



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.

Updated for Fall 2023

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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 and the [Kilgore College Student Handbook](#) still apply.

Academic Dual Credit: These are courses for students planning to transfer to a four-year university. Students are working towards an Associate of Arts (AA) or Associate of Science (AS) Degree. Kilgore College offers a wide selection of courses 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 Creative Arts, Economics, Education, Math, Philosophy, Psychology, Science, Sociology, and Speech. Dual credit students may not enroll in developmental courses at KC.

Workforce Dual Credit: These are courses designed to give students skills for immediate employment and do not transfer to a four-year university. Examples include automotive technology, cosmetology, culinary, fire protection, health care, process technology, and welding. Students are working towards a Certificate and/or an Associate of Applied Science Degree.

Note: Students must remember that dual credit classes are college level courses. The expectations, rigor, and content of the course may differ significantly from a high school class.

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. For academic courses, students must show college readiness through standardized test results. Workforce courses may have different requirements. 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 Creative 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.

What is needed to be successful?

- Good study skills, self-discipline, and motivation
- Maturity and initiative to participate at the same level as regular college students
- Excellent attendance
- Ability to juggle extra-curricular activities with increased academic demands

Parents and counselors should help students evaluate where they fall in relation to these critical characteristics for success. Some students are not ready for this increased responsibility and may decide it's more appropriate to wait another year before starting dual credit classes or to wait until after high school graduation to begin college classes.

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 main courses are ENGL 1301 (Comp I) and ENGL 1302 (Comp II).

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

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. Be aware that some science courses have labs (4-hour courses) and others do not have labs (3-hour 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 KC's Career Pathways Website: <https://www.kilgore.edu/academics/career-pathways>

Dual Credit Crosswalk and MOU's

KC establishes Memorandums of Understanding (MOU) with school districts each year. The crosswalks are updated each year to establish how college courses align with high school endorsements. For further information on the MOU's and crosswalks, please visit the dual credit website: [KC Dual Credit Information](#).

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:

- 1) Core Curriculum
- 2) Career/Technical/Workforce Courses
- 3) One of the following:
 - ACCT(Accounting)
 - AGRI(Agriculture)
 - BCIS (Business Computer Information Systems)
 - BUSI (Business)
 - COSC (Computer Science)
 - CRIJ (Criminal Justice)
 - ENGR (Engineering)
 - Foreign Language

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

What schools are served by Kilgore College?

1. The schools that make up the Kilgore College taxing district are: Kilgore, Sabine, Gladewater, White Oak, Leverett's Chapel, West Rusk, and Overton.
2. 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.
3. KC works with various private schools and home school students within the service area.

KILGORE COLLEGE DUAL CREDIT PROGRAM

ENROLLMENT CHECKLIST

Submit the following:

- ❑ **Application for Admission** (*first-time students only*)
www.kilgore.edu see: Academics, Dual Credit for High School Students
Caution: There are seven screen pages before Application is complete!
- ❑ **Test scores, if needed** (*first-time students only, unless re-testing to improve score*) see below!
Test scores are mainly needed for academic courses. Most workforce courses do not require test scores.
- ❑ **Dual Credit Registration Form** (*new form required each semester*)

Pay tuition/fees

Any tuition and fees owed must be paid by the deadlines published 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.

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

As of Fall 2023, most textbooks for dual credit courses will make use of free resources or will be covered by the ISD. Some courses may still have a textbook cost or other required course materials that must be purchased. Students should consult with the instructor's syllabus for accurate requirements.

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 courses, students must be in grade nine or higher and demonstrate appropriate college readiness for the courses that are taken.
2. During the 16-week semester, dual credit students should take no more than four classes, which could range from 12 to 16 hours. The maximum course load during a summer term is 8 semester hours for each term. Students may enroll in only one mini-term course. Students who are employed, have family responsibilities, or involved in various extra-curricular activities are cautioned to consider carefully the course load they take. The student who is overly extended is likely to have scholastic difficulties. Students should contact the dual credit coordinator for permission to add hours above the maximum scholastic load mentioned above.
3. 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).
4. 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](#), and course syllabus.
5. General academic courses offered through the dual credit program 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. As such, it is the student's responsibility to consult with their transfer institution to ensure all dual credit coursework will transfer appropriately. Most academic courses require students to demonstrate college readiness through a variety of placement tests such as the TSIA2 or EOC.
6. Workforce courses offered through the dual credit program can be applied towards a certificate of completion, associate's degree, or can be used to obtain an industry certification. Most workforce courses do not require students to demonstrate college readiness.

