



**Memorandum of Understanding  
Tyler Junior College and Rusk Independent School District  
Academic Year 2024-25**

This Memorandum of Understanding is hereby entered into by and between Tyler Junior College, a political subdivision, (hereinafter called "the College" or TJC), acting by and through its President; and Rusk Independent School District, a Texas public subdivision (hereinafter called "the School District" or "the District"), acting by and through its Superintendent.

**I. PURPOSE** The purpose of this Memorandum of Understanding (MOU) is to facilitate cooperation between TJC and the School District in the provision of dual credit courses for eligible students and the TJC Promise Program. Operational policies and procedures are contained the in the *Dual Credit and ECHS Procedures Manual*.

**II. STATE GOALS**

Tyler Junior College will establish and implement measures to collect and analyze data by subpopulations in order to meet the following statewide goals as required by HB 1638 and agreed upon by TEA and the THECB. HB 1638: Statewide Dual Credit Goals

**GOAL 1:** Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.

**Measures of Implementation:** Documentation summarizing collaboration and outreach efforts of IHEs and secondary school partners will be readily available and posted.

- Collaborate with high school partners to offer dual credit and early college high school information sessions for parents and students.
- Provide a student/parent guide for dual credit on the TJC website.

**GOAL 2:** Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.

**Metric:** Analysis of measures in enrollment in and persistence through postsecondary education, disaggregated by student population.

- Collect and analyze persistence data from National Student Clearing House, disaggregated by student population.
- Collect and analyze enrollment data as it pertains to TJC dual credit students and transition into postsecondary education.

**GOAL 3:** All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.

**Metric:** Analysis of measures in enrollment and degree completion, disaggregated by student subpopulation.

- Collect and analyze student completion data, including time to completion, total number of SCH attempted and completed.

**GOAL 4:** The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.

**Metric:** Analysis of performance in subsequent coursework.

- Evaluate general education assessments for ENGL 1301, ENGL 2332, HIST 1301 and HIST 1302 and disaggregate by dual credit, early college and traditional students.

### III. STATEMENT OF GENERAL DUTIES AND OBLIGATIONS

#### A. GOVERNANCE

1. **TEXAS ADMINISTRATIVE CODE:** Governance of the **SCHOOL DISTRICT** is provided in Texas Administrative Code (TAC), Title 19, Part 1, Chapter 4, Subchapter D.  
TAC, Title 19, Part 1, Chapter 4, Subchapter D

College readiness standards and exemptions, exceptions and waivers are found in Subchapter C:  
TAC, Title 19, Part 1, Chapter 4, Subchapter C

2. **ACCREDITATION:** Tyler Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, associates, and baccalaureates. Questions about the accreditation of Tyler Junior College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

In addition to maintaining accreditation with SACSCOC, Tyler Junior College is governed by the Texas Higher Education Coordinating Board and must comply with applicable sections of the Texas Administrative Code as well as the Texas Education Code. Failure to comply with Texas Higher Education Coordinating Board or applicable law will result in the loss of status as an off-campus instructional site.

3. **LEADERSHIP TEAM:** A Leadership Team will be developed and comprised of an agreed upon number of representatives of TJC and the School District. The team will work to meet established benchmarks in target population, partnership agreement (MOU), curriculum and student support services, academic rigor and readiness, community partnerships and the college culture, as well as issues of sustainability, including budget and cost arrangements, regional and national partnerships. The Leadership Team may make reports, as requested, to their respective boards.
4. **MESSAGING, LOGO AND WEB GUIDELINES:** When referencing Tyler Junior College dual credit and/or early college high school courses on a public platform, including web, social media, email and/or printed materials, high school partners should provide all messaging/ marketing requests to the Director of School Partnerships. Approvals of all requests will be provided by the TJC Marketing department. TJC maintains control of messaging regarding its programs, degrees and certificates, and courses. Logos should follow the guidelines found at: [www.tjc.edu/marketing](http://www.tjc.edu/marketing).
5. This Agreement does not create a partnership or a joint venture between the parties hereto, nor does it authorize either party to serve as the legal representative or agent of the other. Neither party will have any right or authority to assume, create, or incur any liability or any obligation of any kind, expressed or implied, against or in the name of or on behalf of the other party.

#### B. LOCATION OF CLASSES

Dual credit courses may be taken at a TJC site, online, or at the high school site. In the event of a natural disaster or other emergency, alternative arrangement will be coordinated between TJC and the District.

Tyler Junior College  
1400 E. Fifth Street  
Tyler, TX 75701

Rusk ISD  
203 East Seventh St.  
Rusk, TX 75785

- C. **INSTRUCTIONAL CALENDAR:** The instructional calendar of the **SCHOOL DISTRICT** will contain and reflect all of the College's major holidays and campus closings. All **SCHOOL DISTRICT** students and

faculty are required to follow the TJC academic calendar and deadlines. The entire college-level course must be taught within the TJC academic term.

- D. FINANCIAL AID FOR SWIFT TRANSFER (FAST):** The FAST program provides funding to participating public institutions of higher education so they can offer dual credit courses to educationally disadvantaged students at no cost to these students. The Texas Education Code (TEC) defines "educationally disadvantaged" as those students eligible for the national free/reduced-price lunch program. A student who meets this requirement in any of the four school years prior to the academic year in which the student is enrolled in the eligible dual credit course may be eligible for the FAST program.

FAST Student Eligibility:

- a. Student must be enrolled in an eligible dual credit course at a public school district or charter school; AND
- b. Student must be taking a course offered through an institutional agreement, as outlined in TAC, Section 4.84, from an institution of higher education that has opted to participate in FAST; AND
- c. Student must have been qualified for free/reduced-priced lunch in any of the four school years prior to the academic year in which they enroll in the dual credit course.

By statute, the FAST program requires that eligible students at participating institutions incur no cost for their dual credit coursework. An eligible student will not pay tuition and fees for an eligible dual credit course. Books, supplies, and other course materials must also be provided at no cost to an eligible student.

The School District must supply TJC with the TSDS IDs for each high school student, in order to administer the FAST program. These IDs and State verification of eligibility are required in order for TJC to waive the tuition for FAST eligible students.

**E. COURSES AND CURRICULUM**

1. **ELIGIBLE COURSES:** Courses offered for dual credit by TJC must be identified as college-level academic courses in the current edition of the *Lower Division Academic Course Guide Manual (ACGM)* adopted by the Texas Higher Education Coordinating Board (THECB), or as college-level workforce education courses in the current edition of the *Workforce Education Course Manual* adopted by the THECB. College courses must be:
  - a. In the TJC core curriculum;
  - b. A career and technical education course (part of a certificate or AAS degree);
  - c. A foreign language course; or
  - d. A field of study (FOS) curriculum.
2. **PROVISION OF ELIGIBLE COURSES:** The school district will provide all courses for high school only credit. The College will provide dual credit courses which have been approved by TJC and the District in the *Annual Course Agreement*. Provided courses shall be evaluated and approved through the College curriculum approval process, and shall be taught at the college-level. All courses offered for dual credit must meet requirements outlined in RULE §4.85 and RULE §4.86 and related to dual credit requirements of Texas Administrative Code. Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit courses. Academic dual credit courses will be applicable to the pursuance of a baccalaureate degree.

3. **COMPOSITION OF CLASS:** Dual credit courses may be comprised of dual credit students only or of dual credit and college credit students. Exceptions for a mixed class that combines college credit and high school credit-only students may be allowed only when the creation of a high school credit-only class is not financially viable for the high school and only under one of the following conditions outlined in the TAC, Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85 listed below:
  - a. If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
  - b. If the high school credit-only students are College Board Advanced Placement students. (ACGM and WECM student learning outcomes for the College course will supersede additional content required for College Board advanced placement exams.)
  - c. If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credits.

**Prior to the School District enrolling non-dual credit high school students in a dual credit course, the School District must submit an annual *Class Composition Form* following the procedures in the *TJC Dual Credit and ECHS Procedures Manual* for approval.**

4. **DEGREE PLAN AND DEFINED SEQUENCE OF COURSES:** The College will approve courses toward Associate of Arts, Associate of Science, and Associate of Applied Science degrees, Occupational Skills Awards (OSA), and Certificates in which dual credit students may enroll. Selected degrees and course descriptions may be found in the TJC Catalog. According to TAC Title 19, Part 1, Chapter 4, Subchapter T, students must file a degree plan after completing 15 or more semester credit hours. The approved courses and crosswalk may be found in Addenda III and IV of this MOU.
5. **COURSES OF STUDY AND CURRICULUM:** TJC and the District shall provide a rigorous course of study that enables a participating student to receive a high school diploma and complete college credits toward the Texas Higher Education Coordinating Board's (THECB) core curriculum as defined by the Texas Administrative Code (TAC Title 19, Part 1, Ch. 4, Subch. B, Rule 4.28), foreign languages, workforce/career certificates and/or degrees, and field of study (FOS) curriculum during grades 9-12. Courses taken for dual credit must apply toward both the college and the high school course of study.
  - a. The DISTRICT will provide students with academic, social, and student support services in the high school course of study.
  - b. The DISTRICT is responsible for ensuring that state course requirements for high school graduation are fulfilled.
  - c. The DISTRICT will provide students access to instructional materials on or before the first-class day according to the College academic calendar.
  - d. The College will provide students with academic and student support services for the college-level course of study.
  - e. The College shall ensure that curricula offered for college credit and comparable courses offered by the College are equivalent with respect to the curriculum, materials, instructional activity, and method/rigor of evaluation of student performance. (TAC Title 19, Part 1, Ch. 4, Subch. G, Rule 4.157)
  - f. The College will regularly update the DISTRICT counselor and principal regarding college curricular changes.
6. **COLLEGE COURSES:**
  - a. Dual credit courses under the governance and assessment of TJC are college-level classes in curricula, content, rigor, grading and weighting, and instruction during the College term, which may provide both college transcript credit and high school credit.

- b. Dual credit courses must follow the TJC departments' established syllabi, as well as the grading/weighting of assignments, exams, labs and projects to maintain the academic integrity and rigor of the college course.
  - c. The School District may not impose additional curricular requirements on the college class or the instructor of record for the college course.
  - d. Dual credit courses use the College's approved learning management system and gradebook. The gradebook must be kept up to date weekly for students to maintain awareness of status in the course.
  - e. All evaluations and observations of TJC College classes and dual credit professors must be completed by a TJC department chair or faculty member designated by the department chair. School District evaluations taking place cannot change the college curriculum, rigor, grading, weighting or pedagogy.
7. **COURSE SUPERVISION AND COMPLIANCE:** Designated TJC personnel will monitor the quality of instruction in order to assure compliance with the standards established by TJC. Regardless of location, dual credit courses will be equivalent in all aspects. Syllabi, course outlines, and departmental requirements will be completed by the College as determined for courses that are offered for college credit. Coursework is expected to be college level; additional assignments to meet the TEKS must not be included in the college grade. All final decisions regarding course rigor, expectations and curriculum will be made by the College. Courses must meet for the required number of contact hours in order to meet State requirements. Contact hours for each course are provided in *Addendum V* of this MOU. All college-level courses will follow the required course maximum enrollment caps as indicated by the department chair governing the course.
8. **TRANSCRIPTION OF CREDIT:** The College and the School District will transcript dual credit courses for both college credit and high school credit, respectively, immediately upon student completion of the performance required in each course and the professor entering grades by the submission deadline.
9. **ADMINISTRATION OF STATEWIDE INSTRUMENTS AND COLLEGE ASSESSMENTS:** The School District shall comply with State Board of Education rules regarding administration of the assessment instruments as required by Education Code, Title 2, Subtitle H, Chapter 39 and shall adopt a policy that requires a student's performance on an end-of-course assessment instrument for a course listed in this subsection in which the student is enrolled when required by the state. In addition, The School District must administer the Texas Success Initiative (TSI) college placement exam beginning with (9<sup>th</sup>) graders to assess college readiness and to enable students to begin college courses based on their performance as soon as students are able to do so.

#### **F. FACULTY**

1. **PROVISION OF FACULTY:** The District will provide instructors and staff for high school credit-only courses conducted at the district. At its discretion, the College will provide instructors, either a high school faculty member who meets TJC credentialing and hiring standards or a TJC faculty member, for all authorized dual-credit courses, provided each class meets the minimum (10) and maximum allotments as indicated in *Addendum V*. Internet sections may be paired with other TJC sections in order to provide the course and faculty. Once the term has begun, School District faculty employed by TJC to teach a dual enrollment or ECHS section may not be reassigned by the high school without prior approval of the academic dean governing the course. Specific faculty may neither be promised by TJC nor requested by the School District.
2. **HIRING AND SELECTION OF FACULTY:** The College shall select and/or approve instructors of all college-level curricula offered for college credit in an Off-Campus Instructional Site. These instructors must be regularly employed faculty members of the College or meet the same standards indicated in the TJC Board Policy Manual (DBA-Regulation). For employees of the

School District, faculty teaching dual credit courses must complete the hiring process at TJC in addition to being hired by the School District. A criminal background check must be provided for all professors as required by Texas Government Code Chapter 411. (TAC, Title 19, Part 1, Ch. 4, Subchapter G, 4.156) TRS benefits for full-time faculty will be provided by the full-time employment institution.

