



**Galveston
College**

DUAL CREDIT

INSTRUCTIONAL AGREEMENT

between

Galveston College

and

Galveston Independent School District

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 2024-2025.

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 early admission classes, 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/early admission 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
 - 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. A student who has been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who is now enrolled within GISD must satisfy paragraphs 1, 2, or 3 of these subsections.
4. 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.,).
5. 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 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. Early Admissions courses will be taught at the College. 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 early admission, 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. Early Admissions/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. All faculty selected by the College to teach early admission enrollment classes will be considered employees of the College and will be compensated by the College in accordance with College policy, procedures, and guidelines.
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 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. Courses offered as Early Admission courses and taken at the College's main campus must be identified as a college-level academic course in the current edition of the ACGM and may or may not be included in the College's core curriculum. College-level workforce courses offered by the College must be included in an approved Associate of Applied Science (AAS) Degree or certificate program.

2. Remedial and developmental courses may not be offered for dual credit course credit and are not eligible courses under this agreement.
3. Approved courses being taught for Dual Credit (academic or workforce) and/or Early Admission credit, must follow the College syllabus. It is the responsibility of GISD to work with the College to align the high school curriculum with the college course syllabus.
4. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in 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 and early admissions courses. These policies include an appeal process for disputed grades, drop policy, the communication of the grading policy to students, when the syllabus must be distributed, etc.
4. Textbooks should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of the College. Other instructional materials for dual credit courses must be identical or at an equivalent level to materials used on the main campus of the College. Courses that offer Inclusive Access will need to be accepted by the student to guarantee access to course materials.
5. Courses which result in college-level credit will follow the standard grading practices of the College, as identified in college policy and as set forth in the appropriate course syllabus. Faculty teaching dual credit courses will report a general scale mid-term letter grade and final grade as required by college policy and as outlined in the syllabus to the College, and will report a numeric grade to 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 the means to succeed.
7. Faculty, who are responsible for teaching dual credit and/or early admission 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 and/or early admissions 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 such 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 early admission and/or 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, 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 as 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 and/or early admission 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 early admission or 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. The College agrees to charge the standard tuition and special course fees, excluding standard required, out-of-district and non-resident fees, unless noted otherwise in Addendum A, as approved by the Galveston College Board of Regents and as published in the Galveston College Catalog. The Galveston College Board of Regents reserves the right to change the policies and procedures of the College, without notice, including tuition and fees, in accordance with the cost of instruction and state laws.
- c. Standard required fees include building use, student services, registration, lab, distance education, and general services fees.
- d. The College and GISD agree to collaborate to submit applications for the Financial Aid for Swift Transfer (FAST) scholarships for all qualified students.
- e. GISD agrees to pay for the cost of tuition, fees, textbooks, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, and required student supply items.
- f. GISD 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 3 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. Student must clear any changes with High School Counselor. Students who drop prior to the official college census date will not receive a college grade of any kind.
- c. A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar.
- d. Students attending class on or off campus may initiate a withdrawal through the Student Success Advisor for Dual Credit. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course.

XI. TERMS OF THE AGREEMENT

This agreement shall not become effective unless and until approved by the Galveston College Board of Regents and the Board of Trustees of the Galveston Independent School District. If so approved, the Agreement shall be for the 2024-2025 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 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. 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). All standard required fees shall be waived not including special course fees such as insurance, student health insurance, Inclusive Access, and exam fees which will be paid by GISD or they will indicate to the College who is responsible for payment.
- III. Standard required fees include building use, student services, registration, lab, distance education, and general services fees.
- IV. Galveston College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, at Galveston College, and online.
- V. Galveston College agrees to waive the minimum registration requirements of six (6) credit hours for dual credit students taking classes at the high school, at Galveston College, and online.
- VI. Galveston ISD shall pay to Galveston College an amount equal to the amount that would have been spent for 2024-2025 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.
- VII. 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.
- VIII. In accordance with current rules and guidelines, required college textbooks and materials shall be furnished to the student enrolled in dual credit classes at Galveston ISD at no charge to the student by the School.

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

By _____
Dr. W. Myles Shelton, President

Date _____

Approved by the 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 _____

EXHIBIT A

The following is a course equivalency crosswalk of academic and workforce dual credit courses and high school classes.

ACADEMIC COURSE EQUIVALENCY CROSSWALK

| High School Course Name | Galveston College Course | Galveston College Course Name | Term Offered |
|---------------------------------------|--------------------------|--|---------------|
| Anatomy & Physiology I | BIOL 2401 | Anatomy & Physiology I | FALL |
| Anatomy & Physiology II | BIOL 2402 | Anatomy & Physiology II | SPRING |
| Art Appreciation | ARTS 1301 | Art Appreciation | FALL & SPRING |
| Biology I | BIOL 1406 | General Biology I | FALL |
| Biology II | BIOL 1407 | General Biology II | SPRING |
| XXXXXXXXXX | BIOL 2401 | Anatomy & Physiology I | FALL |
| XXXXXXXXXX | BIOL 2402 | Anatomy & Physiology II | SPRING |
| Business & Professional Communication | SPCH 1321 | Business & Professional Communication. | FALL & SPRING |
| Calculus I | MATH 2413 | Calculus I | FALL |
| Calculus II | MATH 2414 | Calculus II | SPRING |
| Chemistry I | CHEM 1411 | General Chemistry I | FALL |
| Chemistry II | CHEM 1412 | General Chemistry II | SPRING |
| College Algebra | MATH 1314 | College Algebra | FALL |
| Intro to Criminal Justice | CRIJ 1301 | Intro to Criminal Justice | FALL |
| Court Systems & Practices | CRIJ 1306 | Court Systems & Practices | FALL |
| Correctional Services | CRIJ 2313 | Correctional Systems & Practices | SPRING |
| Police Systems & Practices | CRIJ 2328 | Police Systems & Practices | 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 I +Lab | ENVR 1301/ENVR 1101 | Environmental Science I | FALL |

ACADEMIC COURSE EQUIVALENCY CROSSWALK

| High School Course Name | Galveston College Course | Galveston College Course Name | Term Offered |
|--------------------------------|--------------------------|-------------------------------|---------------|
| Environmental Science II + Lab | ENVR 1302/ ENVR 1102 | Environmental Science II | SPRING |
| Federal Government | GOVT 2305 | Federal Government | FALL & SPRING |
| German III | GERM 1411 | Beginning German, I | FALL |
| German III | GERM 1412 | Beginning German II | SPRING |
| German IV | GERM 2311 | Intermediate German I | FALL |
| German IV | GERM 2312 | Intermediate German II | SPRING |
| Law Enforcement 1 | CRIJ 1301 | Intro to Criminal Justice | FALL |
| Law Enforcement 2 | CRIJ 2328 | Police Systems & Practices | SPRING |
| Learning Framework | PSYC /EDUC 1300 | Learning Framework | FALL & SPRING |
| Music Appreciation | MUSI 1306 | Music Appreciation | FALL & SPRING |
| Physics I | PHYS 1401 | College Physics I | FALL |
| Physics II | PHSY 1402 | College Physics II | SPRING |
| Pre-Calculus | MATH 2312 | Pre-Calculus | SPRING |
| Psychology | PSYC 2301 | General Psychology | FALL & SPRING |
| Sociology | SOCI 1301 | Introductory Sociology | FALL & SPRING |
| Spanish I | SPAN 1411 | Beginning Spanish I | FALL |
| Spanish II | SPAN 1412 | Beginning Spanish II | SPRING |
| US History I | HIST 1301 | US History I | FALL |
| US History II | HIST 1302 | US History II | SPRING |
| Western Civilization I | HIST 2311 | Western Civilization I | FALL |
| Western Civilization II | HIST 2312 | Western Civilization II | SPRING |

