



**Dual Credit Partnership Agreement**  
**Jacksonville College and Jacksonville High School**  
**2019 Fall Semester and 2020 Spring Semester**

Jacksonville College is a private, two-year, faith-based institution, accredited by the Southern Association of Colleges and Commission on Colleges. The College aligns its 60 hour associate degree core requirements with the requirements of the Texas Higher Education Coordinating board for public institutions.

**STATEWIDE DUAL CREDIT GOALS**

Jacksonville College strives to meet the **Statewide Dual Credit Goals as listed in the Texas Education Code (TECP 130.008) (1995).**

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

(See **TUITION and FEES POLICIES** section of this agreement. Information regarding the benefits and costs of dual credit are also available in the Jacksonville College *2019-2020 Dual Credit Handbook* published on the JC website [www.jacksonville-college.edu/dual-credit-handbook](http://www.jacksonville-college.edu/dual-credit-handbook))

Goal 2: Dual credit programs will assist high school students in post-secondary education.

(The Jacksonville College Dual Credit Program provides an opportunity for academically strong high school students to enroll in college-level courses that fulfill high school graduation requirements. Students may also choose to take courses beyond high school requirements if the courses fit their instructional needs and are Texas Core Curriculum courses that transfer)

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

(Students begin by visiting with their high school counselor to determine if dual credit courses are possible and to determine if they are eligible. Students must show college readiness through standardized test results. High school counselors are familiar with eligibility requirements and appropriate scores for dual credit admission.

Students must meet all admission requirements and the prerequisites for each course that is taken. High school counselors assist students with testing, admission applications, submission of high school transcripts, and registration for the Dual Credit Program. Jacksonville College advisors, and the Academic Dean or Registrar may also offer advising guidance to dual credit students. District and high school

administrators and counselors work with the Academic Dean and Registrar of Jacksonville College to develop all dual credit offerings on high school campuses.) *Dual Credit Handbook 2019-2020* <https://www.jacksonville-college.edu/dual-credit-handbook>

(For a detailed list of student services available to dual credit students, see the **SUPPORT SERVICES SECTION** of this agreement.)

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

(See **COURSE QUALITY AND RIGOR** section of this agreement.)

### **DUAL CREDIT ENROLLMENT GUIDELINES**

A current sophomore, junior, or senior-level student in a U.S. high school or *homeschool* high school may enroll as a student at Jacksonville College and receive college credit for courses taken and completed successfully (“concurrent enrollment”).

Before taking English or math courses for college credit, students must take a placement test and obtain requisite scores or meet other criteria. The student may not enroll in college-level English or math if placement scores indicate that developmental education is needed in those areas.

Students may enroll for college-credit courses on the college campus (dual-credit or concurrent enrollment). In either case, the high school must give permission for students to enroll and should indicate whether the course will be accepted for dual-credit or college credit only. Both dual-credit enrollment and concurrent enrollment students, whether attending class on the high school campus, online, or on the college campus, are subject to the published Jacksonville College admissions procedures and requirements and other applicable policies.

Any highschool student enrolled with Jacksonville College must have a complete student record at the College including date of birth, ethnicity, gender and social security number or other applicable identification number.

### **COURSE QUALITY AND RIGOR**

A course offered on the high school campus is administered by the same policies as those taught on the college campus, including instructor qualifications, course syllabi, student placement in English or mathematics classes, student grades, and evaluation of course instruction.

### **TUITION and FEES POLICIES**

The Jacksonville College Board of Trustees establishes tuition rates annually. The tuition for Dual Credit students in long terms is at a reduced rate.

- Students taking dual credit courses on a high school campus pay a tuition rate of \$70.00 per credit hour.
- Students taking courses on the college campus, either for dual credit or college credit pay a tuition rate of \$290.00 per course during long terms.
- Students taking courses online through Jacksonville College, either for dual credit or college credit only, pay a tuition rate of \$290.00 per course during long terms.
- All student tuition payments are due to Jacksonville College the last business day prior to October 1 for the fall semester and the last business day prior to March 1 for the spring semester, or a written payment plan can be created and begun. Students who have not paid fees by dates arranged with the JC business office will be removed from all courses by the college administration, and the high school counselor(s) will be notified.
- Students taking courses during short terms pay a flat tuition rate of \$185.00 for a 1 hour course, \$485.00 for a 3 hour course, and \$585.00 for a 4 hour course. No payment plan is available during short terms. Tuition is due to Jacksonville College on the first class day of the short term.

