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 location. Dual credit is successful because the program offers benefits for everyone involved.

Students Make a Successful Transition from High School to College

Dual credit enables students to make substantial progress toward a college degree 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 Katy, Spring Branch or Fort Bend ISDs pay only the out-of-district fees. In the fall semester 2013, an out-of-district dual credit student could take a three semester credit hour course for $218. Tuition and fees for students of private schools with a partnership agreement in place with HCC, and home-schooled students may have their tuition waived, fully or partially, depending on their residency.

High Schools Can Offer Students More Opportunities

Dual credit courses enable high schools to offer students more academic options than are regularly available in a 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.

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 communicate with the appropriate contact at your closest HCC regional college:

**HCC-Central College** works with the following HISD schools: Lamar HS, Madison HS, Yates HS, Sterling HS, Jones HS, High School for Law Enforcement & Criminal Justice, Chavez HS, Booker T. Washington HS, HAIS-Houston Academy for International Studies Early College HS, and South Early College High School.

For HCC-Central information, contact:
Monique Smith
Program Director
713-718-6119
monique.smith4@hccs.edu

**HCC-Northeast College** works with the following HISD schools: Jefferson Davis HS, Furr HS, Houston Heights, Sam Houston Math, Science & Tech Center, Barbara Jordan HS for Law Enforcement, Kashmere HS, Scarborough HS, Waltrip HS, Booker T. Washington HS, Wheatley HS, and North Houston Early College HS.

For HCC-Northeast information, contact either:
Connie Esparza or Lecia Lathan
P-16 Program Manager or Early College Liaison
713-718-8250 or 713-718-8305
conception.esparza@hccs.edu or lecia.lathan@hccs.edu

**HCC-Northwest College** works with high schools in Alief ISD, Alief Early College HS, Spring Branch ISD, Katy ISD, and Westside HS in HISD, as well as private and charter schools.

For HCC-Northwest information, contact either:
Genevieve Coogan or Evelyn Velasquez
Director, P-16 Initiatives or Interim Workforce Dean
713-718-5716 or 713-718-5730
genevieve.coogan@hccs.edu or evelyn.velasquez@hccs.edu

**HCC-Southeast College** works with the following HISD schools—Austin HS, Chavez HS, Elite Preparation/Houston Gateways HS, Eastwood HS, Houston Can Academy,
Izaguirre HS, Milby HS, Mt. Carmel HS, Sanchez HS, Sterling HS/Futures Academy, Yates HS, and East Early College HS.

For HCC-Southeast information, contact either:

Dr. Grisel Cano or Dr. Terry Kidd
Assoc. Dean of Instruction Assoc. Dean of Workforce
713-718-7207 713-718-7500
grisel.cano@hccs.edu terry.kidd@hccs.edu

HCC-Southwest College works with the following HISD schools—Challenge Early College HS, Bellaire HS, Sharpstown HS, High School of Criminal Justice/Law Enforcement-Southwest, Lee HS, Reagan HS, Westbury HS.

SW College also works with the following Fort Bend ISD schools—Elkins HS, Thurgood Marshall Energized for Excellence HS, Hightower HS, Willowridge HS, and Stafford HS in the Stafford Municipal School District.

For HCC-Southwest information, contact either:

Athena Walker or Dr. Betty Fortune, Exec. Dean
Program Coordinator Instruction and Student Services
713-718-8618 713-718-7746
athena.walker@hccs.edu betty.fortune@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, and they receive credit on their high school transcript. For a complete list of HCC courses and programs, refer to the HCC Course Catalog: http://digital.turn-page.com/title/6160.

Academic Courses

Academic courses are those typically required of students who intend to transfer from HCC and pursue a traditional baccalaureate degree at a four-year institution. 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 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 high school students to take a dual credit science course in a college lab at one of our campuses.

Revised May, 2014
Workforce Courses

Workforce courses are those intended primarily to prepare students with entry-level job skills. Many of them, however, will also transfer toward four-year degrees. HCC has a number of strong workforce programs that could be offered as dual credit, including business technology, accounting, real estate, computer science, digital communication, drafting, law enforcement, health sciences, science-related technologies and a host of others.

Student Success Courses

HCC also offers Student Success courses: EDUC 1300 for academic programs, and LEAD 1200 for workforce programs. These courses allow 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.
- Appropriate scores on PSAT, STARR EOC, SAT, ACT exams, or qualifying scores on the TSI entrance test. For the most recent information on qualifying test scores, please consult the appendix.

The five regional HCC colleges will work with high schools in their areas to arrange for the testing of students as needed.

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. Go to the “Admissions” tab and choose “How to Apply.” Go to “Submit an online application” for helpful advice and instructions.

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. 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 the residency of the student.

**Faculty**

Dual credit classes may be taught by either HCC faculty members or by current high school instructors hired as HCC adjunct professors. Staffing depends on whether available high school instructors hold appropriate credentials to teach college courses. HCC Department Chairs are responsible for the approval and hiring processes for dual credit faculty.

*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 he or 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 years of experience working as an accountant. Experience teaching accounting does not count toward the three years required employment experience.

**Faculty 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, 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. The student may also contact the HCC Division Chair responsible for the course in question.

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. College faculty members, chairs and deans do not discuss student-related issues with parents, as all college students have rights of privacy under existing FERPA laws that must be observed. Students may also contact HCC dual credit liaisons for assistance.

Dual credit students are HCC college students and therefore held accountable for adherence to HCC policies and procedures. All students should routinely consult the HCC Student Handbook: [http://www.hccs.edu/district/students/student-handbook/](http://www.hccs.edu/district/students/student-handbook/)

**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 as those used on the college campus, grading standards are the same.

College instructors 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.

For the student to receive dual credit, the college instructor is obligated to give letter grades (letter grades only) to the high school registrar.

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

**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

Revised May, 2014
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.

Students may also request a library barcode online at the following Internet address: http://databaseserver2.hccs.edu/LRCSupport/barCodeRequest.html. Students must already be registered to use this service. Barcode information will be emailed to the student within two days of the request.

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 workforce 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, tutoring, testing, and job placement activities. Student organizations and activities are also available; dual credit students are encouraged to take part when possible and appropriate.

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Revised May, 2014
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,

Zachary R. Hodges, Ed.D.
Acting Vice Chancellor for Academic Affairs
713-718-5040
zachary.hodges@hccs.edu

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# Texas Success Initiative (TSI) Requirements for Academic Dual Credit

<table>
<thead>
<tr>
<th>Type of Assessment</th>
<th>Minimum scores for Reading &amp; Writing based classes such as English/History/Government</th>
<th>Minimum scores for Reading, Writing and Math-based classes such as Economics</th>
<th>Minimum scores for Math based classes such as College Algebra</th>
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<td>ACT</td>
<td>English 19, Composite 23</td>
<td>English 19, Math 19, Composite 23</td>
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<td>PLAN</td>
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Revised May, 2014