



Texas Southmost College
TRADITION • INNOVATION • OPPORTUNITY

**Handbook
2020-2021**

Introduction

STATEMENT OF EQUAL OPPORTUNITY

Texas Southmost College does not discriminate on the basis of race, color, sex, national origin, religion, gender, disability, age, or military status in its programs and activities and provides equal access to services and other programs at the College.

ALTERNATIVE FORMAT

This publication is available in an alternative format by calling (956) 295-3439. Individuals with disabilities requiring assistance or access to receive these services should contact Support Services at (956) 295-3587.

ACCREDITATION

Texas Southmost College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate degrees Certificates.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas Southmost College.

POLICIES AND PROCEDURES:

The policies and practices in this manual are consistent with the Texas Administrative Code, (TAC) the Texas Higher Education Coordinating Board (THECB), the Texas Southmost College Board Policy Manual, and the SACSCOC Principles of Accreditation.

Applicable rules and policies will be cited in individual sections of this manual, and may be found in the Appendices section.

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I. General

Purpose

This manual provides important information regarding Texas Southmost College's policies and procedures regarding Dual Credit (DC) programs offered in conjunction with partnering school districts. It is intended to provide information and guidance for the faculty, staff, and administration of partnering school districts and Texas Southmost College.

Dual Credit Courses

Dual Credit courses allow eligible high school students to earn college credit while attending high school, at no cost. Dual credit courses are college courses, with the same requirements for faculty qualification, curriculum, grading and course assessment as courses taught on the TSC main campus. Courses taught for dual credit meet standards set by the Texas Education Agency (TEA), the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Dual Credit Programs Offered by Texas Southmost College

TSC offers qualified high school students the opportunity to earn college credit while in high school through two different, but related, programs: Dual Enrollment and Early College High School. While both of these programs are similar in most respects, there are slight differences between them, as described below:

- Early College High School - The Early College High School program (ECHS) is designed to specifically target students at-risk of not otherwise attending college. These students are given the opportunity to earn up to 60 semester credit hours (SCH) leading to an associate degree while attending high school. The Early College High School program is only available to students attending a high school which has been designated an Early College High School by the Texas Education Agency (TEA). Students apply for admission to the ECHS program at their respective Early College High Schools. Students selected are expected to follow a prescribed program of study of an associate degree of at least 60 semester credit hours. Early College High Schools provide quality academic support services to assist students in successfully completing the program of study within their four years of high school.
- Dual Enrollment - The Dual Enrollment program also provides high school students the opportunity to earn up to 60 hours of academic or career/technical education college credits while in high school. However, the Dual Enrollment program allows students more flexibility in choosing how they wish to pursue the program of study. TSC does not limit the number. There is no limit of courses a student may take for dual credit during a given semester or a given year. Although course offerings may vary, Dual Enrollment courses are offered to at all participating high schools and are open to all students.

Transferability of Credits

The Lower-Division Academic Course Guide Manual (ACGM), published by the Texas Higher Education Coordinating Board, is the official list of approved courses for general academic transfer to public universities that may be offered for state funding by public community and

technical colleges in Texas. The courses included in the manual shall be freely transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements.

Transferring to Texas Community Colleges

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the ACGM. Specifically excluded are courses designated as vocational, ESL, ESOL, technical, developmental or remedial, and courses listed as “basic skills.”

Transferring to Texas Four-Year Institutions

For senior four-year institutions, lower division courses that have the same course content and identified in the Texas Common Course Numbering System (TCCNS) database as approved by the Coordinating Board shall bear equivalent credit. Specifically excluded are courses designated as ESL, ESOL, technical, and developmental/remedial courses.

For information regarding transferability of courses to institutions of Texas, students should check with the institution receiving the credit.

Academic Agreement

The academic agreement formally documents the agreement between Texas Southmost College and participating school districts to offer Dual Credit courses, and delineates the arrangements and respective responsibilities of TSC and the participating school districts for the execution of the program.

No dual credit program may commence until an academic agreement has been approved by the TSC Board of Trustees and the School Board of the school district. Once approved, the academic agreement remains in effect until it is superseded or cancelled by written notice from Texas Southmost College and/or the school district.

Fully executed academic agreements shall remain on file at the TSC Office of High School Programs and Services (HSPS). A sample academic agreement can be found in the Appendices.

II. Enrollment Policies and Procedures

Eligibility Criteria

Academic Transfer Courses

To be eligible to enroll in academic transfer courses, a prospective dual credit student must demonstrate college readiness by achieving qualifying scores on one or more sections of the Texas Success Initiative (TSI) assessment. Alternatively, students may demonstrate college readiness by achieving qualifying scores on other assessment instruments, such as the SAT, ACT, etc. (See table below for qualifying scores).

TSC has identified six academic transfer courses in which students who have failed to achieve minimum scores on the TSI may enroll, provided they have attempted the reading portion of the test (See Appendices for more information). The courses are as follows:

- ARTS 1301 Art Appreciation
- MUSI 1306 Music Appreciation
- SPAN 2313 Spanish for Native/Heritage Speakers I
- SPAN 2315 Spanish for Native/Heritage Speakers II
- SPCH 1315 Public Speaking
- SPCH 1318 Interpersonal Communications

Career and Technology Education (CTE) Courses

High school students who wish to enroll in Career and Technical Education (CTE) courses pursuant to a Level I Certificate are waived from TSI college readiness restrictions.

Qualifying Scores on Recognized Assessments of College Readiness *Valid for 5 years from Date of Test			
TYPE OF ASSESSMENT	READING STANDARD	WRITING STANDARD	MATH STANDARD
TSIA2	ELAR (English Language Arts and Reading) Covers R & W Option 1: Multiple Choice Score (945-990) with Essay (5-8) Option 2: Multiple Choice Score (910-944) with Diagnostic (5-6) and Essay (5-8)		Option 1: 950-990 Option 2: 910-949 with Diagnostic 6
TSI	351 or above	Placement score of at least 340, and an essay score of at least 4. Other demonstrations of writing college readiness include a placement score of less than 340, and an ABE Diagnostic level of at least a 4, and an essay score of at least 5.	350 or above
ACT	At least 19 with a composite score of 23	At least 19 with a composite score of 23	At least 19 with a composite score of 23
SAT	At least 480	At least 480	At least 530

TAKS	At least 2200	A minimum score of at least 2200, with a writing sub-score of at least 3.	At least 2200
STAAR EOC	English III – Level 2 (4000)	English III – Level 2 (4000)	Algebra II – Level 2 (2000)

Note: Scores are valid for five (5) years from date of testing.

Admission Application

Students wishing to take dual credit courses must apply for admission to Texas Southmost College by completing an Apply Texas application online at (www.applytexas.org) by the deadlines established for each semester.

- Students wishing to take academic transfer courses must declare the General Studies program as their major.
- Students wishing to pursue a Level 1 Certificate in a Career and Technical Education (CTE) program will select a major that corresponds with their high school endorsement and the desired program.

Refer to Appendices - Dual Credit Program Admission Application – Creating a Profile for detailed instructions on completing the Apply Texas application.

Re-Applying

Students must re-submit an admission application and proper documentation if they have not previously earned college credit with TSC.

Enrollment/Registration Process

The High School Programs & Services Office works in collaboration with partnering high school administrations and TSC's Admissions and Records Office to enroll students and register them for dual credit courses according to the deadlines established for each semester and published on the High School Programs & Services web page.

Enrollment Documents

High schools must submit the following documents for new students by the deadline established for review each semester (See Appendices for more information). Admissions deadlines can be found on the HSPS web page:

<http://tsc.edu/index.php/academics/dual-enrollment.html>

- Testing scores. See "Eligibility Criteria" for more information.
- A copy of a current high school transcript to be submitted via TREX (High school transcripts must be submitted electronically to the College via the Texas Records Exchange (TREX) system. If the school is unable to use TREX, the school should contact department to coordinate delivery before deadline).

- A completed “Student Guidelines & Parental Consent” form, with appropriate signatures.
- Any other applicable documentation required by TSC.

High schools only need to submit the following documents for returning students if applicable, by the deadline established for review each semester (See Appendices for more information). Otherwise, no documents need to be submitted.

- Testing Scores. See “Eligibility Criteria” for more information. (**Only for students submitting New Testing Scores**)
- Transfer Form and a copy of a current high school transcript. (**Only for students in incorrect school on TSC system**)
- Any other applicable documentation required by TSC.

In addition, students must ensure official transcripts are transmitted to TSC from any/all institutions of higher education at which the student may have previously earned college credit, if applicable.

Transcripts must be mailed from the credit granting institution to Texas Southmost College, Attn: Admissions and Records Office, 80 Fort Brown, Brownsville, TX 78520 by the first day of classes (published in the TSC Academic Calendar, available on the TSC website)

Students will not be enrolled in dual credit courses on the basis of an unofficial transcript.

Course Requests

High school administrators submit the Semester Course Request Form containing all courses the high school wishes to offer for dual credit during the indicated semester. High schools with year-long courses must submit the Yearlong Course Request Form together with the Semester Course Request form by the deadline for the fall semester.

- If a high school instructor has not previously taught a given dual credit course, the high school administration should indicate that he/she is a new faculty member by placing a ‘N’ in the “Instructor Type” column.
- In cases where the high school does not have a properly credentialed faculty member to teach a given class, the administration should indicate that it wishes TSC to provide the instructor for the course by placing a ‘A’ in the “Instructor Type” column.
- Forms which do not have all required information, or which do not bear the signatures of the campus principal and the dual credit director or liaison will not be accepted.

If a correction needs to be made to a course after submitting the course request, a section master form must be filled.

Student Master List

High school counseling offices submit the New-Returning Student Master List containing the names, identifying information, and requested courses for all interested/qualified students.

- High school counselors are responsible for ensuring that students qualify for all courses indicated on the Student Master List, based on their test scores and transcripts.
- Counselors should also ensure that all desired courses for which a student qualifies are listed

on the form.

- Student Master List is due several days prior to the review date. (All new students should have a complete Apply Texas and transcripts submitted through TREX by the Master List Deadline).

Enrollment Packet Review

The high school counseling office compiles all required documentation (See Enrollment Documents above) for each student. TSC staff will need the assistance of all Counselors during the Review Day. The student documents are reviewed by the High School Programs & Services team and must be submitted by 9 a.m. on the date of the review as follows: (Please advise your College Transition Specialist how you will be submitting prior to day of the review):

- Thumb drives must be delivered to the HSPS Office.
- Passwords and link must be provided for One Drive.
- Zip files may be accepted via email.

Student packets with missing or incorrect information will be returned to the high school counseling office for correction. If corrected in time, the HSPS team will review them before the end of the designated review day. Corrected packets will be reviewed as time allows; otherwise, they will be reviewed on a designated day where corrected files are reviewed and filed. The only student packets that can be reviewed/submitted during this designated day will be the following:

- Students transferring from one high school to another.
- Students who submitted a complete packet to the counselor by the deadline but an error was found during the day of the review. (Students who did not have a complete packet by the Review Day will not be reviewed on the Corrected Student Packet Deadline).

Incomplete or incorrect packets submitted on the corrected student file day will make the student ineligible to take Dual Credit Courses.

- Once submitted to HSPS, enrollment packets become the property of TSC. School administrators are advised to make copies of student enrollment documents prior to submitting them for review, as the packets will not be returned to the school.
- Only qualifying students will be enrolled based on the verified information provided on the enrollment form and the New-Returning Student Master List.
- Students must successfully pass TSIA2 exams for the course(s) in which they wish to enroll.

Master rosters

The HSPS Office will create a master roster for each campus. The master roster will only contain the names of students who were listed and approved by the HSPS Office on the day of the review.

