



2026-2027

WEATHERFORD COLLEGE
DUAL CREDIT
PARTNER HANDBOOK



Welcome

Dear Partners,

On behalf of the Weatherford College Dual Credit Office, thank you for your continued partnership and commitment to providing meaningful educational opportunities for students throughout our service area. Together, we are helping students earn college credit, explore academic and workforce pathways, and build a strong foundation for future success.

This handbook has been developed as a practical resource for our partner school districts. It is designed to provide guidance on the policies, procedures, timelines, and responsibilities that support the successful administration of our dual credit program. Whether you are new to dual credit or have partnered with Weatherford College for many years, we hope this handbook serves as a valuable reference throughout the academic year.

The success of our dual credit program is built upon collaboration. We recognize the tremendous work of superintendents, principals, counselors, campus coordinators, and faculty members who work alongside us to ensure students have access to high-quality college coursework while still in high school. Your dedication to student success makes this partnership possible.

The Dual Credit Office is committed to providing communication, problem resolution, and ongoing support for each of our partner districts. We encourage you to reach out whenever questions arise or additional assistance is needed. Our goal is to work together to create a seamless experience for students, families, and school personnel.

Thank you for the opportunity to partner with you in expanding educational access and helping students achieve their academic and career goals. We look forward to another successful year of collaboration.

Sincerely,

Shannon Stoker
Department Chair, Foundational Education and Dual Credit

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SECTION I: OVERVIEW

- Dual Credit Office Contact Information
- Mission
- General Information

Contact Information

The Weatherford College Dual Credit Office is located in the I.B. Hand Building, Room 209. During the fall and spring semesters, office hours are Monday through Thursday from 8:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 4:00 p.m. During the summer semester, office hours are Monday through Thursday from 8:00 a.m. to 5:30 p.m.

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Mission

The Weatherford College Dual Credit Program provides high school students with access to college coursework that allows them to earn college and high school credit simultaneously. Through partnerships with local school districts, the program supports student success, creates pathways to postsecondary education, and helps students achieve their educational goals.

General Information

The Weatherford College Dual Credit Program provides eligible high school students with the opportunity to earn both high school and college credit simultaneously. Through partnerships with area school districts and campuses, students may choose from a variety of academic core curriculum courses and career and technical education pathways designed to support their educational and career goals.

Dual credit courses are offered in a variety of instructional formats, including courses taught on the high school campus, on a Weatherford College campus, online, hybrid, and other approved instructional settings. Courses are taught by qualified instructors who meet credentialing requirements established by Weatherford College and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Depending on the course and location, instruction may be provided by either a qualified high school instructor or a Weatherford College faculty member.

This handbook is intended to provide information specific to the Weatherford College Dual Credit Program and should be used in conjunction with the current Weatherford College Catalog and Student Handbook. This handbook addresses requirements, expectations, and processes unique to dual credit participation.

Dual credit students are Weatherford College students and are bound by all Weatherford College policies, procedures, academic standards, and the Student Code of Conduct. In the event of a conflict between this handbook and official Weatherford College publications, the provisions of the Weatherford College Catalog, Student Handbook, and Board Policies shall prevail.

What is Dual Credit?

Dual credit allows eligible high school students to earn both high school and college credit simultaneously by enrolling in Weatherford College courses while still in high school. Students must demonstrate college readiness through an approved placement measure, such as the TSIA2 or other qualifying exemptions.

Dual credit courses may be offered at the student's high school campus, on a Weatherford College campus, online, or through a combination of delivery methods. Courses may be taught by Weatherford College faculty or by qualified high school instructors who meet the same credentialing requirements as faculty teaching the equivalent courses on campus.

What are the benefits of dual credit?

Participating in dual credit provides students with many advantages, including:

- Earning college credit while completing high school requirements;
- Saving money on future college tuition and fees;
- Getting a head start on a college degree or workforce credential;
- Gaining experience with college-level coursework and expectations;
- Potentially shortening the time needed to complete a college degree; and
- Access to Weatherford College resources and support services.

What courses are offered?

Weatherford College offers both academic and workforce dual credit opportunities.

Academic courses are designed to fulfill general education requirements and are often intended for transfer toward a bachelor's degree at a college or university.

Workforce courses provide career and technical education that prepares students for immediate entry into the workforce and may also apply toward certificates and associate degrees in technical fields.

Course availability varies by high school partnership agreement, approved pathways, and student eligibility requirements. Students should consult their high school counselor regarding the courses available at their campus.

Where do dual credit credits transfer?

Academic courses linked through the Texas Common Course Numbering System are generally transferable to Texas public colleges and universities. Some private and out-of-state institutions may also accept dual credit coursework.

Workforce courses may also transfer; however, transferability varies by institution and program of study. Some workforce courses apply directly toward certificates and associate degrees in technical fields, while others may be accepted as elective credit or may not transfer to certain institutions.

The acceptance and application of academic and/or workforce transfer courses is determined solely by the receiving institution. Students are strongly encouraged to confirm with the college or university they plan to attend which courses will transfer and how those credits will apply toward their intended degree program. Students considering private or out-of-state institutions should contact the registrar's office or admissions office at the receiving institution for specific transfer policies.

SECTION II: PARTNERSHIP DEVELOPMENT & PROGRAM REQUIREMENTS

- Becoming a Weatherford College Partner
- Memorandum of Understanding
- Course Crosswalks
- Annual Planning
- Primary District Contacts

Becoming a Weatherford College Dual Credit Partner

Weatherford College values strong partnerships with area school districts and works collaboratively with each district to develop dual credit opportunities that meet the educational goals of students while addressing local workforce and transfer needs. Districts interested in partnering with Weatherford College should contact the Dual Credit Office to begin the partnership process.

