



**Galveston  
College**

**DUAL CREDIT**

## **INSTRUCTIONAL AGREEMENT**

**Galveston College**

**and**

**Galveston Independent School District**

**ACADEMIC YEAR**

**2026-2027**

## INSTRUCTIONAL AGREEMENT

Galveston College (herein as the "College") and Galveston Independent School District, (herein as "GISD") enter into the following Instructional Agreement, evidenced by the following, for the Academic Year **2026-2027**.

### **I. PURPOSE**

Galveston College and the Galveston Independent School District 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, the College agrees to provide college-level instruction for GISD. Further, the College and GISD agree that it is the responsibility of the College to grant college credit, and it is the responsibility of GISD to grant high school credit.

### **II. DUAL CREDIT PROGRAM GOALS**

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

Goal 1: In conjunction with partner independent school districts and institutions, the 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 GISD 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 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 hurricanes, pandemic or other forced closures and the previously mentioned measurements are not available, both the College and GISD 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. 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 can 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 the 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 College Policy and 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 and will be subject to 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 instructors' applications for employment and official transcripts from each college or university attended will be kept on file at the College.

5. The College and GISD 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 GISD 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 courses and are not eligible courses under this agreement.
3. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in Appendix A and B.

## **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. Course materials including textbooks or electronic textbooks (Inclusive Access material) should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the instructional materials 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 GISD which is responsible for recording the numeric grade in accordance with their established policies and guidelines.

6. The College and GISD agree to provide quality online learning experiences for all Dual Credit students. As online instructional needs arise, the College and GISD will collaborate on ways to ensure that all Dual Credit students are provided with the means to succeed.
7. Faculty, who are responsible for teaching dual credit enrollment classes, 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 GISD. 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. GISD 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. GISD further agrees to provide official high school transcripts, test scores, and certifications that may be required by the College during the admission and registration process.
  - c. The College and GISD 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 GISD 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. GISD agrees to allow those students currently enrolled in college courses, within the GISD'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 GISD 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 as possible. 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 dual credit courses which may result in high school-level credit, GISD will transcript all course work in accordance with the district's normal policies and procedures immediately following the end date of the course. Further, GISD 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. GISD agrees to pay for the cost of tuition, fees, and instructional materials, or indicate prior to the Census date of the enrolled term to the College who is responsible for tuition, fees, instructional materials, and required student supply items.
- c. The College and GISD agree to collaborate to submit applications for the Financial Aid for Swift Transfer (FAST) scholarships for all qualified students.
- d. GISD will provide student TSDS ID# for all enrolled dual credit students in a timely manner to determine student FAST scholarship qualifications based on TEA and THECB shared reports for eligible students.
- e. GISD agrees to settle all accounts 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 GISD 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. Students must clear up 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 the Galveston Independent School District. 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 Galveston Independent School District Board of Trustees, executed by the Galveston Independent School District, and signed by its Superintendent.

By \_\_\_\_\_  
Dr. Matthew Neighbors, Superintendent

Date \_\_\_\_\_

## ADDENDUM - A

- I. Galveston College will waive all tuition and required fees for eligible students taking dual credit English Composition (ENGL 1301 and ENGL 1302) and United States History (HIST 1301, HIST 1302, HIST 2311 and HIST 2312) classes at Ball High School. For these classes, the class composition shall be 100 percent dual credit students.
- II. Galveston ISD shall pay to Galveston College an amount equal to the amount that would have been spent for 2026-2027 salary and benefits for the high school English and History teachers who have taught the dual credit English and History classes at Ball High School. Galveston College will invoice the district on a quarterly basis. Payment is due 30 days following receipt of the invoice.
- III. Galveston College shall use the designated funds to hire two (2) full-time College faculty to teach dual credit English composition and U.S. History classes at Ball High School.
- IV. Students who are enrolled in other dual credit classes besides ENGL and HIST courses listed above, 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).
- V. Galveston College agrees to WAIVE the following required FEES for dual credit students taking classes at the high school, at Galveston College, or online:
  - a. Building use, general services, student services, registration, lab, and internet fees.
  - b. Out-of-district and non-residential fees.
  - c. The minimum registration requirement of six (6) credit hours.
- VI. GISD agrees to PAY for the following FEES aggregated to cost of tuition for dual credit students, as applicable per students' enrolled courses and their sponsorship, or as designated by the school.
  - a. Course fees
  - b. Student insurance
  - c. Inclusive Access
  - d. Exam fees
- VII. In accordance with current rules and guidelines, required college instructional materials shall be furnished to the student enrolled in dual credit classes at Galveston ISD either through Inclusive Access with registration of course(s) or provided 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 Galveston Independent School District Board of Trustees, executed by the Galveston Independent School District, and signed by its Superintendent.

By \_\_\_\_\_  
Dr. Matthew Neighbors, Superintendent

Date \_\_\_\_\_

## APPENDIX- A

### GALVESTON COLLEGE COURSE EQUIVALENCY CROSSWALK

**Academic Credits** -These are general education courses that prepare students for transferring to a university. All GC dual credit classes are part of the Texas Common Core: classes that all public Texas Colleges and Universities must accept. However, it is highly recommended to speak with the intended transfer institution to discuss which courses will be accepted and how those courses will apply to a degree plan.

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Anatomy & Physiology	BIOL 2401	Anatomy & Physiology I	FALL
Anatomy & Physiology	BIOL 2402	Anatomy & Physiology II	SPRING
Biology	BIOL 1406	General Biology I	FALL
Biology	BIOL 1407	General Biology II	SPRING
Business & Professional Communication	SPCH 1321	Business & Professional Communication	FALL & SPRING
Calculus	MATH 2413	Calculus I	FALL
Calculus	MATH 2414	Calculus II	SPRING
Chemistry	CHEM 1411	General Chemistry I	NIGHT or SUMMER
Chemistry	CHEM 1412	General Chemistry II	NIGHT or SUMMER
College Algebra	MATH 1314	College Algebra	FALL & SPRING
College Statistics	MATH 1342	Elementary Statistics	FALL
Contemporary Math	MATH 1332	Contemporary Mathematics	FALL
Economics	ECON 2301	Principles of Macroeconomics	SPRING
Education	EDUC 1301	Intro to Education	FALL
Education	EDUC 2301	Intro to Special Populations	SPRING
English III or IV	ENGL 1301	Composition I	FALL
English III or IV	ENGL 1302	Composition II	SPRING
English IV	ENGL 2322	British Literature I	SPRING
English IV	ENGL 2311	Technical Writing	FALL
Environmental Science + Lab	ENVR 1301/ ENVR 1101	Environmental Science I + Lab	FALL
Environmental Science + Lab	ENVR 1302/ ENVR 1102	Environmental Science II + Lab	SPRING
Federal Government	GOVT 2305	Federal Government	FALL & SPRING
Learning Framework	PSYC / EDUC 1300	Learning Framework	FALL & SPRING
Music Appreciation	MUSI 1306	Music Appreciation	FALL & SPRING
Philosophy	PHIL 1301	Intro to Philosophy	FALL & SPRING

Physics	PHYS 1401	College Physics I	NIGHT or SUMMER
Physics	PHYS 1402	College Physics II	NIGHT or SUMMER
Pre-Calculus	MATH 2312	Pre-Calculus	SPRING
Psychology	PSYC 2301	General Psychology	FALL & SPRING
Sociology	SOCI 1301	Introductory Sociology	FALL & SPRING
Texas Government	GOVT 2305	Texas Government	FALL & SPRING
US History	HIST 1301	US History I	FALL
US History	HIST 1302	US History II	SPRING
Western Civilization	HIST 2311	Western Civilization I	FALL
Western Civilization	HIST 2312	Western Civilization II	SPRING

## APPENDIX B

### GALVESTON COLLEGE COURSE EQUIVALENCY CROSSWALK

**Workforce credits**- These are courses within programs that prepare students for specific careers and vocations such as Cosmetology, HVAC, Welding, Medical Administration, etc. Students may be able to earn a certificate or an associate degree in these programs.