For manual registration, the high school counseling office will need to prepare and submit the master roster for all requested course sections on the master roster form by the deadlines established for each semester. Once submitted to HSPS, no addition of courses or students will be made to the master roster.

In addition, courses listed on the master roster must match the courses on the master list. Any information contained in the master roster that was not previously submitted on the New-Returning Student Master List will not be considered.

For online registration, the high school counseling office is not required to submit a master roster.

Once the master roster has been created by HSPS, students will receive their system login credentials through email, which will give them access to MYTSC account, TSC email and Canvas.

Student Registration

All dual credit students are required to register online using their assigned credentials through their MYTSC account.

The High School Programs & Services Office provides each high school with the following helpful tools to ease the registration process:

- course sections,
- date of when online registration begins (unless high school requests a different date),
- student registration guide,
- registration video, and
- self-service password reset (SSPR) guide.

Additionally, all staff are available to assist students during the registration window via phone or email with password resets, SSPR, and any unforeseen scenarios that may arise.

The High School Programs & Services Office will only conduct manually registration for students in each class section for which a master roster was submitted for any extenuating circumstances that may arise.

Roster Verification

Prior to the official record date, College Transition Specialists (CTS) from the High School Programs & Services Office will conduct in-person and/or desk roster verification of each class section with the instructor of record/counselor/Director in order to ensure that students who have been registered for the class are actually in attendance.

A TSC roster will be signed by the teacher of record for the course to attest that all information on the audited roster is complete and correct. Additionally, the instructor of record for the course and the dual credit liaison for the high school campus will sign the Course Roster Confirmation form.

Best practices for a roster verification is as follows.

- Instructors verify student attendance from each of their Dual Credit course rosters; then print, sign, and date all three (3) rosters for each class from:
 1. TSC Online
 2. Canvas
 3. ISD Roster (E-School) prior to the verification dateThis will allow instructors to ensure verification of students in their roster and attest to the students attending class.
- Counselor/Director will meet with the instructor prior to the roster verification to review rosters. The key part of this pre-verification is to identify:
 1. If a student is missing from the roster on either the high school side or the TSC side (make note on the rosters)
 2. A student is not attending class
 3. Or if the student dropped the course
- On Verification Day, the CTS will meet with the Counselor/Director/Instructor to verify and address any changes (adds/drops/student not on rosters)
- All adds or drop should be processed online by student. If the system does not allow the student to make changes, the counselor will also submit an Add/Drop Form for each student filled in completely.
****Please note that having this information on the form ensures the CTS drops/adds the correct student and minimizes error.***
- The CTS will confirm all changes (adds/drops) on the submission of Add/Drop Forms and the Counselor will sign the Roster Confirmation Form attached per course section.

The Counselor/Director will return all documents via email. The instructor will verify rosters, submit Roster Confirmation Form, and Add/Drop Forms.

- If forms are not submitted on the day of the roster verification, the CTS and Counselor/Director will agree on a date to submit signed forms.

Adding and Dropping Dual Credit Courses

Adds

Students may not add a class after the established deadline. In addition, they cannot add a class that does not appear on the New-Returning Student Master List.

Drops

The student is responsible for processing drops online using their MYTSC account. If the system does not allow student to drop, the student may contact the high school counselor or liaison to submit the drop form for student to the TSC College Transition Specialist by or before the established deadline.

It is the responsibility of the student to verify the drop with the instructor and/or in their MYTSC account. Students who drop a course after the drop deadline will receive a “W” on their TSC transcript.

Withdrawing from Dual Credit Courses

Students may withdraw from a course up to the “Last Day to withdraw with a W.” This date can be found on the TSC Academic Calendar. A student who withdraws from a course by the deadline will receive a “W” on his/her TSC transcript as a letter grade; a student who fails to withdraw from his/her course before this date will receive a grade corresponding to his/her performance in the class.

Student Responsibility for Withdrawals

It is the responsibility of the student to initiate the withdrawal from class by the established deadline. TSC will not bear any responsibility for negative consequences arising from a failure to withdraw from a given course by the deadline.

Consequences of Withdrawing from Courses

Having “W’s” on college transcripts will adversely impact a student’s ability to continue taking dual credit courses and may also affect Federal Financial Aid eligibility after graduation from high school.

Before deciding to withdraw from a course, students must first talk to the course instructor. After talking with the instructor, students must visit their high school counselor. Counselors can advise students of the possible consequences related to withdrawing from a course.

Procedure for Withdrawing from a Course

A student wishing to withdraw from a course (or courses) after the official record date must complete and sign the applicable Course Withdrawal Form and secure the signature of his/her parent, instructor, and counselor before it can be processed by TSC.

Academic Success Standards

Texas Southmost College is committed to student success and expects all students to meet minimum academic standards for all coursework attempted at Texas Southmost College,

including dual credit coursework. Students failing to maintain a cumulative grade point average of at least 2.0 (C average) will be placed on academic probation.

Academic Probation

Any student who drops below a 2.0 GPA at the end of a given semester will be placed on academic probation. Students on probation will be notified and the counseling office at the student's home campus will be notified by the Office of HSPS. Students on academic probation must have the approval of the high school counselor prior to taking any additional dual credit courses. Students on academic probation may also be limited to the number of courses they can take if approved for provisional enrollment.

If students on academic probation fail to earn a semester term GPA of a 2.0 or fail to earn a cumulative GPA of 2.0 in the next semester term following the probation status, they will be placed on Academic Dismissal. Students on Academic Dismissal may not take any additional dual credit courses.

Dual credit courses are not subject to the six-course drop rule under Texas Education Code § 51.907 (see Appendices for more information); however, dropping an excessive number of courses will impact a student's academic standing upon matriculating to post-secondary institutions after high school graduation.

Satisfactory Academic Progress (SAP)

Federal regulations require that all students enrolled in public institutions of higher education maintain Satisfactory Academic Progress in order to receive financial aid. All students, including dual enrollment students, must adhere to the Satisfactory Academic Progress Policy to maintain their eligibility for financial aid when they continue their studies following high school graduation. The progress standards students are required to meet to maintain financial aid eligibility are:

- **Grade Point Average**
Students working towards a certificate or an associate's degree must maintain a minimum cumulative Grade Point Average (GPA) of 2.0.
- **Completion Rate**
Students must maintain a cumulative completion rate of 67% of all attempted coursework (including transfer hours accepted by TSC). This percentage is determined by dividing the number of hours completed by the total number of hours attempted. Attempted hours are the total number of hours completed plus hours of "W", "I", "F" (as well as repeated coursework).
- **Timeframe to Complete Academic Program**
Students are limited to 150% of the credits required to complete the students' program of study. For the purposes of obtaining an associate's degree at TSC requiring 60 credit hours, the maximum is typically 90 credit hours, including dual credit and/or transfer coursework. For this reason, dual credit students will not be permitted to take dual credit courses, which are not in their declared programs of study.

Students are advised to check their status through their TSC Online account. The information below describes each status in more detail:

Good Standing

Students are considered to be in Good Standing with financial aid if they meet all three (3) standards of progress outlined above.

Warning Status

Students who fail to meet the grade point average requirement or the completion rate requirement will be placed in Financial Aid Warning Status for the following semester. Students will be notified via email of their warning status.

III. Instructional Policies and Procedures

Faculty

Faculty Qualifications

TSC complies with SACSCOC guidelines regarding faculty qualifications. Dual credit courses may only be taught by a qualified high school instructor or TSC instructor who meets the minimum faculty credentials and qualifications as defined in TSC Board Policy DBA (Local) Employment Requirements and Restrictions Credentials and Records.

Following are defined faculty credentials and qualifications that comply with SACSCOC guidelines:

*In an associate degree program, full-time and part-time faculty members teaching transfer credit courses in the following areas: humanities/fine arts; social/behavioral sciences; and natural sciences/mathematics **must** have a Master's degree or higher with a minimum of 18 graduate semester hours in the teaching discipline.*

In an associate degree program, full-time and part-time faculty members teaching associate degree courses not designed for transfer to the baccalaureate degree require an Associate's degree or higher and at least three years of documented direct or related work experience in the field (other than teaching). Note: Some courses/programs require additional degrees and/or evidence of specialized training in the field, e.g., licensure, certificates, or non-credit coursework in the discipline.

Status of Dual Credit Adjunct Faculty

Dual Credit Adjunct Faculty are full-time high school instructors at partnering high schools who have been approved to teach college courses at their high schools during the school day. They are also fully authorized to teach courses on the TSC campus in the evenings, on weekends, and/or in summer semesters, by virtue of the fact that they have met the same hiring standards as other TSC Adjunct Faculty.

Dual Credit Adjunct Faculty Selection and Employment

All dual credit adjunct faculty members must be approved by TSC and meet the same qualifications as TSC faculty, to include an interview conducted by the academic department chair responsible for the discipline in which the prospective faculty member is applying to teach. TSC has final authority over the approval of any dual credit faculty member based upon credentials, teaching experience, presentation, subject knowledge, instructional factors related to the subject matter, and other applicable requirements. See Appendices for more information.

After initial approval, a dual credit adjunct faculty member may continue teaching dual credit courses as long as he/she continues to teach at least one college course each academic year, and he/she complies with all applicable TSC policies and procedures in a satisfactory manner. In all cases, Texas Southmost College reserves the right to approve or deny an instructor permission to teach a dual credit course in any given semester.

Dual Credit Faculty Responsibilities

All faculty members teaching dual credit courses must:

- Ensure adherence to the departmentally approved syllabus for each course taught with respect to course content, assessment of student learning outcomes and core objectives, grading standards, resource materials, and course calendar.
- Ensure courses are taught as scheduled. Dual credit faculty unable to teach the course for an extended period (maternity leave, medical leave, etc.) must contact TSC prior to the anticipated absence to make arrangements to have classes covered by a properly credentialed instructor.
- Maintain accurate and current records of student participation, grades, and other information, and report this information as required.
- Designate “office hours” of at least 30 minutes per week for each dual credit section taught to consult with students. Dual Credit Adjunct faculty may use their designated conference periods as office hours; TSC faculty teaching dual credit classes may make themselves available by appointment.
- Refer students who are struggling to meet the course requirements for any reason through the Early Alert for Dual Credit and Early College High School system so that appropriate and timely interventions can be provided to assist the students to successfully complete the course. The referral link can be found on the HSPS web page.
- Advise dual credit students concerning their academic progress prior to the last day to withdraw from classes at TSC.
- Maintain archives of student classwork and provide artifacts of student work as required to facilitate assessment of student proficiency in established student learning outcomes and general education competencies.
- Participate in the assessment process of the dual credit course, to include assessment of student learning outcomes, analysis of assessment results, and development of action plans to improve achievement of outcomes.
- Attend periodic professional development activities, including Dual Credit Adjunct Faculty Orientation and special topics workshops.
- Assist in the identification of potential Dual Credit students.

Dual Credit Adjunct Pay

Dual Credit Adjunct Faculty teaching dual courses with 15 or more students enrolled will be paid a stipend, as follows: \$600 per (3-4 SCH) lecture class section, and \$200 per (1-2 SCH) lab section.

TSC adjunct faculty, as well as TSC full-time faculty teaching dual credit courses in addition to their regular course load (overloads), will be paid at the established adjunct pay rate.

When TSC provides the instructor for a dual credit course, the school district must reimburse TSC for the instructor's pay and mileage expenses, as provided for in the academic agreement.

Any additional requirements concerning payment of faculty shall be addressed in the academic agreement or otherwise set forth in a written agreement signed by both parties prior to each semester.

