



## **A Memorandum of Understanding Between the Kilgore College District and the Center Independent School District Concerning Dual Credit Courses**

This Memorandum of Understanding ("MOU") is entered into by Center Independent School District ("ISD") and Kilgore College ("KC") to set forth the terms, rules and responsibilities for the Dual Credit Programs between these two parties.

**Term and Termination:** This MOU shall be in effect from August 25<sup>th</sup>, 2025 (start of Fall 2025 Semester) through August 20<sup>th</sup>, 2026 (End of August Mini Semester) ("Term") unless renewed by the parties or terminated early. This MOU shall be reviewed annually and may be renewed upon written approval of ISD and KC.

Either party may terminate this MOU with or without cause by giving written notice to the other party at least sixty (60) days prior to the date of termination. However, this MOU shall not terminate in the middle of a semester so if notice and the termination date given is during a current semester, then the date of termination shall be the last day of the semester so that students may complete the semester.

**Goals and Purpose:** 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. KC designates these representatives below for this purpose:

**Brandon Walker**, Dean of Dual Credit and Academic Dual Credit Coordinator

**Phone:** 903-983-8129

**Office:** Porter Business Administration Building, Room 105

**Email:** bwalkerkilgore.edu

**Brian Kasper**, Workforce Education Dual Credit Coordinator

**Phone:** (903) 983-8192

**Office:** Porter Business Administration Building, Room 126

**Email:** bkasper@kilgore.edu

In addition, KC designates the following employee as responsible for coordinating academic advising:

**Stephanie Arriola**, Director of Advising and Virtual Services

**Phone:** (903) 983-8228

**Office:** Canterbury Engineering and Science Building, Room 303

**Email:** sarriola@kilgore.edu

### **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 as needed 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 and Student Handbook](#) and course syllabus.

5. General academic courses offered through the dual credit program are commonly required for either an associate's or bachelor's degree. Acceptance of credit by another institution, however, is left to the discretion of the receiving institution. As such, it is the student's responsibility to consult with their transfer institution to ensure all dual credit coursework will transfer appropriately. Most academic courses require students to demonstrate college readiness through a variety of placement tests such as the TSIA2 or EOC.

6. Workforce courses offered through the dual credit program can be applied towards a certificate of completion, associate's degree, or can be used to obtain an industry certification. Most workforce courses do not require students to demonstrate college readiness.

**Dual Credit eligibility requirements for academic courses and workforce education courses not included in a level 1 certificate program (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).

**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.

### **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, Sciences, and Workforce Training areas. Area superintendents and counselors work with the Coordinators of Dual Credit to develop all Dual Credit offerings on high school campuses.

### **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.

### **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, the per credit hour rate shall be set at the maximum allowed by the state, 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 2025, most textbooks for dual credit courses will make use of free resources or will be covered by the ISD. Some courses may still have a textbook cost or require other course materials. Students should consult with the instructor's syllabus for accurate course requirements. Students who are eligible for free dual credit courses cannot assume the costs of textbooks and other course materials. It is the responsibility of the ISD to cover those costs.

### **Location of Classes**

All classes will be held online, at the ISD high school campuses, at a HUB location, or at a KC campus.



## **Academic Advising**

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

## **Dual Credit 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. The Dual Credit Crosswalk is updated annually and lists all eligible classes. It can be found on-line at: [Dual Credit Students - Kilgore College](#).

## **Dual Credit Memorandum of Understanding (MOU)**

Per House Bill 8, the Dual Credit MOU must be posted on KC's website as well as the ISD's website.

## **Dual Credit Grades**

KC shall establish the criteria by which grades shall be determined. The same standards and criteria for grading shall apply for all KC courses, regardless of whether it is dual credit or if it is taught on a high school campus. 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.

## **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) Participate in the FAST Program and adhere to all requirements of the program: [HB 8 and FAST Program](#)
- 3) 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.
- 4) 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 and who meets the faculty requirements set forth herein. 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).
- 5) 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.
- 6) 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.

- 7) 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.
- 8) 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.
- 9) 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 and Student Handbook](#).
- 10) 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](#).
- 11) 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. High school and college credit will be transcribed immediately upon a student's completion of the performance required in the dual credit course.

#### **The ISD 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) Participate in the FAST Program and adhere to all requirements of the program.
- 3) 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.
- 4) Ensure that all students and their parents and/or legal guardians complete a Dual Credit Consent Form (only required to be submitted once and kept on file by the ISD). The Form of any student will be provided to KC upon request.

- 5) Assume all costs associated with tuition, student textbooks, supplies, and transportation, as needed, or have the student assume them unless that student is eligible for free dual credit courses. To reduce textbook costs, KC will utilize Open Educational Resources when possible.
- 6) Provide appropriate classroom facilities for the dual credit courses taught under this MOU on the ISD's high school campus, including computer lab access and learning resources access, such as library resources.
- 7) Provide the College with all student admission documentation.
- 8) Work with the College to coordinate academic advising opportunities for students. These opportunities will include visits each semester by a KC academic advisor.
- 9) 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.
- 10) Select instructors in accordance with the terms set forth herein regarding faculty selection.
- 11) Provide students with notice of the ISD and the College's Code of Student Conduct and Academic calendar.
- 12) Provide a facilitator to supervise students in on-line courses to ensure they stay on track.