The initial planning meeting provides an opportunity to discuss the district's goals, anticipated enrollment, academic and workforce pathways, instructional delivery methods, staffing, and implementation timeline. Throughout this process, the Dual Credit Office serves as the primary point of contact and works closely with district administrators and counselors to develop a partnership that aligns with both institutional and district priorities.

Memorandum of Understanding (MOU)

A current Memorandum of Understanding (MOU) must be executed between Weatherford College and each participating school district before dual credit courses may be offered. The MOU establishes the responsibilities of both institutions and outlines the operational requirements necessary to ensure compliance with state law, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards, and institutional policies.

The MOU is reviewed and updated as needed to reflect changes in legislation, institutional policies, or program operations.

Dual Credit Course Crosswalk

In addition to the MOU, each partner district maintains a Dual Credit Course Crosswalk identifying the Weatherford College courses approved for dual credit and the corresponding high school courses for which credit will be awarded. The crosswalk is developed collaboratively by the district and Weatherford College and serves as the official record of approved course equivalencies.

Course offerings may vary by district based on local needs, available instructors, student interest, and program availability. Crosswalks should be reviewed annually to ensure they remain aligned with graduation requirements and district goals.

Annual Planning

Planning for each academic year begins well in advance of registration. Early planning helps ensure adequate staffing, timely student registration, textbook planning, and successful course scheduling while allowing sufficient time to address district-specific needs and opportunities.

Primary District Contacts

Each partner district should identify primary contacts responsible for coordinating dual credit activities. These individuals typically include district administrators, principals, counselors, registrars, and other designated personnel who assist with advising, admissions, registration, and communication throughout the academic year.

To facilitate efficient communication while maintaining compliance with the Family Educational Rights and Privacy Act (FERPA), each district must complete the Dual Credit Information Release Authorization Form identifying individuals authorized to receive student information from Weatherford College.

Once these foundational partnership documents have been established, the remaining sections of this handbook outline the policies, procedures, and operational processes that govern the Weatherford College Dual Credit Program.

SECTION III: DUAL CREDIT PROGRAM PLANNING & OPERATIONS

- Annual Course Request Process
- Annual Planning Calendar
- Course Planning
- Requesting Non-Crosswalk Courses
- Embedded Instructors
- Proctoring
- Modality
- Low Enrollment
- Enrollment Limits for Students
- FAST Eligibility
- Textbooks
- Dual Credit Office Services

Course Requests, Scheduling Approval, and Planning Timelines

Effective planning is essential to ensuring that dual credit courses are available to students each semester. Adhering to established planning timelines allows sufficient time for course development, instructor credentialing, student advising, registration, and communication with all stakeholders.

Annual Course Request Process

Each fall and spring, the Dual Credit Office distributes course request forms along with the annual planning timeline. These forms allow partner districts to request new courses, continue existing offerings, identify instructional needs, and provide projected enrollment for each requested course.

Completed course request forms should be returned to the Dual Credit Office by the published deadlines. Requests received after these deadlines will be considered based on staffing, classroom availability, and institutional capacity. While every effort will be made to accommodate late requests, Weatherford College cannot guarantee that additional courses can be added after the planning deadlines.

Enrollment projections are a critical part of the planning process. Partner districts are encouraged to provide generous and realistic enrollment estimates based on anticipated student interest. Accurate projections help the Dual Credit Office with instructor assignments, course scheduling, classroom planning, and resource allocation. While projections are not binding, underestimating enrollment may limit the College's ability to accommodate additional students once schedules have been finalized.

Annual Planning Calendar

The annual planning calendar provides an overview of important dual credit deadlines and activities throughout the academic year. Following the established timelines allows the Dual Credit Office and partner districts to effectively coordinate course planning, instructor assignments, scheduling, student registration, and other essential processes.

Partner districts are encouraged to review the calendar regularly and plan accordingly to ensure deadlines are met. Timely communication and adherence to the planning schedule help minimize delays and allow the College to provide the highest level of service and support.

While every effort will be made to accommodate requests received after published deadlines, doing so may not always be possible.

Date	Details
Week 1-August	TSDS Numbers/Sponsorship Vouchers Due for Fall
Week 1-August	Submit any book orders to WC Bookstore
Week 1-August	New Embedded Instructor Requests Due for Fall
Week 3-August	Designation of Authorized School Representatives Form Due
Week 1-September	Observer Requests for Fall Due
Week 1-September	Begin Preparing Contracts
Week 1-September	Proctoring Agreements Due
Week 2-September	Course Request Forms for Spring sent to Counselors
Week 3-September	Invoices for Sponsorship Vouchers Sent to ISD's
Week 2-October	Course Request Forms Due
Week 3-October	Notify Chairs of Course Requests
Week 4-October	Dual Credit Course Builds Due/Spring Course Schedules Finalized
Week 3-December	TSDS Numbers/Sponsorship Vouchers Due for Spring
Week 3-December	New Embedded Instructor Requests Due for Spring
Last Week of Semester	Instructors Post Numerical Grades in Coyote Connect
Week 1-January	Fall Final Grade Reports Sent to Districts
Week 1-January	Submit any book orders to WC Bookstore
Week 1-February	Observer Requests for Spring Due
Week 1-February	Begin Preparing Contracts
Week 1-February	Proctoring Agreements Due
Week 2-February	Course Request Forms for Fall sent to Counselors
Week 3-February	Invoices for Sponsorship Vouchers Sent to ISD's
Week 2-March	Course Request Forms Due
Week 3-March	Notify Chairs of Course Requests
Week 4-March	Dual Credit Course Builds Due/Fall Course Schedules Finalized
Last Week of Semester	Instructors Post Numerical Grades in Coyote Connect
Week 3-May	Spring Final Grade Reports Sent to Districts

*Requests received after the second week of March and the second week of October will be considered but not guaranteed. This calendar contains Dual Credit program deadlines and should be used in conjunction with the official Weatherford College Academic Calendar. For registration dates, payment deadlines, semester start dates, census dates, refund deadlines, withdrawal deadlines, and other official college dates, please refer to the published Weatherford College Academic Calendar.