COSMETOLOGY	Galveston College Course	Galveston College Course Name	Term Offered
Intro to Cosmetology	CSME 1501	Orientation to Cosmetology	FALL
Intro to Cosmetology	CSME 1410	Intro to Haircutting & Theory	SPRING
Cosmetology 1 + Lab	CSME 1354	Artistry of Hair Design	FALL
Cosmetology 1 + Lab	CSME 1543	Manicuring & Theory	SPRING
Cosmetology 2	CSME 1453	Chemical Reformation & Theory	FALL
Cosmetology 2	CSME 2401	Principles of Hair Color & Theory	SPRING
Esthetics	CSME 1547	Principles of Skin Care/ Facials	FALL
Esthetics	CSME 2541	Preparation for State License Exam	SPRING

CULINARY	Galveston College Course	Galveston College Course Name	Term Offered
Principles of Hospitality & Tourism *articulated credit	HAMG 1221	Intro to Hospitality Industry	FALL & SPRING
Intro to Culinary	CHEF 1205	Sanitation & Safety	FALL
Intro to Culinary	RSTO 23207	Catering	SPRING
Culinary Arts	CHEF 1301	Basic Food Preparation	FALL
Culinary Arts	CHEF 2302	Saucier	SPRING
Advanced Culinary Arts	PSTR 1301	Fundamentals of Baking	FALL
Adv. Culinary Arts	CHEF 1341	American Regional Cuisine	SPRING

<b>EMT BASIC</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Principles of Health Science *articulated credit	HPRS 1201	Intro to Health Professions	FALL & SPRING
Medical Terminology	HITT 1305	Medical Terminology	FALL
Medical Terminology	HITT 1353	Legal & Ethical Aspects of Health Information	SPRING
Emergency Medical Technician	EMSP 1501	EMT	FALL
Emergency Medical Technician	EMSP 1160	Clinical - EMT	SPRING

<b>HEALTH INFORMATICS</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Principles of Health Science *articulated credit	HPRS 1201	Intro to Health Professions	FALL & SPRING
Medical Terminology	HITT 1305	Medical Terminology	FALL
Medical Terminology	HITT 1353	Legal & Ethical Aspects of Health Information	SPRING
Medical Intervention, Evaluation & Research	HITT 2330	Pathophysiology & Pharmacology	FALL
Medical Intervention, Evaluation & Research	MDCA 1309	A & P Medical Assistants	SPRING
Healthcare Management & Administration	POFM 1327	Medical Insurance	FALL
Healthcare Management & Administration	HITT 1341	Coding and Classification	SPRING

<b>Imaging Technology Radiography</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Intro to Imaging Technology *Articulated credit	RADR 1309	Intro to Radiology and Patient Care	FALL
Medical Terminology *Articulated credit	RADR 2209	Radiology Imaging Equipment	SPRING
Imaging Technology I	RADR 2313	Radiology Biology and Safety	FALL
Imaging Technology I	RADR 1411	Basic Radiology Procedures	SPRING
Imaging Technology II	RADR 1302 RADR 1313	Radiographic Image Evaluation I Principles of Radiographic Imaging I	FALL
Imaging Technology II	RADR 1166 RADR 2217	Practicum I Pathology	SPRING
Practicum in Health Science	RADR 1268	Practicum II	FALL
Practicum in Health Science	RADR 1368 RADR 2235	Practicum III Seminar Class	SPRING

<b>LOGISTICS</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Principles of D & L	LMGT 1319	Introduction to Business Logistics	FALL
Principles of D & L	LMGT 1321	Introduction to Materials Handling	SPRING
Concepts of D & L Technology	OSHT 1301	Introduction to Safety and Health	FALL
Concepts of D & L Technology	IBUS 1341	Global Supply Chain Management	SPRING
Occupational Safety & Environmental Tech. I	LMGT 1425	Warehouse and Distribution Center Management	FALL
Occupational Safety & Environmental Tech. I	BMGT 1331	Production and Operations Management	SPRING
Practicum of D & L	IBUS 1301 IBUS 1302	Principles of Exports Principles of Imports	FALL
Practicum of D & L	LMGT 1393 LMGT 1423	Special Topics in Logistics Domestic and International Transportation	SPRING

<b>PARALEGAL STUDIES</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Public Safety, Corrections & Security	CRIJ 1301	Intro to Criminal Justice	FALL
Public Safety, Corrections & Security	CRIJ 1310	Fundamentals of Criminal Law	SPRING
Legal Research and Writing	LGLA 1301	Legal Research and Writing	FALL
Advanced Legal Skills Professions	LGLA 1313	Intro to Paralegal Studies	SPRING
Business Law	LGLA 1345	Civil Litigation	FALL
Courts Systems Practices	LGLA 1317	Law Office Technology	SPRING

<b>SURGICAL TECHNICIAN Prerequisites</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Principles of Health Science *articulated credit	HPRS 1201	INTRO TO HEALTH PROFESSIONS	FALL & SPRING
Medical Terminology	HITT 1305	MEDIAL TERMINOLOGY I	FALL
Medical Terminology	HITT 1353	LEGAL & ETHICAL ASPECTS OF HEALTH INFORMATION	SPRING
Practicum in Health Science	MDCA 1309 (OR SCIT 1307)	ANATOMY & PHYSIOLOGY FOR MEDICAL ASSISTANTS	FALL
Practicum in Health Science	SRGT 1505	INTRO TO SURGICAL TECHNOLOGY	SPRING

<b>TEACHING &amp; LEARNING</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Practicum in Education & Training	EDUC 1301	Introduction to the Teaching Profession	FALL
Practicum in Education & Training	EDUC 2301	Introduction to Special Populations	SPRING

<b>WELDING</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Intro to Welding * Articulated Credit	WLDG 1313	Intro Blueprint Reading	FALL
Intro to Welding * Articulated Credit	WLDG 1407	Intro to Welding Using Multiple Processes	SPRING
Welding 1	WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	FALL
Welding 1	WLDG 1434	Intro to Gas Tungsten Arc Welding (GTAW)	SPRING
Welding 2 + Lab	WLDG 2443	Advanced Shield Metal Arc Welding	FALL
Welding 2 + Lab	WLDG 1435	Intro to Pipe	SPRING
Extended Welding Practicum	WLDG 2413	Intermediate Welding Using Multiple Processes	FALL
Extended Welding Practicum	WLDG 1317	Introduction to Layout and Fabrication	SPRING



**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





**Galveston  
College**

**DUAL CREDIT**

**INSTRUCTIONAL AGREEMENT**

**Galveston College**

**and**

**O'Connell College Preparatory**

**ACADEMIC YEAR**

**2026-2027**

## **INSTRUCTIONAL AGREEMENT**

Galveston College (herein as the "College") and O'Connell College Preparatory School, a Texas private school (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 the O'Connell Preparatory School 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 O'Connell Preparatory School. Further, the College and O'Connell Preparatory School agree that it is the responsibility of the College to grant college credit, and it is the responsibility of O'Connell Preparatory School 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 school districts 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 O'Connell Preparatory School 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 hurricanes, pandemic or other forced closures and the previously mentioned measurements are not available, both the College and O'Connell Preparatory School 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 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 can 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. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in Appendix A and B.