In online learning environments, students often face challenges such as time management, motivation, and understanding course materials without direct in-person support. To address these issues, assigning a **facilitator**—a dedicated staff member or educator—to supervise and guide students can be highly beneficial. All such facilitators are designated as authorized representatives of the ISD who have access to student educational records for the legitimate educational purposes set forth herein.

The facilitator's role would include:

- **Monitoring progress:** Regularly checking students' activity, assignment completion, and participation to identify those falling behind.
- **Providing support:** Offering academic and technical help when students encounter difficulties, either by answering questions directly or directing them to appropriate resources.
- **Encouraging engagement:** Motivating students to actively participate in discussions, group work, and other course components to maintain a sense of community.
- **Communicating with college instructor and counselor:** Keeping stakeholders informed about students' progress and any areas of concern.



- **Promoting accountability:** Setting expectations, following up on deadlines, and ensuring students are aware of course requirements and pacing.

This added layer of support helps bridge the gap between the independence required in online learning and the structure many students need to succeed. The facilitator will be required to sign and comply with an agreement provided by the College as to the privacy of student educational records.

### **Faculty Selection, Supervision, and Evaluation:**

- 1) All instructors must meet the minimum faculty requirements as specified by KC in accordance with the guidelines of the Southern Association of Colleges and Schools Commission on Colleges.
- 2) KC shall select, supervise, and evaluate instructors for courses that result in the award of credit, regardless of the location of the course.
- 3) Instructors, even if employed by and paid by ISD, must be supervised in instructional matters by the KC Department Chair and must meet all administrative and evaluation requirements and attend required faculty training including dual credit faculty training.
- 4) The College has established an approval process for selecting and/or approving qualified School District faculty (those approved will herein be called "Embedded Dual Credit Faculty") to teach dual credit course(s). Each approved Embedded Dual Credit Faculty will be supervised by the College's respective department chair or designee and be evaluated and monitored to ensure the quality of instruction and compliance with the College's policies and procedures in accordance with the standards established by the State of Texas and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- 5) The School District will collaborate with the College to ensure that the School District instructor applying to teach in the Dual Credit Programs meets the credential requirements.
- 6) School District Faculty approved as Embedded Dual Credit Faculty must be cleared by the College's Office of Human Resources to teach any dual credit courses.
- 7) Embedded Dual Credit Faculty will submit all required reporting documents such as rosters, learning outcome results, syllabi/section outlines, and grades by the deadlines set by the College. Failure to do so could impact their ability to teach in future semesters.
- 8) New Embedded Dual Credit Faculty approved for the upcoming academic year must satisfactorily complete any required training by the College.
- 9) College and Embedded Dual Credit Faculty teaching dual credit courses should check attendance for their courses on a daily basis. All faculty are required to check class rosters during the first week of classes by logging in to AccessKC to make sure that all students attending the class are enrolled in the dual credit course and are required to refer any students not on the roster to the appropriate School District counselor and College contact. Any student not listed on the roster by the 12th day of class (Census Day) will not be enrolled in the dual credit course.
- 10) College and Embedded Dual Credit Faculty teaching college-level courses are expected to

communicate with students who need academic assistance and direct them to the appropriate College or School District support services. The College provides students access to college resources and support services at no cost.

11) The School District will forward any concerns regarding Embedded Dual Credit Faculty or College Faculty teaching the college-level course to the Dual Credit Dean for investigation. The appropriate department chair or supervisor will then investigate the concerns and schedule a meeting to address and resolve the concerns and reach a decision that is mutually agreeable for the college and School District.

12) This MOU recognizes the unique and sometimes challenging position of Embedded Dual Credit Faculty. Nevertheless, although Embedded Dual Credit Faculty are full-time employees of the School District where they teach College courses(s), Embedded Dual Credit Faculty shall follow all applicable College policies during dual credit instructional time. Accordingly, Embedded Dual Credit Faculty are expected to fulfill their responsibilities to the College while also complying with the expectations and policies of their School District and Principal.

13) Expectations of Embedded Dual Credit Faculty when teaching a college-level Course for the College:

- College-Level Course Work: The rigor of college-level coursework often requires additional time outside of class for students to meet course learning objectives and outcomes. Embedded Dual Credit Faculty should not decrease the amount of out-of-class work assigned to students enrolled in Dual Credit course(s).
- Issuing of College Grade: Embedded Dual Credit Faculty should not inflate the college letter grade, which might differ from the high school numeric grade.
- Contact Hours Pertaining to Dual Credit Students: Just as Embedded Dual Credit Faculty are expected to meet the required number of contact hours per semester, students enrolled in dual credit courses are required to maintain regular and punctual attendance in classes and laboratories. The student is responsible for communicating with faculty members concerning any absence. The student may be required to present evidence to support an absence, and make-up work for class absences will be permitted only as specified by the faculty in the course syllabus.
- Embedded Dual Credit Faculty shall treat students equally and should not use unreasonable measures to help a particular student who, in the estimation of the Embedded Dual Credit Faculty member, is failing the course due to the student's classroom performance, lack of participation and/or excessive student absences.