Quality of Instruction

Texas Southmost College and its participating school districts recognize that the delivery of quality dual credit instruction is a shared responsibility. Each institution is responsible for ensuring the academic integrity of dual credit courses by fulfilling all course requirements and agreements. In compliance with TAC Rule 4.85(f), TSC shall ensure that a dual credit course and the corresponding course offered at the TSC campus are equivalent with respect to curriculum, instruction, and method/rigor of student evaluation.

Syllabus Requirements

Syllabi for all dual credit courses are prepared and approved by TSC academic departments with responsibility for the respective courses. Dual credit adjunct instructors are expected to adhere to the departmentally approved syllabus for each dual credit course taught to ensure that the course taught for dual credit is consistent with the same as is offered on the TSC main campus.

Additional high school requirements may be added in order to meet TEA standards, provided that they do not conflict with, or detract from, established requirements for the course, as set forth in the departmentally approved syllabus.

Class Composition

In accordance with TAC Rule 4.85(d), “dual credit courses may be composed of dual credit students only or of dual and college credit students.”

“Dual coding” of classes, which places dual credit students in the same class sections with AP students, while permissible under the provisions of TAC Rule 4.85(d), is nevertheless prohibited for all dual credit courses unless the AP syllabus for the course has been previously reviewed and deemed “equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation” by the TSC academic department responsible for the course in question, in accordance with TAC Rule 4.85(f).

Course Duration

Dual credit courses taught at the high school must meet the minimum number of contact hours required per semester, beginning on the first day of classes and ending on the last class day of classes, as published in the TSC academic calendar for the respective semester. See Appendices.

Whether the course is delivered in the traditional or accelerated block (AB) schedule, the minimum number of contact hours must be accounted for in the program design. Dual credit instructors and high school administrators share a joint responsibility to minimize disruptions to instruction from non-instructional activities such as pep rallies, assemblies, non-course related testing, etc.

Textbooks

All textbooks to be utilized for dual credit courses must be pre-approved by TSC. College-approved textbooks purchased by the School District may be used for a minimum of three (3) years from the date of initial purchase.

“Classroom sets” of textbooks alone are not sufficient for dual credit classes. Partnering school districts must ensure that all dual credit students have copies of approved textbooks that they can take home with them for each dual credit class in which they are enrolled.

Grades

All instructors teaching dual credit courses must adhere to the grading system published in the TSC Catalog when assigning course grades in the TSC Online system. TSC will provide associated numerical grades to school districts for the purposes of class ranking calculations, on request.

Grades assigned for a given course must be based on the assignments and associated grade weighting published in the course syllabus. However, instructors are free to supplement prescribed signature assignments with additional assignments for the purposes of formative assessments.

Institutional Responsibilities for Assurance of Quality Instruction

In order to ensure uniform quality of dual credit courses and support services, TSC and its partnering school districts will designate personnel from their respective organizations to work together to assure compliance with the standards established by the State of Texas and SACSCOS.

- Each high school campus will designate a dual credit faculty liaison or coordinator to serve as a central point of contact for communications and assistance.
- Likewise, each school district with multiple campuses will designate an individual or office with oversight of all campuses to serve as a central point of contact for the district.
- TSC has established the HSPS Office to serve as the designated point of contact for questions or issues related to any aspect of the dual credit programs.

Partnering school districts will forward any concerns regarding the terms of dual credit courses to the HSPS Office, which will facilitate a collaborative process between school district personnel and TSC HSPS personnel to investigate the concerns and develop appropriate actions to reach a mutually beneficial resolution of the issue in question. Similarly, concerns of the part of TSC faculty or administration should likewise be addressed to the HSPS Office.

Department Chair Roles and Responsibilities

TSC has assigned academic department chairs to provide guidance and support as required to ensure that all dual credit adjunct instructors are prepared to provide quality instruction in the courses they are assigned to teach in partnering high schools. TSC academic department chairs have the following responsibilities with respect to dual credit instruction in constituent disciplines of their respective departments:

- Lead department faculty in the development of course curricula and assessment methodology, and the approval of textbooks;
- Review the academic credentials and assess the attributes and abilities of prospective dual credit adjunct instructors to ensure that faculty approved to teach dual credit courses meet the same standards as those hired to teach classes on the TSC campus;
- Provide all new dual credit adjunct faculty with course-specific orientation training in

course philosophy, curriculum, pedagogy, and assessment prior to their teaching a dual credit course;

- Acquaint dual credit adjunct faculty with TSC policies and procedures regarding instruction, to include faculty rights and responsibilities, student rights and code of conduct; attendance and grading policies, and other pertinent information;
- Verify that dual credit adjunct faculty have provided accurate contact information, to include a home or mobile phone number and a personal email;
- Mentor dual credit faculty to ensure academic expectations for the course have been set and are being followed and to assist the dual credit faculty member as necessary. Department chairs who do not have academic expertise in the discipline in which the dual credit adjunct instructor is teaching will assign a full-time faculty mentor in the same discipline as the dual credit adjunct;
- Obtain acknowledgment from dual credit faculty that they are expected to check their TSC email daily and to respond to emails and phone calls from the departmental office within one day of receiving these communications;
- Verify that dual credit faculty have the TSC-approved textbook and materials for the course, and that the course syllabus meets departmental standards on the first day of classes;
- Inform dual credit faculty that they are expected to participate in the College's Professional Development activities for dual credit faculty;
- Maintain communications with the divisional dean and the Office of HSPS concerning any issues related to dual credit courses taught in the constituent disciplines of the department;
- Conduct classroom observations, as necessary, and evaluate the performance of dual credit adjunct instructors in accordance with TSC policies and procedures (See Evaluation Process below).

Evaluation Process

In order to ensure that the high quality of instruction in courses offered for dual credit is equal to that of corresponding courses offered on the TSC campus, TSC employs a multi-faceted approach to the evaluation of dual credit courses:

Classroom Observations

All dual credit adjunct faculty shall be observed by the department chair or other designated administrator at least once each academic year. However, the department chair may conduct additional observations each semester as needed to provide assurance that dual credit adjunct faculty are meeting the standards of quality expected of all faculty.

All newly hired dual credit adjunct faculty will be observed during their first semester of teaching. All classroom observations of dual credit adjunct faculty will be conducted using the same criteria as that used for full-time and/or adjunct faculty teaching on the TSC campus.

The dates/times for observations should be coordinated with the dual credit faculty member and the administration of the high school where the course is being taught prior to each observation. Should the department chair have difficulty in contacting the dual credit adjunct through TSC and personal email communication or phone calls, he/she may

conduct an observation without prior arrangements.

Student Evaluation of Faculty Performance

Dual credit faculty will be evaluated by the students online once a semester using the same evaluation instrument used for on campus course evaluations.

Student course evaluations will be consolidated in the Office of Institutional Planning, Research, and Effectiveness and will reported to academic deans and department chairs as part of the faculty appraisal process.

APPENDIX A - Semester Dual Credit Deadlines

Fall 2020 Deadlines

February 27, 2020	Deadline to Submit Course Requests
May 6-8, 2020	BISD Eight Grade Student File Verification (Submit Master List Date Prior to Schedule Verification Date)
June 8, 2020	ISDs Submit Student Files for Verification (Submit Master List Date Prior to Scheduled Verification Date)
June 5, 2020	Deadline for High Schools DE/ECHS Adjunct Online Application
August 14, 2020	TSC will Finalize Course Schedule
August 17-20, 2020	Priority Registration Begins- Online
August 14, 2020	Final Day to Submit Corrected Student Files
August 21, 2020	Last Day to Register
August 24, 2020	Classes Begin
August 30, 2020	Faculty Roster Review Deadline
September 9, 2020	Last Day to Drop Courses
November 13, 2020	Last Day to Withdraw
December 4, 2020	Last Day of Class
December 5-11, 2020	Final Exams (Contingent on Course Section)
December 14, 2020	Grades Due

Spring 2021 Deadlines

October 1, 2020	Deadline to Submit Course Requests
Two days prior to Student Reviews	Submit Master List
October 30, 2020	Deadline for High Schools DE/ECHS Adjunct Online Application
October 12, 2020 - November 12, 2020	Student Reviews (Each campus has been assigned a day to submit student files.)
November 13, 2021	Final Day to Submit Corrected Student Files
December 9, 2020	TSC will Finalize Course Schedule
December 10, 2020	Priority Registration Begins- Online
January 15, 2021	Last Day to Register
January 18, 2021	Classes Begin
January 11-22, 2021	Faculty Roster Review Deadline (Low Enrollment Section Master due)
February 1, 2021	Last Day to Drop Courses
April 20, 2021	Last Day to Withdraw
May 7, 2021	Last Day of Class
May 8-14, 2021	Final Exams (Contingent on Course Section)
May 17, 2021	Grades Due

Summer I 2021 Deadlines

February 8, 2021	Deadline to Submit Course Requests
March 24, 2021	Apply Texas Deadline
March 26, 2021	Submit Transcripts via TREX
March 29, 2021	Submit Master Lists
4/1/2021 - 4/9/2021	Student Reviews- Submit Student Files day of Review at 9am
April 14, 2021	Deadline to Submit Student Corrected Files
April 27, 2021	Deadline to Submit Section Master Forms (No changes after Deadline)
April 27, 2021	Last Day to Receive Corrected Files/Late Enrollment Documents
May 4, 2021	Priority Registration Begins-Online
June 4, 2021	Last Day to Register
June 7, 2021	First Day of Class
June 7, 2021	Last Day to Drop
June 29, 2021	Last Day to Withdraw
July 8, 2021	Last Day of Class
July 9, 2021	Final Exams
July 12, 2021	Grades and SOAPS Submission Deadline

Summer II 2021 Deadlines

February 8, 2021	Deadline to Submit Course Requests
March 24, 2021	Apply Texas Deadline
March 26, 2021	Submit Transcripts via TREX
March 29, 2021	Submit Master Lists
4/1/2021 - 4/9/2021	Student Reviews- Submit Student Files day of Review at 9am
April 14, 2021	Deadline to Submit Student Corrected Files
April 27, 2021	Deadline to Submit Section Master Forms (No changes after Deadline)
April 27, 2021	Last Day to Receive Corrected Files/Late Enrollment Documents
May 4, 2021	Priority Registration Begins-Online
June 4, 2021	Last Day to Register
July 13, 2021	First Day of Class
July 13, 2021	Last Day to Drop
August 3, 2021	Last Day to Withdraw
August 12, 2021	Last Day of Class
August 13, 2020	Final Exams
August 16, 2021	Grades and SOAPS Submission Deadline

Fall 2021 Deadlines

March 1, 2021	Deadline to Submit Course Requests
A week prior to Review	High School Apply Texas Deadline
A week prior to Review	High School Submit Transcripts via TREX
A week prior to Review	High School Submit Master Lists
4/20/2021-5/24/2021	High School Student Reviews- Submit Student Files day of Review at 9am
June 1, 2021	Last Day to Receive Corrected Files/Late Enrollment Documents
August 1, 2021	Registration Opens- Online
August 13, 2021	Deadline to Submit Section Master Forms for schedule changes
August 20, 2021	Last Day to Register
August 20, 2021	Deadline to Submit Section Master Forms for Cancelled Courses
August 23, 2021	First Day of Class
8/16/2021-8/27/21	Roster Verifications (Assigned day will be provided)
August 27, 2021	Last Day to Add/Drop (Includes transfer students)
September 1, 2021	SAS Contract Deadline
November 12, 2021	Last Day to Withdraw
December 3, 2021	Last Day of Class
December 4-10, 2021	Final Exams
December 13, 2021	Grades and SOAPS Submission Deadline