## **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. Course materials including textbooks or electronic textbooks (Inclusive Access material) 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. Textbook purchases, aside from those made by grants, scholarships and other financial aid, will be made by the student and/or guardian.
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. Whereas, the college uses a letter grade and the school requires a numeric grade, faculty teaching dual credit courses will report a letter grade as required by college policy and as outlined in the syllabus to the College and will report a numeric grade to the school. The school is responsible for recording the numeric grade in accordance with their established policies and guidelines.
6. The College and O'Connell Preparatory School agree to provide quality online learning experiences for all Dual Credit students. As online instructional needs arise, the College and the 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 enrollment classes, 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 O'Connell Preparatory School. 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. O'Connell Preparatory School 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 O'Connell Preparatory School 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 O'Connell Preparatory School 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. O'Connell Preparatory School agrees to allow those students currently enrolled in Galveston College courses, within the school'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 O'Connell Preparatory School 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 as possible. 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, O'Connell Preparatory School will transcript all course work in accordance with the school's normal policies and procedures immediately following the end date of the course. Further, O'Connell Preparatory School 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, general services, student services, registration, lab, and internet fees.
  - d. O'Connell Preparatory School agrees to pay for the cost of tuition, fees, instructional materials, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, and required student supply items.
  - e. O'Connell Preparatory School 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 O'Connell Preparatory School 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; tuition and fees will be refunded in accordance with the College approved refund schedule.
- 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.
- e. Students who officially withdraw from the College shall have their tuition and mandatory fees refunded according to the official refund policy schedule. Tuition and fees paid directly to the College by O'Connell Preparatory School, sponsor, donor, or scholarship fund shall be refunded to the source rather than directly to the student.

**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 the O’Connell Preparatory School. 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 administrator.

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 O’Connell Preparatory School Board of Trustees, executed by the O’Connell College Preparatory School, and signed by its Principal.

By \_\_\_\_\_ Date \_\_\_\_\_  
Ms. Patti Abbott, Principal

**ADDENDUM - A**

- I. Students who are enrolled in other 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).
  
- II. Galveston College agrees to WAIVE the following required FEES for dual credit students taking classes at the high school, at Galveston College, or online:
  - a. Building use, general services, student services, registration, lab, and internet fees.
  - b. Out-of-district and non-residential fees.
  - c. The minimum registration requirement of six (6) credit hours.
  
- III. O'Connell College Preparatory agrees to PAY for the following FEES aggregated to cost of tuition for dual credit students, as applicable per students' enrolled courses.
  - a. Course fees
  - b. Student insurance
  - c. Inclusive Access
  - d. Exam fees
  
- IV. In accordance with current rules and guidelines, required college instructional materials shall be furnished to the student enrolled in dual credit classes at O'Connell College Preparatory 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 O'Connell College Preparatory School Board of Trustees, executed by the O'Connell Preparatory School, and signed by its Principal.

By \_\_\_\_\_  
Ms. Patti Abbott, Principal

Date \_\_\_\_\_

## APPENDIX- A

### GALVESTON COLLEGE COURSE EQUIVALENCY CROSSWALK

**Academic Credits** -These are general education courses that prepare students for transferring to a university. All GC dual credit classes are part of the Texas Common Core: classes that all public Texas Colleges and Universities must accept. However, it is highly recommended to speak with the intended transfer institution to discuss which courses will be accepted and how those courses will apply to a degree plan.

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Anatomy & Physiology	BIOL 2401	Anatomy & Physiology I	FALL
Anatomy & Physiology	BIOL 2402	Anatomy & Physiology II	SPRING
Biology	BIOL 1406	General Biology I	FALL
Biology	BIOL 1407	General Biology II	SPRING
Business & Professional Communication	SPCH 1321	Business & Professional Communication	FALL & SPRING
Calculus	MATH 2413	Calculus I	FALL
Calculus	MATH 2414	Calculus II	SPRING
Chemistry	CHEM 1411	General Chemistry I	NIGHT or SUMMER
Chemistry	CHEM 1412	General Chemistry II	NIGHT or SUMMER
College Algebra	MATH 1314	College Algebra	FALL & SPRING
College Statistics	MATH 1342	Elementary Statistics	FALL
Contemporary Math	MATH 1332	Contemporary Mathematics	FALL
Economics	ECON 2301	Principles of Macroeconomics	SPRING
Education	EDUC 1301	Intro to Education	FALL
Education	EDUC 2301	Intro to Special Populations	SPRING
English III or IV	ENGL 1301	Composition I	FALL
English III or IV	ENGL 1302	Composition II	SPRING
English IV	ENGL 2322	British Literature I	SPRING
English IV	ENGL 2311	Technical Writing	FALL
Environmental Science + Lab	ENVR 1301/ ENVR 1101	Environmental Science I + Lab	FALL
Environmental Science + Lab	ENVR 1302/ ENVR 1102	Environmental Science II + Lab	SPRING
Federal Government	GOVT 2305	Federal Government	FALL & SPRING
Learning Framework	PSYC / EDUC 1300	Learning Framework	FALL & SPRING
Music Appreciation	MUSI 1306	Music Appreciation	FALL & SPRING
Philosophy	PHIL 1301	Intro to Philosophy	FALL & SPRING

Physics	PHYS 1401	College Physics I	NIGHT or SUMMER
Physics	PHYS 1402	College Physics II	NIGHT or SUMMER
Pre-Calculus	MATH 2312	Pre-Calculus	SPRING
Psychology	PSYC 2301	General Psychology	FALL & SPRING
Sociology	SOCI 1301	Introductory Sociology	FALL & SPRING
Texas Government	GOVT 2305	Texas Government	FALL & SPRING
US History	HIST 1301	US History I	FALL
US History	HIST 1302	US History II	SPRING
Western Civilization	HIST 2311	Western Civilization I	FALL
Western Civilization	HIST 2312	Western Civilization II	SPRING

## APPENDIX B

### GALVESTON COLLEGE COURSE EQUIVALENCY CROSSWALK

**Workforce credits**- These are courses within programs that prepare students for specific careers and vocations such as Cosmetology, HVAC, Welding, Medical Administration, etc. Students may be able to earn a certificate or an associate degree in these programs.

COSMETOLOGY	Galveston College Course	Galveston College Course Name	Term Offered
Intro to Cosmetology	CSME 1501	Orientation to Cosmetology	FALL
Intro to Cosmetology	CSME 1410	Intro to Haircutting & Theory	SPRING
Cosmetology 1 + Lab	CSME 1354	Artistry of Hair Design	FALL
Cosmetology 1 + Lab	CSME 1543	Manicuring & Theory	SPRING
Cosmetology 2	CSME 1453	Chemical Reformation & Theory	FALL
Cosmetology 2	CSME 2401	Principles of Hair Color & Theory	SPRING
Esthetics	CSME 1547	Principles of Skin Care/ Facials	FALL
Esthetics	CSME 2541	Preparation for State License Exam	SPRING

CULINARY	Galveston College Course	Galveston College Course Name	Term Offered
Principles of Hospitality & Tourism *articulated credit	HAMG 1221	Intro to Hospitality Industry	FALL & SPRING
Intro to Culinary	CHEF 1205	Sanitation & Safety	FALL
Intro to Culinary	RSTO 23207	Catering	SPRING
Culinary Arts	CHEF 1301	Basic Food Preparation	FALL
Culinary Arts	CHEF 2302	Saucier	SPRING
Advanced Culinary Arts	PSTR 1301	Fundamentals of Baking	FALL
Adv. Culinary Arts	CHEF 1341	American Regional Cuisine	SPRING

<b>EMT BASIC</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Principles of Health Science *articulated credit	HPRS 1201	Intro to Health Professions	FALL & SPRING
Medical Terminology	HITT 1305	Medical Terminology	FALL
Medical Terminology	HITT 1353	Legal & Ethical Aspects of Health Information	SPRING
Emergency Medical Technician	EMSP 1501	EMT	FALL
Emergency Medical Technician	EMSP 1160	Clinical - EMT	SPRING

<b>HEALTH INFORMATICS</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Principles of Health Science *articulated credit	HPRS 1201	Intro to Health Professions	FALL & SPRING
Medical Terminology	HITT 1305	Medical Terminology	FALL
Medical Terminology	HITT 1353	Legal & Ethical Aspects of Health Information	SPRING
Medical Intervention, Evaluation & Research	HITT 2330	Pathophysiology & Pharmacology	FALL
Medical Intervention, Evaluation & Research	MDCA 1309	A & P Medical Assistants	SPRING
Healthcare Management & Administration	POFM 1327	Medical Insurance	FALL
Healthcare Management & Administration	HITT 1341	Coding and Classification	SPRING

