

HCC DUAL CREDIT HANDBOOK 2009

Houston Community College and Area High Schools Working Together to Serve the Community

Everyone Wins with Dual Credit

A dual credit course is a college course taken by a high school student for which the student earns both college and high school credit. Dual credit courses are typically taught at the high school. Dual credit is successful because the program offers something for everyone involved.

Students Make a Successful Transition from High School to College

Dual credit enables students to make substantial progress toward college degrees before they finish high school. Students who begin taking courses in their junior year might earn thirty or more college credits by the time they graduate from high school if they also take summer classes at the college. Workforce students could complete half or more of the courses required for an associate's degree or a certificate of completion.

Students learn what college professors expect in dual credit courses while still in their familiar high school surroundings. When they eventually move to the college or university campus, they will have already acquired the confidence to succeed academically in college.

Parents Save Money

Parents worried about the rising cost of college love the HCC dual credit program because it is inexpensive. Public or charter high school students who live in the Houston ISD, Stafford MSD, Alief ISD or Missouri City may take dual credit classes free. Their only expense is the cost of textbooks. Students living in the Alief, Katy, North Forest, Spring Branch or Fort Bend ISDs pay only the out-of-district fees. In the fall semester 2008, an out-of-district dual credit student could take a three semester credit hour course for \$162. (Tuition and fees are not waived for private high school and home-schooled students. For these students, however, all other dual credit guidelines apply.)

High Schools Can Offer Students More Opportunities

Dual credit courses enable high schools to offer students more academic options than are available in a regular high school curriculum. Furthermore, dual credit workforce courses provide students with career options not available to them with high school preparation alone.

Equal Educational/Employment Opportunity

Houston Community College System seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability. This policy extends to employment, admissions, and all programs and activities supported by the College.

College Contacts

HCC is a large system with regional colleges located across Houston. Each of the regional colleges (Central, Northeast, Northwest, Southeast, and Southwest) has more than one campus at which we teach classes and offer students a variety of services. Dual credit courses are organized by the regional colleges in partnership with high schools. The HCC chancellor and the high school superintendents sign partnership agreements specifying the basic terms of the partnership. (See Appendix A for a copy of the complete partnership agreement.)

If you are a high school student, parent, or staff member (faculty, counselor, principal, etc.) and wish to know how to organize a dual credit course, enroll in one, or teach one, please contact an appropriate contact at your closest HCC regional college.

HCC-Central College works with the following HISD high schools – HSPVA, Jones, Lamar, Madison, Sterling, Worthing, and Yates. For HCC information, contact either:

Dr. Cheryl Peters	or	Linda Koffel
Interim Executive Dean		Interim Career and Technical Educ Dean
713-718-6081		713-718-6215
Cheryl.peters@hccs.edu		Linda.Koffel@hccs.edu

HCC-Northeast College works with North Forest ISD and the following HISD high schools – Davis, Furr, Sam Houston, Barbara Jordan, Kashmere, Reagan, Scarborough, Walthrip, Washington, and Wheatley. For HCC information, contact either:

Dr. Lois Avery	or	Dr. Kenneth Hernandez
Academic Dean		Career and Technical Education Dean
713-718-8056		713-718-8315
Lois.Avery@hccs.edu		Kenneth.Hernandez@hccs.edu

HCC-Northwest College works with Katy and Spring Branch ISD school and HISD Westside HS. For HCC information, contact either:

Mary Alice Wills	or	Dr. Maya Durnovo
P-16 Liaison		Career and Technical Education Dean
713-718-5716		713-718-5730
Maryalice.Wills@hccs.edu		Maya.Durnovo@hccs.edu

HCC-Southeast works with the following HISD schools – Austin, Chavez, Eastwood, Milby, and the Sanchez Charter HSD. For HCC information, contact either:

Dr. Joanne Lin	or	Dr. Johnella Bradford
Academic Dean		Career and Technical Education Dean
713-718-7065		713-718-7038
Joanne.Lin@hccs.edu		Johnella.Bradford@hccs.edu