WORKFORCE COURSE EQUIVALENCY CROSSWALK

(Ms. Edenfield will provide the class title)

| Audio Visual Communication | Galveston College Course | Galveston College Course Name | TSI/ Pre-Req | Term Offered |
|-------------------------------|--------------------------------|----------------------------------|-----------------|-----------------|
| | IMED 1301 | Introduction to Digital Media | | FALL |
| | ARTC 1302 | Digital Imaging I | | SPRING |
| | ARTV 1351 | Digital Video | | FALL |
| | ARTV 2341 | Advanced Digital Video | | SPRING |
| | RTVB 1325 | TV Studio Production | | FALL |
| | RTVB 1321 | TV/Field Video Production | | SPRING |

WORKFORCE COURSE EQUIVALENCY CROSSWALK

| Cosmetology | Galveston College Course | Galveston College Course Name | TSI/ Pre-Req | Term Offered |
|----------------------|--------------------------|------------------------------------|--------------|--------------|
| Intro to Cosmetology | CSME 1501 | Orientation to Cosmetology | NONE | FALL |
| Intro to Cosmetology | CSME1410 | Intro to Haircutting & Theory | NONE | FALL |
| Cosmetology 1 | CSME 1354 | Artistry of Hair Design | NONE | SPRING |
| Cosmetology 1 | CSME 1543 | Manicuring & Theory | NONE | SPRING |
| Cosmetology 2 + Lab | CSME 1453 | Chemical Reformation & Theory | NONE | FALL |
| Cosmetology 2 + Lab | CSME 2401 | Principles of Hair Color & Theory | NONE | FALL |
| Cosmetology 2 + Lab | CSME 1547 | Principles of Skin Care/ Facials | NONE | SPRING |
| Cosmetology 2 + Lab | CSME 2541 | Preparation for State License Exam | NONE | SPRING |

| Culinary | Galveston College Course | Galveston College Course Name | TSI/ Pre-Req | Term Offered |
|---|--------------------------|--|--------------|--------------|
| Principles of Hospitality & Tourism * Articulated Credit | HAMG 1321 | Intro to Hospitality Industry | NONE | FALL |
| Intro to Culinary | CHEF 1205 | Sanitation & Safety | NONE | SPRING |
| Intro to Culinary | IFWA 1217 | Food Production/Planning & Culinary Math | NONE | FALL |
| Culinary Arts | CHEF 1301 | Basic Food Preparation | NONE | FALL |
| Culinary Arts | CHEF 2302 | Saucier | NONE | SPRING |
| Advanced Culinary Arts | CHEF 1302 | Principles of Healthy Cuisine | NONE | FALL |
| Adv. Culinary Arts | PSTR 1301 | Fundamentals of Baking | NONE | SPRING |

WORKFORCE COURSE EQUIVALENCY CROSSWALK

| EMT Basic | Galveston College Course | Galveston College Course Name | TSI/ Pre-Req | Term Offered |
|------------------------------|--------------------------|-------------------------------|--------------|--------------|
| Emergency Medical Technician | EMSP 1501 | EMT | EMSP 1160 | FALL |
| Emergency Medical Technician | EMSP 1160 | Clinical - EMT | EMSP 1501 | FALL |

| Hospitality | Galveston College Course | Galveston College Course Name | TSI/ Pre-Req | Term Offered |
|---|--------------------------|---|--------------|--------------|
| Principles of Hospitality & Tourism * Articulated Credit | HAMG 1321 | Intro to Hospitality Industry | NONE | FALL |
| Principles of Hospitality & Tourism * Articulated Credit | CHEF 1205 | Sanitation & Safety | NONE | SPRING |
| Intro to Events & Meeting Planning | HAMG 1313 | Front Office Management | NONE | FALL |
| Intro to Events & Meeting Planning | HAMG 2330 | Convention & Group Management Services | NONE | SPRING |
| Hospitality Services | HAMG 1324 | Hospitality HR Management | NONE | FALL |
| Hospitality Services | HAMG 2188 | Internship – Hospitality HR Mgmt. | HAMG 1324 | SPRING |
| Practicum in Hospitality Services | HAMG 2305 | Hospitality Management & Leadership | NONE | FALL |
| Practicum in Hospitality Services | HAMG 2189 | Internship- Hospitality Management and Leadership | HAMG 2305 | SPRING |

WORKFORCE COURSE EQUIVALENCY CROSSWALK

| Networking (I.T.) | Galveston College Course | Galveston College Course Name | TSI/ Pre-Req | Term Offered |
|----------------------------|--------------------------|--|--------------|--------------|
| Networking Plus Lab | ITSC 1425 | Personal Computer Hardware | NONE | FALL |
| Networking Plus Lab | ITNW 1425 | Fundamentals of Networking | NONE | SPRING |
| Practicum In STEM | ITSC 1405 | Introduction to PC Operating Systems | NONE | FALL |
| Practicum in Manufacturing | ITMT 1457 | Administering a Windows Serve Operating System | NONE | SPRING |

| Logistics | Galveston College Course | Galveston College Course Name | TSI/ Pre-Req | Term Offered |
|---|--------------------------|---|--------------|--------------|
| Principles of D & L | LMGT 1319 | Introduction to Business Logistics | NONE | FALL |
| Principles of D & L | IBUS 1341 | Global Supply Chain Management | NONE | SPRING |
| Concepts of D & L | LMGT 1321 | Introduction to Materials Handling | NONE | FALL |
| Concepts of D & L | NAUT 1305 | Intro to Ships and Shipping | NONE | SPRING |
| Occupational Safety & Environmental Tech. 1 | OSHT 1301 | Introduction to Safety and Health | NONE | FALL |
| Occupational Safety & Environmental Tech. 1 | NAUT 1255 | Maritime Law and Regulations | NONE | SPRING |
| Practicum of D & L | LMGT 1425 | Warehouse Management | NONE | FALL |
| Practicum of D & L | NAUT 2310 or NAUT 2415 | Seamanship II or Terrestrial Navigation | NONE | FALL |
| Practicum of D & L | NAUT 1230 | Engineering Familiarization | NONE | SPRING |
| Practicum of D & L | XXXX XXXX | CLT Certification (MSSC) | NONE | SPRING |

