

# Dual Enrollment Partnership Agreement

## Academic Years: 2023-2024 and 2024-2025

### Victoria College

an institution of higher education (IHE), in the County of Victoria, in the State of Texas, and

### Edna High School

agree to enter into a partnership to offer dual credit courses to eligible students, which will allow them to earn college credits while simultaneously granting credit toward their high school graduation requirements. This Memorandum of Understanding (MOU) shall be in effect for the academic years listed above unless both parties agree to make an amendment to this agreement. Specific responsibilities of Victoria College (VC) and the partnering high school are defined within this agreement.

This MOU incorporates by reference all dual enrollment requirements defined in the Texas Administrative Code (TAC) and VC accreditation requirements established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). **Appendix A** provides a detailed table defining the roles and responsibilities. VC is focused on student success and will work with the high school personnel to select courses that guarantee completion of degree and/or certificate and transferability to Texas public four-year institutions.

#### 1. Student Eligibility

To be eligible for enrollment in a concurrent credit course the high school student must

- Attend a Dual Enrollment Information (DEI) session for parents/guardians/responsible adults and students.
- Meet all requirements for Dual Enrollment (DE) admission to VC as listed in the Guide to Dual Enrollment & Early Admission and the current college catalog, as well as other requirements that may be imposed by the school district.
- Be eligible to participate in the Dual Enrollment Program upon meeting the current Texas Success Initiative Assessment minimum passing scores or, after August 31, 2020, the minimum passing scores for the Texas State Initiative Assessment 2.0 (TSIA 2.0) established by the Texas Higher Education Coordinating Board or other forms of college readiness listed in **Appendix B** and Victoria College Dual Enrollment course pre-requisites. If the HS is a testing site for TSIA 2.0 the student must complete a TSI Retrieval Form (found on the VC Admissions website) and submit to Enrollment Services.
- Be enrolled in grades 9-12 (this includes summer before 9<sup>th</sup> grade year with confirmation of passing to the 9<sup>th</sup> grade)

#### 2. Dual Credit Faculty Qualifications, Selection, Supervision, and Evaluation

All individuals teaching dual credit courses must meet SACSCOC requirements for community college faculty and must provide courses that adhere to college-level quality and rigor. The Executive Vice President, in conjunction with the appropriate dean, will select personnel to teach college course(s) at high schools, including regular, adjunct faculty, or public school teachers. Public school teachers who teach dual credit courses will be considered adjunct faculty and must follow all departmental policies including, but not limited to, submitting employment applications and official transcripts, interviewing with the dean, and being subject to regular evaluations. High school dual credit faculty members will be compensated in accordance with current college policy for all classes meeting minimum enrollment

criteria and supervised in instructional matters by their respective department chair. Compensation for courses with fewer than the minimum number of students enrolled will be prorated according to the number of students enrolled. For more information on the hiring process, please contact the VC Human Resources office.

VC adjunct faculty will be issued a VC email address to communicate all official college business, which includes access to Pirate Portal; grade reporting; roster certifications; Canvas access; and communications with VC students, staff, and departments. The HS agrees to ensure that the faculty on their campus are utilizing their VC email for their primary communication for all college business. In addition, the adjunct faculty will report excessive absences in Navigate, verify/certify rosters, meet all course student learning outcomes, and complete other required reports. Course roster certifications and numerical grade deadlines are issued to VC faculty through their VC email and published in the Pirate Portal. Faculty teaching college courses are expected to reach out to students who need academic assistance and direct them to the appropriate IHE or HS support services.

### **3. Location, Size, and Student Composition of Classes**

Courses may be conducted at the college, at the high school(s), one of the Victoria College centers, or online. When the course is offered at the college, the college will provide facilities (a classroom with desks and a place for telecommunications equipment) and other equipment as needed. When the course is offered at the high school, the high school will provide facilities and equipment as needed.

Unless other arrangements have been made, the school district and college agree to the following statements regarding the provision of facilities and communications lines.

