

Academic Year 2018-2019
Memorandum of Understanding
Dual Credit High School Partnership Agreement

3800 Charco Rd
D.W. Dirks, V126
Beeville, TX 78102 (361) 354-2723



INSTITUTION OF HIGHER EDUCATION (IHE):
COASTAL BEND COLLEGE

ISD/ HIGH SCHOOL NAME:
A.C. JONES ISD /A.C. JONES HIGH SCHOOL

The institutions named above seek to expand access to higher education which can include workforce training through the dual/concurrent credit opportunities agreed upon by the institutions.

This Memorandum of Understanding (MOU) will be in effect for **one** academic year unless both parties agree to make an amendment to this agreement. Specific responsibilities of the Coastal Bend College (herein collectively referred to as "CBC") and the partnering high school (herein collectively referred to as 'HS') are defined within this agreement.

This MOU incorporates by reference all dual enrollment requirements defined in the Texas Administrative Code (TAC) and Coastal Bend College accreditation requirements established by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC). **Appendix A** provides a detailed table defining the roles and responsibilities. CBC is focused on student success and will work with the HS personnel to select courses that guarantee completion of degree and/or certificate and transferability to Texas public four-year institution. Students who enroll in courses outside of the agreed degree plan will NOT receive the services on this MOU.

1. ELIGIBLE COURSES & COURSE CURRICULUM

- i. Courses must be identified as college-level academic courses in the current edition of the community college general Academic Course Guide Manual (ACGM) or as college-level technical courses in the Texas Workforce Education Course Manual (WECM) leading towards a marketable skills achievement award, certificate, Associate of Arts, Associate of Science and/or Associate of Applied Science.
- ii. Instruction, instructional materials and grading must be at the equivalent level of instruction, instructional materials, and grading used for the identical course taught at CBC. CBC will provide HS students with a rigorous and accelerated course of study in both college-credit courses and preparatory/college readiness courses.
- iii. The course for which dual credit is awarded must provide advanced academic instruction beyond, or in greater depth than, the Texas Essential Knowledge and Skills (TEKS) for the equivalent high school course.

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iv. House Bill 505: (effective September 1, 2015 the following will apply:) A rule may not limit:

- 1) The number of dual enrollment courses or hours in which a student may enroll while in high school;
- 2) The number of dual enrollment courses or hours in which a student may enroll each semester or academic year;
- 3) The grade levels at which a high school student may be eligible to enroll in a dual enrollment course.

Service Area Rules: Section 130.008 (f), Education Code, is repealed.

2. CURRICULUM ALIGNMENT AND COURSES OF STUDY

Appendix B: is a Dual Credit Crosswalk with all the core curriculum courses, academic course, and course listings that can be electives for the AS/AA degree.

CBC is focused on student success and will work with the HS personnel to select courses that guarantee completion of degree and/or certificate and transferability to Texas public four-year institution. Students who enroll in courses outside of the agreed degree plan will NOT receive the services on this MOU.

3. STUDENT ELIGIBILITY

HS students must complete all CBC admission requirements by the deadlines published on the CBC Academic Calendar (www.coastalbend.edu; click on “schedules & calendars” on left-side menu) to be eligible to enroll in any dual/concurrent credit courses. In compliance with state-mandated laws, the assessment policy set forth by and CBC, the HS requirements, students must meet the eligibility criteria and demonstrate the following academic prerequisites prior to enrollment:

- i. Compliance in at least one relevant area of the TSI Assessment as defined in the current CBC Catalog.
- ii. Achievement of appropriate HS eligibility criteria set by HS
- iii. Students must be enrolled in grades 9-12 (this includes Summer before 9th grade year with confirmation of passing to the 9th grade).
- iv. Achievement of the required basic skills prerequisites as defined in the CBC Catalog
- v. A student enrolling in more than two dual enrollment courses in a semester must pass all courses during the semester with a grade of C or better to continue to enroll in more than two dual enrollment courses in the following semesters.

These requirements may be modified if CBC’s or state rules/requirements are changed. The HS will be notified in writing of any changes.

4. LOCATION OF CLASS/COURSE DELIVERY

Dual credit courses can be held at an HS campus, any CBC location, or through various modes of distance learning (online via Blackboard, video-conference, Adobe Connect, etc.). Dual Credit courses may be composed to dual credit students only or of dual credit students and non-dual credit students.