Course Planning

Following submission of course requests, the Dual Credit Office collaborates with each partner district to finalize course offerings, instructional delivery methods, instructor assignments, meeting times, and enrollment projections. Throughout the planning process, districts should communicate any anticipated changes that may affect scheduling or student enrollment as soon as possible.

Requesting a Course Not on Current Crosswalk

Partner districts interested in offering a dual credit course that is not currently included on the approved Crosswalk should contact the Weatherford College Dual Credit Office as early as possible during the planning process.

Dual credit courses may only be offered if they have been approved through the established Crosswalk and are included in the partnership's Memorandum of Understanding (MOU). If a requested course is not currently listed, the Dual Credit Office will review the request in collaboration with the appropriate academic department and determine whether the course is eligible to be offered.

If approved, the Crosswalk and the Memorandum of Understanding (MOU) must be updated before the course can be scheduled or students enrolled. Because this review and approval process may require additional time, partner districts are encouraged to submit requests well in advance of the applicable course request deadline.

Embedded Instructors

Partner districts that have a qualified instructor interested in teaching dual credit courses as an embedded instructor are encouraged to notify the Weatherford College Dual Credit Office during the course planning process.

To be considered, prospective embedded instructors should generally possess:

- A master's degree from a regionally accredited institution.
- At least 18 graduate semester credit hours in the discipline they wish to teach, in accordance with institutional and accrediting requirements.

To initiate the review process, the partner district should submit the prospective instructor's official or unofficial graduate transcript(s) to the Dual Credit Office. The Dual Credit Office will consult with the appropriate academic department chair to determine whether the individual's academic credentials meet Weatherford College's faculty qualification requirements.

If the candidate is approved, the individual will be invited to apply as an embedded dual credit instructor. At that time, the applicant need to satisfy all institutional onboarding requirements before being added to our system as an embedded instructor.

Please note that transcript approval does not guarantee employment or a teaching assignment. Instructor appointments are based on institutional need, course availability, successful completion of the hiring process, and final approval by Weatherford College.

Canvas Observer Access

Partner districts may request Canvas Observer Access for designated counselors or administrators by submitting the Dual Credit Observer Access Request Form to the Dual Credit Office.

Observer access allows approved personnel to monitor student progress throughout the semester without participating in the course. This access may be used to conduct student check-ins, monitor academic progress, review course activity, and access midterm and final grades to better support student success.

Observer access is granted in accordance with Weatherford College policies and is intended solely for educational support purposes. Access is limited to authorized district personnel with an approved request on file.

Proctoring Requirements

When an examination requires an approved proctor, partner districts are responsible for ensuring that the individual serving as the proctor meets Weatherford College's proctoring qualifications and has a current Proctor Agreement on file with the Dual Credit Office.

Approved proctors must be an instructor of an equivalent course at Weatherford college; an educational administrator or counselor at a community college, university, or secondary school; certified proctor of Texas state exams such as the TSI tests; or a testing administrator or educational services officer for the military.

Proctors may not be a current Weatherford College student, a relative of the student being tested, or an individual with a conflict of interest. All proctors are expected to administer examinations in accordance with Weatherford College's academic integrity standards and all instructions provided by the instructor of record.

By signing the Proctor Agreement, proctors acknowledge and agree to:

- a. Keep the exam sealed in a secure location until test time.
- b. Protect any and all exam passwords from student view.
- c. Verify the student's identity using a government- or school-issued photo ID.
- d. Observe the student throughout the entire examination unless exam instructions state otherwise.
- e. Prevent collusion when administering an exam to multiple students in one setting.
- f. Prohibit the use of any unauthorized materials (including but not limited to

books, notes, notecards, calculators, internet browsers, phones, and other electronic devices).

- g. Prohibit students from leaving the room during an exam, and if a student leaves, conclude and collect the exam at that time.
- h. Offer zero assistance completing the exam.*
- i. Enforce the stated exam instructions provided by the course instructor of record, including any time limits.*
- j. Report any observed Academic Integrity Violations to the instructor of record and include details and supporting documentation of the violation.
- k. Maintain the integrity of each exam, refraining from reproducing or sharing copies of the exam.
- l. Collect all student copies of the exam and return them to the instructor of record, or with instructor approval, scan exams to instructor and shred originals.
- m. Follow any additional provisions required by specific Weatherford College academic departments.

***Please note that any accommodations offered through the Americans with Disabilities Act (ADA) must be approved and documented through the Weatherford College Office of Disabilities and Accommodations via the course instructor of record and will be noted in the exam instructions sent to the course instructor.*

A completed Proctor Agreement must be submitted and approved before an individual may proctor a Weatherford College dual credit examination. Additional proctoring requirements may apply based on departmental or course-specific policies.

Course Modality

Dual credit courses may be offered in a variety of instructional modalities, including face-to-face, hybrid, and online, depending on the course, instructor availability, and student needs.

Some dual credit sections may include students from multiple partner school districts or may be cross-listed with traditional Weatherford College students. Regardless of the instructional modality or course composition, all students are held to the same Weatherford College academic standards, policies, and course expectations.