3. **SUPERVISION AND EVALUATION OF FACULTY:** The School District will be responsible for the evaluation, assessment, and approval of teachers and staff for high school credit-only courses. The College shall supervise and evaluate instructors of college-level curricula offered for college credit using the same or comparable procedures used for faculty at the College. (TAC, Title 19, Part 1, Ch. 4, Subchapter G, 4.156)
4. **GOVERNANCE:** Faculty of the College are responsible to the College. Faculty of the School District teaching dual credit courses are responsible to both the College and the School District as follows:
  - a. The College governs the curriculum, content, rigor, textbook, resources, grading/weighting, instruction, and evaluation of college-level teaching.
  - b. The School District governs all non-academic and School District aspects of employment for faculty employed by the district.
  - c. Faculty of college credit courses are required to follow the departmentally established syllabi, timelines and weighting of course assignments/ testing/labs to maintain the integrity of college courses. Dual credit faculty must attend College Department meetings as required by the Department Chair.
5. **HUMAN RESOURCES:** The School District will collaborate with the College to ensure that all School District Faculty applying to teach dual credit courses meet the credential requirements as stated in the College's Board Policy Manual (DBA-Regulation). The School District is required to agree to full information sharing in the event of an investigation of a personnel matter regarding Dual credit Faculty.
  - a. Academic complaints or grievances against any Dual credit faculty member should follow the TJC Grievance policy in the TJC Board Policy Manual (FLDB-Regulation).
  - b. Complaints or concerns against or proposed removals of dual credit faculty teaching a College course are required to be reported to the Director of School Partnerships as well as the appropriate Department Chair, Dean, and the College's Office of Human Resources to the attention of Human Resources Director of Employee Relations, Governance and Compliance for investigation (DL-Regulation).
  - c. The School District will comply with Title IX of the Education Amendments 1972 regulations as stated in the College's Board Policy (DIAA-Legal), Freedom from Discrimination, Harassment, Retaliation and Sexual Misconduct and the School District Title IX policy in resolving complaints.
  - d. TJC will investigate all complaints or concerns that arise in dual credit courses. The College and the School District will work collaboratively and timely to share all information necessary in the event of an investigation of a personnel matter. Ownership of the Title IX investigation will depend on the location in which the incident occurred.
  - e. Reassignment of dual credit faculty for dual credit courses currently being offered, should not impede the progress of the course and should occur only under extreme circumstances with advanced approval from TJC. As the credit granting authority of the college course, TJC retains the right to approve, reassign, and/or end association with credentialed faculty teaching its courses.
  - f. Any termination or suspension of employment with the School District will automatically cause termination or suspension from the College.
  - g. TJC reserves the right to end association with any dual credit professor employed by the School District who refuses to abide by TJC departmental and College standards, who

- continues to exhibit poor performance, receives poor evaluations, and/or violates TJC Board Policy, processes and/or procedures, including, but not limited to DH (Local).
- h. TJC acknowledges and understands that nothing in this MOU is intended to give TJC any authority to employ or release any employee of the School District from the School District, and that any decisions regarding the employment of School District employees may only be made by, and are at the sole discretion of the School District.
6. **PROFESSIONAL DEVELOPMENT FOR DUAL CREDIT FACULTY:** The District and TJC shall provide opportunities for dual credit faculty and higher education faculty to collaborate through planning, teaching, and professional development. The DISTRICT will provide common planning time for dual credit instructional faculty and other appropriate staff, including school leaders and, when possible, higher education faculty. The College requires all dual credit Faculty to complete professional development requirements of Adjunct Faculty in compliance with Board Policy (DK-Regulation). Additionally, dual credit Faculty employed by the School District may be provided by TJC:
    - a. A full-time TJC Faculty mentor to assist with college procedures and standards.
    - b. Annual dual credit professional development sessions.
    - c. Student success data and end of course evaluations in order to improve instructional quality.
  7. **RESPONSIBILITIES OF FACULTY:** All Full-time, adjunct, dual credit faculty must follow the job description and requirements of TJC faculty as designated in TJC Faculty Handbook, including, but not limited to the following aspects:
    - a. **ENROLLMENT REPORTING, VERIFICATION AND ATTENDANCE:** All full-time, adjunct, dual-credit faculty are required to report enrollment according to the TJC Academic Calendar deadline. Enrollment reporting completes verification of rosters for the College. Only students on the College roster will receive college credit for the course. Faculty must verify rosters between the High School and the College. Dual credit faculty must keep accurate records of attendance, including last date of attendance for students who receive a grade of F.
    - b. **INSTRUCTION:** All instruction in the TJC dual credit course will be at a college-level of curriculum, content and rigor and will meet the expectations of the department chair and academic dean. Faculty are required to meet with the department chair to obtain materials, resources, expectations and guidance regarding instruction. Additionally, college-level instruction must meet the learning outcomes as delineated in the Academic Course Guide Manual (ACGM) or Workforce Education Course Manual (WECM).
    - c. **GRADEBOOKS:** Faculty are required to maintain college credit grades in the current gradebook system of the College. Faculty are required to complete TJC's online or face to face gradebook training before classes begin. All full time and adjunct faculty are required to maintain and update accurate grades, on a weekly basis, using the grading rubric set by the specific TJC department. Faculty are required to deliver final grades according to the TJC Academic Calendar.
    - d. **GRADE REPORTING:** All full-time, adjunct, and dual credit faculty are required to report final semester grades according to the TJC Academic Calendar. TJC Faculty are not required to report 6-week or 9-week grades to the District. Faculty must maintain letter and numeric grading for the College and the DISTRICT, respectively. Numeric grades will follow the grading metric outlined in the specific course syllabus.
    - e. **ASSESSMENT REPORTING:** Faculty are required to administer and evaluate student assessment materials, both general education and department level, as well as collect and report data to the respective Department Chair.

- f. **SUBSTITUTE TEACHERS:** In the event that a substitute teacher is needed for more than three consecutive class days, a college credentialed instructor must be provided, according to TJC accreditation requirements. A traditional high school teacher or substitute is not qualified to present college-level material to students.
- g. **SICK LEAVE:** Faculty requiring an absence due to illness should prepare a college-level assignment/project for students to complete in place of a face-to-face class. The assignment should be equivalent in length to a traditional class time. In the event that an extended administrative/FMLA/sick leave of more than 3 days or cumulative absences that extend more than 3 days over a semester involves a SCHOOL DISTRICT employee who teaches TJC dual credit, the faculty member or School District are responsible for informing the appropriate department chair or dean within 24 hours. The steps below must be followed:
  - a. A faculty member who knows of an impending extended leave shall inform the appropriate department chair or academic dean prior to the start of the upcoming term, so that appropriate arrangements may be made.
  - b. A faculty member who knows of an impending leave after the term has begun shall work with the appropriate department chair to find a qualified substitute teacher or method of instruction.
  - c. In the event that the faculty is unable to request a long-term substitute, the SCHOOL DISTRICT is responsible for contacting TJC to request a long-term substitute.

**G. GRADING PERIODS AND POLICIES:** Semester grades and grading policies are outlined in each professor's course syllabus, which meets the requirements of section III.E.6 of this agreement, and posted in the online learning management system as well as on the College website. Dual credit students will be informed by the course instructor regarding academic progress/grade status prior to the Last Day to Drop/Withdraw deadline at the College. Students should speak with the course instructor, request support services, including tutoring, prior to withdrawal from the college course. Dual credit students struggling to maintain a passing grade should weigh the pros and cons of withdrawing from the class. Withdrawal from the college course does not result in a withdrawal from the high school course. District personnel are responsible for advising dual credit students concerning academic progress in the high school component of the program. The School District may request a grade report from students, as needed.

1. **ACADEMIC INTEGRITY AND HONESTY:** All TJC students are expected to do their own work. Plagiarism and/or cheating will not be tolerated and may result in the student being dropped from and/or failing the class. Any student who plagiarizes (claims someone else's work or ideas as their own), commits an act of cheating, colludes in acts of cheating or collaborates on material not intended for collaboration will receive academic disciplinary action according to the professor's syllabus and in accordance with the TJC Student Code of Conduct. Utilizing one's own previous work in a different course, without citation and permission from the current professor, may result in "self-plagiarism" which is also a form of academic dishonesty. Students are responsible for reading and adhering to TJC policies regarding academic integrity, cheating and plagiarism.
2. **FINAL GRADE REPORTS:** All grade reports for students will be produced and disseminated electronically through the student portal of TJC following the end of TJC's academic semester. Semester and cumulative GPAs will be reflected on grade reports. It is the responsibility of the College Registrar to ensure that all applicable security and confidentiality requirements for the reporting and posting of grades and the maintenance of transcripts are met. Grade reports to the School Districts will occur within one week of the end of the semester.
3. **WEIGHTING, GPA, AND ACADEMIC STANDING:** The DISTRICT shall follow School District policy as to the weighting system of college grades for the dual credit student's final high school



grade point average (GPA). Dual credit students are expected to meet academic standards for coursework completed through TJC as defined in the [TJC Catalog](#). Dual credit students placed on Academic Probation may enroll in summer and short-term sessions at their own personal cost for the purpose of raising their cumulative GPA to the level required for Good Standing. Please note: 3- and 4-week terms are instructed at a very accelerated pace and this learning method might not be best for all students.

4. **DEGREE GPA:** The College District degree grade point average (DGPA) will consist of the total coursework counted toward degree eligibility at the College District, excluding courses below the 1000 level. The total number of grade points earned in college-level courses will be divided by the number of semester hours of college-level courses attempted. This GPA will be used for graduation eligibility only.
5. **GRADING METRIC:** TJC utilizes the following grading policy, and provides final grades to the School District. Faculty will maintain letter and numeric grades for use by the College and the DISTRICT, respectively. Numeric grades will follow the grading metric outlined in the specific course syllabus.
  - A 4 grade points per semester hour, an EXCELLENT performance
  - B 3 grade points per semester hour, a GOOD performance
  - C 2 grade points per semester hour, a FAIR performance
  - D 1 grade point per semester hour, a POOR performance, but a passing grade
  - F 0 grade points per semester hour, a FAILING grade
  - I 0 grade points, INCOMPLETE due to illness, unavoidable circumstances, or medical necessity must be completed within 30 calendar days after the beginning of the following long semester (Fall/Spring), or grade will be F
  - W 0 grade points, WITHDRAWN from course without failing, prior to the drop deadline. Drop deadlines are posted in the academic calendar for long semesters, 8- week, 12-week and summer terms.
  - CR Credit by Examination or Advanced Placement; Credit by Articulation Agreement
  - WL Means a "good cause drop." A "D" after a letter grade denotes a development course grade. A "T" after the letter grade denotes a transfer course grade.
6. **UIL ELIGIBILITY:** As the College does not provide six (6) week or nine (9) week grades, the College recommends that the high school review the UIL and TEA rules regarding eligibility of students enrolled in dual credit courses.

#### **H. STUDENT ENROLLMENT AND ACADEMIC POLICIES:**

1. **STUDENT ELIGIBILITY:** A student is eligible to participate in dual credit courses within their declared major upon meeting the minimum passing scores on the assessment instruments as listed in [Texas Administrative Code Title 19, Part 1, Chapter 4, Subchapter D, §4.85](#). No student may be permitted to take a dual credit course who does not meet the eligibility requirements outlined in §4.85. Students who are not college-ready may be eligible for courses which do not require TSI readiness, or may register through the [College Connect Program](#). The School District will provide information to TJC to verify student eligibility to enroll in dual credit courses.
  - a. Tyler Junior College may impose additional requirements for enrollment in courses for dual credit that do not conflict with this section.
  - b. An institution of higher education is not required, under the provisions of this section, to offer dual credit courses for high school students.
  - c. All dual credit students must be enrolled by the first day of classes for each term.
2. **ENROLLMENT PROCESS:** The College will assist with enrollment for all dual credit students eligible for dual credit courses. Dual credit students must follow the College's Admissions,

Advising, and Registration requirements as stated in the TJC Catalog, the TJC Dual Credit and ECHS Procedures Manual, and guidelines found on the TJC Dual Credit and Early College website.

3. **CONTINUED ENROLLMENT:** Continued enrollment in dual credit courses is contingent upon the following:
    - a. A dual credit student will maintain academic standards for coursework completed through TJC according to the TJC Catalog.
    - b. A dual credit student who is indebted to TJC for any reason will not be allowed to register until all financial obligations due to the College are cleared.
    - c. Academic Honesty and Integrity must be maintained in all courses, in order to continue in the dual credit programs.
  
  4. **STUDENT ATTENDANCE POLICIES:** Dual credit students will be required to maintain regular and punctual attendance in class and laboratories to meet the required number of contact hours per semester. Therefore, absences, dismissal of classes, and early release (except in emergency or inclement weather or when related to state-mandated assessment days), are in violation of the contract between the DISTRICT, the College and the Texas Higher Education Coordinating Board (THECB). Students absent from TJC classes due to competitive athletic events and/or competitive academic extracurricular high school activities abide by the same policies as all other TJC students in giving prior notice to the professor and submitting or completing assignments before the absence. TJC Student Handbook
  
  5. **STUDENT CONDUCT:** Dual credit students will be required to adhere to the regulations of the College regarding facilities and equipment usage, TJC and School District codes of conduct and policies, and are subject to appropriate action taken by the School District and the College. TJC Student Handbook
  
  6. **STUDENT COMPLAINTS:** Student Grievance or complaint procedures for handling student complaints, regarding the college course, are applicable to all students including those enrolled in dual credit courses. Dual credit students with complaints shall follow the procedures as stated in the Student Grievance or Complaint Procedures as published in the College Student Handbook.
  
