



## **A Memorandum of Understanding Between the Kilgore College District and the Leveretts Chapel 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. Assist with student orientation;
  - d. Deliver to the College in a timely manner all required paperwork including student transcripts, requests for exceptions, test scores and enrollment documents;
  - e. Serve as liaison with students, parents, high school personnel and College personnel;
  - f. Facilitate the operation of the Dual Credit program to ensure the smooth and timely operation of the process.
- 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 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 KC VP 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 **after their sophomore** year (or those seeking approval to enroll prior to completion of the sophomore year) 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 and 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: on or after March 5, 2016:** 480 on Reading and Writing (EBRW) and/or a score of 530 on Math. There is no composite score. *Mixing or combining scores from the SAT administered prior to March 2016 and the SAT administered on or after March 5, 2016 is not allowed.*
- ❑ **TSI Assessment** standards: Reading, 351; Writing, 340 with 4+ on essay or a score of less than 340, and an ABE Diagnostic level of at least a 4, and an essay score of at least a 5; Math: 350.
- ❑ **STAAR End-of-Course (EOC)**
  - a Level 2 score (4000) on the English II STAAR EOC
  - a Level 2 score (4000) on the Algebra I STAAR EOC and passing grade in Algebra II
  - a Level 2 score (4000) on the Algebra II STAAR EOC
  - a Level 2 score (4000) on the English III STAAR EOC
- ❑ **PSAT:** score of **460** on the Evidence-Based Reading and Writing (EBRW) test on a PSAT/NMSQT exam administered **on or after October 15, 2015**, for Reading and Writing. For Math: A score of **510 on the Mathematics test** on a PSAT/NMSQT exam administered **on or after October 15, 2015**.

- ❑ **PLAN:** composite score of 23 with a 19 or higher in Mathematics and/or English, or a Mathematics score of 431 and/or an English score of 435 on the ACT-Aspire. *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).

### **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)

### **Eligibility requirements for workforce education courses in Level 1 Certificate programs: (excludes Corrosion Technology and Process Technology) (See Appendix B)**

Students taking workforce education/technical courses may enroll based on designated STAAR scores that meet program and course prerequisites. (additional testing may be required prior to enrollment in college after high school graduation). Dual credit workforce courses taught on a non-credit Continuing Education (CE) basis may be articulated for equivalent Semester Credit Hour courses when the Student Learning Outcomes (SLOs) are identical and the student demonstrates the required skills.

- ❑ 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.

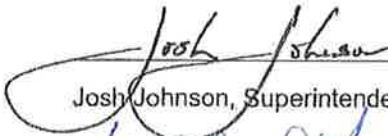
**Bacterial Meningitis Vaccination.** As of October 1, 2013, Texas state law requires that college students under 22 years of age must provide proof of receiving an initial bacterial meningitis vaccination dose or booster within the last 5 years. *Dual credit students who are not taking classes on a 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](http://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) At the high school's request, Kilgore College will work with high school teachers to design fourth year courses that will prepare students who have been identified as below standards for college readiness in both English and Math. The College will identify the appropriate curriculum, recommend instructional materials, and help with training high school teachers. Upon successful completion of the college preparation courses, students will be eligible to enroll in Co-requisite English and Math courses at Kilgore College.

  
Josh Johnson, Superintendent

  
Dr. Mike Turpin, Vice President of Instruction

8-6-19  
Date

8/15/19  
Date