



Memorandum of Understanding
College Preparatory Mathematics and English Language Arts Courses (HB 5)
2026-27 Academic Year

Tyler Junior College, a public junior college authorized under the laws of the State of Texas (herein called "The College" or "TJC") and Bullard Independent School District (herein called the "School District" or "High School") enter the following contract for the 2026-2027 academic school year. The purpose of this MOU is to outline the collaboration of the Parties, as listed above, in creating College Preparatory Courses ("Program") in Mathematics and English Language Arts ("ELAR") for high school students who have not demonstrated college readiness.

1. **SCOPE OF SERVICES:** In accordance with the 83rd Legislature of the State of Texas House Bill No. 5, Section 10 and as written into the Texas Education Code ("TEC") 28.014, the School District shall collaborate with TJC to develop and provide courses in college preparatory mathematics and English language arts. The College Preparatory Courses must be designed:
 - A. For students at the 12th grade level whose performance on:
 - i. an end-of-course assessment instrument does not meet college readiness standards; or
 - ii. coursework, a college entrance examination, or an assessment instrument indicates that the student is not ready to perform entry-level college coursework; and
 - B. To prepare students for success in entry-level college courses.

TJC and the School District agree to collaborate with the TSI Department Chair to develop and maintain the College Preparatory Courses that meet the terms of this MOU as outlined below. TJC and the School District will meet regularly, at least one time per year, to maintain the integrity and evaluate the effectiveness of the Program.

2. **TERMS:** Subject to any annual approvals that may be required by law, by the Texas Education Agency ("TEA"), or by the Texas Higher Education Coordinating Board ("THECB"), the term of this MOU shall commence upon the date that the last of the Parties has signed this MOU ("Commencement Date") and will end on August 31, 2026. Notwithstanding the foregoing, the Parties acknowledge and agree that a condition precedent to a party's signing the MOU is approval of the MOU by that party's governing board. The parties may enter into this agreement on an annual basis.
3. **COURSE DEVELOPMENT/CURRICULUM:** The College Preparatory Courses will be developed by TJC and the School District. Academic representatives of TJC and the School District will agree on the alignment of College Preparatory Courses' outcomes and school curriculum, including but not limited to length of the College Preparatory Courses. Alignment will be consistent with the College and Career Readiness Standards ("CCRS"), which are incorporated into the Texas Essential Knowledge and Skills ("TEKS").
 - A. The College will provide a curriculum framework and final exam.
 - B. Students enrolled in College Preparatory Courses will not earn college credit for the courses. TJC will designate personnel to monitor the quality of instruction in order to ensure compliance with this MOU.
 - C. The School District will provide all required materials, including textbooks, syllabi, course packets, and other materials needed for enrollment in the College Preparatory Courses.
 - D. The TSI Assessment will be administered to all students enrolled in the College Preparatory Courses.

4. **FACULTY SELECTION, SUPERVISION, AND EVALUATION:** The School District will assign highly qualified faculty for each high school offering the College Preparatory Courses. Appropriate School District high school faculty will meet regularly, at least one time per year, with appropriate TJC faculty to ensure that each course is aligned with the Program's expectations.
5. **LOCATION OF CLASSES:** College Preparatory Courses governed through this MOU will be held on the high school campus of the signing School District.
6. **PARENTAL INVOLVEMENT AND OUTREACH:** The School District shall provide a notice to each district student who has not demonstrated college readiness and to the parent or guardian regarding the benefits of enrolling in the College Preparatory Courses. School District personnel, counselors, and administrators will be responsible for all communication with parents. TJC personnel will not be expected to communicate with parents.
7. **IDENTIFYING AND ADMITTING COLLEGE PREPARATORY STUDENTS:** The School District will assume responsibility for providing information to potential college preparatory students. TJC may collaborate with the School District to hold an information session at the School District for potential students and their parents.
8. **METHOD OF DELIVERY:** The School District will select the method of delivery for the college preparatory classes.

ELAR (check the method of delivery)

- ☐ Face to face with an English teacher, or
- ☐ Texas College Bridge Program, or
- ☐ Computer Software (name of software: _____)

MATH (check the method of delivery)

- ☐ Face to face with a Math teacher, or
- ☐ Texas College Bridge Program, or
- ☐ Computer Software (name of software: _____)

9. COURSE SUCCESS AND COLLEGE READINESS.

- A. For the ELAR and Mathematics College Preparatory Courses, a student earning a grade of 70 or above in a particular preparatory course will demonstrate proficiency in the course and will be eligible to enroll in an entry-level TJC English composition or mathematics course for up to twenty-four (24) months of course completion.
- B. Successful completion with a grade of C or better of the designated entry-level TJC English composition or mathematics college level courses may be used to demonstrate Texas Success Initiative ("TSI") exemption in accordance with Texas Education Code §28.014. These courses do not earn college credit.

- C. Specific to the mathematics college preparatory courses, grades should be weighted as follows: Assignments/Daily work 40%, Exams/Quizzes 40%, and the Final Assessment 20%. Revisions for assignments and periodic exams may not exceed a score of 70. The final assessment may not be retaken or revised.
- D. Specific to the ELAR college preparatory courses, grades should be weighted as follows: Papers/Daily Assignments 40%, Exams/Quizzes 40%, and the Final Assessment 20%. Revisions for assignments and periodic exams may not exceed a score of 70. The final assessment may not be retaken or revised.
- E. For Texas College Bridge Program, students are required to pass each portion with a 90% or above. The certificate must be shared with Tyler Junior College.
- F. Successful completion of the college level course will demonstrate Texas Success Initiative (TSI) compliance.

10. **PROFESSIONAL DEVELOPMENT:** Appropriate School District high school faculty will meet regularly, at least one time per year, with appropriate TJC faculty to ensure that College Preparatory Courses are aligned with the Program expectations. TJC and the School District will develop and provide professional development opportunities for the teachers responsible for the College Preparatory Courses. Designated TJC personnel will coordinate and convene these training opportunities. Evidence of completion of professional development activities will be granted by an approved service provider.

11. **PROGRAM EVALUATION:** School District and IHE will develop a plan for the evaluation of the College Preparatory Courses to be completed each year of the MOU. The evaluation will include, but is not limited to, disaggregated attendance and retention rates, satisfactory progress in the College Preparatory Courses, state assessment results, SAT/ACT, TSI readiness, qualification of instructors, and adequate progress toward the college-readiness of the students in the College Preparatory Courses. Districts must allow a TJC representative access to review the courses.

12. **TRANSCRIPTION OF CREDIT:** Transcription of high school credit and assessment results is the responsibility of School District. The School District determines how the grades will be recorded in the high school transcript for GPA and ranking purposes. TJC and the School District will use an agreed upon nomenclature for determining TSI compliance. Please identify the nomenclature that will be used on transcripts from the School District to identify the College Preparatory Courses by completing the following:

College Preparatory English/Language Arts ___CPC ELA__(CP110130)_____

College Preparatory Mathematics ___CPC Mathematics__(CP111230)_____

For Texas College Bridge, use the above codes and send the completion certificate.

13. **AMENDMENTS/REVISIONS:** This MOU may only be amended by mutual written agreement of the parties.

14. **NOTICE:** All notices, demands, or requests from one party to the other may be personally delivered or sent by email and mail, certified or registered, postage prepaid, to the addresses stated in this section, and are considered to have been given at the time of personal delivery or mailing.

15. **TERMINATION:** TJC and the School District reserve the right to terminate this MOU upon service of written notice to the other party ninety (90) days prior to the day of termination. In this event, the date of termination will be the day after the end of the semester during which the ninety (90) day period expires.

All notices, demands, or requests to TJC shall be given or mailed to:

Dr. Juan Mejía, President
Tyler Junior College
P. O. Box 9020
Tyler, TX 75711

All notices, demands, or requests to School District shall be given or mailed to the superintendent.

16. NO WAIVER OF IMMUNITY OF DEFENSES: TO THE EXTENT ALLOWABLE BY TEXAS LAW AND WITHOUT WAIVING ANY RIGHTS OR ENTITLEMENT TO GOVERNMENTAL OR SOVEREIGN IMMUNITY, THE PARTIES SHALL INDEMNIFY AND HOLD HARMLESS EACH OTHER AND THEIR RESPECTIVE OFFICERS, TRUSTEES, OR EMPLOYEES, (HEREAFTER REFERRED TO AS "INDEMNIFIED PARTY") AGAINST ANY AND ALL LIABILITY (INCLUDING REASONABLE ATTORNEYS' FEES AND COURT COSTS) TO ANY PERSONS OR ENTITIES (EXCEPT TO THE EXTENT SUCH LIABILITY IS THE FAULT OF THE INDEMNIFIED PARTY) ARISING FROM OR RELATED TO THE NEGLIGENCE OR WILLFUL ACTS, OMISSIONS, OR OTHER MISCONDUCT OF THE INDEMNIFYING PARTY OR ITS AGENTS, OFFICERS/TRUSTEES, AND EMPLOYEES, IN THE PERFORMANCE OF THIS CONTRACT. THE PROVISIONS OF THIS SECTION WILL NOT BE CONSTRUED TO WAIVE IMMUNITY IN ANY WAY NOR TO ELIMINATE OR REDUCE ANY OTHER INDEMNIFICATION OR RIGHT WHICH ANY INDEMNIFIED PARTY HAS BY LAW OR EQUITY AND SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.
17. VENUE; GOVERNING LAW: Smith County, Tyler Texas, will be the proper place of venue for suit on or in respect to this Agreement. This Agreement and all of the rights and obligations of the parties and all of the terms and conditions will be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of Texas.
18. COMPLIANCE WITH LAW: The School District is aware of, fully informed about, and in full compliance with its obligations under all applicable, federal, state and local laws, regulations, codes, ordinances, and orders with those of any other body or authority having jurisdiction ("**Applicable Laws**"), including Title VI of the *Civil Rights Act of 1964*, as amended (42 USC 2000(D)), Executive Order 11246, as amended (41 CFR 60-1 and 60-2), *Vietnam Era Veterans Readjustment Act of 1974*, as amended (41 CFR 60-250), *Rehabilitation Act of 1973*, as amended (41 CFR 60-741), *Age Discrimination Act of 1975* (42 USC 6101 et seq.), *Non-segregated Facilities* (41 CFR 60-1), *Fair Labor Standards Act of 1938*, Sections 6, 7, and 12, as amended, *Immigration Reform and Control Act of 1986*, *Utilization of Small Business Concerns and Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals* (PL 95-507), *Americans with Disabilities Act of 1990* (42 USC 12101 et seq.), *Civil Rights Act of 1991*, *Occupational Safety and Health Act of 1970*, as amended (PL 91-596), *Immigration and Nationality Act* (8 United States Code 1324a), and all other applicable laws. The School District represents and warrants that neither the School District nor any firm, corporation or institution represented by the School District, nor anyone acting for that firm, corporation or institution, (1) has violated the antitrust laws of the State of Texas, Chapter 15, *Texas Business and Commerce Code*, or Federal antitrust laws, or (2) has communicated directly or indirectly the content of the School District's response to TJC's procurement solicitation to any competitor or any other person engaged in a similar line of business during the procurement process for this Agreement. Tyler Junior College strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information under the Texas Public Information Act, Chapter 552, Texas Government Code.
19. TOBACCO FREE POLICY: TJC provides a friendly, tobacco-free environment at all of its sites and satellite facilities. Prohibitions: Tyler Junior College provides a friendly, smoke-free and vapor-free environment at all of its campuses and satellite facilities. All parties agree to fully comply with Tyler Junior College's no smoking policy and to ensure compliance of same by all employees or students or anyone else performing under this Agreement on its behalf. TJC is an alcohol, drug, tobacco, and vapor-free zone. These items are prohibited on the campus and satellite facilities.

20. **WEAPONS POLICY:** Texas Penal Code 46.03 Places Weapons Prohibited and Penal Code 46.035 Unlawful Carrying of a Handgun by License Holder identify premises where handguns are not permitted by Texas Statutes.

A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club or prohibited weapon listed in Section 46.05 (a) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or education institution is being conducted or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private.

A license holder is prohibited from carrying a concealed handgun on Tyler Junior College campus premises where prohibited by law and where prohibited by TJC policy.