Low Enrollment

Dual credit courses are subject to minimum enrollment requirements. Courses with low enrollment may be combined with another section, offered in an alternate instructional modality, or canceled. The Dual Credit Office will communicate with partner districts regarding available options should enrollment adjustments become necessary.

Enrollment Limits for Students

Dual credit students may take no more than 15 credit hours in a long (fall or spring semester). Students who wish to enroll in more than 15 credit hours may submit a Course Overload Request form. The form must be signed by the student and the high school counselor. Requests should be sent to the Office of Dual Credit and must be made no later than the last business day before the first day of the semester for which the request is being made.

FAST Eligibility

Weatherford College participates in the Financial Aid for Swift Transfer (FAST) program, a state-funded initiative that assists eligible dual credit students with the cost of tuition and fees. Students may qualify if they were eligible for free or reduced-price lunch during any of the four school years preceding their dual credit enrollment.

Eligible students may receive FAST funding for approved dual credit coursework at no cost to the student. In addition to tuition and required fees, FAST funding may also cover required textbooks and instructional materials for eligible courses. Eligibility is determined through the student's high school district. Students who believe they may qualify should contact their high school counselor for additional information regarding eligibility requirements and the application process.

To ensure eligible students receive FAST funding, partner school districts are responsible for submitting each eligible student's TSDS Unique ID to the Weatherford College Dual Credit Office by the published deadline identified in the Dual Credit Calendar.

Textbooks

Textbook costs and funding responsibilities vary by school district. Depending on local practices, textbooks may be purchased by the district, provided through grants or scholarships, or purchased by the student. Partner districts are responsible for communicating textbook expectations and funding procedures to their students. Districts that elect to pay for student textbooks are also responsible for submitting the required Textbook Sponsorship form to the Weatherford College Dual Credit Office by the published deadline to ensure charges are processed appropriately.

Districts purchasing textbooks through the Weatherford College Bookstore should submit textbook orders by the deadline published in the Dual Credit Calendar. Timely submission of textbook orders helps ensure materials are available prior to the start of the semester and minimizes delays in student access to required course materials.

Dual Credit Office Services

The Weatherford College Dual Credit Office is available to assist partner districts with a variety of events and activities, including student and parent information sessions, counselor presentations, registration events, college and career fairs, Dual Credit Nights, and other outreach opportunities. Districts requesting Dual Credit Office participation should contact the office as early as possible to discuss event details and scheduling. Advance notice is encouraged, as the

availability of Dual Credit personnel may be limited during peak periods such as registration, orientation, and the beginning of each semester.

SECTION IV: GETTING STUDENTS STARTED WITH DUAL CREDIT

- Eligibility
- Applying to Weatherford College
- Transcripts
- Placement Testing
- Registering for Courses
- Payments
- Tuition and Fees
- FAST Eligibility
- Textbooks
- Accommodations
- Deadlines

Getting Started

Students interested in participating in the Weatherford College Dual Credit Program should begin by meeting with their high school counselor to discuss eligibility requirements, course options, and academic planning.

To enroll in dual credit courses, students must meet the eligibility requirements established by the Texas Higher Education Coordinating Board and Weatherford College, including demonstrating college readiness through the Texas Success Initiative (TSI) Assessment or an approved exemption. Students must also complete an application for admission to Weatherford College and submit any required documentation.

Additional enrollment steps, deadlines, and requirements may vary by high school. Students should work closely with their high school counselor throughout the enrollment process to ensure all requirements are completed by the appropriate deadlines.

Eligibility

To be eligible for enrollment in a dual credit course, a student must:

1. Attain freshman year high school standing.
2. Meet all of the College's regular prerequisite requirements designated for the course (e.g., minimum score placement test scores, minimum grade in a specified previous course, etc.).
3. Exhibit and maintain the level of intellectual, personal, and social maturity associate with college-level coursework.
4. Be prepared to participate in college-level classroom discussions and engage with a variety of academic perspectives, ideas, and course materials.
4. Expect to invest at least as much time out of class as in class reading, studying, and completing assignments.

Further, for dual credit courses in which demonstration of college readiness is required, students must meet the applicable Texas Success Initiative (TSI) college readiness requirements or qualify for an applicable TSI exemption in the area or areas deemed relevant by the College for the intended course of enrollment.

To Become a Dual Credit Student at Weatherford College

1. Apply to Weatherford College. Students must complete and submit their own application. School personnel may provide guidance but may not complete the application for a student.
2. Submit a transcript (if applicable).

3. Complete Placement Testing
4. Enroll in Classes.
5. Make payments or set up a payment plan.
6. Purchase or rent textbooks.
7. Request Accommodations

Apply to Weatherford College

Students will complete the **Coyote Recruit** admissions application. Please note:

- Students must first create a Coyote Recruit account, then complete the application.
- Students will need to use their personal email, not a school or work email.
- Students will receive notifications of missing or received items in their Coyote Recruit account.
- **Students will be issued a WC login, email, and student ID number, AFTER all required documents are received. This information will be sent to the email address provided by the student.**

Submitting Transcripts to WC

Dual Credit Students are not required to submit a high school transcript or a Weatherford College transcript for admission.

The transcript requirements outlined below apply only to students who have completed dual credit or other college coursework through an institution other than Weatherford College.

Students who have previously completed dual credit or other college coursework through an institution other than Weatherford College must submit transcripts from those institutions. An unofficial transcript should be uploaded during the application process. Prior college coursework is reviewed to verify prerequisite requirements and prevent duplicate enrollment in courses already completed.

Before registering for a future term, an official transcript showing final grades must be submitted to Weatherford College. Official transcripts may be sent electronically through an approved transcript service, mailed directly from the institution, or delivered in a sealed envelope from the issuing institution.