WORKFORCE COURSE EQUIVALENCY CROSSWALK

| Medical Coding & Billing | Galveston College Course | Galveston College Course Name | TSI/ Pre-Req | Term Offered |
|---|--------------------------|---|--------------|--------------|
| Medical Terminology | HITT 1305 | Medical Terminology | NONE | FALL |
| Healthcare Management & Administration | HITT 1353 | Legal & Ethical Aspects of Health Information | NONE | SPRING |
| Medical Intervention, Evaluation & Research | HITT 2330 | Pathophysiology & Pharmacology | NONE | FALL |
| Medical Intervention, Evaluation & Research | HITT 1341 | Coding and Classification Systems | NONE | SPRING |
| Healthcare Management & Administration | POFM 1327 | Medical Insurance | NONE | FALL |
| Medical Terminology | MDCA 1309 | A & P Medical Assistants | NONE | SPRING |

| Robotics | Galveston College Course | Galveston College Course Name | TSI/ Pre-Req | Term Offered |
|--|--------------------------|---|--------------|--------------|
| ENGR 1201 YEAR 1 * Articulated Credit | ENGR 1201 | Introduction to Engineering | MATH 1314 | FALL |
| ENGR 1304 YEAR 1 * Articulated Credit | ENGR 1304 | Engineering Graphics | MATH 1314 | SPRING |
| Robotics 1 | RBTC 1305 | Robotics Fundamentals | NONE | FALL |
| Robotics 1 | ELPT 1221 | Introduction to Electrical Safety and Tools | NONE | SPRING |
| Robotics 2 | ELPT 2319 | Programmable Logic Controllers | NONE | FALL |
| Robotics 2 | ELMT 2333 | Industrial Electronics | NONE | SPRING |
| Engineering Design & Presentation | RBTC 2339 | Robot Programming and Diagnostics | NONE | FALL |
| Engineering Design & Presentation | DFTG 2319 | Intermediate Computer-Aided Drafting | NONE | SPRING |

WORKFORCE COURSE EQUIVALENCY CROSSWALK

| Welding | Galveston College Course | Galveston College Course Name | TSI/ Pre-Req | Term Offered |
|--|--------------------------|---|--------------|--------------|
| Intro to Welding * Articulated Credit | WLDG 1313 | Intro Blue Print Reading | NONE | FALL |
| Freshmen Year 1 * Articulated Credit | WLDG 1407 | Intro to Welding Using Multiple Processes | NONE | SPRING |
| Welding 1 | WLDG 1428 | Intro to Shielded Metal Arc Welding (SMAW) | NONE | FALL |
| Welding 1 | WLDG 1434 | Intro to Gas Tungsten Arc Welding (GTAW) | NONE | SPRING |
| Welding 2 + Lab | WLDG 2443 | Advanced Shield Metal Arc Welding | NONE | FALL |
| Welding 2 + Lab | WLDG 1435 | Intro to Pipe | NONE | SPRING |
| Practicum in STEM | WLDG 2413 | Intermediate Welding Using Multiple Processes | NONE | FALL |
| Practicum in Manufacturing | WLDG 1317 | Introduction to Layout and Fabrication | NONE | 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

between

Galveston College

and

Hamshire-Fannett Independent School District

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 2024-2025.

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 early admission classes, 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/early admission 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
 - 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. A student who has been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who is now enrolled within HFISD must satisfy paragraphs 1, 2, or 3 of these subsections.
4. 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.).
5. 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. Early Admissions courses will be taught at Galveston College. 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 early admission, 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. Early Admissions/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. All faculty selected by the College to teach early admission enrollment classes will be considered employees of the College and will be compensated by the College in accordance with College policy, procedures, and guidelines.
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. Courses offered as Early Admission courses and taken at the College's main campus must be identified as a college-level academic course in the current edition of the ACGM and may or may not be included in the College's core curriculum. College-level workforce courses offered by the College must be included in an approved Associate of Applied Science (AAS) Degree or certificate program.

2. Remedial and developmental courses may not be offered for dual credit course credit and are not eligible courses under this agreement.
3. Approved courses being taught for Dual Credit (academic or workforce) and/or Early Admission credit, must follow the College syllabus. It is the responsibility of the HFISD to work with the College to align the high school curriculum with the college course syllabus.
4. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in 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 and early admissions courses. These policies include an appeal process for disputed grades, drop policy, the communication of the grading policy to students, when the syllabus must be distributed, etc.
4. Textbooks should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of the College. Other instructional materials for dual credit courses must be identical or at an equivalent level to materials used on the main campus of the College. Courses that offer Inclusive Access will need to be accepted by the student to guarantee access to course materials.
5. Courses which result in college-level credit will follow the standard grading practices of the College, as identified in college policy and as set forth in the appropriate course syllabus. Faculty teaching dual credit courses will report a general scale mid-term letter grade and final grade as required by college policy and as outlined in the syllabus to the College, and will report a numeric grade to GISD which is responsible for recording the numeric grade in accordance with their established policies and guidelines.

7. 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 the means to succeed.
8. Faculty, who are responsible for teaching dual credit and/or early admission 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 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 and/or early admissions 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 such 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 early admission and/or 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 consistent with their policies and procedures to ensure that the past due books and/or materials are returned in as 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 and/or early admission 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 early admission or 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, student services, registration, lab, distance education, and general services fees.
 - d. 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. Student must clear any changes with High School Counselor. Students who drop prior to the official college census date will not receive a college grade of any kind.
 - c. A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar.

- d. Students attending class on or off campus may initiate a withdrawal through the Student Success Advisor for Dual Credit. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course.

XI. TERMS OF THE AGREEMENT

This agreement shall not become effective unless and until approved by the Galveston College Board of Regents and the Board of Trustees of the Hamshire-Fannett Independent School District. If so approved, the Agreement shall be for the 2024-2025 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). All standard regular required fees shall be waived not including special course fees such as insurance, student health insurance, Inclusive Access, and exam fees which will be paid by HFISD or they will indicate to the College who is responsible for payment.
- II. Standard required fees include building use, student services, registration, lab, distance education, and general services fees.
- III. Galveston College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, at Galveston College, and online.
- IV. Galveston College agrees to waive the minimum registration requirements of six (6) credit hours for dual credit students taking classes at the high school, at Galveston College, and Online.
- V. Early admission academic courses or dual credit workforce courses/programs located on the campus of Galveston College shall be charged at the regular in-district tuition and fee rates established by the College.
- VI. In accordance with current rules and guidelines, required college textbooks and materials shall be furnished to the student enrolled in dual credit classes at Hamshire-Fannett ISD at no charge to the student by the School.