  7. **WITHDRAWAL FROM DUAL CREDIT:** Students withdrawing from a dual credit course must submit a Registration Change Form in order to be dropped from any or all college courses.
- I. STUDENT SUPPORT, TEXTS AND RESOURCES**
1. **SERVICES FOR STUDENTS:** All TJC students, including dual credit students, have access to all forms of student support services. Programs and activities that may be used by dual credit students include:
    - Main Campus**
      - Academic Advising •Academic Success Coaching (QEP) •Apache Access •Apache Alerts and the Immediate Notification System •Career Planning •Technical Assistance Center (walk-in)
      - IT Service Desk (903-510-3269) •Counseling •Degree Works •Disability Services •Google Apps •Office 365 •Canvas •Resources for Online students •Testing Services •Tutoring
      - Vaughn Library/Learning Resource Center •Veteran's Affairs
    - Student Programs and Activities**
      - Athletic Events •Honor Societies •Ornelas Health and Physical Education Center
    - Dual Credit Site**
      - Academic Success Coaching •Apache Access •Apache Alerts and the Immediate Notification System •Apache Access Password Reset (tjc.edu/it) •Degree Works •Distance Education Resources •Google Apps •Office 365 •Canvas •Tutoring •Vaughn Library/Learning Resources

2. **ADVISING:** The College and School District shall offer comprehensive college advising services for all dual credit students consisting of group advising using Degree Works, face-to-face or online advising with the College's advisor, DC Coordinator, and HS Counselor. The College will provide academic and workforce advising consistent with the policies of the Office of Academic Advising. Common advising strategies and terminology will be outlined in the *Dual Credit and ECHS Procedures Manual*.

Interpretation of test scores, selection of a major, development of an educational plan, selection of courses and interpretation of TJC course transferability and progress from an associate's degree to a bachelor's degree at a university are offered in collaboration between the DISTRICT and TJC. An official degree audit is performed by the Office of the Registrar.

3. **DISABILITY SERVICES:** The College and the School District will adhere to the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008. **Accommodations for a dual credit student will be reviewed after the student has requested accommodations through his/her Apache Access (Campus Life, Support Services, Request Accommodations) then meets with the Office of Disability Services and provides the appropriate documentation.** The Director of Disability Services or College designee may coordinate class accommodations with the College faculty pending the outcome of discussing the request and needs with the student. Post-secondary requirements and accommodations may differ greatly from K-12. Dual credit courses **MUST** follow the post-secondary requirements and accommodations.
4. **TUTORING:** The College provides free tutoring to all TJC students in a face-to-face and online format. All tutors have been trained and are eager to help students succeed in college. To schedule an appointment, call 903-510-2577. The Apache Tutoring Center is located on the 2<sup>nd</sup> floor of the Vaughn Library. The Apache Tutoring Center also offers interactive student workshops on becoming better writers, readers, and college students through improving their study habits.
5. **BOOKS, DIGITAL RESOURCES AND SUPPLEMENTAL MATERIALS:** The School District must indicate on the Tuition and Fee Agreement who will provide textbooks (printed or digital resources), for students taking dual credit courses on or before the first day of class. The College approves and updates textbooks as indicated in TJC Board Policy CFE (Regulation). The following procedures must be strictly observed:
  - a. The School District must provide all supplies, textbooks and digital resources for all dual credit students.
  - b. The School District must indicate on the *Billing Agreement, Addendum I*, who is responsible for paying tuition for students who are not FAST eligible.
  - c. The College Office of School Partnerships must provide the School District a list of approved textbooks, digital resources and supplemental materials for the following academic year by May 1.
  - d. Students attending classes on the College campus or via internet must have the current text and materials as required for all TJC students enrolled in the course.
  - e. Textbooks and materials purchased by the DISTRICT for college courses on the DISTRICT campus may be used for a period of up to three (3) years from the date of purchase if bought in the first year of the approved cycle. If the text is not purchased in the first year of the three-year cycle, the textbook will be approved for the remaining years of the cycle.
  - f. In some cases, there is an annual or two-year cycle. It is the School District's responsibility to verify the textbook being ordered is the most recently approved text. Verification is made through the appropriate Department Chair.
  - g. In limited circumstances, School Districts may request an alternate text of equal or greater rigor, provided they complete and receive approval using the Alternate Textbook Request

Form according to the procedures in the *TJC Dual Credit and ECHS Procedures Manual* by May 31 prior to the new academic year.

- h. In alignment with State expectations, TJC programs may utilize low-cost open educational resources as approved by the specific department chair.

**J. FACILITIES AND TEACHING ENVIRONMENT:** Early College courses included in this Memorandum will be taught on the School District's campus, the TJC campus, or by distance education. For Early College courses taught exclusively to high school students on the high school campus and for Early College courses taught electronically, Tyler Junior College shall comply with applicable rules and procedures for offering courses at a distance as related to *Approval of Distance Education Courses and Programs for Public Institutions* and *Approval of Off-Campus and Self-Supporting Courses and Programs for Public Institutions*.

1. **DISTRICT FACILITIES:** The School District will work with the College to ensure that the School District's facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction that includes the following:
  - a. The School District will ensure that College faculty and dual credit students have appropriate access to all available instructional resources and essential technology;
  - b. The School District shall permit access to the College's electronic learning resources when the course is taught at the School District;
  - c. The School District shall meet the required safety standards and have material/equipment that comply with College science or workforce program requirements; and
  - d. The School District shall maintain all requirements for approval as an Off-Campus Instructional Site, as required for accreditation by SACSCOC, found in Addendum 8.
2. **TEACHING ENVIRONMENTS:** The School District will ensure that the classroom environment is conducive to college-level learning by:
  - a. Designating a classroom for the college dual credit classes, including posting the TJC Dual Credit Classroom sign on the door of the classroom and Student Services information in the classroom.
  - b. Assuring no interruptions take place in the College dual credit class while in session, such as removing students for high school activities or making announcements except for emergencies.
  - c. Meeting each course for the appropriate number of college contact hours. Contact hours for each course are provided in the *Dual Credit and ECHS Procedures Manual*.

**K. FUNDING, TUITION AND FEES, INVOICING, OTHER COSTS**

1. **FUNDING AND AVERAGE DAILY ATTENDANCE (ADA):** State funding for college courses offered for dual credit will be available to both the School District and TJC based on current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board.
2. **TUITION AND FEES:** The College will charge a tuition rate at or below the State's FAST reimbursement rate for all dual credit courses. For FY 2025, the State reimbursement rate is \$56.87 per credit hour. For verified FAST eligible dual credit students, TJC will waive the tuition amount in full. Course fees and digital resources will be billed to the School District. The School District will be provided a *Billing Agreement Form*, (Addendum I) specifying payment terms for dual credit course fees and non-FAST eligible students.
3. **INVOICING-** The College will invoice the School District that sponsors the student for applicable charges as indicated on the *Billing Agreement Form*.

4. **LATE REGISTRATION FEE:** A fee of \$100 per class will be assessed for each student enrolled after the College's first day of classes when it is determined that the student or school district was responsible for not meeting the deadline.
5. **DUAL CREDIT FACULTY COMPENSATION:** Dual credit faculty who are employed full-time by the high school partner will be compensated by TJC for teaching college courses. Compensation is based on total enrollment in the course divided by course maximum enrollment as indicated in Addendum 5 of this MOU.
  - Dual credit faculty are compensated \$1,000 per course maximum.
  - A prorated salary will be paid for lower enrollment sections (less than 10 students).
6. **FACULTY COSTS:** The School District will assume responsibility for payment of full and part-time School District instructors. The School District assumes responsibility for reasonable and documented expenses incurred by high school faculty.

When a TJC provides the faculty for a course—online, face-to-face, or 2-way tv—the school district will reimburse TJC at a rate of \$500 per section. Sections smaller than 10 students will be prorated based on the total enrollment in the college section.

#### **L. TRANSPORTATION AND SAFETY**

1. **TRANSPORTATION:** The School District will provide all transportation (school bus) to students enrolled at the DISTRICT as required, deemed necessary, and appropriate under State law and School District rules and procedures.
2. **SAFETY:** If any high school student, professor, or administrator should experience an accident or sudden illness while on the premises of the College, the response to such incidents will be based upon the regulations of the College as well as any other agreements between the two entities. Likewise, if any high school student, professor, or administrator should experience an accident or sudden illness while on the premises of the School District, the response to such incidents will be based upon the regulations of the School District.

#### **M. CONFIDENTIALITY, STUDENT RECORDS AND DATA SHARING:**

1. **FERPA:** In accordance with the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. §1232g) and School District Board Policy series FL, all records relating to students which are generated or maintained by either party shall be considered educational records in accordance with applicable laws and policies. All parties shall maintain the confidentiality of these and all education records in accordance with all applicable state, federal and local laws and regulations, including FERPA and School District Board Policy series FL.

FERPA allows protected student data to be exchanged between the College and School District for students that are dually enrolled without the consent of either the parents or the student under §99.34. If the student is under 18, the parents still retain the right under FERPA to inspect and review and education records maintained by the School District, including records that the College disclosed. The College and the School District are expected to meet FERPA requirements to maintain the privacy of student data. (TJC and FERPA)

2. **CONFIDENTIALITY AND SAFEGUARDING OF TJC RECORDS:** Under this agreement the School District may create, receive from or on behalf of TJC, or have access to records or record systems (collectively, "TJC Records"). Among other things, TJC Records may contain data protected or

made confidential or sensitive by applicable laws, including the Gramm-Leach-Bliley Act (Public Law No: 106-102), the Texas Identity Theft Enforcement and Protection Act (ITEPA), and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g (FERPA).

If TJC records are subject to FERPA:

- a. TJC and the School District will designate appropriate representatives with an official educational interest to share educational data on behalf of the schools, and
- b. the School District will acknowledge that its improper disclosure or re-disclosure of personally identifiable information from TJC records may result disciplinary action up to the School District's exclusion from eligibility to contract with TJC.

The School District represents, warrants, and agrees that it will:

- a. hold TJC records in strict confidence and will not use or disclose TJC records except as
    - i. permitted or required by this Memorandum of Understanding (MOU),
    - ii. required by applicable laws, or
    - iii. otherwise authorized by TJC in writing;
  - b. safeguard TJC records according to reasonable administrative, physical and technical standards (such as standards established by (i) the National Institute of Standards and Technology and (ii) the Center for Internet Security, as well as the Payment Card Industry Data Security Standards) that are no less rigorous than the standards by which the School District protects its own confidential information;
  - c. continually monitor its operations and take any action necessary to assure that TJC records are safeguarded and the confidentiality of TJC records is maintained in accordance with all applicable laws, including FERPA, ITEPA and the Gramm-Leach Bliley Act, and the terms of this Agreement;
  - d. comply with TJC's rules, policies, and procedures regarding access to and use of TJC's computer systems. At the request of TJC, the School District agrees to provide TJC with a written summary of the procedures used to safeguard and maintain the confidentiality of TJC records.
3. PUBLIC INFORMATION: TJC strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information under the Texas Public Information Act, Chapter 552, Texas Government Code.
4. NOTICE OF IMPERMISSIBLE USE: If an impermissible use or disclosure of any TJC records occurs, the School District will provide written notice to TJC within one (1) business day after the School District's discovery of that use or disclosure. The School District will promptly provide TJC with all information requested by TJC regarding the impermissible use or disclosure.
5. RETURN OF TJC RECORDS: The School District agrees that within thirty (30) days after the expiration or termination of this Memorandum of Understanding for any reason, all TJC records created or received from or on behalf of TJC will be
  - b. returned to TJC, with no copies retained by School District; or
  - c. if return is not feasible, records will be destroyed.

Twenty (20) days before destruction of any TJC records, the School District will provide TJC with written notice of the School District's intent to destroy TJC records. Within five (5) days after destruction, the School District will confirm to TJC in writing of the destruction of TJC records. Any such destruction will be done in compliance with the requirements of ITEPA or the Gramm-Leach Bliley Act.

6. DATA AGREEMENT: The School District and TJC agree to collect and share data associated with Early College, Dual Credit, and the TJC Promise Program required for reporting purposes,

and to share the data with the appropriate agencies or as needed for internal purposes for use by either entity. In addition, the School District and TJC agree to share any data required for the successful completion of the Early College, Dual Credit, and the TJC Promise Program students' graduation plans.

