



Jordan High School Dual Credit

A COOPERATIVE EFFORT
BETWEEN KATY ISD AND
HOUSTON CITY COLLEGE



What is Dual Credit?

- Dual Credit is a process by which a high school student enrolls in a college course and receives academic or workforce credit for the course from both the college and the high school at the same time.

What's the difference?

Dual Credit	Advanced Placement (AP)
Curriculum designed by HCC, Course may be taught by a Katy ISD teacher or HCC professor	Curriculum designed by College Board, Course taught by a Katy ISD teacher
College credit dependent upon a passing grade in the course	College credit depending upon passing the AP exam*
GPA on 4.5 scale	GPA on 5.0 scale
Generally transferable to colleges/universities in Texas	Credit policy varies by college/university AP Credit Policy
Cost: \$65 plus books, other materials <i>HCC reserves the right to change the cost of a course.</i>	Cost: Exam fee \$102**

Dual Credit Core Courses

Are taught by college faculty or college-approved high school instructors meeting the same standards and requirements of regularly employed college faculty.

Meet Texas Common Core requirements and are transferable to any public college or university in the state of Texas.

Benefits of Dual Credit



**SAVE MONEY ON
COLLEGE TUITION**



**ACCELERATE TIME TO
DEGREE COMPLETION**



BUILD CONFIDENCE



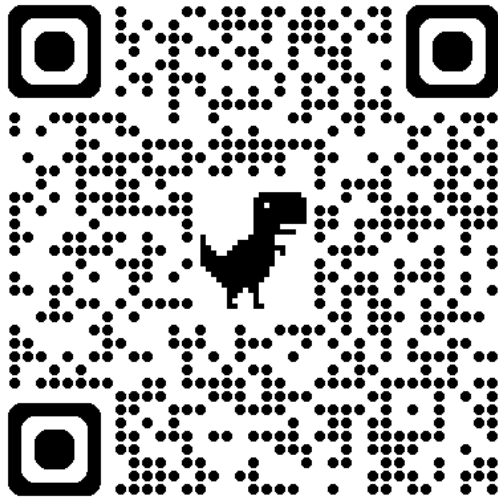
**ACCESS TO
POSTSECONDARY
RESOURCES**



**EARN TRANSFERRABLE
COLLEGE CREDITS -**

FERPA

[CLICK HERE
FOR FERPA
FORM](#)



FERPA is a federal law that governs privacy of and access to personally identifiable student records. Instructors will only communicate with the student about their grade status and not the parent. Parents should communicate with their student about academic progress.

Students must communicate with the instructor

College Faculty will NOT communicate with parents about the college grade

If a parent has a concern, they can reach out to their high school administration who will facilitate communication with the college

Dual Credit Costs

Credit Hours	HCC Dual Credit: Out of District	HCC College Credit Only: Out of District
3	\$65 (does not include books)	\$547.50
6	\$130 (does not include books)	\$1,089

Traditional College or University			
	3 hours	6 hours	12 hours
University of Houston	\$1,576	\$2,678	\$4,849
Baylor University	\$6,371	\$12,648	\$25,206
HCC	\$547.50	\$1,089	\$2,172
Earning College Credits in High School			
	1 test	2 tests	4 tests
AP (without fee waiver)	\$102	\$204	\$408
	3 hours	6 hours	12 hours
HCC Dual Credit	\$65	\$130	\$260

Student Expectations



HOUSTON
CITY COLLEGE

In all matters related to the dual credit course, students are held to the standards, expectations and regulations of HCC.

1. Academic standards
2. Attendance requirements
3. Grading procedures
4. Discipline procedures
(including appeals)

Attendance Requirements

- 1. HCC does not differentiate between unexcused and excused absences.**
- 2. KISD field trips count as absences.**
- 3. Student can be dropped for excessive absences (more than 6).**
- 4. Student is responsible for make-up work.**
- 5. Classes meet 2-3 days per week if taught by HCC faculty and 5 days per week if taught by a KISD teacher serving as embedded HCC faculty.**

Grading Policies

- Progress reports and report card grades are NOT issued during the semester.
- Instructors will ONLY communicate with the student (not the parent/guardian) about his/her course grades.
- Dual credit courses are exempt from UIL eligibility rules.
- Dual credit courses receive a weighted grade point of 4.5 for determining high school GPA.
- KISD final exam exemptions are not available for HCC dual credit courses.