<b>Imaging Technology Radiography</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Intro to Imaging Technology *Articulated credit	RADR 1309	Intro to Radiology and Patient Care	FALL
Medical Terminology *Articulated credit	RADR 2209	Radiology Imaging Equipment	SPRING
Imaging Technology I	RADR 2313	Radiology Biology and Safety	FALL
Imaging Technology I	RADR 1411	Basic Radiology Procedures	SPRING
Imaging Technology II	RADR 1302 RADR 1313	Radiographic Image Evaluation I Principles of Radiographic Imaging I	FALL
Imaging Technology II	RADR 1166 RADR 2217	Practicum I Pathology	SPRING
Practicum in Health Science	RADR 1268	Practicum II	FALL
Practicum in Health Science	RADR 1368 RADR 2235	Practicum III Seminar Class	SPRING

<b>LOGISTICS</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Principles of D & L	LMGT 1319	Introduction to Business Logistics	FALL
Principles of D & L	LMGT 1321	Introduction to Materials Handling	SPRING
Concepts of D & L Technology	OSHT 1301	Introduction to Safety and Health	FALL
Concepts of D & L Technology	IBUS 1341	Global Supply Chain Management	SPRING
Occupational Safety & Environmental Tech. I	LMGT 1425	Warehouse and Distribution Center Management	FALL
Occupational Safety & Environmental Tech. I	BMGT 1331	Production and Operations Management	SPRING
Practicum of D & L	IBUS 1301 IBUS 1302	Principles of Exports Principles of Imports	FALL
Practicum of D & L	LMGT 1393 LMGT 1423	Special Topics in Logistics Domestic and International Transportation	SPRING

<b>PARALEGAL STUDIES</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Public Safety, Corrections & Security	CRIJ 1301	Intro to Criminal Justice	FALL
Public Safety, Corrections & Security	CRIJ 1310	Fundamentals of Criminal Law	SPRING
Legal Research and Writing	LGLA 1301	Legal Research and Writing	FALL
Advanced Legal Skills Professions	LGLA 1313	Intro to Paralegal Studies	SPRING
Business Law	LGLA 1345	Civil Litigation	FALL
Courts Systems Practices	LGLA 1317	Law Office Technology	SPRING

<b>SURGICAL TECHNICIAN Prerequisites</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Principles of Health Science *articulated credit	HPRS 1201	INTRO TO HEALTH PROFESSIONS	FALL & SPRING
Medical Terminology	HITT 1305	MEDIAL TERMINOLOGY I	FALL
Medical Terminology	HITT 1353	LEGAL & ETHICAL ASPECTS OF HEALTH INFORMATION	SPRING
Practicum in Health Science	MDCA 1309 (OR SCIT 1307)	ANATOMY & PHYSIOLOGY FOR MEDICAL ASSISTANTS	FALL
Practicum in Health Science	SRGT 1505	INTRO TO SURGICAL TECHNOLOGY	SPRING

<b>TEACHING &amp; LEARNING</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Practicum in Education & Training	EDUC 1301	Introduction to the Teaching Profession	FALL
Practicum in Education & Training	EDUC 2301	Introduction to Special Populations	SPRING

<b>WELDING</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Intro to Welding * Articulated Credit	WLDG 1313	Intro Blueprint Reading	FALL
Intro to Welding * Articulated Credit	WLDG 1407	Intro to Welding Using Multiple Processes	SPRING
Welding 1	WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	FALL
Welding 1	WLDG 1434	Intro to Gas Tungsten Arc Welding (GTAW)	SPRING
Welding 2 + Lab	WLDG 2443	Advanced Shield Metal Arc Welding	FALL
Welding 2 + Lab	WLDG 1435	Intro to Pipe	SPRING
Extended Welding Practicum	WLDG 2413	Intermediate Welding Using Multiple Processes	FALL
Extended Welding Practicum	WLDG 1317	Introduction to Layout and Fabrication	SPRING



# 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





**Galveston  
College**

**DUAL CREDIT**

**INSTRUCTIONAL AGREEMENT**

**Galveston College**

**and**

**Odyssey Academy**

**ACADEMIC YEAR**

**2026-2027**

## **INSTRUCTIONAL AGREEMENT**

Galveston College (herein as the "College") and Odyssey Academy, a Texas public charter 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 Odyssey Academy 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 Odyssey Academy. Further, the College and Odyssey Academy agree that it is the responsibility of the College to grant college credit, and it is the responsibility of Odyssey Academy 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 Odyssey Academy 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 hurricanes, pandemic or other forced closures and the previously mentioned measurements are not available, both the College and Odyssey Academy 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, 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 can 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. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in Appendix A and B.

## **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. Course materials including textbooks or electronic textbooks (Inclusive Access material) 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 Odyssey Academy 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 classes, 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 Odyssey Academy. 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. Odyssey Academy 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 Odyssey Academy 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 Odyssey Academy 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. Odyssey Academy agrees to allow those students currently enrolled in Galveston College courses, within the Odyssey Academy '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 Odyssey Academy 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 as possible. 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, Odyssey Academy will transcript all course work in accordance with the schools 's normal policies and procedures immediately following the end date of the course. Further, Odyssey Academy 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, general services, student services, registration, lab, and internet fees.
  - d. The College and Odyssey Academy agree to collaborate to submit applications for the Financial Aid for Swift Transfer (FAST) scholarships for all qualified students.
  - e. Odyssey Academy agrees to pay for the cost of tuition, fees, instructional materials, and required student supplies or to indicate to the College who is responsible for tuition, fees, instructional materials, and required student supply items.

- f. Odyssey Academy 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 Odyssey Academy 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.
- e. Students who officially withdraw from the College shall have their tuition and mandatory fees refunded according to the official refund policy schedule. Tuition and fees paid directly to the College by O'Connell Preparatory School, sponsor, donor, or scholarship fund shall be refunded to the source rather than directly to the student.

**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 Odyssey Academy. 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 administrator.

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 Odyssey Academy Board of Trustees, executed by Odyssey Academy, and signed by its Superintendent.

By \_\_\_\_\_  
Dr. Jennifer Goodman, Superintendent

Date \_\_\_\_\_

**ADDENDUM - A**

- I. Students who are enrolled in other 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).
  
- II. Galveston College agrees to WAIVE the following required FEES for dual credit students taking classes at the high school, at Galveston College, or online:
  - a. Building use, general services, student services, registration, lab, and internet fees.
  - b. Out-of-district and non-residential fees.
  - c. The minimum registration requirement of six (6) credit hours.
  
- III. Odyssey Academy agrees to PAY for the following FEES aggregated to cost of tuition for dual credit students, as applicable per students' enrolled courses.
  - a. Course fees
  - b. Student insurance
  - c. Inclusive Access
  - d. Exam fees
  
- IV. In accordance with current rules and guidelines, required college textbooks and materials shall be furnished to the student enrolled in dual credit classes at Odyssey Academy 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 \_\_\_\_\_ Date \_\_\_\_\_  
Dr. W. Myles Shelton, President

Approved by the Odyssey Academy Board of Trustees, executed by Odyssey Academy, and signed by its Superintendent.

By \_\_\_\_\_ Date \_\_\_\_\_  
Dr. Jennifer Goodman, Superintendent

## APPENDIX- A

### GALVESTON COLLEGE COURSE EQUIVALENCY CROSSWALK

**Academic Credits** -These are general education courses that prepare students for transferring to a university. All GC dual credit classes are part of the Texas Common Core: classes that all public Texas Colleges and Universities must accept. However, it is highly recommended to speak with the intended transfer institution to discuss which courses will be accepted and how those courses will apply to a degree plan.