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

By _____
Dr. W. Myles Shelton, President

Date _____

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

By _____
Dr. Dwaine K. Augustine, Superintendent

Date _____

APPENDIX- A

GALVESTON COLLEGE COURSE EQUIVALENCY CROSSWALK

| High School Course Name | Galveston College Course | Galveston College Course Name | Term Offered |
|---------------------------------------|---------------------------------|--|---------------------|
| Anatomy & Physiology I | BIOL 2401 | Anatomy & Physiology I | FALL |
| Anatomy & Physiology II | BIOL 2402 | Anatomy & Physiology II | SPRING |
| Biology I | BIOL 1406 | General Biology I | FALL |
| Biology II | BIOL 1407 | General Biology II | SPRING |
| Business & Professional Communication | SPCH 1321 | Business & Professional Communication. | FALL & SPRING |
| Calculus I | MATH 2413 | Calculus I | FALL |
| Calculus II | MATH 2414 | Calculus II | SPRING |
| Chemistry I | CHEM 1411 | General Chemistry I | NIGHT or SUMMER |
| Chemistry II | CHEM 1412 | General Chemistry II | NIGHT or SUMMER |
| College Algebra | MATH 1314 | College Algebra | FALL |
| College Statistics | MATH 1342 | Elementary Statistics | FALL |
| 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 I +Lab | ENVR 1301/ENVR 1101 | Environmental Science I | FALL |
| Environmental Science II + Lab | ENVR 1302/ ENVR 1102 | Environmental Science II | 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 |
| Physics I | PHYS 1401 | College Physics I | NIGHT or SUMMER |
| Physics II | 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 |
| US History I | HIST 1301 | US History I | FALL |
| US History II | HIST 1302 | US History II | SPRING |
| Western Civilization I | HIST 2311 | Western Civilization I | FALL |
| Western Civilization II | HIST 2312 | Western Civilization II | SPRING |
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| | | | |
| AUDIO VISUAL COMMUNICATION | Galveston College Course | Galveston College Course Name | Term Offered |
| AV Production I | IMED 1301 | Introduction to Digital Media | FALL |

| | | | |
|----------------------------|-----------|---------------------------|--------|
| AV Production I | ARTC 1302 | Digital Imaging, I | SPRING |
| AV Production II | ARTV 1351 | Digital Video | FALL |
| AV Production II | ARTV 2341 | Advanced Digital Video | SPRING |
| Practicum in AV Production | RTVB 1325 | TV Studio Production | FALL |
| Practicum in AV Production | RTVB 1321 | TV/Field Video Production | SPRING |

| COSMETOLOGY | Galveston College Course | Galveston College Course Name | Term Offered |
|----------------------|---------------------------------|--------------------------------------|---------------------|
| Intro to Cosmetology | CSME 1501 | Orientation to Cosmetology | FALL |
| Intro to Cosmetology | CSME1410 | Intro to Haircutting & Theory | FALL |
| Cosmetology 1 + Lab | CSME 1354 | Artistry of Hair Design | SPRING |
| 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 | FALL |
| Esthetics | CSME 1547 | Principles of Skin Care/ Facials | SPRING |
| 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 1321 | Intro to Hospitality Industry | FALL |
| Intro to Culinary | CHEF 1205 | Sanitation & Safety | FALL |
| Intro to Culinary | IFWA 1217 | Food Production/Planning & Culinary Math | SPRING |
| Culinary Arts | CHEF 1301 | Basic Food Preparation | FALL |
| Culinary Arts | CHEF 2302 | Saucier | SPRING |
| Advanced Culinary Arts | CHEF 1302 | Principles of Healthy Cuisine | FALL |
| Adv. Culinary Arts | PSTR 1301 | Fundamentals of Baking | SPRING |

| EMT BASIC | Galveston College Course | Galveston College Course Name | Term Offered |
|------------------------------|---------------------------------|--------------------------------------|---------------------|
| Emergency Medical Technician | EMSP 1501 | EMT | FALL |
| Emergency Medical Technician | EMSP 1160 | Clinical - EMT | FALL |

| HEALTH INFORMATICS | Galveston College Course | Galveston College Course Name | Term Offered |
|---|--------------------------|---|--------------|
| 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 |

| HOSPITALITY | Galveston College Course | Galveston College Course Name | Term Offered |
|---|--------------------------|---|--------------|
| Principles of Hospitality & Tourism * Articulated Credit | HAMG 1321 | Intro to Hospitality Industry | FALL |
| Intro to Events & Meeting Planning | HAMG 1313 | Front Office Management | FALL |
| Intro to Events & Meeting Planning | HAMG 2330 | Convention & Group Management Services | SPRING |
| Hospitality Services | HAMG 1324 | Hospitality HR Management | FALL |
| Hospitality Services | HAMG 2188 | Internship – Hospitality HR Mgmt. | SPRING |
| Practicum in Hospitality Services | HAMG 2305 | Hospitality Management & Leadership | FALL |
| Practicum in Hospitality Services | HAMG 2189 | Internship- Hospitality Management and Leadership | SPRING |

| LOGISTICS | Galveston College Course | Galveston College Course Name | Term Offered |
|---|--------------------------|------------------------------------|--------------|
| Principles of D & L | LMGT 1319 | Introduction to Business Logistics | FALL |
| Principles of D & L | IBUS 1341 | Global Supply Chain Management | SPRING |
| Concepts of D & L Technology | LMGT 1321 | Introduction to Materials Handling | FALL |
| Concepts of D & L Technology | NAUT 1305 | Introduction to Ships and Shipping | SPRING |
| Occupational Safety & Environmental Tech. I | OSHT 1301 | Introduction to Safety and Health | FALL |
| Occupational Safety & | NAUT 1255 | Maritime Law and Regulations | SPRING |

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|-----------------------|-----------|--|--------|
| Environmental Tech. I | | | |
| Practicum of D & L | LMGT 1425 | Warehouse and Distribution Center Management | FALL |
| Practicum of D & L | NAUT 2310 | Seamanship II | FALL |
| Practicum of D & L | NAUT 1230 | Marine Engineering Familiarization | SPRING |

| TEACHING & LEARNING | Galveston College Course | Galveston College Course Name | Term Offered |
|-----------------------------------|--------------------------|---|--------------|
| Practicum in Education & Training | EDUC 1301 | Introduction to the Teaching Profession | FALL |
| Practicum in Education & Training | EDUC 2301 | Introduction to Special Populations | SPRING |

| WELDING | Galveston College Course | Galveston College Course Name | Term Offered |
|--|--------------------------|---|--------------|
| Intro to Welding * Articulated Credit | WLDG 1313 | Intro Blue Print Reading | FALL |
| Freshmen Year 1 * 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 Practicum in Manufacturing | WLDG 2413 | Intermediate Welding Using Multiple Processes | FALL |
| Extended Practicum in Manufacturing | 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

between

Galveston College

and

O'Connell College Preparatory School

INSTRUCTIONAL AGREEMENT

Galveston College (herein as the "College") and O'Connell College Preparatory School, a Texas private preparatory school (referred to herein as the "School"), enter into the following Instructional Agreement, evidenced by the following, for the Academic Year 2023-2024.

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 early admission classes, 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/early admission 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
 - 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. A student who has been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who is now enrolled within O'Connell Preparatory School must satisfy paragraphs 1, 2, or 3 of this subsection.
4. 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.).
5. 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 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. Early Admissions courses will be taught at Galveston College. 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 early admission, 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. Early Admissions/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. All faculty selected by the College to teach early admission enrollment classes will be considered employees of the College and will be compensated by the College in accordance with College policy, procedures, and guidelines.
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. Courses offered as Early Admission courses and taken at the College's main campus must be identified as a college-level academic course in the current edition of the ACGM and may or may not be included in the College's core curriculum. College-level workforce courses offered by the College must be included in an approved Associate of Applied Science (AAS) Degree or certificate program.