HCC-Southwest works with the Alief, Fort Bend, and Stafford school districts, and the following HISD schools – Bellaire, Lee, Sharpstown, and Westbury. For HCC information, contact either:

Betty Fortune	or	Dr. Arnold Goldberg
Interim Academic Dean		Career and Technical Education Dean
713-718-7743		713-718-7913
Betty.Fortune@hccs.edu		Arnold.Goldberg@hccs.edu

Course Offerings

In theory, any course taught by HCC could be taught for dual credit as long as students have the prerequisite skills and abilities. HCC offers courses and programs in over 30 academic subject areas and over 70 workforce areas. For a complete list of HCC courses and programs, refer to the college catalog, available on-line at [catalog](#)

Academic Courses

Academic courses are those that are typically required for students who intend to transfer from HCC and pursue a traditional baccalaureate (four-year) degree at a university. The most popular academic courses are American History, English Composition, American Government, Economics, Psychology, Sociology, and Spanish. All of these courses satisfy core curriculum requirements at HCC and will transfer to any public college or university in the state of Texas as core curriculum. College algebra, art history, speech, introductory biology, and introductory chemistry may also be taught as dual credit and would transfer as core curriculum. Science lab courses can only be taught as dual credit when the high school lab meets the requirements of the college curriculum. Sometimes it is possible for the high school students to take a dual credit science course in a college lab at one of our campuses.

Career and Technical Education Courses

Career and Technical Education courses are those courses intended primarily to prepare students with entry-level job skills. Many of them, however, will also transfer to four-year degrees. HCC has a number of strong career and technical educational courses that could be offered as dual credit, including courses in the career cluster areas such as (1) Agriculture, Food & Natural Resources, (2) Architecture & Construction, (3) Arts, A/V Technology & Communications, (4) Business, Management & Administration, (5) Education & Training, (6) Finance, (7) Government & Public Administration, (8) Health Science, (9) Hospitality & Tourism, (10) Human Services, (11) Information Technology, (12) Law, Public Safety, Corrections & Security, (13) Manufacturing, (14) Marketing, Sales & Service, (15) Science, Technology, Engineering & Mathematics, and (16) Transportation, Distribution & Logistics.

College Prep Courses

HCC may also offer college prep classes in reading, writing, mathematics, student success, and ESL for those students who have not attained college-level skills. We must charge standard tuition rates for all but the "exit level" courses in these areas. College prep courses are not transferable for college credit. The purpose of college prep courses is to prepare students for college-level work. High schools could also award appropriate high school credit for the courses.

College prep classes might be most appropriate in mathematics. Many high school graduates do not have college-level mathematics skills. College prep mathematics classes could enable high school students to strengthen their math skills so they will be prepared to take college algebra when they become full-time college students.

HCC also offers a Student Success Course (GUST 1270) that allows those students who are undecided about their future to explore a variety of career options while honing their college study skills.

Student Eligibility

All dual credit students, regardless of whether they intend to take academic, workforce, or college prep courses, must satisfy the following criteria:

- Junior or senior standing in high school;
- Passing TAAS or TAKS scores; and/or
- Appropriate scores on HCC placement tests (ASSET or COMPASS)

The six regional HCC colleges will work with high schools in their areas to arrange for the testing of students as needed. (For a complete explanation of assessment requirements for students to take HCC Dual Credit courses, please refer to Appendix B.)

Applying for Admission to Houston Community College

To apply for admission to HCC, students must complete an HCC application. This may be accomplished on line at the HCC web site: <http://www.hccs.edu>. Click on "admissions & registration center." Select "Dual Credit". Students will need the following information in order to complete the application:

- Social Security Number
- Visa/Permanent Resident Information (if applicable)
- Texas Driver's License
- Social Security Number of Parent/Guardian (if residency claimed upon Parent/Guardian).
- Permanent Resident Information of Parent/Guardian (if residency claimed upon Parent/Guardian.)
- THEA scores (if applicable).
- SAT, ACT, and/or TAAS or TAKS Scores and Test Dates (if applicable)
- ASSET or COMPASS scores (if applicable)
- Dates of high school attendance

Select "High School Concurrent" under Admit Type.