- a. When the courses are offered via telecommunications, originating from the college campus and going to a high school campus, the college is responsible for facilities and equipment to deliver the course, and the school district is responsible for ensuring that there are adequate facilities, equipment, and communication lines to receive the course.
- b. For courses offered via telecommunications, originating from the college campus and going to a college center, the college is responsible for equipment to deliver and to receive the course, and the center is responsible for providing adequate facilities and communication lines to receive the course.
- c. Each site must have a responsible adult, known as the proctor, serving as classroom facilitator for both real time remote and online classes. The college will not agree to deliver a course to an unsupervised location. The proctor must not be currently enrolled as a dual credit student or in courses they are the proctors for and must be present during the entire class period to supervise the students, distribute instructional materials, proctor exams, report/troubleshoot problems that may occur with the real time remote equipment, and manage the classroom. The proctor is responsible for obtaining the college class roster from his/her counselor and verifying that it matches the high school's roster. Any changes to the roster must be made within the first two class days and be communicated to the college faculty member teaching the class. A handbook will be provided to all proctors; an agreement must be signed and returned to the Director of Distance Education & Instructional Technology. In addition, a performance evaluation will be conducted on proctors at the end of each semester.
- d. The high school will ensure students have appropriate access to all available instructional resources and essential technology when offering science courses, the high school shall

meet the laboratory safety standards and have material/equipment that comply with college science program requirements.

- e. When a live course is taught at a site other than the college campus, the class may be composed of enrolled dual credit students only or of dual and college credit students. A mixed class may be allowed under one of the following conditions:
    - (1) If the course involved is required for completion under the State Board of Education Recommended or Distinguished Achievement High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course;
  - f. The college determines maximum class size and maintains the right to accept or reject new students during the add/drop period.
  - g. The high school will ensure the classroom environment is conducive to college-level learning.
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#### **4. Academic Policies and Student Support Services**

VC academic policies apply to all college courses including those which include dual credit students. These policies include the appeal process for disputed grades, drop policy, attendance, and the communication of grading policy to the students. The academic calendar of VC will be utilized for this partnership agreement including VC student holidays. All high school students are responsible for notifying their college instructor if they are missing any classes and following course policies on the syllabus. The VC adjunct faculty member/high school teacher can submit an alternate schedule to accommodate the high school yearly schedule, but this must be submitted to and approved by the Division Dean prior to the first day of when courses begin and is only applicable when being taught by the VC adjunct/ high school teacher on the high school campus.

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The college will provide dual credit students with the same access to academic, career, and transfer advising, as well as disabilities services, technology support services, and library services and resources that it provides to other college students. The students also will have access to library services at their high school. If the college course is taught at the high school, the Disabilities Advisor will coordinate class accommodations with the high school Special Education Counselor, however, it is the high school personnel's responsibility to refer students in a timely manner to the Disabilities Advisor.

High school personnel will assist college personnel with enrollment, registration, and appropriate support services such as Pathway Advising, Apply Texas, Free Application for Federal Student Aid (FAFSA), and scholarship opportunities. The high school will provide a computer lab or suitable area to conduct these interaction, along with additional support services. See **Appendix C**.

Student grievances and complaint procedures are applicable to all VC students and can be found in the current catalog and handbook. Dual enrollment students should log into the Pirate Portal regularly to access Canvas and student email as well as check their registration status, grades, billing statements, and other important data regarding their education records.

#### **5. Eligible Courses**

Courses must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual (ACGM) or those in the Workforce Education Course Manual (WECM) identified as college-level technical courses leading towards a marketable skills achievement, award, certificate, Associate of Arts, Associate of Science, and/or Associate of Applied Science. The college does not offer remedial and developmental courses for dual credit.

The course for which dual credit is awarded must provide advanced academic instruction beyond or in greater depth than, the Texas Essential Knowledge and Skills (TEKS) for the equivalent high school course. Each high school has the final decision as to what they will offer their student, refer to **Appendix D**.

## **6. Grading Criteria and Transcribing of Credit**

In recognition of the high school's role in awarding high school credit, Victoria College agrees that the high school will determine whether to award high school credit in the event that college credit is not awarded. Appropriate credit will be transcribed immediately upon a student's successful completion of the course. The high school determines the weight of grade earned for high school GPA purposes. High school students are considered college students if they are enrolled in a college course. College personnel only report mid-term and final grades and do not provide "fail" notices to districts for UIL purposes. The college will provide numerical mid-term and final grades to the high school counselor electronically.

It is the school district's responsibility to correctly code dual credit classes to meet PEIMS requirements.

## **7. Fees and Funding Provisions**

State funding for concurrent credit courses will be available to both the public school district and the college based upon the current agreement between the Commissioner of Education and the Commissioner of Higher Education.