2. Remedial and developmental courses may not be offered for dual credit course credit and are not eligible courses under this agreement.
3. Approved courses being taught for Dual Credit (academic or workforce) and/or Early Admission credit, must follow the College syllabus. It is the responsibility of the O'Connell Preparatory School to work with the College to align the high school curriculum with the college course syllabus.
4. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in 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 and early admissions courses. These policies include an appeal process for disputed grades, drop policy, the communication of the grading policy to students, when the syllabus must be distributed, etc.
4. Textbooks should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of the College. Other instructional materials for dual credit courses must be identical or at an equivalent level to materials used on the main campus of the College. Textbooks 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 and/or early admission 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 and/or early admissions 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 early admission and/or 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 as 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 and/or early admission 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. or workforce and academic early admission or 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, student services, registration, lab, distance education, and general services fees.
 - d. O'Connell Preparatory School agrees to pay for the cost of tuition, fees, textbooks, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, and required student supply items.
 - e. The College and O'Connell Preparatory School agree that tuition and fees which are to be paid by the student are due and payable in full at the time of registration. If O'Connell Preparatory School alone is to be responsible for payment of a student's tuition and fees, the College agrees to bill O'Connell Preparatory School immediately following registration. O'Connell Preparatory School agrees to settle all account receivables with the College within 30 days of the billing date.
 - f. 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 3 of this agreement.
3. 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 2023-2024 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 \$50 per semester hour (\$150 per 3 semester hour course or \$200 per 4 semester hour course). All standard required fees shall be waived not including special course fees such as insurance, student health insurance, Inclusive Access, and exam fees which will be paid by the School or they will indicate to the College who is responsible for payment.
- II. Standard required fees include building use, student services, registration, lab, distance education, and general services fees.
- III. Galveston College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, at Galveston College, and online.
- IV. Galveston College agrees to waive the minimum registration requirements of six (6) credit hours for dual credit students taking classes at the high school, at Galveston College, and online.
- V. Early admission academic courses or dual credit workforce courses/programs located on the campus of Galveston College shall be charged at the regular in-district tuition and fee rates established by the College.
- VI. In accordance with current rules and guidelines, required college textbooks and materials shall be furnished to the student enrolled in dual credit classes at O'Connell College Preparatory 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 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

| High School Course Name | Galveston College Course | Galveston College Course Name | Term Offered |
|---------------------------------------|--------------------------|--|-----------------|
| Anatomy & Physiology I | BIOL 2401 | Anatomy & Physiology I | FALL |
| Anatomy & Physiology II | BIOL 2402 | Anatomy & Physiology II | SPRING |
| Biology I | BIOL 1406 | General Biology I | FALL |
| Biology II | BIOL 1407 | General Biology II | SPRING |
| Business & Professional Communication | SPCH 1321 | Business & Professional Communication. | FALL & SPRING |
| Calculus I | MATH 2413 | Calculus I | FALL |
| Calculus II | MATH 2414 | Calculus II | SPRING |
| Chemistry I | CHEM 1411 | General Chemistry I | NIGHT or SUMMER |
| Chemistry II | CHEM 1412 | General Chemistry II | NIGHT or SUMMER |
| College Algebra | MATH 1314 | College Algebra | FALL |
| College Statistics | MATH 1342 | Elementary Statistics | FALL |
| 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 I +Lab | ENVR 1301/ENVR 1101 | Environmental Science I | FALL |
| Environmental Science II + Lab | ENVR 1302/ ENVR 1102 | Environmental Science II | SPRING |
| Federal Government | GOVT 2305 | Federal Government | FALL & SPRING |
| German III | GERM 1411 | Beginning German I | FALL |
| German III | GERM 1412 | Beginning German II | SPRING |
| German IV | GERM 2311 | Intermediate German I | FALL |
| German IV | GERM 2312 | Intermediate German II | SPRING |
| Learning Framework | PSYC /EDUC 1300 | Learning Framework | FALL & SPRING |
| Music Appreciation | MUSI 1306 | Music Appreciation | FALL & SPRING |
| Physics I | PHYS 1401 | College Physics I | NIGHT or SUMMER |
| Physics II | 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 |
| US History I | HIST 1301 | US History I | FALL |
| US History II | HIST 1302 | US History II | SPRING |
| Western Civilization I | HIST 2311 | Western Civilization I | FALL |
| Western Civilization II | HIST 2312 | Western Civilization II | SPRING |

| AUDIO VISUAL COMMUNICATION | Galveston College Course | Galveston College Course Name | Term Offered |
|----------------------------|--------------------------|-------------------------------|--------------|
| AV Production I | IMED 1301 | Introduction to Digital Media | FALL |

| | | | |
|----------------------------|-----------|---------------------------|--------|
| AV Production I | ARTC 1302 | Digital Imaging, I | SPRING |
| AV Production II | ARTV 1351 | Digital Video | FALL |
| AV Production II | ARTV 2341 | Advanced Digital Video | SPRING |
| Practicum in AV Production | RTVB 1325 | TV Studio Production | FALL |
| Practicum in AV Production | RTVB 1321 | TV/Field Video Production | SPRING |

| COSMETOLOGY | Galveston College Course | Galveston College Course Name | Term Offered |
|----------------------|---------------------------------|--------------------------------------|---------------------|
| Intro to Cosmetology | CSME 1501 | Orientation to Cosmetology | FALL |
| Intro to Cosmetology | CSME1410 | Intro to Haircutting & Theory | FALL |
| Cosmetology 1 + Lab | CSME 1354 | Artistry of Hair Design | SPRING |
| 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 | FALL |
| Esthetics | CSME 1547 | Principles of Skin Care/ Facials | SPRING |
| 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 1321 | Intro to Hospitality Industry | FALL |
| Intro to Culinary | CHEF 1205 | Sanitation & Safety | FALL |
| Intro to Culinary | IFWA 1217 | Food Production/Planning & Culinary Math | SPRING |
| Culinary Arts | CHEF 1301 | Basic Food Preparation | FALL |
| Culinary Arts | CHEF 2302 | Saucier | SPRING |
| Advanced Culinary Arts | CHEF 1302 | Principles of Healthy Cuisine | FALL |
| Adv. Culinary Arts | PSTR 1301 | Fundamentals of Baking | SPRING |

| EMT BASIC | Galveston College Course | Galveston College Course Name | Term Offered |
|------------------------------|---------------------------------|--------------------------------------|---------------------|
| Emergency Medical Technician | EMSP 1501 | EMT | FALL |
| Emergency Medical Technician | EMSP 1160 | Clinical - EMT | FALL |

| HEALTH INFORMATICS | Galveston College Course | Galveston College Course Name | Term Offered |
|---|--------------------------|---|--------------|
| 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 |

| HOSPITALITY | Galveston College Course | Galveston College Course Name | Term Offered |
|---|--------------------------|---|--------------|
| Principles of Hospitality & Tourism * Articulated Credit | HAMG 1321 | Intro to Hospitality Industry | FALL |
| Intro to Events & Meeting Planning | HAMG 1313 | Front Office Management | FALL |
| Intro to Events & Meeting Planning | HAMG 2330 | Convention & Group Management Services | SPRING |
| Hospitality Services | HAMG 1324 | Hospitality HR Management | FALL |
| Hospitality Services | HAMG 2188 | Internship - Hospitality HR Mgmt. | SPRING |
| Practicum in Hospitality Services | HAMG 2305 | Hospitality Management & Leadership | FALL |
| Practicum in Hospitality Services | HAMG 2189 | Internship- Hospitality Management and Leadership | SPRING |