**No Waiver of Immunity:**

Neither KC nor ISD waives or relinquishes any defense or right available to it under the doctrine of governmental immunity by entering into this MOU.

**Indemnification:**

To the extent permitted by the Constitution and the laws of the State of Texas, ISD agrees to indemnify, release, and hold KC and KC's Trustees, officers, agents, and employees harmless from any and all claims, demands, causes of action, and liabilities (each as used herein shall be referred to as "claim") of any type or nature whatsoever (including costs and reasonable legal and expert fees) for damage to, loss of, or destruction of any tangible property or bodily injury or death to any person,

arising from, in connection with, or any way incident to this agreement, to the extent finally determined to have been caused by ISD and its personnel in performance of the services herein.

**Criminal History Background Check:**

Pursuant to Texas Education Code Section 22.0834, ISD shall ensure that KC faculty assigned to dual credit sections offered on the high school campus are compliant with ISD background check requirements. KC will provide ISD with a list of names of faculty and their date of birth upon request.

The ISD is responsible for notifying KC of any additional requirements that may be necessary in order to comply with the ISD's Board policies with regard to criminal history requirements for employees of entities the ISD contracts with.

**Notification of Security Breach:**

The ISD and KC both agree that in the event of any breach or compromise of the security, confidentiality, or integrity of shared data where personally identifiable information of a student or employee was, or is reasonably believed to have been acquired or accessed by an unauthorized person, the party's information system in which the breach occurs shall notify the other party of the breach within 24 hours and take immediate steps to limit and mitigate the damage, if any, of such security breach to the greatest extent possible.

**Confidentiality of Data:**

Both parties will maintain the confidentiality of any and all student data shared with it in compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#) and its associated federal regulations. FERPA allows student educational records to be shared between KC and ISD without consent of the parents or students. Any such records exchanged will only be shared within the college or school district with those employees that have a legitimate educational interest in same. KC and ISD designate such employees as school officials for purposes of FERPA. Both parties agree not to share information with third parties unless authorized to do so by state or federal law. Both parties shall institute policies and procedures reasonably designed to protect all student educational records and prevent access to same by unauthorized individuals.

Data obtained will be used solely for the purposes described in the MOU. KC and ISD will notify designated individuals authorized to access the individual student or employee data for purposes outlined in the MOU that they must maintain the confidentiality of all personally identifiable data and confidential information, and will have policies in place to require same.

The confidentiality requirements shall survive the termination or expiration of the MOU.

**Other Terms:**

- 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) Face to face dual credit classes will generally be taught on the high school campus of the ISD and shall be composed only of appropriate high school students, unless a separate written agreement is made to allow College students to enroll. Some dual credit classes may be held on a KC campus, as jointly determined by KC and ISD. Due to enrollment, some internet/online classes will be composed of college and dual credit students and no separate agreement shall be required.



- 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: [Texas College Bridge](#)
- 8) KC has the right to remove an instructor assigned by the ISD from any dual credit class and ISD shall comply with same request. Similarly, KC may remove any student from its class and/or campus in accordance with KC policies and rules.
- 9) ISD agrees that any student data transferred by KC to ISD is and shall remain the sole property of KC. The parties agree that any data protected by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") shall not be released by either party unless same is done in accordance with all applicable state and federal laws.
- 10) The parties agree that this MOU shall be governed by the laws of the state of Texas and that Gregg County, Texas shall be the exclusive and mandatory venue for any lawsuit arising out of this MOU.

By signing below, the parties agree to all terms herein, and acknowledge that they have reviewed and approved the Dual Credit Handbook and Crosswalk.

AGREED:

CENTER INDEPENDENT SCHOOL DISTRICT



Signature

Dr. Brian Morris

Name Printed

Superintendent

Title

July 15, 2025

Date

KILGORE COLLEGE



Signature

Donny Seals

Interim Vice President of Instruction/CAO

7/16/25

Date

**Appendix A: College Academic / High School Crosswalk**

High School Requirement		College Course Number
<b>English</b>	English III or IV	ENGL 1301
	English III or IV	ENGL 1302
	English IV	ENGL 2322
	English IV	ENGL 2323
	English III	ENGL 2326
<b>Mathematics</b>	4th Math or Algebra II	MATH 1314
	4th Math	MATH 1342
	4th Math	MATH 1332
	4th Math	MATH 1324
	4th Math	MATH 1325
	4th Math	MATH 2412
	4th Math	MATH 2413
	4th Math	MATH 2414
<b>Science</b>	4th Science Elective	GEOL 1301
	4th Science Elective	GEOL 1403
	4th Science Elective	GEOL 1404
	4th Science Elective	BIOL 1309
	4th Science Elective	BIOL 1406
	4th Science Elective	BIOL 1407
	4th Science Elective	BIOL 1408
	4th Science Elective	BIOL 1409
	4th Science Elective	BIOL 2404
	4th Science Elective	BIOL 2406
	4th Science Elective	PHYS 1401
	4th Science Elective	PHYS 1303
	4th Science Elective	PHYS 1404
	4th Science Elective	PHYS 1405
	4th Science Elective	PHYS 2425
	4th Science Elective	PHYS 2426
	4th Science Elective	CHEM 1411
	4th Science Elective	CHEM 1412
	4th Science Elective	CHEM 1405
	4th Science Elective	CHEM 1406
<b>Social Studies</b>	World History I	HIST 2321
	World History II	HIST 2322
<b>History</b>	U.S. History or Advanced Elective	HIST 1301



