

## Dual Credit Partnership Agreement

By definition of the Higher Education Coordinating Board, "Dual credit is a process by which a high school student enrolls in a college or university course and receives simultaneous academic credit for the course from both the college and the high school." South Plains College, an educational institution in the County of Hockley, in the State of Texas, and Lorenzo ISD agree to enter into a partnership to offer dual credit courses to eligible students, which will allow them to earn college credits while simultaneously granting credit toward their high school graduation requirements. Both the College and the School District agree that all course policies and practices are under the jurisdiction of the College. In consideration of this partnership agreement, the parties agree to the following:

### 1. Student Eligibility Requirements

To be eligible for enrollment in a dual credit course, the high school student must meet all requirements for early admission to the College and participation in dual credit as established by the Texas Higher Education Coordinating Board (THECB). Schools may not impose stricter criteria for program participation than what has been set by the THECB. Students must be recommended by the high school principal or his/her designee for participation in the dual credit program, complete application to South Plains College, and become TSI compliant utilizing the current rules and process established by the Texas Higher Education Coordinating Board (THECB). There is no imposed limit on the number of courses in which a student can enroll each semester. Sophomores, Juniors and Seniors are eligible to enroll in these courses. (Sophomores must have demonstrated outstanding academic performance as demonstrated by GPA, test scores, or other assessment indicators approved by the high school).

### 2. Faculty Qualifications

All individuals teaching dual credit courses must meet the Southern Association of Colleges and Schools (SACS) requirements for community college faculty. The Dean of Continuing and Distance Education in conjunction with the Departmental Chairperson will arrange for (hire) personnel to teach at high schools, including regular, adjunct faculty or public school teachers. Instructors must have a master's degree with eighteen graduate credit hours in the discipline or related discipline. The departmental chairperson responsible for the course must approve the instructor. Public school teachers who teach dual credit courses will be considered adjunct faculty and must follow all departmental policies to teach dual credit courses, including but not limited to, submitting employment applications and official transcripts, interviewing with the Departmental Chairperson (at chairperson's discretion), and being subject to regular



evaluations. Adjuncts are required to use the same institutional syllabus and textbook(s) as on campus (exceptions may be made by the departmental chairperson) and use teaching methodologies approved by the appropriate departmental chairperson. Adjunct instructors are also required to comply with the college's FERPA requirements and policies regarding disclosing student information. High School dual credit faculty members will be compensated in accordance with current College policy for all classes meeting minimum enrollment criteria. Compensation for courses with fewer than the minimum number of students enrolled will be prorated according to the number of students enrolled. Dual credit faculty will be required to meet with other adjunct faculty and departmental chairpersons at least once per academic year as a group for faculty development activities.

Dual credit faculty are required to meet all deadlines for requests of information, including but not limited to current contact information, college transcripts and syllabi. They are also expected to meet all institutions policies and deadlines for certification of class rolls and final grade submissions. Failure to meet institutional requirements may result in termination of adjunct position.

### **3. Location, Size and Student Composition of Classes**

Courses may be conducted at the College, via Interactive Television, Internet, at the high school(s) or in collaboration with other high schools. When the course is offered at the College, the College will provide facilities (a classroom with desks and a place for telecommunications equipment) and equipment as needed. When the course is offered at the High School, the High School will provide facilities and equipment as needed.

Unless other arrangements have been made, the School District and College agree to the following statements regarding the provision of facilities and communications lines:

- a. When the courses are offered via telecommunications originating from the College campus and going to a high school campus, the College is responsible for facilities and equipment to deliver the course and the School District is responsible for ensuring that there are adequate facilities, equipment and communications lines to receive the course. Communications lines include a fax machine and telephone in the classroom or in a nearby location.
- b. Each site must have a responsible adult person serving as ITV classroom facilitator. The facilitator must not be currently enrolled as a dual credit student, should not be related to a student in the class, must be present during the entire class period to supervise the students, distribute instructional materials, proctor exams, report/troubleshoot problems that may occur with the ITV equipment and to manage the classroom. The College will not agree to deliver a course to an unsupervised location. Both the School District and the College must approve the individual selected. Unless other arrangements have been made, the High School will hire personnel who act as facilitators at remote sites.