Firearms: Tyler Junior College is committed to providing a safe environment for students, faculty, staff, and visitors, and to respecting the right of individuals who are licensed to carry a handgun where permitted by law. Individuals who are licensed to carry may do so on campus premises, satellite facilities, or in a college-owned vehicle except in locations and at activities prohibited by law or by this policy. Individuals who observe a violation of this policy are required to report the incident immediately to the Campus Police Department, so it can be documented and properly investigated. Contact 911 and Campus Police 24/7 Dispatch at 903 510-2800 for emergencies. Campus Police can be contacted at 903 510-2258 for non-emergencies. https://www.tjc.edu/downloads/file/1045/concealed_handguns_on_campus_policy

21. **LIMITATIONS:** THE PARTIES ARE AWARE THAT THERE ARE CONSTITUTIONAL AND STATUTORY LIMITATIONS ON THE AUTHORITY OF A SCHOOL DISTRICT AND TJC TO ENTER INTO CERTAIN TERMS AND CONDITIONS THAT MAY BE A PART OF THIS AGREEMENT, INCLUDING THOSE TERMS AND CONDITIONS RELATING TO LIENS ON A SCHOOL DISTRICT AND TJC'S PROPERTY; DISCLAIMERS AND LIMITATIONS OF WARRANTIES: DISCLAIMERS AND LIMITATIONS OF LIABILITY FOR DAMAGES; WAIVERS, DISCLAIMERS AND LIMITATIONS OF LEGAL RIGHTS, REMEDIES, REQUIREMENTS AND PROCESSES; LIMITATIONS OF PERIODS TO BRING LEGAL ACTION; GRANTING CONTROL OF LITIGATION OR SETTLEMENT TO ANOTHER PARTY; LIABILITY FOR ACTS OR OMISSIONS OF THIRD PARTIES; PAYMENT OF ATTORNEYS' FEES; DISPUTE RESOLUTION; INDEMNITIES; AND CONFIDENTIALITY (COLLECTIVELY, THE "**LIMITATIONS**"), AND TERMS AND CONDITIONS RELATED TO THE LIMITATIONS WILL NOT BE BINDING ON A SCHOOL DISTRICT AND TJC EXCEPT TO THE EXTENT AUTHORIZED BY THE LAWS AND CONSTITUTION OF THE STATE OF TEXAS.

22. **DISPUTE RESOLUTION** - To the extent that Chapter 2260, Texas Government Code, as it may be amended from time to time ("Chapter 2260"), is applicable to this Agreement and is not preempted by other Applicable Laws, the dispute resolution process provided for in Chapter 2260 will be used, as further described herein, by Tyler Junior College and School District to attempt to resolve any claim for breach of contract.

23. **PROTECTIONS OF EDUCATION RECORDS UNDER FERPA:** Both parties agree to comply with all laws regarding the confidentiality of the student's educational records, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), and to comply with all applicable laws in safeguarding any confidential information of School District and College's faculty and students which is in either party's possession or control.

24. **CONFLICT:** In the event of any other terms and conditions that may conflict with this agreement, the terms and conditions of this agreement will supersede.

25. **INDEPENDENT CONTRACTOR:** Bullard School District and TJC recognizes and agrees that it is engaged as an independent contractor and acknowledges that TJC has no responsibility to provide transportation, insurance, vacation or other fringe benefits normally associated with employee status. School District in accordance with its status as an independent contractor, covenants and agrees that it will conduct itself consistent with that status, that it will neither hold itself out as, nor claim to be an officer, partner,

employee, or agent of TJC, and that it will not make any claim, demand or application to or for any right or privilege applicable to an officer, representative, employee or agent of TJC, including unemployment insurance benefits, social security coverage or retirement benefits School District agrees to make its own arrangements for any fringe benefits as it may desire and agrees that it is responsible for all income taxes required by applicable laws. All of School District employees providing this service to TJC will be deemed employees solely of School District and will not be deemed for any purpose whatsoever employees or agents of, acting for or on behalf of TJC. No acts performed or representations, whether oral or written, made by School District with respect to third parties will be binding upon TJC nor will same create any liability on the part of TJC.

26. **Signatures:** The terms and provisions, as outlined above, are true and exact to the best of the knowledge by the parties whose signatures appear below and their assignees. This Agreement constitutes the entire agreement of the parties and replaces and supersedes any prior verbal understandings, written communications or representations related to the subject matter contained in this Agreement. In the event any portion of this Agreement is deemed illegal or unenforceable, the entire remaining portion of this Agreement shall remain valid and in effect. A waiver by either party of any breach or default by the other party is not a waiver of any other breach or default of this Agreement that may occur. This Agreement, including any rights or obligations hereunder, may not be assigned or otherwise transferred to any third party without the express written consent of the other party. This Agreement is nonexclusive between the parties; both parties have the right to enter into similar relationships with any other party. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS THEREOF, the parties have duly approved this MOU, executed in duplicate originals on this 4th day of May 2026.

Dr. Juan Mejia, President
Tyler Junior College



Superintendent or designee

PLEASE RETURN THE SIGNED ORIGINAL MEMORANDUM OF UNDERSTANDING TO TYLER JUNIOR COLLEGE



Public Partner Dual Credit Sponsorship Payment Agreement 2027

I. Parties

This Dual Credit Sponsorship Payment Agreement ("Agreement") is entered into by and between Tyler Junior College (TJC) and Bullard Independent School District (ISD) on _____ (Effective Date) and is designed to document the sponsorship (financial) commitment by the ISD to TJC with regard to dual credit student charges.

II. Terms of the Agreement:

A. Purpose and Background

In accordance with the rules and regulations of the Texas Higher Education Coordinating Board (THECB), TJC submits state financial reports on the semester Census Date (14th day of the semester). In order to meet this state requirement, ISDs who sponsor (pay) for any tuition and/or fees are required to provide notification of commitment to pay TJC prior to the beginning of the academic year.

B. Dual Credit Tuition Programs

TJC participates in the Financial Aid for Swift Transfer (FAST) program. This program is designed to provide financial assistance to educationally disadvantaged high school students. All Texas public and publicly funded charter schools are eligible for this program. Students who are reported as qualifying for the federal free or reduced lunch program are defined by the program as FAST eligible. FAST eligible students may incur no cost for tuition, dual credit course fees, or textbooks. Students must be reported to the Texas Education Agency's (TEA's) Public Education Information Management System (PEIMS) as 01, 02, or 99 by the school district, for any of the previous four years in order to be FAST eligible.

TJC charges the maximum tuition rate per semester credit hour for all dual credit courses (academic and technical) as set by the Texas Higher Education Coordinating Board annually. Tuition for all dual credit courses is \$60.10 per semester credit hour. Tuition for FAST-eligible students will be waived by TJC.

TJC's First 15 Program waives the first 15 hours of tuition for non-FAST eligible dual credit students who reside within the TJC taxing district.

School districts are responsible for providing textbooks and supplies to all FAST-eligible dual credit students. Course content fees for electronic textbooks, course fees, and the cost of supplies for FAST-eligible students will be billed to the school district by Tyler

Junior College. Additionally, districts may opt to cover these charges for non-FAST eligible students.

C. Sponsorship Election (initial the line next to each selected option)

MD The school district will pay all tuition and course fees for non-FAST, non-First 15 eligible students.

_____ Academic Courses MD Career and Technical Education (CTE) Courses

_____ The school district will pay a portion of the tuition and course fees for non-FAST, non-First 15 eligible students. A list of students, including TJC student identification numbers, courses, and sponsorship amounts, must be provided to the Director of Educational Partnerships at least two weeks prior to the beginning of the TJC semester.

_____ Academic Courses MD Career and Technical Education (CTE) Courses

MD The school district will pay all Textbook and Digital Resource (Inclusive Access) fees for all non-FAST eligible students.

_____ Academic Courses MD Career and Technical Education (CTE) Courses

D. Operational Requirements for Sponsorship

In order to assure Dual Credit Sponsorship as it relates to dual credit students and courses, this Agreement between the ISD and TJC provides the following conditions, which are required and shall be followed:

This Agreement must be signed and returned to the Director of Educational Partnerships at least two weeks prior to the beginning of the TJC academic year. Failure to do so will result in students being dropped for nonpayment.

If the ISD modifies which students they have elected to sponsor in any way, the ISD must provide details in writing, listing students, TJC student identification numbers, courses, and sponsorship amounts, to the Director of Educational Partnerships at least two weeks prior to the beginning of the TJC semester.

The Director of Educational Partnerships will provide a list of ISD students, modified ISD student lists, and this Agreement to the TJC's Business Services Office.

ADDENDUM 2

TJC Dual Credit Academic Course Equivalency Crosswalk and Field of Study Defined Course of Study
 Schools may only offer courses for which they have received TJC and TEA approval.
Teacher Credentials: A Master's degree and 18 graduate hours in the teaching discipline; or
 A Master's degree in the teaching discipline.

Course Number	TJC College Course Title	College Credit	PEIMS Code	High School TEKS Course	HS End.
	Communications Core (6 hours)				
	(select one course)				
*SPCH 1315	Public Speaking	3	03240900	Public Speaking	BI/MDS
*SPCH 1321	Business & Professional Communication	3	13009900	Professional Communications	BI/MDS
	(select one course)				
ENGL 1301	Composition I	3	03220300 JR 03220400 SR	English 3A English 4A	All
	Component Area Option Core (6 hours)				
	(select one course)				
ENGL 1302	Composition II	3	03220300 JR 03220400 SR	English 3B English 4B	All
ENGL 2311	Technical & Business Writing	3	03221100	Research/Technical Writing	All
	(select one course)				
*COSC 1301	Introduction to Computing	3	13027200	Principles of Information Technology	STEM
*EDUC 1300	Learning Framework	3	N1290050 N1130021	Introduction to College Transition; or College Transition; or Methods for Academic and Personal Success	MDS
	Language, Philosophy and Culture Core (3 hours)				
ENGL 2332	World Literature I	3	03220300 JR	English 4 if ENGL 1301 is complete	All
ENGL 2333	World Literature II	3	03220400 SR		
ENGL 2322	British Literature I	3	03220300 JR	English 4 if ENGL 1301 is complete	All
ENGL 2323	British Literature II	3	03220400 SR		
HUMA 1301	Introduction to the Humanities I	3	03221600	Humanities	A&H

*TSI readiness is not required for this course.

E. ISD Billing Contacts

The ISD must provide information for each billing contact authorized to represent the ISD in all billing and business office matters:

Name: Ramsey Starks
Title: CFO
Phone: 903-894-2808
Email: ramsey.starks@bullardisd.net

Name:
Title:
Phone:
Email:

Name:
Title:
Phone:
Email:

F. Signatures

By signing below, I understand and agree to the terms of this Agreement and guarantee sponsorship of the ISD dual credit students.

By: _____
Dr. Juan E. Mejia, President, Tyler Junior College

SCHOOL DISTRICT

By: _____
Superintendent or designee, Independent School District



Memorandum of Understanding

Tyler Junior College Dual Credit Program for Academic Year 2026-2027

The Memorandum of Understanding is hereby entered into by and between Tyler Junior College (herein called the "College"), acting by and through its President; and Bullard Independent School District (herein called the "School District"), acting by and through its Superintendent/Head of School.

TERM

This MOU shall be in effect through August 31, 2026 to August 31, 2027 and shall be posted on the College and School District's respective websites.

SUMMARY

Through strategic partnership, innovation, and alignment of goals, the College is dedicated to serving students and families across East Texas. The College's dual credit program is in compliance with the State of Texas' rules for dual credit for dual credit partnerships between secondary schools and Texas public colleges (TAC Title: 19, Chapter 4, Subchapter D, Rule §4.84). This agreement outlines the roles and responsibilities of the College and School District.

A) POLICIES & PROCEDURES

GOVERNANCE

1. **ACCREDITATION:** Tyler Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, associates, and baccalaureates. Questions about the accreditation of Tyler Junior College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

In addition to maintaining accreditation with SACSCOC, Tyler Junior College is governed by the Texas Higher Education Coordinating Board and must comply with applicable sections of the Texas Administrative Code as well as the Texas Education Code. Failure to comply with Texas Higher Education Coordinating Board or applicable law will result in the loss of status as an off-campus instructional site.

2. **LEADERSHIP TEAM:** A Leadership Team will be developed and comprised of an agreed upon number of representatives of TJC and the School District. The team will work to meet established benchmarks in target population, partnership agreement (MOU), curriculum and student support services, academic rigor and readiness, community partnerships and the college culture, as well as issues of sustainability, including budget and cost arrangements, regional and national partnerships. The Leadership Team may make reports, as requested, to their respective boards.
3. **MESSAGING, LOGO AND WEB GUIDELINES:** When referencing Tyler Junior College dual credit and/or early college high school courses on a public platform, including web, social media, email and/or printed materials, high school partners should provide all messaging/marketing requests to the Director of Educational Partnerships. Approvals of all requests will be provided by the TJC Marketing department. TJC maintains control of messaging regarding its programs, degrees and certificates, and courses. Logos should follow the guidelines found at: www.tjc.edu/marketing.
4. This Agreement does not create a partnership or a joint venture between the parties hereto, nor does it authorize either party to serve as the legal representative or agent of the other. Neither party will have any right or authority to assume, create, or incur any liability or any obligation of any kind, expressed or implied, against or in the name of or on behalf of the other party.

LOCATION OF CLASSES

Dual credit courses may be taken at a TJC site, online, or at the SACSCOC approved high school site.

INSTRUCTIONAL CALENDAR

The instructional calendar of the School District will contain and reflect all of the College's major holidays and campus closings. All School District students and faculty are required to follow the TJC academic calendar and deadlines. The entire college-level course must be taught within the TJC academic term.