- a. A high school sponsoring students will be charged tuition and fees in accordance with the current college policy. The high school will need to submit a letter of intent listing the participating students and indicating how much the school will pay by deadline designated by the college. Once enrollment is complete and letter of intent is on file, the college will invoice the high school that sponsors the students for the applicable charges. There may be a contract in place between the student and ISD. See **Appendix E**.
- b. Dual enrolled students are responsible for paying tuition and fees in accordance with current college policy. Students are responsible for accessing the college's academic calendar, which will include information such as add/drop deadlines and refund policies.
- c. Scholarship opportunities can be found on the VC website. Students who are awarded scholarships will receive notification from Enrollment Services .

## **8. Administrative and Procedural**

Students are required to comply with the registration, attendance and academic policies, and the code of conduct contained in the current college catalog and student handbook. Students are responsible for accessing and adhering to the college's academic calendar that will include starting/ending dates, exam schedules, add/drop dates, etc. They must attend classes based on the college's schedule. If a student is suspended, placed in an alternative program, or expelled, he/she may lose the opportunity to earn college credit.

For real time remote classes sent to remote classrooms, the school district agrees to provide the college with a copy of its calendar identifying the district's holidays as soon as feasible but no later than the first class day of each semester. In accordance with the Victoria College Procedure to Request the Taping of a Class, efforts will be made to accommodate the school district's holiday schedule (with the exception of spring break) and other school-sanctioned activities that will require all students to miss class, by making recorded class sessions available for viewing in an alternate format. High school students are expected to comply with the college's attendance policy; therefore, an instructor may choose to count a student absent whenever the student is not present, even though the class session is recorded. Accessing real time remote course materials in an alternate format, such as a video recording or online, does not constitute attendance. In instances where the school district's spring break does not coincide with the college's, dual credit real time remote students are required to comply with the College calendar. Dual credit students attending classes held at Victoria College are also required to comply with the college calendar. Unless permission has been obtained from the college, the college's final examination schedule will be observed, and dual credit students will be required to take their final examinations as scheduled.

Victoria College has identified the Director of Enrollment Services as the contact person who will act as the liaison and coordinate all program matters. The high school shall designate a liaison for the campus who will handle all matters related to dual enrollment.

### Terms of Agreement

This agreement shall become effective on August 1, 2023, for two consecutive academic calendar years. This agreement shall be enforced for each academic year, as deemed necessary, unless either party submits written request for amendment or withdrawal for the next academic year. Notice to change this agreement must be served in writing, at least thirty (30) days prior to the beginning of the semester for which the change is desired. The college or school district shall have the right to cancel or terminate this agreement at any time according to the above guidelines.

### Approved by:

#### VICTORIA COLLEGE

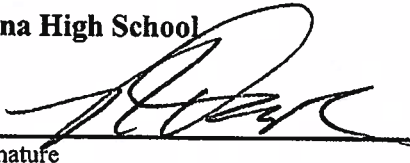
  
Signature

Cindy Buchholz  
Print name

Executive Vice President –Chief Academic Officer  
Title

6/20/23  
Date

#### Edna High School

  
Signature

Rich DeBacco  
Print name

Principal  
Title

6/12/23  
Date



## Appendix A

AREA	VICTORIA COLLEGE WILL:	HIGH SCHOOL WILL:
Course Schedules/Course Planning/Instruction	<p>Communicate with the HS liaison regarding course requests one semester prior to the term course is requested.</p> <p>Notify dual enrollment students and HS counselor of any IHE closures due to inclement weather.</p>	<p>Communicate with specialists assigned to HS regarding course requests one semester prior to requests being made. The requests for course(s), day(s), and times shall be submitted using the provided Course Request link.</p> <p>Email school calendar of event to their assigned dual enrollment specialist.</p>
	Email calendars of important dates at the beginning of each semester.	Follow VC academic calendar which includes student holidays. All DE students are responsible for notifying their college instructor if they are missing any classes and follow courses policies on syllabus.
Data Sharing	<p>Collect, share, and review program and student data to assess the progress of the HS</p> <p>Report midterm and final grades to counselor electronically</p>	Collect, share and review program and all student academic records & directory information to assess the progress of the HS.
Facilities	<p>Contact the HS prior to the semester beginning to learn where they will report for course instruction if VC course is taught at the HS</p> <p>Abide by HS policies as it pertains to dress code and campus safety procedures if VC instructor is teaching at the high school.</p>	<p>Provide VC with the necessary classroom space equipped for college-level instruction, including:</p> <ul style="list-style-type: none"> <li>· Projector/display equipment</li> <li>· Multimedia equipment</li> <li>· Necessary lab &amp; equipment</li> <li>· Internet access that lifts ISD's firewall restrictions upon request to view</li> </ul> <p>Provide VC with a technical support contact name and phone number</p> <p>Provide VC instructor the procedures for security of facility and facilities rules, including any VC faculty or student restrictions.</p>