7. **PROVISION OF DATA:** The School District and TJC will collect, review, and share via secure method, TSDS IDs for each high school student in order to implement the FAST program, and the following aggregated/disaggregated data: number of credit hours taken and earned; number of credit hours dropped; GPAs; state assessment results; SAT/ACT, PSAT; CLEP, TSI readiness by grade level; qualifications of the DISTRICT staff; location(s) where courses are taught, final semester grades; course and student success data, and any other data needed to provide appropriate services for the student's education. Provisions for implementing program improvements will be based on the collection, review, and sharing of the following data: TJC's data; the School District's data; articulation of high school students in four-year colleges/universities and level of entry and enrollment/retention rates; and leaver codes and attrition rates, by grade level.
8. **POINTS OF CONTACT:** The School District will provide the College with a District-level point of contact, as well as a campus-level point of contact. TJC's Director of School Partnerships will be the primary point of contact for all DISTRICT data collection for the College.
9. **STUDENT GRADES:** The TJC Registrar will be responsible for collection and oversee sharing of all student grades.
10. **SURVEYS:** When selected, the School District's students enrolled in dual credit courses will participate in instructional success and faculty satisfaction surveys and other local or national surveys administered to the School District's students.
11. **COLLEGE RECORDS AUTHORIZATION:** A student may authorize the parent(s) to view and discuss his or her grades, attendance, and other necessary information, the parent(s) will be allowed to confer with TJC faculty, administration and employees. This authorization must be completed through the Office of the Registrar. In accordance with the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. §1232g) and School District Board Policy series FL, all records relating to students which are generated or maintained by either party shall be considered educational records in accordance with applicable laws and policies. All parties shall maintain the confidentiality of these and all education records in accordance with all applicable state, federal and local laws and regulations, including FERPA and School District Board Policy series FL.
12. **STUDENT DIRECTORY INFORMATION:** Upon enrolling in a dual credit course, the dual credit student's information will become part of the College's student directory information and subject to the Texas Public Information Act. Students will be able to designate release of directory information at both the College and District. Collecting and sharing data between the College, and the School District will follow College and the School District procedures and policies to provide support for decision making processes.

#### **IV. STATEMENT OF GENERAL TERMS AND CONDITIONS:**

- A. **SUSTAINABILITY:** The School District and TJC will annually review the dual credit program, including student attendance and retention rates, GPA of high school-credit only courses and college courses, satisfactory progress in college courses, and adequate progress toward the college-readiness of the students in the program.
- B. **DISCONTINUATION OF THE OFF-CAMPUS INSTRUCTIONAL SITE:** Should the School District or the College elect to discontinue the operation of the dual credit program as an Off-Campus

Instructional Site (OCIS), SACSCOC requires a provision for serving the dual credit students currently enrolled in the program. A teach-out agreement is a written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an OCIS ceases to operate before all enrolled students have completed their program of study. Teach-out agreements require SACSCOC approval in advance of implementation. **While TJC will work with the OCIS to develop the teach out plan, only the College may submit the teach-out agreement to SACSCOC for approval.**

This plan must include the following:

1. Date of closure (date when new students will no longer be admitted)
  2. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure
  3. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption
  4. An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified.
  5. Copies of signed teach-out agreements with other institutions, if any
  6. How faculty and staff will be redeployed or helped to find new employment
- C. **AMENDMENT:** The parties to this MOU acknowledge that it may be necessary to amend and/or modify this MOU from time to time in order to address additional concerns or issues that arise as the program progresses. However, no amendment, modification or alteration of the terms of this MOU shall be binding unless the same is in writing, dated subsequent to the date hereof and duly executed by an authorized representative of the parties hereto.
- D. **TERM, RENEWAL AND TERMINATION OF AGREEMENT:** This MOU, for the operation of SCHOOL DISTRICT will be in effect through August 31, 2025, pending continued approval and reaffirmation by TEA. This Agreement will be reviewed on an annual basis and the parties may mutually agree to renew the MOU for a successive one (1) year term. During any fiscal year, the College and/or the School District reserves the right to terminate this MOU upon service of written notice to the other party no later than the first business day in November. If notice of termination is given, the contract will terminate at the end of the fall semester in that fiscal year during which the terminating party gives the other such written notice and after the provisions for serving students through the discontinuation process of the School District, as outlined in this MOU, have been fulfilled.
- E. **SEVERABILITY:** If any clause or provision of this Memorandum of Understanding is determined to be illegal, invalid, or unenforceable under present or future laws effective during the term of this agreement, including any renewals, then in the event it is the intent of the parties hereto that the remainder of this agreement shall not be affected thereby, and it is also the intent of the parties to this agreement that in lieu of each clause or provision of this agreement that is illegal, invalid or unenforceable, there be added as part of this agreement a clause or provision as similar in terms to such illegal, invalid or unenforceable clause or provision as may be possible and be legal, valid and enforceable.
- F. **NON-DISCRIMINATION:** Any discrimination by either party or their agents or employees on account of race, color, sex, age, religion, disability, or national origin in relation to the performance of any obligations or duties under this Memorandum of Understanding is prohibited.
- G. **NOTICES:** Notices to the parties hereto required or appropriate under this agreement shall be deemed sufficient if in writing and mailed, registered or certified mail, postage prepaid, addressed to:

**Rusk ISD**  
Grey Burton, Superintendent  
203 East Seventh St.  
Rusk, TX 75785

**Tyler Junior College**  
Dr. Juan Mejia, President  
P. O. Box 9020  
Tyler, TX 75711



- H. **TEXAS LAW TO APPLY:** This MOU shall be construed under and in accordance with the laws of the State of Texas. Exclusive venue for any action arising from this Agreement will lie in the state courts located in Smith County, Texas. TJC agrees that it will not file any lawsuit against the School District without first having exhausted the complaint procedure outlined in the *School District Board Policy Manual*, which is hereby amended for purposes of this MOU to provide ninety days for the filing of an initial complaint.
- I. **FORCE MAJEURE:** Neither party to this agreement shall be required to perform any term, condition, or covenant in this agreement so long as performance is delayed or prevented by *force majeure*, which shall mean acts of God, strikes, lockouts, material or labor restrictions by a governmental authority, civil riots, floods, and any other cause not reasonably within the control of either party to this agreement and which by the exercise of due diligence such party is unable, wholly or in part, to prevent or overcome. If by reason or *force majeure*, either party is prevented from full performance of its obligations under this agreement, written notice shall be provided to the other party within three days.
- J. **CAPTIONS:** The captions contained in this agreement are for convenience of reference only and in no way limit or enlarge the terms and conditions of this agreement.
- K. **AUTHORITY:** The signers of this agreement hereby represent and warrant that they have authority to execute this agreement on behalf of each of their respective entities.
- L. **COMMITMENT OF CURRENT REVENUES ONLY (NO APPROPRIATION):** In the event that during any term hereof, the governing body of any party anticipates not appropriating, or does not appropriate, sufficient funds earmarked to meet the obligations of such party for a succeeding fiscal year, the non-appropriating party covenants to give written notice of non-appropriation to the other party. Such notice shall entitle both parties to terminate the agreement for the subsequent fiscal year beginning September 1<sup>st</sup>. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of each party hereto pursuant to the provisions of the Tex. Loc. Govt. Code Ann. §271.903. **Loss of Funding:** Performance by TJC under this Agreement may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the "Legislature") and allocation of funds by TJC. If the Legislature fails to appropriate or allot the necessary funds or TJC fails to allocate the necessary funds, then TJC will issue written notice to School District and TJC may terminate this Agreement without further duty or obligation hereunder. Both parties acknowledge that appropriation, allotment, and allocation of funds are beyond the control of TJC.
- M. **NO WAIVER OF IMMUNITY OF DEFENSES: TO THE EXTENT ALLOWABLE BY TEXAS LAW AND WITHOUT WAIVING ANY RIGHTS OR ENTITLEMENT TO GOVERNMENTAL OR SOVEREIGN IMMUNITY, THE PARTIES SHALL INDEMNIFY AND HOLD HARMLESS EACH OTHER AND THEIR RESPECTIVE OFFICERS, TRUSTEES, OR EMPLOYEES, (HEREAFTER REFERRED TO AS "INDEMNIFIED PARTY") AGAINST ANY AND ALL LIABILITY (INCLUDING REASONABLE ATTORNEYS' FEES AND COURT COSTS) TO ANY PERSONS OR ENTITIES (EXCEPT TO THE EXTENT SUCH LIABILITY IS THE FAULT OF THE INDEMNIFIED PARTY) ARISING FROM OR RELATED TO THE NEGLIGENCE OR WILLFUL ACTS, OMISSIONS, OR OTHER MISCONDUCT OF THE INDEMNIFYING PARTY OR ITS AGENTS, OFFICERS/TRUSTEES, AND EMPLOYEES, IN THE PERFORMANCE OF THIS CONTRACT. THE PROVISIONS OF THIS SECTION WILL NOT BE CONSTRUED TO WAIVE IMMUNITY IN ANY WAY NOR TO ELIMINATE OR REDUCE ANY OTHER INDEMNIFICATION OR RIGHT WHICH ANY INDEMNIFIED PARTY HAS BY LAW OR EQUITY AND SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.**

- N. **VENUE; GOVERNING LAW:** Smith County, Tyler Texas, will be the proper place of venue for suit on or in respect to this Agreement. This Agreement and all of the rights and obligations of the parties and all of the terms and conditions will be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of Texas.
- O. **COMPLIANCE WITH LAW:** The School District is aware of, fully informed about, and in full compliance with its obligations under all applicable, federal, state and local laws, regulations, codes, ordinances, and orders with those of any other body or authority having jurisdiction (“**Applicable Laws**”), including Title VI of the *Civil Rights Act of 1964*, as amended (42 USC 2000(D)), Executive Order 11246, as amended (41 CFR 60-1 and 60-2), *Vietnam Era Veterans Readjustment Act of 1974*, as amended (41 CFR 60-250), *Rehabilitation Act of 1973*, as amended (41 CFR 60-741), *Age Discrimination Act of 1975* (42 USC 6101 et seq.), *Non-segregated Facilities* (41 CFR 60-1), *Fair Labor Standards Act of 1938*, Sections 6, 7, and 12, as amended, *Immigration Reform and Control Act of 1986*, *Utilization of Small Business Concerns and Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals* (PL 95-507), *Americans with Disabilities Act of 1990* (42 USC 12101 et seq.), *Civil Rights Act of 1991*, *Occupational Safety and Health Act of 1970*, as amended (PL 91-596), *Immigration and Nationality Act* (8 United States Code 1324a), and all other applicable laws. The School District represents and warrants that neither the School District nor any firm, corporation or institution represented by the School District, nor anyone acting for that firm, corporation or institution, (1) has violated the antitrust laws of the State of Texas, Chapter 15, *Texas Business and Commerce Code*, or Federal antitrust laws, or (2) has communicated directly or indirectly the content of the School District’s response to TJC’s procurement solicitation to any competitor or any other person engaged in a similar line of business during the procurement process for this Agreement. Tyler Junior College strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information under the Texas Public Information Act, Chapter 552, Texas Government Code.
- P. **TOBACCO FREE POLICY:** TJC provides a friendly, tobacco-free environment at all of its sites and satellite facilities. Prohibitions: Tyler Junior College provides a friendly, smoke-free and vapor-free environment at all of its campuses and satellite facilities. All parties agree to fully comply with Tyler Junior College's no smoking policy and to ensure compliance of same by all employees or students or anyone else performing under this Agreement on its behalf. TJC is an alcohol, drug, tobacco, and vapor-free zone. These items are prohibited on the campus and satellite facilities.
- Q. **WEAPONS POLICY:** Texas Penal Code 46.03 Places Weapons Prohibited and Penal Code 46.035 Unlawful Carrying of a Handgun by License Holder identify premises where handguns are not permitted by Texas Statutes.

A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club or prohibited weapon listed in Section 46.05 (a) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or education institution is being conducted or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private.

A license holder is prohibited from carrying a concealed handgun on Tyler Junior College campus premises where prohibited by law and where prohibited by TJC policy.

**Firearms:** Tyler Junior College is committed to providing a safe environment for students, faculty, staff, and visitors, and to respecting the right of individuals who are licensed to carry a handgun where permitted by law. Individuals who are licensed to carry may do so on campus premises, satellite facilities, or in a college-owned vehicle except in locations and at activities prohibited by law or by this policy. Individuals who observe a violation of this policy are required to report the incident immediately to the Campus Police Department, so it can be documented and properly investigated.

Contact 911 and Campus Police 24/7 Dispatch at 903 510-2800 for emergencies. Campus Police can be contacted at 903 510-2258 for non-emergencies.

