



EMPHASIS EXCELLENCE ★ 1935

Dual Credit Handbook

Policies are current as of the date of this revision. All policies are subject to change without notice to meet mandates of the Texas Higher Education Coordinating Board, Texas Education Agency, or Texas Legislature.

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Section I: Introduction

Welcome to Kilgore College

We are delighted that you are interested in getting a head start on your college education by participating in the Kilgore College Dual Credit program. Dual Credit students regularly make up 20-25% of Kilgore College students.

What is Dual Credit?

Dual Credit is a process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school. The Kilgore 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 or courses that meet other academic/workforce training needs. Students may also choose to take courses beyond high school requirements if the courses fit their instructional needs. Kilgore College classifies all high school students enrolled in college as dual credit students, as the decision of whether to grant high school credit for college courses is between the student and the high school. Even if high school credit will not be granted, all policies in this handbook still apply.

How does Dual Credit work?

Students begin by visiting with their high school counselor to determine if Dual Credit courses are possible and to determine if the student is 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 help students with testing, admission applications, submission of transcripts, and the Kilgore College Dual Credit Registration form.

What subjects are available?

Kilgore College offers a wide selection of courses to Dual Credit students at many locations and in a number of formats. Students must consult with the high school counselor about which subjects are available and most appropriate, but the most common subjects have been English, Government, and History. Other selections may include courses in Fine Arts, Speech, Economics, Math, Sciences, and Workforce Training areas. Dual credit students may not enroll in remedial courses at KC.

Area superintendents and counselors work with the Coordinator of Dual Credit to develop all Dual Credit offerings on high school campuses.

State funding limitations

KC will not enroll high school students in courses that are not eligible for state funding. The State of Texas will only fund dual credit courses that are:

Core Curriculum

Career/Technical/Workforce Courses, plus:

ACCT (Accounting)

AGRI (Agriculture)

BCIS (Business Computer Information Systems)

BUSI (Business)

COSC (Computer Science)

CRIJ (Criminal Justice)

ENGR (Engineering)

Foreign Language

Courses such as kinesiology (PE), dance lessons, music lessons, and music ensembles are unfunded courses and may not be taken.

What public school districts are served by Kilgore College?

The schools that make up the Kilgore College taxing district are: Kilgore, Sabine, Gladewater, White Oak, Leverett's Chapel, West Rusk, and Overton. The other schools in the Kilgore College service area are: Longview, Pine Tree, Spring Hill, New Diana, Gilmer, Union Grove, Big Sandy, Hallsville, Tatum, Henderson, Laneville, Carlisle, and Mt. Enterprise.

KILGORE COLLEGE DUAL CREDIT PROGRAM

ENROLLMENT CHECKLIST

Submit the following:

- ❑ **Application for Admission** (*first-time students only*)
- ❑ **Current high school transcript** (*first-time students only, unless needed to show completion of Algebra II for math enrollment*)
- ❑ **Test scores** (*first-time students only, unless re-testing to improve score*)
- ❑ **Proof of bacterial meningitis vaccination, if applicable** (*see below for more information*)
- ❑ **Dual Credit Registration Form** (*new form required each semester*)

Pay tuition

Tuition must be paid by the deadlines published in each semester's registration guide or classes will be dropped. Payment may be made at the Cashier's Office on the 1st floor of the Devall Student Center in Kilgore, the KC-Longview Office, or on-line through the MyKC web portal at www.kilgore.edu.

Purchase textbooks (*if not provided by your school*)

Books may be purchased at the Bookstore on the 1st floor of the Devall Student Center in Kilgore, on-line at www.kcbookstore.com, or at KC-Longview if the class is meeting there.

DUAL CREDIT POLICY

Policies are current as of the date of this revision. All policies are subject to change without notice to meet mandates of the Texas Higher Education Coordinating Board, Texas Education Agency, or Texas Legislature.