COURSES, CURRICULUM, AND GRADING

1. **ELIGIBLE COURSES:** Courses offered for dual credit by TJC must be identified as college-level academic courses in the current edition of the *Lower Division Academic Course Guide Manual* (ACGM) adopted by the Texas Higher Education Coordinating Board (THECB), or as college-level workforce education courses in the current edition of the *Workforce Education Course Manual* adopted by the THECB. College courses must be:
 - a. In the TJC core curriculum;
 - b. A career and technical education course (part of a certificate or AAS degree);
 - c. A foreign language course; or
 - d. A field of study (FOS) curriculum.
2. **COLLEGE COURSES:**
 - a. Dual credit courses under the governance and assessment of TJC are college-level classes in curricula, content, rigor, grading and weighting, and instruction during the College term, which may provide both college transcript credit and high school credit.
 - b. Dual credit courses must follow the TJC departments' established syllabi, as well as the grading/weighting of assignments, exams, labs and projects to maintain the academic integrity and rigor of the college course.

- c. The School District may not impose additional curricular requirements on the college class or the instructor of record for the college course or college grade. Additional assignments to meet the TEKS must be included only in the high school grade.
 - d. Dual credit courses use the College's approved learning management system and gradebook. The gradebook must be kept up to date weekly for students to maintain awareness of status in the course.
 - e. All evaluations and observations of TJC College classes and dual credit professors must be completed by a TJC department chair or faculty member designated by the department chair. School District evaluations taking place cannot change the college curriculum, rigor, grading, weighting or pedagogy.
3. **PROVISION OF ELIGIBLE COURSES:** The College will provide dual credit courses which have been approved by TJC and the District in the *Annual Course Agreement*. All courses offered for dual credit must meet requirements outlined in RULE §4.85 and RULE §4.86 and related to dual credit requirements of Texas Administrative Code. Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit courses.
 4. **DEFINED SEQUENCE OF COURSES:** The College will approve courses toward Associate of Arts, Associate of Science, and Associate of Applied Science degrees, Occupational Skills Awards (OSA), and Certificates in which dual credit students may enroll. Selected degrees and course descriptions may be found in the TJC Catalog. According to TAC Title: 19, Part 1, Chapter 4, Subchapter T, students must file a degree plan after completing 15 or more semester credit hours. The approved courses and crosswalk may be found in Addenda of this MOU.
 5. **ALIGNMENT OF ENDORSEMENTS:** TJC meta-majors and District endorsements for graduation will be aligned for the successful completion at both institutions. These alignments may be found in the Technical Course Crosswalk in the Addenda of this MOU.
 6. **STUDENT COMPOSITION OF CLASS:** Dual credit courses may be comprised of dual credit students only or of dual credit and college credit students. Exceptions for a mixed class that combines college credit and high school credit-only students may be allowed only when the creation of a high school credit-only class is not financially viable for the high school and only under one of the following conditions outlined in the TAC, Title 19, Part 1, Chapter 4, Subchapter D, Rule §4.85 listed below:
 - a. If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
 - b. If the high school credit-only students are College Board Advanced Placement students. (ACGM and WECM student learning outcomes for the College course will supersede additional content required for College Board advanced placement exams.)
 - c. If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credits.
 7. **COURSES OF STUDY AND CURRICULUM:** TJC and the District shall provide a rigorous course of study that enables a participating student to receive a high school diploma and complete college credits toward the Texas Higher Education Coordinating Board's (THECB) core curriculum as defined by the Texas Administrative Code (TAC Title 19, Part

1, Ch. 4, Subchapter B, Rule §4.28), foreign languages, workforce/career certificates and/or degrees, and field of study (FOS) curriculum during grades 9-12. Courses taken for dual credit must apply toward both the college and the high school course of study.

8. **GRADING:** Semester grades and grading policies are outlined in each professor's course syllabus and posted in the online learning management system as well as on the College website. Dual credit students will be informed by the course instructor regarding academic progress/grade status prior to the Last Day to Drop/Withdraw deadline at the College. District personnel are responsible for advising dual credit students concerning academic progress in the high school component of the program. The School District may request a grade report from students, as needed.
9. **GRADING METRIC:** TJC utilizes the following grading policy, and provides final grades to the School District. Faculty will maintain letter and numeric grades for use by the College and the DISTRICT, respectively. Numeric grades will follow the grading metric outlined in the specific course syllabus.
 - A 4 grade points per semester hour, an EXCELLENT performance
 - B 3 grade points per semester hour, a GOOD performance
 - C 2 grade points per semester hour, a FAIR performance
 - D 1 grade point per semester hour, a POOR performance, but a passing grade
 - F 0 grade points per semester hour, a FAILING grade
 - I 0 grade points, INCOMPLETE due to illness, unavoidable circumstances, or medical necessity must be completed within 30 calendar days after the beginning of the following long semester (Fall/Spring), or grade will be F
 - W 0 grade points, WITHDRAWN from course without failing, prior to the drop deadline. Drop deadlines are posted in the academic calendar for long semesters, 8- week, 12-week and summer terms.
 - CR Credit by Examination or Advanced Placement; Credit by Articulation Agreement
 - WL Means a "good cause drop." A "D" after a letter grade denotes a development course grade.

A "T" after the letter grade denotes a transfer course grade.
10. **FINAL GRADE REPORTS:** All grade reports for students will be produced and disseminated electronically through the student portal of TJC following the end of TJC's academic semester. Semester and cumulative GPAs will be reflected on grade reports. It is the responsibility of the College Registrar to ensure that all applicable security and confidentiality requirements for the reporting and posting of grades and the maintenance of transcripts are met. Grade reports to the School Districts will occur within one week of the end of the semester.
11. **WEIGHTING, GPA, AND ACADEMIC STANDING:** The DISTRICT shall follow School District policy as to the weighting system of college grades for the dual credit student's final high school grade point average (GPA). Dual credit students are expected to meet academic standards for coursework completed through TJC as defined in the TJC Catalog. Dual credit students placed on Academic Probation may enroll in summer and short-term sessions at their own personal cost for the purpose of raising their cumulative GPA to the level required for Good Standing. Please note: 3- and 4-week terms are instructed at a very accelerated pace and this learning method might not be best for all students.

TRANSCRIPTION OF CREDIT

The College and the School District will transcript dual credit courses for both college credit and high school credit, respectively, immediately upon student completion of the performance required in each course and the professor entering grades by the submission deadline.

DISTRICT FACILITIES

The School District will work with the College to ensure that the School District's facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction that includes the following:

1. The School District will ensure that College faculty and dual credit students have appropriate access to all available instructional resources and essential technology;
2. The School District shall permit access to the College's electronic learning resources when the course is taught at the School District;
3. The School District shall meet the required safety standards and have material/equipment that comply with College science or workforce program requirements; and
4. The School District shall maintain all requirements for approval as an Off-Campus Instructional Site, as required for accreditation by SACSCOC, found in Addendum 8.

TEACHING ENVIRONMENTS

The School District will ensure that the classroom environment is conducive to college-level learning by:

1. Designating a classroom for the college dual credit classes, including posting the TJC Dual Credit Classroom sign on the door of the classroom and Student Services information in the classroom.
2. Assuring no interruptions take place in the College dual credit class while in session, such as removing students for high school activities or making announcements except for emergencies.
3. Meeting each course for the appropriate number of college contact hours. Contact hours for each course are provided in a procedure manual.

STUDENT ELIGIBILITY

A student is eligible to participate in dual credit courses within their declared major upon meeting the minimum passing scores on the assessment instruments as listed in TAC Title 19, Part 1, Chapter 4, Subchapter D, §4.85. Students who are not college-ready may be eligible for courses which do not require TSI readiness.

Subject to current state rules and institutional policy, TAC Title 19, Part 1, Chapter 4, Subchapter C, §4.54 permits dual credit students with the non-degree seeking major to enroll in up to 15 hours of dual credit courses without being held to TSI standards. The School District is encouraged to establish supports and internal processes to ensure student success.

The School District will provide information to TJC to verify student eligibility to enroll in dual credit courses.

1. Tyler Junior College may impose additional requirements for enrollment in courses for dual credit that do not conflict with this section.
2. An institution of higher education is not required, under the provisions of this section, to offer dual credit courses for high school students.
3. All dual credit students must be enrolled by the first day of classes for each term.

The College will assist with enrollment for all eligible dual credit students. Dual credit students must follow the College's admissions, advising, and registration requirements.

FACULTY SELECTION, SUPERVISION, AND EVALUATION

1. **PROVISION OF FACULTY:** The College will provide instructors, either a high school faculty member who meets TJC credentialing and hiring standards or a TJC faculty member, for all authorized dual-credit courses. Once the term has begun, School District faculty employed by TJC to teach a dual enrollment or ECHS section may not be reassigned by the high school without prior approval of the academic dean governing the course. Specific faculty may neither be promised by TJC nor requested by the School District.
2. **HIRING AND SELECTION OF FACULTY:** The College shall select and/or approve instructors of all college-level curricula offered for college credit in an Off-Campus Instructional Site. These instructors must be regularly employed faculty members of the College or meet the same standards indicated in the TJC Board Policy Manual ([DBA-Regulation](#)). For employees of the School District, faculty teaching dual credit courses must complete the hiring process at TJC in addition to being hired by the School District. A criminal background check must be provided for all professors as required by Texas Government Code Chapter 411. (TAC, Title 19, Part 1, Ch. 4, Subchapter G, §4.156) TRS benefits for full-time faculty will be provided by the full-time employment institution.
3. **SUPERVISION AND EVALUATION OF FACULTY:** The College shall supervise and evaluate instructors of college-level curricula offered for college credit using the same or comparable procedures used for faculty at the College. (TAC, Title 19, Part 1, Ch. 4, Subchapter G, §4.156)
4. **FACULTY GOVERNANCE:** Faculty of the College are responsible to the College. Faculty of the School District teaching dual credit courses are responsible to both the College and the School District as follows:
 - a. The College governs the curriculum, content, rigor, textbook, resources, grading/weighting, instruction, and evaluation of college-level teaching.
 - b. The School District governs all non-academic and School District aspects of employment for faculty employed by the district.
 - c. Faculty of college credit courses are required to follow the departmentally established syllabi, timelines and weighting of course assignments/ testing/labs to maintain the integrity of college courses. Dual credit faculty must attend College Department meetings as required by the Department Chair.
5. **RESPONSIBILITIES OF FACULTY:** All Full-time, adjunct, dual credit faculty must follow the job description and requirements of TJC faculty as designated in [TJC Faculty Handbook](#).
6. **INSTRUCTION AND GRADE REPORTING:** All instruction in the TJC dual credit course will be at a college-level of curriculum, content and rigor and will meet the expectations of the department chair and academic dean. Faculty are required to meet with the department chair to obtain materials, resources, expectations and guidance regarding instruction. Additionally, college-level instruction must meet the learning outcomes as delineated in the Academic Course Guide Manual (ACGM) or Workforce Education Course Manual (WECM).

Faculty are required to maintain college credit grades in the current gradebook system of the College. Faculty are required to complete TJC's online or face to face gradebook training before classes begin. All full time and adjunct faculty are required to maintain and update accurate grades, on a weekly basis, using the grading rubric set by the specific TJC department. Faculty are required to deliver final grades according to the TJC Academic Calendar.

TJC Faculty are not required to report 6-week or 9-week grades to the District. Faculty must maintain letter and numeric grading for the College and the DISTRICT, respectively.

7. HUMAN RESOURCES: The School District will collaborate with the College to ensure that all School District Faculty applying to teach dual credit courses meet the credential requirements as stated in the College's Board Policy Manual (DBA-Regulation). The School District is required to agree to full information sharing in the event of an investigation of a personnel matter regarding Dual credit Faculty.
 - a. Academic complaints or grievances against any Dual credit faculty member should follow the TJC Grievance policy in the TJC Board Policy Manual (FLDB-Regulation).
 - b. Reassignment of dual credit faculty for dual credit courses currently being offered, should not impede the progress of the course and should occur only under extreme circumstances with advanced approval from TJC. As the credit granting authority of the college course, TJC retains the right to approve, reassign, and/or end association with credentialed faculty teaching its courses.
 - c. Any termination or suspension of employment with the School District will automatically cause termination or suspension from the College.
 - d. TJC reserves the right to end association with any dual credit professor employed by the School District who refuses to abide by TJC departmental and College standards, who continues to exhibit poor performance, receives poor evaluations, and/or violates TJC Board Policy, processes and/or procedures, including, but not limited to DH (Local).
 - e. TJC acknowledges and understands that nothing in this MOU is intended to give TJC any authority to employ or release any employee of the School District from the School District, and that any decisions regarding the employment of School District employees may only be made by, and are at the sole discretion of the School District.

TITLE IX

The School District will comply with Title IX of the Education Amendments 1972 regulations as stated in the College's Board Policy DIAA-Legal, Freedom from Discrimination, Harassment, Retaliation and Sexual Misconduct and the School District Title IX policy in resolving complaints. TJC will investigate all complaints or concerns that arise in dual credit courses. The College and the School District will work collaboratively and timely to share all information necessary in the event of an investigation of a personnel matter. Ownership of the Title IX investigation will depend on the location in which the incident occurred.

