



Dual Credit Partnership Agreement 2018 - 2019

I. Parties

This Dual Credit Partnership Agreement ("Agreement") is entered into between Trinity Valley Community College ("TVCC") and _____ Independent School District ("District") and is designed to allow high school students at _____ High School ("High School") to earn dual high school and college credit with TVCC.

II. Purpose and Background

In accordance with the rules and regulations of the Texas Higher Education Coordinating Board (THECB), TVCC offers college credit courses in TVCC's approved core curriculum and career and technology/college workforce education courses for dual credit high school students. If the District approves these college courses for dual credit, as verified on the Dual Credit/Concurrent Registration Form presented upon enrollment in TVCC courses, high school students meeting TVCC admission requirements may enroll in these courses and may receive college and high school credit simultaneously. For additional information regarding TVCC dual credit policies, please see the TVCC Board Policy GH (LEGAL).

In order to assure the quality of dual credit courses and to facilitate communications and understanding between the District and TVCC, the following conditions of this Agreement will be met by both parties:

III. TVCC Dual Credit Program Goals outlined in the TVCC 2015-2020 Strategic Plan

1. The TVCC dual credit program's achievement of enrollment in postsecondary education goal is to increase dual credit academic course enrollment and career and technology/college workforce course enrollment by 5% by 2020. [2015-2020 TVCC Strategic Plan, 1.3.7, 1.4.5, & 1.4.6 and TVCC Dual Credit Administrative Outcomes]
2. The TVCC dual credit program's achievement of acceleration through postsecondary education goal is to increase dual credit AA, AAS, or certificate completion by 5% by 2020. [TVCC Dual Credit Administrative Outcomes]
3. The TVCC dual credit student's performance in college-level coursework goal is to increase dual credit academic course completion and career and technology/college workforce course completion by 5% by 2020. [2015-2020 TVCC Strategic Plan, 1.2.9 and TVCC Dual Credit Administrative Outcomes]
4. The TVCC dual credit program development of an effective bridge between secondary and postsecondary education is to increase college preparatory courses and/or college readiness

scores by 5% by 2020. [2015-2020 TVCC Strategic Plan, 1.2.9 and TVCC Dual Credit Administrative Outcomes]

[TEC 2, Subtitle F, Chapter 28, Subchapter A, §28.009 (b-1)]

IV. Eligible Courses

1. Courses eligible for the awarding of TVCC dual credit for high school students are limited to those within the TVCC core curriculum, TVCC career and technology/college workforce education courses, or TVCC foreign language courses. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85, (i)(2)]
2. Freshman and sophomore high school students will be limited to enroll in courses outlined in the “9th and 10th Grade Approved Dual Credit Courses”. Refer to the TVCC dual credit website for an updated listing of eligible courses.
3. Courses eligible for the awarding of TVCC dual credit for high school students must be applicable to a TVCC certificate or degree.
4. The defined sequence of courses for an Associate of Arts (AA) degree or Associate of Applied Science (AAS) degree is contained within the TVCC approved core curriculum. A defined sequence of courses for career and technology/college workforce program certificates will be provided to ISDs, upon request. The AA/AAS defined sequence of courses is:

	FALL	SPRING
Year One (9th grade)	BCIS 1305 (3 SCH)	EDUC/PSYC 1300 (3 SCH)
Year Two (10th grade)	ARTS 1301/DRAM 1310 MUSI 1306 (3 SCH)	SPCH 1315 (3 SCH)
Year Three (11th grade)	ENGL 1301 (3 SCH)	ENGL 1302 (3 SCH)
	HIST 1301 (3 SCH)	HIST 1302 (3 SCH)
	BIOL 1406/BIOL 1408 (4 SCH)	BIOL 1407/BIOL 1409 (4 SCH)
	Elective (3 SCH)	Elective (3 SCH)
Year Four (12th grade)	MATH 1314/MATH 1342 (3 SCH)	MATH 2312/MATH 2413 (3/4 SCH)
	ENGL 2322 (3 SCH)	ENGL 2323 (3 SCH)
	GOVT 2305 (3 SCH)	GOVT 2306 (3 SCH)
	ECON 2301 (3 SCH)	Elective (3 SCH)

5. The TVCC Guide for Potential Dual Credit Courses provides a crosswalk between secondary and postsecondary dual credit courses and will be provided to ISDs, upon their request.

- This Agreement does not apply to the TVCC Memorandum of Understanding for Non-Credit Training offered for dual credit.

