



**Galveston
College**

DUAL CREDIT

INSTRUCTIONAL AGREEMENT

GALVESTON COLLEGE

and

Plano Independent School District

ACADEMIC YEAR

2026-2027

INSTRUCTIONAL AGREEMENT

Galveston College (herein as the "College") and Plano ISD, a Texas School District (referred to herein as the "School"), enter into the following Instructional Agreement, evidenced by the following, for the Academic Year **2026-2027**.

I. PURPOSE

Galveston College and Plano ISD support and believe in a partnership that will provide opportunities for qualified high school students to participate in dual credit classes, academic and workforce, all of which may allow the high school student to receive both high school and college-level credit for successfully completing college-level courses. Therefore, Galveston College agrees to provide college-level instruction for Plano ISD. Further, the College and Plano ISD agree that it is the responsibility of the College to grant college credit, and it is the responsibility of Plano ISD to grant high school credit.

II. DUAL CREDIT PROGRAM GOALS

According to Texas HB 1638, Galveston College has established four overall goals that guide every facet of the Dual Credit program:

Goal 1: In conjunction with partner independent schools and institutions, Galveston College will utilize meaningful and relevant outreach strategies to ensure that students and parents are given information regarding all aspects of the Dual Credit program, including benefits of participation, enrollment and financial policies.

Goal 2: The Dual Credit program will facilitate effective and collaborative procedures that ensure students successfully transition to post-secondary education as well as accelerate through degree programs for maximum student success and achievement.

Goal 3: Every Dual Credit student will receive and have continual access to advising in academic and college readiness domains as well as support services that will help in the successful completion of post-secondary courses.

Goal 4: Dual Credit courses offered will be of the highest academic quality and offer a rigorous post-secondary curriculum that will be sufficient enough to ensure student success in all other post-secondary courses taken.

III. STUDENT ELIGIBILITY REQUIREMENTS

Students enrolled at Plano ISD may be eligible to participate in dual credit classes at the College based on the following conditions:

1. A high school student who seeks to enroll in an academic course(s), a transfer course(s), or courses leading to an Associate Degree may be admitted if the student:
 - a. Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative on relevant section(s) of an assessment instrument approved by the Texas Higher Education Coordinating Board (THECB), or as per the [Texas Administrative Code Rule §4.86](#)
 - a1. The college may enroll students who have not met this eligibility in MATH 1332 which can be used as a College Connect Course, or as per the [Texas Administrative Code Rule §4.344](#)
 - a2. Students may enroll as non-degree seeking and be allowed to take standard academic classes on their first semester up to 14 credit hours on a case by case basis.
 - b. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative.
2. A high school student is eligible to enroll in workforce education dual credit classes if the student demonstrates that he or she has achieved the minimum high school-level competencies in the areas of Mathematics and/or English/Language Arts as required for entry into the workforce program.
 - a. A student may enroll only in those workforce-education dual credit courses for which the student has demonstrated eligibility.
 - b. A student who is exempt from taking an exit-level test may be otherwise evaluated by the College to determine eligibility for enrolling in a workforce-education dual credit course(s).
3. To be eligible for enrollment in a dual credit course offered by the College, a student must meet all of 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.).
4. In the case of certain emergencies such as hurricane, pandemic or other forced closures and the previously mentioned measurements are not available, both the College and Plano ISD will employ holistic advising to ensure proper student eligibility.

