



2026-2027

WEATHERFORD COLLEGE
DUAL CREDIT
INSTRUCTOR HANDBOOK

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SECTION I: OVERVIEW

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- General Information

Introduction

The purpose of this handbook is to provide Weatherford College Dual Credit Instructors with a clear understanding of the dual credit program and the collaborative relationship between the Dual Credit Office and academic departments. It is intended to support consistent practices, clarify responsibilities, and serve as a resource throughout the academic year.

Contact Information

Campus Emergencies: In the event of an emergency while on the high school campus, immediately notify the designated campus principal or administrator.

Department Chair/Program Director: Contact your Department Chair/Program Director with questions related to course content, instruction, grading, and other academic matters.

Dual Credit Office: Contact the Dual Credit Office with questions related to dual credit procedures, student eligibility, enrollment, registration, or other administrative matters.

Department Chairs/Program Directors:

Chair	Department	Phone	E-mail
Dr. Dana Byrd	Humanities	817-598-8829	dbyrd@wc.edu
Vance Christie	Agriculture & Communications	817-598-6280	vchristie@wc.edu
Dr. Leslie Hancock	Education	817-598-8962	lhancock@wc.edu
Rebecca James	Fine Arts	817-598-6231	rjames@wc.edu
Carolyn Jeane	Cosmetology	817-598-8853	cjeane@wc.edu
Dr. Cathy Johnson	Social and Behavioral Sciences	817-598-3265	cljohnson@wc.edu
Michael Lee	Mathematics	817-598-8872	mlee@wc.edu
Trey McKinley	Kinesiology	817-598-6255	tmckinley@wc.edu
Dr. Mark Pullam	Business & Computer Science	817-598-6304	mpullam@wc.edu
Shannon Stoker	Science, Learning Frameworks, College Prep English	817-598-6372	sstoker@wc.edu
Vacant	Program Director, Public Safety		
Vacant	Program Director, Workforce Education		

Dual Credit 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.

Shannon Stoker
Department Chair, Foundational Education and Dual Credit
817-598-6372
ssroker@wc.edu

Dana Orban
Dual Credit Specialist
817-598-6458
dorban@wc.edu

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.

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.

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.

SECTION II: DUAL CREDIT INSTRUCTOR INFORMATION

- Instructor Appointment Types
- WC Systems
- Dual Credit Instructor Responsibilities
- Additional Instructional Policies and Procedures

Instructor Appointment Types

Weatherford College utilizes three instructional appointment types for dual credit courses.

Embedded instructors are employees of the partner high school who have been approved by Weatherford College to teach dual credit courses while remaining employed by their school district.

Adjunct instructors are employed by Weatherford College on a part-time basis to teach dual credit courses.

Full-time faculty are full-time Weatherford College employees who teach dual credit courses as part of their regular faculty workload.

Regardless of appointment type, all dual credit instructors are expected to deliver the approved Weatherford College curriculum, maintain the academic standards of the College, and comply with all applicable College policies and procedures.

Weatherford College Systems

Dual credit instructors and students are responsible for using Weatherford College's official student systems, including Coyote Connect, Canvas, and their Weatherford College student email account.

Dual Credit Instructor Responsibilities

Department chairs are the primary point of contact for questions related to course content, instruction, grading, and other academic matters.

The responsibilities below provide an overview of the expectations for dual credit instructors. Additional guidance and applicable College policies are provided throughout this handbook.

1. Teach the approved curriculum using the department-approved syllabus and course learning outcomes.

All sections of a course must use the approved master syllabus unless otherwise approved by the appropriate Department Chair and Instructional Dean. Each instructor must use the approved syllabus for every course and laboratory taught. Department chairs will provide instructors with the master syllabus, and students will be provided the URL to the master syllabus on the first day of class.

In addition to the master syllabus, instructors must provide students with a course outline on the first day of class. An electronic copy of the course outline must be submitted to the Department Chair on or before the first class meeting of each semester. At a minimum, the course outline must include:

- Instructor Name
- Class meeting times, locations, and test dates
- Instructor office hours and location to serve students
- Instructor office telephone and email address
- Specific course assignments, evaluations, and important dates
- Process for determining the final grade

Instructors teaching courses that are part of a specific academic or workforce program must also comply with all program-specific requirements, policies, standards, accreditation requirements, and curriculum expectations.

