



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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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 25 – 30% 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 developmental courses at KC.

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

Kilgore College Core Curriculum

The core curriculum at KC consists of 42 hours that will transfer as the core to any state college or university in Texas. It consists of the following component areas.

American History (6 hours): The two courses are HIST 1301 (US Hist. I) and HIST 1302 (US Hist. II)

Communication (6 hours): The two courses are ENGL 1301 (Comp I) and ENGL 1302 (Comp II).

Creative Arts (3 hours): There are various options: Art, Dance, Music, and Drama.

Government (6 hours): The two courses are GOVT 2305 (Federal) and GOVT 2306 (State and Local).

Language, Philosophy and Culture (3 hours): There are various options: Civilization, Literature, and Philosophy.

Life and Physical Sciences (6 hours): There are various options: Astronomy, Biology, Chemistry, Environmental Science, Geology, and Physics.

NOTE: While any two science courses will work, students should take the course that best fits with their college major. Also, some majors require at least three science courses.

Mathematics (3 hours): There are various options. Most students take MATH 1314 (College Algebra) and/or MATH 1342 (Statistics). NOTE: While either course will work, students should take the course that best fits with their college major. Also, some majors require at least two math courses.

Social and Behavioral Sciences (3 hours): There are various options: Economics, Geography, Psychology, and Sociology.

Speech/Component Area Option 1 (3 hours): The two options are SPCH 1315 (Public Speaking) or SPCH 1318 (Interpersonal Communication).

Component Area Option 2 (3 hours): Any additional core curriculum course or MATH 1351 (Math for Teachers II), EDUC 1300 (Learning Frameworks), or BCIS 1305 (Business Computer Applications)

An additional 18 hours of electives will earn a student an Associate of Arts or Associate of Science Degree, depending on the number of math and science courses taken.

A good reference for students to use to explore careers and see course requirements is our Career Pathways Website: <https://www.kilgore.edu/academics/career-pathways>

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/fees

Tuition and fees 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 [accesskc](#) web portal. **Note:** Some courses use an Inclusive Access Fee that is charged up front and covers the cost of the textbook. Students should consult their high school counselor with questions related to tuition and fees.

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 [KC Bookstore](#), 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 developmental 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:** 480 on Reading and Writing (EBRW) and/or a score of 530 on Math.
- **TSI Assessment standards on or after January 11, 2021:** English, 945 or greater with an essay score of 5 or greater. If less than 945, Diagnostic Test Score of 5 or greater and an Essay Score of 5 or greater. Math, Score of 950 or greater. If less than 950, Diagnostic Score of 6. **Before January 11, 2021:** 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.
- **PSAT:** score of **460** on the Evidence-Based Reading and Writing (EBRW) test on a PSAT/NMSQT exam for Reading and Writing. For Math: A score of **510 on the Mathematics test** on a PSAT/NMSQT exam.
- ***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 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 above 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 Apply Texas or directly through KC by clicking [here](#). 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) 983-8114.

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.

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 [KC Registrar](#). Student account statement information is accessible through the student's [accesskc](#) student portal. Please note that all statement information is now in electronic format and is accessible through [accesskc](#). Paper statements/invoices are not mailed.

Tuition and Fees

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. Students who live in the taxing district pay \$58 (includes tuition, general ed. fee, and e-service fee) per semester hour. Students who live outside of the taxing district pay \$105 ((includes tuition, general ed. fee, and e-service fee) per semester hour. Additional fees such as course fees, distance education fees, and others fees may apply, depending on the course.

Fees

Fees are charged to various courses. Below is a list of the more common fees students will see:

Course Fee: Some courses require additional instructional materials (lab supplies, etc.). This fee covers the cost for an individual student.

Distance Education Fee: This is charged to web, hybrid and remote courses. The fee pays for maintenance for Blackboard and other virtual services associated with these courses.

High Cost Workforce Development Fee: This helps offset the high cost of certain workforce courses.