APPENDIX B - TSC Dual Credit Course Information

TEA Course Title:	TSC Course:	SCH	Contact Hours	Max. Class Size:	Prerequisite Course	TSI Reading	TSI Writing	TSI Math
Basic Collision Repair And Refinishing	ABDR 1203	2	80	15	NONE	N/A	N/A	N/A
Collision Repair	ABDR 1301	3	112	15	NONE	N/A	N/A	N/A
Collision Repair	ABDR 1419	4	144	15	NONE	N/A	N/A	N/A
Paint And Refinishing	ABDR 1307	3	144	15	NONE	N/A	N/A	N/A
Paint And Refinishing	ABDR 1315	3	144	15	NONE	N/A	N/A	N/A
Automotive Technology I	AUMT 1305	3	80	20	NONE	N/A	N/A	N/A
Automotive Technology I	AUMT 1310	3	80	20	NONE	N/A	N/A	N/A
Automotive Technology I	AUMT 1407	4	96	20	NONE	N/A	N/A	N/A
Automotive Technology II	AUMT 2317	3	80	15	Prerequisite: AUMT 1407	N/A	N/A	N/A
Automotive Technology II	AUMT 1316	3	96	15	Prerequisite: AUMT 1407	N/A	N/A	N/A
Business Management	BMGT 1325	3	48	20	NONE	N/A	N/A	N/A
Construction Technology I	CNBT 1311	3	96	15	NONE	N/A	N/A	N/A
Construction Technology I	CNBT 1316	3	80	15	NONE	N/A	N/A	N/A
Construction Technology II	CRPT 1315	3	96	15	Prerequisite: CNBT 1311 and CNBT 1316	N/A	N/A	N/A
Construction Technology II	CNBT 1300	3	80	15	NONE	N/A	N/A	N/A
Construction Technology II	CRPT 1311	3	96	15	Prerequisites: CNBT 1311 and CNBT 1316	N/A	N/A	N/A
Construction Technology Ii	CRPT 1325	3	96	15	Prerequisites: CNBT 1311 and CNBT 1316	N/A	N/A	N/A
Electrical Technology I	ELPT 1321	3	64	15	NONE	N/A	N/A	N/A

Electrical Technology I	ELPT 1325	3	64	15	NONE	N/A	N/A	N/A
Electrical Technology I	ELPT 1329	3	96	15	NONE	N/A	N/A	N/A
Electrical Technology I	ELPT 1391	3	96	15	NONE	N/A	N/A	N/A
Electrical Technology II	ELPT 1320	3	96	15	Prerequisite: ELPT 1321, ELTN 1391 ELPT 1325 ELPT 1329	N/A	N/A	N/A
Electrical Technology II	ELPT 1345	3	96	15	NONE	N/A	N/A	N/A
Art Appreciation	ARTS 1301	3	48	40	NONE	Attempt		
Art History I	ARTS 1303	3	48	40	NONE	Attempt		
Biology I (Sci Majors) Lab	BIOL 1106	1	48	32	MATH 1314: recommended co-requisite: BIOL 1306	X	X	X
Biology II (Sci Majors) Lab	BIOL 1107	1	48	32	BIOL 1306: recommended co-requisite: BIOL 1307	X	X	X
Biology I (Non-Sci Majors) Lab	BIOL 1108	1	48	32	Recommended Co-requisite BIOL 1308	X	X	X
Biology II (Non-Sci Majors) Lab	BIOL 1109	1	48	32	BIOL 1108; Recommended Co-requisite BIOL 1309	X	X	X
Biology I (Sci Majors)	BIOL 1306	3	48	32	MATH 1314; Recommended co-requisite: BIOL 1106	X	X	X
Biology II (Sci Majors)	BIOL 1307	3	48	32	BIOL 1306; Recommended co-requisite: BIOL 1107	X	X	X
Biology I (Non-Sci Majors)	BIOL 1308	3	48	35	Recommended co-requisite: BIOL 1108	X	X	X
Biology II (Non-Sci Majors)	BIOL 1309	3	48	35	BIOL 1308; Recommended	X	X	X

					co-requisite: BIOL 1109			
Anatomy & Physiology I Lab	BIOL 2101	1	48	30	co-requisite: BIOL 2301 or prior credit	X	X	X
Anatomy & Physiology II Lab	BIOL 2102	1	48	30	Prerequisite: BIOL 2301 and BIOL 2101 Co-requisite: BIOL 2302 or prior credit	X	X	X
Anatomy & Physiology I	BIOL 2301	3	48	36	Recommended co-requisite: BIOL 2101	X	X	X
Anatomy & Physiology II	BIOL 2302	3	48	36	Prerequisite: BIOL 2301 Recommended co-requisite: BIOL 2102	X	X	X
Chemistry II	CHEM 1311	3	48	40	MATH 1314: recommended co-requisite: CHEM 1111	X	X	X
Chemistry II Lab	CHEM 1111	1	48	20	MATH 1314; recommended co-requisite: CHEM 1311 or prior credit	X	X	X
Economics	ECON 2301	3	48	35		X	X	
English III	ENGL 1301	3	48	26		X	X	
English Iv	ENGL 1302	3	48	26	ENGLISH 1301	X	X	
Literary Genres	ENGL 2332	3	48	25	ENGLISH 1301	X	X	
Literary Genres	ENGL 2341	3	48	25	ENGLISH 1301	X	X	
Us Government I	GOVT 2305	3	48	40	NONE	X	X	
Us Government Ii	GOVT 2306	3	48	40	NONE	X	X	
Us History A	HIST 1301	3	48	40	NONE	X	X	

Us History B	HIST 1302	3	48	40	NONE	X	X	
Algebra Ii	MATH 1314	3	48	35	NONE			X
Statistics	MATH 1342	3	64	36	NONE			X
Pre-Calculus	MATH 2412	4	64	30	MATH 1314			X
Calculus	MATH 2413	4	64	30	MATH 2412			X
Music Appreciation	MUSI 1306	3	48	40	NONE	Attempt		
Physics Lab	PHYS 1101	3	48	24	MATH 1314; recommended co-requisite: PHYS 1301 or prior credit	X	X	X
Physics Lab	PHYS 1102	3	48	24	PHYS 1101; recommended co-requisite: PHYS 1302	X	X	X
Physics	PHYS 1301	3	48	24	MATH 1314; recommended co-requisite PHYS 1101	X	X	X
Physics	PHYS 1302	3	48	24	PHYS 1301; recommended co-requisite; PHYS 1102	X	X	X
Psychology	PSYC 2301	3	48	40	NONE	X	X	
Sociology	SOCI 1301	3	48	38	NONE	X	X	
Spanish I	SPAN 2313	3	48	26	NONE	Attempt		
Spanish II	SPAN 2315	3	48	26	NONE	Attempt		
Communication Applications	SPCH 1315	3	48	28	NONE	Attempt		
Independent Studies In Communication	SPCH 1318	3	48	30	NONE	Attempt		

An "X" has been placed on the required TSI area that must be passed before taking the course.

APPENDIX C-Dual Credit Program Admission Application

Go to www.applytexas.org

ApplyTexas
Many Schools. One Application

[About ApplyTexas](#) [Help](#) [Counselors & Administrators log in here »](#)

Explore. Apply. Repeat.

Research your options.
Admission information for every Texas Public University, plus some private and two-year schools.
[Begin your search »](#)

Apply online.
Complete and submit your admission and scholarship applications online.
[Get started now »](#)
[Preview the 2017-2018 applications »](#)
[Preview the 2016-2017 applications »](#)

Do it again.
No need to start from scratch. Copy a completed application and use it to apply to another school.
[Learn how »](#)

First time here? No problem.
[Get started »](#)

Already have an account?
Log in now

It's fast. It's easy.
It's free.
[Create your account now »](#)

username

password

[Forgot your username or password?](#)

Figure 1

After student clicks on “Create your account now” they will be taken to the screen below.

Here they just fill out basic information. Student needs an email account in order to continue, as well as their contact information.


My Account Dashboard - My Profile

My Profile | My Applications | My Essays | My Transcripts

Enter information below to establish or maintain your free ApplyTexas profile. Additional information will be requested when you complete online applications.

If you are creating an account, your username will be assigned and presented to you.

Privacy Policy - REQUIRED

 You must read and agree to the ApplyTexas Privacy Policy linked below before continuing with your application(s).

☐ By checking this box, I represent that I have read, understood and agreed to the terms and conditions of the Privacy Policy (unless I am under the age of 16, in which case, my parent or legal guardian has also read, understood and agreed to the terms and conditions of the [Privacy Policy \(opens in a new tab\)](#)).

Full Legal Name - REQUIRED
Enter your full legal last, first, and middle name. Please do not include diacritical marks such as accents (´) or tildes (~). Do not use nicknames or abbreviations or commas because this information will be used for your official record if you enroll. Use your full legal name on all documents sent to the institution to which you are applying. If you have a passport, enter your name as it appears on your passport (without diacritical marks).

Last Name or Family Name or Surname

First Name or Given Name

Middle Name

Suffix

Date of Birth - REQUIRED
Enter your date of birth (month, day, 4-digit year). Do not leave blank; this information is required.

Date of Birth / /

4 Digit year required

Place of Birth - REQUIRED
Enter the city, state, and country where you were born.

City

State/Possession/Province

Country

Current Grade Level

Grade Level

Are You a U.S. Citizen? - REQUIRED

☒ Yes ☐ No

If student selected no, refer to

Email Address - REQUIRED
Please make sure to use an email address that allows you to receive emails from ApplyTexas. You will not be able to receive information from ApplyTexas and the schools to which you are applying without a valid email address. Some school email accounts do not allow students to receive emails from outside the school district. If you aren't sure, check with your school counselor.

E-mail address

Confirm E-mail address

This email is correct and I have access to it. ☐

< Please re-type email address: do not copy/paste.

Figure 2

Apply Texas standardizes permanent and physical addresses for U. S. addresses. [What is address standardization?](#) (opens in new window)

Permanent Address - REQUIRED

Street Address line 1

Street Address line 2

City

State/Possession/Province

Postal/Zip Code

Country

- Student fills in their full address on "STREET ADDRESS LINE 1"
- STREET ADDRESS LINE 2 is to be left blank

« for U.S. or Canadian addresses only
« do not include dashes

- Country leave as it is

Physical Address (current street address where you reside, if different from above)

If your Physical Address is the same as your Permanent Address, leave this question blank.

Street Address

Street Address line 2

City

State/Possession/Province

Postal/Zip Code

Country

Physical Address Good Until

Not Required

Phone Numbers

Numbers only, no dashes, dots or parentheses, please. Include any city or area code here.

Preferred Phone - REQUIRED

International Preferred Phone

Country Code

Preferred Phone Type - REQUIRED

Alternate Phone

International Alternate Phone

Country Code

Alternate Phone Type

numbers,

Input phone number with the area code. Just
no special characters. (Example: / - . ,)

Country Code leave blank

Emergency Contact - REQUIRED

(Person to be contacted in case of emergency)

Title

First Name

Last Name

Phone

Phone Country Code

Street Address

Street Address line 2

City

« num

« non

Input emergency contact information

It is recommended that students use
their legal guardian in this section

Figure 3

Ethnicity and Race:

Are you Hispanic or Latino? (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)

☐ Yes ☐ No

Please select the racial category or categories with which you most closely identify. Check as many as apply.

☐ **American Indian or Alaska Native**

(A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.)

☐ **Asian**

(A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine islands, Thailand, and Vietnam.)

☐ **Black or African American**

(A person having origins in any of the black racial groups of Africa.)

☐ **Native Hawaiian or Other Pacific Islander**

(A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.)