1. To be eligible for enrollment in dual credit, students usually will have completed their sophomore year in high school by the time the course begins. *Exception:* Students who demonstrate college readiness on state approved tests may be approved by the high school and the KC VP of Instruction to enroll in college courses prior to completion of the sophomore year.
2. High school students are generally limited to two courses per semester. *Exception:* Students who have met the required minimum scores in reading, writing, and math may enroll in three or more dual credit courses during the fall or spring semesters. Students wishing to take more than two courses who have not met required minimum scores in all three areas require permission from the Vice President of Instruction. In a standard summer term, a student may enroll in a maximum of two courses. Students may enroll in only one mini-term course at a time.
3. Students enrolling in more than two dual credit courses in a semester must pass all courses during that semester with a grade of C or better to continue to enroll in more than two courses in the following semesters, per State of Texas regulations.
4. A student must meet all of the college's regular course prerequisites and demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative (TSI).
5. A student may neither enroll in a college level course in which he/she requires remediation nor take remedial classes at Kilgore College.
6. While taking courses through Kilgore College, the student must adhere to all college policies and regulations contained in the dual credit handbook, college catalog, student handbook, registration guide, and course syllabus.
7. A final high school transcript must be provided after graduation, even if not attending KC after graduation.
8. General academic courses offered through the dual credit program are courses that are commonly required for either an associate's or bachelor's degree. Acceptance of credit by another institution, however, is left to the discretion of the receiving institution. Public universities in Texas are not required to accept more than 66 hours of transfer coursework from a community college, and some private universities do not accept dual credit courses.

Dual Credit eligibility requirements for academic courses and workforce education courses not included in a level 1 certificate program (corrosion technology, criminal justice, and process technology):

- **ACT:** composite score of 23 with 19 on English for Reading and Writing and/or 19 on Math.
- **SAT: prior to March 2016:** composite score of 1070 with 500 on the critical reading and/or math; **on or after March 5, 2016:** 480 on Reading and Writing (EBRW) and/or a score of 530 on math. There is no composite score. *Mixing or combining scores from the SAT administered prior to March 2016 and the SAT administered on or after March 5, 2016 is not allowed.*
- **TSI Assessment standards:** Reading, 351; Writing, 340 with 4+ on essay or a score of less than 340, and an ABE Diagnostic level of at least a 4, and an essay score of at least a 5; Math: 350
- ***STAAR End-of-Course (EOC)**
 - a Level 2 score (4000) on the English II STAAR EOC
 - a Level 2 score (4000) on the Algebra I STAAR EOC and passing grade in Algebra II
 - a Level 2 score (4000) on the Algebra II STAAR EOC
 - a Level 2 score (4000) on the English III STAAR EOC

Students must attend college within five (5) years from the date of their ACT, SAT and STAAR End-of-Course (EOC) test in order to use the scores for an exemption. ACT, SAT, and TSI Assessment tests are administered by Kilgore College testing centers. Contact the Kilgore College Testing Center at (903) 983-8215 or the Kilgore College-Longview Testing Center at (903) 236-2051 (TSI Assessment only).

Eligibility requirements for workforce education courses in level 1 certificate programs (excludes corrosion technology, criminal justice, and process technology):

- It is ***STRONGLY RECOMMENDED*** that students have passed the English II STAAR EOC in order to be successful in workforce education courses.
- Additional aptitude testing may be required for some programs to ensure that students have the skills necessary to be successful in the program.

Bacterial Meningitis Vaccination. As of October 1, 2013, Texas state law requires that college students under 22 years of age must provide proof of receiving an initial bacterial meningitis vaccination dose or booster within the last 5 years. *Dual credit students who are not taking classes on a Kilgore College campus are exempt from this requirement.* Therefore, if students are enrolling only in classes taught on their high school campus or through distance education (online, interactive television), they are not required to show proof of vaccination. *However, dual credit students seeking to enroll in a course taught on a Kilgore College campus must provide proof of vaccination prior to registration.* Exemptions from the vaccine are available in cases in which a physician has determined that receiving the vaccination is not in the best interest of the student, or through completion of the conscientious objection form from the Department of State Health Services. Visit www.kilgore.edu/meningitis.asp for more information and to obtain the DSHS conscientious objection form.

Application Process

Submit the following to the Registrar's Office

- ❑ **Application for Admission** (*first-time students only*)
- ❑ **Current high school transcript** (*first-time students only*)
- ❑ **Test scores**
- ❑ **Dual Credit Registration Form** (*new form required each semester*)
- ❑ **Proof of bacterial meningitis vaccination if applicable** (*see below for more information*)
- ❑ **A final high school transcript** must be provided after graduation, even if not attending KC after graduation.

