

**MEMORANDUM OF UNDERSTANDING  
BETWEEN DEL MAR COLLEGE DISTRICT AND CORPUS CHRISTI INDEPENDENT  
SCHOOL DISTRICT  
EARLY COLLEGE HIGH SCHOOL  
DUAL ENROLLMENT PROGRAMS**

Del Mar College District (**DMC**) and the Corpus Christi Independent **SCHOOL DISTRICT** enter into this Memorandum of Understanding and Articulation Agreement (collectively hereinafter “Agreement”) concerning the concurrent enrollment of students at Corpus Christi Independent **SCHOOL DISTRICT** and **DMC** for simultaneous academic high school, college credit and continuing education programming further referred to as **DUAL ENROLLMENT**. For purposes of this agreement, each institution will hereinafter be referred to as “**DMC**” and the “**SCHOOL DISTRICT**”.

- Harold T Branch Academy-Early College High School

The purpose of this Agreement is to define the roles, responsibilities, and expectations of both **DMC** and the **SCHOOL DISTRICT** for dual enrollment credit and continuing education programs. This agreement ensures that each Party complies with all laws, rules and regulatory guidelines pertaining to all dual enrollment programs including Texas House Bill No. 1638, which specifically aligns with State Dual Credit Goals (**SDCG**) and with Texas House Bill No. 8. Texas House Bill No. 8 provides a new funding model that compensates colleges for awarding degrees, certificates and other “credentials of value.” This Agreement is further intended to meet the Statewide Dual Credit Goals of Texas House Bill No. 1638.

NOW, THEREFORE, for and in consideration of the foregoing, and in further consideration of mutual benefits, the parties to the agreement, the **SCHOOL DISTRICT** and **DMC**, agree as follows:

**I. ELIGIBLE COURSES**

**In accordance with Rule 4.85 of Title 19 of the Texas Administrative Code (TAC), DMC may offer the following types of dual enrollment courses:**

- A. Courses that are in **DMC’s** Core Curriculum (available on the **DMC** website).
- B. Courses in an active field of study curriculum as developed and approved by the Texas Higher Education Coordinating Board under section 61.823 or a program of study curriculum developed under section 61.8235.
- C. Courses under Texas House Bill No. 8 and selected as Career Technical Education (CTE) and/or credentials of value in a high-demand workforce education-related program of study in accordance with the current edition of the Workforce Education Course Manual (WECM).
- D. Courses defined as remedial or developmental are not eligible for dual enrollment programs.
- E. Students enrolling in classes with **DMC** must proceed towards both high school credit and college credit as well as align with the following: 42-hour Texas Common Core, certificates and up to 60 credit hours towards the student’s intended college pathway or earn transferrable credit towards a baccalaureate degree.
- F. Students who declare a major leading to either a CTE certificate or an Associate degree may also enroll in academic dual credit courses limited to the five general education courses needed to obtain the AAS degree, while not exceeding the limitation on dual credit courses per semester described above.
- G. Continuing Education courses in these major industries, including patient care technician, certified nurse aide (C.N.A.), echocardiography (EKG) technician, phlebotomy technician, medical assistant, construction, building trades, HVAC, and instrumentation.
- H. **DMC** and **SCHOOL DISTRICT** enter an agreement of allowing students to enroll in courses

leading to a Texas Higher Education Coordinating Board (THECB) approved credentials of value such as Institutional Credentials that Lead to Licensure or Certification (ICLC), Occupational Skills Award (OSA), Certificate Level 1, Certificate Level 2, AA, AS, AAT, or AAS degree program as defined in Title 19, Part 1, Chapter 9, Rule 9.1-Definitions Administrative Code (19 Tex. Admin. Code § 9.1). Expansion of the courses and programs offered at a location is subject to the policies and deadlines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). **DMC** must seek approval from SACSCOC to offer 50% or more of a certificate or degree at a location based on the following SACSCOC deadlines: In order to have adequate time to research, write, and process the SACSCOC-required proposals, all requests to expand or start new programs must be submitted to **DMC** by November 1 to start in the following Fall Semester and by May 1 to start in the following Spring Semester. Requests are processed in the order in which they are received from all **DMC** locations.

- I. Any TEKS not covered by the College course will be taught by the high school and accounted for separately from the required content of the College course.

## **II. PARTNERSHIP RESPONSIBILITIES (SDCG-1, 2, and 3)**

A. **DMC** and **SCHOOL DISTRICT** will collaborate on the following requirements as mandated in Texas House Bill No. 1638 (as codified in Texas Education Code 28.009):

1. **DMC** hosting updated “Dual Enrollment 101” orientation sessions for **SCHOOL DISTRICT** high school counselors;
2. **DMC** and **SCHOOL DISTRICT** posting dual enrollment information on their individual web pages reflecting the most current information;
3. **DMC** and **SCHOOL DISTRICT** creating a marketing campaign on dual enrollment benefits;
4. **DMC** and **SCHOOL DISTRICT** documenting and summarizing outreach efforts;
5. **DMC** and **SCHOOL DISTRICT** ensuring student college readiness with respect to qualifying for and succeeding in entry-level, credit-bearing college courses leading to an associate degree or certificate without the need for remedial or developmental coursework.

B. In accordance with Texas House Bill No. 8, the Financial Aid for Swift Transfer (FAST) Program establishes dual enrollment courses at no cost to educationally disadvantaged students enrolled in a Texas public or charter high school. **DMC** and **SCHOOL DISTRICT** will collaborate on the requirements listed, including:

1. **DMC** has elected to go beyond Texas House Bill No. 8 requirements and will waive tuition for students enrolled in dual enrollment programs through its Viking Promise Program. The Viking Promise Program extends the benefits of the FAST Program to ALL participating public school districts and charter school students.
2. FAST Program eligible student requirements are: (1) a High School student enrolled at a public or charter school in an eligible dual enrollment course offered through Texas Education Code 130.008 (Courses for Joint High School and Junior College Credit) and Texas Administrative Code Chapter 4, Subchapter D, Rules 4.81-4.85 and (2) Educationally Disadvantaged (i.e., qualified for free/reduced lunch) at any time during the four years preceding the student’s enrollment in dual enrollment courses.
3. **DMC** will waive tuition for all 2025-26 dual enrollment students (FAST and non-FAST Program students).
4. **DMC** will provide student advising to all students enrolled in dual enrollment courses to ensure courses taken align with an identified academic plan that leads to a 42-hour Texas Common Core, credentials of value or certificates, or transferrable credit toward a baccalaureate degree.
5. **DMC** will provide support staff to assist participating students in completing the ApplyTexas application, the Free Application for Financial Aid (FAFSA), and the Texas Public Education Grant (TPEG) application.
6. The **SCHOOL DISTRICT** shall: (1) determine student eligibility under the FAST Program criteria; (2) notify **DMC** of all eligible FAST and Non-FAST Program eligible students; (3)

disclose to DMC the school's records, TEA records or other method used to determine student eligibility under the FAST Program for verification purposes; and (4) be responsible for purchasing all textbooks, access codes, equipment, and supplemental materials required for dual enrollment courses. Additional costs may include background checks, drug testing, license testing, uniforms, supplies, and lab fees. **SCHOOL DISTRICT** should settle any outstanding invoices to DMC prior to the beginning of the subsequent semester.

- C. **DMC** and **SCHOOL DISTRICT** will collaborate to provide a course equivalency crosswalk or other methods of equating dual enrollment courses that identify the number of credits or credentials of value that may be earned for each course completed. Refer to Appendix I for more information.
- D. If **SCHOOL DISTRICT** is requesting a letter of support or partnership from **DMC**, then **SCHOOL DISTRICT** must provide **DMC** with a complete application for review at least 14 working days prior to any grant deadline.
- E. **DMC** and **SCHOOL DISTRICT** agree that in the event of an unforeseen event posing a health and safety risk, such as a natural disaster or public health emergency, on campus in-person courses and labs may be transitioned into remote, online learning as deemed appropriate. **DMC** faculty and instructors will work with students to minimize the impact and provide accommodations for courses that cannot fully transition online.
- F. For billing purposes, the **SCHOOL DISTRICT** is responsible for providing **DMC** a breakdown or itemized listing of all students classified as either CTE or General Academic core courses 14 days after the census date of the DMC course.