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5. INSTRUCTIONAL CALENDAR

The academic calendar of CBC will be utilized for this partnership agreement including CBC student holidays. The CBC adjunct faculty member/HS teacher can submit an alternate schedule to accommodate the HS yearly schedule, but this must be submitted to the Division Director prior to the first day of when courses begin. If the HS student is taking courses at a CBC location, the faculty member will need to be notified prior to the start of the first-class date of any district testing where the student cannot be present. All HS students are responsible for notifying their college instructor if they are missing any classes and follow course policies on syllabus.

6. STUDENT ATTENDANCE & GRADING POLICY/SYSTEM

Regular course attendance is fundamental to success. Student must report regularly and promptly to dual credit/concurrent credit courses. Failure to comply with this college policy will result in student being dropped from the course and receiving a grade of an “F” or a “Q”. See chart below for the CBC Grading System:

Grading System

Grade	Interpretation	Point Value
A	Excellent	4 points per semester hour
B	Good	3 points per semester hour
C	Average	2 points per semester hour
D	Poor	1 point per semester hour
F	Failing	0 points per semester hour
I	Incomplete	Not calculated in GPA.
W	Withdrawal	Not calculated in GPA.
Q	Quit/Admin. Drop	Not calculated in GPA.
CR	Credit	Not calculated in GPA.
NC	No Credit	Not calculated in GPA.
NR	In Process	Not calculated in GPA.

In order for a grade to be assigned, the student must:

- i. have submitted a dual enrollment permission form by registration deadline
- ii. be on the census roll as approved by the instructor of record
- iii. complete all requirements for the course.

College credit will be awarded the same semester the credit is earned. College credit will be transcript immediately upon a student's completion of the performance required in the course. The student may be dropped from CBC-level course prior to the drop deadline published in the CBC Academic Calendar. Students enrolled following the drop deadline will receive the grade earned.

CBC instructor will assign a letter and numeric grade for each grading periods (i.e. first period, mid-term, third period, and final) in CBC grade reporting system (Campus Connect). A grade report will be sent electronically to the HS counselor.

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7. FINANCIAL ASSISTANCE, TUITION COSTS, CBC/ECHS INSTRUCTOR PAY

All CBC students are eligible to apply for all **CBC scholarships offered**. Scholarship opportunities can be located on the Dual Enrollment website (www.coastalbend.edu/dualenrollment). Students who are awarded scholarships will receive notification from CBC Scholarship Foundation.

<i>No. of Hours</i>	<i>Registration Fee per semester</i>	<i>Tuition Fee per credit hour</i>	<i>Dual Enrollment Annual Service Fee</i>	<i>Total Cost</i>
1	48	33	25	106
2		66		139
3		99		172
6		198		271
9		297		370
12		396		469
15		495		568

CBC will waive the once per term \$48 registration fee for students who reside in CBC's taxing district which is **BEE COUNTY**.

DUAL ENROLLMENT SERVICE FEE of \$25.00 PER STUDENT ANNUALLY.

CBC course fees may apply for some courses that require special materials.

For more information on fees such as internet-based course fee, please refer to the current CBC catalog.

Any CBC adjunct faculty that is also an employee of the HS will receive up to a \$600 stipend per CBC course section offered at the HS campus. This stipend will follow the pro-rated schedule below:

<u>Class Enrollment</u>	<u>Rate of Pay</u>
0-4 Students	\$150
5-9 Students	\$300
10-14 Students	\$450
15+ Students	\$600 (full-pay)

8. FACULTY SELECTION, SUPERVISION, AND EVALUATION

CBC shall select instructors of dual enrollment courses based on the required qualifications according to CBC faculty credential requirements. HS teachers that are interested in becoming a CBC adjunct faculty member must complete the CBC Professional Application and submit all official college transcripts to the CBC Human Resources Office. For more information on the hiring process, please contact the CBC Human Resources office at (361) 354-2224.

The approved CBC adjunct faculty member/HS teacher will meet the same standards, review, and approval procedures used by CBC to select faculty responsible for teaching the same courses at Coastal Bend College. Ensure all HS will report periodic grades in Campus Connect, excessive absences, student drops,

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verify/certify rosters, meet all course student learning outcomes, and other required reports. Failure to meet these administrative duties can lead to the adjunct faculty member not being able to continue to teach a CBC course. Course roster certification deadlines are issued to all CBC faculty through their CBC email.