Grade Scale Conversion

Course Average	HCC Grade	KISD Conversion
90-100	A	95
80-89	B	85
70-79	C	77
60-69	D	72
0-59	F	65

Grade Point Average System (GPA)

The calculation of a student's Grade Point Average (GPA) is based on points assigned to grades as follows:

Graduating Classes of 2023 and Thereafter				
	(90-100) A	(80-89) B	(70-79) C	(69-Below) F
KAP/AP Courses *	5	4	3	0
Academic Core and Elective Courses	4	3	2	0
Dual-Credit Courses	4.5	3.5	2.5	0
Fundamental/Applied Courses	3	2	1	0

Discipline Policies

KISD disciplinary infractions
may impact dual credit
attendance.

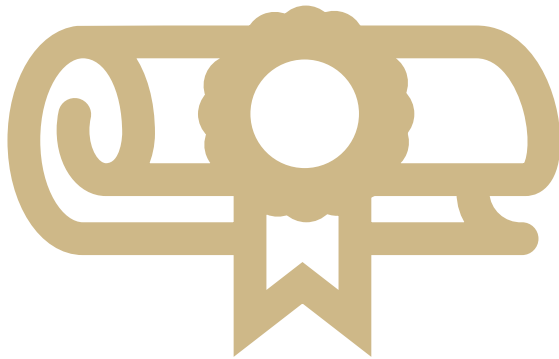
Students may be
administratively withdrawn for
inappropriate behavior and
attendance.

Academic Dishonesty

Includes but is not limited to cheating on a test, plagiarism, and collusion on an assignment.

- Possible consequences may include:
 - Receiving a grade of “0” or “F” on the assignment.
 - Failure in the course and/or recommendation for probation or dismissal from HCC.
- 30-day appeal window
- Katy ISD will honor the decision of the HCC appeals committee.

Participation Requirements 2026 - 2027



- ✓ Meet KISD prerequisites, including grade level
- ✓ Meet HCC course specific requirements
- ✓ Complete admission and enrollment process
- ✓ Purchase textbooks for the course
- ✓ Pay associated fees-\$65 per course, per semester (approved classes only)



[CLICK HERE FOR FORM](#)

High School Student Request to be Contacted by an HCC ADA Counselor

High School Students can request to be contacted by an HCC ADA Counselor (Americans with Disabilities Act).

Before you complete this form, please note this is the request to be contacted by an HCC ADA counselor. Accommodations are not provided until you receive a letter of accommodation from your HCC counselor and the letter is provided to your faculty.

It may take 3-4 business days for an HCC ADA Counselor to contact you back. For additional information on HCC Accommodations, please visit: <https://www.hccs.edu/support-services/ability-services/>