### **III. STUDENT ELIGIBILITY FOR DUAL ENROLLMENT PROGRAMS**

Students from **SCHOOL DISTRICT** are eligible to enroll in **DMC's** dual enrollment programs at the onset of their 9th grade year and with approval from their school district. **DMC** requires **SCHOOL DISTRICT's** dual enrollment students to follow the College's enrollment procedures, guidelines, deadlines, and regular prerequisite requirements designated for that course (e.g., minimum scores on a specified placement test, minimum grade in a specified previous course, high school transcript, etc.). A **SCHOOL DISTRICT** high school student is eligible to enroll in:

- A. **DMC** academic credit courses if the student:
  - 1. Demonstrates the following minimum college readiness standards (also known as "cut scores") for English Language Arts Reading (ELAR) and Mathematics on the TSI Assessment, Version 2.0 (TSIA2) that shall be used by an institution to determine a student's readiness to enroll in entry-level freshman coursework:
    - a. Mathematics (for college-level coursework with mathematics-intensive designation by the offering institution):
      - i. Have a College Readiness Classification (CRC) score of at least 950; or
      - ii. Have a CRC score below 950 and a Diagnostic level of 6; and
    - b. ELAR (for college-level coursework with reading, writing, or reading and writing-intensive designation by the offering institution):
      - i. Have a CRC score of at least 945 and an essay score of at least 5; or
      - ii. Have a CRC score below 945 and a Diagnostic level of 5 or 6, and an essay score of at least 5; or
  - 2. Demonstrates college readiness for reading, writing and/or math-intensive courses by achieving the minimum passing standards under the provisions of the Texas Success Initiative authorized by Texas Education Code Sec. 51.333 and specified in the Texas Administrative Code, Chapter 4, Subchapter C, Section 4.57 as follows: Reading-351, Math-350, Writing placement score of at least 340 and an essay score of at least 4 or a placement score of less than 340 and an ABE Diagnostic level of at least 4 and an essay score of at least 5; or
  - 3. On an SAT exam taken on or after March 5, 2016, and taken within 5 years from the testing date, the student must achieve a 480+ on evidence-based Reading and Writing and a 530+

- in Mathematics; or
  - 4. On an ACT exam taken prior to February 15, 2023, and taken within 5 years from the testing date, the student must achieve a 23 Composite AND an English score of 19, and/or a 23 Composite AND a Mathematics score of 19.
  - 5. On an ACT exam taken on or after February 15, 2023, and taken within 5 years from the testing date, the student must achieve a combined score of 40 on the English and Reading (E+R) tests and/or a score of 22 on the Mathematics test.
- B. Continuing Education and workforce credit courses contained in a Workforce Skills Award (WSA), Occupational Skills Award (OSA), or Level 1 Certificate Program shall not be required to provide a demonstration of college readiness for dual enrollment eligibility.

#### **IV. SCHOOL DISTRICT ENROLLMENT EXCEPTIONS**

- A. **SCHOOL DISTRICT** shall assess each student for college readiness to engage in any college-level curriculum offered for college credit prior to the student's enrollment in such curriculum.
- B. For this assessment **SCHOOL DISTRICT** may use any instrument otherwise approved by the Board for Texas Success Initiative purposes in accordance with §4.54 (relating to Exemptions, Exceptions, and Waivers), §4.56 (relating to Assessment Instrument), and §4.57 (relating to College Ready and Adult Basic Education (ABE) Standards) of the Texas Administrative Code.
- C. After the assessment, **SCHOOL DISTRICT**, using guidelines established by **DMC**, shall determine what forms of assistance and remediation, if any, are necessary prior to a student's enrollment in any college-level curriculum based on the results of the assessment and other indicators of student readiness.
- D. **DMC** programs of study may impose additional requirements for enrollment in any courses for dual enrollment programs that do not conflict with this section.
- E. **DMC** may require some students to pass eligibility requirements by external entities or pass physical assessment(s) by program requirements. (Examples would be drug screen, criminal history/background check, or interviews with faculty.)
- F. Each **DMC** class that a high school student enrolls in must substitute for a high school course that meets the Texas Education Agency's (TEA) high school graduation or College, Career, Military Readiness (CCMR) requirements.
- G. **DMC** and **SCHOOL DISTRICT** agree that **SCHOOL DISTRICT** students are allowed to enroll in up to 15 college credit hours in the fall and 15 college credit hours in the spring semesters (including 8-week semesters) and 6 college credit hours per summer semester. Students may only enroll in courses that align with a student's high school graduation plan.
- H. **DMC** may offer workforce dual enrollment programs to students who are enrolled in at least the 9<sup>th</sup> grade or higher-grade levels and required to complete an application packet and provide all requested documentation (varies by program) which may include but is not limited to immunizations, criminal background check, drug screen and other documentation of health history. A **DMC** Registration form may be required and signed by a parent/guardian, high school counselor/principal, and a **DMC** official.

#### **V. LOCATION OF CLASS**

Dual enrollment courses may be taught at the following locations with the following provisions:

- A. The **SCHOOL DISTRICT** high school campus: **SCHOOL DISTRICT** will work with **DMC** to ensure that the high school's facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction, which includes the following:
  - 1. Ensure that the ISD dual enrollment instructor and dual enrollment students on the first day of each semester have all relevant instructional resources, including required books and computer hardware, and computer software for accessing courses, completing and submitting coursework, and secure testing.
  - 2. Permit access to the College's electronic learning resources.

3. For high schools offering science courses, the schools shall meet the laboratory safety standards and have materials/equipment that comply with the College's science course program requirements.
  4. Schedule courses to meet state-mandated contact hours required for dual enrollment courses.
  5. Designate a classroom for the college dual enrollment classes.
  6. Assure no interruptions take place in the College dual enrollment class while in session such as removing students for high school activities.
- B. **DMC** Campus(es) and Center(s): **DMC** may offer dual enrollment courses at any of the following locations:
1. Heritage Campus, 101 Baldwin Boulevard, Corpus Christi, Texas 78404
  2. Windward Campus, 4101 Old Brownsville Road, Corpus Christi, Texas 78405
  3. Oso Creek Campus, 7002 Yorktown, Corpus Christi, Texas 78414
  4. Center for Economic Development, 3209 South Staples Street, Corpus Christi, Texas 78411
  5. Any official **DMC** Off-Campus Facility
- C. **ONLINE** or Distant Learning Programs
1. **DMC** will:
    - a. comply with the standards and criteria of the SACSCOC (**SDCG-4**)
    - b. adhere to the criteria outlined in the Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically; (**SDCG-4**)
    - c. provide students' academic support services appropriate for distance education, such as advising, career counseling, library, and other learning resources; (**SDCG-3**)
    - d. provide online technical support via the Del Mar College Viking Help Desk during its regularly scheduled operating hours; (**SDCG-3**)
    - e. use the College's approved Learning Management System (**SDCG-3**)
    - f. offer support and training for high school online course facilitators;
    - g. have the right for **DMC** faculty to refuse access to **DMC** online dual enrollment courses for **SCHOOL DISTRICT** campus facilitators/coordinators.
  2. **SCHOOL DISTRICT** will:
    - a. ensure that students who enroll in online courses complete **DMC's** approved Learning Management System's online student orientation module/course prior to enrollment to measure student readiness; (**SDCG-3**)
    - b. provide trained, online facilitators for courses that are offered online;
    - c. ensure that **SCHOOL DISTRICT** facilitators follow **DMC's** assigned task duties that do not interfere with **DMC** faculty instruction or course assignments as outlined in the **DMC** course syllabus;
    - d. provide appropriate equipment, web camera with microphone, software including exam security software, and network access as required by **DMC** from the first day of each semester;
    - e. assure that students have a quiet, uninterrupted environment while taking **DMC** course exams;
    - f. assure that students are allowed the maximum time to complete their **DMC** course exams as assigned by the **DMC** instructor;
    - g. ensure that its dual enrollment students have the required books for all courses from the first day of each semester;
    - h. ensure that district networks and network security will allow students to access all **DMC** library and learning support services electronically via the district's network.

## **VI. STUDENT COMPOSITION OF CLASS**

All students must meet dual enrollment admissions and eligibility requirements as outlined by the THECB laws and regulations, the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85. Dual enrollment courses may be composed of the following:

A. Dual enrollment students only:

1. **SCHOOL DISTRICT** will ensure a minimum and a maximum number of enrollments mutually agreed upon by **SCHOOL DISTRICT** and **DMC**. Dual enrollment sections assigned to **DMC**

faculty and/or ISD dual enrollment instructors must have a minimum of fifteen (15) students enrolled in Academic sections and twelve (12) in Career Technical Education sections (or other minimum enrollment as defined by the program). Dual enrollment sections with fewer than the minimum enrollment may be canceled or moved online and reassigned to **DMC** faculty. Dual Enrollment programs will work with the School District on a case-by-case basis to determine options.