Admission Forms. Applications are completed through ApplyTexas and may be accessed online at www.kilgore.edu . There is no application fee.

Dual Credit questions may be directed to the Registrar's Office, Kilgore College, 1100 Broadway, Kilgore, TX 75662-3204, phone (903) 983-8202.

Students enrolling at Kilgore College–Longview may inquire at that location, 300 S. High, Longview, TX 75601-7198, phone (903) 753-2642.

Importance of Submitting Correct Data. Students are required to verify the accuracy of all personal data in registration materials. Providing incorrect data, or omitting data, may delay the application and registration process.

Bacterial Meningitis Vaccination. As of October 1, 2013, Texas state law requires that college students under 22 years of age must provide proof of receiving an initial bacterial meningitis vaccination dose or booster within the last 5 years. *Dual credit students who are not taking classes on a Kilgore College campus are exempt from this requirement.* Therefore, if students are enrolling only in classes taught on their high school campus or through distance education (online, interactive television), they are not required to show proof of vaccination. *However, dual credit students seeking to enroll in a course taught on a Kilgore College campus must provide proof of vaccination prior to registration.* Exemptions from the vaccine are available in cases in which a physician has determined that receiving the vaccination is not in the best interest of the student, or through completion of the conscientious objection form from the Department of State Health Services. Visit www.kilgore.edu/ meningitis.asp for more information and to obtain the DSHS conscientious objection form.

Registration and Payment Process

Registration for classes is necessary for every semester of attendance at KC. High school counselors work with Dual Credit students in a variety of ways to facilitate registration, but all necessary forms must be submitted to the Kilgore College Registrar's Office in Kilgore or on the Longview campus. Additional information regarding registration is available from the Registrar's Office at (903) 983-8202, or on-line at www.kilgore.edu. Student account statement information is accessible through the student's myKC student portal. Please note that all statement information is now in electronic format and is accessible through myKC. Paper statements/invoices are not mailed.

Tuition:

The Kilgore College Board of Trustees establishes tuition rates annually. Since 2008, the tuition for Dual Credit students has been at a reduced rate, depending on residence in the Kilgore

College taxing district. The tuition rates that follow are for the 2016-2017 school year. Students who live in the taxing district pay \$40 per semester hour. Students who live outside of the taxing district pay \$85 per semester hour. Additional fees such as lab fees and distance education fees may apply, depending on the course.

Payment of Tuition and Fees:

Once a student is registered for classes, the student or parent may make **full** payment in person by cash, check or money order payable to Kilgore College. Visa, MasterCard, Discover and American Express credit card payments are acceptable upon presentation of the credit card. Positive identification is required for any payment to the college. The college will accept checks for the amount of transaction only. Two-party checks, payroll checks, or postdated checks are not acceptable. Full payments are also accepted through the QuikPAY online payment system by e-check or credit card. Installment payments are available through FACTS payment plans. Both online payment options are accessible only by logging on to the student's MyKC student portal.

Holds: All monetary holds on student accounts must be paid by cash, money order, or credit card. *CHECKS WILL NOT BE ACCEPTED FOR HOLDS.*

Attendance Policy and Drops

Kilgore College Attendance Policy

Kilgore College expects punctuality and regular class attendance. **An absence is defined as a student not being in class.** An instructor may drop a student when either the lack of attendance prohibits a student from meeting the course objectives or when a student accumulates excessive absences. "Excessive absences" is defined as the equivalent of two weeks instruction in a 16-week semester or no more than 12.5% of the total hours of instruction in any term. Some occupational programs may have more stringent attendance requirements, therefore, students in occupational programs should check with their instructor regarding the specific number of absences allowed.

All students should be sure that they understand and follow the instructor's attendance policy as outlined in the course syllabus. If they are involved in extracurricular activities that cause them to miss class, they should be sure that these absences do not accumulate to "excessive" in Dual Credit classes. Absences in college are not classified as "excused" or "unexcused."