ACADEMIC POLICIES

Dual credit students and faculty will follow TJC academic policies as indicated in the Catalog, Student Code of Conduct, and the Faculty Handbook.

1. **ACADEMIC INTEGRITY AND HONESTY:** All TJC students are expected to do their own work. Plagiarism and/or cheating will not be tolerated and may result in the student being dropped from and/or failing the class. Any student who plagiarizes (claims someone else's work or ideas as their own), commits an act of cheating, colludes in acts of cheating or collaborates on material not intended for collaboration will receive academic disciplinary action according to the professor's syllabus and in accordance with the TJC Student Code of Conduct. Utilizing one's own previous work in a different course, without citation and permission from the current professor, may result in "self-plagiarism" which is also a form of academic dishonesty. Students are responsible for reading and adhering to TJC policies regarding academic integrity, cheating and plagiarism.
2. **CONTINUED ENROLLMENT:** Continued enrollment in dual credit courses is contingent upon the following:
 - a. A dual credit student will maintain academic standards for coursework completed through TJC according to the TJC Catalog.
 - b. A dual credit student who is indebted to TJC for any reason will not be allowed to register until all financial obligations due to the College are cleared.
 - c. Academic Honesty and Integrity must be maintained in all courses, in order to continue in the dual credit programs.
3. **STUDENT ATTENDANCE POLICIES:** Dual credit students will be required to maintain regular and punctual attendance in class and laboratories to meet the required number of contact hours per semester. Therefore, absences, dismissal of classes, and early release (except in emergency or inclement weather or when related to state-mandated assessment days), are in violation of the contract between the DISTRICT, the College and the Texas Higher Education Coordinating Board (THECB). Students absent from TJC classes due to competitive athletic events and/or competitive academic extracurricular high school activities abide by the same policies as all other TJC students in giving prior notice to the professor and submitting or completing assignments before the absence. [TJC Student Handbook](#)
4. **STUDENT CONDUCT:** Dual credit students will be required to adhere to the regulations of the College regarding facilities and equipment usage, TJC and School District codes of conduct and policies, and are subject to appropriate action taken by the School District and the College. [TJC Student Handbook](#)
5. **STUDENT COMPLAINTS:** Student Grievance or complaint procedures for handling student complaints, regarding the college course, are applicable to all students including those enrolled in dual credit courses. Dual credit students with complaints shall follow the procedures as stated in the Student Grievance or Complaint Procedures as published in the TJC Student Handbook.
6. **WITHDRAWAL FROM DUAL CREDIT:** Students withdrawing from a dual credit course must submit a *Registration Change Form* in order to be dropped from any or all college courses.

B) STUDENT ENROLLMENT & SUPPORT SERVICES

SERVICES FOR STUDENTS: All TJC students, including dual credit students, have access to all forms of student support services. Programs and activities that may be used by dual credit students include:

Main Campus

• Academic Advising • Success Coaching • Apache Access • Apache Alerts and the Immediate Notification System • Career Planning • Technical Assistance Center (walk-in) • IT Service Desk (903-510-3269) • Counseling • Degree Works • Disability Services • Office 365 • Canvas • Resources for Online students • Testing Services • Tutoring • Vaughn Library/Learning Resource Center • Veteran's Affairs

Student Programs and Activities

• Athletic Events • Honor Societies • Ornelas Health and Physical Education Center

Dual Credit Site

• Success Coaching • Apache Access • Apache Alerts and the Immediate Notification System • Apache Access Password Reset (tjc.edu/it) • Degree Works • Distance Education Resources • Office 365 • Canvas • Tutoring • Vaughn Library/Learning Resources

1. **ADVISING:** The College and School District shall offer comprehensive college advising services for all dual credit students consisting of group advising using Degree Works, face-to-face or online advising with the College's advisor, DC Coordinator, and HS Counselor. The College will provide academic and workforce advising consistent with the policies of the Office of Academic Advising. Common advising strategies and terminology will be outlined in the *Dual Credit and ECHS Procedures Manual*.

Interpretation of test scores, selection of a major, development of an educational plan, selection of courses and interpretation of TJC course transferability and progress from an associate's degree to a bachelor's degree at a university are offered in collaboration between the DISTRICT and TJC. An official degree audit is performed by the Office of the Registrar.

2. **DISABILITY SERVICES:** The College and the School District will adhere to the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008. Accommodations for a dual credit student will be reviewed after the student has requested accommodations through his/her Apache Access (Campus Life, Support Services, Request Accommodations) then meets with the Office of Disability Services and provides the appropriate documentation. The Director of Disability Services or College designee may coordinate class accommodations with the College faculty pending the outcome of discussing the request and needs with the student. Post-secondary requirements and accommodations may differ greatly from K-12. Dual credit courses **MUST** follow the post-secondary requirements and accommodations.
3. **TUTORING:** The College provides free tutoring to all TJC students in a face-to-face and online format. All tutors have been trained and are eager to help students succeed in college. To schedule an appointment, call 903-510-2577. The Apache Tutoring Center is located on the 2nd floor of the Vaughn Library. The Apache Tutoring Center also offers interactive student workshops on becoming better writers, readers, and college students through improving their study habits.

4. **BOOKS, DIGITAL RESOURCES, AND SUPPLEMENTAL MATERIALS:** The College approves and updates textbooks as indicated in TJC Board Policy CFE (Regulation). The following procedures must be strictly observed:
 - a. The School District must provide all supplies, textbooks and digital resources for all FAST eligible students. The School District may choose to pay for non-FAST eligible students or require the students to pay these costs.
 - b. The Office of Educational Partnerships must provide the School District a list of approved textbooks, digital resources and supplemental materials for the following academic year.
 - c. Textbooks and materials purchased by the School District for college courses on the District campus may be used for a period of up to three (3) years from the date of purchase if bought in the first year of the approved cycle. If the text is not purchased in the first year of the three-year cycle, the textbook will be approved for the remaining years of the cycle.
 - d. In limited circumstances, School Districts may request an alternate text of equal or greater rigor, provided they complete and receive approval from the TJC department chair of the related subject, in coordination with the dual credit office.
 - e. In alignment with State expectations, TJC programs may utilize low-cost open educational resources as approved by the specific department chair.

C) FINANCIAL SUPPORT

FUNDING, TUITION & FEES, INVOICING, AND OTHER COSTS

1. **FUNDING AND AVERAGE DAILY ATTENDANCE (ADA):** State funding for college courses offered for dual credit will be available to both the School District and TJC based on current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board.
2. **TUITION AND FEES:** The College will charge a tuition rate at or below the State's FAST reimbursement rate for all dual credit courses. For verified FAST eligible dual credit students, TJC will waive the tuition amount in full. The School District will be provided a *Billing Agreement* specifying payment terms for dual credit course fees and non-FAST eligible students.
3. **INVOICING-** The College will invoice the School District that sponsors the student for applicable charges as indicated on the *Billing Agreement Form*.
4. **DUAL CREDIT FACULTY COMPENSATION:** Dual credit faculty who are employed full-time by the high school partner will be compensated by TJC for teaching college courses according to the latest compensation model.
5. **FACULTY COSTS:** When a TJC provides the faculty for a course—online, face-to-face, or 2-way tv—the School District will reimburse TJC for use of its faculty at the approved rate.

FINANCIAL AID FOR SWIFT TRANSFER (FAST)

The FAST program provides funding to participating public institutions of higher education so they can offer dual credit courses to educationally disadvantaged students at no cost to these

students. The Texas Education Code (TEC) defines “educationally disadvantaged” as those students eligible for the national free/reduced-price lunch program. A student who meets this requirement in any of the four school years prior to the academic year in which the student is enrolled in the eligible dual credit course may be eligible for the FAST program.

FAST Student Eligibility:

- b. Student must be enrolled in an eligible dual credit course at a public School District or charter school; AND
- c. Student must be taking a course offered through an institutional agreement, as outlined in TAC, Section §4.84, from an institution of higher education that has opted to participate in FAST; AND
- d. Student must have been qualified for free/reduced-priced lunch in any of the four school years prior to the academic year in which they enroll in the dual credit course.

By statute, the FAST program requires that eligible students at participating institutions incur no cost for their dual credit coursework. An eligible student will not pay tuition and fees for an eligible dual credit course. Books, supplies, and other course materials must also be provided at no cost to an eligible student.

The School District must supply TJC with the TSDS IDs for each high school student, in order to administer the FAST program. These IDs and State verification of eligibility are required in order for TJC to waive the tuition for FAST eligible students.

FIRST 15 REQUIREMENTS AND ELIGIBILITY

The First 15 program waives the first 15 hours of tuition for dual credit students who reside within the TJC taxing district.

To be eligible for the First 15 program, each of the following must be true:

- a. Student must be enrolled in their first 15 credit hours of dual credit at TJC
- b. Student must have resided within the TJC taxing district for at least 12 months prior to the 12th day of the semester in which they are attending.
- c. Student must be ineligible for the Financial Aid for Swift Transfer (FAST) program.

An eligible student will pay tuition for any hours that exceed their first 15. Books, supplies, and course materials are not covered by the First 15 program.

D) CONFIDENTIALITY, STUDENT RECORDS, AND DATA SHARING

1. FERPA: In accordance with the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. §1232g) and School District Board Policy series FL, all records relating to students which are generated or maintained by either party shall be considered educational records in accordance with applicable laws and policies. All parties shall maintain the confidentiality of these and all education records in accordance with all applicable state, federal and local laws and regulations, including FERPA and School District Board Policy series FL.

FERPA allows protected student data to be exchanged between the College and School District for students that are dually enrolled without the consent of either the parents or the student under §99.34. If the student is under 18, the parents still retain the right under

FERPA to inspect and review and education records maintained by the School District, including records that the College disclosed. The College and the School District are expected to meet FERPA requirements to maintain the privacy of student data. ([TJC and FERPA](#))

2. **CONFIDENTIALITY AND SAFEGUARDING OF TJC RECORDS:** Under this agreement the School District may create, receive from or on behalf of TJC, or have access to records or record systems (collectively, “**TJC Records**”). Among other things, TJC Records may contain data protected or made confidential or sensitive by applicable laws, including the Gramm-Leach-Bliley Act (Public Law No: 106-102), the Texas Identity Theft Enforcement and Protection Act (ITEPA), and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g (**FERPA**).

If TJC records are subject to FERPA:

- a. TJC and the School District will designate appropriate representatives with an official educational interest to share educational data on behalf of the schools, and
- b. the School District will acknowledge that its improper disclosure or re-disclosure of personally identifiable information from TJC records may result disciplinary action up to the School District’s exclusion from eligibility to contract with TJC.

The School District represents, warrants, and agrees that it will:

- a. hold TJC records in strict confidence and will not use or disclose TJC records except as
 - i. permitted or required by this Memorandum of Understanding (MOU),
 - ii. required by applicable laws, or
 - iii. otherwise authorized by TJC in writing;
 - b. safeguard TJC records according to reasonable administrative, physical and technical standards (such as standards established by (i) the [National Institute of Standards and Technology](#) and (ii) the [Center for Internet Security](#), as well as the [Payment Card Industry Data Security Standards](#)) that are no less rigorous than the standards by which the School District protects its own confidential information;
 - c. continually monitor its operations and take any action necessary to assure that TJC records are safeguarded and the confidentiality of TJC records is maintained in accordance with all applicable laws, including FERPA, ITEPA and the Gramm-Leach Bliley Act, and the terms of this Agreement;
 - d. comply with TJC’s rules, policies, and procedures regarding access to and use of TJC’s computer systems. At the request of TJC, the School District agrees to provide TJC with a written summary of the procedures used to safeguard and maintain the confidentiality of TJC records.
3. **PUBLIC INFORMATION:** TJC strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information under the [Texas Public Information Act, Chapter 552, Texas Government Code](#).
 4. **NOTICE OF IMPERMISSIBLE USE:** If an impermissible use or disclosure of any TJC records occurs, the School District will provide written notice to TJC within one (1) business day after the School District’s discovery of that use or disclosure. The School District will promptly provide TJC with all information requested by TJC regarding the impermissible use or disclosure.

5. RETURN OF TJC RECORDS: The School District agrees that within thirty (30) days after the expiration or termination of this Memorandum of Understanding for any reason, all TJC records created or received from or on behalf of TJC will be
 - a. returned to TJC, with no copies retained by School District; or
 - b. if return is not feasible, records will be destroyed.

Twenty (20) days before destruction of any TJC records, the School District will provide TJC with written notice of the School District's intent to destroy TJC records. Within five (5) days after destruction, the School District will confirm to TJC in writing of the destruction of TJC records. Any such destruction will be done in compliance with the requirements of ITEPA or the Gramm-Leach Bliley Act.