2. Maintain Canvas, including course content and the gradebook.

Instructors teaching face to face courses are required to maintain an active Weatherford College Canvas course. At a minimum, all courses must include a completed course homepage containing a course welcome, the approved course syllabus, course policies, and textbook information. In addition, instructors must maintain attendance and a current gradebook within Canvas. Instructors teaching fully online courses are expected to maintain a complete Canvas course, including instructional content, assignments, assessments, announcements, and other course materials necessary to support student learning. All instructors are required to maintain 100% ADA compliance in Canvas. All course materials and instructional content must meet applicable accessibility standards.

3. Keep grades current throughout the semester and submit final grades through Coyote Connect by the stated College deadlines.

Grades awarded by Weatherford College shall be based on the scholastic performance of each student receiving those grades. Scholastic achievement shall be determined by each student's demonstration of learning as it relates to the defined outcomes for each course and program of study in which the student is enrolled.

Unless otherwise directed by the Department Chair, instructors should assign standard letter grades (A, B, C, D, and F). Dual credit students also receive a corresponding numeric grade in accordance with the approved course grading scale.

- A Superior (90-100)
- B Good (80-89)
- C Average (70-79)
- D Passing (60-69)
- F Failing (Below 60)

Gradebook

Student grades should be entered into Canvas at least weekly throughout the semester. Because Weatherford College and partner high school administrators access cycle grades

directly through Canvas observer accounts, instructors are responsible for ensuring the Canvas gradebook is accurate and current at all times.

Submission of Final Grades

All instructors are required to enter all student final course grades in Coyote Connect on or before the grade submission deadline identified for each semester. Instructors awarding a grade of “F” must also post the last day of academic activity/attendance for the student. Public posting of grades is prohibited to ensure the protection of student privacy. Grades will be available online to the students at the close of each semester.

Incomplete Grades

Students who have been achieving passing work in a course (with a minimum “C” average) but who are unable to complete all required work before the end of the semester due to uncontrollable circumstances may be given a temporary grade of “I” or incomplete. Students must contact the course instructor to request assignment of the Incomplete grade prior to the end of the semester. The student and instructor must document and agree to all terms and conditions for completion of coursework on the Incomplete Grade Form prior to receiving approval from the department chair and dean to grant an Incomplete grade. Grades of “I” not removed according to these conditions by the end of the sixth full week following the close of the semester in which the incomplete grade was granted will be permanently recorded as the grade that would have been awarded with the incomplete work scored at a value of “0.”

Grade Changes

Instructors who need to change a student's grade due to errors in calculation, posting, or in response to a grade dispute must complete a Grade Change Form and forward the form to the Department Chair and Division Dean for required signatures. The form must then be forwarded to the Registrar's Office so that official records may be corrected, and the student notified.

Grade Disputes

Students disputing an official record must complete a Record Dispute Form available in the Student Services Office. Students are allowed one calendar year from the last day of the term in which a grade was earned to initiate steps to dispute the accuracy of the record. The Student Services Office addresses disputes involving drop dates or entry errors such as grade transposition or data entry. If a student disputes an earned grade, he or she must address it with the instructor. If the instructor determines that a different grade should be awarded, a Grade Change Form will be sent to the Registrar's Office.

Extra Credit

Each instructor shall decide whether to provide extra credit opportunities to students within their assigned course(s). If an instructor chooses to provide extra credit in a course, that extra credit opportunity must be:

- Related to the learning objectives of the course;
- Designed to demonstrate each student's academic abilities;
- Associated with a value clearly identified in the course grading system;
- Fair and equitable, providing a reasonable opportunity to all students;
- Designed such that if an extra credit activity involves a monetary cost to the student, a no-cost alternative with an equal amount of credit must also be made available.
- Is never a quid pro quo such that monetary expenditures made by a student directly influence that student's grade.

