

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Dual Enrollment**

**Regulation and Procedure  
Number: URP: 02.245**

**Policy Owner: Enrollment Management**

## **POLICY STATEMENT**

This policy outlines the definition of dual enrollment and responsibilities for ensuring the integrity and compliance of dual enrollment programs in alignment with Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC”) accreditation requirements and Texas Administrative Code.

## **APPLICABILITY**

This policy is applicable to TWU Faculty, Staff, and Students.

## **DEFINITIONS**

1. “Dual Enrollment” According to SACSCOC Dual Enrollment policy, dual enrollment is defined as courses taught to high school students for which the students receive both high school credit and college credit, regardless of location or mode of delivery. This includes coursework offered at the high school, the TWU campus, or via distance education. Dual enrollment may also be referred to as “concurrent enrollment”.
2. “Eligible Courses for Dual Credit.” The Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule §4.85 defines eligible courses as:
  - a. Courses offered for dual credit by public universities must be in the approved undergraduate course inventory of the university. A college course offered for dual credit must be:
    - i. in the core curriculum of the public institution of higher education providing the credit;
    - ii. a career and technical education course; or

- iii. a foreign language course.
- 3. “Student Eligibility” means students eligible to participate in academic dual credit at TWU must meet the minimum eligibility standards as defined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D Rule §4.84 and 4.85.
- 4. “Instructor of Record.” SACSCOC defines an “instructor of record” as the faculty member qualified to teach the course. This person must meet the TWU requirements to serve as an instructor in a TWU academic department and fulfill the associated responsibilities upon appointment.

## **REGULATION AND PROCEDURE**

### **I. Dual Enrollment**

- A. University academic administrators, including, but not limited to, program directors, chairs, directors, assistant and associate deans and directors, deans, assistant and associate provosts, and the Vice President for Enrollment Management and Provost are responsible for the integrity of agreements involving dual credit partnerships in accordance with SACSCOC policy and procedures and Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, §4.85.
- B. All proposed dual enrollment agreements between an independent school district or educational program and the institution must undergo critical administrative review and be approved by the Vice President for Enrollment Management or an assigned delegate.
- C. The TWU SACSCOC Accreditation Liaison is responsible for ensuring adherence to all applicable SACSCOC guidelines regarding dual enrollment programs including, if necessary, the substantive change prospectus and/or notifications to the Commission.
- D. Dual enrollment procedures will be followed using the guidelines set in the TWU dual credit handbook and resource materials to be updated regularly in accordance with SACSCOC and Texas Higher Education Coordinating Board (“THECB”) standards, policies, and procedures.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a

result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

[URP 02.205: Substantive Change](#)

[SACSCOC Dual Enrollment Policy Statement](#)

Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D Rule § 4.84 and 4.85.

## **FORMS AND TOOLS**

None

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