<p>Leadership Team</p>	<p>Attend leadership meetings that are coordinated by the HS as requested. Include individuals with decision making authority or someone with quick access to this person. Will ensure that the IHE liaison interacts directly and frequently with the HS campus staff and administrators.</p>	<p>Develop and maintain a leadership team focused on P-16 Leadership Initiatives that meets regularly to address issues of the DE Program.</p>
<p>Student Support Services</p>	<p>Assign a VC Recruitment Specialist who will be the dedicated advisor to all DE students. They will be responsible for providing academic and career advising.</p> <p>The specialist will be responsible for arranging advising, degree planning, and registration with students.</p> <p>Provide information to HS about student events and activities sponsored by VC.</p>	<p>Provide a time and support HS students to complete the VC Enrollment process.</p> <p>Review the periodic grade reports and communicate with students regarding support services available and the last day to drop with a Q.</p> <p>Promote and inform dual enrollment students about VC events and activities.</p>
<p>Tuition and Fees/Billing</p>	<p>Invoice ISD in a timely manner</p> <p>Invoice ISD after the third class day of which is the last day for roster changes for all students enrolled in courses.</p> <p>VC will not drop any dual credit students for non-payment if the ISD has stated that they are paying for the courses and has submitted a letter of intent. If a letter of intent is not on file by the Official Reporting Date (ORD) students will be dropped.</p>	<p>Notify Director of Enrollment Services of what students bills will be paid for by ISD with the list that includes students first and last name, VC student ID, and total amount to be paid for each student. No later than three weeks before the first day of class</p>
<p>Textbooks/Instructional Materials</p>	<p>Provide the HS faculty member a course textbook and sample syllabus.</p>	<p>Contact the VC bookstore to arrange the purchase of textbooks and/or instructional materials prior to the semester start.</p>



Curriculum	Provide course approved content, curriculum guidelines, materials, sample course outlines, and departmental standards set in the approved course syllabus	Ensure HS faculty adhere to the college course approved content, curriculum, materials, outlines, and standards established in the approved course syllabus.
Conduct and Safety	Provide HS with link to Enrollment Services web page and to VC policies.	Ensure HS participants are aware of VC and ISD policies and where to review them online.
Marketing & Publications	Provide support when appropriate for marketing of events/initiatives such as Dual Enrollment Information session, FAFSA nights, scholarship assistance, and Apply Texas drives.	Advertise events initiatives such as Dual Enrollment Information session, FAFSA nights, scholarship assistance, and Apply Texas drives.
Federal Family Educational Rights and Privacy Act	Will adhere to the Federal Family Educational Rights and Privacy Act (FERPA). FERPA Policy guarantees students certain rights with respect to their educational records including the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.	Will inform student and parents of the FERPA regulations and the FERPA release located on the VC Admissions webpage.
	Will present information regarding FERPA to students and parents during all presentations and student appointments.	Ensure students and parents understand that instructor work directly with students, as opposed to the type of parent interventions one may be accustomed to at the HS level. Under FERPA instructors are not required to discuss student performance or other student related issues with parents.
	Under FERPA the HS has academic privilege while the student is still in HS. While the student is enrolled in dual credit classes VC can communicate with HS officials regarding testing, academic records, billing/payments, scholarships, grades, and TPEG.	