Student-Initiated Drops and Withdrawals

The grades earned in a Dual Credit course will become part of the student's permanent college record. If the student finds that he or she is doing poorly in a Dual Credit class, he or she may wish to drop the course. It is the student's responsibility to check the semester calendar for the last day to drop a class and to request a withdrawal from the Registrar's Office. The student should:

1. Contact his or her high school counselor about dropping the course. The counselor must insure that graduation requirements will still be met without the college course credit.
2. Communicate with the Registrar's Office in Kilgore or the KC–Longview office to request that the course be dropped.

The Registrar's Office will notify the instructor that the student has dropped the course. If the student decides to drop the course, he should be aware that a W will appear on the transcript rather than a grade.

Expectations and Responsibilities of the Student

1. A Dual Credit course is a college course in all respects. The curriculum and teaching methods are the same as used in other college courses. Students will be expected to conduct themselves as college students, and regular academic policies applicable to courses taught at the college's main campus also apply to Dual Credit courses.

While taking courses through Kilgore College, the student must adhere to all college policies and regulations contained in the college catalog, student handbook, registration guide, and course syllabus.

2. To prepare for college course assignments, all college students should expect to invest **at least** as much time out-of-class as in-class reading and studying. All students should schedule more study time when they have an exam or when projects are due.
3. High school courses may not address the same controversial issues or subject matter as a college course. Dual Credit students should be prepared to participate in college level class discussions.
4. The instructor is available to answer any questions a student may have. If students have any concerns about their performance in the course or are not sure of an assignment, the student should speak with the instructor.
5. The student should pay careful attention to the instructor's system for assigning grades. The instructor's grading system is covered in the course syllabus which is distributed at the beginning of each course.
 - a. Do not expect to repeat work in order to improve a grade.
 - b. Do not expect to do extra work to bring up a low grade.
 - c. Do not expect to receive extra credit for attendance.
6. High school extra-curricular activities may conflict with a Dual Credit course. Students are responsible for all materials related to the course whether or not they are in class the day the information is given or the assignment is made. Students will need to talk to their instructor to make arrangements for receiving handouts, classroom information, obtaining lecture notes, or turning in work. Parents and students should seriously discuss priorities before and during enrollment in a Dual Credit course. Keep in mind, an absence is defined as "a student not being in class".
7. While taking courses through Kilgore College, the student must adhere to all college policies and regulations contained in the college catalog, student handbook, class schedule, and course syllabus.

Student Support

For information on Learning Resource Services, visit us online at www.kilgore.edu.

- Randolph C. Watson Library
- Bone Learning Center
- The ZONE Tutoring Lab
- Student Success Program
- Services for Students with Disabilities
- Support Services for Special Populations Students.

KC Police Department

The KC Police Department is composed of certified law enforcement officers who have the authority to enforce all local, state and federal laws and college regulations. Officers are on duty on a 24-hour basis. The department serves the college community by helping to maintain a safe and secure environment for each person and his/her possessions while on campus and to assist staff, students, and visitors with minor vehicle problems. Police officers are visible on campus in marked vehicles. See the [Kilgore College Student Handbook](#) for more information or call (903) 983-8650.

Student Complaint Procedure

Students wishing to review the action of a particular individual or department should direct their questions to the one who supervises the individual or department in question. A separate grievance procedure is available to address concerns about discrimination based on disability and gender, including sexual harassment. Grievances concerning disability issues, instructional and non-instructional, first must be addressed with the Special Population/ADA Counselor. This office is in the Devall Student Center, room 248, or call (903) 983-8682 for an appointment. For more information, see the [Kilgore College Student Handbook](#).

Identification and Parking Permits

Student ID

A student identification card will be provided by the Kilgore College Police Department after all fees have been paid, and it is a valuable item which should be guarded carefully. The ID card includes a student's identification information and must be worn any time the student is on campus. The ID entitles students to free athletic events, Student Activity entertainment, the Fitness Center and the health services provided by the college. The student ID is required at the library when checking out books and at the Cashier's Office when cashing a check.