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Anatomy & Physiology	BIOL 2401	Anatomy & Physiology I	FALL
Anatomy & Physiology	BIOL 2402	Anatomy & Physiology II	SPRING
Biology	BIOL 1406	General Biology I	FALL
Biology	BIOL 1407	General Biology II	SPRING
Business & Professional Communication	SPCH 1321	Business & Professional Communication	FALL & SPRING
Calculus	MATH 2413	Calculus I	FALL
Calculus	MATH 2414	Calculus II	SPRING
Chemistry	CHEM 1411	General Chemistry I	NIGHT or SUMMER
Chemistry	CHEM 1412	General Chemistry II	NIGHT or SUMMER
College Algebra	MATH 1314	College Algebra	FALL & SPRING
College Statistics	MATH 1342	Elementary Statistics	FALL
Contemporary Math	MATH 1332	Contemporary Mathematics	FALL
Economics	ECON 2301	Principles of Macroeconomics	*SPRING 2026
Education	EDUC 1301	Intro to Education	FALL
Education	EDUC 2301	Intro to Special Populations	SPRING
English III or IV	ENGL 1301	Composition I	FALL
English III or IV	ENGL 1302	Composition II	SPRING
English IV	ENGL 2322	British Literature I	SPRING
English IV	ENGL 2311	Technical Writing	FALL
Environmental Science +Lab	ENVR 1301/ ENVR 1101	Environmental Science I + Lab	FALL
Environmental Science + Lab	ENVR 1302/ ENVR 1102	Environmental Science II + Lab	SPRING
Federal Government	GOVT 2305	Federal Government	FALL & SPRING
Learning Framework	PSYC / EDUC 1300	Learning Framework	FALL & SPRING
Music Appreciation	MUSI 1306	Music Appreciation	FALL & SPRING
Philosophy	PHIL 1301	Intro to Philosophy	FALL & SPRING
Physics	PHYS 1401	College Physics I	NIGHT or SUMMER

**Continued Academic Courses**

<b>High School Course Name</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Physics	PHSY 1402	College Physics II	NIGHT or SUMMER
Pre-Calculus	MATH 2312	Pre-Calculus	SPRING
Psychology	PSYC 2301	General Psychology	FALL & SPRING
Sociology	SOCI 1301	Introductory Sociology	FALL & SPRING
Texas Government	GOVT 2305	Texas Government	FALL & SPRING
US History	HIST 1301	US History I	FALL
US History	HIST 1302	US History II	SPRING
Western Civilization	HIST 2311	Western Civilization I	FALL
Western Civilization	HIST 2312	Western Civilization II	SPRING

## APPENDIX B

### GALVESTON COLLEGE COURSE EQUIVALENCY CROSSWALK

**Workforce credits**- These are courses within programs that prepare students for specific careers and vocations such as Cosmetology, HVAC, Welding, Medical Administration, etc. Students may be able to earn a certificate or an associate degree in these programs.

COSMETOLOGY	Galveston College Course	Galveston College Course Name	Term Offered
Intro to Cosmetology	CSME 1501	Orientation to Cosmetology	FALL
Intro to Cosmetology	CSME 1410	Intro to Haircutting & Theory	SPRING
Cosmetology 1 + Lab	CSME 1354	Artistry of Hair Design	FALL
Cosmetology 1 + Lab	CSME 1543	Manicuring & Theory	SPRING
Cosmetology 2	CSME 1453	Chemical Reformation & Theory	FALL
Cosmetology 2	CSME 2401	Principles of Hair Color & Theory	SPRING
Esthetics	CSME 1547	Principles of Skin Care/ Facials	FALL
Esthetics	CSME 2541	Preparation for State License Exam	SPRING

CULINARY	Galveston College Course	Galveston College Course Name	Term Offered
Principles of Hospitality & Tourism *articulated credit	HAMG 1221	Intro to Hospitality Industry	FALL & SPRING
Intro to Culinary	CHEF 1205	Sanitation & Safety	FALL
Intro to Culinary	RSTO 23207	Catering	SPRING
Culinary Arts	CHEF 1301	Basic Food Preparation	FALL
Culinary Arts	CHEF 2302	Saucier	SPRING
Advanced Culinary Arts	PSTR 1301	Fundamentals of Baking	FALL
Adv. Culinary Arts	CHEF 1341	American Regional Cuisine	SPRING

<b>EMT BASIC</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Principles of Health Science *articulated credit	HPRS 1201	Intro to Health Professions	FALL & SPRING
Medical Terminology	HITT 1305	Medical Terminology	FALL
Medical Terminology	HITT 1353	Legal & Ethical Aspects of Health Information	SPRING
Emergency Medical Technician	EMSP 1501	EMT	FALL
Emergency Medical Technician	EMSP 1160	Clinical - EMT	SPRING

<b>HEALTH INFORMATICS</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Principles of Health Science *articulated credit	HPRS 1201	Intro to Health Professions	FALL & SPRING
Medical Terminology	HITT 1305	Medical Terminology	FALL
Medical Terminology	HITT 1353	Legal & Ethical Aspects of Health Information	SPRING
Medical Intervention, Evaluation & Research	HITT 2330	Pathophysiology & Pharmacology	FALL
Medical Intervention, Evaluation & Research	MDCA 1309	A & P Medical Assistants	SPRING
Healthcare Management & Administration	POFM 1327	Medical Insurance	FALL
Healthcare Management & Administration	HITT 1341	Coding and Classification	SPRING

<b>Imaging Technology Radiography</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Intro to Imaging Technology *Articulated credit	RADR 1309	Intro to Radiology and Patient Care	FALL
Medical Terminology *Articulated credit	RADR 2209	Radiology Imaging Equipment	SPRING
Imaging Technology I	RADR 2313	Radiology Biology and Safety	FALL
Imaging Technology I	RADR 1411	Basic Radiology Procedures	SPRING
Imaging Technology II	RADR 1302 RADR 1313	Radiographic Image Evaluation I Principles of Radiographic Imaging I	FALL
Imaging Technology II	RADR 1166 RADR 2217	Practicum I Pathology	SPRING
Practicum in Health Science	RADR 1268	Practicum II	FALL
Practicum in Health Science	RADR 1368 RADR 2235	Practicum III Seminar Class	SPRING

<b>LOGISTICS</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Principles of D & L	LMGT 1319	Introduction to Business Logistics	FALL
Principles of D & L	LMGT 1321	Introduction to Materials Handling	SPRING
Concepts of D & L Technology	OSHT 1301	Introduction to Safety and Health	FALL
Concepts of D & L Technology	IBUS 1341	Global Supply Chain Management	SPRING
Occupational Safety & Environmental Tech. I	LMGT 1425	Warehouse and Distribution Center Management	FALL
Occupational Safety & Environmental Tech. I	BMGT 1331	Production and Operations Management	SPRING
Practicum of D & L	IBUS 1301 IBUS 1302	Principles of Exports Principles of Imports	FALL
Practicum of D & L	LMGT 1393 LMGT 1423	Special Topics in Logistics Domestic and International Transportation	SPRING

<b>PARALEGAL STUDIES</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Public Safety, Corrections & Security	CRIJ 1301	Intro to Criminal Justice	FALL
Public Safety, Corrections & Security	CRIJ 1310	Fundamentals of Criminal Law	SPRING
Legal Research and Writing	LGLA 1301	Legal Research and Writing	FALL
Advanced Legal Skills Professions	LGLA 1313	Intro to Paralegal Studies	SPRING
Business Law	LGLA 1345	Civil Litigation	FALL
Courts Systems Practices	LGLA 1317	Law Office Technology	SPRING

<b>SURGICAL TECHNICIAN Prerequisites</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Principles of Health Science *articulated credit	HPRS 1201	INTRO TO HEALTH PROFESSIONS	FALL & SPRING
Medical Terminology	HITT 1305	MEDIAL TERMINOLOGY I	FALL
Medical Terminology	HITT 1353	LEGAL & ETHICAL ASPECTS OF HEALTH INFORMATION	SPRING
Practicum in Health Science	MDCA 1309 (OR SCIT 1307)	ANATOMY & PHYSIOLOGY FOR MEDICAL ASSISTANTS	FALL
Practicum in Health Science	SRGT 1505	INTRO TO SURGICAL TECHNOLOGY	SPRING