Inclusive Access Fee: This fee is for the price of a textbook and access to third party websites where students will complete assignments.

Payment of Tuition and Fees

KC has several convenient payment options available to students:

- 1) **PAY NOW:** Allows students to make a one-time payment for the full balance due on account.
PAY NOW is a secure online payment system offered through our partnership with Herring Bank. Students can pay their account conveniently 24/7 online from any Internet connection, using Visa, MasterCard, or Discover credit cards or any debit card. For more information please visit [PAY NOW](#).
- 2) **College Green Payment Plan:** Allows students to enroll in a payment plan for tuition and/or housing charges. College Green Payment Plans are offered through Herring Bank and give students the flexibility to choose payment dates and the frequency of online payments. For more information please visit [Payment Plans](#). If you are already enrolled in a payment plan, you can manage that plan by going to [Manage Your Plan](#). Remember, you must be enrolled in a payment plan in order to access this site.
- 3) **PAY IN PERSON:** If one of the above methods is not convenient, students can pay in person at the Cashier's Office located in Kilgore on the west end of the Devall Student Center. Or visit the Cashier's Office located on the KC-Longview campus in the Hendrix Building.
- 4) **SEND AN EMAIL:** Send an email with your name, Student ID and phone number to cashier@kilgore.edu and someone from the Cashier's Office will call you to take your payment. No payment information can be accepted through email.
- 5) **MAIL YOUR CHECK OR MONEY ORDER TO:** Kilgore College, Cashier's Office, 1100 Broadway, Kilgore, TX 75662. Please allow 10 business days before the posted payment deadline for processing your payment.

HOLDS: All monetary holds on student accounts must be paid by cash, money order, or credit card.

CHECKS WILL NOT BE ACCEPTED FOR HOLDS.

Expectations and Responsibilities of the Student

1. A dual credit student is an official Kilgore College Student. As such, while taking courses through Kilgore College, dual credit students must adhere to all college policies and regulations contained in the [college catalog](#), [student handbook](#), class schedule, and course syllabus.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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".

Student Support

For information on Student Support Services, please [click here](#).

- 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. For more information, call (903) 983-8650 or [click here](#).

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](#).

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, Asynchronous** – An online course is completed entirely over the Internet. All course work is done at the student's convenience using Blackboard, while meeting due dates set by the instructor. 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.
- **Remote, Synchronous** – Students will participate in a class being taught through Zoom or Blackboard Collaborate. The instructor will be a Kilgore College faculty member who is not at the same location as the student. Students must have access to a computer with a strong internet connection, a web cam, and a microphone.
- **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.

Transitioning to Kilgore College

Dual credit students are encouraged to finish their Associate's Degree at KC before transferring to a four-year university. To transition, students need to fill out and submit the following application: [Transition Form](#). One of the many benefits of continuing at KC is the KC Connections Scholarship. With the KC Connection tuition discount, eligible dual credit students straight from high school (see below) will automatically receive an amazing tuition discount of 40% off. This discount is designed to support and encourage dual credit student completion of appropriate credentials and/or associate degrees.

Some benefits of the KC Connection discount:

- Your financial aid and scholarships go further.
- Reduces the need for student loans.
- Applies to in-district and out-of-district tuition!

Who qualifies for the KC Connection discount?

Students who:

- Earned at least 12 semester credit hours of KC dual credit with a 2.0 or higher grade point average;
- Have a declared major with KC; and
- Enrolled as a full-time student by the fall semester immediately following high school graduation. Students enrolling in summer classes immediately following high school graduation will receive the discount only if also enrolling in the fall semester as well.

NOTE: Students must complete all admissions requirements, submit a FAFSA and scholarship application, remain continuously enrolled until certificate/degree completion, and must maintain a 2.0 gpa for renewal.