| LOGISTICS | Galveston College Course | Galveston College Course Name | Term Offered |
|------------------------------|--------------------------|------------------------------------|--------------|
| Principles of D & L | LMGT 1319 | Introduction to Business Logistics | FALL |
| Principles of D & L | IBUS 1341 | Global Supply Chain Management | SPRING |
| Concepts of D & L Technology | LMGT 1321 | Introduction to Materials Handling | FALL |
| Concepts of D & L Technology | NAUT 1305 | Introduction to Ships and Shipping | SPRING |
| Occupational Safety & | OSHT 1301 | Introduction to Safety and Health | FALL |

| | | | |
|---|-----------|--|--------|
| Environmental Tech. I | | | |
| Occupational Safety & Environmental Tech. I | NAUT 1255 | Maritime Law and Regulations | SPRING |
| Practicum of D & L | LMGT 1425 | Warehouse and Distribution Center Management | FALL |
| Practicum of D & L | NAUT 2310 | Seamanship II | FALL |
| Practicum of D & L | NAUT 1230 | Marine Engineering Familiarization | SPRING |

| TEACHING & LEARNING | Galveston College Course | Galveston College Course Name | Term Offered |
|-----------------------------------|--------------------------|---|--------------|
| Practicum in Education & Training | EDUC 1301 | Introduction to the Teaching Profession | FALL |
| Practicum in Education & Training | EDUC 2301 | Introduction to Special Populations | SPRING |

| WELDING | Galveston College Course | Galveston College Course Name | Term Offered |
|--|--------------------------|---|--------------|
| Intro to Welding * Articulated Credit | WLDG 1313 | Intro Blue Print Reading | FALL |
| Freshmen Year 1 * 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 Practicum in Manufacturing | WLDG 2413 | Intermediate Welding Using Multiple Processes | FALL |
| Extended Practicum in Manufacturing | 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

between

Galveston College

and

Odyssey Academy

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 2024-2025.

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 early admission classes, 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/early admission 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
 - 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. A student who has been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who is now enrolled within Odyssey Academy must satisfy paragraphs 1, 2, or 3 of these subsections.
4. 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.).
5. 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 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. Early Admissions courses will be taught at Galveston College. 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 early admission, 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. Early Admissions/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. All faculty selected by the College to teach early admission enrollment classes will be considered employees of the College and will be compensated by the College in accordance with College policy, procedures, and guidelines.
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. Courses offered as Early Admission courses and taken at the College's main campus must be identified as a college-level academic course in the current edition of the ACGM and may or may not be included in the College's core curriculum. College-level workforce courses offered by the College must be included in an approved Associate of Applied Science (AAS) Degree or certificate program.

2. Remedial and developmental courses may not be offered for dual credit course credit and are not eligible courses under this agreement.
3. Approved courses being taught for Dual Credit (academic or workforce) and/or Early Admission credit, must follow the College syllabus. It is the responsibility of the Odyssey Academy to work with the College to align the high school curriculum with the college course syllabus.
4. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in 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 and early admissions courses. These policies include an appeal process for disputed grades, drop policy, the communication of the grading policy to students, when the syllabus must be distributed, etc.
4. Textbooks should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of the College. Other instructional materials for dual credit courses must be identical or at an equivalent level to materials used on the main campus of the College. Courses that offer Inclusive Access will need to be accepted by the student to guarantee access to course materials.
5. Courses which result in college-level credit will follow the standard grading practices of the College, as identified in college policy and as set forth in the appropriate course syllabus. Faculty teaching dual credit courses will report a general scale mid-term letter grade and final grade as required by college policy and as outlined in the syllabus to the College, and will report a numeric grade to the school, which is responsible for recording the numeric grade in accordance with their established policies and guidelines.

6. The College and 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 and/or early admission 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 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 and/or early admissions 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 early admission and/or 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 as 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 and/or early admission 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 early admission or 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, student services, registration, lab, distance education, and general services 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, textbooks, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, 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.
3. 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.

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 2024-2025 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). All standard required fees shall be waived not including special course fees such as insurance, student health insurance, Inclusive Access, and exam fees which will be paid by Odyssey Academy or they will indicate to the College who is responsible for payment.
- II. Standard required fees include building use, student services, registration, lab, distance education, and general services fees.
- III. Galveston College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, at Galveston College, and online.
- IV. Galveston College agrees to waive the minimum registration requirements of six (6) credit hours for dual credit students taking classes at the high school, at Galveston College, and online.
- V. Early admission academic courses or dual credit workforce courses/programs located on the campus of Galveston College shall be charged at the regular in-district tuition and fee rates established by the College.
- VI. 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 _____
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 _____

APPENDIX- A

GALVESTON COLLEGE COURSE EQUIVALENCY CROSSWALK

| High School Course Name | Galveston College Course | Galveston College Course Name | Term Offered |
|---------------------------------------|---------------------------------|--|---------------------|
| Anatomy & Physiology I | BIOL 2401 | Anatomy & Physiology I | FALL |
| Anatomy & Physiology II | BIOL 2402 | Anatomy & Physiology II | SPRING |
| Biology I | BIOL 1406 | General Biology I | FALL |
| Biology II | BIOL 1407 | General Biology II | SPRING |
| Business & Professional Communication | SPCH 1321 | Business & Professional Communication. | FALL & SPRING |
| Calculus I | MATH 2413 | Calculus I | FALL |
| Calculus II | MATH 2414 | Calculus II | SPRING |
| Chemistry I | CHEM 1411 | General Chemistry I | NIGHT or SUMMER |
| Chemistry II | CHEM 1412 | General Chemistry II | NIGHT or SUMMER |
| College Algebra | MATH 1314 | College Algebra | FALL |
| College Statistics | MATH 1342 | Elementary Statistics | FALL |
| 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 I +Lab | ENVR 1301/ENVR 1101 | Environmental Science I | FALL |
| Environmental Science II + Lab | ENVR 1302/ ENVR 1102 | Environmental Science II | 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 |
| Physics I | PHYS 1401 | College Physics I | NIGHT or SUMMER |
| Physics II | 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 |
| US History I | HIST 1301 | US History I | FALL |
| US History II | HIST 1302 | US History II | SPRING |
| Western Civilization I | HIST 2311 | Western Civilization I | FALL |
| Western Civilization II | HIST 2312 | Western Civilization II | SPRING |
| | | | |
| | | | |
| AUDIO VISUAL COMMUNICATION | Galveston College Course | Galveston College Course Name | Term Offered |
| AV Production I | IMED 1301 | Introduction to Digital Media | FALL |

| | | | |
|----------------------------|-----------|---------------------------|--------|
| AV Production I | ARTC 1302 | Digital Imaging, I | SPRING |
| AV Production II | ARTV 1351 | Digital Video | FALL |
| AV Production II | ARTV 2341 | Advanced Digital Video | SPRING |
| Practicum in AV Production | RTVB 1325 | TV Studio Production | FALL |
| Practicum in AV Production | RTVB 1321 | TV/Field Video Production | SPRING |