<b>TEACHING &amp; LEARNING</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Practicum in Education & Training	EDUC 1301	Introduction to the Teaching Profession	FALL
Practicum in Education & Training	EDUC 2301	Introduction to Special Populations	SPRING

<b>WELDING</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Intro to Welding * Articulated Credit	WLDG 1313	Intro Blueprint Reading	FALL
Intro to Welding * Articulated Credit	WLDG 1407	Intro to Welding Using Multiple Processes	SPRING
Welding 1	WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	FALL
Welding 1	WLDG 1434	Intro to Gas Tungsten Arc Welding (GTAW)	SPRING
Welding 2 + Lab	WLDG 2443	Advanced Shield Metal Arc Welding	FALL
Welding 2 + Lab	WLDG 1435	Intro to Pipe	SPRING
Extended Welding Practicum	WLDG 2413	Intermediate Welding Using Multiple Processes	FALL
Extended Welding Practicum	WLDG 1317	Introduction to Layout and Fabrication	SPRING



# 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





**Galveston  
College**

**DUAL CREDIT**

**INSTRUCTIONAL AGREEMENT**

**Galveston College**

**and**

**Upward Hope Academy**

**ACADEMIC YEAR**

**2026-2027**

## INSTRUCTIONAL AGREEMENT

Galveston College (herein as the "College") and Upward Hope Academy, a Texas private school (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 the Upward Hope Academy 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 Upward Hope Academy. Further, the College and Upward Hope Academy agree that it is the responsibility of the College to grant college credit, and it is the responsibility of Upward Hope Academy 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 school districts 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 Upward Hope Academy 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 hurricanes, pandemic or other forced closures and the previously mentioned measurements are not available, both the College and Upward Hope Academy 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, 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 can 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. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in Exhibit 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. Course materials including textbooks or electronic textbooks (Inclusive Access material) 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 Upward Hope Academy which is responsible for recording the numeric grade in accordance with their established policies and guidelines.
6. The College and Upward Hope Academy agree to provide quality online learning experiences for all Dual Credit students. As online instructional needs arise, the College and the 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 Upward Hope Academy. 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. Upward Hope Academy 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 Upward Hope Academy 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 Upward Hope Academy 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. Upward Hope Academy agrees to allow those students currently enrolled in Galveston College courses, within the school'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 Upward Hope Academy 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 as possible. 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, Upward Hope Academy will transcript all course work in accordance with the Upward Hope Academy normal policies and procedures immediately following the end date of the course. Further, Upward Hope Academy 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, general services, student services, registration, lab, and internet fees.
  - d. Upward Hope Academy agrees to pay for the cost of tuition, fees, instructional materials, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, and required student supply items.
  - e. Upward Hope Academy 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 Upward Hope Academy 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; tuition and fees will be refunded in accordance with the College approved refund schedule.
- 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.
- e. Students who officially withdraw from the College shall have their tuition and mandatory fees refunded according to the official refund policy schedule. Tuition and fees paid directly to the College by Upward Hope Academy, sponsor, donor, or scholarship fund shall be refunded to the source rather than directly to the student.

**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 the Upward Hope Academy. 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 administrator.

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 Upward Hope Academy Board of Trustees, executed by Upward Hope Academy, and signed by its Principal.

By \_\_\_\_\_  
Ms. Kathy Whatley, Principal

Date \_\_\_\_\_

**ADDENDUM - A**

- I. Students who are enrolled in other 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).
  
- II. Galveston College agrees to WAIVE the following required FEES for dual credit students taking classes at the high school, at Galveston College, or online:
  - a. Building use, general services, student services, registration, lab, and internet fees.
  - b. Out-of-district and non-residential fees.
  - c. The minimum registration requirement of six (6) credit hours.
  
- III. Upward Hope Academy agrees to PAY for the following FEES aggregated to cost of tuition for dual credit students, as applicable per students' enrolled courses.
  - a. Course fees
  - b. Student insurance
  - c. Inclusive Access
  - d. Exam fees
  
- IV. In accordance with current rules and guidelines, required college instructional materials shall be furnished to the student enrolled in dual credit classes at Upward Hope Academy at no charge 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 Upward Hope Academy Board of Trustees, executed by the Upward Hope Academy, and signed by its Principal.

By \_\_\_\_\_  
Ms. Kathy Whatley, Principal

Date \_\_\_\_\_

## APPENDIX- A

### GALVESTON COLLEGE COURSE EQUIVALENCY CROSSWALK

**Academic Credits** -These are general education courses that prepare students for transferring to a university. All GC dual credit classes are part of the Texas Common Core: classes that all public Texas Colleges and Universities must accept. However, it is highly recommended to speak with the intended transfer institution to discuss which courses will be accepted and how those courses will apply to a degree plan.

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Anatomy & Physiology	BIOL 2401	Anatomy & Physiology I	FALL
Anatomy & Physiology	BIOL 2402	Anatomy & Physiology II	SPRING
Biology	BIOL 1406	General Biology I	FALL
Biology	BIOL 1407	General Biology II	SPRING
Business & Professional Communication	SPCH 1321	Business & Professional Communication	FALL & SPRING
Calculus	MATH 2413	Calculus I	FALL
Calculus	MATH 2414	Calculus II	SPRING
Chemistry	CHEM 1411	General Chemistry I	NIGHT or SUMMER
Chemistry	CHEM 1412	General Chemistry II	NIGHT or SUMMER
College Algebra	MATH 1314	College Algebra	FALL & SPRING
College Statistics	MATH 1342	Elementary Statistics	FALL
Contemporary Math	MATH 1332	Contemporary Mathematics	FALL
Economics	ECON 2301	Principles of Macroeconomics	*SPRING 2026
Education	EDUC 1301	Intro to Education	FALL
Education	EDUC 2301	Intro to Special Populations	SPRING
English III or IV	ENGL 1301	Composition I	FALL
English III or IV	ENGL 1302	Composition II	SPRING
English IV	ENGL 2322	British Literature I	SPRING
English IV	ENGL 2311	Technical Writing	FALL
Environmental Science +Lab	ENVR 1301/ ENVR 1101	Environmental Science I + Lab	FALL
Environmental Science + Lab	ENVR 1302/ ENVR 1102	Environmental Science II + Lab	SPRING
Federal Government	GOVT 2305	Federal Government	FALL & SPRING
Learning Framework	PSYC / EDUC 1300	Learning Framework	FALL & SPRING
Music Appreciation	MUSI 1306	Music Appreciation	FALL & SPRING
Philosophy	PHIL 1301	Intro to Philosophy	FALL & SPRING
Physics	PHYS 1401	College Physics I	NIGHT or SUMMER

**Continued Academic Courses**

Physics	PHSY 1402	College Physics II	NIGHT or SUMMER
Pre-Calculus	MATH 2312	Pre-Calculus	SPRING
Psychology	PSYC 2301	General Psychology	FALL & SPRING
Sociology	SOCI 1301	Introductory Sociology	FALL & SPRING
Texas Government	GOVT 2305	Texas Government	FALL & SPRING
US History	HIST 1301	US History I	FALL
US History	HIST 1302	US History II	SPRING
Western Civilization	HIST 2311	Western Civilization I	FALL
Western Civilization	HIST 2312	Western Civilization II	SPRING

## APPENDIX B

### GALVESTON COLLEGE COURSE EQUIVALENCY CROSSWALK

**Workforce credits**- These are courses within programs that prepare students for specific careers and vocations such as Cosmetology, HVAC, Welding, Medical Administration, etc. Students may be able to earn a certificate or an associate degree in these programs.