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

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

	Course Prefix <i>Example: ENGL</i>	Course Number <i>Example: 1301</i>	Section Number <i>Example: 0085</i>	Semester & Year <i>Example: Fall 2020</i>	Office Use Only <i>Initial once registration is complete</i>
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 Counselor 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. 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 AccessKC web portal at www.kilgore.edu. As a participant in the Kilgore College dual credit program, I acknowledge responsibility for any portion of tuition and fees not covered by my high school. I further authorize Kilgore College to communicate any outstanding balance directly to my parent/guardian/counselor via telephone, email or my mailing address.

Parent/Guardian Signature _____ Date _____

Student Signature _____ 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 TSIA STAAR PSAT PLAN

Principal/Counselor Signature _____ Date _____



A Memorandum of Understanding
Between the Kilgore College District and the
Independent School District Concerning Dual Credit Courses

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 can also be referred to as concurrent course credit - the terms are equivalent. (Chapter 4, Subchapter D, §483, Texas Higher Education Code)

The **60x30TX** statewide dual credit goals for Texas and Kilgore College align to ensure that quality dual credit programs are provided to high school students. These goals include:

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.

Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.

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

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

Strategies for implementation of 60x30 TX statewide dual credit goals include the following:

Goal 1:

- Parent Nights and Student Presentations
- Website updates to reflect policies, rules and opportunities
- Counselor contacts throughout the year for all service area ISDs and homeschools
- Dual Credit Coordinator contacts with ISD administrators

Goal 2:

- Student enrollment after high school is tracked through THECB and internal data
- Time to degree completion is tracked through THECB and internal data
- Semester credit hours to degree is tracked through THECB and internal data

Goal 3:

- Transcript audits are performed to determine degree completion and graduation options
- Student advising is performed to decrease the excess hours to degree completion
- Departments advise ISDs on the college prep program

Goal 4:

- Dual Credit enrollment, completion, and success data is analyzed and compared with data from subsequent course work

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. The Kilgore College Board of Trustees will establish the tuition rate each year.
- 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) guidelines and Kilgore College's faculty competence policy 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 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 any location or mode of delivery from 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 and student support services applicable to courses taught by the college also apply to dual credit courses. These policies include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus is distributed, etc.
- 8) Provide access to all applicable student learning and instructional support services, including admissions and registration, counseling and advising, testing, instructional student support, student success, student health, bookstore, open computer labs, Kilgore College Police Department, campus life, and the Parks Fitness Center.
- 9) Determine course curriculum, instruction, and grading standards, and at the end of each course, provide the ISD with a numerical grade for each dual enrollment student registered for the course. A complete transcript of College coursework will be provided 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) Assume all costs associated with tuition, student textbooks, and supplies or have the student assume them.
- 4) Provide appropriate classroom facilities for dual credit courses taught on high school property, including computer lab access.
- 5) Provide the College with: (a) all student admission documentation, and (b) official student transcripts.
- 6) 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. Provide academic advising to students who enroll in a dual credit course under the program before the student begins a course.
 - d. Assist with student orientation;
 - e. Deliver to the College in a timely manner all required paperwork including student transcripts, requests for exceptions, test scores and enrollment documents;
 - f. Serve as liaison with students, parents, high school personnel and College personnel;
 - g. Facilitate the operation of the Dual Credit program to ensure the smooth and timely operation of the process.
- 7) 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 courses, students normally have at least junior year high school standing at the time the course is taken and demonstrate appropriate college readiness for the courses that are taken. **Exception:** Younger students who demonstrate outstanding academic performance and show college readiness may be recommended by their high school and individually approved by the college's Vice President of Instruction.
2. High school students are generally limited to no more than two courses per semester. **Exception:** Students who have met the required minimum scores in reading, writing, and math may enroll in three dual credit courses during the fall or spring semesters (students wishing to enroll in more than three courses require permission from the high school principal and the college's 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 taking dual credit courses for the first time must meet the minimum PLAN, PSAT, ACT, SAT, STAAR End-Of-Course (English II and Algebra I), or TSI Assessment scores in the section(s) of the test relevant to the course(s) in which they wish to enroll.
4. A dual credit student may neither enroll in a college level course in which he/she requires remediation nor take remedial classes at Kilgore College.
5. A final high school transcript must be provided upon graduation, even if not attending KC after graduation.
6. 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 community colleges, and some private universities do not accept dual credit courses.