B. Dual enrollment and college students.

C. Mixed dual and high school students only under the following conditions:

1. if the course involved is required for completion under the State Board of Education's High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course; or
2. if the high school credit-only students are College Board Advanced Placement students.

D. All school district students must be registered as a **DMC** dual enrollment student to participate in coursework

## **VII. ISD DUAL ENROLLMENT SELECTION, SUPERVISION, AND EVALUATION**

**DMC** shall select instructors of dual credit and continuing education courses. These instructors must be regularly employed faculty members of **DMC** or must meet the same standards and approval procedures used by **DMC** to select faculty responsible for teaching the same courses at the main campus of **DMC**. Each approved dual credit or continuing education faculty member will be supervised by **DMC's** respective department chair or designee (**SDCG-4**). Credentialing of a **SCHOOL DISTRICT** dual enrollment instructor is subject to **DMC** programmatic need, departmental adjunct faculty hiring processes, and SACSCOC credentialing requirements for the specific subject area. **All dual credit instructors shall comply with applicable DMC departmental requirements.**

- a. ISD Dual Enrollment Instructors who meet the SACSCOC and **DMC** qualifications will be given the opportunity to be paid up to \$2,500 per course for teaching as an instructor, provided the class enrollment meets the minimum class size of fifteen students or as agreed by **DMC**.
- b. Teaching general education courses at the undergraduate level: a doctorate or master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (per SACSCOC, a minimum of 18 graduate semester hours in the teaching discipline) is required.
- c. When teaching associate degree courses designed for transfer to a baccalaureate degree: a doctorate or master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (per SACSCOC, a minimum of 18 graduate semester hours in the teaching discipline) is required.
- d. When teaching associate degree courses not designed for transfer to the baccalaureate degree: a bachelor's degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline, is required.
- e. When teaching baccalaureate courses: a doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (per SACSCOC, minimum of 18 graduate semester hours in the teaching discipline) is required.

A. **SCHOOL DISTRICT** will:

1. For **SCHOOL DISTRICT**-employed faculty, hereby referred to as "ISD dual enrollment instructor":
  - a. assist in identifying potential dual enrollment faculty and/or instructors;
  - b. notify **DMC** of any ISD dual enrollment instructor changes or absences to ensure that credentialed faculty instruct the course during the ISD dual enrollment instructor's absence. Excessive absences by the ISD dual enrollment instructor must be reported to **DMC**, as that may affect **DMC's** required contact hours. If a change needs to be made, anyone providing instruction must meet the **DMC** credentialing standards.
  - c. allow release time from **SCHOOL DISTRICT** duties to attend the announced dual enrollment professional development trainings and required **DMC** instructional departmental meetings provided by **DMC**; (**SDCG-Requirement**)

- d. ensure that **SCHOOL DISTRICT** dual enrollment instructors who are assigned as **DMC** embedded instructors that they use as a requirement, their assigned **DMC** email account for communication with students and **DMC**.
  - e. ensure that all assigned **SCHOOL DISTRICT** dual-enrolled instructors must conduct and report results of any required departmental or College-wide assessments of student learning;
  - f. ensure that **ISD** dual-enrolled instructor coverage for a particular course is adequate and always available to allow for the course to proceed continuously and without interruption.
2. For **DMC**-employed faculty and adjuncts who teach at the high school campus (hereby referred to as “on-site”), the **SCHOOL DISTRICT** will:
- a. ensure that **DMC** on-site faculty meet **SCHOOL DISTRICT**’s background screening requirements and comply with required codes of conduct for public school educators;
  - b. provide faculty orientation prior to the start of the new academic year to discuss issues including, but not limited to, campus protocols, classroom assignments, equipment, network access, computer usage, safety, testing, special events, and points of contact.
- B. DMC** will:
- 1. For **ISD** dual enrollment instructors: provide training, points of contact, and administrative support relevant to faculty duties, including certifying class rolls, submitting class rosters by **DMC**’s Census Date (as defined by **DMC**), submitting online grades, etc.
  - 2. For on-site faculty:
    - a. contact **SCHOOL DISTRICT**’s dual enrollment points of contact for **ISD** dual enrollment instructor absences;
    - b. provide support via an assigned Dual Enrollment Coordinator.

### **VIII. COURSE CURRICULUM, INSTRUCTION, GRADING, AND TESTING**

- A. DMC** shall ensure that a dual enrollment course is equivalent to the corresponding course offered at the campus of **DMC** with respect to the curriculum, materials, instruction, and method/rigor of the student’s evaluation. These standards must be upheld regardless of the student composition of the class. (**SDCG-4**)
- B.** Dual enrollment courses provide advanced academic instruction beyond or in greater depth than the Texas Essential Knowledge and Skills (TEKS) for a corresponding high school course.
- C. Instructional Calendar**
  - 1. Dual enrollment classes will follow the **DMC**’s semester and/or quarterly academic calendar.
  - 2. Exceptions may be arranged through collaboration between **DMC** and the **SCHOOL DISTRICT**.
- D. Instructional Materials: Textbooks and Supplemental Materials**
  - 1. **SCHOOL DISTRICT** will be responsible for purchasing all textbooks, access codes, equipment, and supplemental materials required for dual enrollment classes.
  - 2. **SCHOOL DISTRICT** shall make textbooks and materials available to students on the first day of each semester.
  - 3. **DMC** will utilize the Open Education Resource (OER) textbooks and instructional resources, as often as possible, at no cost to the **SCHOOL DISTRICT**.
  - 4. **DMC** faculty are responsible for selecting the appropriate text and required materials for any dual enrollment course. OER will be explored and selected at the department level when it is in the best interest of learning.
  - 5. Exceptions must be discussed with the **DMC** Dual Enrollment Directors and the **DMC** Department Chair no later than one week before the start of the semester.
  - 6. **DMC** faculty may choose to participate in a “textbook program” with **DMC**’s onsite textbook company, Texas Book Company. Texas Book Company is a private third-party company that is located on the Heritage Campus of **DMC** and is not affiliated directly with **DMC**. The current program offers selected course materials at a tuition and textbook/bundle cost. **SCHOOL**

**DISTRICT** may choose not to enroll its students in the course sections. If **SCHOOL DISTRICT** chooses to participate in the course sections, **SCHOOL DISTRICT** is responsible for understanding and adhering to the textbook's options.

E. Grading

1. **DMC** will provide **SCHOOL DISTRICT** midterm grades for regular long semesters (excluding summer and 8-week semesters) and end-of-semester numeric grades electronically via a secured network for dual enrollment classes.
2. For dual enrollment courses, **SCHOOL DISTRICT** will submit final semester letter grades according to **DMC's** electronic grade submission protocol by the agreed-upon date.

F. Online Testing

1. All **SCHOOL DISTRICT** students who will be taking any online exam will be required to use a web camera with a microphone and required software, including exam security software.
  2. **SCHOOL DISTRICT** will also provide proctors (and facilitators, as needed) to students for all **DMC** online exams throughout the fall and spring semesters if needed.
  3. All test proctors must be employees of **SCHOOL DISTRICT** and cannot be students, mentors, or other non-employee volunteers.
  4. All testing proctors/facilitators must validate the identity of each student prior to the start of each exam. Each student is required to show a valid ID such as a current school ID, state-issued ID, or passport. If a student does not have an ID, the test will not be administered.
  5. All **SCHOOL DISTRICT** students are required to sign in with the test proctor/facilitator before the start of the exam. **SCHOOL DISTRICT** proctors/facilitators will provide a separate sign-in sheet for each exam/class/instructor. The sign-in sheet will include the time and date of the exam.
  6. **SCHOOL DISTRICT** facilitators will submit scanned copies of all exam sign-in sheets to the **DMC** instructor of record and eLearning (dcproctor@delmar.edu) by email no later than 48 hours after the exam.
  7. Each proctor will assist in keeping the academic integrity of the course and exams. This means maintaining an environment that fosters the prevention of plagiarism, collusion, or cheating.
  8. Proctors will make allowances for additional testing materials and accessibility accommodations.
  9. In the event of an emergency and courses move from face-to-face to online delivery, **SCHOOL DISTRICT** agrees to work with **DMC** to implement appropriate testing strategies to maintain the academic integrity of the course.
- G. ISD dual enrollment instructors must meet all departmental and program assessment requirements, census and grade deadlines, and academic requirements as determined by the department.