## **PLACEMENT TESTING FEES**

- Placement tests are available at no charge if taken at the high school, or for a \$20.00 testing fee at the college campus. Placement tests on the college campus are by appointment only.

## **TRANSCRIPTS**

Official Jacksonville College transcripts will be released at the student's request once an official high school transcript showing high school graduation is presented to the college.

The student's record will then be updated by the Registrar's Office and an official transcript from Jacksonville College can be released at the request of the student via the National Student Clearinghouse. *Current high school students may print an unofficial Jacksonville College transcript from EMPOWER if they need to show pre-graduation college coursework to another college/university for evaluation of transfer credit.*

## **STUDENT SUPPORT SERVICES AVAILABLE TO DUAL CREDIT STUDENTS**

**Library** – The Norman Library on the Jacksonville College campus serves the students and faculty with quality, authoritative resources. The library has a variety of both print and electronic resources to provide for the general research and information needs of students. Dual Credit students have access to the Norman Library on the campus of Jacksonville College and can request a Dual Credit library card. This card allows Dual Credit students to use the library facilities, including all the resources available to all other students. Dual Credit students needing assistance may email the library at [library@jacksonville-college.edu](mailto:library@jacksonville-college.edu) or call the Norman Library Staff at (903) 589-7116 during regular library business hours. Dual Credit students are also enrolled in a library course in Moodle which gives them access to the library catalog, databases and the same information available to all other students. Students have access 24/7 to online databases using their Jacksonville College login and

password. **These are subscription databases; information should not be shared or posted for open access.**

***Advising and Counseling Services*** – Academic advising is provided primarily by the dual credit student's high school counselor; however, faculty advisors are available to each student enrolled at Jacksonville College. Faculty advisors are available during their scheduled office hours and can help students configure class schedules, discuss degree plans, and assess career fields of study.

Spiritual advising is available to all students through the Dean of Students. Many college personnel, including various administrators, faculty, and staff, are also able to assist students in the area of spiritual concerns.

In addition to the dual credit student access to high school counselors, professional counseling services are available and may be required for students with drug and/or alcohol dependency problems, anxiety and depression concerns, and suicidal thoughts or attempts. Information about substance abuse and treatment services is available through the Dean of Students, the housing staff, and literature distributed on campus. The Crisis Center of Anderson and Cherokee Counties partners with Jacksonville College to provide free counseling services to students who are victimized by child abuse, sexual assault, or family/ dating violence. Information about abuse and violence is available through the Dean of Students, the Chief of Security, and literature distributed on campus.

***Learning Center*** –The Teaching and Learning Center (TLC) at Jacksonville College strives to assist students with their educational needs. The TLC provides quality tutoring in a distinctly Christian environment, focusing on mathematics and writing in all disciplines. In addition, the TLC assists instructors and administrators with research and classroom extension services, testing, and providing supplementary instruction for students. The TLC is open to all students and is located in the Watson Room of the Library. The TLC is open during the Fall and Spring semesters, Monday through Thursday from 9:30-11:30 a.m. and 1:00 p.m. to 4:00 p.m. except for school holidays. Distance and online users may call (903) 586-2518 ext.7240 for personal assistance during TLC operating hours.

***Jacksonville College Security*** – The Jacksonville College Security Department Office is located between Meadows Classroom Building and Memorial Hall. Security Services are available at all times by calling (903) 721-1832. Dedicated officers work daily to provide the highest level of professional services to students, faculty, staff, and visitors. JC Security offers several courtesy services such as unlocking resident doors, vehicle unlocks, jump starts, and escorts to and from buildings/vehicles. JC security also offers classes in safety and self-defense during the long semesters. The Jacksonville Security Department is a State of Texas Licensed Level III (three) Security Agency. Although JC Security is not a "law enforcement" agency, a close relationship is maintained with the Jacksonville Police Department. JC Security will respond to all calls for service and notify other agencies as appropriate.

***Testing Center*** - Jacksonville College provides testing services and a secure testing environment for students, faculty, staff and administration. Jacksonville College administers ACT, JC's placement tests, and instructional tests.