7. 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.

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:** 480 on Reading and Writing (EBRW) and/or a score of 530 on Math. There is no composite score.
- **TSI Assessment standards: on or after January 11, 2021:** English, 945 or greater with an essay score of 5 or greater. If less than 945, Diagnostic Test Score of 5 or greater and an Essay Score of 5 or greater. Math, Score of 950 or greater. If less than 950, Diagnostic Score of 6. **Before January 11, 2021** 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.
- **PSAT:** score of **460** on the Evidence-Based Reading and Writing (EBRW) test on a PSAT/NMSQT exam for Reading and Writing. For Math: A score of **510 on the Mathematics test** on a PSAT/NMSQT exam.
- ***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

Eligibility requirements for workforce education courses in Level 1 Certificate programs: (excludes Corrosion Technology 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.

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 their high school counselor about which subjects are available and most appropriate. The most common subjects have been English, Government, and History, but others may include courses in Fine Arts, Speech, Economics, Math, Sciences, and Workforce Training areas. Area superintendents and counselors work with the Coordinator of Dual Credit to develop all Dual Credit offerings on high school campuses. **(See Appendix A)**

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.

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 Foreign Language or Career/Technical/Workforce Courses, plus: ACCT (Accounting), AGRI (Agriculture), BCIS (Business Computer Information Systems), BUSI (Business), COSC (Computer Science). Academic transfer courses that are approved as part of Fields of Study are also funded. Dual credit courses shall be composed of dual credit students only or of dual and college credit students. Exceptions which 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 regular installments each semester, according to 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) Kilgore College has approved college preparation options listed below for high schools to use as fourth year courses for English and/or Math. These options prepare students who have been identified as below standards for college readiness in English and/or Math. Upon successful completion of the college preparation courses, students will be considered TSI Complete in English and/or Math at Kilgore College:
 - a) Texas College Bridge Program. (English or Math) See the website for more details: <https://www.texascollegebridge.org/>
 - b) Math College Prep Course created using the resources below. (This will only be available for the 2021 – 2022 academic year. Beginning Fall 2022, Math will only be using Texas College Bridge Program.)
Textbook: *Path to College Mathematics, 1st edition* by Elayn Martin-Gay, published by Pearson.