IV. LOCATION AND STUDENT COMPOSITION OF CLASSES

1. Dual Credit courses may be taught on the College campus, online, 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 online the College shall comply with all applicable rules and procedures relating to distance education and off-campus instruction, as promulgated by the THECB.
2. Dual credit courses may be composed of dual credit students only or a class may be composed of dual credit students and regular college-credit students. Exceptions for a mixed class, a class composed partly of students enrolled for high school credit only and partly of students enrolled for AP and/or college credit, may be allowed under one of the following conditions:
 - a. If the course involved is required for completion under the State Board of Education's Foundation High School Program, Foundation with Endorsement or Foundation with Endorsement Distinguished Level's graduation requirements, and the high school is otherwise unable to offer such a course;
 - b. If the course involved is limited to dual credit students and College Board Advanced Placement students; or,
 - c. If the course is a career and technology/college workforce course and high school credit-only students are able to earn articulated college credit.
3. Students must be registered for college credit by the official census date for the dual credit course; otherwise, the student will not be considered a dual credit student and will not be awarded college credit for the course.
4. It is the responsibility of the high school to certify to the College that these requirements have been met, and it is the responsibility of the College to verify that classes are taught in compliance with this section. Further, should it be determined that this section has been violated, at the sole discretion of the College, the College may deny credit to any single student and/or all students who participated in an unapproved mixed class.
5. Dual Credit classes regardless of location will follow an approved College calendar.

V. FACULTY SELECTION, SUPERVISION, AND EVALUATION

1. The College will select, supervise, and evaluate instructors for courses which result in the award of college credit. 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.
2. All instructors must meet the requirements of the College and the minimal requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
3. Instructors teaching courses which result in the award of college credit will be employed faculty members of the College or must meet the same standards, review, and approval procedures used by the College to select faculty responsible for teaching the courses at the main campus of the College.
4. All instructor's applications for employment and official transcripts from each college or university attended will be kept on file at the College.
5. The College and the School agree to share information regarding Dual Credit faculty through safe and discreet methods. These methods will include password protected documents, collaboration with appropriate College and School personnel to ensure confidentiality among others to ensure all information is transmitted and shared securely.

VI. ELIGIBLE COURSES

1. Academic courses offered for Dual Credit must be identified as a college-level academic course in the current edition of the Community College Academic Course Guide Manual (ACGM) and must be simultaneously identified by the College as a course that has been included in the College's core curriculum, or foreign language course, or state approved FOSC or POSC. College-level workforce courses offered by the College must be included in an approved Associate of Applied Science (AAS) Degree or certificate program.
2. Remedial and developmental courses may not be offered for dual credit course credit and are not eligible courses under this agreement.
3. Approved courses being taught for Dual Credit (academic or workforce) must follow the College syllabus. It is the responsibility of the Plano ISD to work with the College to align the high school curriculum with the college course syllabus.
4. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in Appendix A.

VII. COURSE CURRICULUM, INSTRUCTION, AND GRADING

1. 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, rigor, and method of student evaluation. These standards shall be upheld regardless of the student composition of the class.
2. Identified course outcomes/learning objectives must meet all college requirements.
3. The regular academic policies applicable to courses taught at the College's main campus will apply to the dual credit courses. These policies include an appeal process for disputed grades, drop policy, the communication of the grading policy to students, when the syllabus must be distributed, etc.
4. Textbooks should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of the College. Other instructional materials for dual credit courses must be identical or at an equivalent level to materials used on the main campus of the College. Courses that offer Inclusive Access will need to be accepted by the student to guarantee access to course materials.
5. Courses which result in college-level credit will follow the standard grading practices of the College, as identified in college policy and as set forth in the appropriate course syllabus. Faculty teaching dual credit courses will report a general scale mid-term letter grade and final grade as required by college policy and as outlined in the syllabus to the College, and will report a numeric grade to the school, which is responsible for recording the numeric grade in accordance with their established policies and guidelines.
6. The College and Plano ISD agree to provide quality online learning experiences for all Dual Credit students. As online instructional needs arise, the College and School will collaborate on ways to ensure that all Dual Credit students are provided the means to succeed.
7. Faculty, who are responsible for teaching dual credit are responsible for keeping appropriate records, certifying census day class rolls at the beginning of the semester, providing interim reports, certifying final grade reports at the end of the semester, certifying attendance, and providing other reports and information as may be required by the College and/or the Plano ISD. Faculty and appropriate College Dual Credit staff will communicate how students can view their grades; utilize college communication tools such as e-mail as well as manage FERPA expectations.