V. Student Eligibility

- High school students must meet all eligibility requirements set forth in the THECB Rules. All eligibility requirements set forth herein are subject to the THECB Rules and, in the event of conflict, the THECB Rules govern and apply.
- To be eligible for enrollment in dual credit courses offered, students must be enrolled as a high school student. Academic eligibility requirements include demonstration of college readiness as evidenced by achieving the minimum passing standards of the Texas Success Initiative (TSI) as outlined in TAC 19, Part 1, Chapter 4, Subchapter C, §4.57 and TAC 19, Part 1, Chapter 4 Subchapter D, §4.85.

TSI Subject	TSI Cut Scores TAC 19, Part 1, Chapter 4, Subchapter C, §4.57
Mathematics	350
Reading	351
Writing	Essay score of 4 with MC score of 363
	Essay score of 5 with MC score of 350+

In accordance with TAC 19, Part 1, Chapter 4 Subchapter D, §4.85, a high school student is also eligible to enroll in dual credit courses that are TSI liable in reading, writing, and/or mathematics by achieving one of the following:

A student may be exempt from taking the approved TSI Assessment if the student meets one of the following circumstances and uses scores that are no more than five years old:

ACT:

English	Composite score of 23, minimum of 19 = TSI exempt in both reading and writing
Mathematics	Composite score of 23, minimum of 19 = TSI exempt in mathematics

SAT (Prior to March 2016):

Critical Reading (formerly “verbal”)	Combined Critical Reading & Mathematics of 1070, minimum of 500 = TSI exempt in both reading and writing
Mathematics	Combined Critical Reading & Mathematics of 1070, minimum of 500 = TSI exempt in mathematics

OR SAT (After March 5, 2016):

Evidenced-Based Reading & Writing	Minimum of 480 = TSI exempt in both reading and writing
Mathematics	Minimum of 530 = TSI exempt in mathematics

NOTE: Mixing or combining scores from SAT administered prior to March 5, 2016 and the SAT administered on or after March 5, 2016 is not allowable.

STAAR EOC:

Algebra I	Level 2 (4000) & passing grade in high school Algebra II = TSI exempt in mathematics
Algebra II	Level 2 (4000) = TSI exempt in mathematics
English II	Level 2 (4000) = TSI exempt in both reading and writing
English III	Level 2 (4000) = TSI college readiness in both reading and writing

PSAT/NMSQT (Prior to October 15, 2015):

English	Combined Reading & Mathematics of 107, minimum of 50 = TSI exempt in both reading and writing
Mathematics	Combined Reading & Mathematics of 107, minimum of 50 = TSI exempt in mathematics

PSAT/NMSQT (After October 15, 2015):

Evidenced-Based Reading & Writing	Minimum of 460 = TSI exempt in both reading and writing
Mathematics	Minimum of 510 = TSI exempt in mathematics

NOTE: Mixing or combining scores from PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.

PLAN:

English	Composite score of 23, minimum 19 = TSI exempt in both reading and writing
Mathematics	Composite score of 23, minimum 19 = TSI exempt in mathematics

ACT ASPIRE:

English	Minimum of 435 = TSI exempt in both reading and writing
Mathematics	Minimum of 431 = TSI exempt in mathematics

3. Freshman and sophomore level high school students must adhere to the following procedure for dual credit enrollment.

Freshman & Sophomore **Academic** Enrollment Procedure:

- a. Student must complete all three sections of the TSI, but only pass the reading and writing sections.
- b. Freshman students must possess an overall 8th grade average of a B.
- c. Sophomore students must possess a high school GPA of a 3.0 or above on a 4.0 scale.
- d. Student must possess attendance and discipline records reflecting acceptable threshold.
- e. Student who does not meet attendance and discipline threshold will be required to meet with TVCC officials for an interview.

Student must provide the following documentation before the interview:

- a. College readiness (TSI, ACT, SAT, PSAT/NMSQT) test scores
- b. Copy of high school transcript
- c. Copy of attendance record
- d. Copy of discipline record
- e. Letter of recommendation from principal

Freshman & Sophomore **Workforce** Enrollment Procedure:

- a. Student must have completed all three sections of the TSI.

4. Dual credit students are limited to 15 semester credit hours (SCH) per 16-week semester and 6 semester credit hours (SCH) per 6-week semester. In the event that a dual credit student wishes to enroll in more than 15 SCH or 6 SCH, refer to the TVCC Enrollment Exception Procedure below.