For admissions assistance, including the PRIS (Pre-Registration Information Session), contact your regional college representative.

Registration and Payment

Once students have completed the admissions process, they can then register for the classes they wish to take using the course name, course number, and class number for the classes they wish to take. For example, English 1301 is the course name and number for English Composition I. Each course section has a unique five-digit course number. High school counselors will be given the course numbers for the dual credit courses at their sites.

HCC colleges will work with the high schools to provide registration information. Students will be expected to pay out-of-district fees (if applicable) at the time of registration.

Public and charter school students living in-district (Houston ISD, Stafford MSD, Alief ISD and Missouri City residents) may take dual credit classes tuition-free. Students living out-of-district pay only the out-of-district fees. Private high school and home-schooled students pay regular HCC tuition and fees, which vary depending on whether the student lives in- or out-of-district.

Not every class taken for dual credit qualifies for the tuition and fee waiver. Dual credit courses taught at the high school campus during the school day qualify for the waiver. We can also waive tuition and fees for special course sections taken by a group of high school students on an HCC Campus. These will be arranged in certain subjects and at certain times (as during the summer) between the HCC colleges and the partner high schools. In general, however, regularly scheduled college courses at an HCC campus do not qualify for the waiver.

Faculty

Dual credit classes may be taught by either HCC faculty members or by current high school instructors, depending on whether available high school instructors hold appropriate credentials to teach college courses.

Academic Faculty: Faculty members teaching college transfer courses such as history and English composition must hold a master's degree with at least eighteen graduate hours in the teaching field. For example, a high school instructor with a master's degree in history is qualified to teach History 1301 for the college. An instructor with a master's degree in education is qualified as well if she also has at least eighteen graduate hours in history.

Workforce Faculty: Faculty members teaching workforce courses must hold at least an associate's degree and have a minimum of three year's work experience in the field. An accounting instructor, for example, must have at least three year's experience working as an accountant. Experience teaching accounting does not count toward the three years required employment experience.

College Prep Faculty: Faculty members teaching college prep courses must hold a bachelor's degree in a related field to the subject they are teaching and have some teaching experience. A high school math teacher, for example, would likely be qualified to teach college prep math for the college.

Employment

Dual credit instructors are employees of Houston Community College, regardless of whether they are also on the faculty of the high school. High school instructors teaching dual credit courses must complete an HCC job application, supply the college with official university transcripts, attend HCC faculty orientations, and work with their HCC faculty department chair on all instructional issues related to the college course. In turn, the college will compensate the instructor at the standard rate for HCC adjunct faculty. For further assistance, prospective dual credit instructors should work with their regional college contacts.

Working with College Faculty at the High Schools

When the college assigns its regular faculty members to teach a dual credit course on the high school campus, the high school administration should work with the college to ensure a successful semester. The college instructor will need information concerning parking,

restrooms, mail service, photocopy facilities, lab, and audio-visual equipment. The instructor should be given the name of a college liaison and a telephone number to call in case of an emergency.

Complaints

Sometimes students have complaints about their instructors. Students who voice complaints to high school counselors should be encouraged to attempt to resolve the matter with their college instructor. If the student is uncomfortable speaking with the instructor or is dissatisfied with the result of the conversation, the student should be directed to the appropriate dean (listed in the college contacts).

Parents are concerned about the educational progress of their children and sometimes want to discuss student complaints or other issues with an instructor, a department chair, or a dean. In general, college faculty members, chairs and deans are uncomfortable speaking with parents about student-related issues unless the student is also present. If a parent believes that a private conference is necessary, the parent should work through the college deans to arrange the conference.