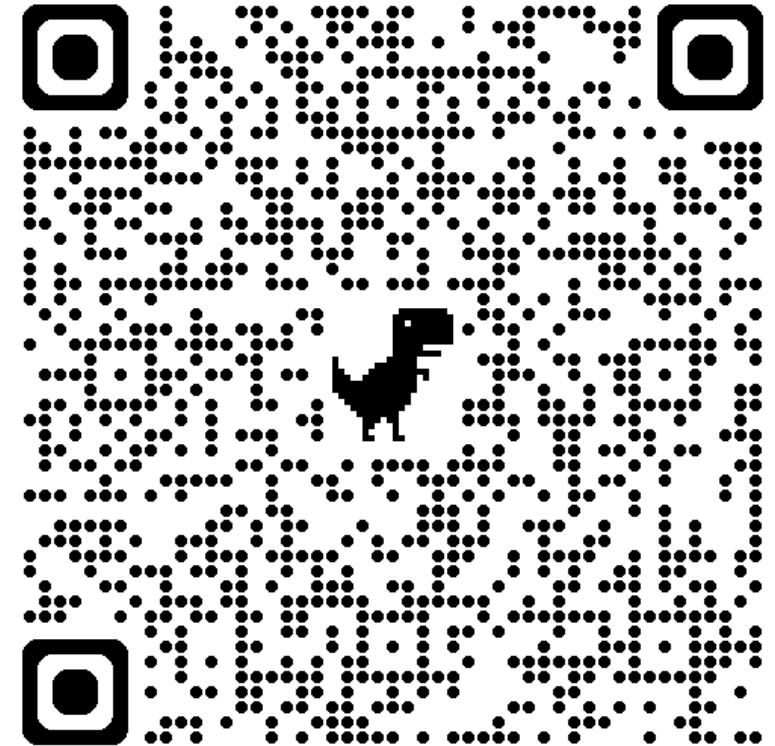
In compliance with section 504 of the Rehabilitation Act and under the **Americans with Disabilities Act**, Ability Services at each college within the Houston Community College System is responsible for arranging reasonable accommodations for all qualified students with a documented disability. For additional information about our services, visit <https://www.hccs.edu/support-services/ability-services/#d.en.192659>

If you are experiencing a mental health emergency, please call 9-1-1 for immediate assistance.

If you or someone you know is experiencing suicidal thoughts, please call the National Suicide Prevention Lifeline at 1-800-273-8255 or Text "TALK" to 741741.

KISD Dual Credit Courses

- Only courses HCC & KISD have approves can be taken as dual credit courses
- If students register for unapproved courses, they will not receive KISD credit and must pay full price
- **Courses Offered**
- Not all courses offered in KISD are available at JHS
- Campus offerings are based on
 - Enrollment size
 - Teacher qualifications
 - Master schedule



Dual credit crosswalk
[CLICK HERE](#)

Course Equivalency Guides

Transfer Course Equivalency

Home

Search by Sending Institution
(for prospective transfer students to TAMU)

Search by TAMU Course
(for TAMU students planning to take courses elsewhere)

State
Texas

Select Institution
Houston Comm College

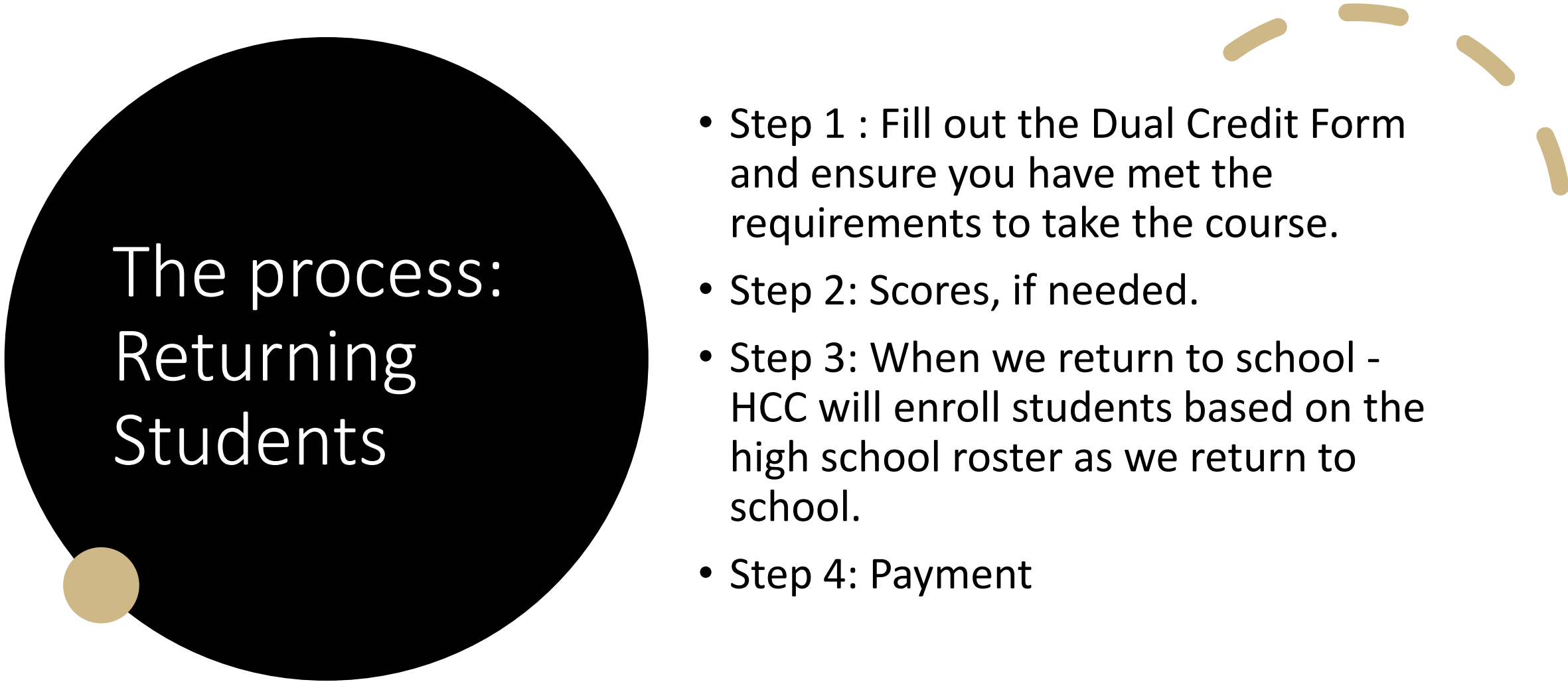
Selected Institution: Houston Comm College in Houston, TX [C10633]