TVCC's Enrollment Exception Procedure consideration is given to:

- Students that possess a high school and a TVCC GPA of a 3.0 or above on a 4.0 scale

- Students that provide a copy of the CURRENT high school transcript while enrolling
5. Dual credit students applying for entry in career and technology/college workforce education courses are encouraged to take the TSI Assessment, but do not have to meet minimum standards in order to enroll. For specific information regarding testing and placement requirements, please contact (a) Testing Center at the Athens Campus, (b) Guidance Centers at the Athens, Palestine, or Terrell Campuses, or (c) the TVCC director of dual credit. Information is also available on the TVCC dual credit website.
 6. Prospective dual credit students must complete the TVCC admission process prior to registration. The application may be submitted online through www.applytexas.org or by completing the admission forms located in the School Relations Office or Guidance Center at the Terrell and Palestine Campuses, or the Athens office of the TVCC director of dual credit. Students must also submit a bacterial meningitis shot record (within the past 5 years) for admission. Information is also available on the TVCC dual credit website.
 7. Prospective dual credit students must submit the TVCC Dual Credit/Concurrent Registration Form signed by the student, parent or legal guardian, and high school counselor or principal each semester. The TVCC Dual Credit/Concurrent Registration Form must be presented or on file at TVCC at the time of registration. The registration form is available at (a) the high school counselor's office, (b) Guidance Center at the Athens, Terrell, and Palestine Campuses, or the Athens office of the TVCC director of dual credit. Information is also available on the TVCC dual credit website.
 8. High school students taking TVCC courses for dual credit will be treated as college students. It is expected that high school students taking TVCC courses for dual/concurrent credit will conduct themselves as college students. A collegiate classroom environment will be maintained for all dual credit classes. The level of maturity of the high school student should be one of the criteria for approval considered by the high school officials.
 9. Dual credit students on academic probation are those with less than a 2.0 cumulative GPA (or C average) in TVCC courses and will be required to meet with the Academic Review Board to determine their eligibility to enroll in TVCC classes. See the current TVCC catalog for rules regarding academic probation.
 10. The awarding of high school credit for graduation is at the discretion and approval of the District and should be indicated on the TVCC Dual Credit/Concurrent Registration Form.

VI. Student Composition of Class

1. Dual credit courses may be composed of dual credit students only or of dual and college credit students. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed only under one of the following conditions:

- 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 (AP) students.
- c. If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.

[TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (8)(d)]

VII. Faculty Qualifications, Selection, Supervision, and Evaluation

1. TVCC controls all aspects of its educational programs. Each educational program for which college credit is awarded must be approved by the college administration. Using the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation requirements, TVCC will approve and/or provide qualified faculty who demonstrate at least the minimum academic and/or experiential credentials to deliver college-level course content with high quality and effectiveness. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (e) (1)]
2. To be qualified and/or approved to serve as an instructor for TVCC, minimum educational and experiential criteria are required commensurate with the type of course being taught and level of program(s) in which the course is included.
 - a. Instructors of academic transfer courses offered for dual credit must provide official transcripts reflecting a master's degree with at least 18 graduate hours successfully earned in the teaching discipline. Degrees and graduate credit hours held by faculty members, whether full-time or part-time, must have been earned at a U. S. regionally accredited institution. [Southern Association of Colleges and Schools, Principles of Accreditation, 6.2.a (Faculty Qualifications)]
 - b. Instructors of career and technology/college workforce education courses offered for dual credit must provide official transcripts reflecting either a minimum of a bachelor's degree in the teaching discipline, or associate's degree with demonstrated competencies (three years work experience) in the teaching discipline. Minimum educational/experiential requirements for career and technology/college workforce education courses are determined by the TVCC program/award level in which the course is taught. Degrees and graduate credit hours held by faculty members, whether full-time or part-time, must have been earned at a U. S. regionally accredited institution. [Southern Association of Colleges and Schools, Principles of Accreditation, 6.2.a (Faculty Qualifications)]
3. The TVCC division chairperson/instructional program coordinator is the official college contact for all instructional content for college courses taught for dual credit. All course content, learning outcomes and instructional objectives will be consistent and comparable

with courses taught on the College campus. All instructors are required to post a syllabus that addresses instructional objectives and/or intellectual competencies on the TVCC website by the TVCC deadline. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (f)]