Superintendent

Date

Dr. Tracy Skopek, Vice President of Instruction/CAO

Date

Appendix A: College Academic / High School Crosswalk

High School Requirement:	College Course Number:	College Course Name:	Accepted by the College as	Core Class:
English				
English III or IV	ENGL 1301	Comp. & Rhetoric I	Communication Core	yes
English III or IV	ENGL 1302	Comp. & Rhetoric II	Communication Core	yes
English IV	ENGL 2322	British Literature I	Culture Core or Elective	yes
English IV	ENGL 2323	British Literature II	Culture Core or Elective	yes
English III	ENGL 2326	American Literature	Culture Core or Elective	yes
Mathematics				
4 th Math or Algebra II	MATH 1314	College Algebra	Math Core or Elective	yes
4 th Math	MATH 1342	Elementary Statistical Methods	Math Core or Elective	yes
4 th Math	MATH 1332	Contemporary Mathematics	Math Core or Elective	yes
4 th Math	MATH 1324	Math for Business & Social Science	Math Core or Elective	yes
4 th Math	MATH 1325	Calculus for Business & Social Sci.	Math Core or Elective	yes
4 th Math	MATH 2412	Pre-Calculus Math	Math Core or Elective	yes
4 th Math	MATH 2413	Calculus I	Math Core or Elective	yes
4 th Math	MATH 2414	Calculus II	Math Core or Elective	yes
Science				
4 th Science Elective	GEOL 1301	Earth Science for non-Science majors	Science Core or Elective	yes
4 th Science Elective	GEOL 1403	Physical Geology	Science Core or Elective	yes
4 th Science Elective	GEOL 1404	Historical Geology	Science Core or Elective	yes
4 th Science Elective	BIOL 1406	Biology I for Science majors	Science Core or Elective	yes
4 th Science Elective	BIOL 1407	Biology for Science majors II	Science Core or Elective	Yes
4 th Science Elective	BIOL 1408	Biology I for Non-Science majors	Science Core or Elective	yes
4 th Science Elective	BIOL 1309	Biology II for Non-Science majors	Science Core or Elective	Yes
4 th Science Elective	BIOL 2404	Anatomy & Physiology	Science Core or Elective	Yes
4 th Science Elective	BIOL 2406	Environmental Biology for Non-Science majors	Science Core or Elective	Yes
4 th Science Elective	PHYS 1401	College Physics I	Science Core or Elective	Yes
4 th Science Elective	PHYS 1303	Stars & Galaxies	Science Core or Elective	Yes
4 th Science Elective	PHYS 1404	Solar System	Science Core or Elective	Yes
4 th Science Elective	PHYS 1405	Elementary Physics I	Science Core or Elective	Yes
4 th Science Elective	PHYS 2425	University Physics I	Science Core or Elective	Yes
4 th Science Elective	PHYS 2426	University Physics II	Science Core or Elective	Yes
4 th Science Elective	CHEM 1411	Chemistry I for Science majors	Science Core or Elective	Yes
4 th Science Elective	CHEM 1412	Chemistry II for Science majors	Science Core or Elective	Yes
4 th Science Elective	CHEM 1405	Chemistry for Non-Science majors	Science Core or Elective	Yes
4 th Science Elective	CHEM 1406	Chemistry I for Allied Health	Science Core or Elective	Yes
4 th Science Elective	BIOL 2401	Human Anatomy & Physiology I	Science Core or Elective	Yes
4 th Science Elective	BIOL 2402	Human Anatomy & Physiology II	Science Core or Elective	Yes
4 th Science Elective	ENVR 1401	Environmental Biology for Non-Science majors	Science Core or Elective	Yes
High School Requirement:	College Course Number:	College Course Name:	Accepted by the College as	Core Class:
Social Studies				
World History I	HIST 2321	World Civilization I	Culture Core or Elective	Yes
World History II	HIST 2322	World Civilization II	Culture Core or Elective	Yes

History				
U.S. History or Advanced Elective	HIST 1301	United States History I	History Core	Yes
U.S. History	HIST 1302	United States History II	History Core	Yes
Social & Behavioral Sciences				
Psychology Elective	PSYC 2301	Introduction to Psychology	Social Sciences Core or Elective	Yes
Psychology Elective	PSYC 2314	Lifespan Growth and Development	Social Sciences Core or Elective	Yes
Sociology Elective	SOCI 1301	Introduction to Sociology	Social Science Core or Elective	Yes
Government				
U.S. Government	GOVT 2305	Federal Government	Political Science Core	Yes
Government Advanced Elective	GOVT 2306	Texas Government	Political Science Core	Yes
Economics				
Economics	ECON 2301	Prin. Of Macroeconomics	Social Sciences Core or Elective	Yes
Fine Arts				
Music Elective	MUSI 1306	Music Appreciation	Fine Arts Core or Elective	Yes
Art Elective	ARTS 1301	Art Appreciation	Fine Arts Core or Elective	Yes
Theater Elective	DRAM 1310	Theatre Appreciation	Fine Arts Core or Elective	Yes
Theater Elective	DRAM 2366	Introduction to Cinema	Fine Arts Core or Elective	Yes
Speech				
Speech	SPCH 1315	Public Speaking	Institutionally Designated Option Core	Yes
Elective Credit Options				
Elective	EDUC 1300	Learning Frameworks	Institutionally Designated Option Core	Yes
Elective	BCIS 1305	Introduction to Computing	Institutionally Designated Competency Option	No
Criminal Justice (transfer)				
Elective	CRIJ 1301	Introduction to Criminal Justice	Field of Study	No
Elective	CRIJ 1306	Court Systems & Practices	Field of Study	No
Elective	CRIJ 2313	Correctional Systems & Practices	Field of Study	No
Elective	CRIJ 1310	Fundamentals of Criminal Law	Field of Study	No
Elective	CRIJ 2328	Police Systems & Practices	Field of Study	No