☐ **White**

(A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

Select ethnicity, race,
and gender

Gender

☐ Male ☐ Female

Password Information - **REQUIRED**

You will need your password each time you wish to access or modify any of your information. Please choose something you can easily remember. Your password can be 8-12 letters long, must contain at least one number, and cannot contain any spaces. Enter the same password in both Password boxes to make sure you typed it correctly.

Password

Confirm Password

Password must be 8-12 letters
long and must contain at least
one number, cannot contain

save profile

Figure 4

If student selected no to "US Citizen" question in figure 2. the questions

Non-U.S. Citizens

Of what country are you a citizen?

Citizenship country

Citizenship Country: Select country they were born in

Do you hold Permanent Residence status (valid I-551) for the U.S.?
If Yes, please submit a copy of both sides of the card.

☐ Yes ☒ No ☐ Not Applicable

If "Yes", date permanent resident card issued with 4-digit year:

Permanent resident card / /

Alien Number

If student has a residency alien card select "yes" and type in their residency alien card number and the day it was issued to them.

If student does not have a residency alien card select no and proceed to next question.

If you are not a U.S. citizen or permanent resident, do you have an application for permanent residence (form I-485) pending with the U.S. Citizenship and Immigration Services (USCIS)?
(If "Yes," submit a copy of your Notice of Action from the USCIS, form I-797C.)

☐ Yes ☒ No ☐ Not Applicable

If student has not submitted an application for permanent residence select no and proceed to answer the following question.

Non U.S. Citizen, Non U.S. Permanent Resident Information: If you are not a U.S. citizen or permanent resident, country of legal permanent residence:

Country of legal perm residence

Citizenship Country: Select country they were hold legal residency in.

Figure 5

Have students read the Privacy Policy and check box.

Privacy Policy - **REQUIRED**

☐ By checking this box, I represent that I have read, understood and agreed to the terms and conditions of the Privacy Policy (unless I am under the age of 16, in which case, my parent or legal guardian has also read, understood and agreed to the terms and conditions of the Privacy Policy (opens in a new tab)).

Check

Figure 6

☒ I'm not a robot

reCAPTCHA
Privacy - Terms

Have students check the "I'm not a robot" box after creating their password.

Figure 7

Account confirmation is shown below when students have successfully completed their

Your Username is:
[Please email us](#) with any questions.

You have successfully saved your ApplyTexas profile.

Please note: Saving a profile does not mean that you have completed your application.

Your Username is:
Many applicants do not complete their application in one session. You will need your username and password each time you log on to ApplyTexas. PLEASE WRITE THEM DOWN OR PRINT THIS PAGE FOR YOUR RECORDS.

You may now [go to My Applications](#) to complete an application.

Figure 8

After creating their profile, students must create an application.

My Account Dashboard - Application Listing

[My Profile](#) [My Applications](#) [My Essays](#)

[View Application List](#) [Start a New Application](#)

application details

You don't have any admissions applications. [Create a new application now.](#)

Figure 9

Select "create a 2 year degree college admissions application".

My Account Dashboard - Application Listing

My Profile **My Applications** My Essays

[View Application List](#) [Start a New Blank Application](#)

Admissions | Start a new blank application.

[Which of these should I choose?](#)
[Apply Texas application type descriptions](#)

[create a new 2 year college admissions application](#)

[create a new 4 year university undergraduate admissions application](#)

For those applicants who already have a bachelor's degree or the equivalent:

[create a new graduate school admissions application](#)



Select "Texas Southmost College (Brownsville)" from either drop down menus.

Getting Ready to Start Your Application

create a new application for admission

Two year colleges do not offer graduate degrees. Graduate school applicants should [apply to a four year university](#).

(For a clickable map with more information about Texas regions, please go to the [Texas Higher Education Coordinating Board's Texas Regions web page](#).)

Search for a college by region

Target College:

Search for a college from an alphabetical list

Target College:



[continue](#)

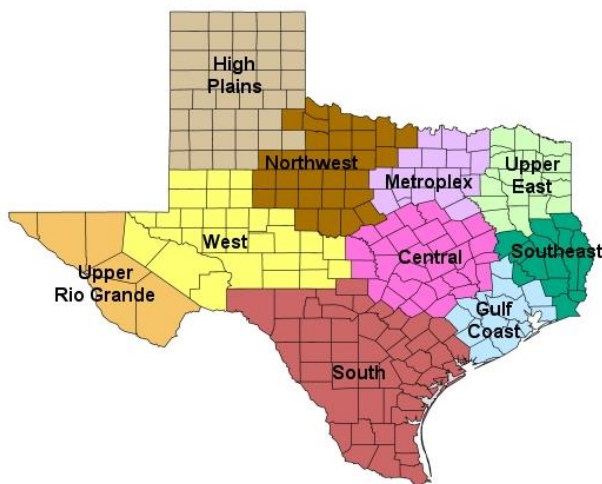



Figure 11

Select a semester of entry.

Getting Ready to Start Your Application
select a semester

Semester of Entry 

August – December = Fall
January – May = Spring
June – July = Summer I
July – August = Summer II

Figure 12

Getting Ready to Start Your Application
select a semester

Semester of Entry

Texas Southmost College offers multiple deadlines for Two Year Institution applications for Fall (Aug - Dec) 2017. Please select the deadline to which you wish to apply. For more information about these deadlines, please contact Texas Southmost College.

☒ The regular deadline for Two Year Institution applications (08/22/2017)
☐ Transfer Student(s) submission of Transcripts Deadline (Deadline is 08/01/2017)




Figure 13

Select DIVISION OF HUMANITIES as first choice school, unless student is

Getting Ready to Start Your Application
select school

Please submit this application if your interested in attending Fall 2017. If you wish to apply after the deadline, you will have to do so in person by going to the Admissions office at the Oliveira Student Services Center.

Deadline:	08/22/2017
Application Fee:	No Application Fee

Select School

First Choice School 

Figure 14

Select AA in General Studies as student major, unless student is applying for a

Getting Ready to Start Your Application
select major

Please note:

Please submit this application if your interested in attending Fall 2017. If you wish to apply after the deadline, you will have to do so in person by going to the Admissions office at the Oliveira Student Services Center.

Please select your major.

If you don't see your desired major, check the institution's website. If you cannot find it there, contact the institution for more information.

School selected: DIVISION OF HUMANITIES

Major: AA in General Studies

continue

Figure 15

Click on "Continue to my application"

Getting Ready to Start Your Application
application checklist

Texas Southmost College - Two Year School Admission for Fall 2017

continue to my application

Items to complete

Admissions application

Page 1: biographical information
Page 2: educational background
Page 3: educational information
Page 4: residency information
Page 5: custom questions for this institution

Deadline

August 22, 2017

go back

Figure 16

Type in student's SS# in this section and answer question 17. If they do not have one scroll down and save

biographical information

We have assigned an application ID number to this application. Please make note of it, as it is required for all further communication concerning this application and may be needed to retrieve your application password.

Your application ID is 2266586

First choice school/college	DIVISION OF HUMANITIES
First choice major/program	AA in General Studies

Want to change your school(s)/college(s) and/or major(s)/program(s)? [Go back to the "select major" page.](#)

Please select a deadline for your application to Texas Southmost College.

- ☒ The regular deadline for Two Year Institution applications (08/22/2017)
- ☐ Transfer Student(s) submission of Transcripts Deadline (Deadline is 08/01/2017)

1. Enter your U.S. Social Security Number

Please enter your Social Security Number, if you have one. It is used to match your application to your transcript and test scores, and for financial aid.

Social Security Number (SSN)

Confirm SSN

« No spaces, dashes, or letters.

« No spaces, dashes, or letters.

17. Texas Conservatorship - **REQUIRED**

At any time in your life were you placed in foster care or adopted from foster care in Texas?

☐ Yes ☐ No

In Page 1, If possible, provide social security number and answer question 17

Check the boxes below, confirming that student information is correct.

Please confirm that we have stored the following information correctly:

First Name/Given Name:

Last Name/Family Name/Surname:

Date of Birth:

Please make corrections below as needed.

☒ Yes, my name and birthdate have been saved correctly. - **REQUIRED**

Permanent Address:

Street Address: 80 FORT BROWN ST

Street Address (line 2):

City: BROWNSVILLE

State: TX

Postal/Zip: 785204956

☒ I understand that my permanent address has been standardized and certify this is my correct address. - **REQUIRED**

After saving, it will take the student back to the top.

Check the boxes like the ones on this image.

Figure 18

In this section, student will select their HS

educational background

1. High School You Graduated From or Expect to Graduate From: - **REQUIRED**

You will speed the processing of your application by searching for and selecting your high school via the school search option. Have an official transcript sent to each university to which you apply.

To begin the school search process, click the school search button, then enter the name of your high school. If you are unable to find a match in the database, please select the "School not found" option at the bottom of the search page.

For U.S. high schools, please be sure to supply both the city and state.

For international high schools, please leave the state field blank and enter the country in the city field.

Search for Your High School

High School Name:

High School Code:

High School City or Country:

High School State/Possession/Province: « if in U.S. or Canada

Expected Graduation Date:

☐ Please check here if you have information to enter for more than one high school

Are you home-schooled? - **REQUIRED**

☐ Yes ☒ No

Select no.

Figure 19

Select **"FIND YOUR HIGH SCHOOL"**

A pop up (Figure 20) will appear, type in the school student is zoned to, once school is found click on select and it will take the student back to this screen with the information filled.

All student needs to do is fill

Type in school name and city click "submit". Find your school and select.

ApplyTexas School Search

Search by School Name, City, State, Country

Search tips:

For the fastest search, enter only the school name.

Adding the city will limit the list when searching for common school names or larger geographic areas.

To search for all the schools in a particular city or country, leave the school name field blank.

Entering information in all fields isn't necessary and will limit the results to only schools that match the criteria.

School Name:

School Country:

School City:

School Type:

Selec

Figure 20

For verification purposes, please have students type if their High School student ID number (if any) in the box provided below

5. High School Student ID – optional

Please enter your high school student ID number:

Figure 21

In this section, students will select their admission basis.

Page 3 of 5

educational information

1. Did you take a Tech Prep course or courses for college credit?

☐ Yes ☐ No

2. Please indicate on what basis you are seeking admission. Select the option that is most appropriate. Any/all of these may require additional documentation: - **REQUIRED**

Admission Basis Dual Credit (receiving both high school and college credit) ▼

3. Please indicate the primary reason for attending classes at this college: - **REQUIRED**

Reason Attending Earn Associate Degree (2 years) ▼

TOEFL

4. ☐ TOEFL taken

« if your native language is not English

IELTS

5. ☐ IELTS taken

« if your native language is not English

save changes

Selec

Figure 22

If student claims US Residency in their student profile (Figure 2) the screen below (figure 23) will appear .

Page 4 of 5

residency information

Residency Information

Basis of Claim to Residency

Do you file your own federal income tax as an independent tax payer? - **REQUIRED**

(An independent tax payer should not be claimed as a dependent by another person. If you file a joint return with your spouse, answer "Yes.")

☐ Yes ☒ No

Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? - **REQUIRED**

(To be eligible to be claimed as a dependent, your parent or legal guardian must provide at least one half of your support. A step-parent does not qualify as a parent if he/she has not adopted the student.)

☒ Yes ☐ No

save and continue to next question

Selec

Figure 23

delete residency answers & start over

If student files his or her own income tax as an independent taxpayer, select yes.

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. The IRS issues ITINs to individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain, a Social Security number (SSN) from the Social Security Administration (SSA).

If student is claimed as a dependent by a parent of legal guardian, select yes.