4. Faculty teaching college courses for dual credit are expected to:
 - a. Carefully review the schedules that TVCC dual credit director and/or TVCC counselor provides before registration begins. Questions regarding the courses that each cohort of students are to be registered for should be directed to the TVCC dual credit director on or before the due date for student enrollment packets.
 - b. Teach assigned classes according to TVCC approved course syllabi, maintain college rigor, and outlined competencies associated with the course.
 - c. Provide each student with a syllabus that explains expectations of the instructor, learning outcomes, attendance policy, and other relevant course information (Examples: required class materials, outside assignments, course pre-requisites, etc.). The syllabus should be developed using the most current TVCC syllabus template and conform to College standards and will be reviewed by the TVCC division chairperson and/or director of dual credit. All syllabi are to be posted to the TVCC syllabus system for inclusion in the TVCC course schedule before registration begins.
 - d. Regularly check and maintain accurate attendance records for student enrollment in the course. **If a student's name does not appear on the TVCC Cardinal Connect class roll, the student is ineligible to attend class and they will NOT be eligible to receive a grade from TVCC for the course.** If a student that is attending the course does NOT appear on the TVCC Cardinal Connect class roll, notify the director of dual credit or TVCC registrar as quickly as possible BEFORE the end of the second week of the semester.
 - e. Notify the ISD administrator as early as possible of an inability to meet a class.
 - f. Report any violations to the TVCC student code of conduct outlined in the current TVCC Catalog to the director of dual credit and the division chairperson as soon as possible.
 - g. After consultation with division chairperson, submit textbook requirements to the TVCC Cardinal Connect textbook request system for each course taught EVERY semester.
 - h. Participate in curriculum development, when possible, including but not limited to:
 - Syllabus review and update
 - Learning outcome identification, evaluation, and reporting (LEAPs)
 - Program reviews
 - Library book/resources recommendations
 - Instructional material and textbook review and recommendation

- i. Retain class record books, lesson assignments, and other necessary materials or equipment available for substitute instructors.
- j. Submit all syllabi, teaching agreements, required class rosters, student grade reports, disability follow-up forms, and required documentation by TVCC deadlines.
- k. Assign both an alphabetical and numeric grade on the Cardinal Connection grade sheet as follows:

A=Excellent (90-100)

B=Good (80-89)

C=Fair (70-79)

D=Poor (passing) (60-69)

F=Failure (below 60)

W=Withdrew (student initiated drop on or before drop date)

There should also be back-up data to justify the grade assigned in the course (list of grades collected for quizzes, completion of projects, skills demonstrated, etc.).

- l. Maintain a copy of grade books for each dual credit course for the period of one calendar year following the end of the semester. If TVCC personnel need to review grade books, the director of dual credit will request and receive a copy at that time.
- m. Check TVCC cardinal mail on a regular basis, at least twice a week. This is the primary method of official communication from the college.
- n. Attend faculty meetings and other special meetings called by the division chairperson, associate vice president of academic affairs, associate vice president of workforce education, vice president of instruction, or the president, when possible.
- o. Direct students who qualify for modifications considered and identified through a District ARD committee to the TVCC disabilities coordinator for appropriate action. Dual credit students who qualify for modifications considered and identified through a District ARD committee are required to complete a TVCC “[Request for Accommodation Form](#)” and submit to the TVCC disabilities office. The instructor should **not** provide accommodations to students with disabilities prior to receiving and acknowledging receipt of the TVCC “Students with Disabilities Advisement Form” each semester from the TVCC disabilities coordinator.
- p. Provide an updated curriculum vitae that includes educational history.
- q. Keep TVCC administration informed of matters affecting the welfare of students, faculty, and the College.
- r. Participate in the TVCC evaluation procedures in relation to the above stated requirements under this agreement [19 TAC 4.85(e)].
- s. TVCC shall evaluate instructors of embedded college courses offered for dual credit using the same or comparable procedures used for faculty teaching at the

college campus. Faculty teaching courses for dual credit shall comply with TVCC's standards of instruction and policies. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (e)(2)] [Southern Association of Colleges and Schools, Principles of Accreditation, 6.3 (Faculty Appointment and Evaluation)]

- t. Faculty teaching courses offered for dual credit, who are also employed by the District, will be considered the employees of the District for this agreement. It is understood and agreed that such instructors are not the employees of TVCC. The District shall perform criminal background checks as required by applicable law on all persons who are placed in the classroom for dual credit courses pursuant to this Agreement and the District is solely responsible for ensuring that all such individuals have met acceptable standards under such background checks.
- u. As with all TVCC instructors, faculty teaching embedded courses offered for dual credit who are also employed by the District, are subject to TVCC policies, rules, and regulations and it is expressly understood that such instructors will abide by and comply with same. Faculty employed by the District will be asked to sign a Teaching Agreement that outlines the TVCC requirements to teach and the expectations of faculty.
- v. Faculty teaching dual credit courses who are also employed by the District will be responsible for completing annual training/updates on Title IX, harassment, and child abuse at a level commensurate to that which is required of all TVCC employees. It will be the responsibility of the District to provide appropriate documentation of completed training upon request by TVCC administration.
- w. TVCC retains the right to deny any dual credit instructor the opportunity to teach for TVCC, that violates the Teaching Agreement. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (e)] [Southern Association of Colleges and Schools, Principles of Accreditation, 6.3 (Faculty Appointment and Evaluation)]

