay score of at least 5.

MATH and ELAR (Reading and Writing) WECM- Pharmacy Technician Courses

Discipline	Course Name	Cut Score
PHRA 1301 PHRA 1305 PHRA 1309	Introduction to Pharmacy Drug Classification PHRA Pharmaceutical Mathematics I	(A) a College Readiness Classification (CRC) score of at least 950; OR (B) a CRC score below 950 and a Diagnostic level of 6. AND (A) a College Readiness Classification (CRC) score of at least 945 and an essay score of at least 5; OR

		(B) a CRC score below 945 and a Diagnostic level of 5 or 6 and an essay score of at least 5.

The procedure for students taking the TSIA2 exam at the Texarkana College Testing Center is outlined below:

- **Students must first complete the Pre-Assessment Activity (PPA) at https://practice.accuplacer.org/login**
- Once PAA is completed, **the high school advisor must create a TSIA2 testing ticket** at https://form.texarkanacollege.edu/forms/dual-credit-tsia2-assessment-ticket/, that contains the following information:
  - Student name, TC ID number, email address, and date of birth
  - High school advisor name and email
  - TSDS (PEIMS) Number
  - Pre-Assessment Completed? Y/N
  - Tests to be taken, which should only be listed as follows:
    - TSIA Math $10
    - TSIA ELAR $20
    - TSIA ELAR Retest MC Only $20 (multiple choice only)
    - TSIA ELAR Retest Essay Only $20
- **Test tickets must be sent to testing.center@texarkanacollege.edu as well as the student's email.**
- Students are required to present one **government-issued photo ID that is valid and in-date.**
- Cash or card is accepted, but we ask that any cash transactions be made in exact change.
- **No appointment is necessary unless the student requires special accommodations, such as isolation or text-to-speech.**
  - Accommodated testing must be approved by the Director of Student Disabilities and confirmed with an accommodations request form emailed to the testing center.
  - Accommodated testing appointments are scheduled online here: https://texarkanacollege.libcal.com/reserve/testing.

The following link has more information about TSIA2 Testing and the testing center rules and requirements: https://www.texarkanacollege.edu/academics/registrar/testing-center/.

Dual credit high school students wanting to enroll in a level I certificate program or a program leading to a credential of less than a level I certificate: No scores required

*Students may be required to meet any testing requirements to re-enroll in workforce programs upon high school graduation. TC campus/site workforce programs have grade level restrictions for students' safety. Please inquire for further information.

Student Privacy
According to federal privacy regulations (FERPA), TC cannot disclose information to parents or guardians unless we have student permission on file. By signing the paper or electronic registration contract, high school students are authorizing TC to exchange all information with parents and/or legal guardians until TC is notified in writing of an intent to change.

Awarding Credit
Official college transcripts will be made available to students while they are enrolled in high school. High school students should go on their myTC portal to review and print a copy of their unofficial transcript often. Official transcripts can only be requested using the online TC transcript request form located on the TC website. This form can be found here: https://www.texarkanacollege.edu/admissions/transcripts/. Upon graduation from high school, the student's official records will be held until the Office of Admissions receives a completed high school transcript. Re-enrollment at TC following high school graduation is encouraged but is not required for receiving credit. TC cannot guarantee transferability of dual credit to all four-year institutions. Students should check with the receiving institution regarding course transferability. TC uses the Texas Common Course Number system. More information can be found at www.tccns.org .

Workforce v. Academic Dual Credit
Academic Dual Credit courses typically transfer to four-year colleges and universities. Students taking these courses often plan to pursue a four-year degree after high school graduation. Courses listed in the Academic Course Guide Manual (ACGM) are eligible for academic dual credit.

Workforce dual credit courses usually will not transfer to four-year colleges and universities. Students taking these courses often plan to enroll in a certificate or two-year Associate of Applied Science degree program. Courses listed in the Workforce Education Course Manual (WECM) are eligible for workforce dual credit.