Dual Credit eligibility requirements for academic courses and workforce education courses not included in a level 1 certificate program:

- **ACT: Prior to Feb 15, 2023:** Composite score of 23 with 19 on English for Reading and Writing and/or 19 on Math. **On or after Feb 15, 2023:** Combined score of 40 on the English and Reading (E+R) tests shall be exempt for both reading and writing or ELAR sections of the TSI Assessment. A score of 22 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no composite score.
- **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.

ADDITIONAL QUESTIONS MAY BE ANSWERED BY CONSULTING THE DUAL CREDIT WEBSITE.

CONTACT: Yvonne Bethune at 903-983-8114 or Sandy Teel at 903-236-2029 at Kilgore College.

Application Process

Submit the following to the Registrar's Office:

- ❑ **Application for Admission** (*first-time students only*)
- ❑ **Test Scores, if needed**
- ❑ **Dual Credit Registration Form** (*new form required each semester*)

Admission Forms. Applications are completed directly through KC by clicking [here](#). There is no application fee. Students should receive a welcome email with further information soon after applying for admissions.

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.

Kilgore College Student E-mail and KC Portal Information:

All students are assigned a Kilgore College email address. This is the main communication students should use to contact the college and should be checked daily. Instructors will use this email address to send important class information. The Business Office, the Registrar's Office, and Student Services all will use the KC email to communicate with students.

The student portal, named AccessKC, is a web-based tool for students to use in managing their educational career. In addition, it is through this portal that students log into Blackboard, KC's online learning management system, where students will access materials related to the classes they are enrolled in for a particular semester. The portal can be accessed from the Kilgore College Homepage at www.kilgore.edu.

For more information and to set up the email account, visit: [Email Activation](#)

To complete the initial set-up to be able to log in to AccessKC and Blackboard, visit: [KC Portal Activation](#) (click on MFA Login System).

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. 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. KC has various agreements in place with school districts so students should check with their high school counselor before making a payment.

Financial Aid for Swift Transfers (FAST)

As part of House Bill 8, The FAST Program allows eligible students to enroll at no cost to the student in dual credit courses with Kilgore College. For students not eligible for FAST, a maximum rate of \$55 per credit hour will be set, regardless of taxing district status. The FAST Program also applies to any eligible students who enroll in summer semesters as well as the December and May min-semesters. Further information and updates related to HB 8 and the FAST Program will be communicated to ISD's as needed.

Identification of FAST Students

Kilgore College and the ISD will work together to establish a procedure for identifying all students eligible to enroll at no cost in dual credit courses. Additional procedures will be established to ensure the accurate and timely exchange of information necessary to identify these students.

Textbooks and other Course Materials

As of Fall 2023, most textbooks for dual credit courses will make use of free resources or will be covered by the ISD. Some courses may still have a textbook cost or require other course materials. Students should consult with the instructor's syllabus for accurate course requirements. Students who are eligible for free dual credit courses, cannot assume the costs of textbooks and other course materials. It is the responsibility of the ISD to cover those costs.

Academic Advising

As part of House Bill 8, KC and the ISD will work together to establish academic advising strategies to ensure students are aware of how dual credit courses align with high school endorsements and their continued educational goals after graduation.

Dual Credit Grades

The college indicates grades by the following symbols:

A	(90-100) excellent
B	(80-89) above average
C	(70-79) fair or average
D	(60-69) lowest passing mark
F	(0-59) failing
I	Incomplete
IP*	Incomplete Passing
W	Withdrawn from course
CR	Credit by examination and advanced placement

Certain health science programs have grading scales that differ from the above. Exceptions are explained on the appropriate program in Occupational Courses of Study.

Dual credit students are awarded a letter grade and numeric grade at the end of the semester. Students should refer to the instructor's syllabus for specific information.

Payment

KC has several convenient payment options available to students. For more information please visit [Payment Options](#).

- 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.
- 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. 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.

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 and approach controversial issues in a professional manner.

5. The instructor is available to answer any questions a student may have. If students have any concerns about the course, their performance in the course or are not sure of an assignment, the student should speak with the instructor. KC has an official policy for all student complaints that must be followed: [Student Complaint Policy](#)
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".

Attendance policy for Dual Credit students:

Dual credit courses typically follow the official Kilgore College calendar which may differ from the high school calendar. Thus, the dual credit class may meet on days when the high school classes do not (for example, a dual credit class may meet on a teacher work day when high school classes are not in session). In college, absences are not classified as "excused" or "unexcused." A student is either in class or is absent.