If student selects no to question number two in Figure 23, the following screen will appear. If not, it will prompt them to Figure 25

Page 4 of 5

residency information

delete residency answers & start over

Residency Information

Who provides the majority of your support? - **REQUIRED**

- ☐ Self
☒ Parent or Legal Guardian
☐ Other: (list below)

If other, please list:

(note: If you check "other" please provide an explanation in the "General Comments" box at the end of the residency section.)

save and continue to next question

Selec

Figure 24

Page 4 of 5

residency information

delete residency answers & start over

Residency Information

1. Is the parent or legal guardian upon whom you base your claim of residency a U.S. Citizen? - **REQUIRED**

- ☒ Yes ☐ No

2. Does this parent or legal guardian currently live in Texas? - **REQUIRED**
 If he or she is out of state due to a temporary assignment by your employer or other temporary purpose, please explain in the "General Comments" box at the end of the residency section of this application.

- ☒ Yes ☐ No

3. If your parent or legal guardian is currently living in Texas:

a. How long has he or she been living here?

Lived in Texas for: Years: Months:

b. What is your parent's or legal guardian's main purpose for being in the state?
 If for reasons other than those listed here, give an explanation in the "General Comments" box at the end of the "General Comments" box at the end of the residency section of this application.

- ☐ Go to college ☒ Establish/Maintain a home ☐ Work Assignment

1. If parent is a US Citizen/Resident select **yes**, if parent is not refer to **Figure 23**.

2. If parent lives in Texas select **yes**

3 a. Have student type in the number of years parents have been living in the State of Texas

3 b. Select "Establish maintain a home"

Figure 25

6. For the past 12 months:
- a. Has your parent or legal guardian been gainfully employed in Texas? - **REQUIRED**
- ☒ Yes ☐ No
- b. Has your parent or legal guardian received primary support from a social service agency? - **REQUIRED**
- ☐ Yes ☒ No

6 a. If parent works in the state of Texas, select yes.

6 b. If parent has received primary support from social service agency, select yes.

For more information, click on link below.

<https://www.socialworkers.org/LinkClick.aspx?fileticket=cPGKXbFAxsw%3D&portalid=0>

7. Is your parent or legal guardian married to a person who could claim "yes" to any part of question 6 or (6)? - **REQUIRED**
- ☐ Yes ☒ No
- a. If yes, indicate which question could be answered "yes" by your parent or legal guardian's spouse:
- Select
- b. How long has your parent or legal guardian been married to the Texas Resident?
- Married to TX resident for: Years: Months:

Figure 26

7. If parent or legal guardian married a person who answered yes to questions 6 a and b, select yes.

If student selected No for question 1 in Figure 25, it prompt them to filling out the "Non-US Citizen parent/guardian information below"

residency information

[delete residency answers & start over](#)

Residency Information

1. Is the parent or legal guardian upon whom you base your claim of residency a U.S. Citizen? - **REQUIRED**
- ☐ Yes ☒ No

1 a. Select yes/no if parent or legal guardian claim permanent residency of the US.

Non-U.S. Citizen parent/guardian information

a. If not, is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident of the U.S.?

☐ Yes ☒ No ☐ Reset answer-Not Applicable

b. Is this parent or legal guardian a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (Your parent or legal guardian should have received a fee/filing receipt or Notice of Action (I-797) from USCIS showing your I-485 has been reviewed and has not been rejected.)

☐ Yes ☒ No ☐ Reset answer-Not Applicable

c. Is this parent or legal guardian a foreign national here with a visa eligible to domicile in the United States or is he/she a Refugee, Asylee, Parolee or here under Temporary Protective Status?

If so, indicate which:

Figure 27

1 b. If parent has submitted a residency application, select yes and leave question 1c blank.

1 b. If parent has not submitted a permanent resident application, select no and proceed to question 1 c.

1 c. If students know answer to question, have them select it, if not select "None of the above" from the

If student does not claim US Residency in their student profile (Figure 2) the screen below (figure 28) will appear

Page 4 of 5

preliminary visa information

Immigration Status

If you are admitted, additional information regarding your immigration status is required. Upon submission of your electronic application, you will be sent a "Certification of Financial Responsibility" form to complete and return to the school to which you are applying. If you are, or will be, in F-1 or J-1 status, evidence of adequate financial support is required for issuance of an immigration document (Form I-20 or Form DS-2019).

Are you currently residing in the U.S.? - **REQUIRED**

☐ Yes ☐ No

If student currently resides in the US, select yes.

If you will require a change in your visa status, what type of visa is expected?

☐ Student (F-1) Visa ☐ Exchange (J-1) Visa

If students selects yes, refer to figure 29.

Expected source of financial support if you are, or will be, in F-1 or J-1 status

☐ Personal or family funds
☐ Government or private sponsor (include full name of sponsor below)
☐ Other (please specify source below)

If student does not live in the US, select no, scroll down and "save

What is your marital status?

☐ Married ☐ Single

Figure 28

Please answer questions in Figure 29, to the best of the student's ability.

Current U.S. residents complete the following

If you are currently residing in the U.S., please select your current visa type: - **REQUIRED**

Immigration Visa Type

Other Visa Type (if not listed above)

If student does not have a visa type, select "none of the above" option from the drop down menu.

If an expiration date is indicated on your form I-94, please enter it:

Expiration Date /

Will you require a change in your visa status? - **REQUIRED**

☐ Yes ☐ No ☐ Unsure

If student will require a change in their visa status after graduation select no, if unsure, select unsure.

If you are already in the U.S., do you plan to leave the U.S. before enrolling at the university to which you are applying?

☐ Yes ☐ No

If yes, approximate date of travel /

Figure 28

Scroll down and "save changes". No further information is needed in this screen.

Type in any general comments, if any.

Page 4 of 5

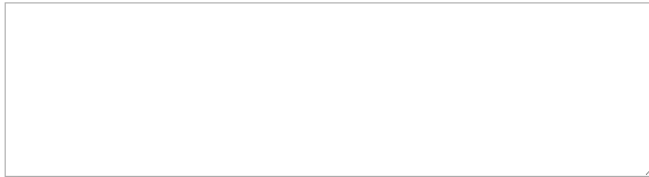
residency information

[delete residency answers & start over](#)

Residency Information

General Comments

Is there any additional information that you believe your college should know in evaluating your eligibility to be classified as a resident? If so, please provide it below. **A maximum of 10 lines will be sent.**



[save and continue to next question](#)

Click

Figure 29

Residency Information

Residency Section Complete

You have completed the residency section of this application. The answers you provided are displayed below. If you would like to delete the answers you have provided and start over, please use the button above.

After reviewing your answers, please use the [save page & continue with application](#) button at the bottom of this page to continue your application.

Figure 30

Before submitting student must answer "Custom questions" for our institution

Page 5 of 5

custom questions for this institution

This page will continue to appear until all questions have been acknowledged or saved and the page has been saved.

[Step-by-Step Instructions](#)

This page contains questions particular to the University and/or major to which you are applying. You must provide an answer for all REQUIRED questions and acknowledge, or save, optional questions. When all questions have been saved, save the page as a whole to continue with your application.

Gender – **REQUIRED**

Please indicate your gender:

☒ Female
☐ Male

Answer

save, acknowledge question

Save this question and remain on this page

Click

Figure 31

custom questions for this institution

This page will continue to appear until all questions have been acknowledged or saved and the page has been saved.

Step-by-Step Instructions

This page contains questions particular to the University and/or major to which you are applying. You must provide an answer for all REQUIRED questions and acknowledge, or save, optional questions. When all questions have been saved, save the page as a whole to continue with your application.

Gender successfully saved

Engineering Academy – REQUIRED

Are you interested in applying to the TAMU Chevron Engineering Academy?

☐ Yes

☐ No

Answer

save, acknowledge question

Save this question and remain on this page.

Click

Figure 32

custom questions for this institution

Engineering Academy successfully saved

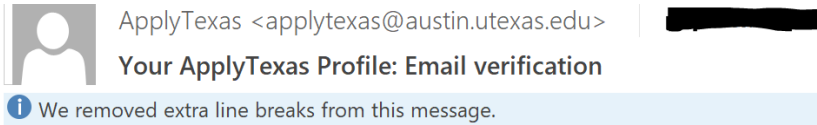
save and complete this page

Save this question and page and continue with your application.

Click

Figure 33

You will need to log in to the email used to create your profile. See a copy of



Hello [REDACTED]

You are receiving this message because you have recently created a new account or entered a new email on an ApplyTexas profile.

Please visit the following link to verify your email address:
https://www.applytexas.org/adappc/gen/verify.WBX?s_ticket=7765A8FB68799AF80979F1FF619A9761E8C3&s_user_id=delu3232



Figure 34

Once you click on the link it will take you to applytexas in which you will type in your email address and click on continue

A screenshot of the ApplyTexas email verification page. The page has a dark blue header with the ApplyTexas logo and navigation links. The main content area is white and contains the title "ApplyTexas email verification", a sub-instruction, an email input field, and a "Continue" button. A blue arrow with the word "Click" points to the "Continue" button. The footer contains the date "Last updated June 14, 2017" and links for "Privacy", "Web Accessibility", and "FAQ".

Figure 35

Go back to your original tab in which you will read boxes below, and check each box before proceeding

certification and payment information

certification of information - **REQUIRED**

You are required to read the statements below. By checking the box next to the statement you are agreeing to the terms and conditions laid out in the statement. If you do not check the box next to the statement, you will not be allowed to complete or submit this application.

You may wish to print this page for your own records; however, we ask that you not send in a printout of this page to the institution to which you are applying.

**CHECK ALL
BOXES**

☒ Notification of Rights under Texas Law: Information collected about you through this application may be held by any institution of higher education to which you apply. With few exceptions, you are entitled on your request to be informed about the collected information. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under section 559.004 of the Texas Government Code, you are entitled to correct information held by an institution that is incorrect. You may correct information held by any institution to which you apply by contacting the institution. The information that is collected about you will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time. The Texas Higher Education Coordinating Board, or its authorized representative(s), has permission to contact you regarding your ApplyTexas application and/or regarding related educational outreach purposes (including, for example, to make you aware of financial aid opportunities) using any of the contact information for communication methods (email, mail, phone, cellular, text message, or automated telephone dialing equipment). Your information will not be sold for commercial purposes.