**IX. ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES**

- A. Regular academic policies applicable to courses taught at **DMC's** campuses must also apply to dual enrollment courses taught at the **SCHOOL DISTRICT** campus. These policies include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus must be distributed, etc. (**SDCG-3**)
- B. Students requesting disability accommodations for TSI or dual enrollment classes must schedule an intake appointment with **DMC's** Center for Access and Advocacy and are responsible for providing the appropriate documentation, such as assessment reports, letters from qualified evaluators and/or professionals, ARD, or 504 documents.
- C. **DMC** will comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99). All information provided to **DMC** relating to educational records will be confidential, and **DMC** will not disclose, communicate or divulge, or permit disclosure, communication or divulgence, to another or use for their own benefit or the benefit of another, any confidential information unless permitted by FERPA or required by the laws of the State of Texas. Students must have an updated FERPA form on file identifying who can receive

information on their behalf.

D. **DMC** and **SCHOOL DISTRICT** administrators may exchange student information on a participating dual enrollment student who is enrolled in the program.

E. Professional and student representatives will collaborate in spreading the college-going message among students and parents and provide a general overview of the college experience, college and course selection, test preparation, and completion of financial aid and admission applications.

## **X. USE OF DEL MAR COLLEGE INFORMATION TECHNOLOGY RESOURCES**

A. **SCHOOL DISTRICT** dual enrollment students, to include associated program staff and ISD dual enrollment instructors who are authorized to use the computer and/or network resources of **DMC**, accept the responsibility for reasonable and legitimate use as specified by the following policies:

1. **DMC** 2023 - 2024 Manual of Policies and Procedures:

a. B7.13 Standards of Student Conduct Policy

b. B3.23 Computer and Network Resources Use Policy

c. A3.23.1 Legitimate Use

d. A3.23.2 Ownership and Copyright

e. A3.23.3 Responsibilities of the User

f. A3.23.5 Violation and Consequences

2. **DMC** reserves the right to take any necessary actions without notice, if required, to protect College information systems and data against misuse or damage. This includes the possible suspension or termination of system access accounts and/or network access.

3. **DMC** information systems are monitored for performance, security, and government regulatory compliance. System users understand and acknowledge that there is no expectation of privacy when using College information systems except as specifically provided for under the FERPA or other applicable law.

B. **SCHOOL DISTRICT** acknowledges that **DMC** does not restrict student access to Internet resources except as specified by the above-listed policies. The College does not employ technical controls capable of selectively restricting or controlling access to Internet resources based on demographic information such as a person's age. In accordance with the defined system limitations described above, **SCHOOL DISTRICT** agrees that it assumes all responsibility for the conduct of **SCHOOL DISTRICT** students and staff while using College networks and information resources including any damage, loss, or theft to college information resources and/or data and any possible legal actions resulting from misuse, policy violations, or misuse by minor students.

C. **SCHOOL DISTRICT** and **DMC** shall work together to address technology issues that arise with online or hybrid instruction.

## **XI. STUDENT ENROLLMENT AND ATTENDANCE**

**SCHOOL DISTRICT** will monitor student attendance according to **DMC** protocols and will follow College Policy and course syllabi attendance requirements.

A. Students must attend and/or log onto their online or face-to-face dual enrollment class regularly and turn in all required assignments. Students may be withdrawn for lack of attendance and/or lack of progress. This attendance policy pertains to all students enrolled in any section of a dual enrollment course on any campus. If, for any reason, a **SCHOOL DISTRICT** student is not attending the dual enrollment class at the school or online regularly, the student may be withdrawn from the **DMC** class (including students who are sent to an alternative school as well as homebound students).

B. All students are responsible for reading and abiding by each course syllabus, which includes the

course-grading rubric, assignments, due dates, course policy, tests, and quiz dates.

- C. All students must make prior arrangements with each **DMC** instructor if they are unable to attend class due to conflicting events taking place on or off the high school campus. Excused/makeup assignments, quizzes, or exams are subject to **DMC** faculty approval.
- D. Students underperforming are encouraged to withdraw from the course before the “Last Day to Withdraw” deadline after conferring with their instructor or Dual Enrollment Coordinator. If the student remains in the course after the "Last Day to Withdraw”, the student will be issued the grade earned on his/her **DMC** transcript.
- E. All **SCHOOL DISTRICT** students are responsible for knowing and adhering to **DMC**’s “Last Day to Withdraw” deadlines as listed on the **DMC** Academic Calendar found on the **DMC** website or course syllabus, and they are responsible to submit a **DMC** Drop/Withdrawal form to **DMC** Registrar’s Office via in person, fax or email.
- F. Students are expected to meet academic standing as defined in the **DMC** catalog to continue in the Dual Enrollment Program offered by **DMC**.
- G. Students shall be responsible for reading and complying with all applicable **DMC** policies, including, but not limited to, conduct, academic integrity, and disciplinary policies.
- H. Students may be required to provide proof of current bacterial meningitis vaccination. Please visit the THECB link for more information: <https://www.highered.texas.gov/our-work/supporting-our-institutions/institutional-resources/other-institutional-resources/bacterial-meningitis/>.

## **XII. COST/FINANCIAL ASSISTANCE**

- A. Courses that fall under the dual enrollment guidelines are eligible for a tuition waiver set by Texas House Bill No. 8 and **DMC**’s Board of Regents. This includes both credit and continuing education courses.
- B. Dual-enrollment participating students are eligible to apply for **DMC** Foundation scholarships.

## **XIII. TRANSCRIBING OF CREDIT**

- A. Students who are enrolled at **SCHOOL DISTRICT** and who have earned college credit/grades through **DMC**’s Dual Enrollment Program will have those credit(s)/grade(s) reflected on their college and high school transcripts.
- B. Students seeking to convert a Continuing Education course to credit must submit a Petition to Record Credit form. Students will need to contact a Del Mar College advisor to begin the process or to find out more information.
  - 1. Assessment of prior learning may be requested related to credit by exam, credit by license, certification, state registration, and continuing education credits (noncredit), or by departmental exam via the Petition to Record Credit form. Coursework taken through Continuing Education at Del Mar College may be awarded credit through this process when there is documentation that the coursework is equivalent to a designated credit experience with a letter grade.
- C. **SCHOOL DISTRICT** student has the right to appeal a grade that they have received. The evaluation of academic work is the prerogative of the instructor, and the rules for determining the final course grade should be established by the instructor and provided to the students in an electronic or printed course syllabus at the beginning of the semester. A student who believes that grounds exist for the appeal of a final grade must first consult with the instructor and follow **DMC**’s grade appeal process outlined in A7.12.4 in the **DMC** policy.

## **XIV. SAFETY AND SECURITY MEETING**

Prior to the start of the **DMC** Fall semester (and no later than September 15), the parties shall meet to review their respective safety and security plans applicable to the terms and conditions of this

Agreement. The meeting will be coordinated and scheduled by the **DMC** Dual Enrollment Office, and the respective heads of security and safety for each of the parties and other appropriate personnel shall attend.

**XV. TRANSPORTATION**

The **SCHOOL DISTRICT** is responsible for providing student transportation during ISD academic school year to and from the College as required for any courses taught on any of the **DMC** campuses.

**XVI. CONDITIONS FOR RENEWAL AND TERMINATION**

This Agreement will take effect on the date signed and will remain in effect upon the parties signing a “Letter of Notification” on an annual basis. **DMC** and **SCHOOL DISTRICT** reserve the right to terminate this Agreement at the end of a semester by providing written notice to the other party at least sixty (60) days prior to the date of termination. Termination agreements will be agreed upon between both parties.

**XVII. NOTICES**

All written notices provided to the parties pursuant to this Agreement shall be forwarded to each party at the address indicated below. Such notices shall be considered duly and properly given when delivered in person or received by either party via U.S. mail or any other delivery service provider.

**XVIII. MEDIATION**

Except for the immediate remedy of injunctive relief, neither party will resort to litigation without first submitting any dispute regarding the subject matter of this Agreement to mediation.

**XIX. GOVERNING LAW AND VENUE**

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of Texas. Any legal action brought in state court shall have venue in Nueces County, Texas.

**XX. ENTIRE AGREEMENT**

This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter that is not contained herein shall be valid or binding.