<b>College Course Name:</b>	<b>Credit Hours</b>
Comp. & Rhetoric I	3
Comp. & Rhetoric II	3
British Literature I	3
British Literature II	3
American Literature	3
College Algebra	3
Elementary Statistical Methods	3
Contemporary Mathematics	3
Math for Business & Social Science	3
Calculus for Business & Social Sci.	3
Pre-Calculus Math	4
Calculus I	4
Calculus II	4
Earth Science for non-Science majors	3
Physical Geology	4
Historical Geology	4
Biology II for Non-Science majors	3
Biology I for Science majors	4
Biology for Science majors II	4
Biology I for Non-Science majors	4
Biology II for Non-Science majors	4
Anatomy & Physiology	4
Environmental Biology for Non-Science majors	4
College Physics I	4
Stars & Galaxies	3
Solar System	4
Elementary Physics I	4
University Physics I	4
University Physics II	4
Chemistry I for Science majors	4
Chemistry II for Science majors	4
Chemistry for Non-Science majors	4
Chemistry I for Allied Health	4
Human Anatomy & Physiology I	4
Human Anatomy & Physiology II	4
Environmental Biology for Non-Science majors	4
World Civilization I	3
World Civilization II	3
United States History I	3

Accepted by the College as:	Core Class
Communication Core	yes
Communication Core	yes
Language, Philosophy, Culture Core or Elective	yes
Language, Philosophy, Culture Core or Elective	yes
Language, Philosophy, Culture Core or Elective	yes
Mathematics Core or Elective	yes
Mathematics Core or Elective	yes
Mathematics Core or Elective	yes
Mathematics Core or Elective	yes
Mathematics Core or Elective	yes
Mathematics Core or Elective	yes
Mathematics Core or Elective	yes
Mathematics Core or Elective	yes
Life and Physical Sciences Core or Elective	yes
Life and Physical Sciences Core or Elective	yes
Life and Physical Sciences Core or Elective	yes
Life and Physical Sciences Core or Elective	Yes
Life and Physical Sciences Core or Elective	yes
Life and Physical Sciences Core or Elective	Yes
Life and Physical Sciences Core or Elective	yes
Life and Physical Sciences Core or Elective	Yes
Life and Physical Sciences Core or Elective	Yes
Life and Physical Sciences Core or Elective	Yes
Life and Physical Sciences Core or Elective	Yes
Life and Physical Sciences Core or Elective	Yes
Life and Physical Sciences Core or Elective	Yes
Life and Physical Sciences Core or Elective	Yes
Life and Physical Sciences Core or Elective	Yes
Life and Physical Sciences Core or Elective	Yes
Life and Physical Sciences Core or Elective	Yes
Life and Physical Sciences Core or Elective	Yes
Life and Physical Sciences Core or Elective	Yes
Life and Physical Sciences Core or Elective	Yes
Language, Philosophy, Culture Core or Elective	Yes
Language, Philosophy, Culture Core or Elective	Yes
American History Core	Yes

	U.S. History	HIST 1302
<b>Social &amp; Behavioral Sciences</b>		
	Psychology Elective	PSYC 2301
	Psychology Elective	PSYC 2314
	Sociology Elective	SOCI 1301
<b>Government</b>		
	U.S. Government	GOVT 2305
	Government Advanced Elective	GOVT 2306
<b>Economics</b>		
	Economics	ECON 2301
<b>Fine Arts</b>		
	Music Elective	MUSI 1306
	Art Elective	ARTS 1301
	Theater Elective	DRAM 1310
	Theater Elective	DRAM 2366
<b>Speech</b>		
	Speech	SPCH 1315
<b>Elective Credit Options</b>		
	Elective	EDUC 1300
	Elective	BCIS 1305
	Elective	BUSI 1301
	Elective	ACCT 2301
	Elective	ACCT 2302
	Elective	BUSI 2305
<b>Criminal Justice (transfer)</b>		
	Elective	CRIJ 1301
	Elective	CRIJ 1306
	Elective	CRIJ 2313
	Elective	CRIJ 1310
	Elective	CRIJ 2328
<b>Foreign Language</b>		
	Spanish III	SPAN 1411
	Spanish IV	SPAN 1412



United States History II	3
Introduction to Psychology	3
Lifespan Growth and Development	3
Introduction to Sociology	3
Federal Government	3
Texas Government	3
Prin. Of Macroeconomics	3
Music Appreciation	3
Art Appreciation	3
Theatre Appreciation	3
Introduction to Cinema	3
Public Speaking	3
Learning Frameworks	3
Introduction to Computing	3
Business Principles	3
Principles of Financial Accounting	3
Principles of Managerial Accounting	3
Business Statistics	3
Introduction to Criminal Justice	3
Court Systems & Practices	3
Correctional Systems & Practices	3
Fundamentals of Criminal Law	3
Police Systems & Practices	3
Beginning Spanish I	4
Beginning Spanish II	4