**Information Technology** – The Jacksonville College Information Technology (IT) Department is committed to supplying students with the technological resources needed to achieve their educational goals. The department is responsible for acquiring and maintaining all technology equipment and services used by the college. An IT helpdesk service is provided for students needing help with technical issues.

**Jacksonville College Mobile App** – JC has a new mobile app designed to keep students informed about what's going on at the College. Students can watch live video of our chapel services, basketball games, and other special events streamed over the Internet. The app makes it easy to connect to the College through social media. It's even possible to make donations to the College through the app! The app is currently our first version and will be refined and revised in the future. The app is free and available to the public. It will work on iPhones, iPads, and Android devices. Anyone can download the app from the Apple App Store or Google Play Store. Just search for "Jacksonville College."

**Student Activities** – One of Jacksonville College's educational outcomes is to develop an appreciation and awareness of the arts and cultural diversity in its students. In accordance with this goal, students of JC have free admission to home athletic events, concerts, guest lectures, and seminars. Students also receive one free ticket to theater productions on student night. To obtain entrance and/or tickets, Jacksonville College students need to bring their JC ID card. Dual credit students need to bring their JC ID card and a picture ID of some form (e.g., driver's license or high school ID).

**Student Center** – JC students have access to The Student Center. It provides a variety of services such as television, billiards, ping pong, study/work areas, vending machines, and the cafeteria.

Hours of Operation:

Monday-Friday, 7:00 a.m. -11:45 p.m. (Closed during Chapel on Wednesdays);

Saturday-Sunday, 12:00 p.m. - 11:45 p.m.

**Fitness Center** – Jacksonville College is committed to providing a quality exercise facility that targets all levels of fitness and training for students and employees. The Jacksonville College Fitness Center is a 3,000 square foot air conditioned weight room used by Jaguar athletic teams and is equipped with free weights, weight machines, exercise bicycles, treadmills, elliptical machines, and other equipment beneficial to exercise needs. It is located on the east side of campus. The hours of operation for students, faculty, and staff are Monday through Friday from 6:00 to 9:00 p.m.

## **PUBLICATION OF DUAL CREDIT POLICY and DUAL CREDIT PARTNERSHIP AGREEMENTS**

All policies stated in the Dual Credit Agreement are published in the *Jacksonville College Dual Credit Handbook* (<http://www.jacksonville-college.edu/dual-credit>), and the *Faculty Addendum to the Dual Credit Handbook*, posted in the Employee Resources section of Moodle.

A copy of this Dual Credit Partnership Agreement must be published on the websites of both institutions entering into agreement (See Jacksonville College website [www.jacksonville-college.edu/dual-credit](http://www.jacksonville-college.edu/dual-credit))

## **JACKSONVILLE COLLEGE STRATEGIC OBJECTIVES and GENERAL EDUCATION LEARNING OUTCOMES**

The following Strategic Objectives and General Education Learning Outcomes provide the basis for all Jacksonville College Curriculum:

### **Strategic Objectives**

- (1) Provide a Christ-centered, quality education that prepares students for further educational endeavors.
- (2) Promote lifelong learning for students, faculty, staff, and community.
- (3) Produce students who are equipped for Christian servant leadership in the global community.

### **General Education Learning Outcomes**

Information Literacy Skills –Jacksonville College graduates should be able to apply principles of information literacy to engage in research, analyze evidence, and form conclusions/judgements to meet specific course requirements and develop skills for lifelong learning.

Communication/Presentation Skills –Jacksonville College graduates should be able to formulate and organize ideas resulting in purposeful presentations, which increase knowledge, foster understanding, and affect the attitudes, values, and beliefs of themselves and others.

Collegiate Level Competencies in Critical Thinking, Mathematics, Reading and Writing – Jacksonville college graduates will demonstrate collegiate level competencies that meet or exceed the national norms as evidenced by scored responses on a standardized assessment.