**XXI. NON-DISCRIMINATION/EQUAL OPPORTUNITY**

The parties shall provide all services and fulfill all obligations associated with the subject matter of this Agreement in compliance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (34 C.F.R. Section 106, et seq.), Section 504 of the Rehabilitation Act of 1973, and all other applicable anti-discrimination laws.

**XXII. LEGAL CONSTRUCTION**

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

**DEL MAR COLLEGE**  
101 Baldwin Boulevard  
Corpus Christi, TX 78404

*Mark Escamilla, Ph.D.*

[Mark Escamilla, Ph.D. \(Sep 16, 2025 13:40:31 CDT\)](#)

Mark Escamilla, Ph.D.  
President and CEO

09/16/25

\_\_\_\_\_  
Date

*J Halcomb*

[Jonda Halcomb \(Sep 16, 2025 10:48:37 CDT\)](#)

Dr. Jonda Halcomb  
Vice President and Chief Academic Officer

09/16/25

\_\_\_\_\_  
Date

**CORPUS CHRISTI INDEPENDENT SCHOOL DISTRICT**  
801 Leopard St.  
Corpus Christi, TX 78401

*R Hernandez*

[Roland Hernandez \(Sep 12, 2025 09:40:45 CDT\)](#)

Dr. Roland Hernandez  
Superintendent of Schools

09/12/25

\_\_\_\_\_  
Date

**APPENDIX-I**  
**DEL MAR COLLEGE-SCHOOL DISTRICT CROSSWALKS**

**FY 2025-2026**  
**CORPUS CHRISTI ISD - HAROLD T BRANCH ACADEMY ECHS**  
**DUAL ENROLLMENT CROSSWALK**

Foundational Component Area	Del Mar College Course Number	Del Mar College Course Title	College Credit Hours	ISD Course Title	High School Credit
<b>ACADEMIC CORE COURSES</b>					
<b>Communications</b> 6 Credit Hours (Two Courses)	ENGL 1301	Composition I	3	English IV A	0.5
	ENGL 1302	Composition II	3	English IV B	0.5
	ENGL 2311	Technical & Business Writing	3	Research/Technical Writing	1
	SPCH 1315	Fundamentals of Public Speaking	3	Communication Applications	0.5
<b>Mathematics</b> 3 Credit Hours (One Course)	MATH 1314	College Algebra	3	Independent Study in Mathematics	1
	MATH 1316	Plane Trigonometry	3	Independent Study in Mathematics	1
	MATH 1324	Mathematics for Business & Social Sciences I	3	Precalculus for Business I A	1
	MATH 1342	Elementary Statistical Methods	3	Statistics	1
	MATH 2413	Calculus I	4	Independent Study in Mathematics	1
<b>Life and Physical Science</b>	BIOL 1308		3	Biology	1

6 Credit Hours

(Two Courses)

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	General Biology: Fundamentals of Cell Biology (Non-science majors)			
BIOL 1309	General Biology: Diversity and Environment (Non-science majors)	3	Biology	1
BIOL 1406	Biological Concepts I - Cellular and Molecular	4	Specialized Topics in Science A	0.5
BIOL 1407	Biological Concepts II - Evolution, Diversity, Structure, Function, and Environment	4	Specialized Topics in Science B	0.5
BIOL 1408	General Biology: Fundamentals of Cell Biology (Science majors)	4	Biology	1
BIOL 1409	General Biology: Diversity & Environment (Science majors)	4	Biology	1
BIOL 1414	Introduction to Biotechnology I	4	Biotechnology I	1
BIOL 2401	Human Anatomy and Physiology I	4	Anatomy and Physiology of Human Systems	0.5
BIOL 2402	Human Anatomy and Physiology II	4	Anatomy and Physiology of Human Systems	0.5
CHEM 1406	Basic Chemistry	4	Specialized Topics in Science	1
CHEM 1411	General Inorganic Chemistry I	4	Specialized Topics in Science	1
CHEM 1411	General Inorganic Chemistry	4	Chemistry	0.5
CHEM 1412	General Inorganic Chemistry II	4	Specialized Topics in Science	1
CHEM 1412	General Inorganic Chemistry II	4	Chemistry	0.5
GEOL 1303	Physical Geology	3	Planet Earth	1

	GEOL 1304	Earth History	3	Planet Earth	1
	GEOL 1404	Earth History	4	Planet Earth	1
	PHYS 1303	Stars & Galaxies	3	Astronomy	1
	PHYS 1401	College Physics I	4	Physics A	0.5
	PHYS 1402	College Physics II	4	Physics B	0.5
<b>Language, Philosophy, and Culture</b>	ENGL 2326	American Literature	3	Independent Study in English	1
3 Credit Hours	PHIL 2306	Introduction to Ethics	4	Social Studies Research Methods	0.5
(One Course)					
<b>Creative Arts</b>	ARTS 1301	Art Appreciation	3	Art I: Art Appreciation	1
3 Credit Hours	ARTS 1311	Design I	3	Art I	1
(One Course)	ARTS 1312	Design II	3	Art II: Drawing	1
	ARTS 1316	Drawing I	3	Art I	1
	ARTS 2346	Ceramics	3	Art II: Ceramics	1
	ARTS 2348	Digital Art	3	Art III: Electronic Media	1
	ARTS 2356	Black and White Photography	3	Art II: Photography	1
	ARTS 2357	Digital Photography	3	Art III: Photography	1
	DRAM 1351	Acting	3	Theatre Arts I	1
	DRAM 2366	Film Appreciation	3	Analysis of Visual Media	1
	HUMA 1301	Introduction to the Humanities	3	Humanities	1
<b>American History</b>	HIST 1301	United States History I	3	US History	0.5
6 Credit Hours	HIST 1302	United States History II	3	US History B	0.5
(Two Courses)					
<b>Government</b>	GOVT 2305	Federal Government: Federal Constitution and Topics	3	US Government	0.5
6 Credit Hours	GOVT 2306	Texas Government: Texas Constitution and Topics	3	Social Studies Research Methods	0.5
(Two Courses)					
<b>Social and Behavioral Sciences</b>	COMM 1307	Introduction to Mass Communication	3	Independent Study: Journalism	1

3 Credit Hours (One Course)	ECON 2301	Principles of Macroeconomics	3	Economics Advanced Study: Macroeconomics	0.5
	GOVT 2311	Mexican American & Latin Politics	3	Social Studies Research Methods	1
	HIST 2311	Western Civilization I	3	Social Studies Advanced Studies	1
	HIST 2312	Western Civilization II	3	Social Studies Advanced Studies	1
	PSYC 2301	General Psychology	3	Psychology	0.5
	SOCI 1301	Introduction to Sociology	3	Sociology	0.5
	SOCI 1306	Social Problems	3	Special Topics in Social Studies	1
	SOCI 2301	Marriage & the Family	3	Psychology	1
	SOCI 2319	Minority Studies I	3	Special Topics in Social Studies	1
	TECA 1354	Child Growth & Development	3	Practicum in Education & Training	1

<b>090 COMPONENT AREA</b>	BIOL 1108	Fundamentals of Cell Biology Laboratory	1	Biology Laboratory	0
6 Credit Hour	BIOL 1109	Diversity & Environment Laboratory	1	Biology Laboratory	0
	GEOL 1103	Physical Geology Laboratory	1	Geology Laboratory	0
	GEOL 1104	Earth History Laboratory	1	Geology Laboratory	0
	KINE 1164	Introduction to Physical Fitness & Wellness	1	Physical Education	1
	KINE 1304	Personal /Community Health I: Health and Lifestyles	3	Health I	0.5

<b>ACADEMIC NON-CORE COURSES</b>					
	ACCT 2301	Principles of Financial Accounting	3	Accounting II A	1

ACCT 2302	Principles of Managerial Accounting	3	Accounting II B	1
ACNT 1303	Introduction to Accounting	3	Accounting I	1
ARCH 1301	Architectural History I	3	Architectural Design	1
ARCH 1302	Architectural History II	3	Architectural Design	1
ARCH 1311	Introduction to Architecture	3	Principles of Architecture and Construction	1
ARCH 2301	Architectural Freehand Drawing I	3	Intermediate Computer Aided Design and Drafting A	0.5
ARCH 2312	Architectural Technology I	3	Scientific Research Design	1
ARTS 1317	Drawing II	3	Art II: Drawing	1
ARTS 1325	Drawing & Painting	3	Art I	1
AUMT 1416	Automotive Suspension and Steering Systems	4	Automotive Technology / Maintenance and Light Repair A	1
AUMT 1405	Introduction to Automotive Technology	4	Introduction Transportation Technology	0.5
AUMT 1407	Automotive Electrical Systems	4	Principles of Transportation Systems	1
AUMT 1410	Automotive Brake Systems	4	Automotive Technology / Maintenance and Light Repair B	1
AUMT 2301	Automotive Management	3	Automotive Basics	1
BCIS 1301	Business Computer Applications	3	Business Information Management	1
BMGT 1301	Supervision	3	Practicum in Business Management A	1