COSMETOLOGY	Galveston College Course	Galveston College Course Name	Term Offered
Intro to Cosmetology	CSME 1501	Orientation to Cosmetology	FALL
Intro to Cosmetology	CSME 1410	Intro to Haircutting & Theory	SPRING
Cosmetology 1 + Lab	CSME 1354	Artistry of Hair Design	FALL
Cosmetology 1 + Lab	CSME 1543	Manicuring & Theory	SPRING
Cosmetology 2	CSME 1453	Chemical Reformation & Theory	FALL
Cosmetology 2	CSME 2401	Principles of Hair Color & Theory	SPRING
Esthetics	CSME 1547	Principles of Skin Care/ Facials	FALL
Esthetics	CSME 2541	Preparation for State License Exam	SPRING

CULINARY	Galveston College Course	Galveston College Course Name	Term Offered
Principles of Hospitality & Tourism *articulated credit	HAMG 1221	Intro to Hospitality Industry	FALL & SPRING
Intro to Culinary	CHEF 1205	Sanitation & Safety	FALL
Intro to Culinary	RSTO 23207	Catering	SPRING
Culinary Arts	CHEF 1301	Basic Food Preparation	FALL
Culinary Arts	CHEF 2302	Saucier	SPRING
Advanced Culinary Arts	PSTR 1301	Fundamentals of Baking	FALL
Adv. Culinary Arts	CHEF 1341	American Regional Cuisine	SPRING

<b>EMT BASIC</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Principles of Health Science *articulated credit	HPRS 1201	Intro to Health Professions	FALL & SPRING
Medical Terminology	HITT 1305	Medical Terminology	FALL
Medical Terminology	HITT 1353	Legal & Ethical Aspects of Health Information	SPRING
Emergency Medical Technician	EMSP 1501	EMT	FALL
Emergency Medical Technician	EMSP 1160	Clinical - EMT	SPRING

<b>HEALTH INFORMATICS</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Principles of Health Science *articulated credit	HPRS 1201	Intro to Health Professions	FALL & SPRING
Medical Terminology	HITT 1305	Medical Terminology	FALL
Medical Terminology	HITT 1353	Legal & Ethical Aspects of Health Information	SPRING
Medical Intervention, Evaluation & Research	HITT 2330	Pathophysiology & Pharmacology	FALL
Medical Intervention, Evaluation & Research	MDCA 1309	A & P Medical Assistants	SPRING
Healthcare Management & Administration	POFM 1327	Medical Insurance	FALL
Healthcare Management & Administration	HITT 1341	Coding and Classification	SPRING

<b>Imaging Technology Radiography</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Intro to Imaging Technology *Articulated credit	RADR 1309	Intro to Radiology and Patient Care	FALL
Medical Terminology *Articulated credit	RADR 2209	Radiology Imaging Equipment	SPRING
Imaging Technology I	RADR 2313	Radiology Biology and Safety	FALL
Imaging Technology I	RADR 1411	Basic Radiology Procedures	SPRING
Imaging Technology II	RADR 1302 RADR 1313	Radiographic Image Evaluation I Principles of Radiographic Imaging I	FALL
Imaging Technology II	RADR 1166 RADR 2217	Practicum I Pathology	SPRING
Practicum in Health Science	RADR 1268	Practicum II	FALL
Practicum in Health Science	RADR 1368 RADR 2235	Practicum III Seminar Class	SPRING

<b>LOGISTICS</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Principles of D & L	LMGT 1319	Introduction to Business Logistics	FALL
Principles of D & L	LMGT 1321	Introduction to Materials Handling	SPRING
Concepts of D & L Technology	OSHT 1301	Introduction to Safety and Health	FALL
Concepts of D & L Technology	IBUS 1341	Global Supply Chain Management	SPRING
Occupational Safety & Environmental Tech. I	LMGT 1425	Warehouse and Distribution Center Management	FALL
Occupational Safety & Environmental Tech. I	BMGT 1331	Production and Operations Management	SPRING
Practicum of D & L	IBUS 1301 IBUS 1302	Principles of Exports Principles of Imports	FALL
Practicum of D & L	LMGT 1393 LMGT 1423	Special Topics in Logistics Domestic and International Transportation	SPRING

<b>PARALEGAL STUDIES</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Public Safety, Corrections & Security	CRIJ 1301	Intro to Criminal Justice	FALL
Public Safety, Corrections & Security	CRIJ 1310	Fundamentals of Criminal Law	SPRING
Legal Research and Writing	LGLA 1301	Legal Research and Writing	FALL
Advanced Legal Skills Professions	LGLA 1313	Intro to Paralegal Studies	SPRING
Business Law	LGLA 1345	Civil Litigation	FALL
Courts Systems Practices	LGLA 1317	Law Office Technology	SPRING

<b>SURGICAL TECHNICIAN Prerequisites</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Principles of Health Science *articulated credit	HPRS 1201	INTRO TO HEALTH PROFESSIONS	FALL & SPRING
Medical Terminology	HITT 1305	MEDIAL TERMINOLOGY I	FALL
Medical Terminology	HITT 1353	LEGAL & ETHICAL ASPECTS OF HEALTH INFORMATION	SPRING
Practicum in Health Science	MDCA 1309 (OR SCIT 1307)	ANATOMY & PHYSIOLOGY FOR MEDICAL ASSISTANTS	FALL
Practicum in Health Science	SRGT 1505	INTRO TO SURGICAL TECHNOLOGY	SPRING

<b>TEACHING &amp; LEARNING</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Practicum in Education & Training	EDUC 1301	Introduction to the Teaching Profession	FALL
Practicum in Education & Training	EDUC 2301	Introduction to Special Populations	SPRING

<b>WELDING</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Intro to Welding * Articulated Credit	WLDG 1313	Intro Blueprint Reading	FALL
Intro to Welding * Articulated Credit	WLDG 1407	Intro to Welding Using Multiple Processes	SPRING
Welding 1	WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	FALL
Welding 1	WLDG 1434	Intro to Gas Tungsten Arc Welding (GTAW)	SPRING
Welding 2 + Lab	WLDG 2443	Advanced Shield Metal Arc Welding	FALL
Welding 2 + Lab	WLDG 1435	Intro to Pipe	SPRING
Extended Welding Practicum	WLDG 2413	Intermediate Welding Using Multiple Processes	FALL
Extended Welding Practicum	WLDG 1317	Introduction to Layout and Fabrication	SPRING



**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





**Galveston  
College**

**DUAL CREDIT**

**INSTRUCTIONAL AGREEMENT**

**Galveston College**

**and**

**Hamshire-Fannett Independent School District**

**ACADEMIC YEAR**

**2026-2027**

## **INSTRUCTIONAL AGREEMENT**

Galveston College (herein as the "College") and Hamshire-Fannett Independent School District, (herein as the "HFISD") enter into the following Instructional Agreement, evidenced by the following, for the Academic Year **2026-2027**.

### **I. PURPOSE**

Galveston College and the Hamshire-Fannett Independent School District 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 HFISD. Further, the College and the HFISD agree that it is the responsibility of the College to grant college credit, and it is the responsibility of HFISD 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 school districts 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 HFISD 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 HFISD 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 District 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 District 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 and are not eligible courses under this agreement.
3. A course equivalency crosswalk of academic 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. Instructional materials should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the instructional material 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 HFISD which is responsible for recording the numeric grade in accordance with their established policies and guidelines.
6. The College and HFISD agree to provide quality online learning experiences for all Dual Credit students. As online instructional needs arise, the College and School District will collaborate on ways to ensure that all Dual Credit students are provided with the means to succeed.
7. Faculty, who are responsible for teaching dual credit classes, 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 HFISD. 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. HFISD 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 District further agrees to provide official high school transcripts, test scores, and certifications that may be required by the College during the admission and

registration process.