CLEP
The College-Level Examination Program (CLEP) gives you the opportunity to receive college credit for what you already know by earning qualifying scores. The student is responsible for contacting the receiving institution to determine what exams are required. Texarkana College awards credit for appropriate scores on the nationally recognized CLEP exams. Information on how to sign up to take CLEP exams can be found on the Assessment and Testing Center's website at https://www.texarkanacollege.edu/academics/testing-center/clep/.

Students with Disabilities
Texarkana College accepts students who have potential for academic success in a post-secondary educational institution. Texarkana College is committed to providing qualified students with disabilities equal access to its facilities, activities, and programs. Section 504 of the Federal Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA) require that public colleges and universities provide reasonable accommodations for qualified students with disabilities. Accommodations may include note takers, reader services, adaptive testing, extended time for test, etc. Accommodations are provided on an individual basis following presentation of documentation that confirms the presence of a disability that results in a substantial limitation of a major life function as defined under Section 504 and the ADA.

To request testing or course accommodations contact the Office of Disability Services. Appropriate documentation of a physical or psycho/educational condition or a referral from an appropriate rehabilitation agency such as the Department of Assistive and Rehabilitative Services or the Texas Commission for the Blind, which documents the disability and supports the need for accommodations must be submitted before accommodation can be arranged. Requests for accommodations are sent to high school administration before each term. High school representatives should follow instructions to submit required documentation.

The Office of Disability Services serves as a liaison between students with disabilities and Texarkana College faculty and staff. The provision of support services and reasonable accommodation is guided by college policies and procedures which are implemented through the Office of Disability Services. It is the intent of the ADA and TC that the responsibility for providing need and appropriate support for students with disabilities is shared by student, faculty, and staff. All students are expected to abide by college policies and procedures, including the Standards of Student Conduct as outlined in the TC Catalog/Handbook and other College publications. Current and prospective students, parents, and others interested in accommodations or additional information should contact the Disabilities Coordinator in the Office of Disability Services, Academic Learning Commons at 903-823-3349.

Fees

Students do not pay dual credit course fees to enroll in dual credit classes unless they are a Texas High School student taking non-funded courses. Texas High School students should contact their high school for more information. TC does not pay for non-funded course fees, cost of textbooks, or any required course supplies. Some ISDs cover this cost or a portion of the cost. The student is responsible for any cost not covered by their ISD. An exception to the normal policy exists for students in the Financial Aid for Swift Transfer (FAST) scholarship program, with specific guidelines established through annual agreements with high schools. These agreements ensure that eligible students receive their scholarships and clearly outline the responsibilities and expectations for both the high school and the college. The guidelines are reviewed and updated each year as needed to reflect any changes.

Under Federal Guidelines, dual credit students are not eligible for (FAFSA) Free Application for Federal Student Aid.

Drops

The high school should notify the Coordinator of Dual Credit as soon as they become aware that a student intends to drop a course. Before initiating the withdrawal process, students are expected to first discuss their decision with their high school advisor and academic coach for dual credit. It is the student's responsibility to obtain a Dual Credit Drop Form from their advisor, complete it, and return it promptly. Once the form is received, the ISD will submit it to the Coordinator of Dual Credit to finalize the withdrawal. After the census date, students will receive a grade of **W**. Students may not request a drop after the last day to drop. Any drop after the official deadline must be initiated by the instructor or school official. Drop deadlines are provided to high schools each term and are also available on the Texarkana College Dual Credit webpage. All drops after this date must be done by the instructor or ISD official. The reason to drop after the official drop date must be due to attendance, behavior, or "other" as approved by the TC Registrar. The Dual Credit Drop Form must be completed and submitted to the Coordinator of Dual Credit regardless of whether the drop was initiated by the student, instructor, or ISD official. Withdrawals from dual credit courses are recorded on a student's transcript as a "W" and do not affect GPA; however, excessive withdrawals will impact academic progress and federal financial aid eligibility. Texas law limits students to six course withdrawals during their undergraduate studies at public colleges and universities, but this rule does not apply to dual credit or other college coursework completed while still in high school. Students are encouraged to consult with their academic coach for dual credit before withdrawing from any course.