American History Core	Yes
Social and Behavioral Sciences Core or Elective	Yes
Social and Behavioral Sciences Core or Elective	Yes
Social and Behavioral Sciences Core or Elective	Yes
Government/Political Science Core	Yes
Government/Political Science Core	Yes
Social and Behavioral Sciences Core or Elective	Yes
Creative Arts Core or Elective	Yes
Creative Arts Core or Elective	Yes
Creative Arts Core or Elective	Yes
Creative Arts Core or Elective	Yes
Component Area Option 1 Core	Yes
Component Area Option 2 Core	Yes
Component Area Option 2 Core	Yes
Field of Study	No
Field of Study	No
Field of Study	No
Field of Study	No
Field of Study	No
Field of Study	No
Field of Study	No
Field of Study	No
Field of Study	No
Field of Study	No
Elective	No
Elective	No

## **Appendix B: College Workforce / High School Crosswalk**

### **High School Requirement**

#### **Accounting & Financial Services**

Accounting & Financial Services  
Accounting & Financial Services  
Accounting & Financial Services  
Accounting & Financial Services  
Accounting & Financial Services  
Accounting & Financial Services

#### **Advertising/Graphic Design**

GraphDesign  
GraphDesign  
GraphDesign  
GraphDesign

#### **Animal Science**

Animal Science  
Animal Science  
Animal Science  
Animal Science  
Animal Science  
Animal Science  
Animal Science  
Animal Science  
Animal Science

#### **Arts, A/V Technology and Communications**

Arts, A/V Technology and Communications  
Arts, A/V Technology and Communications  
Arts, A/V Technology and Communications  
Arts, A/V Technology and Communications  
Arts, A/V Technology and Communications

#### **Automotive Technology**

AutoTech  
AutoTech  
Auto Tech  
Auto Tech

#### **Business Management**

Business Management  
Business Management  
Business Management  
Business Management  
Business Management  
Business Management

#### **Construction Management and Inspection**

Construction Management and Inspection  
Construction Management and Inspection  
Construction Management and Inspection



**College Course Number(S)**

ACNT 1303

ACNT 1304

ACNT 1311

ACNT 1313

BUSI 2304

ITSW 2334

ARTC 1325

ARTC 1302

ARTC 1313

ARTC 1317

AGCR 1304

AGEQ 1305

AGAH 1301

AGMG 1344

AGMG 2306

AGAH 1343

VTHT 2209

VTHT 1301

VTHT 1205

RTVB 1317

RTVB 1302

RTVB 1309

RTVB 2338

RTVB 2340

AUMT 1405

AUMT 1407

AUMT 1410

AUMT 1316

BUSG 1301

BUSG 1302

BMGT 1327

HRPO 2307

BUSG 1304

POFI 1301

OSHT 1320

DFTG 1325

ELPT 1311

<b>College Course Name:</b>	<b>Credit Hours</b>
Introduction to Accounting 1	3
Introduction to Accounting 2	3
Computerized Accounting	3
Computerized Accounting Applications	3
Business Report Writing & Correspondence	3
Advanced Spreadsheets	3
Introduction to Computer Graphics	3
Digital Imaging I	3
Digital Publishing I	3
Design Communication I	3
Introduction to Sustainable Agriculture	3
Equine Enterprise Management	3
Animal Science	3
Agricultural Records Management	3
Livestock and Meats Marketing	3
Animal Health	3
Food Animal Clinical Management	2
Introduction to Veterinary Technology	3
Veterinary Medical Terminology	2
Convergence of Electronic Media	3
Computer Applications for Media Production	3
Audio Production I	3
Business Aspects of the Media Industry	3
Portfolio Development	3
Introduction to Automotive Technology	4
Automotive Electrical Systems	4
Automotive Brake Systems	4
Automotive Suspension & Steering Sys	3
Introduction to Business	3
E-Business Management	3
Principles of Management	3
Organizational Behavior	3
Financial Literacy	3
Computer Applications I	3
Industrial Safety	3
Blueprint	3
Basic Electrical	3

Accepted by the College as part of:	Core Class
Level 1 Accounting Certificate	no
Level 1 Accounting Certificate	no
Level 1 Accounting Certificate	no
Level 1 Accounting Certificate	no
Level 1 Accounting Certificate	no
Level 1 Accounting Certificate	no
Level I Graphic Design Cert.	no
Level I Graphic Design Cert.	no
Level I Graphic Design Cert.	no
Level I Graphic Design Cert.	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Level I Automotive Cert.	no
Level I Automotive Cert.	no
Level I Automotive Cert.	no
Level I Automotive Cert.	no
Level 1 Business Management Certificate	no
Level 1 Business Management Certificate	no
Level 1 Business Management Certificate	no
Level 1 Business Management Certificate	no
Level 1 Business Management Certificate	no
Level 1 Business Management Certificate	no
Elective	no
Elective	no
Elective	no

Construction Management and Inspection  
Construction Management and Inspection

**Cosmetology/Barbering**

CosMet 1  
CosMet 1  
CosMet 1  
CosMet 1  
CosMet 2  
CosMet 2  
CosMet 2  
CosMet 2