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## **JACKSONVILLE COLLEGE COURSES SPECIFIC TO THIS AGREEMENT**

Jacksonville College is pleased to enter into a dual credit partnership with Jacksonville High School. Jacksonville College and Jacksonville High School agree that the following dual credit, (both Jacksonville College and Jacksonville High School credit) courses may be offered in the 2019-2020 semesters:

**BIOL 2401 Anatomy & Physiology I**  
**HIST 1301 U.S. History I**  
**ENGL 1301 Comp & Rhetoric I**  
**ENGL 2311 Technical and Business Writing**

**BIOL 2402 Anatomy & Physiology II**  
**HIST 1302 U.S. History II**  
**ENGL 1302 Comp & Rhetoric II**  
**ENGL 2333 World Literature II**

## COURSE EQUIVALENCY CROSSWALK

Jacksonville College	Jacksonville High School
<p><b>BIOL 2401 Anatomy &amp; Physiology I</b>  Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses. Laboratory use fee required.</p> <p><b>Semester Hour Credit : 4</b>  <b>Instructional Hours Each Week : 3</b>  <b>Lab Hours Each Week : 3</b></p>	<p><b><u>Dual Anatomy and Physiology</u></b>  Semester one of Dual Anatomy and Physiology is a course for those students who desire an understanding of the structure and function of the human body systems. Cat dissection is included for muscle and circulatory studies (necessary course for Kinesiology majors, PE and coaching emphasis, biology majors and health oriented majors.). Semester one is offered on the high school campus as a dual credit course with Jacksonville College for the course BIOL 2401 Anatomy &amp; Physiology I <i>Seven extra points will be calculated into the student's overall GPA each semester for this class.</i></p> <p><b>High School Credit: .5</b>  <b>Instructional Hours Each Week: 4.2</b>  <b>Lab Hours: Yes. According to topic</b></p>
<p><b>BIOL 2402 Anatomy &amp; Physiology II</b>  Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Laboratory use fee required.</p>	<p><b><u>Dual Anatomy and Physiology</u></b>  Semester two of Dual Anatomy and Physiology is a course for those students who desire an understanding of the structure and function of the human body systems. Cat dissection is included for muscle and circulatory studies (necessary course for Kinesiology majors, PE and coaching emphasis, biology majors and health oriented majors.). Semester two is offered on the high school campus as a dual credit course with Jacksonville College for the course BIOL 2402 Anatomy &amp; Physiology II <i>Seven extra points will be calculated into the student's overall GPA each semester for this class.</i></p> <p><b>High School Credit: .5</b>  <b>Instructional Hours Each Week: 4.2</b>  <b>Lab Hours: Yes. According to topic</b></p>

<b>Semester Hour Credit : 4</b> <b>Instructional Hours Each Week : 3</b> <b>Lab Hours Each Week : 3</b>	
<b>HIST 1301 U.S. History I</b> A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. <b>Semester Hour Credit : 3</b> <b>Instructional Hours Each Week : 3</b> <b>Lab Hours Each Week : 0</b>	<u><b>Dual United States History</b></u> Semester one of Dual United States History is an intense study of the political, military, diplomatic, social, and cultural history of the United States from the period of discovery and exploration to the present. Lectures, discussions, examinations of different points of view, and readings will dominate the course. Students will gain invaluable practice in deeper comprehension in reading, taking objective exams, answering the document-based questions, and developing an organized and readable essay. Semester one is offered on the high school campus as a dual credit course with Jacksonville College for the course HIST 1301 U.S. History I. <i>Seven extra points will be calculated into the student's overall GPA each semester for this class.</i> <b>High School Credit: .5</b> <b>Instructional Hours Each Week: 4.2</b> <b>Lab Hours Each Week: 0</b>
<b>HIST 1302 U.S. History II</b> A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, the Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. <b>Semester Hour Credit : 3</b> <b>Instructional Hours Each Week : 3</b> <b>Lab Hours Each Week : 0</b>	<u><b>Dual United States History</b></u> Semester two of Dual United States History is an intense study of the political, military, diplomatic, social, and cultural history of the United States from the period of discovery and exploration to the present. Lectures, discussions, examinations of different points of view, and readings will dominate the course. Students will gain invaluable practice in deeper comprehension in reading, taking objective exams, answering the document-based questions, and developing an organized and readable essay. Semester two is offered on the high school campus as a dual credit course with Jacksonville College for the course HIST 1302 U.S. History II. <i>Seven extra points will be calculated into the student's overall GPA each semester for this class.</i>