Refund Policy/Table

To be eligible for a refund, students must officially drop individual courses or completely withdraw from the College by the deadline in the Refund Schedule. Specific provisions of the Texas Administrative Code, Title 19, Part I, Chapter 21, Subchapter A, Rule 21.5 "Refund of Tuition and Fees at Public Community/Junior and Technical Colleges," govern the refund schedule. Only the Texas Legislature or the Texas Higher Education Coordinating Board as authorized by the Legislature can alter this schedule.

Students officially withdrawing during a regular 16-week semester are eligible for a refund of tuition and fees according to the following schedule:

100% refund.....Prior to the first class day
70% refund.....First through fifteenth class day
25% refund.....Sixteenth through twentieth class day

Students should check with the Dual Credit Office or their high school advisor for official refund dates or information about special eight-week terms.

Refund dates for special eight-week terms differ from the standard schedule. Students should check the Texarkana College Dual Credit webpage or consult their academic coach for dual credit or high school advisor for details.

Student Services
Texarkana College Student Services hosts a variety of primary services for students that includes, but is not limited to, the following service areas:

- Truman Arnold Student Center & Student Activities
- Palmer Memorial Library
- C.O. Pinkerton Fitness Center
- Assessment and Testing Information
- Computer & Wireless Access/Online Services
- Department of Public Safety
- Transfer Center

Recruitment and Advising:
TC Recruiters introduce students to college opportunities through campus tours, school visits, informational events, and resources designed to support college access and enrollment.

Academic Coaches for Dual Credit (ACDC) provide academic advising to assist students in developing and following pathway plans, selecting intentional coursework aligned with their academic and career goals, understanding degree and certificate options and scholarship opportunities, preparing for future transfer or workforce opportunities, and accessing support and success strategies to overcome academic challenges.

Texarkana College Department of Public Safety
The Texarkana College Department of Public Safety consists of highly dedicated men and women tasked with the enforcement of all rules and procedures of Texarkana College as well as the laws and statutes of the State of Texas. The TCDPS currently operates under the oversight of the Vice President of Administrative Services and employ both licensed Texas Peace Officers and non-commissioned security personnel.

Located on the first floor of the Truman Arnold Student Center, the Texarkana College Department of Public Safety operates on a continual basis 24 hours/day and is the only department that remains open during time of routine college closure (i.e. holidays, spring break).

Academic Dishonesty Policy
Scholastic dishonesty, including but not limited to cheating on a test, plagiarism (including self-plagiarism), collusion, or falsification of records, will make the student liable for disciplinary action following investigation by the Dean of Students. Proven violations of this nature may result in the student being dropped from the class with an "XF." This policy applies campus wide, including the TC Testing Center, as well as off campus classroom or lab sites.

The dishonest use of artificial intelligence (AI) tools is also considered academic dishonesty. While students are encouraged to use AI as a resource to support learning and research, using AI to generate work that is submitted

as one's own without proper acknowledgment or authorization is prohibited. Students must complete assignments, projects, and assessments in accordance with the instructions provided by their instructor and per the course syllabus.

Student Grievance Procedure
The College District encourages students to address any concerns by first speaking directly with the instructor or campus administrator involved. Concerns must be expressed within ten days of the occurrence to allow early resolution at the lowest possible administrative level. Informal resolutions shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent. For more information on the student grievance procedure, refer to the current Texarkana College Catalog under the section on 'Student Complaints'.

Process for Appealing a Final Grade in a Course
Grade determination and awarding of a final grade in a course is clearly the responsibility of the instructor. Final grade reports will be available to the student within a reasonable time following the end of the course. When a student becomes aware of a final grade that is believed to be incorrect, the student may appeal the final grade received in the course. The student must initiate the appeal process no later than thirty (30) days after the end of the semester in which the grade was given.

Students may not use this procedure to challenge the substance or content of an exam, test item, or assignment. At no step in the process are the instructor's questions or individual test items to be scrutinized. Only the course syllabus (e.g. grading system) and letter or numerical grades as recorded by the instructor will be examined.