**Criminal Justice**

Crim Justice  
Crim Justice  
Crim Justice  
Crim Justice  
Crim Justice

**Culinary Arts**

CulArts  
CulArts  
CulArts  
CulArts  
CulArts  
CulArts  
CulArts  
CulArts

**Education and Training**

Education and Training  
Education and Training  
  
Education and Training  
Education and Training  
Education and Training

**Emergency Medical Services**

EMT  
EMT  
EMT

**Engineering Foundations Program of Study**

IntermCAD  
IntermCAD  
IntermCAD  
IntermCAD  
IntermCAD

**Fire Protection**



\* 1381 OR \* 2388

HART 1307

\* Course Prefix will vary depending  
on area of focus

CSME 1401

CSME 1310

CSME 1443

CSME 1453

CSME 2401

CSME 1354

CSME 1355

CSME 1348

CJSA 1322

CJLE 1249

CJLE 1345

CJLE 1425

CJSA 1327

RSTO 1325

CHEF 1305

CHEF 1301

CHEF 1310

CHEF 1340

CHEF 1302

CHEF 2301

PSTR 1301

EDUC 1300

CDEC 1311

CDEC 1343 or CDEC 1354/TECA 1354

CDEC 1392

EDUC 1301

EMSP 1305

EMSP 1501

EMSP 1160

DFTG 1409

DFTG 1325

DFTG 1445

DFTG 2419

DFTG 2335

Cooperative Education OR Internship	3
Refrigeration Principles	3
Orientation to Cosmetology	4
Introduction to Haircutting & Theory	3
Manicuring and Related Therapy	3
Chemical Reformation & Related Theory	4
Principles of Hair Coloring & Theory	4
Artistry of Hair Design I	3
Artistry of Hair Design II	3
Principles of Skin Care	3
Introduction to Criminal Justice	3
Intermediate Arrest, Search & Seizure	2
Intermediate Crime Scene Investigation	3
Criminal Justice Survey	4
Fundamentals of Criminal Law	3
Purchasing for Hospitality Operations	3
Sanitation & Safety	3
Basic Food Preparation	3
Garde Manager	3
Meat Preparation and Cooking	3
Principles of Healthy Cuisine	3
Intermediate Food Preparation	3
Fundamentals of Baking	3
Learning Framework	3
Educating Young Children	3
Independent Study in Child Development or Child Growth and Development	3
Special Topics in Child Development	3
Introduction to Education	3
Emergency Care Attendant	4
Emergency Medical Technician	5
Clinical – EMT Technician	1
Basic Computer Assisted Drafting	4
Blueprint Reading & Sketching	3
Parametric Modeling and Design	4
Intermediate Computer Aided Drafting	4
Advanced Technologies and Mechanical Desing in Drafting	3

Elective	no
Elective	no
Level I Operator Certificate	no
Level I Operator Certificate	no
Level I Operator Certificate	no
Level I Operator Certificate	no
Level I Operator Certificate	no
Level I Operator Certificate	no
Level I Operator Certificate	no
A.A.S. Criminal Justice	no
A.A.S. Criminal Justice	no
A.A.S. Criminal Justice	no
A.A.S. Criminal Justice	no
A.A.S. Criminal Justice	no
Level I Culinary Certificate	no
Level I Culinary Certificate	no
Level I Culinary Certificate	no
Level I Culinary Certificate	no
Level I Culinary Certificate	no
Level I Culinary Certificate	no
Level I Culinary Certificate	no
Associate of Arts in Teaching	
Elective	no
Elective	no
Elective	no
Associate of Arts in Teaching	no
Level I EMT Certificate	no
Level I EMT Certificate	no
Level I EMT Certificate	no
Drafting Elective	no
Level I Welding Certificate	no
Drafting Elective	no
Drafting Elective	no
Drafting Elective	no

Fire Pro  
Fire Pro  
Fire Pro  
Fire Pro  
Fire Pro  
Fire Pro  
Fire Pro

**Food Science and Technology**

Food Science and Technology  
Food Science and Technology  
Food Science and Technology  
Food Science and Technology  
Food Science and Technology  
Food Science and Technology

**Heating, Ventilation, & Air Conditioning (HVAC)**

Heating, Ventilation, & Air Conditioning (HVAC)  
Heating, Ventilation, & Air Conditioning (HVAC)  
Heating, Ventilation, & Air Conditioning (HVAC)  
Heating, Ventilation, & Air Conditioning (HVAC)  
Heating, Ventilation, & Air Conditioning (HVAC)  
Heating, Ventilation, & Air Conditioning (HVAC)  
Heating, Ventilation, & Air Conditioning (HVAC)

**Health Science - Clinical Medical Assistant**

Clinical Medical Assistant  
Patient Care Tech  
Patient Care Tech  
Clinical Medical Assistant  
Clinical Medical Assistant  
Clinical Medical Assistant

**Health Science - Nursing Assistant**

NurseAide  
NurseAide  
Patient Care Tech  
Patient Care Tech  
NurseAide  
NurseAide

**Health Science - Patient Care Technician**

Patient Care Tech  
Patient Care Tech  
Patient Care Tech  
Patient Care Tech  
Patient Care Tech  
Patient Care Tech