	<b>High School Credit: .5</b> <b>Instructional Hours Each Week: 4.2</b> <b>Lab Hours Each Week: 0</b>
<b>ENGL 1301 Comp &amp; Rhetoric I</b> Course is designed to develop critical thinking skills through the study and practice of using various principles in the writing process: invention, drafting, revising, editing, research, and documentation. Emphasis on rhetorical choices, intended audience, purpose, organization, and style combine to focus on academic writing as a way to promote communication, critical analysis, and learning. Acceptable placement score required. <b>Semester Hour Credit : 3</b> <b>Instructional Hours Each Week : 3</b> <b>Lab Hours Each Week : 0</b>	<b><u>English III or IV Dual Credit Composition</u></b>  Semester one includes the development of skills and competencies in the course subject matter in reading, writing, speaking, and critical thinking. Course activity is mainly nonfiction reading and an extensive work in the processes of composition. This class is offered on the high school campus as dual credit with Jacksonville College for course ENGL 1301 Comp & Rhetoric I. <i>Seven extra points will be calculated into the student's overall GPA each semester for this class.</i> <b>Prerequisite: Placement scores as set by Jacksonville College.</b> <b>High School Credit: .5</b> <b>Instructional Hours Each Week: 4.2</b> <b>Lab Hours Each Week: 0</b>
<b>ENGL 1302 Comp &amp; Rhetoric II</b> Course focuses on strategies and techniques to further develop analytical thinking skills through critical reading of verbal, visual, and multimedia sources. Emphasis designed to encourage evaluation and synthesis of information, promote critical thinking about evidence and conclusions, and further develop writing skills through research and documentation of various types of sources. Prerequisite: ENGL 1301 with a grade of "C" or better. <b>Semester Hour Credit : 3</b> <b>Instructional Hours Each Week : 3</b> <b>Lab Hours Each Week : 0</b>	<b><u>English III or IV Dual Credit Composition</u></b>  Semester two includes further training in composition and critical thinking combined with the study of drama, poetry, and short stories for analysis of thematic approach style. This class is offered on the high school campus as dual credit with Jacksonville College for course ENGL 1302 Comp & Rhetoric II. <b>Prerequisite: A grade of 70 or higher in English 1301.</b> <b>High School Credit: .5</b> <b>Instructional Hours Each Week: 4.2</b> <b>Lab Hours Each Week: 0</b>
<b>ENGL 2311 Technical and Business Writing</b> Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, email messages, letters, and descriptions of products and services. Practice individual and	<b><u>English IV Dual Credit</u></b>  Semester two is offered on the high school campus as dual credit with Jacksonville College for courses ENGL 2311. Technical and Business Writing. <i>Seven extra points will be calculated into the student's overall GPA each semester for this class.</i>

<p>collaborative processes involved in the creation of ethical and efficient documents.</p> <p><b>Semester Hour Credit : 3</b></p> <p><b>Instructional Hours Each Week : 3</b></p> <p><b>Lab Hours Each Week : 0</b></p>	<p>This course is designed to present a sequential and fused program in reading, writing, speaking, listening and reasoning. A variety of traditional English literature is surveyed. Instruction concerning the development and completion of a research paper is of particular value to senior level students. Prerequisite ENGL 2333 with a grade of 70 or better.</p> <p><b>High School Credit: .5</b></p> <p><b>Instructional Hours Each Week: 4.2</b></p> <p><b>Lab Hours Each Week: 0</b></p>
<p><b>ENGL 2333 World Literature II</b></p> <p>A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 with a grade of "C" or better.</p> <p><b>Semester Hour Credit : 3</b></p> <p><b>Instructional Hours Each Week : 3</b></p> <p><b>Lab Hours Each Week : 0</b></p>	<p><b><u>English IV Dual Credit</u></b></p> <p>Semester one is offered on the high school campus as dual credit with Jacksonville College for courses ENGL 2333 World Literature II. <i>Seven extra points will be calculated into the student's overall GPA each semester for this class.</i></p> <p>This course is designed to present a sequential and fused program in reading, writing, speaking, listening and reasoning. A variety of traditional English literature is surveyed. Instruction concerning the development and completion of a research paper is of particular value to senior level students. Prerequisite: ENGL 1302 with a grade of 70 or better.</p> <p><b>High School Credit: .5</b></p> <p><b>Instructional Hours Each Week: 4.2</b></p> <p><b>Lab Hours Each Week: 0</b></p>

