



## 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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## **What is Dual Credit?**

Dual Credit allows high school students to enroll in college courses and receive simultaneous credit from both the college and the high school. This program helps students fulfill high school graduation requirements while giving them a head start on their college education. The Kilgore College Dual Credit program offers high school students the chance to take college-level courses that meet graduation requirements or serve other academic and workforce training needs. Students can also take courses that go beyond high school requirements to meet their individual educational goals. 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. Students must consult with the high school counselor about which subjects are available and most appropriate. Area superintendents, principals, and counselors work with the Coordinators of Dual Credit to develop all Dual Credit offerings on high school campuses. Dual Credit students may not enroll in developmental courses at KC. Even if high school credit will not be granted for a particular course, all policies in this reference guide and the [Kilgore College Student Handbook](#) still apply.

**Academic Dual Credit:** Academic Dual Credit: These courses are intended for students planning to transfer to a four-year university and typically lead to an Associate of Arts (AA) or Associate of Science (AS) Degree. Common subjects include:

- English
- Government
- History
- Other options may include courses in Creative Arts, Economics, Education, Math, Philosophy, Psychology, Science, Sociology, and Speech

**Workforce Dual Credit:** Workforce Dual Credit: These courses are designed to provide skills for immediate employment and generally do not transfer to four-year universities. Students work towards a Credential of Value, Certificate, and/or an Associate of Applied Science Degree. Examples include:

- Automotive Technology
- Cosmetology
- Culinary Arts
- Fire Protection
- Healthcare
- Process Technology
- Welding

**Note:** Dual credit classes are college-level courses. The expectations, rigor, and content of these courses may significantly differ from high school classes.

## **What is needed to be successful?**

To thrive in Dual Credit courses, students should possess the following qualities:

- **Good Study Skills:** Effective study habits and the ability to manage coursework independently.
- **Self-Discipline and Motivation:** The drive to stay on top of assignments and meet deadlines without constant supervision.
- **Maturity and Initiative:** The ability to engage with college-level material and participate actively in class.

- **Excellent Attendance:** Consistent attendance is crucial for keeping up with the rigorous pace of college courses.
- **Time Management:** Balancing academic responsibilities with extracurricular activities and personal commitments.

Parents and counselors should help students assess their readiness for the increased responsibility of Dual Credit courses. Some students may find it more suitable to start college courses after high school graduation.

### **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 fulfill core curriculum requirements, students should take the courses that best fit 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 fulfill core curriculum requirements, 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.

General academic courses offered through the Dual Credit program are commonly required for a bachelor's degree at a four-year institution. 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.

A good reference for students to use to explore careers and see course requirements is KC's Career Pathways Website: [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**

To enroll in Dual Credit courses at Kilgore College, follow these steps:

1. Application for Admission:

- Complete the Application for Admission on the Kilgore College website. There is no application fee. Verify the accuracy of all personal data as incorrect information may delay your application process.
- [Apply Now!](#)

**Note:** First-time students are required to submit the Application for Admission. You should receive a welcome email with further instructions after applying.

2. Test Scores:

- Submit test scores if required. Test scores are mainly needed for academic courses. Most workforce courses do not require test scores.
- If re-testing to improve scores, please provide updated scores as needed.

3. Dual Credit Consent Form:

- Complete the Dual Credit Consent Form once. The form will be kept on file by your Independent School District (ISD). See your high school counselor for the form.

4. Important Notes:

- Ensure all steps are completed in a timely manner to facilitate enrollment.
- For questions or assistance, contact your high school counselor or visit the Kilgore College Dual Credit website ([Dual Credit Students - Kilgore College](#))

### **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 [College Catalog](#), [Student Handbook](#), and course syllabi.
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).*

**Note:** Students who are placed into Dual Credit courses using one of the following scores may be required to take TSIA2 after high school graduation: English II STAAR EOC, Algebra I STAAR EOC, and PSAT.

**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 at KC: Yvonne Bethune at 903-983-8114 or [ybethune@kilgore.edu](mailto:ybethune@kilgore.edu)**

**Kilgore College Student E-mail and KC Portal Information:**

All students are assigned a Kilgore College email address, which serves as the primary communication channel with the college. It is essential that students check their KC email daily, as instructors, the Business Office, the Registrar’s Office, and Student Services will use this email for important communications.

- **Email Activation:** Visit [Email Activation](#) for instructions on activating your KC email account. If you do not receive a welcome email with activation instructions shortly after applying for admissions, please contact Brandon Walker or Yvonne Bethune.

**KC Portal (AccessKC) and Blackboard:**

AccessKC is your web-based tool for managing your educational career at Kilgore College. Through AccessKC, you can also access Blackboard, KC’s online learning management system, where course materials for enrolled classes are available.

- **Portal Activation:** Complete the initial setup to log in to AccessKC and Blackboard by visiting [KC Portal Activation](#) and clicking on the MFA Login System.

**Registration and Payment Process**

High school counselors assist Dual Credit students with registration processes. All necessary forms must be submitted to the Kilgore College Registrar’s Office.

- **Student Account Statements:** Access your student account statement through the AccessKC portal. All statements are now electronic; no paper statements are mailed.
- **Payment Information:** Payments for tuition and fees can be made at the Cashier’s Office, online through AccessKC, or at the KC-Longview Office. Ensure payments are made by published deadlines to avoid class drops. For more information regarding payments, please contact the [Cashier's Office](#).

**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 per credit hour will be set by the State of Texas, regardless of taxing district status. The FAST Program also applies to any eligible students who enroll in summer semesters as well as the December, May, and August mini-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 2024, most textbooks for dual credit courses will utilize free resources or will be covered by the ISD. Consult the instructor's syllabus for specific course material requirements.