Weatherford College Student Services
225 College Park Drive
Weatherford, TX 76086

Official transcripts must be received directly from the issuing institution or through an approved electronic transcript service. Transcripts submitted for evaluation must reflect final grades for completed terms; coursework listed as "in progress" cannot be used for transcript evaluation.

Requesting transcripts from WC

Students who need to send an official Weatherford College transcript to another college or university may submit a transcript request through the Registrar's Office using the Ordering WC Transcripts page: <https://wc.edu/about/administration-departments/registrar/ordering-wc-transcripts.php>. Official transcripts may be sent electronically or by mail through Parchment.

Placement Testing

All dual credit degree seeking students in Texas are required to take the TSIA-2 assessment to determine readiness for college-level work, unless an exemption can be provided. There are two major components of the assessment which are 1) to diagnose students' basic skill in reading/writing and mathematics and 2) to place student in the level of instruction to strengthen academic skills.

Some high school districts offer TSIA-2 testing opportunities on their campuses for dual credit students. Students should consult with their high school counselor regarding available testing options, dates, and locations.

The TSIA2 Assessment may be taken face-to-face through the Weatherford College Testing Center, at the student's high school if testing is offered by the district, or at a testing location of the student's choice through an approved TSIA2 testing provider. Before testing, students are required to complete a Pre-Assessment Activity (PAA) which will provide sample questions and information regarding resources at the college. Upon arrival to test, the testing center staff will need to see the email confirming this was completed. The cost of the TSIA-2 at Weatherford College is \$25. For more information or to set up an appointment, please visit: <https://wc.edu/current-students/testing/weatherford-testing-center.php>

TSIA-2 Eligibility Scores

The Texas Success Initiative (TSI) is a state-legislated program designed to ensure that students have the skills in Reading, Writing, and Math to be successful with college level work. There are two major components of the program:

- An assessment to diagnose students' basic skill in reading, writing, and mathematics, and
- Developmental instruction, to strengthen academic skills that need improvement.

Subject	Option 1	Option 2
	ELAR: 945 or higher and Essay: 5 or higher	

English Language Arts and Reading (ELAR)		ELAR: less than 945 and Diagnostic: 5 or higher and Essay: 5 or higher
Mathematics	Math: 950 or higher	Math: less than 950 and Diagnostic: 6

A student is exempt from all TSI requirements under any one of the following conditions:

- The student has earned a bachelor's degree or an associate's degree from a regionally accredited Texas institution.
- The student is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
- The student was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or served as a member of a reserve component of the armed forces of the United States on or after August 1, 1990.
- The student is a non-degree-seeking (up to 9 credit hours of transferable coursework) or a certificate-seeking student.
- STAAR - Reading/English III, Level 2; Algebra II, Level 2
- A student who has completed a TSI restricted course at another regionally accredited institution.
- A student has attended another Texas institution and has been determined to have met readiness standards by that institution.

Please note that TSIA-2 scores used for dual credit eligibility must be less than five years old.

Please also note Weatherford College **does not** accept Texas College Bridge for TSI completion.

WC recommends demonstration of college-level reading proficiency for all transfer intended college courses. WC requires demonstration of college-level reading and writing proficiency for the following courses: ENGL 1301, ENGL 1302, all 2000-level ENGL classes, HIST 1301, HIST 1302, all 2000-level HIST classes, GOVT 2305, GOVT 2306, PHIL 1301, and PHIL 2306. WC requires demonstration of college-level mathematics proficiency for the following courses: all MATH at the 1000 or higher level; BIOL 1406, BIOL 1407, CHEM 1411, PHYS 1401, ACCT 2301.

Registering for Courses

High school counselor completes high school schedule; however, it is the responsibility of the student to register with Weatherford College. Students can enroll, pay, and check all records in

their Coyote Connect student portal. This video provides step-by-step instructions to help students complete this process: <https://www.youtube.com/watch?v=ftu63xxF9g>

- Once all required documents have been received and processed, students will receive an admissions email containing their Weatherford College student email address, student ID number, and login information. Please allow 7–10 business days for processing.
- Students should contact Tech Services (817-598-6364) or the dual credit office (817-598-6458) for assistance with login information.

Payments

Tuition and fee balances are available through the student's Coyote Connect account. Students are responsible for reviewing their account and ensuring that any remaining balance is paid by the published payment deadline each semester. Failure to satisfy payment obligations by the payment deadline may result in courses being dropped for non-payment.

The amount owed may vary based on the student's enrollment, eligibility for financial assistance programs, and district-sponsored funding. Students should review their account balance in Coyote Connect to determine any amount due.

Weatherford College also offers the Dual Enrollment Grant, which assists eligible students enrolled in academic dual credit courses with a portion of their tuition costs. The grant may cover up to six credit hours of tuition for qualifying academic dual credit courses. For more information, please visit: <https://wc.edu/paying-for-weatherford/what-is-financial-aid.php>

Any applicable FAST funding, Dual Enrollment Grant awards, or other approved funding sources will be reflected in the student's account balance.

Tuition and Fees

Information on Dual Credit tuition and fees can be found at:
<https://catalog.wc.edu/studentservices/finance#tuition-and-fees1>

FAST Eligibility

Weatherford College participates in the Financial Aid for Swift Transfer (FAST) program, a state-funded initiative that assists eligible dual credit students with the cost of tuition and fees. Students may qualify if they were eligible for free or reduced-price lunch during any of the four school years preceding their dual credit enrollment.

Eligible students may receive FAST funding for approved dual credit coursework at no cost to the student. In addition to tuition and required fees, FAST funding may also cover required textbooks and instructional materials for eligible courses. Eligibility is determined through the student's high school district. Students who believe they may qualify should contact their high school counselor for additional information regarding eligibility requirements and the application process.