**Health Science - Pharmacy Technology**

Pharm Tech

FIRS 1301  
FIRS 1407  
FIRS 1313  
FIRS 1319  
FIRS 1323  
FIRS 1329  
FIRS 1433

AGCR 1304  
IFWA 1319  
FDST 1391  
AGMG 2306  
AGMG 1344  
AGMG 1391

DFTG 1325  
HART 1307  
ELPT 1311  
HART 1341  
HART 1383  
OSHT 1320  
INTC 2336

MDCA 1313  
ECD 1291  
PLAB 1323  
MDCA 1348  
MDCA 1417  
MDCA 1160

MDCA 1313  
NURA 1407  
ECD 1291  
PLAB 1323  
NURA 1420  
NURA 1160

MDCA 1313  
ECD 1291  
NURA 1407  
PLAB 1323  
NUPC 1420  
NUPC 1160

MDCA 1313



Firefighter Certification I	3
Firefighter Certification II	4
Firefighter Certification III	3
Firefighter Certification IV	3
Firefighter Certification V	3
Firefighter Certification VI	3
Firefighter Certification VII *	4
* not offered dual credit at all locations	
Introduction to Sustainable Agriculture	3
Meat Identifying and Processing	3
Special Topics Food Science	3
Livestock & Meat Marketing	3
Agricultural Records Management	3
Special Topics Agricultural Business & Management	3
Blueprint	3
Refrigeration Principles	3
Basic Electrical	3
Residential AC	3
Cooperative Education for HVAC	3
Industrial Safety	3
AC Troubleshooting	3
Medical Terminology	3
Electrocardiograph	2
Phlebotomy	3
Pharmacology and Administrations of Medications	3
Medical Assistant Procedures	4
Clinical/Medical/Clinical Assistant	1
Medical Terminology	3
Body Systems	4
Electrocardiograph	2
Phlebotomy	3
Patient Care Technician/Assistant	4
Clinical/Nursing Assistant/Aide	1
Medical Terminology	3
Electrocardiograph	2
Body Systems	4
Phlebotomy	3
Patient Care Technician/Assistant	4
Clinical - Patient Care Assistant/Aide	1
Medical Terminology	3

A.A.S. Fire Protection	no
A.A.S. Fire Protection	no
A.A.S. Fire Protection	no
A.A.S. Fire Protection	no
A.A.S. Fire Protection	no
A.A.S. Fire Protection	no
A.A.S. Fire Protection	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Level 1 HVAC Certificate	no
Level 1 HVAC Certificate	no
Level 1 HVAC Certificate	no
Level 1 HVAC Certificate	no
Elective	
Level 1 HVAC Certificate	no
Level 1 HVAC Certificate	no
Level 1 CMA Certificate	no
Level 1 CMA Certificate	no
Level 1 CMA Certificate	no
Level 1 CMA Certificate	
Level 1 CMA Certificate	no
Level 1 CMA Certificate	no
Level I CNA Certificate	no
Level I CNA Certificate	no
Level I CNA Certificate	no
Level I CNA Certificate	no
Level I CNA Certificate	no
Level I CNA Certificate	no
Level I PCT Certificate	no
Level I PCT Certificate	no
Level I PCT Certificate	no
Level I PCT Certificate	no
Level I PCT Certificate	no
Level I PCT Certificate	no
Level I Pharmacy Tech Cert.	no