Select Subject
ENGL

Enter Course Number (Optional)
2322

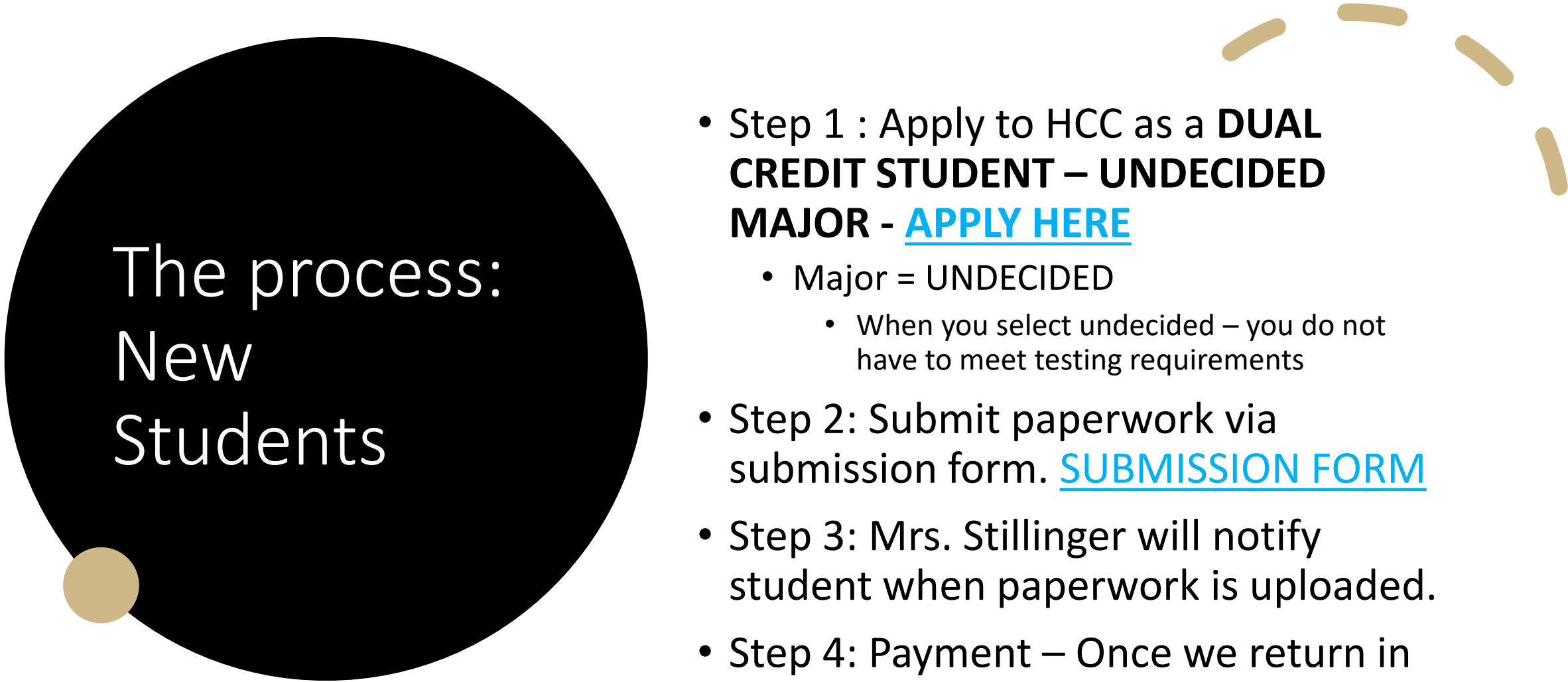
Get list of courses

Institution Course	Term Taken	TAMU Course [credit hours]
ENGL 2322 - BRITISH LITERATURE [3]	2025 Spring ~	(ENGL 231 - SURVEY OF ENGLISH LIT I [1])
ENGL 2322 - BRITISH LITERATURE [3]	2017 Fall ~	(ENGL 231 - SURVEY OF ENGLISH LIT I [1])
ENGL 2322 - BRITISH LITERATURE [3]	2014 Fall ~	(ENGL 231 - SURVEY OF ENGLISH LIT I [1])
ENGL 2322 - BRITISH LITERATURE [3]	1995 Fall ~	(ENGL 231 - SURVEY OF ENGLISH LIT I [3])
ENGL 2322 - BRITISH LITERATURE [3]	1994 Fall ~	(ENGL 231 - SURVEY OF ENGLISH LIT I [3])
ENGL 2322 - BRITISH LITERATURE [3]	1985 Fall ~	(ENGL 231 - SURVEY OF ENGLISH LIT I [3])



The process: Returning Students

- Step 1 : Fill out the Dual Credit Form and ensure you have met the requirements to take the course.
- Step 2: Scores, if needed.
- Step 3: When we return to school - HCC will enroll students based on the high school roster as we return to school.
- Step 4: Payment



The process: New Students

- Step 1 : Apply to HCC as a **DUAL CREDIT STUDENT – UNDECIDED MAJOR** - [APPLY HERE](#)
 - Major = UNDECIDED
 - When you select undecided – you do not have to meet testing requirements
- Step 2: Submit paperwork via submission form. [SUBMISSION FORM](#)
- Step 3: Mrs. Stillinger will notify student when paperwork is uploaded.
- Step 4: Payment – Once we return in August, Mrs. Stillinger will verify rosters THEN you pay.

NEW/READMITTED STUDENTS