To ensure eligible students receive FAST funding, partner school districts are responsible for submitting each eligible student's TSDS Unique ID to the Weatherford College Dual Credit Office by the published deadline identified in the Dual Credit Calendar.

Textbooks

Textbooks and instructional materials may be purchased or rented through the Weatherford College Bookstore. Students may also purchase materials online through the Weatherford College Bookstore website.

Weatherford Campus Bookstore – 817-598-6286

Wise County Campus Bookstore – 940-626-3259

Some dual credit courses participate in the Day One Access program. Through this program, students are charged a reduced fee for an electronic textbook that is automatically added to their Weatherford College student account. Students enrolled in a Day One Access course will have access to their course materials through Canvas on the first day of class. Day One Access courses are identified during registration by a green circle with a dollar sign next to the course listing. Questions regarding Day One Access or the opt-out process should be directed to the Weatherford College Bookstore.

Textbook costs and funding responsibilities vary by school district. Depending on local practices, textbooks may be purchased by the district, provided through grants or scholarships, or purchased by the student. Partner districts are responsible for communicating textbook expectations and funding procedures to their students.

Request Accommodations

Students who would like to request accommodations under the ADA (Americans with Disabilities Act) should contact the WC Accommodations and Disabilities office: accommodations@wc.edu or 817-598-6350.

- Please note that these accommodations may not be the same accommodations afforded to students under the IDEA (Individuals with Disabilities Education Act) laws that are used at the high school level.
- Students may obtain documents for accommodations from the WC Disabilities and Accommodations office or from their high school counselor.
- Students may fill out the dual credit accommodation forms and return to accommodations@wc.edu with appropriate documentation.

Deadlines

Dual credit students are responsible for complying with all published Weatherford College deadlines, including but not limited to admissions, registration, payment, withdrawal, and academic deadlines. Failure to meet established deadlines may result in delays in processing, loss of eligibility, removal from courses, or other academic and financial consequences.

Please note that some partner school districts establish their own deadlines and procedures that may differ from Weatherford College deadlines. Students are responsible for complying with both their high school's requirements and all applicable Weatherford College deadlines.

Students are encouraged to regularly monitor their Weatherford College email, Coyote Connect account, and communications from their high school counselor to remain informed of important dates and deadlines.

SECTION V: STUDENT SYSTEMS AND RESOURCES

- Canvas
- Coyote Connect
- Student E-Mail
- Campus Resources

Student Systems & Resources

Dual credit students will be expected to use Weatherford College systems throughout their enrollment.

Canvas is the College's learning management system where students access course materials, assignments, grades, announcements, and instructor communications.

Coyote Connect is the College's student information system where students can register for classes, view schedules, access financial information, make payments, review account balances, and access other student records and services.

Weatherford College Student Email is the College's official method of communication with dual credit students. Upon admission to Weatherford College, students are issued a Weatherford College email account. Students are responsible for checking their email regularly and reviewing all communications received from College offices, faculty, and staff. Important information regarding registration, payment deadlines, financial aid, course information, academic standing, and other college-related matters may be sent exclusively to the student's Weatherford College email account. Failure to monitor and respond to communications sent to the student's Weatherford College email does not excuse missed deadlines, unmet requirements, or failure to comply with College policies and procedures.

Campuses Resources and Support Services are available to Dual Credit Students. Available services may include tutoring, library resources, technology assistance, accommodations and disability services, testing services, career services, health and wellness services, and other student support programs. Eligibility requirements or limitations may apply to certain services.

Students are encouraged to utilize these resources and seek assistance when needed to support their academic success. Additional information regarding available services can be found on the Weatherford College website or by contacting the appropriate college office.

SECTION VI: PROGRAM GUIDELINES AND EXPECTATIONS FOR STUDENTS

- Communication
- FERPA
- Course Offerings
- Enrollment Limits
- Satisfactory Academic Progress
- Attendance
- Schedule Changes
- Course Withdraw
- Repeat 3
- Removal from Dual Credit Coursework
- Weatherford College Policies and Student Conduct
- Academic Integrity
- Grading
- Grade Disputes
- Complaints

Communication

Questions regarding course selection, degree plans, eligibility requirements, testing, scheduling, registration, and other high school related dual credit matters should be directed to the student's high school counselor. High school counselors work closely with both the high school and Weatherford College to support students throughout the dual credit process and assist with course selection, enrollment decisions, graduation requirements, and academic planning.

The Weatherford College Dual Credit Office works collaboratively with partner school districts to support admissions, registration, enrollment, reporting, and other administrative functions related to the dual credit program. The office also serves as a resource for students, parents, counselors, instructors, and administrators regarding Weatherford College policies, procedures, and program requirements. Please note that the Weatherford College Dual Credit Office is unable to advise students regarding high school degree plans or graduation requirements.

FERPA

Federal regulations stipulate that college students must be regarded as adults, regardless of age, with respect to their student records. This standard compels Weatherford College to adhere to the Family Education Rights and Privacy Act (FERPA) as the College handles issues of student records. Students who wish to authorize Weatherford College to release educational records to a parent, guardian, or other individual must complete a FERPA Release Form.

Course Offerings

Dual credit course offerings must be in the core curriculum of the public institution of higher education providing college credit; a career and technical course; or a foreign language course.

Offerings vary by high school and are determined through a partnership between Weatherford College and each participating school district. Each district has a Memorandum of Understanding (MOU) and approved course crosswalk that identify the dual credit courses available to students and how those courses align with high school graduation requirements.

Because course availability, sequencing, and degree plan requirements may differ by campus, students should consult with their high school counselor regarding available dual credit options.