Appendix B: College Workforce / High School Crosswalk

High School Course/PEIMS:	College Course Number:	College Course Name:	Accepted by the College as part of:	Core Class:
Welding				
Welding 1303200 D	WLDG 1421	Welding Fundamentals	Level I Welding Certificate	no
Welding 1303200 D	WLDG 1428	Introduction to SMAW	Level I Welding Certificate	no
Welding 13032400 D	WLDG 1457	Intermediate SMAW	Level I Welding Certificate	no
Welding 13032400 D	WLDG 2443	Advanced SMAW	Level I Welding Certificate	no
Culinary Arts				
CulArts 13022700	RSTO 1204	Dining Room Services	Level I Culinary Certificate	no
CulArts 13022700	CHEF 1205	Sanitation & Safety	Level I Culinary Certificate	no
CulArts 13022700	CHEF 1301	Basic Food Preparation	Level I Culinary Certificate	no
CulArts 13022700	PSTR 1301	Fundamentals of Baking	Level I Culinary Certificate	no
CulArts 13022700	CHEF 1302	Principles of Healthy Cuisine	Level I Culinary Certificate	no
CulArts 13022700	HAMG 1221	Introduction to Hospitality Industry	Level I Culinary Certificate	no
Cosmetology				
CosMet 1 13025200 D	CSME 1401	Orientation to Cosmetology	Level I Operator Certificate	no
CosMet 1 13025200 D	CSME 1391	Special Topics in Cosmetology	Level I Operator Certificate	no
CosMet 1 13025200 D	CSME 1310	Introduction to Haircutting & Theory	Level I Operator Certificate	no
CosMet 2 13025300 D	CSME 1453	Chemical Reformation & Theory	Level I Operator Certificate	no
CosMet 2 13025300 D	CSME 2401	Principles of Hair Coloring & Theory	Level I Operator Certificate	no
CosMet 2 13025300D	CSME 1354	Artistry of Hair Design	Level I Operator Certificate	no
Criminal Justice				
Crim Justice 1303010	CJSA 1322	Introduction to Criminal Justice	A.A.S. Criminal Justice	no
Crim Justice 1303010	CJLE 1249	Intermediate Arrest, Search & Seizure	A.A.S. Criminal Justice	no
Crim Justice 1303010	CJLE 1345	Intermediate Crime Scene Investigation	A.A.S. Criminal Justice	no
Crim Justice 1303010	CJLE 1425	Criminal Justice Survey	A.A.S. Criminal Justice	no
Automotive Technology				
AutoTech 13032400 D	AUMT 1405	Introduction to Automotive Technology	Level I Automotive Cert.	no
AutoTech 13032400 D	AUMT 1307	Automotive Electrical Systems	Level I Automotive Cert.	no
Adv Auto 13039700 D	AUMT 1410	Automotive Brake Systems	Level I Automotive Cert.	no
AutoTech 13032400 D	AUMT 1312	Basic Automotive Service	Level I Automotive Cert.	no
Adv Auto 13032400 D	AUMT 1316	Automotive Suspension & Steering Sys	Level I Automotive Cert.	no
Drafting				
IntermCAD N1303770	DFTG 1309	Basic Computer Assisted Drafting	Drafting Elective	no
IntermCAD N1303770	DFTG 1325	Blueprint Reading & Sketching	Level I Welding Certificate	no
Industrial Maintenance/Instrumentation & Electrical Technology				
OccSafety N130368	ENTC 1347	Safety & Ergonomics	Level I INMT Certificate	no
ElectTech 1300560	ELPT 1311	Basic Electrical Theory	Level I INMT Certificate	no
AC/DC Elect 1303680	INTC 1357	AC/DC Motor Control	Level I IETA Certificate	no
High School Course/PEIMS:	College Course Number:	College Course Name:	Accepted by the College as part of:	Core Class:
Emergency Medical Services				