Pharm Tech

Pharm Tech

Pharm Tech

Pharm Tech

**Industrial Maintenance/Instrumentation & Electrical Technology**

OccSafety

ElectTech

AC/DC Elect

**Information Technology**

Information Tech

Information Tech

Information Tech

Information Tech

**Manufacturing Technology Electrical Path**

Manufacturing Technology Electrical Path

Manufacturing Technology Electrical Path

Manufacturing Technology Electrical Path

Manufacturing Technology Electrical Path

**Manufacturing Technology Machining Path**

Manufacturing Technology Machining Path

Manufacturing Technology Machining Path

Manufacturing Technology Machining Path

Manufacturing Technology Machining Path

**Manufacturing Technology Mechanical Path**

Manufacturing Technology Mechanical Path

Manufacturing Technology Mechanical Path

Manufacturing Technology Mechanical Path

Manufacturing Technology Mechanical Path

**Plant Science**

Plant Science

Plant Science

Plant Science

Plant Science

Plant Science

Plant Science

**Plumbing and Pipefitting**

Plumbing and Pipefitting

Plumbing and Pipefitting

Plumbing and Pipefitting

Plumbing and Pipefitting

Plumbing and Pipefitting

Plumbing and Pipefitting

**Process Technology**

ProcessTech

PHRA 1301

PHRA 1313

PHRA 1305

PHRA 1160

OSHT 1320

ELPT 1311

INTC 1357

ITSE 1359

ITSY 1342

ITSC 1319

ITSC 1316

INMT 1319

DFTG 1325

OSHT 1320/INTC 1353

ELPT 2319/MFGT 1404

INMT 1319

DFTG 1325

OSHT 1320/INTC 1353

HYDR 1345/INMT 2303

INMT 1319

DFTG 1325

MCHN 1320/MCHN 1338

MCHN 2303/MCHN 2334

AGCR 1304

HALT 1301

HALT 2308

FMKT 1301

FMKT 2331

AGMG 1344

PFPB 1413

OSHT 1320

PFPB 1350

PFPB 1321

PFPB 2309

PFPB 2336

PTAC 1302

Introduction to Pharmacy Structure	3
Pharmacy Technician Practice in Comm.	3
Applying Pharmacology to Practice	3
Pharmacy Technician Clinicals	1
Industrial Safety	3
Basic Electrical Theory	3
AC/DC Motor Control	3
Intro to Scripting Languages	3
Information Technology Security	3
Internet/Web Page Development	3
Linux Installation and Configuration	3
Manufacturing Processes	3
Blueprint Reading & Sketching	3
Industrial Safety/Analog Controls II	3 & 3
Programmable Logic Controllers/Automated Manufacturing	3 & 4
Manufacturing Processes	3
Blueprint Reading & Sketching	3
Industrial Safety/Analog Controls II	3 & 3
Hydraulics and Pneumatics/Pumps, Compressors, and Mechanical Drivers	3 & 3
Manufacturing Processes	3
Blueprint Reading & Sketching	3
Precision Tools & Measuring / Basic Machine Shop I	3 & 3
Fundamentals of Computer Numerical Controlled (CNC) Machine Controls / Operation of CNC Machining Centers	3 & 3
Introduction to Sustainable Agriculture	3
Principles of Horticulture	3
Greenhouse Management	3
Floral Design	3
Advanced Floral Design	3
Agricultural Records Management	3
Introduction to the Plumbing Trade	4
Industrial Safety	3
Plumbing and Pipefitting Equipment and Safety	3
Plumbing Maintenance & Repair	3
Residential Construction Plumbing I	3
Commercial Construction and Fixture Setting	3
Introduction to Process Technology	3



Level I Pharmacy Tech Cert.	no
Level I Pharmacy Tech Cert.	no
Level I Pharmacy Tech Cert.	no
Level I Pharmacy Tech Cert.	no
Level I INMT Certificate	no
Level I INMT Certificate	no
Level I IETA Certificate	no
A.A.S. Computer Support Specialist	no
A.A.S. Computer Support Specialist	no
A.A.S. Computer Support Specialist	no
A.A.S. Computer Support Specialist	no
Level I Electrical Certificate	no
Level I Electrical Certificate	no
Level I Electrical Certificate	no
Level I Electrical Certificate	no
Level I Mechanical Certificate	no
Level I Mechanical Certificate	no
Level I Mechanical Certificate	no
Level I Mechanical Certificate	no
Level I Machining Certificate	no
Level I Machining Certificate	no
Level I Machining Certificate	no
Level I Machining Certificate	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
Elective	no
A.A.S. Process Technology	no

ProcessTech

ProcessTech

ProcessTech

ProcessTech

**Programming and Software Development**

Programming and Software Development

Programming and Software Development

Programming and Software Development

Programming and Software Development

Programming and Software Development

**Welding**

Welding

Welding

Welding

Welding

Welding

Welding

OSHT 1320  
PTAC 1310  
PTAC 1332  
PTAC 2420

ITSC 1301  
ITSE 1359  
COSC 1436  
COSC 1437  
COSC 2436

OSHT 1320  
DFTG 1325  
WLDG 1421  
WLDG 1428  
WLDG 1457  
WLDG 2443

Industrial Safety	3
Process Technology I Equipment	3
Process Instrumentation I	3
Proc. Tech II & Systems	4
Introduction to Computers	3
Introduction to Scripting Languages	3
Programming Fundamentals I	4
Programming Fundamentals II	4
Programming Fundamentals III	4
Industrial Safety	3
Blue Print Reading	3
Welding Fundamentals	4
Introduction to Shielded Metal Arc Welding (SMAW)	4
Intermediate SMAW	4
Advanced SMAW	4

A.A.S. Process Technology	no
A.A.S. Process Technology	no
A.A.S. Process Technology	no
A.A.S. Process Technology	no
Level 2 Software Support Certificate	no
Level 2 Software Support Certificate	no
A.S. Computer Science	no
A.S. Computer Science	no
A.S. Computer Science	no
Level I Welding Certificate	no
Level 1 Welding Certificate	
Level I Welding Certificate	no
Level I Welding Certificate	no
Level I Welding Certificate	no
Level I Welding Certificate	no





## **Dual Credit Handbook**

***Policies are current as of the date of this revision. All policies are subject to change without notice to meet mandates of the Texas Higher Education Coordinating Board, Texas Education Agency, or Texas Legislature.***

***Updated for Fall 2025***

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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 Transfer 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:** 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.

### **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. The FAST Program only applies to public schools and charter schools.

### **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 2025, 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:**

**Brandon Walker, Dean of Dual Credit:** 903-983-8129 or [bwalker@kilgore.edu](mailto:bwalker@kilgore.edu)

**Brian Kasper, Workforce Dual Credit Coordinator:** 903-983-8192 or [bkasper@kilgore.edu](mailto:bkasper@kilgore.edu)

**Janet Sledge, Assistant to the Dean:** 903-983-8213 or [jsledge@kilgore.edu](mailto:jsledge@kilgore.edu)

**Yvonne Bethune, Dual Credit Specialist:** 903-983-8114 or [ybethune@kilgore.edu](mailto:ybethune@kilgore.edu)

**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

**KC Police Department:** (903) 983-8650

**Library:** (903) 983-8237