Parking Permit

The student who plans to park a vehicle on campus must register the vehicle and affix a parking permit to the rear window or rear bumper on the passenger side of the vehicle. Permits are obtained from the Kilgore College Police Department. When registering a vehicle, a student must provide the license plate number of the vehicle that will be used on campus. A student parking in an unauthorized area may be issued a parking citation. A student's vehicle will be impounded at the owner's expense if more than three violations have been issued. For further information concerning parking/traffic violations and the payment of fines consult the [Kilgore College Student Handbook](#).

Access to Student Records

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy rights of students. Anyone enrolled at Kilgore College is protected under FERPA, including dual credit students, regardless of age.

School officials may not disclose personally identifiable information about students nor permit inspection of their records without written permission unless such action is covered by certain exceptions permitted by FERPA. One such exception allows access to records if the student is a dependent for income tax purposes. A Certification of Dependency form and a copy of the most recent year's tax return must be filed in the Registrar's Office to have access under this exception. The agreement with the local Independent School District does allow student records to be shared with appropriate school personnel identified by the ISD.

For more information on FERPA or to obtain the Certification of Dependency form, contact the Registrar's Office.

Student Appeal Procedure

Process for Addressing Instructional Complaints

Students submitting any complaint should use the college's Student Complaint form and must include the following information:

1. First, students should take problems or questions to the instructor of the course in which they are experiencing problems. Most issues can be resolved at that level.
2. If the student and the instructor are unable to find a solution to the problem, the student may present the case in writing to the **department chair or program director** within three working days of the meeting with the instructor. The college has developed a Student Complaint Form that should be used for submitting written complaints. The department chair or program director will issue a formal written decision regarding the student's problem or issue.
3. If the student is not satisfied with the decision of the department chair or program director, the student should present the case to the **appropriate dean** within three working days of receiving the formal response from the department chair/program director.
4. If the student is not satisfied with the decision of the dean, the student should present the case in writing, using the Student Complaint form, to the **Vice President of Instruction** within three working days of receiving formal response from the dean. The decision of the Vice President of Instruction is final.

Process for Addressing Non-Instructional Complaints

1. First, students should take problems or questions to the staff member or office area in which they are experiencing problems. Most issues can be resolved at that level.
2. If the student and staff member are unable to find a solution to the problem, the student may present the case in writing to the **departmental supervisor** within three working days of the meeting with the staff member. The college has developed a Student Complaint Form that should be used for submitting written complaints. The departmental supervisor will issue a formal written decision regarding the student's problem or issue.
3. If the student is not satisfied with the decision of the departmental supervisor, the student should present the case in writing, using the Student Complaint form, to the **Vice President of Student Development** within three working days of receiving formal response from the departmental supervisor. Students who take classes at KC-Longview, may direct non-instructional matters to the Dean of KC-Longview. Once a complaint has been filed with the Vice President of Student Development or Dean of KC-Longview, an appropriate college official will respond to the student within 5 class days. The decision of the Vice President of Student Development or the Dean of KC-Longview is final.

Testing Services

Testing centers are located on both the Kilgore campus and the KC-Longview campus. The Kilgore center is on the 2nd floor of the Devall Student Center and the staff proctors distance education, local placement and various national and state examinations. The center is open Monday-Thursday from 8:00 a.m. – 8:00 p.m. and Friday from 7:45 a.m. – 4:00 p.m., however, tests are not proctored on Fridays. Students with questions may visit the testing website at www.kilgore.edu/testing.asp; or call 903-983-8215, or e-mail at testing@kilgore.edu. Testing is also available on the KC-Longview campus by calling (903)753-2642.

Section III: Dual Credit Delivery Systems at Kilgore College

Courses may be delivered using a variety of methods as listed below.

- **On High School Campus** – A high school student earns both high school and college credit for a course taught in the high school facility. The instructor must meet all qualifications for faculty teaching each respective course on the college campus and be approved by the appropriate Kilgore College department.

- **On College Campus** – A high school student earns both high school and college credit for a course taught on the college campus. The high school student will attend class with college students. High school personnel work with Kilgore College to make arrangements for class times that fit within the school day, or Kilgore College can provide courses at night.