The ITV facilitator must have attended at least one ITV training session before facilitating his/her first class. This training is offered through the Region 17 Service Center.

The ITV facilitator must have access to a working e-mail account and must have appropriate training to utilize this technology.

c. When a course is taught at a site other than the College campus, all the students in the class must be enrolled for college credit.

d. The College determines maximum class size and maintains the right to accept or reject new students during the add/drop period.

#### **4. Student Services**

The College will provide dual credit students with the same access to academic advising, counseling, computer services, and library services and resources that it provides to other college students. The students also will have access to library services at their high school. Students who anticipate a need for special accommodations must contact the Special Services Office on the Levelland campus. Adequate notice to make arrangements for necessary accommodations is required.

High school personnel will assist College personnel with enrollment, registration and appropriate support services.

#### **5. Eligible Courses**

Only those college-level academic courses identified in the South Plains College catalog, approved by the Curriculum Committee and Academic Council at the College, and listed in the current edition of the Lower Division Academic Course Guide Manual or Workforce Education Course Manual will be offered for dual credit.

#### **6. Grading Criteria and Transcribing of Credit**

The Texas Administrative Code, rule §9.145, requires that grading criteria should be devised to allow faculty to award high school only or both high school and college credit depending upon student performance. Pursuant to this requirement, and in recognition of the High School's role in awarding high school credit, South Plains College agrees that the High School will determine whether to award high school credit in the event that college credit is not awarded. Appropriate credit will be transcribed immediately upon a student's successful completion of the course. High school students are considered college students if they are enrolled in a college course. College personnel only report mid-term and final grades and do not provide "fail" notices to districts for UIL purposes. Numeric grades will be furnished to the high school for those students that have signed a waiver of release of information.



## **7. Fees and Funding Provisions**

Dual credit students are responsible for payment of tuition and fees in accordance with current College policy. Students taking college courses will pay the college's tuition and fees unless otherwise provided by the district. Students are responsible for obtaining a college academic calendar, which will include information such as add-drop deadlines and refund policies.

State funding for dual credit courses will be available to both the public school district and the College based upon the current agreement between the Commissioner of Education and the Commissioner of Higher Education.

## **8. Administrative and Procedural**

Students are required to comply with the registration, attendance and academic policies and the code of conduct contained in the current College Catalog and Student Handbook, and with specific departmental policies. Students are responsible for obtaining and adhering to a college academic calendar which will include starting/ending dates, exam schedules, add/drop dates, etc. Student conduct is outlined in the SPC Student Guide. Students who do not adhere to this code of conduct may be removed from the class by the instructor or by South Plains College.

For ITV classes sent to remote classrooms, the School District agrees to comply with the published South Plains College semester schedule. High school students are expected to comply with the College's attendance policy; therefore, an instructor may choose to count a student absent whenever the student is not present, even when the class session is recorded. Official High School functions do not constitute an excused absence in a college course. Accessing ITV course materials in an alternate format, such as a video recording or online does not constitute attendance. In instances where the School District's Spring Break does not coincide with the College's, dual credit ITV students are required to comply with the College calendar. Dual credit students attending classes held on the South Plains College main campus are required to comply with the College calendar. Unless permission has been obtained from the College, the College's final examination schedule will be observed and dual credit students will be required to take their final examinations as scheduled.

The School District agrees to abide by the College's ITV policies regarding recording of class sessions.

Each entity will designate a point of contact that will act as the liaison and coordinate all program matters.


## **9. Terms of Agreement**



This agreement shall become effective on the 19th day of June, 2013. It is to continue in force each academic year, as deemed necessary, unless either party submits written request for withdrawal or change for the next academic year. Notice to change this agreement must be served in writing, at least thirty (30) days prior to the beginning of the semester for which the change is desired. The College or School District shall have the right of canceling or terminating this agreement at any time according to the above guidelines.

  
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President, South Plains College

9/13/13  
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Date

  
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Superintendent, High School

6-27-13  
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Date