## Appendix B Test Scores

CAN BE USED BEFORE OR AFTER HIGH SCHOOL GRADUATION	
Description	College Ready Scores
<b>ACT</b>	
<i>Scores are good for 5 years</i>	
English	19 w/Composite of 23
Math	19 w/Composite of 23
Composite	23
<b>SAT after and including March 2016</b>	
<i>Scores are good for 5 years</i>	
Evidence Based Reading & Writing	480
Math	530
<b>TSI Assessment – before Jan. 11, 2021</b>	
<i>Scores are good for 5 years</i>	
Math	350
Reading	351
Combined Writing & Essay Option	Writing $\geq$ 340 & Essay 4
Combined Writing, Essay, & ABE Option	Writing $<$ 340, ABE $\leq$ 4, & Essay 5
<b>TSI Assessment 2 - Jan. 11, 2021 and after</b>	
Math	950
Math Score w/ ABE Option	Score $<$ 950 and DLM = 6
English, Language Arts, and Reading w/ Essay	945 & 5
English, Language Arts, and Reading w/ Essay	ELAR $<$ 945, DLL $>$ 5, Essay 5
<b>STAAR Exemptions</b>	
English III - For Both Reading and Writing	4000
Algebra II	4000
<b>College Prep Course (Waiver)</b>	
<i>Can only be used up to two years after high school graduation date</i>	
Reading	70
Writing	70
Math	70
CAN ONLY BE USED BEFORE HIGH SCHOOL GRADUATION	
Description	College Ready Scores
<b>PSAT/NRSQT Version after October 2015</b>	
Evidence Based Reading & Writing	460
Math	510
<b>STAAR (Waiver)</b>	
English II - For Both Reading and Writing	4000
HS Algebra II End of Year grade + Algebra I EOC	70 on Algebra II and 4000 on EOC
<b>PLAN (Waiver)</b>	
English	19 w/Composite of 23
Math	19 w/Composite of 23
Composite	23

**Appendix D**  
**VC Dual Credit Courses Offered**

Course Title	Course Number	Credit Hrs.	Contact Hrs.	High School Course	PIEMS #	Unit
Principles of Financial Accounting	ACCT 2301	3	64	Accounting II	13016700	1.0
Introduction to Accounting 1	ACNT 1303	3	48	Accounting I	13016600	1.0
Art Appreciation	ARTS 1301	3	48	Art I, Art Appreciation	03500110	1.0
Art History 1	ARTS 1303	3	48	Art I, Art Appreciation	03500110	1.0
Art History 1	ARTS 1303	3	48	Art II	03500200	1.0
Art History 1	ARTS 1303	3	48	Art III	03500300	1.0
Art History 2	ARTS 1304	3	48	Art I, Art Appreciation	03500110	1.0
Art History 2	ARTS 1304	3	48	Art II	03500200	1.0
Art History 2	ARTS 1304	3	48	Art III	03500300	1.0
Design 1	ARTS 1311	3	96	Art I	03500100	1.0
Drawing 1	ARTS 1316	3	96	Art II Drawing	03500500	1.0
Drawing 2	ARTS 1317	3	96	Art III Drawing	03501300	1.0
Painting 1	ARTS 2316	3	96	Art II Painting	13008800	1.0
Painting 2	ARTS 2317	3	96	Art III Painting	03500600	1.0
Ceramics 1	ARTS 2346	3	96	Art II Ceramics	03501400	1.0
Business Computer Applications	BCIS 1305	3	64	Business Information Mgt I	03501800	1.0
Business Computer Applications	BCIS 1305	3	64	Bus. Info. Mgmt. I/Bus. Lab	13011400	2.0
Nutrition & Diet Therapy	BIOL 1322	3	48	Lifetime and Wellness	13011140	0.5
Biology for Sci Majors 1	BIOL 1406	4	96	Biology A or B	13024500	1.0
Biology for Sci Majors 1	BIOL 1406	4	96	Scientific Research & Design	03010200	1.0
Biology for Sci Majors 2	BIOL 1407	4	96	Biology A or B	13037200	1.0
Biology for Sci Majors 2	BIOL 1407	4	96	Scientific Research & Design	03010200	1.0
Biology for Non Science Majors 1	BIOL 1408	4	96	Scientific Research & Design	13037200	1.0
Biology for Non Science Majors 1	BIOL 1408	4	96	Biology A or B	13037200	1.0
Biology for Non Science Majors 2	BIOL 1409	4	96	Scientific Research & Design	03010200	1.0
Biology for Non Science Majors 2	BIOL 1409	4	96	Biology A or B	13037200	1.0
Anatomy & Physiology 1	BIOL 2401	4	96	Anatomy & Physiology	03010200	1.0
Anatomy & Physiology 2	BIOL 2402	4	96	Anatomy & Physiology	13020600	1.0
Microbiology	BIOL 2420	4	96	Medical Microbiology	13020700	0.5
Principles of Management	BMGT 1327	3	48	Business Management	13012100	1.0
Business Law	BUSI 2301	3	48	Business Law	13011700	1.0
Business Report Writing & Correspondence	BUSI 2304	3	48	Business English	13011600	1.0
Introductory Chemistry 1	CHEM 1406	4	96	Chemistry A or B	03040000	1.0
Introductory Chemistry 1	CHEM 1406	4	96	Scientific Research & Design	13037200	1.0
General Chemistry 1	CHEM 1411	4	96	Chemistry A or B	03040000	1.0
General Chemistry 1	CHEM 1411	4	96	Scientific Research & Design	13037210	1.0
General Chemistry 2	CHEM 1412	4	96	Chemistry A or B	03040000	1.0
General Chemistry 2	CHEM 1412	4	96	Scientific Research & Design	13037210	1.0
Introduction to Computing	COSC 1301	3	64	Principles of Information Tech.	13027200	1.0