WALKTHROUGH VIDEO HERE

- applytexas.org
 - Complete the REQUIRED questions only!
 - Highly encourage to NOT use an icloud email
 - Required for new HCC students only or readmitted students.
 - Students who are returning DO NOT have to re-apply to HCC because they are already HCC students.
 - Readmitted students are those who completed the process last year but dropped the course.
 - Reminder: Must choose *Undecided* as major to be considered Non-Degree Seeking
 - Typically takes 24-48 hours after applying for students to get acceptance email from HCC - typically have come from the chancellor
 - Need acceptance email to set up MyEagle account and to get HCC ID#
 - Do NOT delete this email!
- THEN YOU COMPLETE THE PAPERWORK AND UPLOAD TO FORM**



Non-Degree Seeking Student Classification “Undecided”

The THECB has provided the following clarifications:

- A **Non-Degree Seeking Student** is defined as one who has not filed a degree plan with an institution of higher education (Texas Education Code §51.9685)
- High school students classified as Non-Degree Seeking are not required to be TSI-met (college-ready) to enroll in dual credit courses
- Institutions are prohibited from requiring Non-Degree Seeking high school students to meet college-ready standards
- This adjustment applies **only** to dual credit students enrolling in academic courses. Workforce students will continue under the current Level 1 certificate degree plan process without changes to their TSI status.