| COSMETOLOGY | Galveston College Course | Galveston College Course Name | Term Offered |
|----------------------|---------------------------------|--------------------------------------|---------------------|
| Intro to Cosmetology | CSME 1501 | Orientation to Cosmetology | FALL |
| Intro to Cosmetology | CSME1410 | Intro to Haircutting & Theory | FALL |
| Cosmetology 1 + Lab | CSME 1354 | Artistry of Hair Design | SPRING |
| 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 | FALL |
| Esthetics | CSME 1547 | Principles of Skin Care/ Facials | SPRING |
| 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 1321 | Intro to Hospitality Industry | FALL |
| Intro to Culinary | CHEF 1205 | Sanitation & Safety | FALL |
| Intro to Culinary | IFWA 1217 | Food Production/Planning & Culinary Math | SPRING |
| Culinary Arts | CHEF 1301 | Basic Food Preparation | FALL |
| Culinary Arts | CHEF 2302 | Saucier | SPRING |
| Advanced Culinary Arts | CHEF 1302 | Principles of Healthy Cuisine | FALL |
| Adv. Culinary Arts | PSTR 1301 | Fundamentals of Baking | SPRING |

| EMT BASIC | Galveston College Course | Galveston College Course Name | Term Offered |
|------------------------------|---------------------------------|--------------------------------------|---------------------|
| Emergency Medical Technician | EMSP 1501 | EMT | FALL |
| Emergency Medical Technician | EMSP 1160 | Clinical - EMT | FALL |

| HEALTH INFORMATICS | Galveston College Course | Galveston College Course Name | Term Offered |
|---|--------------------------|---|--------------|
| 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 |

| HOSPITALITY | Galveston College Course | Galveston College Course Name | Term Offered |
|---|--------------------------|---|--------------|
| Principles of Hospitality & Tourism * Articulated Credit | HAMG 1321 | Intro to Hospitality Industry | FALL |
| Intro to Events & Meeting Planning | HAMG 1313 | Front Office Management | FALL |
| Intro to Events & Meeting Planning | HAMG 2330 | Convention & Group Management Services | SPRING |
| Hospitality Services | HAMG 1324 | Hospitality HR Management | FALL |
| Hospitality Services | HAMG 2188 | Internship – Hospitality HR Mgmt. | SPRING |
| Practicum in Hospitality Services | HAMG 2305 | Hospitality Management & Leadership | FALL |
| Practicum in Hospitality Services | HAMG 2189 | Internship- Hospitality Management and Leadership | SPRING |

| LOGISTICS | Galveston College Course | Galveston College Course Name | Term Offered |
|---|--------------------------|------------------------------------|--------------|
| Principles of D & L | LMGT 1319 | Introduction to Business Logistics | FALL |
| Principles of D & L | IBUS 1341 | Global Supply Chain Management | SPRING |
| Concepts of D & L Technology | LMGT 1321 | Introduction to Materials Handling | FALL |
| Concepts of D & L Technology | NAUT 1305 | Introduction to Ships and Shipping | SPRING |
| Occupational Safety & Environmental Tech. I | OSHT 1301 | Introduction to Safety and Health | FALL |
| Occupational Safety & | NAUT 1255 | Maritime Law and Regulations | SPRING |

| | | | |
|-----------------------|-----------|--|--------|
| Environmental Tech. I | | | |
| Practicum of D & L | LMGT 1425 | Warehouse and Distribution Center Management | FALL |
| Practicum of D & L | NAUT 2310 | Seamanship II | FALL |
| Practicum of D & L | NAUT 1230 | Marine Engineering Familiarization | SPRING |

| TEACHING & LEARNING | Galveston College Course | Galveston College Course Name | Term Offered |
|-----------------------------------|--------------------------|---|--------------|
| Practicum in Education & Training | EDUC 1301 | Introduction to the Teaching Profession | FALL |
| Practicum in Education & Training | EDUC 2301 | Introduction to Special Populations | SPRING |

| WELDING | Galveston College Course | Galveston College Course Name | Term Offered |
|--|--------------------------|---|--------------|
| Intro to Welding * Articulated Credit | WLDG 1313 | Intro Blue Print Reading | FALL |
| Freshmen Year 1 * 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 Practicum in Manufacturing | WLDG 2413 | Intermediate Welding Using Multiple Processes | FALL |
| Extended Practicum in Manufacturing | 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

between

Galveston College

and

Upward Hope Academy

INSTRUCTIONAL AGREEMENT

Galveston College (herein as the "College") and Upward Hope Academy, a Texas private preparatory school (herein as the "School") enter into the following Instructional Agreement, evidenced by the following, for the Academic Year 2024-2025.

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 early admission classes, 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/early admission 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
 - 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. A student who has been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who is now enrolled within Upward Hope Academy must satisfy paragraphs 1, 2, or 3 of this subsection.
4. 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.).
5. 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 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. Early Admissions courses will be taught at Galveston College. 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 early admission, 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. Early Admissions/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. All faculty selected by the College to teach early admission enrollment classes will be considered employees of the College and will be compensated by the College in accordance with College policy, procedures, and guidelines.
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. Courses offered as Early Admission courses and taken at the College's main campus must be identified as a college-level academic course in the current edition of the ACGM and may or may not be included in the College's core curriculum. College-level workforce courses offered by the College must be included in an approved Associate of Applied Science (AAS) Degree or certificate program.

2. Remedial and developmental courses may not be offered for dual credit course credit and are not eligible courses under this agreement.
3. Approved courses being taught for Dual Credit (academic or workforce) and/or Early Admission credit, must follow the College syllabus. It is the responsibility of the Upward Hope Academy to work with the College to align the high school curriculum with the college course syllabus.
4. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in 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 and early admissions courses. These policies include an appeal process for disputed grades, drop policy, the communication of the grading policy to students, when the syllabus must be distributed, etc.
4. Textbooks should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of the College. Other instructional materials for dual credit courses must be identical or at an equivalent level to materials used on the main campus of the College. Courses that offer Inclusive Access will need to be accepted by the student to guarantee access to course materials.
5. Courses which result in college-level credit will follow the standard grading practices of the College, as identified in college policy and as set forth in the appropriate course syllabus. Faculty teaching dual credit courses will report a general scale mid-term letter grade and final grade as required by college policy and as outlined in the syllabus to the College, and will report a numeric grade to GISD 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 and/or early admission 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 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 and/or early admissions 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 early admission and/or 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 as 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 and/or early admission 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 early admission or 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, student services, registration, lab, distance education, and general services fees.
 - d. Upward Hope Academy agrees to pay for the cost of tuition, fees, textbooks, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, and required student supply items.
 - e. The College and Upward Hope Academy agree that tuition and fees which are to be paid by the student are due and payable in full at the time of registration. If Upward Hope Academy alone is to be responsible for payment of a student's tuition and fees, the College agrees to bill Upward Hope Academy immediately following registration. The school agrees to settle all account receivables with the College within 30 days of the billing date.
 - f. 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 2024-2025 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). All standard required fees shall be waived not including special course fees such as insurance, student health insurance, Inclusive Access, and exam fees which will be paid by the School or they will indicate to the College who is responsible for payment.
- II. Standard required fees include building use, student services, registration, lab, distance education, and general services fees.
- III. Galveston College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, at Galveston College, and online.
- IV. Galveston College agrees to waive the minimum registration requirements of six (6) credit hours for dual credit students taking classes at the high school, at Galveston College, and online.
- V. Early admission academic courses or dual credit workforce courses/programs located on the campus of Galveston College shall be charged at the regular in-district tuition and fee rates established by the College.
- VI. In accordance with current rules and guidelines, required college textbooks and 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