- **Online Course** – An online course is completed entirely over the Internet. Dual-credit students earn both high school and college credit.
 - A high school student may enroll in an online course integrated with college students and participate independently at home.
 - A high school student may enroll in an online course composed of only high school students and dedicated to Dual Credit.
 - The high school may arrange for a group of students to meet in a computer lab and participate in an online course with a high school liaison present.

- **Interactive Video Course** – Students will participate in a class taught in an interactive classroom. The instructor will be a Kilgore College faculty member who is teaching from a Kilgore College site.

- **Hybrid Course** – A course that incorporates a smaller number of classroom meetings with online instruction. Students must have access to a computer with Internet connectivity, an Internet Service Provider, and a Web browser.

- **VCT – Virtual College of Texas** – Kilgore College is a participant in the Virtual College of Texas. Students enroll locally at Kilgore College and study with students across Texas. Visit www.vct.org for a list of available courses. If a student finds a course he or she is interested in, the next step is to contact the high school counselor and apply through the Registrar's Office. The course must then be arranged through the Kilgore College Distance Education Department.

Section IV: Sample Documents

- 1) Dual Credit Registration Form
- 2) Dual Credit Agreement with ISD

(see following pages)

KILGORE COLLEGE DUAL CREDIT REGISTRATION FORM

The student must register through the Registrar's Office or the KC-Longview Office as long as the student is in high school. An application for admission, high school transcript, and all required test scores must be on file prior to registration. A new registration form must be submitted each semester. Bills are available on the MyKC student web portal.

Name _____ KC ID # _____

Phone Number _____ E-mail _____

I am classified as a _____ and will graduate in _____ from _____

(ex: junior, senior) (month/year)

(name of high school)
 I have met the minimum test scores as listed in the KC dual credit policy.

I request permission to enroll at Kilgore College for the following course(s):

	Course Prefix <small>Example: ENGL</small>	Course Number <small>Example: 1301</small>	Section Number <small>Example: 085</small>	Semester & Year <small>Example: Fall 2016</small>	Office Use Only <small>Initial once registration is complete</small>
1.					
2.					
3.					
4.					

My application for admission, high school transcript, and all required test scores are on file or are being submitted with this form.

I understand my grades can be confirmed between educational institutions. Further, I authorize Kilgore College to release my grades and transcript to my high school upon written or verbal request from my high school. I understand that it is the high school's responsibility to determine if any dual credit will be awarded for the above courses. **I ALSO AGREE TO FURNISH MY COMPLETED HIGH SCHOOL TRANSCRIPT TO KILGORE COLLEGE UPON MY GRADUATION.**

Parent/Guardian Signature

Student Signature

Date

Date

Principal/Counselor Approval Statement:

I approve this student's request to attend Kilgore College. This student is eligible for enrollment based on:

ACT SAT TSI STAAR

Principal/Counselor Signature

Date

**Memorandum of Understanding Between
the Kilgore College District
and the
_____ Independent School District
Concerning Dual Credit Classes**

Dual Credit is defined as a process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school. While dual credit courses are often taught on the secondary school campus to high school students only, this definition also applies when a high school student takes a course on the college campus or electronically and receives both high school and college credit. Dual credit is also referred to as concurrent course credit; the terms are equivalent. (Chapter 4, Subchapter D, §483, Texas Higher Education Code)

Kilgore College will:

- 1) Determine which dual credit classes will be taught - in concert with the high school personnel if the class is offered on the high school campus.
- 2) Hire the teacher or recommend a current high school teacher who is qualified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to teach a particular class on the high school campus.
- 3) Provide the dual credit teacher with a copy of the common syllabus with common course student learning outcomes for that course and a copy of the textbook.
- 4) Provide a College supervisor to monitor the instruction of all courses to assure the quality and uniformity of instruction in accordance with the standards established by the State of Texas, the SACSCOC, and Kilgore College. Part of that evaluation process will include an in-class visit.
- 5) Pay the prevailing rate per course to an instructor who is employed by the College for each course that meets requirements enumerated in this Agreement.
 - a. A minimum class size of 20 students per section is required to receive full payment from the College. Below that number, the amount will be prorated or the course not offered, at the College's discretion.
 - b. Class size is based on enrollment on the official reporting date for the College.
- 6) Ensure that a dual credit course and the corresponding course offered at the main campus of the college are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These courses must observe all College instructional policies and College standards regardless of the location or student composition of the class.
- 7) Ensure that regular academic policies applicable to courses taught at the college's main campus also apply to dual credit courses. These policies could include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus must be distributed, etc.
- 8) Provide access to all applicable student learning and support services.
- 9) At the end of each course, provide the ISD with a numerical grade for each dual enrollment student registered for the course.
- 10) Provide a complete transcript of College coursework when requested.