[https://www.tjc.edu/downloads/file/1045/concealed\\_handguns\\_on\\_campus\\_policy](https://www.tjc.edu/downloads/file/1045/concealed_handguns_on_campus_policy)

- R. **LIMITATIONS:** THE PARTIES ARE AWARE THAT THERE ARE CONSTITUTIONAL AND STATUTORY LIMITATIONS ON THE AUTHORITY OF A SCHOOL DISTRICT AND TJC TO ENTER INTO CERTAIN TERMS AND CONDITIONS THAT MAY BE A PART OF THIS AGREEMENT, INCLUDING THOSE TERMS AND CONDITIONS RELATING TO LIENS ON A SCHOOL DISTRICT AND TJC'S PROPERTY; DISCLAIMERS AND LIMITATIONS OF WARRANTIES; DISCLAIMERS AND LIMITATIONS OF LIABILITY FOR DAMAGES; WAIVERS, DISCLAIMERS AND LIMITATIONS OF LEGAL RIGHTS, REMEDIES, REQUIREMENTS AND PROCESSES; LIMITATIONS OF PERIODS TO BRING LEGAL ACTION; GRANTING CONTROL OF LITIGATION OR SETTLEMENT TO ANOTHER PARTY; LIABILITY FOR ACTS OR OMISSIONS OF THIRD PARTIES; PAYMENT OF ATTORNEYS' FEES; DISPUTE RESOLUTION; INDEMNITIES; AND CONFIDENTIALITY (COLLECTIVELY, THE "LIMITATIONS"), AND TERMS AND CONDITIONS RELATED TO THE LIMITATIONS WILL NOT BE BINDING ON A SCHOOL DISTRICT AND TJC EXCEPT TO THE EXTENT AUTHORIZED BY THE LAWS AND CONSTITUTION OF THE STATE OF TEXAS.
- S. **DISPUTE RESOLUTION** - To the extent that Chapter 2260, Texas Government Code, as it may be amended from time to time ("Chapter 2260"), is applicable to this Agreement and is not preempted by other Applicable Laws, the dispute resolution process provided for in Chapter 2260 will be used, as further described herein, by Tyler Junior College and School District to attempt to resolve any claim for breach of contract.
- T. **PROTECTIONS OF EDUCATION RECORDS UNDER FERPA:** Both parties agree to comply with all laws regarding the confidentiality of the student's educational records, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), and to comply with all applicable laws in safeguarding any confidential information of School District and College's faculty and students which is in either party's possession or control.
- U. **CONFLICT:** In the event of any other terms and conditions that may conflict with this agreement, the terms and conditions of this agreement will supersede.
- V. POSTING OF MOU**  
In compliance with TAC Title 19, Part 1, Ch. 4, Subch. D, Rule 4.84 TJC and the District will post this MOU on their respective websites. The MOU will be posted at the following TJC site: [www.tjc.edu/dualcredit](http://www.tjc.edu/dualcredit)

**VI. ADDENDA**

- Addendum 1 Tuition and Fee Agreement
- Addendum 2 Texas Administrative Code regarding dual credit student eligibility
- Addendum 3 Academic Transfer Crosswalk
- Addendum 4 Technical Crosswalk with Endorsements
- Addendum 5 Course Maximum Enrollment and Contact Hour Requirements
- Addendum 6 Available Tools and Resources
- Addendum 7 Disability Accommodations for Dual Credit
- Addendum 8 SACSCOC requirements for Off-Campus Instructional Sites
- Addendum 9 College Connect Courses

**VII. SIGNATURES**

**SIGNATURES:** The terms and provisions, as outlined above, are true and exact to the best of the knowledge by the parties whose signatures appear below and their assignees. This Agreement constitutes the entire agreement of the parties and replaces and supersedes any prior verbal understandings, written communications or representations related to the subject matter contained in this Agreement. In the event any portion of this Agreement is deemed illegal or unenforceable, the entire remaining portion of this Agreement shall remain valid and in effect. A waiver by either party of any breach or default by the other party is not a waiver of any other breach or default of this Agreement that may occur. This Agreement, including any rights or obligations hereunder, may not be assigned or otherwise transferred to any third party without the express written consent of the other party. This Agreement is nonexclusive between the parties; both parties have the right to enter into similar relationships with any other party. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS THEREOF, the parties have duly approved this MOU, executed in duplicate originals on this thirtieth day of May, 2024.

**TYLER JUNIOR COLLEGE**

By: \_\_\_\_\_  
Dr. Juan E. Mejia, President, Tyler Junior College

By: Regina Stafford Smith  
Member, Board of Trustees, Tyler Junior College

**INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_  
Superintendent or designee, Independent School District

By: Jake Ocker  
President, Board of Trustees, Independent School District

## ADDENDUM 2

### Texas Administrative Code regarding Dual Credit Partnerships--Eligible Courses and Student Eligibility

#### Texas Administrative Code

[Next Rule >>](#)

<u>TITLE 19</u>	EDUCATION
<u>PART 1</u>	TEXAS HIGHER EDUCATION COORDINATING BOARD
<u>CHAPTER 4</u>	RULES APPLYING TO ALL PUBLIC INSTITUTIONS OF HIGHER EDUCATION IN TEXAS
<u>SUBCHAPTER D</u>	DUAL CREDIT PARTNERSHIPS BETWEEN SECONDARY SCHOOLS AND TEXAS PUBLIC COLLEGES
RULE §4.85	Dual Credit Requirements

#### (a) Eligible Courses.

(1) Courses offered for dual credit by public two-year associate degree granting institutions must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the Board or as college-level workforce education courses in the current edition of the Workforce Education Course Manual adopted by the Board.

(2) Courses offered for dual credit by public universities must be in the approved undergraduate course inventory of the university.

(3) A college course offered for dual credit must be:

(A) in the core curriculum of the public institution of higher education providing the credit;

(B) a career and technical education course; or

(C) a foreign language course.

(i) This provision does not apply to a college course for dual credit offered as part of an approved early college education program established under TEC §29.908 or an early college program as defined in this subchapter.

(ii) Any college course for dual credit offered as part of an early college program as defined in this subchapter must be a core curriculum course of the public institution of higher education providing the credit, a career and technical education course, a foreign language course, or a course that satisfies specific degree plan requirements leading to the completion of a Board approved certificate, AA, AS, AAS degree program, FOSC, or POSC.

(4) Public colleges may not offer remedial and developmental courses for dual credit.

#### (b) Student Eligibility.

(1) A high school student is eligible to enroll in academic dual credit courses if the student:

(A) demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative as set forth in §4.57 of this title (relating to College Ready Standards) on relevant section(s) of an assessment instrument approved by the Board as set forth in §4.56 of this title (relating to Assessment Instrument); or

(B) demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in §4.54 of this title (relating to Exemptions, Exceptions, and Waivers).

(2) A high school student is also eligible to enroll in academic dual credit courses that require demonstration of TSI college readiness in reading, writing, and/or mathematics under the following conditions:

(A) Courses that require demonstration of TSI college readiness in reading and/or writing:

(i) if the student achieves a minimum score of 4000 on the English II State of Texas Assessment of Academic Readiness End of Course (STAAR EOC); or

(ii) if the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):

(I) a combined score of 107 with a minimum of 50 on the reading test on a PSAT/NMSQT exam administered prior to October 15, 2015; or

(II) a score of 460 on the evidence-based reading and writing (EBRW) test on a PSAT/NMSQT exam administered on or after October 15, 2015; or

(iii) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.

(B) Courses that require demonstration of TSI college readiness in mathematics:

(i) if the student achieves a minimum score of 4000 on the Algebra I STAAR EOC and passing grade in the Algebra II course; or

(ii) if the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):

(I) a combined score of 107 with a minimum of 50 on the mathematics test on a PSAT/NMSQT exam administered prior to October 15, 2015; or

(ii) a score of 510 on the mathematics test on a PSAT/NMSQT exam administered on or after October 15, 2015; or  
(iii) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.

(3) A high school student is eligible to enroll in workforce education dual credit courses contained in a postsecondary Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute and shall not be required to provide demonstration of college readiness or dual credit enrollment eligibility.

(4) A high school student is eligible to enroll in workforce education dual credit courses contained in a postsecondary Level 2 certificate or applied associate degree program under the following conditions:

(A) Courses that require demonstration of TSI college readiness in reading and/or writing:

(i) if the student achieves a minimum score of 4000 on the English II STAAR EOC; or

(ii) if the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):

(I) a combined score of 107 with a minimum of 50 on the reading test on a PSAT/NMSQT exam administered prior to October 15, 2015; or

(II) a score of 460 on the evidence-based reading and writing (EBRW) test on a PSAT/NMSQT exam administered on or after October 15, 2015; or

(iii) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.

(B) Courses that require demonstration of TSI college readiness in mathematics:

(i) if the student achieves a minimum score of 4000 on the Algebra I STAAR EOC and passing grade in the Algebra II course; or

(ii) if the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):

(I) a combined score of 107 with a minimum of 50 on the mathematics test on a PSAT/NMSQT exam administered prior to October 15, 2015; or

(II) a score of 510 on the mathematics test on a PSAT/NMSQT exam administered on or after October 15, 2015; or

(iii) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.

(C) A student who is exempt from taking STAAR EOC assessments may be otherwise evaluated by an institution to determine eligibility for enrolling in workforce education dual credit courses.

(5) Students who are enrolled in private or non-accredited secondary schools or who are home-schooled must satisfy paragraphs (1) - (4) of this subsection.

(6) To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).

(7) An institution may impose additional requirements for enrollment in courses for dual credit that do not conflict with this section.

(8) An institution is not required, under the provisions of this section, to offer dual credit courses for high school students.

(c) Location of Class. Dual credit courses may be taught on the college campus or on the high school campus. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, public colleges shall comply with applicable rules and procedures for offering courses at a distance in Subchapters P and Q of this chapter (relating to Approval of Distance Education Courses and Programs for Public Institutions and Approval of Off-Campus and Self-Supporting Courses and Programs for Public Institutions). In addition, dual credit courses taught electronically shall comply with the Board's adopted Principles of Good Practice for Courses Offered Electronically.

(d) Composition of Class. Dual credit courses may be composed of dual credit students only or of dual and college credit students. Notwithstanding the requirements of subsection (e) of this section, exceptions for a mixed class that combines college credit and high school credit-only students may be allowed only when the creation of a high school credit-only class is not financially viable for the high school and only under one of the following conditions:

(1) If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.

(2) If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students.

(3) If the course is a career and technical/college workforce education course and the high school credit-only students are eligible to earn articulated college credit.

(e) Faculty Selection, Supervision, and Evaluation.

(1) The college shall select instructors of dual credit courses. These instructors must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges) and approval procedures used by the college to select faculty responsible for teaching the same courses at the main campus of the college.

(2) The college shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the college.

(f) Course Curriculum, Instruction, and Grading. The college shall ensure that a dual credit course and the corresponding course offered at the main campus of the college are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be upheld regardless of the student composition of the class.

(g) Academic Policies and Student Support Services.

(1) Regular academic policies applicable to courses taught at the college's main campus must also apply to dual credit courses. These policies could include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus must be distributed, etc.

(2) Students in dual credit courses must be eligible to utilize the same or comparable support services that are afforded college students on the main campus. The college is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.

(3) A student enrolled in dual credit courses at an institution of higher education shall file a degree plan with the institution as prescribed by §4.344 of this chapter (relating to Degree Plans for a Student Enrolled in Dual Credit Courses).

(h) Transcribing of Credit. For dual credit courses, high school as well as college credit should be transcribed immediately upon a student's completion of the performance required in the course.

(i) Funding.

(1) The state funding for dual credit courses will be available to both public school districts and colleges based on the current funding rules of the State Board of Education (TEC 42.005 (g)) and the Board (TEC 61.059 (p) and (q)).

(2) The college may only claim funding for students earning college credit in core curriculum, field of study curriculum, program of study curriculum, career and technical education, and foreign language dual credit courses.

(3) This provision does not apply to students enrolled in approved early college education programs under TEC 29.908.

(4) All public colleges, universities, and health-related institutions may waive all or part of tuition and fees for a Texas high school student enrolled in a course for which the student may receive dual course credit.

**Source Note:** The provisions of this §4.85 adopted to be effective May 27, 2003, 28 TexReg 4114; amended to be effective December 3, 2003, 28 TexReg 10754; amended to be effective February 26, 2004, 29 TexReg 1659; amended to be effective May 25, 2004, 29 TexReg 5058; amended to be effective December 19, 2004, 29 TexReg 11591; amended to be effective May 14, 2007, 32 TexReg 2637; amended to be effective August 15, 2007, 32 TexReg 4972; amended to be effective November 24, 2013, 38 TexReg 8422; amended to be effective August 19, 2014, 39 TexReg 6223; amended to be effective November 25, 2015, 40 TexReg 8204; amended to be effective February 15, 2018, 43 TexReg 759; amended to be effective May 29, 2018, 43 TexReg 3346; amended to be effective May 22, 2019, 44 TexReg 2452; amended to be effective November 24, 2019, 44 TexReg 7048

**ADDENDUM 3**

**TJC Dual Credit Academic Course Equivalency Crosswalk**

Schools may only offer courses for which they have received TJC and TEA approval.

**Teacher Credentials:** A Master's degree and 18 graduate hours in the teaching discipline; or

A Master's degree in the teaching discipline.