Course Curricula and Grading

A dual credit course is a college course in all respects. The curriculum is the curriculum for the college course. The textbooks are the same books used on the college campus and the grading standard is the same.

High school administrators sometimes want to enrich the college course. They may want to include course materials that are part of the high school curriculum that are not stressed in the college course or to add materials to satisfy Advanced Placement (AP) course requirements. This goal can best be accomplished by adding hours to the college course and assigning a high school instructor to enrich the curriculum. Because of the length of high school periods and the length of the high school semesters, more class time is usually available than is needed for the college course. **NOTE:** Colleges expect students to spend at least as much (if not twice as much) time *out-of-class* as in-class in reading, studying, and preparation for college course assignments. This is true for dual credit courses as well, since they are college courses.

The college instructor will assign grades on the standard HCC grading scale:

- 90-100 percent is a grade of A
- 80-89 percent is a B
- 70-79 percent is a C
- 60-69 percent is a D
- less than 60 percent is an F.

College students have the option of withdrawing from the class and may be administratively withdrawn by their instructor if they have excessive absences.

College instructors will work with the high school administration to provide periodic grade reports for school records. The rules of dual credit allow college faculty to use two grading scales, one for the high school class and the other for the college class. Consequently, a student could master the course material at a level satisfactory to pass the high school class while failing the college course.

HCC Library Resources for Dual Credit Students

As registered HCC students, dual credit students are entitled to full use of the resources and services of any HCC library. Regardless of which college a student is enrolled in, the resources of any HCC library are available to him or her. Resources and services include access to the HCC print collections, periodicals, reference materials and electronic resources, as well as instruction in the use of these materials and general reference assistance.

While most of the research needs of dual credit students may be met by the resources of the high school library, it is important to inform students that they may access the full resources of the HCC system as well. The college's electronic resources include a broad range of full text databases. These databases are accessible through any HCC Library or they may be accessed from home computers with appropriate authorization.

In order for students to use HCC resources or access electronic databases, they must have an HCC Library Card, which may be obtained from any HCC Library. The student will need to present a fee receipt for the current semester and a photo ID, either a Texas driver's license or an ID from the Texas Department of Public Safety.

Finally, HCC is an institution of higher education. The HCC Libraries provide materials that support and supplement the educational process. No effort is made to either censor or filter any materials from its collections.

HCC Student Services for Dual Credit Students

The HCC Student Development Departments provide a wide range of services designed to supplement the student's total college experience at Houston Community College. The departments serve as a vehicle for increased access to both career & technical education programs and academic programs, as well as to the community at large. Dual credit students are encouraged to make use of the services offered to all registered HCC students, including access to both academic and personal counseling, career exploration, financial aid, testing, and job placement activities. Student organizations and activities are also available and dual credit students are encouraged to take part in these as possible and appropriate.

An Open Letter to Dual Credit Students

Welcome to Houston Community College! We are delighted that you have chosen to get a jump-start on your college education by participating in the HCC dual credit program.

College courses are both interesting and challenging. You will learn a great deal, but you will be expected to work hard. On average, college students should plan to study at least two hours a week for every hour spent in the classroom. Students taking a three-semester hour class should set aside a minimum of six hours a week to study. Some students will need to study more. Most students should schedule extra study time when exams are planned or course projects are due.

Pay careful attention to your instructor's system for assigning grades. If you do poorly on a test or assignment, most college instructors will not allow you to repeat the work in order to improve

your grade. You should not expect to receive extra course credit for attendance. Also, your instructor will probably not allow you to do extra work to bring up a poor grade.

The grade you earn in this course will become part of your permanent college record. We all hope that your grade is a good one, but if you find yourself doing poorly in the class, you may wish to drop. Students who withdraw before the official drop date will receive a W on their transcript. A withdrawal is preferable to a grade of D or F. If you need to drop, be sure that you complete the appropriate paperwork and do so before the last date for course withdrawal.