All CBC adjunct faculty, even if employed by and paid by the ISD must be supervised in instructional matters by their Assistant Dean of Academics, Allied Health, and Technical Programs. Regular observations will be conducted for all offsite instruction by specified CBC staff.

Kayla Jones	Loana Hernandez	Noemi Aguilar
Assistant Dean of Academics	Assistant Dean of Allied Health Programs	Assistant Dean of Technical Programs
kdjones@coastalbend.edu	lhernandez@coastalbend.edu	aguilar@coastalbend.edu
(361) 354-2532	(361) 664-2981 X 3037	(361) 354-2306

Adjunct faculty will be issued a CBC email address to communicate all official college business which includes: access to Campus Connect, grade reporting, roster certifications, Blackboard access and communications with CBC students, staff and departments. The HS Director agrees to ensure that the faculty on their campus are utilizing their CBC email for their primary communication for all college business.

CBC Adjunct faculty will receive regular training and support; in collaboration with the full-time faculty. Each adjunct faculty member will be assigned a faculty mentor which they can contact throughout the academic year for any questions regarding curriculum in their content area.

9. ACADEMIC POLICIES AND STUDENT SERVICES

Regular academic policies applicable to courses taught at CBC's main campus must also apply to dual credit courses. These policies could include the appeal process for disputed grades, drop policy, the communication of grading policy to students, etc. Students in dual enrollment courses will be eligible to utilize the same or comparable support services that are offered to all CBC students. CBC is responsible for ensuring timely and efficient access to student services (e.g. academic advising and tutoring), to learning materials (e.g. electronic media checkout), and to other benefits for which student is eligible. For more information, please feel free to review the CBC [Student Rights and Responsibilities](#).

- i. *Student Services for Students with Disabilities*: In order for students with disabilities to receive accommodations from CBC, students must provide the Special Needs Coordinator with current (within three years of enrollment at CBC) documentation of the disability. Documentation consists of a statement or evaluation from a recognized medical professional. The Individualized Education Plan (IEP) used for public school students may **not** substitute for the documentation specified above. HS personnel agree to refer students in a timely manner who require accommodations to the CBC Special Needs Advisor. For more information, please visit www.coastalbend.edu/specialneeds.

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- ii. TSI Assessment (TSIA): The TSIA measures college readiness in reading, writing and math. Assessments include multiple-choice questions and an essay which is aligned to the Texas College and Career Readiness Standards.
- The TSIA fee is \$30 for entire assessment with a \$10 re-test fee per section.
 - Students can schedule a test date through the CBC testing department at any CBC location by calling (361) 354-2334.
 - If your school is interested in becoming their own testing site, please visit www.accuplacer.org. Click the “New Institution Registration” link at the bottom of the website.

10. ENROLLMENT PROCESS

Students interested in participating in the CBC Dual Enrollment program must complete the required CBC admission process during the CBC registration period as defined by the www.coastalbend.edu/schedulescalendars

The Office of Dual Enrollment will conduct an enrollment/registration process each term (Fall, Spring, and Summer). The HS will meet all deadlines defined in the CBC Academic Calendar. Students who fail to complete the process by the published deadlines will not be eligible for the CBC Dual Enrollment program. CBC must adhere to these deadlines to meet all requirements prior to the census dates of each course.

We encourage dual enrollment students to log into their Campus Connect account regularly to check their registration status, grades, billing statements and other important data regarding their educational records. Campus Connect login tutorial videos are located at www.coastalbend.edu/DL.

11. REVERSE TRANSFER AGREEMENT

This section pertains to HS that are also partnered with a University (4-year) IHE. Reverse transfer is a process where academic credits for applicable coursework at a university are transferred back to the community college for purposes of awarding an associate degree. In 2011, the Texas Legislature approved HB 3025. Part of this house bill became Texas Education Code 61.833 (Credit Transfer for Associate Degree) which mandates universities shall request authorization from eligible students to send an official transcript to the students’ previous institution to determine whether the student may qualify to be awarded an associate degree.

The HS agrees to facilitate the Reverse Transfer process when a student has earned at least 30 credit hours of successful coursework at CBC. Facilitation of this process includes providing assistance to the HS student to request their University IHE transcript, so they can send an official transcript to CBC to determine their eligibility to receive associate degree. Please address the transcript to the CBC Admissions Office, ATTN: Admissions Director, 3800 Charco Rd., Beeville, TX 78102. The student must also complete the Request for Evaluation form which can be located at www.coastalbend.edu/Admissions under heading “Student Forms”.