The ISD will:

- 1) Ensure that all high school students wishing to participate in Dual Credit classes complete applications for admission to the College and all other required paperwork, including any Texas Success Initiative (TSI) requirements that must be satisfied.
- 2) Ensure that all students complete a Dual Credit Registration Form signed by the high school student, a parent, and a counselor or other school official.
- 3) Ensure that all dual credit students submit test scores that satisfy TSI requirements.
- 4) Assume all costs associated with tuition, student textbooks, and supplies or have the student assume them.
- 5) Provide appropriate classroom facilities for dual credit courses taught on high school property, including computer lab access.
- 6) Provide the College with: (a) all student admission documentation, and (b) official student transcripts.
- 7) Provide a contact person who will fulfill the duties of a Dual Credit Coordinator who will:
 - a. Assist students with obtaining TSI exemption records;
 - b. Assist students in completing all required admissions documents;
 - c. Assist with student orientation;
 - d. Deliver to the College in a timely manner all required paperwork including student transcripts, requests for exceptions, test scores and enrollment documents;
 - e. Serve as liaison with students, parents, high school personnel and College personnel;
 - f. Facilitate the operation of the Dual Credit program to ensure the smooth and timely operation of the process.
- 8) Provide students with notice of the ISD and the College's Code of Student Conduct and Academic calendar.

Student Eligibility Requirements for Academic Transfer Courses:

Policies are current as of the date of this revision. All policies are subject to change without notice to meet mandates of the Texas Higher Education Coordinating Board, Texas Education Agency, or Texas Legislature.

1. To be eligible for enrollment in dual credit, students usually will have completed their sophomore year in high school by the time the course begins. ***Exception:*** Students who demonstrate college readiness on state approved tests may be approved by the high school and the KC VP of Instruction to enroll in college courses prior to completion of the sophomore year.
2. High school students are generally limited to two courses per semester. ***Exception:*** Students who have met the required minimum scores in reading, writing, and math may enroll in three or more dual credit courses during the fall or spring semesters. Students wishing to take more than two courses who have not met required minimum scores in all three areas require permission from the Vice President of Instruction. In a standard summer term, a student may enroll in a maximum of two courses. Students may enroll in only one mini-term course at a time.
3. Students enrolling in more than two dual credit courses in a semester must pass all courses during that semester with a grade of C or better to continue to enroll in more than two courses in the following semesters, per State of Texas regulations.
4. A student must meet all of the college's regular course prerequisites and demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative (TSI).
5. A student may neither enroll in a college level course in which he/she requires remediation nor take remedial classes at Kilgore College.
6. While taking courses through Kilgore College, the student must adhere to all college policies and regulations contained in the dual credit handbook, college catalog, student handbook, registration guide, and course syllabus.

7. A final high school transcript must be provided after graduation, even if not attending KC after graduation.
8. General academic courses offered through the dual credit program are courses that are commonly required for either an associate's or bachelor's degree. Acceptance of credit by another institution, however, is left to the discretion of the receiving institution. Public universities in Texas are not required to accept more than 66 hours of transfer coursework from a community college, and some private universities do not accept dual credit courses.