6. DATA AGREEMENT: The School District and TJC agree to collect and share data associated with Early College, Dual Credit, and the TJC Promise Program required for reporting purposes, and to share the data with the appropriate agencies or as needed for internal purposes for use by either entity. In addition, the School District and TJC agree to share any data required for the successful completion of the Early College, Dual Credit, and the TJC Promise Program students' graduation plans.
7. PROVISION OF DATA: The School District and TJC will collect, review, and share via secure method, TSDS IDs for each high school student in order to implement the FAST program, and the following aggregated/disaggregated data: number of credit hours taken and earned; number of credit hours dropped; GPAs; state assessment results; SAT/ACT, PSAT; CLEP, TSI readiness by grade level; qualifications of the DISTRICT staff; location(s) where courses are taught, final semester grades; course and student success data, and any other data needed to provide appropriate services for the student's education. Provisions for implementing program improvements will be based on the collection, review, and sharing of the following data: TJC's data; the School District's data; articulation of high school students in four-year colleges/universities and level of entry and enrollment/retention rates; and leaver codes and attrition rates, by grade level.
8. COLLEGE RECORDS AUTHORIZATION: A student may authorize the parent(s) to view and discuss his or her grades, attendance, and other necessary information, the parent(s) will be allowed to confer with TJC faculty, administration and employees. This authorization must be completed through the Office of the Registrar. In accordance with the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. §1232g) and School District Board Policy series FL, all records relating to students which are generated or maintained by either party shall be considered educational records in accordance with applicable laws and policies. All parties shall maintain the confidentiality of these and all education records in accordance with all applicable state, federal and local laws and regulations, including FERPA and School District Board Policy series FL.
9. STUDENT DIRECTORY INFORMATION: Upon enrolling in a dual credit course, the dual credit student's information will become part of the College's student directory information and subject to the Texas Public Information Act. Students will be able to designate release of directory information at both the College and District. Collecting and sharing data between the College, and the School District will follow College and the School District procedures and policies to provide support for decision making processes.

E) PURPOSE & ALIGNMENT WITH STATE GOALS

Tyler Junior College will establish and implement measures to collect and analyze data by subpopulations in order to meet the following statewide goals as required by HB 1638 and agreed upon by TEA and the THECB. HB 1638: Statewide Dual Credit Goals

GOAL 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.

Measures of Implementation: Documentation summarizing collaboration and outreach efforts of IHEs and secondary school partners will be readily available and posted.

- Collaborate with high school partners to offer dual credit and early college high school information sessions for parents and students.
- Provide a student/parent guide for dual credit on the TJC website.

GOAL 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.

Metric: Analysis of measures in enrollment in and persistence through postsecondary education, disaggregated by student population.

- Collect and analyze persistence data from National Student Clearing House, disaggregated by student population.
- Collect and analyze student success data disaggregated by term, course and professor.

GOAL 3: All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.

Metric: Analysis of measures in enrollment and degree completion, disaggregated by student subpopulation.

- Collect and analyze student completion data, including time to completion, total number of SCH attempted and completed.

GOAL 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.

Metric: Analysis of performance in subsequent coursework.

- Evaluate general education assessments for ENGL 1301, ENGL 2332, HIST 1301 and HIST 1302 and disaggregate by dual credit, early college and traditional students.

F) STATEMENT OF GENERAL TERMS AND CONDITIONS

STATEMENT OF GENERAL TERMS AND CONDITIONS

1. **SUSTAINABILITY:** The School District and TJC will annually review the dual credit program, including student attendance and retention rates, GPA of high school-credit only courses and college courses, satisfactory progress in college courses, and adequate progress toward the college-readiness of the students in the program.
2. **DISCONTINUATION OF THE OFF-CAMPUS INSTRUCTIONAL SITE:** Should the School District or the College elect to discontinue the operation of the dual credit program as an Off-Campus Instructional Site (OCIS), SACSCOC requires a provision for serving the dual

credit students currently enrolled in the program. A teach-out agreement is a written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an OCIS ceases to operate before all enrolled students have completed their program of study. Teach-out agreements require SACSCOC approval in advance of implementation. **While TJC will work with the OCIS to develop the teach out plan, only the College may submit the teach-out agreement to SACSCOC for approval.**

This plan must include the following:

- a. Date of closure (date when new students will no longer be admitted)
 - b. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure
 - c. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption
 - d. An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified.
 - e. Copies of signed teach-out agreements with other institutions, if any
 - f. How faculty and staff will be redeployed or helped to find new employment
5. **AMENDMENT:** The parties to this MOU acknowledge that it may be necessary to amend and/or modify this MOU from time to time in order to address additional concerns or issues that arise as the program progresses. However, no amendment, modification or alteration of the terms of this MOU shall be binding unless the same is in writing, dated subsequent to the date hereof and duly executed by an authorized representative of the parties hereto.
6. **TERM, RENEWAL AND TERMINATION OF AGREEMENT:** This MOU, for the operation of School District will be in effect through August 31, 2027, pending continued approval and reaffirmation by TEA. This Agreement will be reviewed on an annual basis and the parties may mutually agree to renew the MOU for a successive one (1) year term. During any fiscal year, the College and/or the School District reserves the right to terminate this MOU upon service of written notice to the other party no later than the first business day in November. If notice of termination is given, the contract will terminate at the end of the fall semester in that fiscal year during which the terminating party gives the other such written notice and after the provisions for serving students through the discontinuation process of the School District, as outlined in this MOU, have been fulfilled.
7. **SEVERABILITY:** If any clause or provision of this Memorandum of Understanding is determined to be illegal, invalid, or unenforceable under present or future laws effective during the term of this agreement, including any renewals, then in the event it is the intent of the parties hereto that the remainder of this agreement shall not be affected thereby, and it is also the intent of the parties to this agreement that in lieu of each clause or provision of this agreement that is illegal, invalid or unenforceable, there be added as part of this agreement a clause or provision as similar in terms to such illegal, invalid or unenforceable clause or provision as may be possible and be legal, valid and enforceable.
8. **NON-DISCRIMINATION:** Any discrimination by either party or their agents or employees on account of race, color, sex, age, religion, disability, or national origin in relation to the performance of any obligations or duties under this Memorandum of Understanding is prohibited.

9. **NOTICES:** Notices to the parties hereto required or appropriate under this agreement shall be deemed sufficient if in writing and mailed, registered or certified mail, postage prepaid, addressed to the President of TJC or the Superintendent/Head of School for the District.
10. **TEXAS LAW TO APPLY:** This MOU shall be construed under and in accordance with the laws of the State of Texas. Exclusive venue for any action arising from this Agreement will lie in the state courts located in Smith County, Texas. TJC agrees that it will not file any lawsuit against the School District without first having exhausted the complaint procedure outlined in the *School District Board Policy Manual*, which is hereby amended for purposes of this MOU to provide ninety days for the filing of an initial complaint.
11. **FORCE MAJEURE:** Neither party to this agreement shall be required to perform any term, condition, or covenant in this agreement so long as performance is delayed or prevented by *force majeure*, which shall mean acts of God, strikes, lockouts, material or labor restrictions by a governmental authority, civil riots, floods, and any other cause not reasonably within the control of either party to this agreement and which by the exercise of due diligence such party is unable, wholly or in part, to prevent or overcome. If by reason or *force majeure*, either party is prevented from full performance of its obligations under this agreement, written notice shall be provided to the other party within three days.
12. **CAPTIONS:** The captions contained in this agreement are for convenience of reference only and in no way limit or enlarge the terms and conditions of this agreement.
13. **AUTHORITY:** The signers of this agreement hereby represent and warrant that they have authority to execute this agreement on behalf of each of their respective entities.
14. **COMMITMENT OF CURRENT REVENUES ONLY (NO APPROPRIATION):** In the event that during any term hereof, the governing body of any party anticipates not appropriating, or does not appropriate, sufficient funds earmarked to meet the obligations of such party for a succeeding fiscal year, the non-appropriating party covenants to give written notice of non-appropriation to the other party. Such notice shall entitle both parties to terminate the agreement for the subsequent fiscal year beginning September 1st. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of each party hereto pursuant to the provisions of the Tex. Loc. Govt. Code Ann. §271.903. **Loss of Funding:** Performance by TJC under this Agreement may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the "Legislature") and allocation of funds by TJC. If the Legislature fails to appropriate or allot the necessary funds or TJC fails to allocate the necessary funds, then TJC will issue written notice to School District and TJC may terminate this Agreement without further duty or obligation hereunder. Both parties acknowledge that appropriation, allotment, and allocation of funds are beyond the control of TJC.
15. **NO WAIVER OF IMMUNITY OF DEFENSES: TO THE EXTENT ALLOWABLE BY TEXAS LAW AND WITHOUT WAIVING ANY RIGHTS OR ENTITLEMENT TO GOVERNMENTAL OR SOVEREIGN IMMUNITY, THE PARTIES SHALL INDEMNIFY AND HOLD HARMLESS EACH OTHER AND THEIR RESPECTIVE OFFICERS, TRUSTEES, OR EMPLOYEES, (HEREAFTER REFERRED TO AS "INDEMNIFIED PARTY") AGAINST ANY AND ALL**

LIABILITY (INCLUDING REASONABLE ATTORNEYS' FEES AND COURT COSTS) TO ANY PERSONS OR ENTITIES (EXCEPT TO THE EXTENT SUCH LIABILITY IS THE FAULT OF THE INDEMNIFIED PARTY) ARISING FROM OR RELATED TO THE NEGLIGENCE OR WILLFUL ACTS, OMISSIONS, OR OTHER MISCONDUCT OF THE INDEMNIFYING PARTY OR ITS AGENTS, OFFICERS/TRUSTEES, AND EMPLOYEES, IN THE PERFORMANCE OF THIS CONTRACT. THE PROVISIONS OF THIS SECTION WILL NOT BE CONSTRUED TO WAIVE IMMUNITY IN ANY WAY NOR TO ELIMINATE OR REDUCE ANY OTHER INDEMNIFICATION OR RIGHT WHICH ANY INDEMNIFIED PARTY HAS BY LAW OR EQUITY AND SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

16. **VENUE; GOVERNING LAW:** Smith County, Tyler Texas, will be the proper place of venue for suit on or in respect to this Agreement. This Agreement and all of the rights and obligations of the parties and all of the terms and conditions will be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of Texas.
17. **COMPLIANCE WITH LAW:** The School District is aware of, fully informed about, and in full compliance with its obligations under all applicable, federal, state and local laws, regulations, codes, ordinances, and orders with those of any other body or authority having jurisdiction ("**Applicable Laws**"), including Title VI of the *Civil Rights Act of 1964*, as amended (42 USC 2000(D)), Executive Order 11246, as amended (41 CFR 60-1 and 60-2), *Vietnam Era Veterans Readjustment Act of 1974*, as amended (41 CFR 60-250), *Rehabilitation Act of 1973*, as amended (41 CFR 60-741), *Age Discrimination Act of 1975* (42 USC 6101 et seq.), *Non-segregated Facilities* (41 CFR 60-1), *Fair Labor Standards Act of 1938*, Sections 6, 7, and 12, as amended, *Immigration Reform and Control Act of 1986*, *Utilization of Small Business Concerns and Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals* (PL 95-507), *Americans with Disabilities Act of 1990* (42 USC 12101 et seq.), *Civil Rights Act of 1991*, *Occupational Safety and Health Act of 1970*, as amended (PL 91-596), *Immigration and Nationality Act* (8 *United States Code* 1324a), and all other applicable laws. The School District represents and warrants that neither the School District nor any firm, corporation or institution represented by the School District, nor anyone acting for that firm, corporation or institution, (1) has violated the antitrust laws of the State of Texas, Chapter 15, *Texas Business and Commerce Code*, or Federal antitrust laws, or (2) has communicated directly or indirectly the content of the School District's response to TJC's procurement solicitation to any competitor or any other person engaged in a similar line of business during the procurement process for this Agreement. Tyler Junior College strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information under the Texas Public Information Act, Chapter 552, Texas Government Code.
18. **TOBACCO FREE POLICY:** TJC provides a friendly, tobacco-free environment at all of its sites and satellite facilities. Prohibitions: Tyler Junior College provides a friendly, smoke-free and vapor-free environment at all of its campuses and satellite facilities. All parties agree to fully comply with Tyler Junior College's no smoking policy and to ensure compliance of same by all employees or students or anyone else performing under this Agreement on its behalf. TJC is an alcohol, drug, tobacco, and vapor-free zone. These items are prohibited on the campus and satellite facilities.

19. **WEAPONS POLICY:** Texas Penal Code 46.03 Places Weapons Prohibited and Penal Code 46.035 Unlawful Carrying of a Handgun by License Holder identify premises where handguns are not permitted by Texas Statutes.

A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club or prohibited weapon listed in Section 46.05 (a) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or education institution is being conducted or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private.

A license holder is prohibited from carrying a concealed handgun on Tyler Junior College campus premises where prohibited by law and where prohibited by TJC policy.

