



A Memorandum of Understanding Between the Kilgore College District and Trinity School of Texas 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 State of Texas has continually raised the bar for higher education, through Closing the Gaps in 2000, and 60x30 TX in 2015. Building a Talent Strong Texas expands on the successes of these previous plans by widening the lens for higher education. Building a Talent Strong Texas focuses on three measurable, data-driven goals:

Goal 1: Attainment of certificates and degrees so at least 60% of Texans ages 25-64 have a postsecondary credential of value by 2030.

Goal 2: Postsecondary credentials of value aligned with workforce demands that will raise incomes for individual Texans while reducing debt.

Goal 3: Research, development, and innovation that drives discovery, improves lives, broadens education, and creates new jobs.

Strategies for implementation of Building a Talent Strong Texas that align with dual credit include the following:

- Parent Nights and Student Presentations focused on higher education opportunities after high school graduation
- Website updates to reflect policies, rules and opportunities
- Counselor contacts throughout the year for all service area ISDs, homeschools, and private schools
- Dual Credit Coordinator contacts with ISD administrators
- Partnering with ISD's to create academic and workforce dual credit courses that align with high school endorsements and degrees, certificates and credentials of value that can be earned after high school graduation.
- Student advising to decrease the excess hours to degree completion

Dual Credit Representatives

Kilgore College provides representatives to assist ISD's with dual credit as needed. The representatives will work in conjunction with various KC employees and offices to ensure dual credit students have access to all services provided by the College.

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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](#), [Registration Guide](#), 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 (corrosion technology and process technology):

- **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.

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 to fulfill high school graduation requirements, as well as their major after graduating high school. The most common subjects have been English, Government, and History, but others may include courses in Fine Arts, Speech, Economics, Math, and 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. **(The Dual Credit Crosswalk is posted on-line and can be found by clicking [here](#)).**

State Funding Limitations:

Kilgore College 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.

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.

Academic Advising

KC and Full Armor Christian Academy 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 Crosswalk

The dual credit crosswalk details how students will progress towards academic goals and includes alignment of high school and college level courses. The crosswalk follows courses and fields of study listed in Texas Higher Education Coordinating Board's Academic Course Guide Manual and/or Workforce Education Course Manual. This crosswalk is posted on the Kilgore College Dual Credit webpage and can be found by clicking [here](#).

Dual Credit Memorandum of Understanding (MOU)

The Dual Credit MOU must be posted on KC's website as well as Trinity School of Texas' website.

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.

FERPA

Confidentiality of student education records is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). The act specifies that 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 the act.

[Frequently Asked Questions about FERPA](#) (pdf)

Health and Safety Exemption Requirement 34 CFR 99.31(a)(10) & 34 CFR 99.36:

A health and safety exception permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals.

The school follows the provisions outlined in the regulations as follows:

The school only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency *if* knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Misrepresentation and Ethical Conduct:

Ethical conduct required of all employees includes providing complete and accurate information about all appropriate facets of the institution and operating with integrity in all matters. This applies to all information regardless of the mode of delivery or audience. Information includes, but is not limited to, programs, institutional charges, the employability of graduates, and the institution's relationship to accrediting agencies and the Department of Education. If employees become aware of any misrepresentation of institutional information, they are expected to report such incidents immediately to the Director of Human Resources.

Title IX

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 [protects individuals from discrimination and harassment based on sex](#) in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, including sexual violence, is a form of sex discrimination and is therefore prohibited under Title IX. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment.

Kilgore College is committed to providing an environment of academic study and employment free from harassment or discrimination to all segments of its community; its faculty, staff, students, guests and vendors; and will promptly address all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws.

Students may also contact the U.S. Department of Education, Office for Civil Rights (800-421-3481) to complain of sex discrimination or sexual harassment including sexual violence.

Members of the Kilgore College community, students, employees, and guests have the right to be free from discrimination and sexual harassment, including sexual assault. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero-tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, sanctions will be used to reasonably ensure that such actions are never repeated.