The student and instructor shall discuss in private consultation the grade that the student believes is incorrect. At this meeting, only the grades on tests, projects, reports, etc., and the grading system listed in the syllabus will be discussed and recalculated as necessary.

Whenever possible, the matter should be resolved at this meeting. The decision of the instructor will be transmitted to the student in writing. If the student is dissatisfied with the decision, the student must follow the grievance procedure set forth in the Texarkana College Catalog/Student Handbook.

Student Identification
DC Students can obtain their TC student identification in TC's Office of Enrollment Services at no cost. Students should bring their driver's license or high school ID for identification purposes. Students must have their TC ID to check out items from the library or gain access to the Pinkerton Center.

Parking Permit

1. All students and employees are required to have a parking permit to park on campus.
2. Students and Employees are not allowed to park in Visitor Parking.
3. Students are not allowed to park in Faculty/Staff parking space/lots.
4. Students and employees must have a Handicap sticker to park in specially marked spaces.
5. Fines will be issued to those that park in areas not allowed.
6. Parking permit application and permits are available in the Business Office.
7. Student parking permits are good for the school year (September through August); replacement stickers are $2.00.
8. Parking permits must be placed on the glass and should be visible to Campus Police.
9. Each car driven on campus must have a separate application and parking permit.
10. Permits are kept on file with TC Campus Police.
11. Parking fines are paid in the TC Business Office.

Rate of Speed on Campus The maximum rate of speed on campus is 15 miles per hour.

Emergency Alert and Campus Announcement System
Texarkana College utilizes the Rave Alert System to notify students and employees via text message regarding campus emergency situations and important campus announcements. Subscribing to the Rave Alert System is voluntary and is dependent upon the individual providing an accurate and current cell phone number for our system records.

For information on the current College Campus Security Crime Statistics (Clery Act Report) go to www.texarkanacollege.edu/public-safety/

Section III – Rules and Regulations

Instructors
Instructors must be regularly employed faculty members of the college or must meet the same standards, including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges. Instructors must go through the same hiring process as other adjunct professors to teach a dual credit class. More information can be found here: https://www.texarkanacollege.edu/about/leadership-faculty-staff/offices-departments/human-resources/. Instructors interested in becoming a dual credit teacher should contact their high school administrator. ISDs seeking dual credit approval for teachers should contact the Director of Dual Credit. The director will provide a list of information needed for instructor consideration and assist with scheduling a meeting to interview with the appropriate Dean. Hiring decisions will be made within 60 days after receipt of all required documents. Upon approval, the instructor will complete all necessary paperwork required by TC's Human Resource Department.

Class Standards
Regular academic policies applicable to courses taught at the college's main campus must also apply to dual credit courses. These policies include the appeal process for disputed grades, drop policy, student and administration evaluations, the communication of grading policy to students, when the syllabus must be distributed, etc. Students in dual credit courses are eligible to use the same or comparable services that are afforded college students on the main campus. All dual credit courses offered at the High School and the corresponding course offered at the main campus of the college are equivalent with respect to the curriculum, contact hours, materials, instruction, and method/rigor of evaluation of student performance, regardless of student composition of the class.

Liaison Program
Texarkana College uses a liaison system to aid dual credit instructors teaching on a high school campus. The liaison system is designed to help ensure rigorousness of TC dual credit college courses. Liaisons consist of TC campus professors from the same division as the dual credit instructors. TC Liaisons contact DC instructors on a regular basis and supply instructors with all information needed to teach the college course according to required standards.

Evaluation Process
Dual credit teachers are evaluated in the same measure used for faculty at our main campus. Evaluations for dual credit teachers are performed annually by TC's assigned Dual Credit Evaluator.

This manual contains policies, regulations, and procedures which were in existence as the publication was first published. The College reserves the right to modify or amend any statements or policy to reflect current board policies, administrative regulations, or procedures, and applicable state or federal laws or regulations.

TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, admission or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources/Title IX Coordinator, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3355, human.resources@texarkanacollege.edu.