Firearms: Tyler Junior College is committed to providing a safe environment for students, faculty, staff, and visitors, and to respecting the right of individuals who are licensed to carry a handgun where permitted by law. Individuals who are licensed to carry may do so on campus premises, satellite facilities, or in a college-owned vehicle except in locations and at activities prohibited by law or by this policy. Individuals who observe a violation of this policy are required to report the incident immediately to the Campus Police Department, so it can be documented and properly investigated. Contact 911 and Campus Police 24/7 Dispatch at 903 510-2800 for emergencies. Campus Police can be contacted at 903 510-2258 for non-emergencies. https://tjccdn.b-cdn.net/app/uploads/2023/12/TJC_Carrying_Concealed_Weapon_062917.pdf

20. **LIMITATIONS:** THE PARTIES ARE AWARE THAT THERE ARE CONSTITUTIONAL AND STATUTORY LIMITATIONS ON THE AUTHORITY OF A SCHOOL DISTRICT AND TJC TO ENTER INTO CERTAIN TERMS AND CONDITIONS THAT MAY BE A PART OF THIS AGREEMENT, INCLUDING THOSE TERMS AND CONDITIONS RELATING TO LIENS ON A SCHOOL DISTRICT AND TJC'S PROPERTY; DISCLAIMERS AND LIMITATIONS OF WARRANTIES; DISCLAIMERS AND LIMITATIONS OF LIABILITY FOR DAMAGES; WAIVERS, DISCLAIMERS AND LIMITATIONS OF LEGAL RIGHTS, REMEDIES, REQUIREMENTS AND PROCESSES; LIMITATIONS OF PERIODS TO BRING LEGAL ACTION; GRANTING CONTROL OF LITIGATION OR SETTLEMENT TO ANOTHER PARTY; LIABILITY FOR ACTS OR OMISSIONS OF THIRD PARTIES; PAYMENT OF ATTORNEYS' FEES; DISPUTE RESOLUTION; INDEMNITIES; AND CONFIDENTIALITY (COLLECTIVELY, THE "**LIMITATIONS**"), AND TERMS AND CONDITIONS RELATED TO THE LIMITATIONS WILL NOT BE BINDING ON A SCHOOL DISTRICT AND TJC EXCEPT TO THE EXTENT AUTHORIZED BY THE LAWS AND CONSTITUTION OF THE STATE OF TEXAS.

21. **DISPUTE RESOLUTION** - To the extent that Chapter 2260, Texas Government Code, as it may be amended from time to time ("Chapter 2260"), is applicable to this Agreement and is not preempted by other Applicable Laws, the dispute resolution process provided for in Chapter 2260 will be used, as further described herein, by Tyler Junior College and School District to attempt to resolve any claim for breach of contract.

22. CONFLICT: In the event of any other terms and conditions that may conflict with this agreement, the terms and conditions of this agreement will supersede.

POSTING OF THE MOU

In compliance with TAC Title 19, Part 1, Ch. 4, Subchapter. D, Rule §4.84 TJC and the District will post this MOU on their respective websites. The MOU will be posted at the following TJC site:
www.tjc.edu/dualcredit

ADDENDA

- Addendum 1 Sponsorship Agreement
- Addendum 2 Academic Transfer Crosswalk
- Addendum 3 Technical Crosswalk with Endorsements
- Addendum 4 Course Maximum Enrollment and Contact Hour Requirements
- Addendum 5 SACSCOC requirements for Off-Campus Instructional Sites
- Addendum 6 College Connect

SIGNATURES

The terms and provisions, as outlined above, are true and exact to the best of the knowledge by the parties whose signatures appear below and their assignees. This Agreement constitutes the entire agreement of the parties and replaces and supersedes any prior verbal understandings, written communications or representations related to the subject matter contained in this Agreement. In the event any portion of this Agreement is deemed illegal or unenforceable, the entire remaining portion of this Agreement shall remain valid and in effect. A waiver by either party of any breach or default by the other party is not a waiver of any other breach of default of this Agreement that may occur. This Agreement, including any rights or obligations hereunder, may not be assigned or otherwise transferred to any third party without the express written consent of the other party. This Agreement is nonexclusive between the parties; both parties have the right to enter into similar relationships with any other party. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS THEREOF, the parties have duly approved this MOU, executed in duplicate originals on this _____ day of _____ 20__.

TYLER JUNIOR COLLEGE

By: _____
Dr. Juan E. Mejia, President, Tyler Junior College

By: _____
Member, Board of Trustees, Tyler Junior College

SCHOOL DISTRICT

By:  _____
Superintendent or designee, Independent School District

By: _____
President, Board of Trustees, Independent School District

Course Number	TJC College Course Title	College Credit	PEIMS Code	High School TEKS Course	HS End.
	Mathematics Core (3 hours)				
MATH 1314 or 1414	College Algebra	3	03101100 0310250x	Precalculus or Independent Study in Math	All
MATH 1316	Plane Trigonometry	3	03101100 0310250x	Precalculus or Independent Study in Math	All
MATH 1332 MATH 1432	Contemporary Mathematics	3	03102400 03102510	Mathematical Models with Applications; or Advanced Quantitative Reasoning	All
MATH 1342 MATH 1442	Elementary Statistical Methods	3	03102530 0310250x	Statistics Independent Study in Math	All
MATH 2412	Pre-Calculus Math	4	03101100 0310250x	Precalculus Independent Study in Math	All
MATH 2413	Calculus I	4	0310250x	Independent Study in Math	STEM
	Life and Physical Sciences Core (6 hrs)				
BIOL 1406	Biology for Science Majors I	4	03010200	Biology; or	All
BIOL 1407	Biology for Science Majors II	4	13037200	Scientific Research and Design	
BIOL 1408	Biology for Non-Science Majors I	4	03010200	Biology; or	All
BIOL 1409	Biology for Non-Science Majors II	4	13037200	Scientific Research and Design	
*BIOL 2404	Anatomy & Physiology	4	13020600	Anatomy & Physiology	All
BIOL 2401	Anatomy & Physiology I	4	13020600	Anatomy & Physiology A	STEM/PS
BIOL 2402	Anatomy & Physiology II	4	13020600	Anatomy & Physiology B	STEM/PS
BIOL 2406	Environmental Biology	4	03020000	Environmental Systems	All
CHEM 1405	Introductory Chemistry I	4	03040000	Chemistry	All
CHEM 1411 CHEM 1412	General Chemistry I General Chemistry II	4 4	03040000	Chemistry A & B	All
*GEOL 1403	Physical Geology	4	03060200	Earth & Space Science	All
*GEOL 1404	Historical Geology	4	03060200	Earth & Space Science	All
PHYS 1401	College Physics I	4	03050000	Physics	STEM
*PHYS 1403	Stars and Galaxies	4	03060100 03060200	Astronomy; or Earth & Space Science	All
*PHYS 1404	Solar System	4	03060100 03060200	Astronomy; or Earth & Space Science	All
PHYS 1405	Elementary Physics I	4	03050000	Physics	All
PHYS 2425	University Physics I	4	03050000	Physics	STEM
PHYS 2426	University Physics II	4	03050000	Physics	STEM

*TSI readiness is not required for this course.

Course Number	TJC College Course Title	College Credit	PEIMS Code	High School TEKS Course	HS End.
	American History Core (6 hours)				
HIST 1301	United States History I	3	03340100 03380001	US History A SS Advanced Studies	All
HIST 1302	United States History II	3	03340100 03380001	US History B SS Advanced Studies	All
	Government/Political Science Core (6 hours)				
GOVT 2305	Federal Government	3	03330100	US Government	All
GOVT 2306	Texas Government	3	03380001	Social Studies Advanced Studies	PS, AH
	Social and Behavioral Sciences Core (3 hours)				
*COMM 1307	Introduction to Mass Communication	3	03221700	Visual Media	MDS/AH
ECON 2301	Principles of Macroeconomics	3	03310301	Economics	All
*GEOG 1303	World Regional Geography	3	03320100	World Geography Studies	AH/PS/MDS
PSYC 2301	General Psychology	3	03350100	Psychology	AH/PS/MDS
PSYC 2314	Lifespan Growth & Development	3	13014300	Human Growth and Development	AH/PS/MDS
*SOCI 1301	Introduction to Sociology	3	03370100	Sociology	AH/PS/MDS
	Creative Arts Core (3 hours)				
*ARTS 1301	Art Appreciation	3	03500100	Art 1	All
*DANC 2303	Dance Appreciation	3	03830100	Dance 1	All
*DRAM 1310	Introduction to Theatre	3	03250100	Theatre Arts I	All
*MUSI 1306	Music Appreciation	3	03155600	Music Studies, Music Appreciation I	All
*MUSI 1310	American Music	3	03155600	Music Studies, Music Appreciation I	All
Foreign Language	Only used for electives under Gen. Studies				
SPAN 1411	Beginning Spanish I	4	03440200	Spanish 2	MDS/AH
SPAN 1412	Beginning Spanish II	4	03440300	Spanish 3	MDS/AH
SPAN 2311	Intermediate Spanish I	3	03440400	Spanish 4	MDS/AH
SPAN 2312	Intermediate Spanish II	3	03440500	Spanish 5	MDS/AH

SACSCOC authorizes Tyler Junior College to operate off-campus instructional sites at different levels according to the percentage of a degree offered at the site. TJC must verify that any new course added will not result in an unreported substantive change prior to authorizing the course to be offered.

*TSI readiness is not required for this course.

Field of Study Courses

	Biology FOS	
BIOL 1406	Biology for Science Majors I	4
BIOL 1407	Biology for Science Majors II	4
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
CHEM 2423	Organic Chemistry I	4
PHYS 1401	College Physics I	4
	Business FOS	
ECON 2301	Principles of Macroeconomics	3
MATH 1324	Mathematics for Business & Social Sciences	3
ECON 2302	Principles of Microeconomics	3
ACCT 2301	Principles of Financial Acct.	3
ACCT 2302	Principles of Managerial Acct.	3
BUSI 1301	Business Principles	3
	Criminal Justice FOS	
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems & Practices	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 2313	Correctional Systems & Practices	3
CRIJ 2328	Police Systems & Practices	3
	Associate of Arts in Teaching FOS	
EDUC 1301	Introduction to Teaching	3
EDUC 2301	Special Populations	3
MATH 1314	College Algebra	3
MATH 1350	Mathematics for Teachers I	3
MATH 1351	Mathematics for Teachers II	3
	English Language & Literature FOS	
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
	2 Literature Survey courses	6
	History FOS	
HIST 1301	US History I	3
HIST 1302	US History II	3
HIST 2321	World Civilizations I	3

HIST 2322	World Civilizations II	3
HIST 2301	Texas History	3
	Nursing FOS	
PSYC 2301	General Psychology	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
MATH 1342	Elementary Statistical Methods	3
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
PSYC 2314	Lifespan Growth & Development	3
BIOL 2420	Microbiology for Non-Science Majors	4
BIOL 1322	Nutrition & Diet Therapy	3
	Political Science FOS	
MATH 1342	Elementary Statistical Methods	3
GOVT 2304	Introduction to Political Science	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
	Psychology FOS	
PSYC 2301	General Psychology	3
PSYC 2314	Lifespan & Growth Development	3
PSYC 2317	Statistical Methods in Psychology	3
PSYC 2319	Social Psychology	3
	Social Work FOS	
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
SOCW 2361	Introduction to Social Work	3
SOCW 2362	Social Welfare: Legislation, Programs, and Services	3
SOCW 2389	Academic Cooperative	3
SOCI 1306	Social Problems	3
	Sociology FOS	
SOCI 1301	Introduction to Sociology	3
SOCI 1306	Social Problems	3
SOCI 2301	Marriage and Family	3
SOCI 2319	Minority Studies	3

*TSI readiness is not required for this course.