Whether you are a student, faculty, staff member or visitor, **you have the right to [file a complaint](#)**. Complaints or reports of sexual misconduct should be submitted to the [Kilgore College Title IX Coordinator](#). In an emergency, please call 911, Kilgore College Police at (903) 983-8650, or your local Police Department.

Kilgore College will:

- 1) Educate high school personnel, parents, and students on requirements for academic degrees and workforce certificates/degrees and how those requirements align with high school requirements and endorsements. This includes access to the course equivalency crosswalk that is updated each year. As a Kilgore College student, all dual credit students have access to all advising services provided by the College. More information can be found here: [Academic Advising Information](#).
- 2) Work with high school personnel to determine which dual credit classes will be taught on the high school campus, on-line, and at other locations as needed. KC will work with the high school to ensure the courses taught can be applied towards high school credit, high school endorsements, and college credit.
- 3) 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. The teaching schedules for dual credit instructors are set by the appropriate College department chair and approved by the divisional dean. Further, the appropriate College department chair and divisional dean will supervise and evaluate all dual credit instructor(s).
- 4) Provide the dual credit instructor with a copy of the common syllabus with common course student learning outcomes for that course, a copy of the textbook, and all other appropriate teaching materials. To reduce textbook costs, KC will utilize Open Educational Resources when possible.
- 5) 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.
- 6) Pay the prevailing rate per course to an instructor employed by the College for each course that meets requirements enumerated in this Agreement.
 - a. At the College's discretion, the amount could be prorated or the course may not be offered. This will be based on class size, instructor availability, or other factors.
 - b. Class size is based on enrollment on the official reporting date for the College.

- 7) 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.
- 8) 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. A full list of academic policies and student support services can be found here: [KC College Catalog](#).
- 9) Provide access to all applicable student learning and instructional support services, including admissions and registration, counseling and advising, testing, instructional student support, in-person tutoring, on-line tutoring via tutor.com, student success, student health, bookstore, open computer labs, Kilgore College Police Department, campus life, and the Parks Fitness Center. A full list of student learning and instructional support services can be found here: [KC Student Services](#).
- 10) Determine course curriculum, instruction, and grading standards, and at the end of each course, provide the high school with a numerical grade for each dual enrollment student registered for the course. A complete transcript of college coursework will be provided when requested.

Trinity School of Texas will:

- 1) Notify all parents of students enrolled in grade nine or above of the dual credit programs available through Kilgore College, both academic and career/technical. Further, parents should be made aware of funding available for dual credit courses.
- 2) 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.
- 3) Ensure that all students complete a Dual Credit Registration Form and obtain the necessary signatures.
- 4) Assume all costs associated with tuition, student textbooks, supplies, and transportation, as needed, or have the student assume them. To reduce textbook costs, KC will utilize Open Educational Resources when possible.
- 5) Provide appropriate classroom facilities for dual credit courses taught on high school property, including computer lab access and learning resources access, such as library resources.
- 6) Provide the College with all student admission documentation.
- 7) Work with the College to coordinate academic advising opportunities for students. These opportunities will include visits each semester by a KC academic advisor.
- 8) 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.
- 9) Provide students with notice of the ISD and the College's Code of Student Conduct and Academic calendar.

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) Dual credit classes will be composed of appropriate high school students, unless a separate agreement is made to allow College students to enroll. Due to enrollment, some web classes will be composed of college and dual credit students.
- 3) 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.
- 4) 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.
- 5) Payment by the College to the instructor will be made in regular installments each semester, according to College policy.
- 6) Revocation of this agreement can be accomplished by mutual written consent or by either party. Students will be allowed to complete courses if revocation occurs after the start of a semester.
- 7) 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/>

1) I have reviewed the Dual Credit Handbook and Crosswalk.

2) I have the read the MOU for the 2023 – 2024 Academic Year and agree to its contents.

Cindy Verhalen
Cindy Verhalen, Headmaster

9-8-23
Date

Tracy Skopek
Dr. Tracy Skopek, Vice President of Instruction/CAO

9/14/23
Date