☒ I certify that I have read and understand the [New Requirements and Important Information about Bacterial Meningitis](#)

☒ If my application is accepted, I agree to abide by the policies, rules and regulations at any college to which I am admitted. I authorize the college to verify the information I have provided. I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action. I understand that officials of my college will use the information submitted on this form to determine my status for residency eligibility. I authorize the college to electronically access my records regarding the Texas Success Initiative. I agree to notify the proper officials of the institution of any changes in the information provided.

financial aid information

You must apply for financial aid separately. You can [apply for financial aid online](#). Contact the institution's financial aid office directly for more information.

non-discrimination clause

Admission to any of the Texas institutions of higher education and any of their sponsored programs is open to qualified individuals regardless of race, color, gender, sexual orientation, creed, age, national origin or disability.

application fee information

No information on the application fee is available for this university and semester.

save and proceed to application submission

Click

Figure 36

Student application will not be submitted if they do not click on “submit

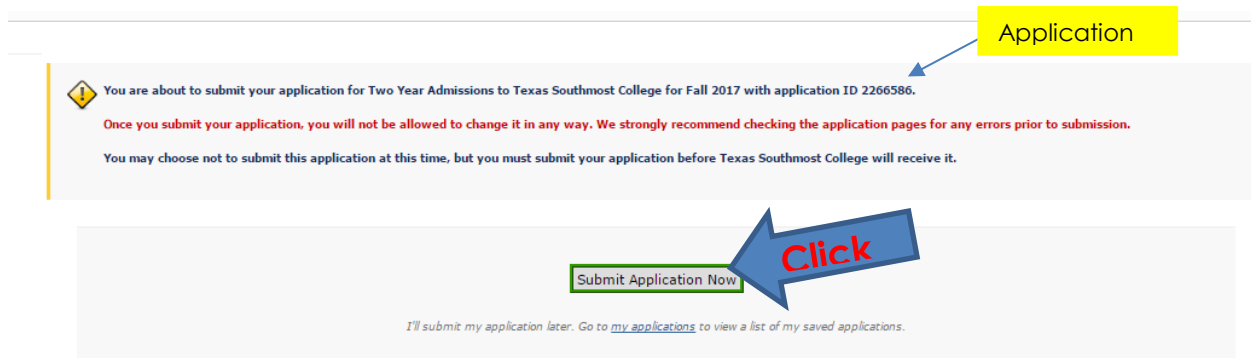


Figure 37

APPENDIX D - Billing for Dual Credit Courses

Billable Items

Texas Southmost College bills partnering school districts for the following charges at the end of each semester:

- A \$5 documentation fee for each student enrolled in dual credit classes each semester. Billing of the documentation fee will be based on student rosters as of the Official Record Date for each semester.
- Reimbursement for TSC faculty teaching dual credit courses. All compensation will be made at the then-current adjunct rate.
- Mileage compensation reimbursement for TSC full-time faculty teaching dual credit courses on high school campuses. Mileage will be calculated for only that portion of travel required to reach the high school campus, and will be paid at the then-current rate established by the Texas Comptroller of Public Accounts.

Process Steps

1. The Office of Institutional Planning, Research, and Effectiveness compiles a list of students enrolled in dual credit courses from each school district, based on official reports of class enrollment as of the Official Records Date for the semester.
2. The HSPS Office prepares quotes for each school district from the enrollment reports provided by the Office of Institutional Planning, Research, and Effectiveness, and forwards them to the Vice President of Instruction for approval.
3. Approved quotes are forwarded to the Department of Business Services for processing, and are then sent to the individual school districts.

APPENDIX E - Dual Credit Adjunct Faculty Selection Process

While Texas Southmost College makes every attempt to support requests for faculty from its partnering school districts, many times there is a lack of available adjunct faculty to meet the high demand for dual credit courses. For this reason, TSC encourages its partnering school districts to identify qualified instructors from among their own faculty to be approved to teach dual credit courses for TSC.

The review process and standards for approving ISD instructors to teach dual credit classes will be identical to those for adjunct faculty hired to teach on the TSC campus. The process for securing approval for these faculty members to teach dual credit courses for TSC is as follows:

1. High schools with faculty possessing the required credentials to teach college-level courses (See Faculty Qualifications, above) will identify them on the Semester or Yearlong Course Request Form for the semester in which they want them to teach, placing a 'Y' in the "**New Faculty?**" column of the form.

Note: The foregoing also applies to previously-approved instructors who are being assigned to teach a course which they have not previously taught for dual credit (e.g. A Biology instructor being assigned to teach a section of Anatomy and Physiology, or an English instructor being assigned to teach a Speech class).

2. The TSC HSPS Office will consolidate course requests from all partnering school districts, identifying all requests for the review of new faculty, and will forward a consolidated course request to the academic deans.
3. Academic deans with responsibility for the courses requested will coordinate with the TSC Human Resources Office to have dual credit adjunct faculty positions posted on the TSC website for all academic disciplines related to requests for new faculty. The TSC HSPS Office will inform partnering school districts when the positions have been posted.
4. Prospective dual credit adjunct faculty must complete an online application for the position corresponding to their respective disciplines and provide the following documents as attachments:
 - Letter of Interest
 - Résumé/Curriculum Vitae
 - Transcripts documenting appropriate education

NOTE: Unofficial transcripts may be submitted with the application, but official transcripts must be sent directly from the issuing institution and be received by the TSC office of Human Resources prior to first day of employment.

5. Department chairs with responsibility for the disciplines in question will review applications to determine if applicants are qualified based on their academic credentials and experience. Qualified applicants will then be interviewed and recommended for hire (or not) based on their performance during the interview and on the responses of three references regarding the attributes and work performance of the applicants.

6. Approved applicants will be contacted by the TSC Human Resources Office and must complete the I-9 Employment Eligibility Verification form and provide supporting documentation before they will be allowed to teach.
7. After initial approval, dual credit adjunct faculty may continue teaching dual credit courses without the need for further approval, provided that the following conditions are met:
 - Dual credit adjunct faculty teach at least one dual credit course each academic year. Dual credit adjunct faculty who have not taught a college-level course for 13 consecutive months will be removed from the adjunct faculty pool and must re-apply if they wish to teach again.
 - The dual credit courses assigned are the same as those originally requested when the dual credit adjunct faculty member was approved to teach dual credit courses.
 - The dual credit adjunct faculty member complies with all departmental requirements, policies, and procedures, and exercises his/her teaching responsibilities in a creditable manner.

Note: Initial approval to teach does not guarantee that a dual credit adjunct faculty member will automatically be approved to teach in subsequent semesters. Approval to teach dual credit courses is subject to the professional discretion of the department chair responsible for the courses in question, based on the performance of the instructor in question.

APPENDIX F - Texas Education Code § 51.907

Sec. 51.907. LIMITATIONS ON NUMBER OF COURSES THAT MAY BE DROPPED UNDER CERTAIN CIRCUMSTANCES.

- (a) In this section, "governing board" and "institution of higher education" have the meanings assigned by Section 61.003.
- (b) This section applies only to an undergraduate student who drops a course at an institution of higher education and only if:
 - (1) the student was able to drop the course without receiving a grade or incurring an academic penalty;
 - (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and
 - (3) the student is not dropping the course in order to withdraw from the institution.
- (c) Except as provided under rules adopted under Subsection (d), an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education, under circumstances described by Subsection (b).
- (d) The governing board of an institution of higher education may adopt a policy under which the maximum number of courses a student is permitted to drop under circumstances described by Subsection (b) is less than the maximum number of courses that a student may drop under Subsection (c).
- (e) The Texas Higher Education Coordinating Board shall adopt rules under which an institution of higher education shall permit a student to drop more courses under circumstances described by Subsection (b) than the number of courses permitted to be dropped under Subsection (c) or under a policy adopted under Subsection (d) if the student shows good cause for dropping more than that number, including a showing of:
 - (1) a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
 - (2) the student's responsibility for the care of a sick, injured, or needy person if the provision of care affects the student's ability to satisfactorily complete a course;
 - (3) the death of a person who:
 - (A) is considered to be a member of the student's family under a rule adopted under this subsection for purposes of this subdivision; or

(B) is otherwise considered to have a sufficiently close relationship to the student under a rule adopted under this subsection that the person's death is considered to be a showing of good cause; or

(4) the active duty service as a member of the Texas National Guard or the armed forces of the United States of:

(A) the student; or

(B) a person who is considered to be a member of the student's family under a rule adopted under this subsection for purposes of this subdivision.

(f) In determining the number of courses dropped by a student for purposes of this section, a course, such as a laboratory or discussion course, in which a student is enrolled concurrently with a lecture course is not considered to be a course separate from the lecture course if:

(1) concurrent enrollment in both courses is required; and

(2) in dropping the lecture course, the student would be required to drop the laboratory, discussion, or other course in which the student is concurrently enrolled.

Added by Acts 2007, 80th Leg., R.S., Ch. 546 (S.B. [1231](#)), Sec. 1, eff. June 16, 2007.

APPENDIX G - ACADEMIC AGREEMENT

ACADEMIC AGREEMENT

**For the Award of Dual Credit
between
Texas Southmost College
and
[REDACTED]**

Pursuant to the rules of the Texas Higher Education Coordinating Board as set forth in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, and Chapter 9, Subchapter H, *Texas Southmost College (TSC)* (hereinafter “College”) and the *South Texas Independent School District (STISD)* (hereinafter “School District”), hereby enter into a partnership in which TSC agrees to collaborate with STISD to provide academic and technical instruction to eligible students of the South Texas Consolidated School District for immediate award of both college and high school credit (hereinafter “Dual Credit Program”). If a School District offers dual credit as part of an approved early college education program established under TEC Section 29.908 or an early college program as defined in Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.83, then the provisions under Annex A apply.

1. Purpose of Academic Agreement and Incorporation of the Dual Credit Manual

The purpose of this academic agreement (hereinafter “agreement”) is to memorialize the terms of the Dual Credit Program entered into by the Parties, and to outline the roles and responsibilities of each party to comply with all laws, rules, and regulatory guidelines pertaining to the Dual Credit Program. This agreement is intended to facilitate cooperation between TSC and the School District in implementing this Dual Credit Program, and shall be construed to ensure compliance with all applicable state laws and rules by the Parties at all times.

The terms of the TSC Dual Credit Manual (hereinafter “Manual”) are hereby incorporated as expressly provided by this Agreement. In addition, applicable terms of the Manual shall apply to the Program to the extent that they do not conflict with the express terms of this Agreement.

2. Goals of the Dual Credit Program

In accordance with the provisions of Texas Education Code, Section 28.009 (b-1) and (b-2), TSC and the STISD jointly agree to establish and support the following goals for the dual credit program, in alignment with the goals established by the State of Texas:

- a. Goal 1:** TSC and the STISD will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies, including the following:
 - i. TSC and the STISD will collaborate to host information sessions for students and parents concerning dual credit opportunities, benefits and cost.
 - ii. TSC and the STISD agree to maintain the most current information on their respective webpages concerning the dual credit program, including enrollment and fee policies.
 - iii. TSC agrees to provide appropriate training to the high school and middle school counselors of the STISD on all pertinent aspects of the dual credit program at least once each academic year.

- iv. TSC and the STISD agree to collaborate on the marketing of the dual credit program, and to guarantee the proper use of all branding of the other institution in any marketing or promotion of the program.
 - v. The parties jointly agree to maintain documentation summarizing the collaboration and outreach efforts of TSC and STISD such that it will be readily available and to post it as appropriate.
- b. Goal 2:** TSC and the STISD will assist high school students in the successful transition to and acceleration through postsecondary education. In support of this goal, TSC and the STISD agree to collaborate to jointly monitor the following quality indicators:
- i. Analysis of measures for enrollment in and persistence through postsecondary education, disaggregated by student sub-population.
 - ii. Student enrollment in postsecondary education after high school.
 - iii. Time to degree completion.
 - iv. Semester credit hours to degree.
- c. Goal 3:** TSC and the STISD will strive to ensure that all dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.
- i. Analysis of measures for enrollment in and persistence through postsecondary education, disaggregated by student sub-population.
 - ii. Student enrollment in postsecondary education after high school.
 - iii. Time to degree completion.
 - iv. Decrease in excess number of semester credit hours beyond required hours to degree completion.
- d. Goal 4:** TSC and the STISD will collaborate to ensure that the quality and rigor of dual credit courses are sufficient to ensure student success in subsequent courses. In support of this goal, TSC and the STISD agree to jointly monitor student performance in subsequent course work.