VIII. STUDENT AND EDUCATIONAL SUPPORT SERVICES

1. Students in dual credit courses shall be eligible to utilize the same or comparable support services that are afforded to college students on the main campus. The College is responsible for ensuring timely and efficient access to such services as academic advising and counseling, learning resources (e.g., library resources), and other benefits for which the student may be eligible.
2. Student Services
 - a. The College agrees to provide appropriate academic support services, including academic advising/counseling, to students who are participating in dual credit classes. Further, the College agrees to assist students in completion of the admission and registration forms and provide an accessible process.
 - b. Plano ISD agrees to work with the College to provide an appropriate and accessible registration process and agrees to assist students in the completion of the admission and registration forms. The School further agrees to provide official high school transcripts, test scores, and such certifications that may be required by the College during the admission and registration process.
 - c. The College and Plano ISD agree to work together to plan and to try to schedule dual credit enrollment classes a semester in advance of offering the course(s).
3. Learning Resources
 - a. The College agrees to grant Plano ISD students enrolled in College courses the same rights, privileges, and access to the library's collections and services as students enrolled in courses on the College campuses. In addition, Galveston College will offer these students access to the library's electronic information resources through the Internet, subject to the College's licensing contracts with its vendors and available technology.
 - b. Plano ISD agrees to allow those students currently enrolled in Galveston College courses, within the Plano ISD's facilities, access to the information resources available in the district. These students are under the same rules and regulations as other students of the district and are subject to the same fines and penalties.

- c. The College and Plano ISD agree that if at the end of a semester, there are overdue materials belonging to one institution which were used in the completion of the other's course, the lending library will notify the other so that the student's record will show the obligation. Each library will take steps consistent with their policies and procedures to ensure that the past due books and/or materials are returned in an expedient manner. Upon return of the material the lending library will notify the other that the student has cleared their obligation.
- d. The College will, in conjunction with the partner institution, consider the use of free or low-cost open educational resources in dual credit courses.
- e. To be eligible for these privileges at the College a student must present proof of current enrollment. This may take the form of, but is not limited to, a current student ID card, bill for registration, or a class schedule.

IX. TRANSCRIPTING OF CREDIT

1. For workforce and academic dual credit courses which may result in college-level credit, the College will transcript all course work in accordance with the College's normal policies and procedures immediately following the end date of the course. Furthermore, the College agrees to make available in the same manner as it does to its regular college students an official college transcript of credits that may be sent to the college, university, or other location of the student's choice.
2. For workforce and academic dual credit courses which may result in high school-level credit, Plano ISD will transcript all course work in accordance with the schools 's normal policies and procedures immediately following the end date of the course. Further, Plano ISD agrees to make available in the same manner as it does to its other students an official high school transcript that may be sent to other schools, colleges, or locations, as the student so designates.

X. FUNDING

1. College Tuition and Fees.
 - a. The College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, the College, or online.
 - b. The College agrees to charge the standard tuition and special course fees, excluding standard required, out-of-district and non-resident fees, unless noted otherwise in Addendum A, as approved by the Galveston College Board of Regents and as published in the Galveston College Catalog. The Galveston College Board of Regents reserves the right to change the

policies and procedures of the College, without notice, including tuition and fees, in accordance with the cost of instruction and state laws.

- c. Standard required fees include building use, student services, registration, lab, distance education, and general services fees.
- d. The College and Plano ISD agree to collaborate to submit applications for the Financial Aid for Swift Transfer (FAST) scholarships for all qualified students.
- e. Plano ISD agrees to pay for the cost of tuition, fees, textbooks, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, and required student supply items.
- f. Plano ISD agrees to settle all account receivables with the College within 30 days of the billing date. Students whose tuition and fees are not paid by the official college census day of the class or who do not have a valid account receivable as of the official college census date will be dropped from the college roll and must be removed from the class in accordance with Section X Part 2 of this agreement.

2. Drops and Withdrawals - Tuition and Fee Refunds.

- a. If for any reason it becomes necessary for a student who has registered for a College class to withdraw or drop the class, the College and Plano ISD agree that it is the responsibility of the student to officially withdraw or drop the college course.
- b. A student may add or drop a course prior to the official census date for the course. Student must clear any changes with High School Counselor. Students who drop prior to the official college census date will not receive a college grade of any kind.
- c. A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar.
- d. Students attending class on or off campus may initiate a withdrawal through the Student Success Advisor for Dual Credit. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course.