EMT 13020500	EMSP 1471	Anatomy & Physiology for EMT	Level I EMT Certificate	no
EMT 13020510	EMSP 1501	Emergency Medical Technician	Level I EMT Certificate	no
EMT 13020510	EMSP 1001	Emergency Medical Technician	Level I EMT Certificate	no
EMT 13020510	EMSP 1060	Clinical – EMT Technician	Level I EMT Certificate	no

Fire Protection

Fire Pro 13029900	FIRS 1001	Firefighter Certification I	A.A.S. Fire Protection	no
Fire Pro 13029900	FIRS 1007	Firefighter Certification II	A.A.S. Fire Protection	no
Fire Pro 13029900	FIRS 1013	Firefighter Certification III	A.A.S. Fire Protection	no
Fire Pro 13029900	FIRS 1019	Firefighter Certification IV	A.A.S. Fire Protection	no
Fire Pro 13029900	FIRS 1023	Firefighter Certification V	A.A.S. Fire Protection	no
Fire Pro 13029900	FIRS 1029	Firefighter Certification VI	A.A.S. Fire Protection	no

Certified Nurse Aide/Nursing Assistant

NurseAide 13020300	MDCA 1313	Medical Terminology	Level I CNA Certificate	no
NurseAide 13020300	MDCA 1205	Medical Law & Ethics	Level I CNA Certificate	no
NurseAide 13020300	NURA 1307	Body Systems	Level I CNA Certificate	no
NurseAide 13020300	RNSG 1201	Pharmacology	Level I CNA Certificate	no
NurseAide 13020300	NURA 1401	Nurse Aide for Health Care	Level I CNA Certificate	no
NurseAide 13020300	NURA 1160	Clinical/Nursing Assistant/Aide	Level I CNA Certificate	no

Advertising/Graphic Design

GraphDesign13008800	ARTC 1325	Introduction to Computer Graphics	Level I Graphic Design Cert.	no
GraphDesign13008800	ARTC 1302	Digital Imaging I	Level I Graphic Design Cert.	no
GraphDesign13008910	ARTC 1313	Digital Publishing I	Level I Graphic Design Cert.	no
GraphDesign13008810	ARTC 1317	Design Communication I	Level I Graphic Design Cert.	no

Pharmacy Technology

Pharm Tech 13020950	PHRA 1001	Introduction to Pharmacy Structure	Level I Pharmacy Tech Cert.	no
Pharm Tech 13020950	PHRA 1013	Pharmacy Technician Practice in Comm	Level I Pharmacy Tech Cert.	no
Pharm Tech 13020950	PHRA 1005	Applying Pharmacology to Practice	Level I Pharmacy Tech Cert.	no
Pharm Tech 13020950	PHRA 1061	Pharmacy Technician Clinicals	Level I Pharmacy Tech Cert.	no

Process Technology

ProcessTech 13033010	PTAC 1302	Introduction to Process Technology	A.A.S. Process Technology	no
ProcessTech 13033010	PTAC 1310	Process Technology I Equipment	A.A.S. Process Technology	no
ProcessTech 13033010	PTAC 1408	Safety, Health & Environment I	A.A.S. Process Technology	no
ProcessTech 13033010	PTAC 1332	Process Instrumentation I	A.A.S. Process Technology	no