4. Maintain regular communication with students and the department chair.

Dual credit instructors are expected to maintain regular communication with students and the department chair. Student emails should be acknowledged or responded to within 48 business hours. Instructors should keep the department chair informed of course progress, student concerns, instructional questions, and any issues that may affect the course or student success.

5. Submit Early Alerts and notify the Dual Credit Office and the department chair of significant academic, attendance, or student concerns.

Instructors are responsible for notifying student services when a student is in danger of failing a course due to excessive absences and other academic concerns by submitting an early warning referral to student services using the Early Alert link located in the navigation tab in Canvas Classroom. Students will receive an automated email message with a follow-up from student services to discuss their status and intervention as appropriate.

Instructors should also notify both the Dual Credit Office and the department chair of students who are at risk of failing, have excessive absences, are not participating, or have other concerns requiring intervention or additional support.

6. Administer assessments in accordance with College and departmental procedures, including approved proctoring requirements when applicable.

For all courses, testing procedures and assignments should be consistent with institutional and departmental standards. Details concerning the administration of the tests and assignments (i.e., the number per semester, mode of delivery, location and time of testing or due dates for assignments) will be clearly stated in the instructor's course syllabus.

Proctored Assessments

For proctored assessments in dual credit courses, the following procedures apply:

Face to face classes-the instructor of record will be the first choice as proctor. In all cases, testing is inclusive in prescribed course contact hours and opportunities for Instructor-proctored testing must be provided during normal class/lab times.

Online or Hybrid dual-credit classes,-exams may be administered by proctors who meet the proctoring requirements as outlined on the WC “Proctor Agreement” form. Approved proctors must have a signed form on record with WC’s office of Dual Credit, which is updated annually.

Final Exams

Final examinations will be given during the final week of the scheduled course. A final examination schedule will be published on the College Website. The final examination schedule varies from the regular schedule of classes and must be followed.

7. Refer students to appropriate Weatherford College resources when additional support is needed.

When a student needs additional academic, personal, or institutional support, instructors should refer the student to the appropriate Weatherford College resource. The Dual Credit Office is available to assist with referrals and connecting students to College services.

8. Participate in required training and professional development.

To ensure instructional quality and compliance with College and state requirements, dual credit instructors are expected to participate in all required training and professional development as assigned by Weatherford College.

9. Comply with all Weatherford College policies and procedures, including FERPA and Academic Integrity.

FERPA Release

Dual credit students are protected by FERPA. As Weatherford College students, they are afforded the same privacy rights as any other college student, regardless of age. Student education records may only be released to individuals authorized by the student or as otherwise permitted by law.

Instructors should not release student information to parents, guardians, or other unauthorized individuals. If a parent or other individual requests information about a dual credit student, refer the inquiry to the Dual Credit Office. If you need to determine whether a FERPA Release Form is on file for a student, contact the Dual Credit Office for assistance.

Academic Integrity

The Academic Integrity Policy is outlined in the course syllabus and the student handbook. Any student determined to have violated these policies is subject to disciplinary action. Instructors of online classes will design course assessments to encourage student learning and discourage violations of the Academic Integrity Policy.

Each department may devise a policy with additional requirements that align with the course subject matter and learning objectives. These additional requirements may include, but are not limited to, requiring a plagiarism detection program (e.g., Turnitin) and exams administered through a remote proctoring service.

10. Work collaboratively with the partner high school while maintaining Weatherford College academic standards.

Dual credit instructors serve as representatives of both Weatherford College and the partner high school. Instructors are expected to work collaboratively with partner high schools while upholding Weatherford College's academic standards, policies, and expectations.

Additional Instructional Policies and Procedures

Student Authentication and Integrity standards for Online Courses

To uphold the integrity of online classes and ensure the validity of the grades earned, Weatherford College has implemented the following Identity Verification Policies: Students in fully online classes will send a photo of themselves holding a picture ID with their name on it to the instructor of record. Any sensitive information on the ID should be covered up or otherwise obscured. Students in online classes are required to be familiar with and adhere to Weatherford College's Academic Integrity Policy as outlined in the Student Handbook.