Course Number	TJC College Course Title	College Credit	PEIMS Code	High School TEKS Course	HS Credit	HS End.
	<b>Communications Core (6 hours)</b>					
	(select one course)					
*SPCH 1315	Public Speaking	3	03240900	Public Speaking	0.5	BI/MDS
*SPCH 1321	Business & Professional Communication	3	13009900	Professional Communications	0.5	BI/MDS
	(select one course)					
ENGL 1301	Composition I	3	03220300 JR 03220400 SR	English 3a or 4a	0.5	All
	<b>Component Area Option Core (6 hours)</b>					
	(select one course)					
ENGL 1302	Composition II	3	03220400	English 3b or 4b		All
ENGL 2311	Technical & Business Writing	3	03221100	English 3b or 4b; or Research/Technical Writing	0.5	All
	(select one course)					
*COSC 1301	Introduction to Computing	3	13027200 03580140	Principles of Information Technology Fundamentals of Computer Science	0.5	STEM
*EDUC 1300	Learning Framework	3	N1290050 N1130021	Introduction to College Transition; or College Transition; or Methods for Academic and Personal Success	1	MDS
	<b>Language, Philosophy and Culture Core (3 hours)</b>					
ENGL 2332	World Literature I	3	03220300 JR	English 4 if ENGL 1301 is complete	0.5	All
ENGL 2333	World Literature II	3	03220400 SR		0.5	
ENGL 2322	British Literature I	3	03220400 SR	English 4 if ENGL 1301 is complete	0.5	All
ENGL 2323	British Literature II	3			0.5	
HUMA 1301	Introduction to the Humanities I	3	03221600	English 4a or 4b or Humanities	0.5	A&H

\*TSI readiness is not required for this course.



Course Number	TJC College Course Title	College Credit	PEIMS Code	High School TEKS Course	HS Credit	HS End.
	<b>Mathematics Core (3 hours)</b>					
MATH 1314 or 1414	College Algebra	3	03101100	Precalculus	1	All
MATH 1316	Plane Trigonometry	3	03101100 0310250x	Precalculus or Independent Study	1	All
MATH 1332 MATH 1432	Contemporary Mathematics	3	03102400 03102510	Mathematical Models with Applications; or Advanced Quantitative Reasoning	1	All
MATH 1342 MATH 1442	Elementary Statistical Methods	3	03102530	Statistics;	0.5	All
MATH 2412	Pre-Calculus Math	4		High School Calculus	1	All
MATH 2413	Calculus I	4	0310250x	Independent Study	1	STEM
	<b>Life and Physical Sciences Core (6 hrs)</b>					
BIOL 1406 BIOL 1407	Biology for Science Majors I Biology for Science Majors II	4 4	03010200 13037200	Biology; or Scientific Research and Design	0.5 0.5	All
BIOL 1408 BIOL 1409	Biology for Non-Science Majors I Biology for Non-Science Majors II	4 4	03010200 13037200	Biology; or Scientific Research and Design	0.5 0.5	All
*BIOL 2404	Anatomy & Physiology	4	13020600	Anatomy & Physiology	1	All
BIOL 2401	Anatomy & Physiology I	4	13020600	Anatomy & Physiology A	0.5	STEM/PS
BIOL 2402	Anatomy & Physiology II	4	13020600	Anatomy & Physiology B	0.5	STEM/PS
BIOL 2406	Environmental Biology	4	03020000	Environmental Systems	0.5	All
CHEM 1405	Introductory Chemistry I	4	03040000	Chemistry	1	All
CHEM 1411 CHEM 1412	General Chemistry I General Chemistry II	4 4	03040000	Chemistry A & B	1	All
*GEOL 1403	Physical Geology	4	03060200	Earth & Space Science	0.5	All
*GEOL 1404	Historical Geology	4	03060200	Earth & Space Science	0.5	All
PHYS 1401	College Physics I	4	03050000	Physics	1	STEM
*PHYS 1403	Stars and Galaxies	4	03060100 03060200	Astronomy; or Earth & Space Science	1	All
*PHYS 1404	Solar System	4	03060100 03060200	Astronomy; or Earth & Space Science	1	All
PHYS 1405	Elementary Physics I	4	03050000	Physics	1	All
PHYS 2425	University Physics I	4	03050000	Physics	1	STEM
PHYS 2426	University Physics II	4	03050000	Physics	1	STEM

\*TSI readiness is not required for this course.

Course Number	TJC College Course Title	College Credit	PEIMS Code	High School TEKS Course	HS Credit	HS End.
	<b>American History Core (6 hours)</b>					
HIST 1301	United States History I	3	03340100	US History A	0.5	All
HIST 1302	United States History II	3	03340100	US History B	0.5	All
	<b>Government/Political Science Core (6 hours)</b>					
GOVT 2305	Federal Government	3	03330100	US Government	0.5	All
GOVT 2306	Texas Government	3	03380001	Social Studies Advanced Studies	0.5	PS, AH
	<b>Social and Behavioral Sciences Core (3 hours)</b>					
*COMM 1307	Introduction to Mass Communication	3	03221700	Visual Media	0.5	MDS/AH
ECON 2301	Principles of Macroeconomics	3	03310301	Economics	0.5	All
*GEOG 1303	World Regional Geography	3	03320100	World Geography Studies	1	AH/PS/MDS
PSYC 2301	General Psychology	3	03350100	Psychology	0.5	AH/PS/MDS
PSYC 2314	Lifespan Growth & Development	3	13014300	Human Growth and Development	1	AH/PS/MDS
*SOCI 1301	Introduction to Sociology	3	03370100	Sociology	0.5	AH/PS/MDS
	<b>Creative Arts Core (3 hours)</b>					
*ARTS 1301	Art Appreciation	3	03500100	Art 1	0.5	All
*DANC 2303	Dance Appreciation	3	03830100	Dance 1	0.5	All
*DRAM 1310	Introduction to Theatre	3	03250100	Theatre Arts I	0.5	All
*MUSI 1306	Music Appreciation	3	03155600	Music Appreciation I	0.5	All
*MUSI 1310	American Music	3	03155600	Music Appreciation I	0.5	All
<b>Foreign Language</b>	Only used for electives under Gen. Studies					
SPAN 1411	Beginning Spanish I	4	03440200	Spanish 2	1	MDS/AH
SPAN 1412	Beginning Spanish II	4	03440300	Spanish 3	1	MDS/AH
SPAN 2311	Intermediate Spanish I	3	03440400	Spanish 4	1	MDS/AH
SPAN 2312	Intermediate Spanish II	3	03440500	Spanish 5	1	MDS/AH

\*TSI readiness is not required for this course.

Field of Study Courses						
<b>Biology FOS</b>						
BIOL 1406	Biology for Science Majors I	4				
BIOL 1407	Biology for Science Majors II	4				
CHEM 1411	General Chemistry I	4				
CHEM 1412	General Chemistry II	4				
CHEM 2423	Organic Chemistry I	4				
PHYS 1401	College Physics I	4				
<b>Business FOS</b>						
ECON 2301	Principles of Macroeconomics	3				
MATH 1324	Mathematics for Business & Social Sciences	3				
ECON 2302	Principles of Microeconomics	3				
ACCT 2301	Principles of Financial Acct.	3				
ACCT 2302	Principles of Managerial Acct.	3				
BUSI 1301	Business Principles	3				
<b>Criminal Justice FOS</b>						
CRIJ 1301	Introduction to Criminal Justice	3				
CRIJ 1306	Court Systems & Practices	3				
CRIJ 1310	Fundamentals of Criminal Law	3				
CRIJ 2313	Correctional Systems & Practices	3				
CRIJ 2328	Police Systems & Practices	3				
<b>Associate of Arts in Teaching (FOS)</b>						
EDUC 1301	Introduction to Teaching	3				
EDUC 2301	Special Populations	3				
MATH 1350	Mathematics for Teachers I	3				
MATH 1351	Mathematics for Teachers II	3				
Xxxx x4xx	Additional Life or Physical Science	4				
<b>History FOS</b>						
HIST 1301	US History I	3				
HIST 1302	US History II	3				
HIST 2321	World Civilizations I	3				
HIST 2322	World Civilizations II	3				
HIST 2301	Texas History	3				

\*TSI readiness is not required for this course.

	<b>Nursing FOS</b>					
PSYC 2301	General Psychology	3				
ENGL 1301	Composition I	3				
ENGL 1302	Composition II	3				
MATH 1342	Elementary Statistical Methods	3				
BIOL 2401	Anatomy & Physiology I	4				
BIOL 2402	Anatomy & Physiology II	4				
PSYC 2314	Lifespan Growth & Development	3				
BIOL 2420	Microbiology for Non-Science Majors (only offered at TJC)	4				
BIOL 1322	Nutrition & Diet Therapy	3				
	<b>Political Science FOS</b>					
MATH 1342	Elementary Statistical Methods	3				
GOVT 2304	Intro to Political Science	3				
GOVT 2305	Federal Government	3				
GOVT 2306	Texas Government	3				
	<b>Psychology FOS</b>					
PSYC 2301	General Psychology	3				
PSYC 2314	Lifespan & Growth Development	3				
PSYC 2317	Statistical Methods in Psychology	3				
PSYC 2319	Social Psychology	3				
	<b>Social Work FOS</b>					
ENGL 1301	Composition I	3				
ENGL 1302	Composition II	3				
SOCW 2361	Introduction to Social Work	3				
SOCW 2362	Social Welfare: Legislation, Programs, and Services	3				
SOCW 2389	Academic Cooperative	3				
SOCI 1306	Social Problems	3				
	<b>Sociology FOS</b>					
SOCI 1301	Introduction to Sociology	3				
SOCI 1306	Social Problems	3				
SOCI 2301	Marriage and Family	3				
SOCI 2319	Minority Studies	3				

SACSCOC authorizes Tyler Junior College to operate off-campus instructional sites at different levels according to the percentage of a degree offered at the site. TJC must verify that any new course added will not result in an unreported substantive change prior to authorizing the course to be offered.

\*TSI readiness is not required for this course.

**ADDENDUM 4 TECHNICAL DUAL CREDIT CROSSWALK BY PATHWAY and CTE PROGRAM OF STUDY**

TJC Course	TJC Course Title	College SCH	PIEMS Code	HS TEKS Course	Course Fees in addition to tuition
<b>School of Professional and Technical Programs</b>				<b>Entrepreneurship, Business Management, or Marketing</b>	
<b>Business Management AAS</b>					
BM	Entrepreneur Basics OSA	9 hrs.			
ACNT 1303	Introduction to Accounting	3	13016600	Accounting I	
BMGT 1327	Principles of Management	3	13011200	Principles of Business, Marketing, Finance	
MRKG 1311	Principles of Marketing	3	13034200	Advertising	
	<b>Human Resources OSA</b>	<b>12 hrs.</b>		<b>Business Management POS completion</b>	
BMGT 1327	Principles of Management	3	13011200	Principles of Business, Marketing, Finance	
HRPO 2307	Organizational Behavior	3	13012100	Business Management	
HRPO 2301	Human Resource Management	3	13011900	Human Resources Management	
ITSW 1304 BCIS 1405	Introduction to Spreadsheets OR Business Computer Applications	3	13011500	Business Information Management II	
	<b>Small Business/Entrepreneurship Certificate (Level 1)</b>	<b>18 hrs</b>			
ACNT 1303	Introduction to Accounting	3	13016600	Accounting I	
BMGT 1327	Principles of Management	3	13011200	Principles of Business, Marketing, Finance	
MRKG 1311	Principles of Marketing	3	13034200	Advertising	
BUSG 2309	Small Business Mgmt/Entrepreneurship	3	13034400	Entrepreneurship	
BMGT 2310	Financial Management	3	13016200	Money Matters	
MRGK 2312	eCommerce Marketing	3	1301200	Virtual Business	
	<b>Leadership Certificate (Level 1)</b>	<b>15 hrs.</b>			
BMGT 1327	Principles of Management	3	13011200	Principles of Business, Marketing, Finance	
HRPO 2307	Organizational Behavior	3	13012100	Business Management	
BMGT 2309	Leadership	3	TBD		
HRPO 2301	Human Resource Management	3	13011900	Human Resources Management	
SPCH 1321	Business & Professional Speaking OR SPCH 1315, Public Speaking	3	13009900	Professional Communications	

**ADDENDUM 4 TECHNICAL DUAL CREDIT CROSSWALK BY PATHWAY and CTE PROGRAM OF STUDY**

<b>Culinary Arts AAS</b>			<b>Hospitality and Tourism</b>		
CA	Food-Service Fundamentals OSA	10 hrs.		Culinary Arts	
CHEF 1205	Sanitation and Safety	2	13022600	Culinary Arts A	
CHEF 1301	Basic Food Preparation	3	13022600	Culinary Arts B	
PSTR 1301	Fundamentals of Baking	3	13022650	Advanced Culinary	
HAMG 1221	Introduction to Hospitality Industry	2	13022200	Principles of Hospitality and Tourism	
<b>Visual Communications AAS</b>			<b>Arts, Audio/Video Technology, and Communication</b>		
	Graphic Design Certification	33 hrs.		Graphic Design and Multimedia Arts	
ARTC 1305	Basic Graphic Design	3	13008800	Graphic Design and Illustration	
ARTC 1313	Digital Publishing I	3	13009600	Printing and Imaging Technology	
ARTC 1327	Typography	3	TBD		
IMED 1301	Introduction to Digital Media	3	TBD		
ARTC 2348	Digital Publishing III	3	TBD		
GRPH 1359	Vector Graphics for Production	3	13008910	Graphic Design II and Lab	
ARTC 1302	Digital Imaging I	3	13008800	Graphic Design and Illustration	
ARTC 1359	Visual Design for New Media	3	TBD		
IMED 1345	Interactive Digital Media I	3	TBD		Must take at TJC
IMED 1316	Web Design I	3	TBD		Must take at TJC
ARTC 2305	Digital Imaging II	3	TBD		Must take at TJC
<b>Game and Simulation Development, Graphics AAS</b>					
	Game Design OSA	12 hrs.		Graphic Design and Multimedia Arts	
GAME 1303	Introduction to Game Design and Development	3	13009970	Video Game Design	
ITSE 1302	Computer Programming	3	N1300994	Video Game Programming	
ARTC 1321	Illustration Techniques I	3	13008800	Graphic Design and Illustration I/Lab	
GAME 1345	3-D Modeling and Rendering I	3	13008900	Graphic Design and Illustration II/lab	