12. MOU TERM

This agreement shall be in effect from **August 14, 2018 to August 14, 2019**

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13. PROVISIONS FOR DISCONTINUING OPERATION

CBC and HS reserve the right to terminate this MOU upon service of written notice to the other party thirty (30) days prior to the expiration of any academic term.

14. COMPLIANCE

CBC and HS agree:

- i. To certify that their sites are ADA compliant.
- ii. To comply with all applicable provisions of the Family Education Rights and Privacy Act, 20 U.S.C. §1232g as implemented by 34 CFR Part 99;
- iii. In all cases, to comply with all federal, state, and local laws applicable to this MOU.

15. AMENDMENTS/REVISIONS

This MOU may only be amended by mutual written agreement of the parties.

16. NOTICE

All notices, demands, or requests to Coastal Bend College shall be emailed or mailed to:

Susie Gaitan, Dual Enrollment Director
Coastal Bend College
3800 Charco Rd.
Beeville, TX 78102

mgaitan@coastalbend.edu

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Dr. Marc Puig, Superintendent, Beeville ISD – **PRINT**

Superintendent Signature

Date

Name of Director/Principal – **PRINT**

Signature of Director/Principal

Date

Coastal Bend College President

Date

Dr. Beatriz Espinoza

Dual Enrollment Director/IHE Liaison
Susie Gaitan

Date

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APPENDIX A		
AREA	CBC WILL:	THE HS WILL:
Course Schedules/ Course Planning/ Instruction	<p>Communicate with the HS director/counselor on course requests one semester prior to the term course is requested.</p> <p>Notify dual enrollment students and HS counselor of any HS closures due to inclement weather.</p> <p>Email calendars of important dates at the beginning of each semester.</p> <p>Email reminders of student holidays and upcoming deadlines. This communication will be sent to student's CBC email address.</p> <p>Require that there be one course created for each approved dual enrollment course rubric with at least 15 and a maximum of 30 students. Exemptions will be granted in allied health fields where maximum enrollments are defined by the external accreditation agency.</p>	<p>Communicate with Dual Enrollment Specialists assigned to the HS regarding course requests one semester prior to requests being made. The requests will include course rubric (ex. ENGL 1301), course days, and course start/end time, and preferred instructor.</p> <p>Email the school calendar of events to their assigned dual Enrollment Specialists.</p> <p>Follow the College academic calendar which includes student holidays. All DE students are responsible for notifying their college instructor if they are missing any classes and follow course policies on syllabus.</p> <p>Ensure students are aware that they must complete all College assignments including those on Blackboard even though they are taking a Statewide Assessment or are closed for a year.</p>
Leadership Team	<p>Coordinate leadership meetings that are coordinated by the CBC.</p> <p>Provide professional development for dual enrollment instructors</p> <p>Include individuals with decision making authority or someone with quick access to this person.</p> <p>Will ensure that the IHE Liaison interacts directly and frequently with the HS campus staff and administrators.</p>	<p>Develop an assessment or leadership team focused on P-16 Leadership Initiatives that meets regularly to address issues of the ECHS design and sustainability.</p> <p>Ensure that there is a minimum of at least 15 students if the CBC course is dedicated only for the HS students.</p> <p>Provide CBC with a copy of all sign-in sheets and meeting minutes.</p> <p>Allow instructor to participate in College sponsored or promoted Dual Enrollment webinars and training.</p> <p>HS will conduct a program review to analyze and collect data throughout the year to make improvements to HS student success. Share this information in a meeting to discuss best practices and make improvements where needed.</p>
Data Sharing	<p>Provide quarterly grade reports to the HS counselor with numeric and letter grades. The student with below a numeric grade of 70 will be highlighted on report.</p> <p>Collect, share and review program and student data to assess the progress of the program.</p>	<p>Collect, share and review program and student data to assess the progress of the program.</p> <p>To include degree audits and course completion.</p>
Data Sharing	<p>Assign a CBC Dual Enrollment Specialist who will be the dedicated advisor to all CS students. They will be responsible for providing academic and career advising.</p> <p>The Dual Enrollment Specialist will be responsible for arranging advising, degree planning, and registration with the HS.</p>	<p>Provide a time and support HS students to complete the CBC enrollment process.</p> <p>Review the periodic grade reports and notify the DE Specialist prior to drop date if student is requesting to drop a course.</p>
Student Support Services	<p>Provide contact information (College ID, G-Force) to the HS students when available.</p> <p>Abide by HS policies as it pertains to dress code and campus safety procedures.</p> <p>Provide information about Student Support Services and other campus services by CBC.</p>	<p>Provide CBC with the necessary classroom space equipped for college-level instruction, including:</p> <ul style="list-style-type: none"> • Adequate board space • Projector/display equipment • Multimedia equipment • Necessary lab & equipment • Promote and inform dual enrollment students about Student Support Services • Internet access that lifts ISD's firewall restrictions upon request.
Facilities		