College courses sometimes deal with controversial issues or subject matter that high school courses would ordinarily avoid. Your instructor will teach the same course he or she teaches on our college campus.

Be sure that you understand your instructor's attendance policy. Houston Community College policy states that students may be dropped if they miss more than six hours of class in a three semester-hour course. In contrast to high school, the college does not distinguish between excused and unexcused absences. If you miss class because you are ill or attend a school function, those absences will count against you. Your instructor may also have a tardy policy.

Don't Be Afraid to Ask Questions - Your instructor is available to answer questions about course materials or class policies. If you have any concerns about your performance in the course or you are not sure whether you understand an assignment, please do not hesitate to schedule a conference with your instructor. All of us at Houston Community College are dedicated to helping you achieve your goals. Don't be afraid to ask questions!

We wish you the best for an excellent semester. We are sure that you will not only learn a great deal, but that you will enjoy your courses as well. If you have questions about the college that we can answer, please call us or email us. We always enjoy speaking with students.

Sincerely,



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**Appendix A: HOUSTON COMMUNITY COLLEGE SYSTEM
Partnership Agreement with Participating School Districts, Charter or Private Schools
For Dual Credit Courses**

The intent of this agreement is to allow Huston Community College (HCC) to partner with new school districts, Charter Schools and Private Schools and to update prior agreements with current partner school districts in offering dual credit courses. (*Dual credit is sometimes referred to as concurrent course credit; the terms are equivalent.)

- A. Dual Credit versus other types of instructional partnerships (for high school credit only, Tech-Prep credit, or developmental courses). To distinguish dual credit from other types of instructional partnerships allowable for HCC and partner school districts, the following explanations are offered.
1. Partnerships for award of high school credit only. This type of partnership requires a separate contractual agreement between a public school district and HCCS for the latter to provide instruction in courses to high school students for award of high school credit only. These courses are not eligible to the college for state formula funding.
 2. Partnerships for award of dual (concurrent course) credit. This type of partnership between a public school district and HCC allows for the college to provide instruction to high school students for immediate award of both high school credit and college certificate and associate degree credit. Elements of this type of partnership are detailed in Section B below. State funding for dual credit courses is available to both public school districts and colleges based on the current funding rules of the State Board of Education and the Coordinating Board. A partnership for award of dual credit may be created by approval of this agreement by the governing boards or designated authorities of both the public school district or private secondary school and HCC. Signature lines and dates are provided at the end of the agreement.
 3. Partnerships for Tech-Prep Programs. This type of partnership between a public school district and HCC allows for the articulation of high school technical courses taught by the high school to high school students for immediate high school credit and later college credit, to be awarded upon enrollment of the students in HCC associate degree or certificate programs. These courses are not eligible to the college for state formula funding.
 4. Partnerships for developmental instruction for high school students. This type of partnership between a public school district and HCC allows for the college to provide instruction to high school students in developmental courses to prepare students for college-level work. This type of instruction is available to both the public school district and HCCS for state funding, but may not be considered dual credit because it results in no college-level credit.
- B. Required Elements of Partnership Agreement for Dual Credit Courses
1. Student Eligibility Requirements
 - a. To be eligible for enrollment in a dual credit course in a college level one certificate program (42 semester credit hours or less), the high school student must have passed all sections of the exit-level TAKS test *or* meet one of the criteria below.