IF A STUDENT DOES NOT CHOOSE UNDECIDED

TYPE OF ASSESSMENT	MINIMUM scores for Reading & Writing based classes (ex: English/History/Government)	MINIMUM scores for Reading, Writing & Math based classes (ex: Economics)	MINIMUM scores for Math based classes (ex: Math)
ACT	English and Reading Score 40+	English and Reading Score 40+ AND Math Score 22+	Math Score 22+
SAT	Evidence-Based Reading & Writing 480+	Evidence-Based Reading & Writing 480+ AND Math Score 530+ (both)	Math Score 530+
TSIA2	ELAR: 945-990 AND Essay 5-8 (both) OR ELAR: 910-944 AND Diagnostic Level 5-6 AND Essay 5-8 (all three)	ELAR: 945-990 AND Essay 5-8 (both) OR ELAR: 910-944 AND Diagnostic Level 5-6 AND Essay 5-8 (all three) AND MATH: 950-990 OR MATH: 910-949 AND Diagnostic Level 6	MATH: 950-990 OR MATH: 910-949 AND Diagnostic Level 6
College-readiness can be proven with a combination of test scores, such as ELAR with the SAT and MATH with the TSI.			



Houston Community College

DUAL CREDIT WAIVER APPROVAL FORM

Last Name	First Name	HCC Student ID
Name of High School / District	Current Grade	HS Graduation Date (MM/YY)

This form is valid for the duration of the student's participation in the Dual Credit/ECHS/PTECH/Homeschool High School Program. Student enrollment is contingent on qualification and submitted High School Rosters.

Beginning Semester	Select One ▼	Ending Semester	Select One ▼	Academic Program	Select One ▼	Academic Degree	Select One ▼
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The Academic Program is subject to change based on course availability, student academic progression and interest. If a student decides to change their Academic Program, they must submit a new Dual Credit Waiver Approval Form.

The P-16 office should be notified immediately of students wishing to withdraw from the dual credit program as the form will no longer be valid. Students transferring to a new school must complete a new form.

Please refer to the [Houston Community Catalog](#) for the most recent information about course, program and degree requirements for all students. The catalog will provide guidance and background to all students enrolled at HCC, prospective students, and alumni to quickly locate and save details about our undergraduate courses and programs [credit bearing courses only].

Students and Parents please read the statements below:

- I acknowledge that the student is responsible for paying all costs (tuition, fees, textbooks, supplies, or instructional software) associated with taking dual credit course(s) unless otherwise stated by high school.
- I understand that the student must have written permission from the high school counselor before he/she can withdraw from a dual credit course.
- I understand that Academic Freedom allows faculty and students to pursue relevant course content that may be adult in nature.
- I understand that once the student is registered in a college course, he/she controls access to his or her educational records under the Family Educational Rights and Privacy Act (FERPA) and—unless an exception applies—I may not have access to my student's records without his/her written permission or proof that I claimed the student as a dependent on my most recent income tax return.
- I understand that a college level standard of conduct is required. It is my responsibility to comply with the admission policies, student code of conduct, policies, academic standards of HCC, and standards set forth in the course syllabus.
- I acknowledge that I have read the Student Commitment Statement and understand that I can only succeed through hard work and will take the initiative in my education.
- I understand that Out-Of-district fees are assessed based on a student's home address. Students may be required to pay the fee, or the school district may assume responsibility.

My signature below acknowledges that I have read and understand the statements above and give my child permission to enroll in the Dual Credit Program at Houston Community College during the duration of their high school career.