**ADDENDUM 4 TECHNICAL DUAL CREDIT CROSSWALK BY PATHWAY and CTE PROGRAM OF STUDY**

<b>Engineering Design Technology AAS</b>				<b>STEM or Architecture and Construction</b>	
	<b>Engineering Design Technology OSA</b>	<b>9 hrs.</b>		<b>Architectural Design or Engineering</b>	
ITSC 1309 COSC 1301	Integrated Software Application I OR Introduction to Computing	3	03580200	Computer Science	
DFTG 1305	Introduction to Technical Drawing	3	13036500 13004600	Engineering Design and Presentation A Architectural Design Ia	
DFTG 1309	Basic Computer-Aided Drafting	3	13036500 13004700	Engineering Design and Presentation B Architectural Design Ib	
<b>EDT</b>	<b>Computer Aided Drafting courses</b>			<b>Architectural Design or Engineering</b>	
DFTG 2440	Solid Modeling/Design	4	13004700 13036600	Advanced Architectural Design Engineering Design and Presentation II	
DFTG 1405*	Technical Drafting	4	13036500	Engineering Design & Presentation II	
DFTG 1417*	Architectural Drafting—Residential	4	13004600	Architectural Design II	
<b>Network Technology AAS</b>				<b>Information Technology</b>	
	<b>PC Support OSA (12 hrs)</b>			<b>CompTIA A+</b>	
ITSC 1305	Introduction to PC Operating Systems	3		TBD	
ITSC 1325	Personal Computer Hardware	3		Computer Maintenance/Lab OR Computer Technician Practicum	
ITSC 1321	Intermediate PC Operating Systems	3		TBD	
COSC 1301	Introduction to Computing (academic transfer course)	3		TBD	
	<b>Computer Networking OSA (9 hrs)</b>			<b>CompTIA Network +</b>	
ITSC 1305	Introduction to PC Operating Systems	3	03580200	Computer Science I	
ITNW 1325	Fundamentals of Networking Technologies	3	N1302803	Internetworking Technologies I	
ITNW 1358	Network+	3	N1302804	Internetworking Technologies II	

**ADDENDUM 4 TECHNICAL DUAL CREDIT CROSSWALK BY PATHWAY and CTE PROGRAM OF STUDY**

<b>Criminal Justice AA (FOS)</b>			<b>Law and Public Service</b>		
	<b>Criminal Justice (academic transfer with tuition charge)</b>		<b>FOS completion</b>	<b>Law Enforcement</b>	
CJSA 1322	Introduction to Criminal Justice or CRIJ 1301	3	13029200 13029300	Principles of Law, Public Safety, OR Law Enforcement I-a	
CJSA 1327	Fundamentals of Criminal Law or CRIJ 1310	3	13029300	Law Enforcement I-b	
CJSA 1359	Police Systems and Practices CRIJ 2328	3	13029400	Law Enforcement II	
CJSA 1313	Court Systems and Practices CRIJ 1306	3	13029700	Correctional Services	
<b>Fire Protection Technology AAS</b>			<b>Law and Public Service</b>		
	<b>Basic Firefighter Certificate</b>	<b>30 hrs.</b>		<b>Emergency Services</b>	
EMSP 1501	Emergency Medical Technician	5	13020500	Practicum of Health Science	
EMSP 1160	Clinical—Emergency Medical Tech	1	13020510	Practicum of Health Science II	
FIRS 1103	Firefighter Agility & Fitness Prep	1	TBD		
FIRS 1301	Firefighter Certification I	3	13029900	Firefighter I	
FIRS 1407	Firefighter Certification II	4	13029900	Firefighter I	
FIRS 1313	Firefighter Certification III	3	13029900	Firefighter I	
FIRS 1319	Firefighter Certification IV	3	13029900	Firefighter I	
FIRS 1323	Firefighter Certification V	3	13030000	Firefighter II	
FIRS 1329	Firefighter Certification VI	3	13030000	Firefighter II	
FIRS 1433	Firefighter Certification VII	4	13030000	Firefighter II	
<b>Emergency Medical Service Prof. AAS</b>			<b>Law and Public Service</b>		
	<b>EMT Certificate OSA</b>	<b>9 hrs.</b>		<b>Emergency Services EMT Certification</b>	
EMSP 1160	Clinical—Emergency Medical Technology/ Technician (EMT Paramedic)	1	13020500	Practicum of Health Science	
EMSP 1501	Emergency Medical Technician	5	13020510	Practicum of Health Science II	
HITT 1305	Medical Terminology I	3	13020300	Medical Terminology	



**ADDENDUM 4 TECHNICAL DUAL CREDIT CROSSWALK BY PATHWAY and CTE PROGRAM OF STUDY**

School of Humanities, Communications, Fine Arts			Education and Training		
Education EC-6, 4-8 Grade levels/ EC-12 Special Education AAT					
	Hours toward the AAT	12 Hrs.		Teaching and Training	
EDUC 1300	Learning Framework (also counts toward core)	3	13014200	Principles of Education and Training	
EDUC 1301	Introduction to the Teaching Profession	3	13014400	Instructional Practices (should be taken alongside Practicum for 16 lab hours)	
EDUC 2301	Introduction to Special Populations	3	TBD	Teaching Strategies for Special Populations (should be taken alongside Practicum for 16 lab hours)	
PSYC 2314	Lifespan Growth & Development	3	13014300	Human Growth and Development	
	<b>Child Development/Early Childhood OSA</b>	<b>12 hrs.</b>			
CDEC 1311	Educating Young Children	3	13024700	Child Development	
CDEC 1313	Curriculum Resources for Early Childhood Programs	3		Communication & Technology in Education	
CDEC 1319	Child Guidance	3	13024800	Child Guidance	
CDEC 2326	Administration of Programs for Children I	3	12701500	Project Based Research	
School of Nursing and Health Sciences			Health Science		
Health Sciences Courses					
	<b>Phlebotomy OSA</b>	<b>12 hrs.</b>		<b>Nursing Science (Phlebotomy)</b>	
HPRS 1201	Introduction to Health Professions	2	13020200	Principles of Health Science B	1 credit
HITT 1305	Medical Terminology I	3	13020300	Medical Terminology	1 credit
BIOL 2404	Anatomy and Physiology	4	13020600	Anatomy and Physiology	1 credit
PLAB 1323	Phlebotomy	3	13020800	Pathophysiology	1 credit
	<b>Health Professions (general)</b>	<b>10 hrs.</b>		<b>Nursing Science (general)</b>	
HPRS 1201	Introduction to Health Professions	2	13020200	Principles of Health Science B	1 credit
HITT 1305	Medical Terminology I	3	13020300	Medical Terminology	1 credit
HPRS 1105	Medical Ethics	1	N1302121	Clinical Ethics	1 credit
BIOL 2404	Anatomy and Physiology	4	13020600	Anatomy and Physiology	1 credit

**ADDENDUM 4 TECHNICAL DUAL CREDIT CROSSWALK BY PATHWAY and CTE PROGRAM OF STUDY**

<b>School of Skilled Trades, TJC West</b>				
<b>Automotive Technology AAS</b>				
<b>AT</b>	<b>Engine Performance Cert.</b>	<b>25 hrs.</b>		<b>Automotive</b>
AUMT 1305	Introduction to Automotive Technology	3	13039550	Automotive Basics
AUMT 1407	Automotive Electrical Systems	4	13039600	Automotive Technology I: Maintenance/Light Repair
AUMT 1419	Automotive Engine Repair	4	13039700	Advanced Transportation Systems Lab
AUMT 2321	Automotive Electrical Diagnosis	3	13039700	Advanced Transportation Systems Lab
AUMT 2417	Automotive Engine Performance Analysis I	4	13040400	Practicum in Transportation Systems
AUMT 2434	Automotive Engine Performance Analysis II	4	13040400	Practicum in Transportation Systems
AUMT 1345	Automotive Climate Control Systems	3	13039700	Extended Practicum in Transportation System
<b>AT</b>	<b>Chassis and Drive Train Cert.</b>	<b>7 hrs. + 17 hrs.</b>		<b>Automotive</b>
AUMT 1310	Automotive Brake Systems	3	13039700	Automotive Technology II: Automotive Service
AUMT 1257	Automotive Brake Systems Theory	2	TBD	
AUMT 1416	Automotive Suspension and Steering Systems	4	13039700	Automotive Technology II: Automotive Service
AUMT 2413	Automotive Drive Train and Axles	4	TBD	
AUMT 2425	Automotive Automatic Transmission	4	TBD	
<b>Electrical/Electronic Controls Technology</b>			<b>Architecture and Construction</b>	
	<b>Electronic Fundamentals Certification</b>	<b>18 hrs.</b>		<b>Electrical</b>
TECM 1303	Technical Calculations	3	TBD	
CETT 1321	Electronic Fabrication	3	TBD	
IEIR 1302	Introduction to Direct Current Circuits	3	TBD	Electrical Tech Ia
ELPT 1324	National Electrical Code I	3	TBD	Electrical Tech Ib
IEIR 1304	Alternating Current Circuits for Industrial Applications	3	TBD	Electrical Tech IIa
CETT 1325	Digital Fundamentals	3	TBD	Electrical Tech IIb

**ADDENDUM 4 TECHNICAL DUAL CREDIT CROSSWALK BY PATHWAY and CTE PROGRAM OF STUDY**

<b>Heating, Air Conditioning and Refrigeration Technology</b>			<b>Architecture &amp; Construction</b>		
	<b>Basic Refrigeration &amp; Energy Principles OSA</b>	<b>12 hrs</b>		<b>HVAC and Sheet Metal</b>	
HART 1401	Basic Electricity for HVAC	4		HVAC and Refrigeration Tech Ia	
HART 1407	Refrigeration Principles	4		HVAC and Refrigeration Tech Ib	
HART 1410	HVAC Shop Practices and Tools	4		Principles of Construction	
	<b>Heating, Air Conditioning &amp; Refrigeration Technology Certificate (Level 1)</b>	<b>24 hrs.</b>			
HART 1401	Basic Electricity for HVAC	4		HVAC and Refrigeration Tech Ia	
HART 1407	Refrigeration Principles	4		HVAC and Refrigeration Tech Ib	
HART 1410	HVAC Shop Practices and Tools	4		Principles of Construction	
HART 1403	Air Conditioning Control Principles	4		HVAC and Refrigeration Tech IIa	
HART 1441	Residential Air Conditioning	4		HVAC and Refrigeration Tech IIb	
HART 1445	Gas and Electric Heating	4		Practicum	
	<b>Advanced Level Certification (Level 1)</b>	<b>24 + 28 hrs</b>		<b>HVAC and Sheet Metal</b>	
HART 2438	Air Conditioning Installation and Startup	4			
HART 2349	Heat Pumps	3			
HART 2442	Commercial Refrigeration	4			
HART 2445	Residential Air Conditioning Systems	4			
HART 2336	Air Conditioning Troubleshooting	3			
HART 2357	Specialized Commercial Refrigeration	3			
<b>Industrial Maintenance Cert 1</b>			<b>Advanced Manufacturing</b>		
INMT 1305	Introduction to Industrial Maintenance	3			
CETT 1402	Electricity Principles	4			
INMT 2301	Machinery Installation	3			
TECM 1301	Industrial Mathematics	3			
INMT 1419	Manufacturing Processes	4			
RBTC 1305	Robotic Fundamentals	3			
HYDR 1345	Hydraulics and Pneumatics	3			
PFPB 2308	Piping Standards and Materials	3			

**ADDENDUM 4 TECHNICAL DUAL CREDIT CROSSWALK BY PATHWAY and CTE PROGRAM OF STUDY**

	<b>Welding Technology AAS</b>			<b>Manufacturing</b>	
	<b>Welding Technology Entry Level Option</b>	<b>23 hrs</b>		<b>Welding</b>	
WLDG 1204	Fundamental of Oxy Fuel Welding & Cutting	2			
WLDG 1313	Introduction to Blueprint Reading	3			
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4			
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4			
WLDG 1317	Introduction to Layout and Fabrication	3			
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4			
WLDG 1312	Introduction to Flux Cored Arc Welding (FCAW)	3			
	<b>Welding Technology Advanced Level Option</b>	<b>10 hrs. + 19 hrs.</b>			
WLDG 1435	Introduction to Pipe Welding	4			
WLDG 2453	Advanced Pipe Welding	4			
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4			
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4			
WLDG 1327	Welding Codes and Standards	3			