- c. The College and HFISD 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 HFISD 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. HFISD agrees to allow those students currently enrolled in Galveston College courses, within the school'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 HFISD 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 consistently with their policies and procedures to ensure that the past due books and/or materials are returned in an expedient a manner as possible. 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, HFISD will transcript all course work in accordance with the HFISD's normal policies and procedures immediately following the end date of the course. Further, HFISD 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, general services, student services, registration, lab, and internet fees.
  - d. The College and HFISD agree to collaborate to submit applications for the Financial Aid for Swift Transfer (FAST) scholarships for all qualified students.
  - e. HFISD will provide student TSDS ID# for all enrolled dual credit students in a timely manner to determine student FAST scholarship qualifications based on TEA and THECB shared reports for eligible students.
  - f. HFISD agrees to pay for the cost of tuition, fees, instructional materials, and required student supplies or to indicate to the College who is responsible for tuition, fees, instructional materials, and required student supply items.
  - g. HFISD 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 HFISD 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. Students 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 the Hamshire-Fannett Independent School District. 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 administrator.

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 Hamshire-Fannett Independent School District Board of Trustees, executed by the Hamshire-Fannett Independent School, and signed by its Superintendent.

By \_\_\_\_\_  
Dr. Dwaine K. Augustine, 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).
  
- II. Galveston College agrees to WAIVE the following required FEES for dual credit students taking classes at the high school, at Galveston College, or online:
  - a. Building use, general services, student services, registration, lab, and internet fees.
  - b. Out-of-district and non-residential fees.
  - c. The minimum registration requirement of six (6) credit hours.
  
- III. Hamshire-Fannett ISD agrees to PAY for the following FEES aggregated to cost of tuition for dual credit students, as applicable per students' enrolled courses.
  - a. Course fees
  - b. Student insurance
  - c. Inclusive Access
  - d. Exam fees
  
- IV. In accordance with current rules and guidelines, required college instructional materials shall be furnished to the student enrolled in dual credit classes at Hamshire-Fannett ISD either through Inclusive Access with registration of course(s) or provided 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 \_\_\_\_\_ Date \_\_\_\_\_  
Dr. W. Myles Shelton, President

Approved by the Hamshire-Fannett Independent School District Board of Trustees, executed by the Hamshire-Fannett Independent School District, and signed by its Superintendent.

By \_\_\_\_\_ Date \_\_\_\_\_  
Dr. Dwaine K. Augustine, Superintendent

## APPENDIX- A

### GALVESTON COLLEGE COURSE EQUIVALENCY CROSSWALK

**Academic Credits** -These are general education courses that prepare students for transferring to a university. All GC dual credit classes are part of the Texas Common Core: classes that all public Texas Colleges and Universities must accept. However, it is highly recommended to speak with the intended transfer institution to discuss which courses will be accepted and how those courses will apply to a degree plan.

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Anatomy & Physiology	BIOL 2401	Anatomy & Physiology I	FALL
Anatomy & Physiology	BIOL 2402	Anatomy & Physiology II	SPRING
Biology	BIOL 1406	General Biology I	FALL
Biology	BIOL 1407	General Biology II	SPRING
Business & Professional Communication	SPCH 1321	Business & Professional Communication	FALL & SPRING
Calculus	MATH 2413	Calculus I	FALL
Calculus	MATH 2414	Calculus II	SPRING
Chemistry	CHEM 1411	General Chemistry I	NIGHT or SUMMER
Chemistry	CHEM 1412	General Chemistry II	NIGHT or SUMMER
College Algebra	MATH 1314	College Algebra	FALL & SPRING
College Statistics	MATH 1342	Elementary Statistics	FALL
Contemporary Math	MATH 1332	Contemporary Mathematics	FALL
Economics	ECON 2301	Principles of Macroeconomics	*SPRING 2026
Education	EDUC 1301	Intro to Education	FALL
Education	EDUC 2301	Intro to Special Populations	SPRING
English III or IV	ENGL 1301	Composition I	FALL
English III or IV	ENGL 1302	Composition II	SPRING
English IV	ENGL 2322	British Literature I	SPRING
English IV	ENGL 2311	Technical Writing	FALL
Environmental Science +Lab	ENVR 1301/ ENVR 1101	Environmental Science I + Lab	FALL
Environmental Science + Lab	ENVR 1302/ ENVR 1102	Environmental Science II + Lab	SPRING
Federal Government	GOVT 2305	Federal Government	FALL & SPRING
Learning Framework	PSYC / EDUC 1300	Learning Framework	FALL & SPRING
Music Appreciation	MUSI 1306	Music Appreciation	FALL & SPRING
Philosophy	PHIL 1301	Intro to Philosophy	FALL & SPRING
Physics	PHYS 1401	College Physics I	NIGHT or SUMMER

**Continued Academic Courses**

<b>High School Course Name</b>	<b>Galveston College Course</b>	<b>Galveston College Course Name</b>	<b>Term Offered</b>
Physics	PHSY 1402	College Physics II	NIGHT or SUMMER
Pre-Calculus	MATH 2312	Pre-Calculus	SPRING
Psychology	PSYC 2301	General Psychology	FALL & SPRING
Sociology	SOCI 1301	Introductory Sociology	FALL & SPRING
Texas Government	GOVT 2305	Texas Government	FALL & SPRING
US History	HIST 1301	US History I	FALL
US History	HIST 1302	US History II	SPRING
Western Civilization	HIST 2311	Western Civilization I	FALL
Western Civilization	HIST 2312	Western Civilization II	SPRING



**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





**Galveston  
College**

**DUAL CREDIT**

**INSTRUCTIONAL AGREEMENT**

**GALVESTON COLLEGE**

**and**

**Dickinson Independent School District**

**ACADEMIC YEAR**

**2026-2027**

## INSTRUCTIONAL AGREEMENT

Galveston College (herein as the "College") and Dickinson ISD, a Texas public charter 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 Dickinson 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 Dickinson ISD. Further, the College and Dickinson ISD agree that it is the responsibility of the College to grant college credit, and it is the responsibility of Dickinson 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 Dickinson 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. In the case of certain emergencies such as hurricanes, pandemic or other forced closures and the previously mentioned measurements are not available, both the College and Dickinson 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 can 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 College Policy and SACSCOC.
3. Instructors teaching courses which result in the award of college credit will be

employed faculty members of the College and will be subject to 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 DISD 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 courses and are not eligible courses under this agreement.
3. A course equivalency crosswalk of 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. Course materials including textbooks or electronic textbooks (Inclusive Access material) should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the instructional materials 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 DISD, which is responsible for recording the numeric grade in accordance with their established policies and guidelines.
6. The College and Dickinson ISD agree to provide quality online learning experiences for all Dual Credit students. As online instructional needs arise, the College and DISD 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 classes, 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 Dickinson 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. Dickinson 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. Dickinson ISD 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 Dickinson ISD agree to work together to plan dual

credit enrollment classes a semester in advance of offering the course(s).

### 3. Learning Resources

- a. The College agrees to grant Dickinson 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.
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- c. The College and Dickinson 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 consistently with their policies and procedures to ensure that the past due books and/or materials are returned in an expedient a manner as possible. Upon return of the material the lending library will notify the other that the student has cleared their obligation.
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### **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, Dickinson 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, Dickinson 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.
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- 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.
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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 administrator.

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 Dickinson ISD Board of Trustees, executed by Dickinson ISD, and signed by its Superintendent.

By \_\_\_\_\_  
Dr. Rebecca Brown, 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).
  
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  - c. Inclusive Access
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- IV. In accordance with current rules and guidelines, required college instructional materials shall be furnished to the student enrolled in dual credit classes at Dickinson ISD either through Inclusive Access with registration of course(s) or provided 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 Dickinson ISD Board of Trustees, executed by Dickinson ISD, and signed by its Superintendent.

By \_\_\_\_\_  
Dr. Rebecca Brown, Superintendent

Date \_\_\_\_\_

## APPENDIX- A

### GALVESTON COLLEGE COURSE EQUIVALENCY CROSSWALK

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



**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