BMGT 1327	Principles of Management	3	Principles of Business, Marketing & Finance	1
BUSG 1341	Small Business Financing	3	Entrepreneurship II	1
BUSG 2309	Small Business Management / Entrepreneurship	3	Entrepreneurship I	1
BUSI 1301	Business Principles	3	Principles of Business Marketing and Finance	1
CDEC 1223	Observation and Assessment	2	Principles of Education and Training	1
CDEC 1313	Curriculum Resources for EC Programs	3	Principles of Human Service	1
CDEC 1319	Child Guidance	3	Early Learning	2
CDEC 1356	Emergent Literacy for Early Childhood	3	Project-Based Research	0.5
CDEC 1358	Creative Arts for Early Childhood	3	Project-Based Research	0.5
CDEC 2287	Internship I - Child Care Provider/Assistant	2	Practicum in Education	1
CDEC 2288	Internship II Child Care Provider / Assistant (Capstone)	2	Practicum in Education	1
CDEC 2307	Math & Science for Early Childhood	3	Project-Based Research	1
CETT 1409	DC / AC Circuits	4	AC / DC Electronics	1
CHEF 1301	Basic Food Preparation	3	Introduction to Culinary Arts A	0.5
CHEF 1305	Sanitation and Safety	3	Introduction to Culinary Arts B	0.5
CHEF 1380	Cooperative Education Culinary Arts / Chef Training	3	Practicum in Culinary Arts B	1
CHEF 2302	Saucier	3	Advanced Culinary Arts B	1

CNBT 1300	Residential and Light Commercial Blueprint Reading	3	Blueprint Reading for Manufacturing	1
COMG 1391	Special Topics in Communications	3	Professional Communications	0.5
COMM 1336	Video Production I	3	Broadcast Journalism	1
COMM 1337	Video Production II	3	Broadcast Journalism II	1
COMM 2311	Media Writing, I	3	Advanced Journalism: Newspaper	1
COMM 2327	Introduction to Advertising	3	Independent Study: Journalism	1
COMM 2339	Writing for Radio, Television & Film	3	Independent Study: Journalism	1
COSC 1301	Introductions to Computers	3	Business Information Management	1
COSC 1436	Programming Fundamentals I	3	Computer Science I	1
COSC 1437	Programming Fundamentals II	3	Computer Science II	1
CRIJ 1301	Introduction to Criminal Justice	3	Law Enforcement I	1
CRIJ 1306	Court Systems and Practices	3	Court Systems and Practices	1
CRIJ 1310	Fundamentals of Criminal Law	3	Principles of Law, Public Safety, Corrections and Security	1
CRIJ 1313	Juvenile Justice Systems	3	Federal Law Enforcement and Protective Services	1
CRIJ 2313	Correctional Systems and Practices	3	Correctional Services	1
CRIJ 2314	Criminal Investigations	3	Criminal Investigations I	1
CRIJ 2323	Legal Aspects of Law Enforcement	3	Legal Research and Writing	1
CRIJ 2328	Police Systems and Practices	3	Law Enforcement II	1

CSME 1309	Application of Eyelash Extensions 3-5	3	Esthetics # DC	1
CSME 1310	Introduction to Haircutting and Related Theory	3	Cosmetology 1 with LAB DC# B	1.5
CSME 1405	Fundamentals of Cosmetology	4	Cosmetology 1 with LAB DC# A	1.5
CSME 1443	Manicuring and Related Theory	4	Nails Care, Enhancement and Spa Services A # DC	2
CSME 1447	Principles of Skin Care/Facials 1-3	4	Esthetics # DC	1
CSME 1453	Chemical Reformation and Related Theory	4	Cosmetology I with Lab B	1
CSME 2401	Principles of Hair Coloring/Related Theory	4	Principles of Cosmetology Design and Color Theory #DC	1
CSME 2441	Preparation for State Licensing Examination (Capstone)	4	Cosmetology II/ B DC#	1
DANC 2303	Dance Appreciation	3	Dance I Dual Credit	1
DEMR 1229	Preventative Maintenance	2	Practicum in Transportation Systems	0.5
DEMR 1301	Shop Safety and Procedures	3	Principles of Transportation Systems A	0.5
DEMR 1306	Diesel Engine I	4	Diesel Equipment Technology I	0.5
DEMR 1313	Fuel Systems	3	Practicum in Transportation Systems	0.5

DEMR 1323	Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	3	Diesel Equipment Technology II A	1
DEMR 1349	Diesel Engine II	3	Diesel Equipment Technology I	0.5
DEMR 1405	Basic Electrical Systems	4	Principles of Transportation Systems B	0.5
DEMR 2332	Electronic Controls	3	Practicum in Transportation Systems	0.5
DEMR 2334	Advanced Diesel Tune-Up and Troubleshooting	3	Practicum in Transportation Systems	0.5
DFTG 1305	Introduction to Technical Drawing	3	Intro to Computer-Aided Design and Drafting A	0.5
DFTG 1317	Architectural Drafting Residential	3	Architectural Design II	2
DFTG 1333	Mechanical Drafting	3	Architectural Design II	2
DFTG 1345	Parametric Modeling and Design	3	Architectural Design I	1
DFTG 2319	Intermediate Computer-Aided Drafting	3	Introduction to Computer-Aided Design and Drafting A	0.5
DFTG 2323	Pipe Drafting	3	Architectural Design I	1
DFTG 2332	Advanced Computer-Aided Drafting	3	Computer-Aided Drafting for Architecture	1
DFTG 2345	Advanced Pipe Drafting	3	Computer-Aided Drafting for Architecture	1
DFTG 2370	Introduction to Digital Design and Fabrication	3	Architectural Design II	2
DRAM 1322	Stage Movement	3	Theatre Production II	1
DRAM 1341	Make-up	3	Technical Theatre III	1
DRAM 1352	Acting II	3	Theatre Arts III	1

DRAM 2336	Voice for Actor	3	Theatre Production II	1
EDUC 1301	Introduction to the Teaching Profession	3	Principles of Education	1
EDUC 2301	Introduction to Special Populations	3	Instructional Practices	2
EMSP 1160	Clinical	1	Disaster Response	1
EMSP 1501	Emergency Medical Technician-Basic	5	Emergency Medical Technician-Basic	2
ENGL 2307	Creating writing	3	Creative Writing	1
ENGR 1201	Introduction to Engineering	3	Principles of Manufacturing Process	1
FIRS 1103	Firefighter Agility / Fitness Preparation	1	Firefighter II D	0.5
FIRS 1301	Firefighter Certification I	3	Firefighter I A	0.5
FIRS 1313	Firefighter Certification III	3	Firefighter I C	0.5
FIRS 1319	Firefighter Certification IV	3	Firefighter I D	0.5
FIRS 1323	Firefighter Certification V	3	Firefighter II A	0.5
FIRS 1329	Firefighter Certification VI	3	Firefighter II B	1
FIRS 1407	Firefighter Certification II	4	Firefighter I B	0.5
FIRS 1433	Firefighter Certification VII	4	Firefighter II C	1
GAME 1304	Level Design	3	Video Game Design	1
GAME 1406	Design and Creation of Games	4	Video Game Design	1
GISC 1311	Introduction to Geographic Information Systems (GIS)	3	Geographic Information Systems	1
GISC 1421	Introduction to Raster-Based Geographic Information Systems	4	Raster-Based Geographic Information Systems	1
GISC 2420	Intermediate Geographic Information Systems	4	Spatial Technology and Remote Sensing	1
GOVT 2304	Introduction to Political Science	3	Social Studies Research Methods	1