| High School Course Name | Galveston College Course | Galveston College Course Name | Term Offered |
|---------------------------------------|---------------------------------|--|---------------------|
| Anatomy & Physiology I | BIOL 2401 | Anatomy & Physiology I | FALL |
| Anatomy & Physiology II | BIOL 2402 | Anatomy & Physiology II | SPRING |
| Biology I | BIOL 1406 | General Biology I | FALL |
| Biology II | BIOL 1407 | General Biology II | SPRING |
| Business & Professional Communication | SPCH 1321 | Business & Professional Communication. | FALL & SPRING |
| Calculus I | MATH 2413 | Calculus I | FALL |
| Calculus II | MATH 2414 | Calculus II | SPRING |
| Chemistry I | CHEM 1411 | General Chemistry I | NIGHT or SUMMER |
| Chemistry II | CHEM 1412 | General Chemistry II | NIGHT or SUMMER |
| College Algebra | MATH 1314 | College Algebra | FALL |
| College Statistics | MATH 1342 | Elementary Statistics | FALL |
| 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 I +Lab | ENVR 1301/ENVR 1101 | Environmental Science I | FALL |
| Environmental Science II + Lab | ENVR 1302/ ENVR 1102 | Environmental Science II | 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 |
| Physics I | PHYS 1401 | College Physics I | NIGHT or SUMMER |
| Physics II | 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 |
| US History I | HIST 1301 | US History I | FALL |
| US History II | HIST 1302 | US History II | SPRING |
| Western Civilization I | HIST 2311 | Western Civilization I | FALL |
| Western Civilization II | HIST 2312 | Western Civilization II | SPRING |
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| | | | |
| AUDIO VISUAL COMMUNICATION | Galveston College Course | Galveston College Course Name | Term Offered |
| AV Production I | IMED 1301 | Introduction to Digital Media | FALL |

| | | | |
|----------------------------|-----------|---------------------------|--------|
| AV Production I | ARTC 1302 | Digital Imaging, I | SPRING |
| AV Production II | ARTV 1351 | Digital Video | FALL |
| AV Production II | ARTV 2341 | Advanced Digital Video | SPRING |
| Practicum in AV Production | RTVB 1325 | TV Studio Production | FALL |
| Practicum in AV Production | RTVB 1321 | TV/Field Video Production | SPRING |

| COSMETOLOGY | Galveston College Course | Galveston College Course Name | Term Offered |
|----------------------|---------------------------------|--------------------------------------|---------------------|
| Intro to Cosmetology | CSME 1501 | Orientation to Cosmetology | FALL |
| Intro to Cosmetology | CSME1410 | Intro to Haircutting & Theory | FALL |
| Cosmetology 1 + Lab | CSME 1354 | Artistry of Hair Design | SPRING |
| 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 | FALL |
| Esthetics | CSME 1547 | Principles of Skin Care/ Facials | SPRING |
| 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 1321 | Intro to Hospitality Industry | FALL |
| Intro to Culinary | CHEF 1205 | Sanitation & Safety | FALL |
| Intro to Culinary | IFWA 1217 | Food Production/Planning & Culinary Math | SPRING |
| Culinary Arts | CHEF 1301 | Basic Food Preparation | FALL |
| Culinary Arts | CHEF 2302 | Saucier | SPRING |
| Advanced Culinary Arts | CHEF 1302 | Principles of Healthy Cuisine | FALL |
| Adv. Culinary Arts | PSTR 1301 | Fundamentals of Baking | SPRING |

| EMT BASIC | Galveston College Course | Galveston College Course Name | Term Offered |
|------------------------------|---------------------------------|--------------------------------------|---------------------|
| Emergency Medical Technician | EMSP 1501 | EMT | FALL |
| Emergency Medical Technician | EMSP 1160 | Clinical - EMT | FALL |

| HEALTH INFORMATICS | Galveston College Course | Galveston College Course Name | Term Offered |
|---|--------------------------|---|--------------|
| 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 |

| HOSPITALITY | Galveston College Course | Galveston College Course Name | Term Offered |
|---|--------------------------|---|--------------|
| Principles of Hospitality & Tourism * Articulated Credit | HAMG 1321 | Intro to Hospitality Industry | FALL |
| Intro to Events & Meeting Planning | HAMG 1313 | Front Office Management | FALL |
| Intro to Events & Meeting Planning | HAMG 2330 | Convention & Group Management Services | SPRING |
| Hospitality Services | HAMG 1324 | Hospitality HR Management | FALL |
| Hospitality Services | HAMG 2188 | Internship – Hospitality HR Mgmt. | SPRING |
| Practicum in Hospitality Services | HAMG 2305 | Hospitality Management & Leadership | FALL |
| Practicum in Hospitality Services | HAMG 2189 | Internship- Hospitality Management and Leadership | SPRING |

| LOGISTICS | Galveston College Course | Galveston College Course Name | Term Offered |
|---|--------------------------|------------------------------------|--------------|
| Principles of D & L | LMGT 1319 | Introduction to Business Logistics | FALL |
| Principles of D & L | IBUS 1341 | Global Supply Chain Management | SPRING |
| Concepts of D & L Technology | LMGT 1321 | Introduction to Materials Handling | FALL |
| Concepts of D & L Technology | NAUT 1305 | Introduction to Ships and Shipping | SPRING |
| Occupational Safety & Environmental Tech. I | OSHT 1301 | Introduction to Safety and Health | FALL |
| Occupational Safety & | NAUT 1255 | Maritime Law and Regulations | SPRING |

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|-----------------------|-----------|--|--------|
| Environmental Tech. I | | | |
| Practicum of D & L | LMGT 1425 | Warehouse and Distribution Center Management | FALL |
| Practicum of D & L | NAUT 2310 | Seamanship II | FALL |
| Practicum of D & L | NAUT 1230 | Marine Engineering Familiarization | SPRING |

| TEACHING & LEARNING | Galveston College Course | Galveston College Course Name | Term Offered |
|-----------------------------------|--------------------------|---|--------------|
| Practicum in Education & Training | EDUC 1301 | Introduction to the Teaching Profession | FALL |
| Practicum in Education & Training | EDUC 2301 | Introduction to Special Populations | SPRING |

| WELDING | Galveston College Course | Galveston College Course Name | Term Offered |
|--|--------------------------|---|--------------|
| Intro to Welding * Articulated Credit | WLDG 1313 | Intro Blue Print Reading | FALL |
| Freshmen Year 1 * 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 Practicum in Manufacturing | WLDG 2413 | Intermediate Welding Using Multiple Processes | FALL |
| Extended Practicum in Manufacturing | 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

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