XI. TERMS OF THE AGREEMENT

This agreement shall not become effective unless and until approved by the Galveston College Board of Regents and the Board of Trustees of Plano ISD. If so approved, the Agreement shall be for the 2026-2027 academic year.

The agreement may be amended or extended by written addendum to this agreement.

If it is the intention of one party to terminate this agreement, the one party shall provide a one hundred twenty (120) day written notice to the other party of their intention to terminate this Agreement.

All notices and communications related to this agreement shall be addressed to the respective educational administrators.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____
Dr. W. Myles Shelton, President

Date _____

Approved by the Plano ISD Board of Trustees, executed by Plano ISD, and signed by its Superintendent.

By _____
Dr. Theresa Williams, Superintendent

Date _____

ADDENDUM - A

- I. Students who are enrolled in dual credit classes, regardless of location or mode of instruction, shall pay \$56 per semester hour (\$168 per 3 semester hour course or \$224 per 4 semester hour course) for Tuition.
- II. All standard required fees shall be waived not including special course fees such as insurance, student health insurance, Inclusive Access, and exam fees which will be paid by Plano ISD, or they will indicate to the College who is responsible for payment.
- III. Galveston College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, at Galveston College, and online.
- IV. Galveston College agrees to waive the minimum registration requirements of six (6) credit hours for dual credit students taking classes at the high school, at Galveston College, and online.
- V. In accordance with current rules and guidelines, required college textbooks and materials shall be furnished to the student enrolled in dual credit classes at Plano ISD at no charge to the student by the school.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____
Dr. W. Myles Shelton, President

Date _____

Approved by the Plano ISD Board of Trustees, executed by Plano ISD, and signed by its Superintendent.

By _____
Dr. Theresa Williams, Superintendent

Date _____

ADDENDUM – B

- I. Plano ISD agrees to pay Galveston College \$10,000 annually to support the Dual Credit Limited Medical Radiologic Technologist (LMRT) program.

The annual payment of \$10,000 shall be used by Galveston College to cover:

- i. Travel expenses for the Program Director related to administration, oversight, support, and coordination of the Plano ISD dual credit LMRT program
 - ii. State licensing costs and fees associated with the program license; and
 - iii. Other administrative expenses related to student support services.
- II. Plano ISD agrees to remit payment to Galveston College in accordance with the billing and payment procedures otherwise outlined in the Instructional Agreement.
- III. GC agrees to pay Plano ISD the cost of faculty stipend that is equal to the cost of adjunct salary for the dual credit classes offer that semester. Plano ISD will invoice GC for the cost of this stipend after the census date for that semester.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____

Date _____

Dr. W. Myles Shelton, President

Approved by the Plano ISD Board of Trustees, executed by Plano ISD, and signed by its Superintendent.

By _____

Date _____

Dr. Theresa Williams, Superintendent

APPENDIX- A

GALVESTON COLLEGE COURSE EQUIVALENCY CROSSWALK

Healthcare Diagnostics (Imaging)	Galveston College Course	Galveston College Course Name
Introduction to Imaging Technology	RADR 1309	Intro to Radiography and Patient Care
Medical Terminology	RADR 2209	Radiographic Imaging Equipment
Imaging Technology I	RADR 2313	Radiation Biology and Safety
Imaging Technology I	RADR 1411	Basic Radiographic Procedures
Imaging Technology II	RADR 1302 RADR 1313	Radiographic Image Evaluation I Principles of Radiographic Imaging I
Imaging Technology II	RADR 1166 RADR 2217	Practicum I Pathology
Practicum in Health Science	RADR 1268	Practicum II
Practicum in Health Science	RADR 1368 RADR 2235	Practicum III Seminar Class

Certification: Limited Medical Radiologic Technologist (LMRT)



**Galveston
College**

DUAL CREDIT

MAIN CAMPUS

4015 Avenue Q Galveston, TX 77550

CHARLIE THOMAS FAMILY

APPLIED TECHNOLOGY CENTER

7626 Broadway Galveston, TX 77554

PHONE

409-944-4242

WEBSITE

GC.EDU