Kilgore College expects punctuality and regular class attendance. An absence is defined as a student's not being in class for any reason. Students who are absent may miss important instruction, discussion, assignments and deadlines. Students are expected to communicate with instructors regarding their absences. Some workforce programs may have specific attendance requirements due to applicable external requirements and/or competencies; therefore, students in workforce programs should check with their instructor regarding the specific number of absences allowed. Students may be dropped for non-attendance per Federal Financial Aid requirements. Be sure to check and follow the instructor's attendance policy as outlined in the course syllabus!

If a student is involved in extracurricular activities at a high school that cause them to miss significant class time, the student may need to move to an on-line course or explore other options. In those situations, the student should consult with the instructor and high school counselor.

Student Support Services

Dual Credit students are provided access to all of the support services available to any Kilgore College student. Dual credit students may also wish to speak with their instructor or high school counselor for additional support that may be available at the course location if it is not on the College campus. A summary of some of the support services is below. A complete description with appropriate contact information is available online by visiting www.kilgore.edu and clicking on

academics, support services.

- **Randolph C. Watson Library** – provides a variety of resources and support on the Kilgore campus and via electronic means. This includes various computer labs for general use for all students.
- **Advising and Counseling Services** - provide a variety of services to students such as educational, career and short-term mental health counseling.
- **Bookstore** – provides needed books and supplies with locations in Kilgore and Longview.
- **Career Services** – provides career assessment, career counseling and career search services.
- **Disability Services** - provides services to students with documented disabilities.
- **KC Police** – provides for the safety and well-being of students, faculty and staff members at Kilgore College and manages student ID card processes.
- **Student Success Program** – provides a variety of services to assist students and support student success.
- **Testing Services** – offices located in Kilgore and Longview which provide distance education test proctoring, college placement (TSI) testing, and various national and state examinations.
- **Zone Tutoring Lab** – free academic tutoring and computer-use services.
- **Longview North Zone** - free tutoring and computer-use services for career/technical 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 in the appropriate location. 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 Complaints and Appeals:**

Kilgore College is committed to resolving student concerns or dissatisfaction in the most expeditious and informal manner possible. As a result, students are expected to discuss their concerns or questions with the instructor, staff member, or office area in which they are experiencing dissatisfaction. Most issues can be resolved at this level.

For situations that cannot be resolved informally, students have the right to file a formal, written complaint. The Kilgore College Student Handbook outlines the process for filing a complaint.

[View the KC Catalog & Student Handbook](#)

Important information on Sexual Misconduct/Sexual Assault:

Sexual misconduct/sexual violence is a fundamental violation of an individual. It threatens the person's safety, well-being, educational experience, and career. The Kilgore College Sexual Misconduct Policy has been developed to ensure that a consistent procedure and coordination of College and community resources is followed in the unfortunate event of having to investigate a report sexual violence. Our policy is intended to meet the medical, legal, safety, and psychological needs of the victim and to maintain confidentiality, to the extent possible. This policy is applicable to both on- and off-campus students and College employees. The policy also provides for measures and structures that will deal with the prevention of sexual misconduct through educational programming as well as a continuing institutional dialogue to assess services for victims.

Sexual misconduct violates the standards of conduct expected of every member of the College community and is strictly prohibited. Click [here](#) for more information.

Transitioning to Kilgore College after High School

While all dual credit students are part of the KC Family, there are some specific steps needed upon graduation from high school in order to transition into a full-time college student. Several of these important steps include:

1. Filing for Financial Aid: [Financial Aid Information](#)
2. Submitting official high school transcripts
3. Providing appropriate vaccination records
4. Completing New Student Orientation
5. Filling out and submitting the dual credit transition form: [Dual Credit Transition Form](#)
6. For more information, visit [KC Admissions Information](#)

Helpful Contact Information:

Many of your questions regarding dual credit at Kilgore College may be answered by your high school counselor or the Kilgore College Dual Credit Handbook. In addition, below is a list of frequently contacted offices at Kilgore College.

- Academic Dual Credit: (903) 988-7509
- Workforce Dual Credit: (903) 983-8192
- Advising and Counseling: (903) 983-8206
- Bookstore in Kilgore: (903) 983-8277
- Bookstore in Longview: (903) 236-2060
- Cashier's Office: (903) 983-8108
- Dual Credit Specialist/Registrar's Office: (903) 983-8114
- KC Police Department: (903) 983-8650
- Library: (903) 983-8237

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.
- **Multi-modal** – Students will participate in a class being taught through Zoom or Blackboard Collaborate. The instructor could be in the same classroom as the instructor or at a different location. If the instructor is not at the same location as the students, students must have access to a computer with a strong internet connection, a web cam, and a microphone. Lectures will be recorded each day and can be viewed at a later time.
- **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.