## **Appendix C**

### **EXAMPLE: Edna High School Student Support Services**

The Career and College Coaches, at East and West High School, collaborate with VISD counselors, teachers and staff to assist high school students meet secondary graduation requirements and become college ready. The Career and College Coaches are responsible for implementing, coordinating, and evaluating initiatives aimed at enhancing performance on required college readiness and/or other college placement exams. Outreach includes, but are not limited to:

- Class visits
- Parent/student information sessions
- Dual credit presentations
- Application drives
- Scholarship drives
- IHE field trips
- Maintaining the Career and College website and newsletter
- Utilizing the Remind, College Knowledge, text message app to market events
- Administering the TSI-A on campus
- Informing students of transferability of dual credit courses
- Guiding students through the admissions process
- Enrolling students in dual credit courses
- Monitoring progress of students in dual credit courses

Programming Fundamentals 1	COSC 1336	3	64	Computer Science I	03580200	1.0
Programming Fundamentals 2	COSC 1337	3	64	Computer II	03580300	1.0
Introduction to Criminal Justice	CRIJ 1301	3	48	Law Enforcement I	13029300	1.0
Court Systems & Practices	CRIJ 1306	3	48	Courts Systems and Practice	13029600	1.0
Fundamentals of Criminal Law	CRIJ 1310	3	48	Legal Research & Writing	N1303014	1.0
Correctional Systems & Practices	CRIJ 2313	3	48	Correctional Services	13029700	1.0
Police Systems and Practices	CRIJ 2328	3	48	Law Enforcement II	13029400	1.0
Unit Operations	CTEC 2445	4	144	Manufacturing and Engineering	13032900	2.0
Technical Drafting	DFTG 1305	3	96	Engineering Design & Presentation	13036500	1.0
Introduction to Theater	DRAM 1310	3	48	Theater Arts I	03250100	1.0
Principles of Macroeconomics	ECON 2301	3	48	Economics	03310300	0.5
Principles of Macroeconomics	ECON 2301	3	48	Economics	03310301	0.5
Principles of Macroeconomics	ECON 2301	3	48	Economics	03310321	0.5
Principles of Microeconomics	ECON 2302	3	48	Economics	03310300	0.5
Principles of Microeconomics	ECON 2302	3	48	Economics	03310301	0.5
Principles of Microeconomics	ECON 2302	3	48	Economics	03310321	0.5
Learning Frameworks	EDUC 1300	3	48	Special Topics in Social Studies	03380022	0.5
Learning Frameworks	EDUC 1300	3	48	College Readiness and Study Skills	03270100	0.5
Clinical Emergency Medical Technology/Tech	EMSP 1260	2	64	Practicum in Health Science	13020500	1.0
Emergency Medical Technician-Basic	EMSP 1501	5	176	Practicum in Health Science	13020500	1.0
Composition 1	ENGL 1301	3	48	English III A	03220300	0.5
Composition 1	ENGL 1301	3	48	English IV A	03220400	0.5
Composition 2	ENGL 1302	3	48	English III B	03220300	0.5
Composition 2	ENGL 1302	3	48	English IV B	03220400	0.5
Technical Writing	ENGL 2311	3	48	Research/Technical Writing	03220300	0.5
Technical Writing	ENGL 2311	3	48	English III A or B	03220400	0.5
Technical Writing	ENGL 2311	3	48	English IV A or B	03220400	0.5
British Literature 1	ENGL 2322	3	48	English III A or B	03220300	0.5
British Literature 1	ENGL 2322	3	48	English IV A or B	03220400	0.5
British Literature 2	ENGL 2323	3	48	English III A or B	03220300	0.5
British Literature 2	ENGL 2323	3	48	English IV A or B	03220400	0.5
American Literature 1	ENGL 2327	3	48	English III A or B	03220300	0.5
American Literature 1	ENGL 2327	3	48	English IV A or B	03220400	0.5
American Literature 2	ENGL 2328	3	48	English III A or B	03220300	0.5
World Regional Geography	GEOG 1303	3	48			
Environmental Science	GEOL 1305	3	96	Earth and Space Science	03060200	1.0
Meteorology	GEOL 1347	3	96	Earth and Space Science	03060200	1.0
Physical Geology	GEOL 1403	4	96	Earth and Space Science	03060200	1.0
Historical Geology	GEOL 1404	4	96	Earth and Space Science	03060200	1.0
Federal Government	GOVT 2305	3	48	United States Govt.	03330100	0.5