ADDENDUM 3 TECHNICAL DUAL CREDIT CROSSWALK BY PATHWAY and CTE PROGRAM OF STUDY

TJC Course	TJC Course Title	College SCH	PIEMS Code	HS TEKS Course	Course Fees in addition to tuition
School of Professional and Technical Programs					
Business Management AAS					
BM	Entrepreneurship Basics OSA	9 hrs.			Does not align
ACNT 1303	Introduction to Accounting I	3	13016600	Accounting I	
BMGT 1327	Principles of Management	3	13011200	Principles of Business, Marketing, Finance	
MRKG 1311	Principles of Marketing	3	13034200	Advertising	
	Human Resources OSA	12 hrs.		Business Management POS completion	
BMGT 1327	Principles of Management	3	13011200	Principles of Business, Marketing, Finance	
HRPO 2307	Organizational Behavior	3	13012100	Business Management	
HRPO 2301	Human Resource Management	3	13011900	Human Resources Management	
ITSW 1304	Introduction to Spreadsheets OR	3	13011500	Business Information Management II	
COSC 1301	Introduction to Computing		13027200	Fundamentals of Computer Science	
	Small Business/Entrepreneurship Certificate (Level 1)	15 hrs			
ACNT 1303	Introduction to Accounting I	3	13016600	Accounting I	
BMGT 1327	Principles of Management	3	13011200	Principles of Business, Marketing, Finance	
MRKG 1311	Principles of Marketing	3	13034200	Advertising	
BUSG 2309	Small Business Mgmt/Entrepreneurship	3	13034400	Entrepreneurship	
			13016200	Money Matters	
MRKG 2312	eCommerce Marketing	3	1301200	Virtual Business	
	Leadership Certificate (Level 1)	15 hrs.			
BMGT 1327	Principles of Management	3	13011200	Principles of Business, Marketing, Finance	
HRPO 2307	Organizational Behavior	3	13012100	Business Management	
BMGT 2309	Leadership	3	TBD		
HRPO 2301	Human Resource Management	3	13011900	Human Resources Management	
SPCH 1321	Business & Professional Speaking OR SPCH 1315, Public Speaking	3	13009900	Professional Communications	

ADDENDUM 3 TECHNICAL DUAL CREDIT CROSSWALK BY PATHWAY and CTE PROGRAM OF STUDY

Culinary Arts AAS					Hospitality and Tourism	
CA	Food-Service Fundamentals OSA	10 hrs.			Culinary Arts	
CHEF 1205	Sanitation and Safety	2	13022600		Culinary Arts A	
CHEF 1301	Basic Food Preparation	3	13022600		Culinary Arts B	
PSTR 1301	Fundamentals of Baking	3	13022650		Advanced Culinary Arts	
HAMG 1221	Introduction to Hospitality Industry	2	13022200		Principles of Hospitality and Tourism	
Visual Communications AAS					Arts, Audio/Video Technology, and Communication	
	Graphic Design Certification	33 hrs.			Graphic Design and Multimedia Arts	
ARTC 1305	Basic Graphic Design	3	13008800		Graphic Design and Illustration	
ARTC 1313	Digital Publishing I	3	13009600		Printing and Imaging Technology	
ARTC 1327	Typography	3	TBD			
IMED 1301	Introduction to Digital Media	3	TBD			
ARTC 2348	Digital Publishing III	3	TBD			
GRPH 1359	Vector Graphics for Production	3	13008910		Graphic Design II and Lab	
ARTC 1302	Digital Imaging I	3	13008800		Graphic Design and Illustration	
ARTC 1359	Visual Design for New Media	3	TBD			
IMED 1345	Interactive Digital Media I	3	TBD		Must take at TJC	
IMED 1316	Web Design I	3	TBD		Must take at TJC	
ARTC 2305	Digital Imaging II	3	TBD		Must take at TJC	
Game and Simulation Development, AAS						
	Game Design OSA	12 hrs.			Graphic Design and Multimedia Arts	
GAME 1303	Introduction to Game Design and Development	3	13009970		Video Game Design	
ITSE 1302	Computer Programming	3	N1300994		Video Game Programming	
ARTC 1321	Illustration Techniques I	3	13008800		Graphic Design and Illustration I/Lab	
ARTV 1345	3-D Modeling and Rendering I	3	13008900		Graphic Design and Illustration II/lab	
ARTV 1351	Digital Video	3	13009950		Digital Audio Technology I	

ADDENDUM 3 TECHNICAL DUAL CREDIT CROSSWALK BY PATHWAY and CTE PROGRAM OF STUDY

Engineering Design Technology AAS			STEM or Architecture and Construction	
	Engineering Design Technology OSA	9 hrs.		Architectural Design or Engineering
ITSC 1309	Integrated Software Application I	3	03580200	Computer Science
DFTG 1305	Introduction to Technical Drawing	3	13036500 13004600	Engineering Design and Presentation A Architectural Design Ia
DFTG 1309	Basic Computer-Aided Drafting	3	13036500 13004700	Engineering Design and Presentation B Architectural Design Ib
EDT	Computer Aided Drafting courses			Architectural Design or Engineering
DFTG 2340	Solid Modeling/Design	4	13004700 13036600	Advanced Architectural Design Engineering Design and Presentation II
DFTG 1305	Technical Drafting	4	13036500	Engineering Design & Presentation II
DFTG 1317	Architectural Drafting—Residential	4	13004600	Architectural Design II
Network Technology AAS			Information Technology	
	PC Support OSA (12 hrs)			CompTIA A+
ITSC 1325	Personal Computer Hardware	3		Computer Maintenance/Lab OR Computer Technician Practicum
ITSC 1321	Intermediate PC Operating Systems	3		TBD
COSC 1301	Introduction to Computing (academic transfer course)	3		TBD
	Computer Networking OSA (9 hrs)			CompTIA Network +
ITSC 1305	Introduction to PC Operating Systems	3	03580200	Computer Science I
ITNW 1325	Fundamentals of Networking Technologies	3	N1302803	Internetworking Technologies I
ITNW 1358	Network+	3	N1302804	Internetworking Technologies II

ADDENDUM 3 TECHNICAL DUAL CREDIT CROSSWALK BY PATHWAY and CTE PROGRAM OF STUDY

Criminal Justice AA (FOS)					Law and Public Service
	Criminal Justice (academic transfer with tuition charge)			FOS completion	Law Enforcement
CJSA 1322	Introduction to Criminal Justice or CRIJ 1301	3		13029200 13029300	Principles of Law, Public Safety, Corrections, and Security OR Law Enforcement I-a
CJSA 1327	Fundamentals of Criminal Law or CRIJ 1310	3		13029300	Law Enforcement I-b
CJSA 1359	Police Systems and Practices or CRIJ 2328	3		13029400	Law Enforcement II
CJSA 1313	Court Systems and Practices CRIJ 1306	3		13029700	Correctional Services
Fire Protection Technology AAS					Law and Public Service
	Basic Firefighter Certificate	30 hrs.			Emergency Services
EMSP 1501	Emergency Medical Technician	5		13020500	Practicum of Health Science
EMSP 1160	Clinical—Emergency Medical Tech	1		13020510	Practicum of Health Science II
FIRS 1103	Firefighter Agility & Fitness Prep	1		TBD	
FIRS 1301	Firefighter Certification I	3		13029900	Firefighter I
FIRS 1407	Firefighter Certification II	4		13029900	Firefighter I
FIRS 1313	Firefighter Certification III	3		13029900	Firefighter I
FIRS 1319	Firefighter Certification IV	3		13029900	Firefighter I
FIRS 1323	Firefighter Certification V	3		13030000	Firefighter II
FIRS 1329	Firefighter Certification VI	3		13030000	Firefighter II
FIRS 1433	Firefighter Certification VII	4		13030000	Firefighter II
School of Humanities, Communications, Fine Arts					Education and Training
Education EC-6, 4-8 Grade levels/ EC-12 Special Education AAT					
	Hours toward the AAT	12 Hrs.			Teaching and Training
EDUC 1300	Learning Framework (also counts toward core)	3		13014200	Principles of Education and Training
EDUC 1301	Introduction to the Teaching Profession	3		13014400	Instructional Practices (Practicum for 16 lab hours)
EDUC 2301	Introduction to Special Populations	3		TBD	Teaching Strategies for Special Populations (Practicum 16 lab hours)
PSYC 2314	Lifespan Growth & Development	3		13014300	Human Growth and Development

ADDENDUM 3 TECHNICAL DUAL CREDIT CROSSWALK BY PATHWAY and CTE PROGRAM OF STUDY

	Child Development/Early Childhood OSA	12 hrs.			
CDEC 1311	Educating Young Children	3	13024700	Child Development	
CDEC 1313	Curriculum Resources for Early Childhood Programs	3		Communication & Technology in Education	
CDEC 1319	Child Guidance	3	13024800	Child Guidance	
CDEC 2326	Administration of Programs for Children I	3	12701500	Project Based Research	
School of Nursing and Health Sciences					
Health Sciences Courses					
	Phlebotomy OSA	12 hrs.		Nursing Science (Phlebotomy)	
HPRS 1201	Introduction to Health Professions	2	13020200	Principles of Health Science B	1 credit
HIIT 1305	Medical Terminology I	3	13020300	Medical Terminology	1 credit
BIOL 2404	Anatomy and Physiology	4	13020600	Anatomy and Physiology	1 credit
PLAB 1323	Phlebotomy	3		Practicum	1 credit
	Health Professions (general)	10 hrs.		Nursing Science (general)	
HPRS 1201	Introduction to Health Professions	2	13020200	Principles of Health Science B	1 credit
HIIT 1305	Medical Terminology I	3	13020300	Medical Terminology	1 credit
HPRS 1105	Medical Ethics	1	N1302121	Clinical Ethics	1 credit
BIOL 2404	Anatomy and Physiology	4	13020600	Anatomy and Physiology	1 credit
Emergency Medical Service Prof. AAS					
	EMT Certificate OSA	9 hrs.		Diagnostic & Therapeutic Services EMT Certification	
EMSP 1160	Clinical—Emergency Medical Technology/Technician (EMT Paramedic)	1	13020500	Practicum of Health Science	
EMSP 1501	Emergency Medical Technician	5	13020510	Practicum of Health Science II	
HIIT 1305	Medical Terminology I	3	13020300	Medical Terminology	

ADDENDUM 3 TECHNICAL DUAL CREDIT CROSSWALK BY PATHWAY and CTE PROGRAM OF STUDY

School of Skilled Trades, TJC West

Automotive Technology AAS

AT		Engine Performance Cert.	25 hrs.		Automotive	
AUMT 1305		Introduction to Automotive Technology	3	13039550	Automotive Basics	
AUMT 1407		Automotive Electrical Systems	4	13039600	Automotive Technology I: Maintenance/Light Repair	
AUMT 1419		Automotive Engine Repair	4	13039700	Advanced Transportation Systems Lab	
AUMT 2321		Automotive Electrical Diagnosis	3	13039700	Advanced Transportation Systems Lab	
AUMT 2417		Automotive Engine Performance Analysis I	4	13040400	Practicum in Transportation Systems	
AUMT 2434		Automotive Engine Performance Analysis II	4	13040400	Practicum in Transportation Systems	
AUMT 1345		Automotive Climate Control Systems	3	13039700	Extended Practicum in Transportation System	
AT		Chassis and Drive Train Cert.	7 hrs. + 17 hrs.		Automotive	
AUMT 1310		Automotive Brake Systems	3	13039700	Automotive Technology II: Automotive Service	
AUMT 1257		Automotive Brake Systems Theory	2	TBD		
AUMT 1416		Automotive Suspension and Steering Systems	4	13039700	Automotive Technology II: Automotive Service	
AUMT 2413		Automotive Drive Train and Axles	4	TBD		
AUMT 2425		Automotive Automatic Transmission	4	TBD		
Electrical/Electronic Controls Technology					Architecture and Construction	
		Electronic Fundamentals Certification	18 hrs.		Electrical	
TECM 1303		Technical Calculations	3	TBD		
CETT 1321		Electronic Fabrication	3	TBD		
IEIR 1302		Introduction to Direct Current Circuits	3	TBD	Electrical Tech Ia	
ELPT 1324		National Electrical Code I	3	TBD	Electrical Tech Ib	
IEIR 1304		Alternating Current Circuits for Industrial Applications	3	TBD	Electrical Tech IIa	
CETT 1325		Digital Fundamentals	3	TBD	Electrical Tech IIb	

ADDENDUM 3 TECHNICAL DUAL CREDIT CROSSWALK BY PATHWAY and CTE PROGRAM OF STUDY

Heating, Air Conditioning and Refrigeration Technology		Basic Refrigeration & Energy Principles OSA	12 hrs	Architecture & Construction
HART 1401		Basic Electricity for HVAC	4	HVAC and Sheet Metal
HART 1407		Refrigeration Principles	4	HVAC and Refrigeration Tech Ia
HART 1410		HVAC Shop Practices and Tools	4	HVAC and Refrigeration Tech Ib
		Heating, Air Conditioning & Refrigeration Technology Certificate (Level 1)	24 hrs.	Principles of Construction
HART 1401		Basic Electricity for HVAC	4	HVAC and Refrigeration Tech Ia
HART 1407		Refrigeration Principles	4	HVAC and Refrigeration Tech Ib
HART 1410		HVAC Shop Practices and Tools	4	Principles of Construction
HART 1403		Air Conditioning Control Principles	4	HVAC and Refrigeration Tech IIa
HART 1441		Residential Air Conditioning	4	HVAC and Refrigeration Tech IIb
HART 1445		Gas and Electric Heating	4	Practicum
		Advanced Level Certification (Level 1)	24 + 28 hrs	HVAC and Sheet Metal
HART 2438		Air Conditioning Installation and Startup	4	
HART 2349		Heat Pumps	3	
HART 2442		Commercial Refrigeration	4	
HART 2445		Residential Air Conditioning Systems	4	
HART 2336		Air Conditioning Troubleshooting	3	
HART 2357		Specialized Commercial Refrigeration	3	
Industrial Maintenance Cert 1				Advanced Manufacturing
INMT 1305		Introduction to Industrial Maintenance	3	
CETT 1402		Electricity Principles	4	
INMT 2301		Machinery Installation	3	
TECM 1301		Industrial Mathematics	3	
INMT 1419		Manufacturing Processes	4	
RBTC 1305		Robotic Fundamentals	3	
HYDR 1345		Hydraulics and Pneumatics	3	
PFPB 2308		Piping Standards and Materials	3	

ADDENDUM 3 TECHNICAL DUAL CREDIT CROSSWALK BY PATHWAY and CTE PROGRAM OF STUDY

	Welding Technology AAS			Manufacturing	
	Welding Technology Entry Level Option	23 hrs		Welding	
WLDG 1204	Fundamental of Oxy Fuel Welding & Cutting	2			
WLDG 1313	Introduction to Blueprint Reading	3			
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4			
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4			
WLDG 1317	Introduction to Layout and Fabrication	3			
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4			
WLDG 1312	Introduction to Flux Cored Arc Welding (FCAW)	3			
	Welding Technology Advanced Level Option	10 hrs. + 19 hrs.			
WLDG 1435	Introduction to Pipe Welding	4			
WLDG 2453	Advanced Pipe Welding	4			
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4			
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4			
WLDG 1327	Welding Codes and Standards	3			
	Sign Language				
SGNL 1301	Beginning American Sign Language I	3			
SGNL 1302	Beginning American Sign Language II	3			
SLNG 1215	Visual Gesture Communication	2			
SLNG 1321	Introduction to the Interpreting Profession	3			
SLNG 1211	Fingerspelling and Numbers	2			



ADDENDUM 4

Dual Credit Course Maximum Enrollment and Contact Hours for 2026-27

Course Minimum: 10 students (Classes smaller than this may be placed into an online section and combined with other schools)

Course Maximum: Individual class sizes may not exceed the enrollment maximum in the chart below.