#### RESPONSIBILITIES of the ISD and the IHE

Jacksonville High School	Jacksonville College
<p>ISD Administrative Responsibilities</p> <ul style="list-style-type: none"> <li>● Publish Dual Credit Partnership Agreement on the ISD website</li> <li>● Provide classroom set of textbook resources for the courses taught on the high school campus and/or encourage students to purchase resources</li> </ul>	<p>JC Administrative Responsibilities</p> <ul style="list-style-type: none"> <li>● Keep students, parents, and ISD administration informed of dual credit policies and procedures through Dual Credit Handbook</li> <li>● Keep dual credit faculty informed of policies and procedures through Dual</li> </ul>

<ul style="list-style-type: none"> <li>● Determine dual credit course offerings</li> <li>● Coordinate Registration Procedures through Jacksonville College Registrar and Admissions Staff</li> <li>● Administer Accuplacer placement testing</li> <li>● Provide signed dual credit enrollment forms to the college</li> <li>● Assist dual credit students with advising and registration where applicable.</li> <li>● Submit concurrent enrollment forms when applicable</li> <li>● Use appropriate forms and procedures for Add/Drop and Withdrawal</li> </ul>	<p>Credit Faculty Addendum to the Dual Credit Handbook</p> <ul style="list-style-type: none"> <li>● Provide access to registration information and course offerings</li> <li>● Assist with advising</li> <li>● Coordinate Registration Procedures through ISD Counseling Staff</li> <li>● Provide tuition and billing information</li> <li>● Provide student support services</li> <li>● Evaluate dual credit faculty</li> <li>● Provide dual credit in-service</li> <li>● Provide Department Chair oversight and assistance</li> </ul>
<p><b>Dual Credit Faculty Responsibilities</b></p> <p>The Jacksonville College Academic Dean is the official contact for all matters concerning instructional content in college courses that are taught for dual credit. Dual credit course content, learning objectives, and procedural policy will be consistent with courses taught on the Jacksonville College campus.</p> <p>Dual Credit Faculty are required to adhere to the following:</p> <ul style="list-style-type: none"> <li>● Submit electronically, a course syllabus to the Office of the Academic Dean and the appropriate Department Chair associated with the course.</li> <li>● Post the following information on Moodle, the course management system for Jacksonville College: <ul style="list-style-type: none"> <li>● A course syllabus in PDF format</li> <li>● A welcome letter introducing yourself and your course</li> <li>● A link to the JC Honor Code. Require students to sign the Honor Code pledge</li> <li>● Other pertinent course information on Moodle.</li> </ul> </li> </ul> <p>(Moodle Courses will be open and available for student viewing on the dates listed on the academic calendar, which may be accessed on the College website under Academics.)</p> <ul style="list-style-type: none"> <li>● Maintain correspondence with, and follow the guidelines of the Department Chair for the course being taught.</li> <li>● Daily attendance check in EMPOWER is not required. However, an initial EMPOWER roster must be checked to determine accuracy of the student roster. If a student's name is not on the EMPOWER roster for the course, the student may not attend class. No credit for the class will be given. The student should contact the Office of the Registrar if he or she believes the EMPOWER roster is in error.</li> <li>● Sign and return the Official Roster Verification form(s) to the Registrar's Office.</li> <li>● Adhere to JC deadlines for submitting student grade reports and other required documentation.</li> <li>● Maintain a copy of grade books and instructional materials for JC administrative and departmental review.</li> <li>● Follow local campus procedure to arrange for a substitute if you are unable to meet a class.</li> <li>● Check JC email regularly. This will be the path of official communication from the college.</li> </ul>	

- Direct students with disabilities to the Office of Disability Services at Jacksonville College. counselor.504@jacksonville-college.edu 903-586-2518 ext. 7103; Direct Line 903-589-7103 (Accommodations are allowed for the student, but not modifications.)
- Provide an updated resume, which includes updated educational history, to the Office of the Academic Dean.
- Sign Statement of FERPA Understanding.
- Provide appropriate employment documents to the JC Business Office. (See Employment section on the JC website.)
- Inform the Academic Dean of matters that could affect the welfare of students, faculty, and the institution.
- Participate in dual credit instructor evaluations/observations. The Academic Dean or appropriate Department Chair will evaluate the performance of dual credit instructors according to criteria stated in the Faculty Observation Report .