## ADDENDUM 5

### Dual Credit Course Maximum Enrollment and Contact Hours for 2024-25

**Course Minimum:** 10 students (Classes smaller than this may be placed into an online section and combined with other schools)

**Course Maximum:** Individual class sizes may not exceed the enrollment maximum in the chart below.

**Contact Hours:** Each class time must meet the number of contact hours given, over a 16-week period.

#### Academic Course Maximum Enrollment (per class) and Contact Hours

Course Number	Maximum Enrollment	Required Contact Hours Lecture or Lect./Lab
ARTS 1301	25	48
BIOL 1322	25	48
BIOL 1406/1407	40 (based on lab size)	48/48 (96 total)
BIOL 1408/1409	40 (based on lab size)	48/48 (96 total)
BIOL 2401/2402	40 (based on lab size)	48/64 (112 total)
BIOL 2404	40 (based on lab size)	48/64 (112 total)
BIOL 2406	40	48/48 (96 total)
BIOL 2420	40	48/64 (112 total)
CHEM 1405	35	48/48 (96 total)
CHEM 1411/1412	35	48/64 (112 total)
CHEM 2423	35	48/64 (112 total)
COMM 1307	25	48
COSC 1301	22	48
DANC 2303	25	48
DRAM 1310	22	48
ECON 2301, 2302	35 (F2F) 32 (online)	48
EDUC 1300	25	48
ENGL courses	22	48
GEOG 1303	35	48
GEO 1403/1404	28	48/48 (96 total) (online)
GOVT courses	35 (F2F) 32 (online)	48
HIST courses	35	48
HUMA 1301	25	48
MATH 1314	24	48
MATH 1316	24	48
MATH 1324	24	48
MATH 1332	24	48
MATH 1342	24	48
MATH 1350	24	48
MATH 1351	24	48
MATH 2412	24	64
MATH 2413	24	64
MUSI 1306	25	48
PHIL 1301	25	48
PHYS 1403/1404	32	48/48 (96 total) (online)
PHYS 1401/1402	16	48/48 (96 total)
PSYC courses	35	48
SOCI courses	35	48
SOCW courses	35	48
SPAN 1411, 1412	18	48/32 (80 total)
SPCH 1311/1315/1321	22/22	48



## ADDENDUM 5

### Technical Course Maximum Enrollment (per class) and Contact Hours

Course Number	Maximum Enrollment	Required Contact Hours Lecture or Lect./Lab
ACNT 1303--Intro to Accounting I	28	48 hours
ACCT 2301	28	48 hours
ACCT 2302	28	48 hours
ARTC 1302 Digital Imaging I	Max determined by lab space	32/64 (96 total)
ARTC 1305 Basic Graphic Design	Max determined by lab space	48 hours
ARTC 1313 Digital Publishing I	Max determined by lab space	32/64 (96 total)
ARTC 1321 Illustration Techniques I	Max determined by lab space	32/64 (96 total)
AUMT 1305--Introduction to Automotive	Determined by equipment	32/32 (64 total)
AUMT 1407--Automotive Electrical Systems	Determined by equipment	48/48 (96 total)
AUMT 1419--Automotive Engine Repair	Determined by equipment	48/64 (112 total)
AUMT 2417--Automotive Engine Performance	Determined by equipment	48/64 (112 total)
BMGT 1327--Principles of Management	30	48 hours
BMGT 2309-Leadership	30	48 hours
BUSG 1304--Financial Literacy	30	48 hours
BUSG 1307--Entrepreneurship & Economic Development	30	48 hours
BUSG 1315--Small Business Operations	30	48 hours
BUSG 2309--Small Business Management or Entrepreneurship	30	48 hours
BUSI 1301--Business Principles	35	48 hours
CHEF 1205--Sanitation and Safety	Max determined by lab space	32 hours
CHEF 1301--Basic Food Preparation	Max determined by lab space	32/64 (96 total)
CRIJ courses	25	48 hours
CJSA courses	25	48
DFTG 1305--Technical Drafting	Max determined by lab space	32/32 (64 total)
DFTG 1309--Basic Computer Aided Drafting	Max determined by lab space	32/32 (64 total)
DFTG 1317--Architectural Drafting, Residential	Max determined by lab space	32/32 (64 total)
DFTG 2340 Solid Modeling/Design	Max determined by lab space	32/32 (64 total)
EMSP 1160--Clinical EMT (EMT Paramedic)	24	96 hours
EMSP 1501--EMT	24	64/64 (128 total)
FIRS 1301--Firefighter Cert I	24	32/48 (80 total)
FIRS 1313--Firefighter Cert III	24	32/32 (64 total)
FIRS 1319--Firefighter Cert IV	24	32/32 (64 total)
FIRS 1323--Firefighter Cert V	24	48 hours
FIRS 1329--Firefighter Cert VI	24	32/32 (64 total)
FIRS 1407--Firefighter Cert II	24	48/32 (80 total)
FIRS 1433--Firefighter Cert VII	24	32/64 (96 total)
FIRT 1301--Fundamentals of Fire Protection	24	48 hours
GAME 1303--Intro to Game Design & Develop.	Max determined by lab space	32/64 (96 total)
GRPH 1359 Vector Graphics for Production	Max determined by lab space	32/64 (96 total)
HAMG 1221--Intro to Hospitality Industry	Max determined by lab space	48 hours
HART 1400 HVAC Duct Fabrication	Max determined by lab space	48/64 (112 total)



### ADDENDUM 5

HART 1401 Basic Electricity for HVAC	Max determined by lab space	48/64 (112 total)
HART 1403 Air Conditioning Control Princ.	Max determined by lab space	48/64 (112 total)
HART 1407 Refrigeration Principles	Max determined by lab space	48/64 (112 total)
HART 1441 Residential Air Conditioning	Max determined by lab space	48/64 (112 total)
HART 1445 Gas and Electric Heating	Max determined by lab space	48/64 (112 total)
HITT 1305—Medical Terminology I	25	48 hours
HPRS 1105—Essentials of Medical Law/ Ethics for Health Prof.	25	16 hours
HPRS 1201—Intro to Health Professions	25	32/16 (48 total)
HRPO 2301—Human Resources Management	30	48 hours
HRPO 2307—Organizational Behavior	30	48 hours
IMED 1301—Intro to Digital Media	22	32/64 (96 total)
IMED 1316—Web Design I	22	32/64 (96 total)
ITCC 1314 CCNA 1—Intro to Networks	Max determined by lab space	32/64 (96 total)
ITCC 1340 CCNA 2—Routing and Switching	Max determined by lab space	32/64 (96 total)
ITCC 2312 CCNA 3—Scaling Networks	Max determined by lab space	32/64 (96 total)
ITCC 2313 CCNA 4—Connecting Networks	Max determined by lab space	32/64 (96 total)
ITNW 1325—Fundamentals of Network Tech	Max determined by lab space	48/16 (64 total)
ITNW 1358—Network+	Max determined by lab space	32/64 (96 total)
ITSC 1305—Intro to PC Operating Systems	Max determined by lab space	32/64 (96 total)
ITSC 1309—Integrated Software Application I	Max determined by lab space	32/64 (96 total)
ITSC 1321—Intermediate PC Operating Systems	Max determined by lab space	32/64 (96 total)
ITSC 1325—Personal Computer Hardware	Max determined by lab space	32/64 (96 total)
ITSE 1302—Computer Programming	Max determined by lab space	32/64 (96 total)
ITSW 1304—Introduction to Spreadsheets	30	32/32 (64 total)
MRKG 1302—Principles of Retailing	30	48 hours
MRKG 1311—Principles of Marketing	30	48 hours
MRKG 2312—e-Commerce Marketing	30	48 hours
PSTR 1301—Fundamentals of Baking	Max determined by lab space	32/64 (96 hours)
WLDG 1204—Fundamental of Oxy Fuel Welding & Cutting	Max determined by lab space and equipment	16/64 (80 total)
WLDG 1428—Intro to Shielded Metal Arc Welding	Max determined by lab space and equipment	32/96 (128 total)

## Addendum 6 Available Tools and Resources

**Financial Aid for Swift Transfer (FAST):** a program which provides funding for students who are educationally disadvantaged (on the Federal Free & Reduced Lunch program).

<https://www.highered.texas.gov/our-work/supporting-our-institutions/community-college-finance/fast/>

**Texas Education Agency (TEA) Graduation Toolkit:** a resource to help students plan for high school and beyond. Contains information on the endorsements, course requirements, benefits/advantages to each endorsement.

<https://tea.texas.gov/sites/default/files/14Grad-toolkit-booklet.pdf>

**TEA Approved CTE Programs of Study:** The website gives information on each program of study, including information regarding potential careers/occupations, salaries, coursework for each field.

<https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/approved-cte-programs-of-study>

**TEA Dual Credit FAQ sheet:** [https://tea.texas.gov/sites/default/files/Dual\\_Credit\\_FAQ.pdf](https://tea.texas.gov/sites/default/files/Dual_Credit_FAQ.pdf)

**College for All Texans:** part of the 60 X 30 plan and the Texas Higher Education Coordinating Board (THECB). Site has information about going to college, costs, degrees, testing, etc. Has options to “make a plan” in Middle School and High school.

<http://www.collegeforalltexas.com/>

**Live Binder for Counselors:** Developed by Tyler Junior College (TJC) for counselor training. Offers information on TJC pathways, career planning, additional resources. Has printable information, as well. Use in conjunction with Region 7 Service Center and TJC counselor monthly training.

<https://www.livebinders.com/sites/tylerjuniorcollege/b-2671577>

**TJC Website:** Pathways information and resources regarding degrees and certificates. Why pathways is a topic covered, as well as information about each TJC pathway.

Pathways blog articles <http://go.tjc.edu/>

TJC Website: <https://www.tjc.edu/degrees>

**Office 365:** this software is free and available to all TJC students through Apache Access.

**Onward,** presented by TJC: Onward is a College Action Plan to help students get ready for college life. Hear from students, professors and staff at TJC on topics ranging from admissions, career planning, choosing a major, and getting ready for college. Enroll for free at <https://www.tjc.edu/onward> to get monthly college planning resources.

**TJC High School Counselor Training:** a Canvas course developed specifically to offer training and assistance with dual enrollment to high school counselors. Information by request.

**TJC Dual Credit Orientation:** a Canvas course developed specifically for TJC dual credit students to teach about college-level expectations, how to read a syllabus, and other helpful hints regarding student success.



## ADDENDUM 7

### Disability Accommodations for Dual Credit

Americans with Disabilities Act Amendments Act (ADAAA) and section 504: civil rights laws prohibiting discrimination solely on basis of disability.

"No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...."

The term "otherwise qualified individual with a disability" at the post-secondary level carries different connotation, places greater weight and responsibility on the part of the individual. It ultimately refers to a student's academic proficiency and ability to demonstrate learning.

Post-secondary institutions must provide reasonable accommodations to allow students an equal opportunity (equal access) to participate in courses, programs, and activities.

Colleges and universities do not have to provide accommodations that would "fundamentally alter" or modify the educational program or academic requirements essential to the program of study.

Dual Credit High School courses (college) are only covered by 504/ADAAA. Participation is considered a choice on the part of the student where IDEA (Individuals with Disabilities Education Act) requirements concerning FAPE (Free Appropriate Public Education) do not apply.

Requirements under IDEA do not apply to the post-secondary level, only accommodations approved through Tyler Junior College Disability Services may be provided to dual credit students. (i.e. no retesting until you get a seventy, modified assignments, or modified testing such as reduced number of answer choices)

In addressing this unique situation where both laws apply to one course, the appropriateness on any particular accommodation will be determined on an individualized basis for each student in each course.

- The student must self-identify as a person with a disability
- The student needs to fill out an application for disability services in Apache Access, and provide required documentation, from age thirteen or older.
- The student should be prepared to discuss their disability, accommodations received in high school and how the disability affects individual learning
- Documentation will be reviewed, and then the student will need to schedule a meeting to determine reasonable accommodations
- Accommodations for college dual credit courses may differ from HS accommodations/modifications provided for HS courses
- Accommodations are not retroactive

### For More Information:

- Disability Services website--<https://www.tjc.edu/ada>
- IDEA information--[https://www.tjc.edu/info/20045/disability\\_services/98/idea](https://www.tjc.edu/info/20045/disability_services/98/idea)
- Your Rights-- [https://www.tjc.edu/info/20045/disability\\_services/99/your\\_rights](https://www.tjc.edu/info/20045/disability_services/99/your_rights)
- Disabilities Services Handbook--  
[file:///C:/Users/a00020856/Downloads/Disabilities Handbook 2019 13120.pdf](file:///C:/Users/a00020856/Downloads/Disabilities%20Handbook%202019%2013120.pdf)
- Hearing/Visual Disabilities--  
[https://www.tjc.edu/info/20045/disability\\_services/96/hearingvisual\\_disabilities](https://www.tjc.edu/info/20045/disability_services/96/hearingvisual_disabilities)
- Learning and Physical Disabilities--  
[https://www.tjc.edu/info/20045/disability\\_services/100/learning and physical disabilities](https://www.tjc.edu/info/20045/disability_services/100/learning_and_physical_disabilities)