### **Tuition and Fees**

Ensure all tuition and fees are paid by the published deadlines to avoid class drops. Payment options include the Cashier's Office, KC-Longview Office, or online through AccessKC.

### **Academic Advising**

Under House Bill 8, Kilgore College collaborates with ISDs to establish academic advising strategies. These strategies ensure dual credit courses align with high school endorsements and support students' educational goals after graduation. For more information on academic advising resources, please visit [Academic Advising - Kilgore College](#)

### **Dual Credit Grades**

Grades at Kilgore College are indicated 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 may use grading scales different from those listed above. Refer to specific program details 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.

### **Expectations and Responsibilities of the Student**

#### **1. Adherence to College Policies:**

Dual credit students are official Kilgore College students and must adhere to all college policies and regulations outlined in the [College Catalog and Student Handbook](#), class schedule, and course syllabus.

#### **2. College-Level Conduct:**

Dual credit courses mirror the curriculum and teaching methods of college courses. Students are expected to conduct themselves accordingly and comply with academic policies applicable to Kilgore College courses.

#### **3. Time Management and Study Expectations:**

Students should dedicate sufficient time outside of class for reading and studying, matching or exceeding their in-class time commitments. Additional study time is essential during exam periods or when assignments are due.

#### **4. Engagement in Class Discussions:**



Dual credit courses may address controversial issues not typically covered in high school. Students are expected to engage in college-level class discussions professionally and constructively.

#### 5. **Communication with Instructors:**

Students should promptly address any concerns about course content or performance with their instructors. Kilgore College has an official process for handling student complaints, which must be followed as outlined here.

#### 6. **Grading Expectations:**

- Familiarize yourself with the instructor's grading system as detailed in the course syllabus provided at the start of each course. Individual instructors can choose to grade in a variety of ways: weighted grades or total points being two examples.
- Note that: a. Repeating work to improve grades, b. Completing extra assignments to raise grades, or c. Receiving extra credit for attendance are not standard practices.

#### 7. **Managing Extracurricular Conflicts:**

High school extracurricular activities may conflict with dual credit courses. It is the student's responsibility to manage course-related materials and assignments, even when absent from class. Students should discuss priorities with parents/guardians before and during enrollment. Students should also familiarize themselves with their instructor's attendance policy and expectations.

**Note:** An absence is defined as a student not being physically present in class.

### **Attendance**

Dual Credit courses at Kilgore College adhere to the official college calendar, which may differ from high school calendars. Therefore, classes may be scheduled on days when high school is not in session (e.g., teacher workdays).

- **Absence Definition:** In college, absences are not classified as "excused" or "unexcused." A student is considered absent if not physically present in class.
- **Importance of Attendance:** Regular class attendance is crucial as absences may result in missing important instruction, discussions, assignments, and deadlines.
- **Workforce Program Attendance:** Some workforce programs have specific attendance requirements due to external regulations or competencies. Students should consult their instructor for program-specific attendance policies.
- **Impact of Extracurricular Activities:** Students involved in high school extracurricular activities that conflict with class schedules may need to explore alternative course delivery options, such as online courses. Students should discuss options with their instructor and high school counselor.

### **Student Support Services**

Dual Credit students have access to a wide range of support services available at Kilgore College to enhance their academic success.

- **Available Services:** These include but are not limited to tutoring, academic advising, counseling, disability services, and library resources.
- **Accessing Support:** For a complete description of support services and contact information, please visit [Student Support Services - Kilgore College](#)

## **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.

### **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.

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.

### **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](#).

Note: Unless the Certification of Dependency form has been completed and is on file with the Registrar's Office, parents/guardians do not have access to a student's grades or information from the student's professor.

### **Academic Dishonesty**

The following is from the Kilgore College Student Handbook

Definitions of terms used in this policy shall be as follows.

A "student" shall mean an individual who is currently enrolled in the College District and any prospective or former student who has been accepted for admission or readmission to any component institution while on the premises of any component institution.

The "premises" of the College District is defined as all real property over which the College District has possession and control.

"Scholastic dishonesty" shall include, but not be limited to, cheating, plagiarism, and collusion.

"Cheating" shall include, but not be limited to:

1. Copying from another student's test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, any assignment, or any academic product intended to be submitted for a grade or to satisfy an academic requirement;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for oneself, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test;
8. Manipulating a test, assignment, or final course grades;
9. Using information or devices that are not authorized;
10. Use of technology to write papers or acquire answers to tests, exams, or quizzes without instructor approval, including, but not limited to, the use of all forms of artificial intelligence, such as ChatGPT, computers/tablets, smart watches or smart phones; or
11. Any other act, whether specifically set forth herein or not, that constitutes scholastic dishonesty or misconduct of any kind.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements, or assisting (or attempting to assist) any person in committing any act of scholastic dishonesty.

### **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.

- a. The student must discuss the concern with the instructor.
- b. If the student is not satisfied after that, the student must reach out to the department chair.
- c. If the student is not satisfied after discussing the situation with the department chair, the student must fill out the on-line complaint form. That will be submitted to the dean over that particular area.

Student Complaint Form: [Student Complaint Form - Kilgore College](#)

### **Helpful Contact Information:**

- **Advising and Counseling:** (903) 983-8206
- **Campus Store in Kilgore:** (903) 983-8277
- **Bookstore in Longview:** (903) 236-2060
- **Cashier’s Office:** (903) 983-8108
- **Dual Credit Specialist:** (903) 983-8114
- **KC Police Department:** (903) 983-8650
- **Library:** (903) 983-8237