HAMG 2305	Hospitality Management and Leadership	3	Principles of Hospitality and Tourism A	0.5
HART 1356	EPA Recovery Certification Preparation	3	Practicum in Construction Technology B	1
HART 1401	Basic Electricity for HVAC	4	Principles of Construction A	0.5
HART 1403	A/C Control Principles	4	HVAC and Refrigeration Tech I B	0.5
HART 1407	Refrigeration Principles	4	Principles of Construction B	0.5
HART 1410	HVAC Shop Practices and Tools	4	HVAC and Refrigeration Tech I A	0.5
HART 1441	Residential Air Conditioning	4	HVAC and Refrigeration Tech II A	0.5
HART 1445	Gas and Electric Heating	4	HVAC and Refrigeration Tech II B	0.5
HART 2338	Air Conditioning Installation and Startup (Capstone)	3	Practicum in Construction Technology A	1
HEMR 1304	Natural Gas Compression	3	Diesel Equipment Technology II B	1
HPRS 1106	Medical Terminology	1	Medical Terminology	1
HPRS 1204	Basic Health Pro Skills	2	Principles of Health Science	1
HRPO 1311	Human Relations	3	Human Resource Management	0.5
IFWA 1318	Nutrition for Food Service Professionals	3	Culinary Arts B	1

INTC 1312	Instrumentation and Safety	3	Petrochemical Safety, Health, and Environment	1
INTC 1341	Principles of Automatic Control	3	Introduction to Process Technology	1
INTC 1343	Application of Industrial Automatic Controls	3	Project-Based Research B	0.5
INTC 1356	Instrumentation Collaboration	3	Introduction to Instrumentation and Electrical A	0.5
INTC 2333	Instrumentation Systems Installation	3	Introduction to Instrumentation and Electrical B	0.5
INTC 2336	Distributed Control and Programmable Logic	3	Project-Based Research A	0.5
INTC 2350	Fieldbus Process Control Systems	3	Project-Based Research	1
ITCC 1414	Introduction to Networks	4	Internetworking Technologies I	1
ITSC 1191	Special Topics in Computer and Information Sciences, General	1	Independent Study in Tech. Apps.	1
ITSC 1301	Introduction to Computers	3	Business Information Management	1
ITSC 1305	Introduction to PC Operating Systems	3	Principles of Information Technology	1
ITSC 1309	Integrated Software Applications I	3	Business Information Management	1
ITSC 1325	Personal Computer Hardware	3	Computer Maintenance	1
ITSE 1303	Introduction to MySQL	3	Project Based Research	1

ITSE 1329	Programming Logic and Design	3	Scientific Research Design	1
ITSE 1402	Computer Programming	4	Computer Science I	1
ITSE 1432	Introduction to Visual Basic.NET Programming	4	Computer Science II	1
ITSW 1307	Introduction to Databases	3	Project-Based Research	1
KINE 1115	Social Dance	1	Physical Education	1
KINE 1120	Volleyball/Basketball	1	Physical Education	1
KINE 1125	Recreational Activities	1	Physical Education	1
MAIR 1349	Refrigerators, Freezers, and Window A/C	4	HVAC and Refrigeration Tech I B	0.5
MATH 1350	Fundamentals of Mathematics I	3	Independent Study in Mathematics	1
MATH 1351	Fundamentals of Mathematics II	3	Independent Study in Mathematics	1
MATH 2414	Calculus II	4	Independent Study in Mathematics	1
MRKG 1302	Principles of Retailing	3	Retailing & E-tailing	1
MRKG 1311	Principles of Marketing (Capstone)	3	Practicum in Business Management B	1
MUSI 1181	Piano I	1	Instrumental Ensemble I	1
MUSI 1303	Fundamentals of Music	3	Applied Music I: Music Theory	1
MUSI 1183	Class Voice	1	Applied Music I: Music Theory	1
PSTR 1301	Fundamentals of Baking	3	Culinary Arts A	1
PSTR 2431	Advanced Pastry Shop	4	Advanced Culinary Arts A	1
PSYC 2314	Lifespan Growth and Development	3	Special Topics in Social Studies	0.5

PSYC 2317	Statistical Methods in Psychology	3	Special Topics in Social Studies	0.5
PSYC 2319	Social Psychology	3	Special Topics in Social Studies	0.5
PSYC 2320	Abnormal Psychology	3	Special Topics in Social Studies	0.5
PSYC 2330	Biological Psychology	3	Social Studies Research Methods	0.5
RBTC 1305	Robotic Fundamentals	3	Robotics	1
RSTO 2301	Principles of Food and Beverage Control	3	Principles of Hospitality and Tourism B	0.5
RSTO 2405	Management of Food Production and Service (Capstone)	4	Practicum in Culinary Arts A	1
SGNL 1301	American Sign Language	3	American Sign Language I	1
SGNL 1302	American Sign Language (ASL) II	3	American Sign Language II	1
SPAN 1411	Beginning Spanish I	3	Spanish I	1
SPAN 1412	Beginning Spanish II	3	Spanish II	1
TECA 1303	Family, School, and the Community	3	Project-Based Research (Branch)	1
TECA 1303	Family, School, and the Community	3	Practicum in Education & Training (Collegiate)	1
TECA 1311	Educating Young Children	3	Instructional Practices in Education & Training	1
TECA 1318	Wellness of the Young Child	3	Instructional Practices in Education & Training	1
TECM 1301	Industrial Mathematics	3	Applied Mathematics for Technical Professionals	1

WLDG 1307	Introduction to Welding Using Multiple Processes	3	Introduction to Welding	1
WLDG 1313	Introduction to Blueprint Reading for Welders	3	Diversified Manufacturing, I	0.5
WLDG 1317	Introduction to Layout and Fabrication	3	Diversified Manufacturing, I	0.5
WLDG 1323	Welding Safety, Tools, and Equipment	3	Principles of Manufacturing	0.5
WLDG 1407	Introduction to Welding using Multiple Process	4	Welding I	1
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4	Precision Metal Manufacturing II	1
WLDG 1435	Introduction to Pipe Welding	4	Welding II	1
WLDG 1521	Welding Fundamentals	5	Welding I	1
WLDG 1557	Intermediate Shielded Metal ARC Welding (SMAW)	5	Welding II	1
WLDG 2406	Intermediate Pipe Welding	4	Precision Metal Manufacturing I	1
WLDG 2413	Intermediate Welding Using Multiple Processes	4	Precision Metal Manufacturing II	1
WLDG 2453	Advanced Pipe Welding	4	Precision Metal Manufacturing I	1
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4	Practicum in Manufacturing	1
WLDG 2443	Advanced Shielded Metal Arc Welding	4	Practicum in Entrepreneurship	1

**DEL MAR COLLEGE CONTINUING EDUCATION CROSSWALKS**  
**FY 2025-2026**  
**CORPUS CHRISTI ISD - HAROLD T BRANCH ACADEMY ECHS**

	<b>Del Mar College Course Number</b>	<b>Del Mar College Course Title</b>	<b>College CE Hours</b>	<b>ISD Course Title</b>	<b>High School Credit</b>	<b>Fall/Spring</b>	<b>Grade</b>	<b>Certification</b>
<b>CONTINUING EDUCATION COURSES - HEALTHCARE</b>								
<b>Year 1</b>	N/A	N/A	N/A	Principles of Health Science	1	Fall and Spring	9	
<b>Year 2</b>	HPRS 1006	Medical Terminology	42	Medical Terminology #A	0.5	Fall	10	
	CHLT 1009	Principles of Health Science	36	Medical Terminology #B	0.5	Spring		
<b>Year 3</b>	ECRD 1011	Electrocardiography	83	Health Science Theory #A	0.5	Fall	11	Electrocardiography Technician
	PLAB 1023	Phlebotomy	96	Health Science Theory #B	0.5	Spring		Phlebotomy Technician
<b>Year 4</b>	NUPC 1020	Patient Care Technician	89	Practicum in Health Science #A	1	Fall	12	Patient Care Technician
	MCDA 1000	Basic Medical Assistant Technician	17	Practicum in Health Science #B	1	Spring		Medical Assistant
	PHRA 1009	Pharmaceutical Mathematics	32					
	HITT 1013	Coding and Insurance	48					
	MDCA 1054	Medical Assistant Exam Review	17					

**APPENDIX-II  
DEL MAR COLLEGE RESOURCES**

**SUPPORT SERVICES**

***Student Success Center***

The Student Success Center (SSC) provides academic support for students who want assistance outside of the regular classroom.

WEBSITE: <http://www.delmar.edu/ssc>

***Career Development Office***

The Career Development Office offers information, assistance and guidance to you and alumni interested in identifying and planning a new career, preparing for employment, changing careers or providing referrals to part-time, full-time and career positions.

WEBSITE: <http://www.delmar.edu/placement>

***Counseling Center***

The Counseling Center provides short-term individual, couples, and group counseling. Licensed Professional Counselors are available to provide emotional support to students and assist with the development of social, behavioral and other life skills.