Student Absences

Regular class attendance is integral to student success. Therefore, faculty will encourage regular class attendance by stating the attendance requirements and the consequences for noncompliance in each course syllabus. For some courses taught through distance learning, attendance requirements are not suitable. In these situations, faculty will state alternative expectations in the course syllabus for student success and consequences for noncompliance. In addition to being detrimental to student success, excessive student absences may jeopardize a student's federal financial aid, obligating the student to repay funds received.

UIL Sponsored Absences

For students in dual-credit classes, high-school-and/or UIL-sponsored absences will also be considered excused absences, provided that, before the imminent absence, students give the instructors 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) plan 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.

Religious Holiday Absences

A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or to complete an assignment scheduled for that day within a reasonable time after the absence if, the student provided advance notice to the instructor of the date(s) of the absence (Weatherford College Policy FC-legal). The notice shall be in writing and shall be delivered by the student personally to the instructor of each class. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. (Education Code 51.911) If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined above, or if there is a similar disagreement about whether the student has been given a reasonable amount of time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Executive Vice President of Academic Services. The student and the instructor shall abide by the decision of the chief academic officer or his or her designee.

Classroom Observations

Dual Credit classroom observations will be completed in accordance with College policies and procedures.

Observations may be conducted by the department chair or by a qualified designee identified by the department chair. Documentation of observations will be maintained in accordance with departmental and institutional procedures.

Course Evaluations

All courses are to be evaluated by the students enrolled in each long semester in accordance with HB 2504, Texas Education Code § 51.974. Course evaluations will be considered in instructor evaluations along with course attrition rates; the extent to which student learning outcomes were met; and grade distributions. The appropriate department chair is responsible for conducting instructor evaluations. Furthermore, this is a critical component of the promotion and rank process for faculty pursuing advancement opportunities.

Special Support Services Accommodation Documentation

Instructors must use the Special Support Services Accommodation Documentation form to record occasions when special accommodations were made for students in their classes. This form is required only for students who present an accommodation plan from the Special Populations' Office to the Instructor. The completed documentation form must be forwarded to the special populations' director at the end of each semester.

Textbooks

Questions regarding textbooks should be directed to the Dual Credit Office. 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.

Students may purchase or rent textbooks and instructional materials through the Weatherford College Bookstore.

SECTION III: DUAL CREDIT STUDENT POLICIES

- Academic Progress
- Attendance
- Course Withdrawals
- Academic Integrity
- Student Conduct
- Student Complaints
- Forms

Student Policies

Instructors should be familiar with the primary Weatherford College policies that apply to dual credit students.

Academic Progress

Dual credit students are expected to maintain satisfactory academic progress while enrolled at Weatherford College. Students who do not meet institutional academic standards may be required to complete additional processes before continuing in the dual credit program. The Dual Credit Office coordinates these processes in conjunction with the partner school district.

Attendance

Dual credit students are expected to comply with Weatherford College's attendance policy. Excessive absences or failure to participate in coursework may affect a student's ability to remain enrolled. Attendance concerns should be communicated promptly to both the high school and the Dual Credit Office.

Course Withdrawals

Students wishing to withdraw from a dual credit course must follow the College's official withdrawal procedures and obtain the required approvals before the published withdrawal deadline. Students should continue attending class until the withdrawal has been processed.

Academic Integrity

Dual credit students are expected to uphold the standards of academic integrity established by Weatherford College. Allegations of cheating, plagiarism, unauthorized use of artificial intelligence, collusion, or other violations should be addressed in accordance with College and departmental procedures.

Student Conduct

As Weatherford College students, dual credit students are expected to comply with the College's Student Code of Conduct and all institutional policies. Violations may result in disciplinary action and could affect a student's eligibility to continue participating in the dual credit program.

Student Complaints

Students are encouraged to address concerns with their course instructor whenever possible. If the issue is not resolved, students may contact the Dual Credit Office or follow the College's formal complaint procedures outlined in the Student Handbook.

Department chairs will be notified of complaints involving instructors or courses within their department. Chairs are responsible for reviewing the concern, working with the appropriate

parties toward resolution, and following established College procedures when additional review is required.

Forms

All student forms referenced in this handbook are available on the Weatherford College Dual Credit website.