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<p>Tuition and Fees/Billing</p>	<p>Invoice the ISD in a timely manner.</p> <p>Invoice the ISD for all students enrolled in courses AFTER the course census date. For any student added after the census date CBC will invoice accordingly.</p> <p>CBC will not drop any dual credit students for non-payment If the ISD has stated that they are paying for the course. CBC will not place dual credit students records on Hold for non-payment if the ISD is paying for their courses.</p>	<p>Provide security of facilities and facilities for any CBC faculty or student who are assigned to the location of the closest location to the HS.</p> <p>Complete the Business Office form for all dual credit students. Submitting MOU.</p> <p>Allow HS student to utilize the facilities at the location of the closest location to the HS. Notify Becky Miller at bmiller@coastalbend.edu or (361) 354-2222 of what students' bills will be paid for by ISD with the list that includes students first and last name and CBC ID.</p>
		<p>Pay all invoices for students enrolled in courses after the course census date. For any student added after the census date the HS/student will pay for any additionally enrolled students. The ISD will work with the Business Office to correct the bill before paying the bill.</p>
<p>Textbooks/Instructional Materials</p>	<p>Maintain a 3-year book cycle when possible.</p> <p>Inform the HS of the current textbook cycles. Provide options for students to rent or purchase used textbooks</p> <p>Provide the textbook ISBN so students can find the best price for their course materials. Provide information on textbook and scholarship for CBC students. Provide the HS faculty member a course textbook and required course materials</p>	<p>Contact the CBC Bookstore to arrange the purchase of textbooks and/or instructional materials prior to the semester start. Phone: (361) 354-2290 Email: cbc@texasbook.com</p>
<p>Curriculum</p>	<p>Provide course approved content, curriculum, materials, time table of assignments instruction, and method/rigor of the approved course syllabus.</p> <p>Provide course syllabi.</p> <p>Communicate all deadlines for required reports to the HS faculty via their CBC email address</p> <p>Access to facilitator for online courses</p>	<p>Ensure HS faculty adhere to the college course approved content, curriculum, materials, time table of assignments instruction, and method/rigor of the approved course syllabus.</p>
<p>Conduct and Safety</p>	<p>Provide HS with link on the CBC Dual Enrollment web page to CBC policies.</p> <p>http://coastalbend.edu/StudentRightsResponsibilities/</p>	<p>Ensure HS participants are aware of College & ISD policies and where to review them online.</p>

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Marketing & Publications	Provide support from CBC PR department when available.	<p>Produce brochures in all languages relevant to the HS community.</p> <p>Written communication plan for relevant target audiences: parents, community members and school board.</p>
Federal Family Educational Rights and Privacy Act (FERPA)	<p>Will adhere to the Federal Family Educational Rights and Privacy Act (FERPA). FERPA Policy guarantees students certain rights with respect to their educational records including the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.</p> <p>Will present information regarding to students and parents during all presentations and student appointments.</p>	<p>Will adhere to the Federal Family Educational Rights and Privacy Act (FERPA). FERPA Policy guarantees students certain rights with respect to their educational records including the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.</p> <p>Will inform student and parents of the FERPA Regulations and the FERPA Release located on the student's Campus Connect account.</p> <p>Ensure that students and parents understand that instructors work directly with students, as opposed to the type of parent interventions one may be accustomed to at the high school level. Under FERPA (Family Educational Rights and Privacy Act) instructors are not required to discuss student performance or other student related issues with parents.</p>

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Becky Miller
Accounts Receivable Coordinator
361-354-2222

Coastal Bend College Business Office Form

The School District will pay for the following (check all that apply; if students are responsible for costs, check self-pay):

- Dual Enrollment Tuition \$33 per credit hour
- Non-Refundable Registration Fee \$48
- Late Registration Fee \$50
- Course Fees refer to catalog for specific course cost
- Internet Fees \$53 per course, Distance Learning Fees \$50 per course
- Self-Pay (Students are responsible for all costs.)
- Dual Enrollment Services Fee \$25 (Annual fee)

Tuition for Self-Pay students is due PRIOR to the first day of class. Through July 31, 2018 installment plans or full payment may be made online through the student's Campus Connect, or in person at the closest CBC campus. After August 1, 2018 students should visit the Self-Service portal. Credit card payments are accepted via phone, contact the Business Office at 361.354.2220, 2213 or 2305 for further assistance.