Enrollment Limits

Dual credit students may take no more than 15 credit hours in a long (fall or spring semester). Students who wish to enroll in more than 15 credit hours may submit a Course Overload Request form. The form must be signed by the student and the high school counselor. Requests should be sent to the Office of Dual Credit and must be made no later than the last business day before the first day of the semester for which the request is being made.

Satisfactory Academic Progress

Dual credit students are expected to make satisfactory academic progress and demonstrate the ability to succeed in college-level coursework. Participation in the dual credit program is a privilege, and students are expected to maintain a cumulative Weatherford College GPA of 2.0 or higher.

Students whose cumulative Weatherford College GPA falls below 2.0 and/or who earn a grade of D or F in a dual credit course are required to submit a Reinstatement Request by the published deadline if they wish to continue participating in the dual credit program. Reinstatement requests will be reviewed by Weatherford College and the high school and should include an explanation of the circumstances that contributed to the student's academic performance as well as a plan for future academic success. Submission of a Reinstatement Request does not guarantee continued eligibility for dual credit enrollment.

Attendance

Dual credit students are expected to attend class and maintain satisfactory academic progress. Students are subject to the College's attendance policy, outlined below:

"Participation in College-sanctioned activity is considered an excused absence, provided that students complete the Excused Absence Form, have it signed by the activity advisor, and present it to all instructors prior to the impending absence. For students in dual-credit classes, high-school-and-/or VIL-sponsored absences will also be considered excused absences, provided that, prior to the impending absence, students provide instructors with signed documentation from the activity advisor.

In the case of work missed due to an excused absence, when it is feasible to submit work early, students will be permitted the opportunity to do so, provided that before the absence occurs, they 1) supply their instructors with documentation of the absence and 2) make arrangements with their instructors to make up the work missed. If the nature of the missed work cannot be adequately reproduced outside of the class, instructors should note how the absence may be expected to impact the student's progress in a course. The activity advisor shall consider the instructor's comments while determining if the student should participate in the identified activity."

Excessive and/or prolonged absences from class will negatively affect a student's grade. Likewise, failure to maintain satisfactory academic progress in formative assignments will impact summative course grades. Faculty will report students to the Secondary Education Institution for excessive absences and/or significant failure to maintain satisfactory academic progress. The College reserves the right to withdraw the student from a dual credit class due to excessive absences and/or failure to maintain satisfactory academic progress.

Students who miss more than one week of class due to secondary school suspension, assignment to alternative education and/or expulsion may be withdrawn from the College course. Student continuation in the course may be approved by mutual agreement between the College and the

Secondary Education Partner.

Schedule Changes

Occasionally, changes to approved schedules become necessary due to enrollment, staffing, or district needs. Partners should notify the Dual Credit Office as soon as possible whenever a schedule change is anticipated.

Examples of schedule changes include:

- Adding or removing a course section
- Changing meeting times or instructional locations
- Instructor changes
- Bell schedule modifications
- Changes affecting student enrollment

The Dual Credit Office will evaluate each request and communicate available options. Schedule changes requested after registration has begun may not always be possible.

Course Withdraw

Students who wish to withdraw from a dual credit course must initiate the withdrawal process by completing the appropriate withdrawal form. The form must be reviewed and signed by the student's high school counselor prior to submission.

Completed withdrawal forms should be submitted to **dualcredit@wc.edu** by the published withdrawal deadline. Failure to complete the withdrawal process by the deadline may result in the student remaining enrolled in the course and receiving the grade earned.

Students are encouraged to discuss the academic and graduation implications of withdrawing from a dual credit course with their high school counselor before submitting a withdrawal request. Students should continue attending class until official withdrawal procedures have been completed through Weatherford College. Failure to follow established procedures may result in grades or transcript implications for the student.

Repeat 3

The Texas Legislature has mandated that a course repeated by a student more than twice at a public institution of higher education may not be reported for state funding. As a result, the institution must either pass the non-funded portion to all students or charge a supplementary fee. Consequently, Weatherford College has chosen to assess a supplementary fee to only those students repeating the course more than twice. For courses being taken for the third time, students will be charged \$50.00 per semester credit hour (\$150.00 for a 3-hour course) in addition to tuition and required fees associated with the course. Students will be notified at the time they register for a course that it has been taken twice at Weatherford College and is subject to the supplementary fee.

Students may request a waiver of the Three-peat fee based on hardship in the financial aid office where they will be informed about the procedures. Students may receive the waiver for no more than one time per class and no more than three times cumulatively.

Removal from Dual Credit Coursework

The Weatherford College Department Chair for Dual Credit, in consultation with the high school, reserves the right to remove a student from the dual credit program when academic performance, course completion, or other factors indicate that continued participation may not be in the student's best interest. Students who are removed from the program may submit a Removal Appeal; however, submission of an appeal does not guarantee reinstatement or continued eligibility for dual credit enrollment.

Weatherford College Policies and Student Conduct

Dual credit students are Weatherford College students and are expected to comply with all College policies, procedures, academic standards, and the Student Code of Conduct as outlined in the current Weatherford College Student Handbook and Catalog. Students are responsible for familiarizing themselves with these expectations and understanding their rights and responsibilities as Weatherford College students.

Violations of College policies may result in disciplinary action and may impact a student's eligibility to continue participating in the Dual Credit Program. The Weatherford College Student Handbook can be found here: <https://student-handbook.wc.edu/>.

Academic Integrity

Academic integrity is fundamental to the educational mission of Weatherford College and the College expects its students to maintain high standards of personal and scholarly conduct. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. Any student who is demonstrated to have engaged in any of these activities, will be subject to immediate disciplinary action in accordance with institutional procedures.