3. Eligible Courses

- a.** In accordance with Rule 4.85 of Title 19 of the Texas Administrative Code (TAC), TSC may offer the following types of courses for dual credit:
- i. Courses that are in TSC's Core Curriculum (available on the TSC website);
 - ii. Courses in an active field of study curriculum (developed by the Texas Higher Education Coordinating Board under Section 61.823) or program of study curriculum (developed by the Texas Higher Education Coordinating Board under Section 61.8235);
 - iii. Career and Technical Education (CTE) courses that apply to any certificate or associate's degree offered by the institution providing credit including: (a) Courses contained in the Workforce Education Course Manual (WECM); and (b) Courses within the following rubrics contained in the Lower Division Academic Course Guide Manual (ACGM): ACCT (Accounting); AGRI (Agriculture); ARCH (Architecture); BCIS (Business Computer Information Systems); BUSI (Business); COSC (Computer Science); CRIJ (Criminal Justice); ENGR

- (Engineering); ENGT (Engineering Technology); FORE (Forestry); FORS (Forensic Science); HORT (Horticulture); RNSG (Nursing);
 - iv. All courses taken by students who are enrolled in approved Early College High Schools with the exception of physical education courses taken by high school students for high school physical education credit; and
 - v. Foreign language courses.
- b. Academic transfer courses must be identified as college-level academic courses in the current edition of the Texas Higher Education Coordinating Board's (THECB) Lower Division Academic Course Guide Manual (ACGM), must be in the approved course inventory of TSC, and must be approved for dual credit by TSC.
 - c. Technical dual credit courses must be identified as college-level workforce education courses in the current edition of the Texas Higher Education Coordinating Board's (THECB) Workforce Education Course Manual (WECM), must be in the approved course inventory of TSC, and must be approved for dual credit by TSC.
 - d. Neither remedial nor developmental courses may be offered for dual credit.
 - e. A course equivalency crosswalk listing the course prerequisites, class capacities and the number of credits that may be earned for each course completed is provided in Appendix B to this agreement.

4. Student Eligibility

- a. Only School District students who meet the applicable eligibility requirements to participate in academic or technical courses that qualify for dual credit from both the South Texas Consolidated School District and TSC may be enrolled in Dual Credit Programs. Rules governing admissions and eligibility criteria are contained in Section II of the Dual Credit Manual.
- b. Dual credit students may only take courses for dual credit which are listed in the programs of study for their declared majors, to include any required prerequisites or co-requisites. However, students declared in certificate programs for career and technology education programs may take up to 15 semester credit hours (SCH) of academic transfer courses in addition to their CTE courses, as follows:
 - i. English Composition I,
 - ii. a Mathematics/Natural Science elective course,
 - iii. a Social/Behavioral Science elective course,
 - iv. a Humanities/Creative Arts elective, and
 - v. an elective course in Speech.

5. Location of Class and Class Composition

Dual credit courses may be taught on the TSC or STISD high school campus. Dual credit courses taught at the STISD high school campus shall comply with the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter E.

Dual credit courses may consist of dual credit students only or of dual and college credit students.

6. Faculty Qualifications, Selection, Supervision, and Evaluation

- a. TSC shall select, supervise, and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus.
- b. Dual credit courses may be taught only by a qualified instructor who possesses the credentials and qualifications to teach in the discipline as determined by TSC policy DBA (Local).
- c. Instructors teaching dual credit courses shall be either:
 - i. Regularly employed TSC faculty members (hereinafter “College Faculty Members”); or
 - ii. Teachers employed by the School District who meet the same credentialing and qualification standards used by TSC to select faculty responsible for teaching the equivalent course at the TSC main campus (hereinafter “Dual Credit Adjunct Faculty”).
- d. TSC will ensure that all full-time and adjunct College Faculty Members have passed state and national criminal background checks prior to authorizing them to teach dual credit courses.
- e. Dual Credit Adjunct Faculty are expected to comply with responsibilities outlined in Section III of the Dual Credit Manual, as well as the reasonable requests of their respective department chairs.
- f. The School District will allow release time from school district duties in order to allow Dual Credit Adjunct Faculty to attend up to two (2) scheduled professional development days per academic year. The College will reimburse the district for costs associated with arranging substitute teachers to cover instructional time, as necessary.
- g. Dual Credit Adjunct Faculty will be evaluated by their respective TSC department chairs or Deans a minimum of once per academic year, in the same manner that all TSC faculty are evaluated. Results of the evaluation will be shared with the evaluated instructors and will be provided to the School District upon request.
- h. Initial approval to teach does not guarantee that a Dual Credit Adjunct Faculty member will automatically be approved to teach in subsequent semesters. Approval to teach dual credit courses is subject to the professional discretion of the department chair responsible for the courses in question.

7. Course Curriculum, Instruction, Grading, and Materials

- a. Designated personnel of each party shall be responsible for monitoring the quality of instruction to assure compliance with this Agreement and all applicable standards established by the State of Texas, SACSCOC, Texas Southmost College, and the School District, as applicable.
- b. Each institution is responsible for ensuring the academic integrity of dual credit courses by fulfilling all course requirements and agreements. In compliance with TAC Section 4.85(f), TSC shall ensure that a dual credit course and the corresponding course offered at the TSC campus are equivalent with respect to curriculum, instruction, and method/rigor of student evaluation.

- c. Dual Credit Adjunct Faculty are expected to adhere to the departmentally-approved syllabus for each dual credit course taught to ensure that the course taught for dual credit is the same as that offered on the TSC main campus.
- d. Textbooks must be college-level texts approved by TSC prior to use. College-approved textbooks purchased by the School District may be used for a minimum of three (3) years from the date of initial purchase. Textbooks required for a dual credit course may not be shared among multiple students, and students must be allowed to use them both in and out of class, as would any College student studying at the TSC main campus.
- e. All instructors teaching dual credit courses must adhere to the grading system published in the TSC Catalog when assigning course grades in the TSC Online system. TSC will provide associated numerical grades to School Districts for the purposes of class ranking calculations, on request.
- f. The provisions of Section III of the Manual, Instruction, include additional applicable provisions that will apply to course curriculum, instruction, grading and materials for each class taught.

8. Enrollment Including Admissions and Registrations

The School District will designate a person who shall be responsible on its behalf for the coordinating and tracking of students' admission applications and requirements, as well as registration procedures, to ensure that admission and registration occur in accordance with the established deadlines set forth by TSC. The individual will collaborate with TSC's HSPS Office on all issues regarding admissions, enrollment, monitoring, withdrawals, grading, and reporting.

9. Awarding of Credit and Student Withdrawals

- a. College credit awarded for dual credit courses shall be transcribed upon a student's completion of the course/s in which the student is enrolled each semester.
- b. Additions, drops, and withdrawals for dual credit courses will be processed using the guidelines set forth in Section II of the Dual Credit Manual and by the applicable date published in the academic course schedule for the semester.

10. Provision of Student Learning and Support Services

- a. Dual credit students will be given access to the same academic and support services and resources as are available to other TSC students enrolled in corresponding courses on the TSC campus.
- b. A brief description of the academic support and guidance available to dual credit students follows:
 - i. Academic Advising: Dual credit students may arrange to meet with an academic advisor virtually or on campus at the Oliveira Student Services Center for specific information regarding various programs of study.
 - ii. Counseling: Confidential counseling with a full-time licensed professional counselor is available by appointment to dual credit students virtually or on

campus at the TSC's Lightner Center.

- iii. Tutoring Services: Dual credit students have access to tutoring: (a) face-to-face with TSC peer tutors and (b) 24/7 online tutoring via the Brainfuse online tutoring platform. TSC peer tutors are trained and certified according to the College Reading and Learning Association's International Tutor Training Program, ensuring excellent service for dual credit students. Face-to-face and online tutors assist students with a variety of topics, including Composition, College Algebra, Anatomy and Physiology, Government, and Psychology, to name a few. Tutors can also help students develop good study skills, so they may have the tools and strategies necessary to be independent learners. In addition to tutoring services, dual credit students also have access on campus to computers, calculators, charging stations, study rooms, and printing services.
- iv. Library Resources: Dual credit students have full access to the TSC Digital Library located on the TSC campus. The Digital Library offers computers for student and faculty use, group and quiet study, printing, research assistance, technical aid and more. The Library web page provides access to thousands of scholarly journals and e-books, all available to the TSC community 24/7 from any location worldwide.

In addition, TSC continues to offer shared library services with the University of Texas Rio Grande Valley (UTRGV). The UTRGV Library staff is available to all dual credit students via chat, phone, email or in person at any of the three library buildings on the UTRGV campuses. The UTRGV shared library offers access to more than 538,371 circulating books; 9,824 audio/visual items, including CDs, DVDs, and LPs; over an estimated one million items in the archives and special collections; and a thousand individually purchased periodical titles in print, microfilm, and online.

11. Funding Provisions

- a. In order to make the attainment of college credit as accessible as possible for students and their families, tuition and lab fees, as applicable, for all School District students who are accepted for enrollment in Dual Credit Programs will be waived by TSC.
- b. The School District will be responsible for the following non-course based fees:
 - i. A non-refundable \$5.00 Records Fee payable by the School District to TSC.
 - ii. Fees for liability insurance required by certain programs, as identified in the Dual Credit Manual.
 - iii. Testing fees for certain national and state-level industry certification exams (e.g., ASE, ICAR, EPA, etc.) embedded in Career and Technology courses, as identified in the Dual Credit Manual.
 - iv. A Distance Education Fee for courses taught via teleconference, videoconference or other distance learning technology.
- c. The cost of supplying all textbooks and instructional supplies required for use in dual credit courses will be the responsibility of the School District.
- d. Unless otherwise agreed in writing and signed by both parties, TSC will pay a stipend of \$600 per lecture class section and \$200 per lab section taught by a Dual Credit Adjunct Faculty member for class sections that meet the minimum enrollment levels set forth in

Section III of the Manual. Enrollment levels shall be determined using the class enrollment as of the applicable TSC Census Date.

- e. TSC shall be responsible for payment of all College Faculty Members who teach a dual credit course. However, the school district is responsible for reimbursing TSC for all costs (e.g., adjunct fees and mileage reimbursement) paid to College Faculty Members who teach dual credit courses or provide other services as provided in Section III of the Dual Credit Manual.
- f. 30 days prior to each semester, the Parties shall agree in writing as to:
 - i. The instructors who will teach each dual credit class section during each semester offered as a Dual Credit Program course pursuant to this Agreement, and
 - ii. Any additional expenses to be assumed by either party for any class section to be taught for that semester.

12. Academic Policies

All academic policies applicable to courses taught at TSC shall also apply to dual credit courses. One exception involves Student Academic Standing; TSC's policy on Satisfactory Academic Progress shall not apply to Dual Credit Program students until they matriculate to TSC as a regular full-time or part-time student.

13. Family Educational Rights and Privacy Act

For the purpose of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), TSC hereby designates the School District as a college official with a legitimate educational interest in the educational records of the Students who participate in the Dual Credit Program to the extent that access to the records are required by the School District to carry out the Program; and the School District hereby designates TSC as a school official with a legitimate educational interest in all educational records of the Students who participate in the Dual Credit Program to the extent that access to the records are required by TSC to carry out the Program. Both Parties agree to maintain the confidentiality of the educational records in accordance with the provisions of FERPA.

14. Term, Effective Date and Termination

The effective date of this Agreement is <Date>. This Agreement shall continue from year to year unless: federal or state regulations necessitate a change, or either party provides the other with at least sixty (60) days prior written notice of intention to terminate. If such notice is given, this Agreement shall terminate on (a) the sixtieth day after the notice is received at the end of such sixty (60) days; or (b) the date on which all students enrolled in dual credit courses at the time that such notice is given have completed those dual credit courses, whichever event occurs last.

15. Signatures

The terms and provisions, as outlined above, are true and exact to the best of the knowledge by the parties whose signature appear below and their assignees. Any changes in this Agreement must be in writing and signed by both Parties.

Signature

Signature

Dr. Jesus Roberto Rodriguez
President
Texas Southmost College

Date


Superintendent


Date