Student Signature	Date:
Parent/Guardian Signature	Date:
High School Official Signature	Date:

UNDECIDED

Beginning semester:
Summer/Fall
2026

Ending semester:
graduation date

0-14 CREDIT
HOURS (NO TSI
REQUIRED)

Must be
completely
filled out. Forms
with blank fields
will be returned.

HS official may
be counselor or
CCF





Dual Credit Residency Change
Office of Student Records

PLEASE SUBMIT THIS FORM TO YOUR HIGH SCHOOL COUNSELOR/LIASION

For more information about residency. Visit a campus or visit the website <https://www.hccs.edu/applying-and-paying/residency-information/>

HCC- Katy Campus 22910 Colonial Pkwy Katy, TX 77449 Ph.: (713) 718-5808 Fax: (713) 718-5446	HCC- Spring Branch Campus 1010 W. Sam Houston Pkwy N. Houston, TX 77043 Ph.: (713) 718-5710 Fax: (713) 718-5630	HCC- Alief Campus 2811 Hayes Rd. Houston, Texas 77082 Ph.: (713) 718-6918 Fax: (713) 718-8804
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Student's Name:		HCC ID:	
Home Address:			
	(School Seal/Stamp)		
School District:		High School:	
High School Representative signature REQUIRED:			

Home Phone:		E-Mail:	
Cellular Phone:			
Course Names & Numbers:			
Course Names & Numbers:			
Parent Printed Name:			
Parent Signature:		Date:	
Student Printed Name:			
Student Signature:		Date:	

Must be completely filled out. Forms with blank fields will be returned.

HS representative may be counselor or CCF





Bacterial Meningitis Vaccination Verification Form

Bacterial Meningitis
form only required for
students taking a
course in-person at
HCC. (BIOL 2101/2102)

Last Name	First Name	HCC Student ID Number
Date of Birth	Daytime phone #	Email address

☐

I am submitting meningitis immunization documentation as required

☐

I am submitting Medical Exemption affidavit or certificate (Signed statement by physician stating that the vaccine poses a significant risk to your health. Unless statement indicates permanent condition, the exemption statement is valid for only one year from the date signed by the physician)

☐

I am submitting an [Affidavit for Exemption from Immunization for Bacterial Meningitis for Reasons of Conscience.](#)

VERIFICATION FORM & DOCUMENTATION MAY BE SUBMITTED:

- AT ANY CAMPUS
- BY EMAIL: Scan your documentation and attach it to an email sent to vaccine@hccs.edu
- BY FAX: 713/718-2882
- BY U.S. MAIL:

Houston Community College
Admissions & Records,
P.O. Box 667517
Houston, Texas 77266-7517

I have read and understand the Bacterial Meningitis immunization requirement. I certify that the information I have provided is true and correct.

Student Signature

Date



TYPICAL ISSUES

1. Students only complete the Student Profile portion of Apply Texas and does not complete the entire application.
2. Student applies to the college they plan to attend instead of HCC.
3. Did not select "dual credit" in the application
4. Student selects the wrong term. (Spring instead of Fall).
5. Student chooses the wrong major and then is required to qualify through testing.
 - Student does not complete the paperwork correctly



WHAT HAPPENS NEXT?

Ms. Stillinger will be with the counselors during course selection.

Your student needs to meet with Mrs. Stillinger & will be added to a canvas enrollment course

- If your student is not in the canvas course, Mrs. Stillinger does not know about them or will not receive communication!



26-27 DC ENROLLMENT CANVAS COURSE



26-27 Enrollment Dual Credit Process > Modules

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Expand All

View Progress

Publish All

+ Module



▶ NEW DUAL CREDIT STUDENTS

+

▶ RETURNING DUAL CREDIT STUDENTS

+

▶ Resources

+



IMPORTANT



Summer deadline is Friday, February 27th!

26-27 deadline is Friday, March 27 at 3pm
to complete the form/upload paperwork



Questions?

Rainisha Stevenson

Dual Credit Success Coach

rainisha.stevenson@hccs.edu



Demi Stillinger

College & Career Facilitator

demistillinger@katyisd.org



JHS_CounselorsConnect



Jordan High School College and Career Facilitator

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