Contact Hours: Each class time must meet the number of contact hours given, over a 15-week period.

Academic Course Maximum Enrollment (per class) and Contact Hours

Course Number	Maximum Enrollment	Required Contact Hours Lecture or Lect./Lab
ARTS 1301	25 (F2F), 28 (online)	48
BIOL 1322	32	48
BIOL 1406/1407	40/28 (lecture/lab)	48/48 (96 total)
BIOL 1408/1409	40/30 (lecture/lab)	48/48 (96 total)
BIOL 2401/2402	40/28 (lecture/lab)	48/64 (112 total)
BIOL 2404	40/24 (lecture/lab)	48/64 (112 total)
BIOL 2406	40/24 (lecture/lab)	48/48 (96 total)
BIOL 2420	40/16 (lecture/lab)	48/64 (112 total)
CHEM 1405	35/18 (lecture/lab)	48/48 (96 total)
CHEM 1411/1412	35/18 (lecture/lab)	48/64 (112 total)
CHEM 2423	35/14 (lecture/lab)	48/64 (112 total)
COMM 1307	25 (online)	48
COSC 1301	20	32/32 (64 total)
DANC 2303	25	48
DRAM 1310	22 (online)	48
ECON 2301	35 (F2F), 32 (online)	48
ECON 2302	30 (F2F), 32 (online)	48
EDUC 1300	25	48
EDUC 1301	25	64
EDUC 2301	25	64
ENGL courses	22	48
GEOG 1303	35	48
GEOL 1403/1404	28/28 (lecture/lab)	48/48 (96 total) (online)
GOVT courses	35 (F2F), 32 (online)	48
HIST courses	35 (F2F), 50 (online)	48
HUMA 1301	25	48
MATH 1314	24	48
MATH 1316	24	48
MATH 1324	24	48
MATH 1332	24	48
MATH 1342	24	48
MATH 1350	24	48
MATH 1351	24	48
MATH 2412	24	64
MATH 2413	24	64
MUSI 1306	28	48
PHIL 1301	25	48
PHYS 1403/1404	28/18 (lecture/lab)	48/48 (96 total) (online)
PHYS 1401/1402	28/18 (lecture/lab)	48/48 (96 total)
PSYC 2301	35	48
PSYC 2314	35	48
SOCI courses	30	48
SOCW courses	30	48
SPAN 1411, 1412	25	48/32 (80 total)
SPCH 1311/1315/1318/1321	22	48

ADDENDUM 4

Technical Course Maximum Enrollment (per class) and Contact Hours

Course Number	Maximum Enrollment	Required Contact Hours Lecture or Lect./Lab
ACNT 1303--Intro to Accounting I	30	48 hours
ACCT 2301	24	32/64 (96 total)
ACCT 2302	24	32/64 (96 total)
ARTC 1302 Digital Imaging I	22	32/64 (96 total)
ARTC 1305 Basic Graphic Design	18	48 hours
ARTC 1313 Digital Publishing I	22	32/64 (96 total)
ARTC 1321 Illustration Techniques I	19	32/64 (96 total)
AUMT 1305--Introduction to Automotive	Determined by equipment	32/32 (64 total)
AUMT 1407--Automotive Electrical Systems	Determined by equipment	48/48 (96 total)
AUMT 1419--Automotive Engine Repair	Determined by equipment	48/64 (112 total)
AUMT 2417--Automotive Engine Performance	Determined by equipment	48/64 (112 total)
BMGT 1327--Principles of Management	30	48 hours
BMGT 2309-Leadership	30	48 hours
BUSG 1304--Financial Literacy	30	48 hours
BUSG 2309--Small Business Management or Entrepreneurship	30	48 hours
BUSI 1301--Business Principles	35	48 hours
CHEF 1205--Sanitation and Safety	36	32 hours
CHEF 1301--Basic Food Preparation	18	32/64 (96 total)
CRIJ courses	25	48 hours
CJSA 1308	25	48
DFTG 1305--Technical Drafting	15	32/32 (64 total)
DFTG 1309--Basic Computer Aided Drafting	18	32/32 (64 total)
DFTG 1317--Architectural Drafting, Residential	15	32/32 (64 total)
DFTG 2340 Solid Modeling/Design	15	32/32 (64 total)
EMSP 1160--Clinical EMT (EMT Paramedic)	24	96 hours
EMSP 1501--EMT	24	64/64 (128 total)
FIRS 1301--Firefighter Cert I	25	32/48 (80 total)
FIRS 1313--Firefighter Cert III	25	32/32 (64 total)
FIRS 1319--Firefighter Cert IV	25	32/32 (64 total)
FIRS 1323--Firefighter Cert V	25	48 hours
FIRS 1329--Firefighter Cert VI	25	32/32 (64 total)
FIRS 1407--Firefighter Cert II	25	48/32 (80 total)
FIRS 1433--Firefighter Cert VII	25	32/64 (96 total)
FIRT 1301--Fundamentals of Fire Protection	25	48 hours
GAME 1303--Intro to Game Design & Develop.	19	32/64 (96 total)
GRPH 1359 Vector Graphics for Production	16	32/64 (96 total)



ADDENDUM 4

HAMG 1221—Intro to Hospitality Industry	36	16/32 (48 total)
HART 1400 HVAC Duct Fabrication	Max determined by lab space	48/64 (112 total)
HART 1401 Basic Electricity for HVAC	Max determined by lab space	48/64 (112 total)
HART 1403 Air Conditioning Control Principles	Max determined by lab space	48/64 (112 total)
HART 1407 Refrigeration Principles	Max determined by lab space	48/64 (112 total)
HART 1441 Residential Air Conditioning	Max determined by lab space	48/64 (112 total)
HART 1445 Gas and Electric Heating	Max determined by lab space	48/64 (112 total)
HITT 1305—Medical Terminology I	25	48 hours
HPRS 1105—Essentials of Medical Law/ Ethics for Health Prof.	30	16 hours
HPRS 1201—Intro to Health Professions	20	32/16 (48 total)
HRPO 2301—Human Resources Management	30	48 hours
HRPO 2307—Organizational Behavior	30	48 hours
IMED 1301—Intro to Digital Media	17	32/64 (96 total)
IMED 1316—Web Design I	22	32/64 (96 total)
ITCC 1314 CCNA 1—Intro to Networks	16	32/64 (96 total)
ITCC 1344 CCNA 2—Switching, Routing and Wireless Essentials	16	32/64 (96 total)
ITNW 1325—Fundamentals of Network Tech	16	32/64 (96 total)
ITNW 1358—Network+	16	32/64 (96 total)
ITSC 1305—Intro to PC Operating Systems	16	32/64 (96 total)
ITSC 1309--Integrated Software Application I	20	32/64 (96 total)
ITSC 1321—Intermediate PC Operating Systems	16	32/64 (96 total)
ITSC 1325—Personal Computer Hardware	16	32/64 (96 total)
ITSE 1302—Computer Programming	22	32/64 (96 total)
ITSW 1304—Introduction to Spreadsheets	24	32/32 (64 total)
MRKG 1311—Principles of Marketing	30	48 hours
MRKG 2312—e-Commerce Marketing	30	32/32 (64 total)
PSTR 1301—Fundamentals of Baking	18	32/64 (96 hours)
WLDG 1204—Fundamental of Oxy Fuel Welding & Cutting	Max determined by lab space and equipment	16/64 (80 total)
WLDG 1428—Intro to Shielded Metal Arc Welding	Max determined by lab space and equipment	32/96 (128 total)

ADDENDUM 5

SACSCOC Requirements for Off-Campus Instructional Sites

Dual Credit courses may be provided online, at the TJC Central campus or face-to-face at a high school. High Schools must be approved by SACSCOC as an Off-Campus Instructional Site (OCIS), according to the levels below. TJC will seek this approval from SACSCOC. A high school may **only** offer the number of courses for which they have been approved by SACSCOC.

Levels include:

1. Less than or equal to 24% of any award (including Occupational Skills Award)—no notification needed.
2. Between 25% and 49% of any award (including Occupational Skills Award)—notification to SACSCOC is required.
3. Greater than or equal to 50% of any award (including Occupational Skills Award)—requires SACSCOC approval as an OCIS.

To be approved as an OCIS, the following must be proven:

1. The courses offered at the new OCIS must represent progress toward an award.
2. Dual Credit students at the new OCIS must follow Tyler Junior College admission, curriculum, and graduation requirements.
3. The Director for School Partnerships or designee monitors the effectiveness of the OCIS.
4. The OCIS participates in required institutional evaluation and assessment processes.
5. Faculty qualifications meet the same requirements for regular TJC Faculty in the specific teaching field.
6. IT Infrastructure is sufficient to support distance learning.
7. Library and Learning Resources
 - a. A physical library or learning resource center must exist on the high school site.
 - b. Discipline-specific reference materials must be available either physically or digitally.
 - c. Any agreements for access to other libraries must be provided.
 - d. Students must be able to access the TJC Vaughn Library from the high school site.
 - e. Students must be instructed in the use of online resources as well as library site resources.
 - f. Descriptions of electronic databases or library consortiums must be provided.
8. Academic and student support services must be provided for high school sites. These services may be provided electronically or in a face-to-face manner. These services include, but are not limited to, the following: Academic Advising, Success Coaching, Apache Access, Apache Alerts and the Immediate Notification System, Career Planning, Computer Lab Center/Technical Assistance Center, Computers and Information Technology Service Desk, Degree Works, Distance Education (Online Degrees Website, Testing, Surveys, Calling Online Students), Student Support Services (Counseling, Disability Services, Tutoring, Testing Services, Vaughn Library/Learning Resource Center), and Student Programs and Activities (Athletic Events, Honor Societies, etc.). Students may access the following services at the dual credit site (all delivered primarily electronically unless otherwise noted): Academic Advising (delivered in person), Success Coaching, Apache Access, Apache Alerts and the Immediate Notification System, Technical Assistance Center, Information Technology Service Desk, Degree Works, Distance Education Resources, and Vaughn Library Learning Resources.
9. Physical facilities must be adequate to support the courses which will be offered at the high school site.
 - a. Classrooms must be comparable to those found on the TJC main campus.
 - b. Numbers of students in classrooms must be comparable to those found on the TJC main campus. The caps set for courses (such as English) must be the same as those at the TJC main campus.
 - c. Equipment required for specific courses must be comparable to that found on the TJC main campus.
10. The high school site must be available during normal high school hours for evaluation by the College. Annual and periodic evaluations are required by SACSCOC for any OCIS. With the exception of an immediate danger, sites must be available for inspection.

ADDENDUM 6 College Connect

College Connect

The Texas Higher Education Coordinating Board authorizes institutions of higher education to provide innovatively designed dual credit courses that integrate both college-level content in the core curriculum of the institution alongside college-readiness content and skills instruction.

Student Eligibility:

Qualifying students must be attending a public school district or open-enrollment charter school and meet the following requirements:

1. Students who meet TSI college readiness standards (TAC §4.85)
2. Students eligible under non-degree seeking provisions (TAC §4.54)

Students who have earned more than 15 credit hours of dual credit are eligible to enroll in College Connect Courses in mathematics and communications.

Available Methods:

College Connect can be implemented for any course within the core curriculum and can be accompanied by supplemental college-readiness content or other methods. The available options and administration of the program are at the discretion of the institution of higher education.

At TJC, College Connect may be offered through the following methods:

1. Embedded course content.
2. A co-requisite model, such as ENGL 1301 and entry-level co-requisite mathematics.
3. Bi-weekly coaching meetings with a dual credit student success specialist and required online tutoring in the subject area where college-readiness standards have not yet been met.

This program is being piloted by the College and partnering high schools that wish to implement College Connect should express interest at least 60 days prior to the start of the fall or spring semesters.

This addendum is incorporated into and governed by the terms of the Dual Credit Memorandum of Understanding between TJC and the partnering school district or charter school.

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