WEBSITE: <http://www.delmar.edu/counseling>

***Center for Access and Advocacy***

Students experiencing situations that may impede their academic success to include difficulty balancing life's priorities with the demands of attending college are encouraged to contact an Advocacy Specialist at (361) 698-1292 to schedule an appointment.

WEBSITE: <http://www.delmar.edu/disability> and <http://www.delmar.edu/advocacy>

***Vikings Care***

Del Mar College recognizes that our students are impacted by life barriers that may jeopardize your academic and personal success, such as food, housing and utilities, child care, and clothing. These campus and community resources are intended to help eliminate those barriers and support our students so they can meet their academic goals!

WEBSITE: <http://www.delmar.edu/vikingscare>

**LEARNING LABS AND CENTERS**

***Stone Writing Center***

The Stone Writing Center (SWC) The SWC offers instructional programming, focusing on a variety of skills. Featured resources include SWC Experiences, workshops on demand, workshops on Windward, Roxy Writer Blog, and online tips sheets.

WEBSITE: <http://www.delmar.edu/swc>

**INDIVIDUAL LABS/CENTERS**

***Language Labs***

The Lab provides computerized language instruction, review materials and conversational practice. You can use computers, audio players, videos, and camcorders. Lab assistants lead conversational practice groups that emphasize oral interaction and proficiency.

WEBSITE: [Languages Lab - Del Mar College](http://www.delmar.edu/languages)

### ***Speech Communication Center***

If you want help in the creation and performance of any speech activity, the Speech Communication Center (SCC) is the place to be, located in General Academic and Music Building in GENC, Room C117 on the Heritage Campus

WEBSITE: [Speech Communication Center - Del Mar College](#)

### ***Math Learning Center***

Enrolled in a Mathematics course and crave secondary instruction or just need a place to study? Then join the hardworking individuals in the Math Learning Center (MLC). With over 75 years of teaching and tutoring experience, students can expect the highest quality of supplemental instruction from the expertly trained staff mentored and supported by the MLC coordinators. The MLC coordinators are degreed full-time faculty with the Mathematics Department.

WEBSITE: <http://www.delmar.edu/mlc>

### ***Testing Center***

The Del Mar College Testing Center seeks to provide high quality testing services for students, graduates, professionals, and those from the surrounding community. We strive to administer tests in a pleasant, quiet, technologically advanced environment by specially trained diverse staff with the goal of promoting satisfaction and achievement in reaching academic and professional goals. The Del Mar College Testing Center's mission is to provide reliable testing administration and high-quality customer service in a secure environment that facilitates academic success.

WEBSITE: <http://www.delmar.edu/testing>

## **RESOURCES**

### ***Library Facilities***

DMC libraries offer a wide variety of resources for student success including thousands of physical books and audiovisual media, e-books, streaming audio and video, and full text online databases with millions of journal and magazine articles. The libraries' discovery service, Beacon, is the gateway to all of these resources and is available on the Del Mar College Libraries website (<https://delmar.edu/library>). Online resources can be accessed from off-campus with college-issued WebDMC login credentials. Library materials may be borrowed upon presentation of a valid Del Mar College ID card. Librarians and staff are available to assist with using the information resources in person, by phone, and online via our chat service.

WEBSITE: <http://www.delmar.edu/library>

### ***Computers on Campus***

#### **COMPUTER AND NETWORK RESOURCES USE POLICY**

Students are granted the privilege to use the computer and/or network resources of Del Mar College and accept the responsibility for reasonable and legitimate use. Legitimate use of computer and network resources is limited to College-related instruction, independent study, research, official college work and other specific uses as expressly authorized by the College.

WEBSITE: [Technology Resource Center - Del Mar College](#)

### ***Help Desk***

The Help Desk is the central point of contact for all computer, software, and web-related questions. We are here to serve students, faculty, and staff.

WEBSITE: [Help Desk - Del Mar College](#)

### ***Center for Access and Advocacy***

Del Mar College faculty and staff in general and the Center for Access and Advocacy staff in particular are committed to ensuring equal access to College services, programs and activities for qualified students with

disabilities in accordance with The Americans with Disabilities Act of 1990 (ADA), The Americans with Disabilities Act Amendment Act of 2008, Section 504 of the Rehabilitation Act of 1973 and applicable Texas state laws. As such, students shall not be excluded from participation in, denied benefits of, or be subjected to discrimination under any program or activity of the College.

WEBSITE: <http://www.delmar.edu/disability> and <http://www.delmar.edu/advocacy>

### ***Stone Writing Center***

The Stone Writing Center (SWC) at Del Mar College offers on-campus services on Heritage Campus, Oso Creek Campus, and Windward Campus and online services in Canvas.

The SWC at the Heritage Campus is temporarily located in the Coles Building, CB 116 and CB 118, due to the closure of the White Library for renovation. SWC services are available on the second floor of the Library in the Main Building at the Oso Creek Campus and at the Academic Learning Center in the Emerging Technologies Building, ET A123, on the Windward Campus. For more information about the SWC's services, call (361) 698-1364 or visit the SWC website at <http://www.delmar.edu/swc>

### ***Instructional Programs***

The SWC offers instructional programming, focusing on a variety of skills. Featured resources include SWC Experiences, Instructional Workshops, Ask a Writing Tutor, Roxy Writer Blog, and Writers' Resources.

### ***Writing Tutorials***

Students are encouraged to visit the SWC at any of its physical locations, and students can also receive help via SWC's Online Tutoring Program, housed in Canvas. The SWC offers the following services:

#### **1. On-Campus Tutoring Program:**

If students want to improve their writing skills, they should check out the on-campus professional writing consultation services and interactive workshops offered by the Stone Writing Center. Writing consultants can help students at any stage of the writing process. Students can also take advantage of the SWC's resources, including their popular writing blog and an extensive handout collection, by visiting the Stone Writing Center section of the Del Mar College website (<http://delmar.edu/swc>). Services and resources are available to all students in all disciplines.

#### **2. Online Tutoring Program:**

If students prefer to receive help online, they should consider submitting their work to the Stone Writing Center Online (SWC Online), housed in Canvas. Writing consultants will read students' work online and will send them individual comments to help them become stronger writers. Students can self-enroll in this service by visiting the Stone Writing Center section of the Del Mar College website <http://www.delmar.edu/swc>

#### **3. Ask a Writing Tutor Program:**

This program allows students to speak with an SWC writing consultant by phone to ask quick questions about writing and submitting to SWC Online. For information regarding the hours of this program, call (361) 698-1364 or visit the Stone Writing Center section of the Del Mar College website <http://www.delmar.edu/swc>

### ***Stone Writing Center at Oso Creek***

In addition to on-campus tutoring services, the SWC at Oso Creek also has computers and printers for student use. Students can also choose to work collaboratively in the small study rooms, study by themselves in comfortable, soft seating options, or just take a break and enjoy the beautiful view from the second floor. For more information about the SWC's Oso Creek location, please call 361-698-2099.

***Academic Learning Center at Windward***

The Academic Learning Center (ALC), located in ET A123 of the Emerging Technologies Building on the Windward Campus, is staffed by faculty and staff from the Math Learning Center and the Stone Writing Center.

***Instructional Programs***

The ALC is available for students who need a study space, computer, or printer. Writing consultants and math tutors are available to assist students on a walk-in basis with writing assignments and/or math-related courses. For more information about ALC services and hours, call (361) 698-1860. Services and resources are available to all students in all disciplines.

***Writing Tutoring Program:***

Writing consultants are available to assist students on a walk-in basis with writing assignments. Writing consultants can help students at any stage of the writing process. Services and resources are available to all students in all disciplines.

***Math Tutoring Program:***

Math tutors are available to help students on a walk-in basis with math-related courses.

***Computer Use and Study Space:***

In addition to offering math and writing tutorials, the ALC is also available for students who need a group of individual study space or access to a computer and printer.

**FOR DEL MAR COLLEGE INTERNAL USE ONLY**

**REVIEWED AND APPROVED FOR ROUTING:**

**Rachel Benavides**  
**Dean – Continuing and Community Education**

  
Rachel M. Benavides (Jun 28, 2025 07:45 CDT)

06/28/25

**Dr. Leonard Rivera**  
**Vice President of Dual Enrollment**  
**and Continuing Education**

  
Leonard Rivera (Jun 28, 2025 08:00 CDT)

06/28/25

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