Examples of cheating, plagiarism, collusion, or abuse of source materials include, but are not limited to:

- Copying from another student's test paper or devices;
- Failing to comply with instructions given by the person administering the test;
- Possession of materials during a test which are not authorized by the person administering the test, such as class notes or other unauthorized aids;
- Using, buying, stealing, transporting, selling, or soliciting in whole or part items including, but not limited to, the contents of an un-administered test, test key, homework solution, or computer program;
- Collaborating with, seeking aid, or receiving assistance from another student or individual during a test or in conjunction with other assignments without authority;

- Discussing the contents of an examination with another student who has taken or will take the examination without authority;
- Appropriation through purchasing, receiving as a gift, or obtaining by any means, material that is attributable in whole, or in part, to another source including words, ideas, illustrations, structure, computer code, other expression, and media, and presenting that material as one's own academic work to instructors for credit;
- Unauthorized collaboration with another person in preparing academic assignments offered for credit, or collaboration with another person to commit a violation of any section of the rules on academic dishonesty.
- Unauthorized use of Generative AI to produce work of any type (text, image, code, etc.) and presenting that work as one's own;
- Citation of sources that do not exist or citation of material within a source that does not exist;
- Misrepresentation of information or phrasing taken out of context changing the original meaning of the source;
- Falsifying research data, laboratory reports and/or other academic work offered for credit;
- Substituting for another person or permitting another person to substitute for oneself to take a course, take a test or complete any course-related assignment.

The appropriate instructional dean or campus director may investigate to determine if the charges have merit, and/or if they can be disposed of administratively by mutual consent of the student(s), and the College official who referred the matter. After the initial investigation, the instructional dean or campus director may issue one or more of the following:

- Take no action.
- Take administrative action to counsel, advice, or admonish the student.
- Forward the grievance to an appropriate administrator/committee.
- Take disciplinary action against the offending student ranging from warning to suspension or expulsion. The range includes:
- Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
- Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations during the probationary period.
- Discretionary Sanctions: Re-writing paper, completing a substitute project or other classroom assignment, re-taking a test.
- Grade of Zero: Grade of zero on an assignment, project, test (whole or portion).
- Failure of the Course: A grade of "F" is recorded on the student's transcript for the course.
- Withdrawal: Withdrawal is administrative removal of a student from a class.
- College Suspension: Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified such as a psychological examination by an approved professional.
- Withdrawal: Withdrawal is administrative removal of a student from a class.
- Expulsion: Permanent severance from Weatherford College.

NOTE: In extreme cases information gathered during the investigation may be required to be reported to agencies within and/or outside the institution. Examples include, but are not limited to: Counseling, DHS, Law enforcement, clinical agencies, and accrediting boards. Individual departments and/or programs may create and enforce a more stringent version of the Academic Integrity Policy as required by their discipline and as approved by the Weatherford College Board of Trustees.

Appeals from disciplinary actions by the faculty may be made pursuant to the Student Appeals Procedure.

Grading

Grades earned in dual credit courses become part of a student's permanent Weatherford College transcript and are calculated in the student's college grade point average (GPA). Students should be aware that grades earned through dual credit may also impact future transfer, scholarship, and academic standing decisions at other institutions.

Weatherford College grading policies apply to all dual credit courses.

Grade	Description
A	Superior (90–100*)
B	Good (80–89*)
C	Average (70–79*)
D	Passing (60–69*)
F	Failing (Below 60*)
CR, Z	Credit earned through CLEP or other approved credit-by-examination methods
I	Incomplete (see Incomplete Grades for more information)
IP	No credit, satisfactory achievement. Student must enroll in the subsequent semester to complete educational objectives.
P	Passed
S	Satisfactory
U	Unsatisfactory
W	Withdrawn or dropped from college with no academic penalty (see Drops and Withdrawals for more information)
AU, X	Audit

**Grade values may differ in Health Science programs, Fire Science Technology, and Emergency Medical Services Professions.*

Grade Disputes

Students disputing a grade must contact their course instructor no later than 30 days after the grade was awarded. If the student is not satisfied after consulting the instructor, the student may

request a review of the grade by submitting a written request to the next level of instructional administration. The request for each subsequent review by the administration is ten calendar days from the decision of the previous level.

Administrative Hierarchy:

- Department Chair
- Instructional Dean
- Vice President of Instruction & Student Services

Complaints

Students are encouraged to address concerns at the lowest level possible. In most cases, concerns related to a course, classroom procedures, assignments, attendance, or grading should first be discussed directly with the instructor.

If the concern is not resolved, students should contact their high school counselor or the Weatherford College Dual Credit Office for assistance. Additional college procedures may apply depending on the nature of the complaint.

Students should refer to the Weatherford College Student Handbook for information regarding formal complaint and grievance procedures.

SECTION VII: FORMS

- [Link to Forms](#)

Forms

The forms referenced throughout this handbook are available on the Weatherford College website. To access the forms, visit the Weatherford College website (www.wc.edu), select Admissions, then Dual Credit Admissions. On the left side of the page, select Forms to access the documents related to the dual credit program.

For direct access to the Dual Credit Admissions page and all available forms, visit:

<https://wc.edu/admissions/how-to-apply/early-admissions-dual-credit.php>



**WEATHERFORD
COLLEGE**

DUAL CREDIT

Weatherford College Dual Credit Partner Handbook Acknowledgement

I acknowledge that I have received the Weatherford College Dual Credit Partner Handbook. I understand that this handbook serves as a resource for the policies, procedures, and processes that support the Weatherford College Dual Credit Program.

Name: _____

School District: _____

Title: _____

Signature: _____

Date: _____