- b. To be eligible for enrollment in a dual credit course for which college readiness is required and courses in level two certificate and associate degree programs, the high school student must present a passing score on ASSET or COMPASS (or other Coordinating Board-approved assessment instruments such as the ACT, SAT, THEA, etc.) in the area or areas (reading, writing, and/or math) as deemed applicable by the college for the intended course.
 - c. A student who has received an exemption from taking the TAKS tests may qualify to enroll in a dual credit course by meeting criterion (b) above.
 - d. Students who are enrolled in private, charter or non-accredited secondary schools or who are home-schooled must satisfy criteria (b) above.
 - e. To be eligible for enrollment in a dual credit course, students must meet all the college's regular prerequisite requirements designated for that course.
 - f. To be eligible for enrollment in a dual credit course, a student must be at least a junior in high school. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by GPA, PSAT scores, or other assessment indicators) may be approved by the principal of the high school and the relevant college instructional dean.
 - g. High school students shall not be enrolled in more than two dual credit courses per semester. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by GPA, ACT or SAT scores, or other assessment indicators) may be approved by the principal of the high school and the relevant college instructional dean.
2. Student Costs; Waiver of Student Tuition Fees (except out-of-district fee)
- a. As authorized by Texas Education Code, Section 130.008 and approved by HCCS Board of Trustees (March 2000), eligible in-district qualified students may register for one or two dual credit courses per semester at no charge.
 - b. Eligible out-of-district qualified students may register for one or two dual credit courses per semester at no tuition charge, but must pay the current out-of-district fee per course.
 - c. All dual credit students are responsible for purchasing their own textbooks and other required course materials unless the textbooks and/or other materials are purchased for them.
3. Faculty Qualifications
- a. All instructors of dual credit courses must meet the minimal requirements as specified by the Commission on Colleges of the Southern Association of Colleges and Schools.
 - b. High school faculty members selected to teach dual credit courses must meet the

same criteria as HCCS adjunct faculty. These instructors must submit employment applications and official transcripts to HCC Human Resources Office for hire as adjunct faculty. These instructors will be paid by HCCS as adjunct faculty and will be expected to meet the same work requirements as those for all HCCS adjunct faculty.

- c. HCCS supervisors will be permitted to visit high school campuses to observe dual credit classes and evaluate dual credit instructors with or without advanced notice of the observation.
4. Location and Student Composition of Dual Credit Classes
 - a. Dual credit classes may be taught on the high school campus or college campus
 - b. If taught in the high school or as a separate class on the college campus, the dual credit class must be composed solely of dual credit students. The exception to this is a class composed of other college students and/or Dual Credit and Advanced Placement students.
 5. Provision of HCCS Services
 - a. HCC will work with high schools to determine the best means for testing and registering Dual Credit students at HCC.
 - b. HCCS will provide dual credit students full access to HCCS libraries, open labs, and electronic databases as appropriate.
 - c. Dual credit students are eligible to receive academic support services, including academic advising and counseling, on the college campus. Dual Credit students are ineligible for Financial Aid. To receive Financial Aid a student must have graduated from high school or have a GED.
 6. Eligible Courses and Course Materials
 - a. Courses offered for dual credit must be identified by HCC as college level academic or workforce courses.
 - b. All dual credit course instruction and materials, including HCC-approved textbooks, must be at the equivalent level of the instruction and materials used for the identical courses taught on HCCS campuses.
 - c. HCC and high school administrators and/or faculty will meet periodically to identify appropriate courses for dual credit and ensure articulation of high school and college-level competencies.
 - d. Faculty members teaching dual credit courses will assign college grades based on the HCC grading system. The performance standard for dual credit student must be identical to the performance standard for student taking the same course on campus.
 7. Transcribing of Credit. HCC is responsible for maintaining a dual credit student's college transcript. All courses will be identified on the college transcript as the regular

college-level course. The high school is responsible for maintaining the student's high school transcript.

8. Funding. The state funding for dual credit courses will be available to both public school districts and HCC based upon the current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board.

School District Superintendent or
School Chief Administrator

Date

Houston Community College

Date

Revision: November, 2008.