Texas Government	GOVT 2306	3	48	Social Studies Advances Studies	03380001	0.5
United States History 1	HIST 1301	3	48	U.S. History A	03340100	0.5
United States History 1	HIST 1301	3	48	Social Studies Advances Studies	03380001	0.5
United States History 2	HIST 1302	3	48	U.S. History B	03340100	0.5
United States History 2	HIST 1302	3	48	Social Studies Advances Studies	03380001	0.5
Integrated Software Applications 1	ITSC 1309	3	64	Business Information Mgt. II	13011500	1.0
College Algebra	MATH 1314	3	64	Algebra II	03100600	1.0
College Algebra	MATH 1314	3	64	Pre-Cal	03101100	1.0
College Algebra	MATH 1314	3	64	Independent Study in Math	0310250X	1.0
Math for Business and Social Science	MATH 1324	3	48	Independent Study in Math	0310250X	1.0
Business Calculus	MATH 1325	3	48	Independent Study in Math	0310250X	1.0
Contemporary Math(Quantitative Reasoning)	MATH 1332	3	48	Independent Study in Math	0310250X	1.0
Elementary Statistical Methods	MATH 1342	3	48	Independent Study in Math	0310250X	1.0
Pre-Calculus	MATH 2412	4	64	Pre-Calculus	03101100	1.0
Pre-Calculus	MATH 2412	4	64	Independent Study in Math	0310250X	1.0
Calculus 1	MATH 2413	4	80	Independent Study in Math	0310250X	1.0
Calculus 1	MATH 2413	4	80	Pre-Calculus	03101100	1.0
Calculus 2	MATH 2414	4	64	Independent Study in Math	0310250X	1.0
Calculus 2	MATH 2414	4	64	Pre-Calculus	03101100	1.0
Calculus 3	MATH 2415	4	64	Independent Study in Math	0310250X	1.0
Principles of Marketing	MRKG 1311	3	48	Principles of Bus., Mrkt, & Finance	13011200	0.5
Private Lessons	MUAP 11XX	2	32	Applied Music I	03152500	0.5
Private Lessons 2	MUAP 12XX	2	32	Applied Music I	03152500	0.5
Private Lessons 3	MUAP 21XX	2	32	Applied Music II	03152600	0.5
Private Lessons 4	MUAP 22XX	2	32	Applied Music II	03152600	0.5
Concert Band	MUEN 1121,1122, 2121,2122	1	48	Music, Band, Levels IA, IIA, IIIA, or IVA	03150X00	0.5
Jazz Ensemble	MUEN 1123	1	48	Music, Jazz Band, A Levels I, II, III, or IV	03151X00	0.5
Jazz Combo	MUEN 1139	1	48	Music Instrumental Ensemble, Levels I, II, III, or IV	03151X00	0.5
College Choir	MUEN 1141	1	48	Music, Choir	03132X00	0.5
Sight Singing and Ear Training 1	MUSI 1116	1	32	Music Studies, Music Theory I	03155400	1.0
Sight Singing and Ear Training 2	MUSI 1117	1	32	Music Studies, Music Theory I	03155400	1.0
Class Piano 1	MUSI 1181	1	32	Music I, Piano I	03154200	1.0
Class Piano 2	MUSI 1182	1	32	Music II, Piano II	03154300	1.0