- Fall Fall - Flex Spring Spring - Flex Maymester Summer I Summer II

Mark all applicable school terms above & provide any other specifications: _____

Circle the preferred method for receiving invoices: **Email** **Postal Mail**

Provide the contact information for the high school personnel that is responsible for answering all invoice and billing questions: (Please type or print clearly.)

Name: _____ Date: _____

Phone Number: _____ Email Address: _____

*If you have any questions regarding the invoice or bills for your students please contact Becky Miller
telephone: (361) 354-2222 email:rmiller@coastalbend.edu*

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APPENDIX B
A.C. JONES HS
DUAL CREDIT COURSE AGREEMENT 2019,2020,2021

Associate of Arts/Science – General Studies Degree Plan			
Course Rubric/Title	PEIMS	HS Course	College Credits
Communications (Requirement= 6 Credit Hours)			
ENGL 1301 – Composition I	03220300 03220400	English III or IV	3
ENGL 1302 – Composition II	03220300 03220400	English III or IV	3
Mathematics (Requirement=3 Credit Hours)			
Math 1314 - College Algebra	03102500	Independent Study in Math	3
Life & Physical Sciences (Requirement=6 Credit Hours)			
BIOL 1308 Biology for Non-Science Majors	13037200	Scientific Research & Design I	3
BIOL 2301- Anatomy & Physiology I (or DE Science Electives)	13020600	Anatomy & Physiology	3
Language, Philosophy & Culture (Requirement=3 Credit Hours)			
SPECH 1311 Speech Communication	03241400	Communication Applications	3
Creative Arts (Requirement=3 Credit Hours)			
ARTS 1301 – Art Appreciation	03500110	Art	3
American History (Requirement=6 Credit Hours)			
HIST 1301- United States History I	03340100	US History	3
HIST 1302- United States History II	03340100	US History	3
Government/Political Science (Requirement=6 Credit Hours)			
GOVT 2305- Federal Government	03330100	US Government	3
GOVT 2306- Texas Government	03380001	Social Studies – Advanced Studies	3
Social & Behavioral Science (Requirement=3 Credit Hours)			
ECON 2301 Principles of Macroeconomics	03310300	Economics	3
Component Area Option (Requirement=6 Credit Hours)			
EDUC 1300- Learning Frameworks	03270100	College Readiness and Study Skills	3
BCIS 1305 Business Comp Applications	13011400	Business Information Mgmt. I	3
Electives (Requirement=15 Credit Hours)			
BIOL 1108 (Lab for BIOL 1308)	13037200	Scientific Research & Design I	1
BIOL 2101 (Lab from BIOL 2301)	13020600	Anatomy & Physiology	1
SOCI 1301 - Principles of Sociology	03370100	Sociology	3
MATH 2412 Pre-Calculus Math (or other DE MATH Elective)	03101100	Pre- Calculus	4
Student Choice Elective from Crosswalk			3
Student Choice Elective from Crosswalk			3
Degree Designation Course for the Awarding of an AA/AS Degree (3 credit hours)			
Total Degree Requirements for AA/AS Degree = 60 Credit Hours (42 Core Credit Hours + 15 Elective Credit Hours + 3 Degree Designation Credit Hours)			
CTE PROGRAM/ Welding MSA/ Level I			
DEMR 1301 Shop Safety and Procedures	13032200	Principles of Manufacturing	3
DFTG 1305 Technical Drafting	13036500	Engineering Design & Presentation	3
WLDG 1307 Introduction to Welding Using Multiple Processes	13032300	Welding (A)	3
WLDG 1412 Introduction to Flux Core Arc Welding	13032300	Welding (B)	4
WLDG 1428 Introduction to Shielded Metal Arc Welding	1302500	Precision Metal Manufacturing	4
WLDG 1434 Introduction to Gas Tungsten (GTAW Arc Welding	13032500	Precision Metal Manufacturing	4
EDUC 1300 Learning Frameworks	03270100	College Readiness & Study Skills	3