Appendix B: Student Assessment for HCC Dual Credit Courses

ACADEMIC:

- A. The student must be at least in **11th grade**; complete an HCCS **admission application** and submit an **Official High School Transcript** indicating TAAS or TAKS test scores (or bring official test score report if test scores do not appear on the high school transcript).
- B. Students wishing to enroll in college-level academic courses must be assessed for basic reading, writing, and mathematics skills prior to enrolling in college coursework. The assessment may be satisfied by any of the following options:
 - 1. The student may provide qualifying scores on one of the following Texas Success Initiative (TSI) test instruments: ASSET, COMPASS, ACCUPLACER, TASP/THEA (HCCS administers ASSET and COMPASS).
 - 2. The student may be exempt from state-mandated TSI testing if he/she meets the qualifying standards on the SAT, ACT, TAAS, or the 11th Grade TAKS tests.
 - 3. The student may be waived from state-mandated TSI testing if he/she meets the qualifying standards on the 10th Grade TAKS test.
- D. Students may take college-level courses related to the area(s) of the test they pass. Students must also meet institutional course prerequisites.

TSI Exemption Test Scores

Name of Test	Testing Components	Component Title	Passing Exemption Score	TSI Status (Milestone)
SAT < 5 years old	COMP VERB MATH	Composite Verbal Mathematics	1070 500 500 (all three)	EXEMPT
ACT < 5 years old	COMP ENGL MATH	Composite English Mathematics	23 19 19 (all three)	EXEMPT
TAAS < 3 years old	WRITE READ MATH	Writing Reading (TLI) Mathematics (TLI)	1770 89 86	EXEMPT
TAKS Grade 11 < 3 years old; test taken after 9/1/03	ELART WS MATH	(English Language Arts & Write Sample) Mathematics	(2200 & 3, both) Math: 2200	EXEMPT

TSI Waiver Test Scores

Name of Test	Testing Components	Component Title	Passing Exemption Score	TSI Status (Milestone)
TAKS Grade 10 < 3 years old; Test taken before 9/1/2003 only	ELART MATH	Engl. Language Arts Mathematics	2045 2007	WAIVER
TAKS Grade 10 < 3 years old; Test taken after 9/1/2003	ELART WS MATH	(English Language Arts & Write Sample) Mathematics	(2200 & 3, both) Math: 2200	WAIVER

Workforce:

- A. The student must be at least in **11th grade**; complete an HCCS **admission application** and submit an **Official High School Transcript** indicating test scores (or bring official test score report if test scores do not appear on the high school transcript).
- B. A high school student is eligible to enroll in workforce dual credit courses if the student demonstrates that he or she has achieved at least the minimum high school passing standard on the Mathematics section and/or the English Language Arts section on the Grade 10 or Grade 11 TAKS test.
- C. If a student fails both parts of the Mathematics and the English Language Arts sections on the Grade 10 or Grade 11 TAKS test, the student cannot take and pass a TSI test in order to enroll in dual credit workforce education.
- D. If high school exit levels are met on the TAKS Grade 10 or Grade 11 test, a Level One workforce dual credit student will not need additional TSI testing prior to his/her first enrollment at HCC. However, a TSI test such as the ASSET or COMPASS test will need to be taken by the student during the first term of the student's enrollment at HCCS to comply with the state TSI law.

Dual Credit (High School Exit) Levels

Minimum "Met Standards" Scores for HS Graduation Utilized for Workforce Dual Credit

Test Taken	Testing Dates	Test Components		TSI Status		Basis of Status (How Attempted?)
		Writing	Sample Reading	Math (Milestone)		
TAAS		1500		70	70	TSI Waiver HS Dual Credit
TAKS 10	< 9/1/03	2045			2007	TSI Waiver HS Dual Credit
	9/1/03 to 5/31/04	2071	2		2054	TSI Waiver HS Dual Credit
	> 9/1/04	2100	2		2100	TSI Waiver HS Dual Credit
TAKS 11	< 9/1/03	NA	NA		NA	TSI Waiver HS Dual Credit
	9/1/03 to 5/31/04	2072	2		2058	TSI Waiver HS Dual Credit
	> 9/1/04	2100	2		2100	TSI Waiver HS Dual Credit