Music Appreciation	MUSI 1306	3	48	Music Studies, Music Appreciation I	03155600	1.0
Music Literature	MUSI 1307	3	48	Music Studies, Music & Media Com. I	03156400	1.0
American Music	MUSI 1310	3	48	Music Studies, Music Appreciation II	03155700	1.0
Music Theory 1	MUSI 1311	3	48	Music Studies, Music Theory I	03155400	1.0
Music Theory 2	MUSI 1312	3	48	Music Studies, Music Theory II	03155500	1.0
Sight Singing and Ear Training 3	MUSI 2116	1	32	Music Theory II	03152800	0.5
Sight Singing and Ear Training 4	MUSI 2117	1	32	Music Theory II	03152800	0.5
Class Piano 3	MUSI 2181	1	32	Music III, Piano III	03154400	1.0
Class Piano 4	MUSI 2182	1	32	Music IV, Piano IV	03154500	1.0
Music Theory 3	MUSI 2311	3	48	Music Theory II A	03152800	0.5
Music Theory 4	MUSI 2312	3	48	Music Theory II A	03152800	0.5
College Physics 1	PHYS 1401	4	96	Physics A	03050000	1.0
College Physics 1	PHYS 1401	4	96	Scientific Research & Design	03037200	1.0
College Physics 2	PHYS 1402	4	96	Physics B	03050000	1.0
College Physics 2	PHYS 1402	4	96	Scientific Research & Design	13037200	1.0
University Physics 1	PHYS 2425	4	96	Scientific Research & Design	13037200	1.0
University Physics 2	PHYS 2426	4	96	Scientific Research & Design	13037200	1.0
General Psychology	PSYC 2301	3	48	Psychology	03350100	0.5
Lifespan Growth and Development	PSYC 2314	3	48	Human Growth & Development	13014300	1.0
Introduction to Process Technology	PTAC 1302	3	48	Introduction to Process Tech	N1300262	1.0
Safety, Health, & Environment 1	PTAC 1308	3	64	Petrochemical Safety, Health, Environment	N1300264	1.0
Process Tech 1- Equipment	PTAC 1410	3	80	Practicum in Manufacturing	13033000	2.0
Process Tech. Instrumentation1	PTAC 1432	3	64	AC/DC Electronics	13036800	1.0
Quality	PTAC 2314	3	48	Manufacturing and Engineering Technology I	13032900	1.0
Process Technology 2- Systems	PTAC 2420	4	96	Practicum in Manufacturing	13033000	2.0
Process Technology 3- Operations	PTAC 2438	4	96	Practicum in Manufacturing II	13033010	2.0
Process Troubleshooting	PTAC 2446	3	96	Practicum in Manufacturing II	13033310	2.0
Introduction to Sociology	SOCI 1301	3	48	Sociology	03370100	0.5
Beginning Spanish 1	SPAN 1411	4	80	Spanish II	03440200	1.0
Beginning Spanish 1	SPAN 1411	4	80	Spanish I (if no prior Spanish taken)	03440100	1.0
Beginning Spanish 2	SPAN 1412	4	80	Spanish III	03440300	1.0
Beginning Spanish 2	SPAN 1412	4	80	Spanish II (if no prior Spanish taken)	03440200	1.0
Introduction to Speech Communication	SPCH 1311	3	48	Communications Applications	03241400	0.5

Public Speaking	SPCH 1315	3	48	Public Speaking	03240900	0.5 - 1.0
Public Speaking	SPCH 1315	3	48	Professional Communications	13009900	0.5
Interpersonal Communication	SPCH 1318	3	48	Professional Communications	13009900	0.5
Interpersonal Communication	SPCH 1318	3	48	Independent Study in Speech	03241200	0.5- 1.0
Intro to Welding Fundamentals	WLDG 1421	4	112	Welding II	13032300	1.0
Intro Gas Tungsten Arc (TIG)Welding	WLDG 1434	4	112	Welding II	13032400	1.0
Intermediate Shielded Metal Arc Welding	WLDG 1457	4	112	Welding II	13032400	1.0
Introduction to Philosophy	PHIL 1301	3	48	Special Topics in Social Studies	03380022	0.5



# Appendix E

## Dual Credit Student Contract (If Applicable)