Dual Credit eligibility requirements for academic courses and workforce education courses not included in a level 1 certificate program (corrosion technology and process technology):

- **ACT:** composite score of 23 with 19 on English for Reading and Writing and/or 19 on Math.
- **SAT: prior to March 2016:** composite score of 1070 with 500 on the critical reading and/or math; **on or after March 5, 2016:** 480 on Reading and Writing (EBRW) and/or a score of 530 on math. There is no composite score. *Mixing or combining scores from the SAT administered prior to March 2016 and the SAT administered on or after March 5, 2016 is not allowed.*
- **TSI Assessment** standards: Reading, 351; Writing, 340 with 4+ on essay or a score of less than 340, and an ABE Diagnostic level of at least a 4, and an essay score of at least a 5; Math: 350
- ***STAAR End-of-Course (EOC)**
 - a Level 2 score (4000) on the English II STAAR EOC
 - a Level 2 score (4000) on the Algebra I STAAR EOC and passing grade in Algebra II
 - a Level 2 score (4000) on the Algebra II STAAR EOC
 - a Level 2 score (4000) on the English III STAAR EOC

Students must attend college within five (5) years from the date of their ACT, SAT and STAAR End-of-Course (EOC) test in order to use the scores for an exemption.

ACT, SAT, and TSI Assessment tests are administered by Kilgore College testing centers. Contact the Kilgore College Testing Center at (903) 983-8215 or the Kilgore College-Longview Testing Center at (903) 236-2051 (TSI Assessment only).

Eligibility requirements for workforce education courses in level 1 certificate programs (excludes corrosion technology, criminal justice, and process technology):

- It is *STRONGLY RECOMMENDED* that students have passed the English II STAAR EOC in order to be successful in workforce education courses.
- Additional aptitude testing may be required for some programs to ensure that students have the skills necessary to be successful in the program.

Bacterial Meningitis Vaccination. As of October 1, 2013, Texas state law requires that college students under 22 years of age must provide proof of receiving an initial bacterial meningitis vaccination dose or booster within the last 5 years. *Dual credit students who are not taking classes on a Kilgore College campus are exempt from this requirement.* Therefore, if students are enrolling only in classes taught on their high school campus or through distance education (online, interactive television), they are not required to show proof of vaccination. *However, dual credit students seeking to enroll in a course taught on a Kilgore College campus must provide proof of vaccination prior to registration.* Exemptions from the vaccine are available in cases in which a physician has determined that receiving the vaccination is not in the best interest of the student, or through completion of the conscientious objection form from the Department of State Health Services. Visit www.kilgore.edu/meningitis.asp for more information and to obtain the DSHS conscientious objection form.

Courses Eligible for Dual Credit to Area High School Students:

Kilgore College offers a wide selection of courses to Dual Credit students at many locations and in a number of formats. Students must consult with the high school counselor about which subjects are available and most appropriate, but the most common subjects have been English, Government, and History. Other selections may include courses in Fine Arts, Speech, Economics, Math, Sciences, and Workforce Training areas. Dual credit students may not enroll in remedial courses at KC. Area superintendents and counselors work with the Coordinator of Dual Credit to develop all Dual Credit offerings on high school campuses.

State funding limitations:

KC will not enroll high school students in courses that are not eligible for state funding. The State of Texas will only fund dual credit courses that are: Core Curriculum or Career/Technical/Workforce Courses, plus: ACCT (Accounting), AGRI (Agriculture), BCIS (Business Computer Information Systems), BUSI (Business), COSC (Computer Science). Dual credit courses may be composed of dual credit students only or of dual and college credit students. Exceptions which would also include high school credit-only students, may be allowed only if the high school credit-only students are College Board Advanced Placement students or if the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.

Other Issues:

- 1) A high school may impose requirements for enrollment in courses for dual credit that are in addition to the College’s minimum standards.
- 2) If the College provides the instructor, the College academic calendar will be followed. If a high school instructor is used on the high school campus, the high school academic calendar may be followed. A copy of that calendar will be provided to the College.
- 3) The College’s performance of these duties under this agreement is contingent upon receipt of adequate funding from the state of Texas and its funding sources.
- 4) Payment by the College to the instructor will be made in four monthly installments each semester, according to the College policy.
- 5) Revocation of this agreement can be accomplished by mutual written consent or by either party ninety days prior to the end of a semester of instruction. This will allow for a course in progress to be completed at the end of the semester in which notice is given.
- 6) At the high school’s request, Kilgore College will work with high school teachers to design fourth year courses that will prepare students who have been identified as below standards for college readiness in both English and Math. The College will identify the appropriate curriculum, recommend instructional materials, and help with training high school teachers. Students will be tested to show college readiness after completing the courses.

Superintendent:

Date

Vice President of Instruction:

Date