VIII. Course Scheduling and Faculty Requests

1. All course selections for the fall semester should be finalized on or before April 1. All course selections for the spring semester should be finalized on or before November 1.
2. TVCC cannot guarantee an ability to staff embedded course sections with TVCC employed faculty any later than April 1 for the fall semester and November 1 for the spring semester.
3. The ISD will ensure that the required Texas Higher Education Coordinating Board (THECB) contact hour rules for college courses will be followed and the high school course schedules will allow the required amount of contact hours for embedded dual credit courses college courses.
4. High school officials will provide at least two weeks' notice to the director of dual credit any changes to instructional time including, but not limited to school assemblies, pep-rallies, special events, benchmark testing, AP testing, and standardized testing. In regards

to UIL advancement, sport competition advancement, or other extenuating circumstances, high school officials will notify the director of dual credit as soon as possible.

5. The College calendar and operational hours shall take precedence over the District calendar and operational hours for all dual credit courses.

IX. Location of Classes

1. Dual credit courses may be taught on the college campus, embedded on the high school campus, or by distance learning. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (c)]
2. TVCC strongly encourages district administration to ensure that dual credit courses taught via distance learning are assigned a proctor for monitoring of the dual credit course and students.
3. District administration will ensure the institution and dual credit classrooms have adequate physical resources to support the mission of the institution and the scope of its programs and services:
 - a. The classroom used to teach dual credit courses and lab courses provides an adequate environment for a minimum of 25 students.
 - b. The classroom used to teach dual credit courses and lab courses is an adequate environment with few or no interruptions.
 - c. The classroom used to teach dual credit courses and lab courses is located as far as possible from the main student traffic areas.
 - d. The classroom used to teach dual credit courses and lab courses contains the technology and equipment adequate and appropriate for the learning outcomes to be demonstrated for the course being offered.
 - e. The library provides and supports student and faculty access to adequate library collections and services and to other learning/information resources consistent with the degrees offered. Collections, resources, and services are sufficient to support all of its educational, research, and public service programs.
 - f. The high school provides student support programs, services, and activities consistent with its mission that are intended to promote student learning and enhance the development of its students.

[Southern Association of Colleges and Schools, Principles of Accreditation, 13.7 (Physical Resources)]

X. Transcription of Credit

1. For dual credit courses, high school as well as college credit should be transcribed immediately upon a student's completion of the performance required in the course. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (h)]

XI. Academic Policies and Student Support Services

1. All academic policies applicable to courses taught on TVCC campuses shall apply to dual credit high school students enrolled in face-to-face campus, distance learning, and embedded courses, as outlined in the TVCC policies and catalog. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (g)(1)]
2. Accommodations for dual credit students will be provided per the TVCC procedure for students who are not otherwise qualified for course(s).
3. Students taking college classes for dual credit are entitled to the same services that are available to other TVCC students. TVCC is responsible for ensuring timely and efficient access to such services as academic advising and counseling, learning materials (e.g., library resources), and other services for which the student may be eligible. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (g)(2)] [Southern Association of Colleges and Schools, Principles of Accreditation, 12.1 (Student Support Services)]

XII. Student Code of Conduct

1. Dual credit students shall adhere to the following:
 - a. School district policies;
 - b. TVCC student code of conduct (outlined in the current TVCC Catalog);
2. Dual credit students on a TVCC campus who participate in bad behavior, criminal acts, or other violations of the TVCC student code of conduct will be disciplined in accordance with the TVCC Student Code of Conduct Judicial Process and the District notified of such. (2018-2019 TVCC Catalog, pp. 86-91).
3. The TVCC police department is the primary police authority for TVCC. All dual credit students while on any TVCC campus shall be eligible for and receive all police services provided by the TVCC police department.
4. Responses to law enforcement, safety, or emergency related incidents shall be based upon the guidelines, and operational procedures of TVCC, along with local, state, and federal laws.
5. TVCC may at its discretion release primary law enforcement jurisdiction to the appropriate District on a case-by-case basis.
6. District agrees to notify the TVCC police department of any incident or situations involving dual credit high school students that may affect the public safety of the TVCC community.
7. Campus carry laws will be obeyed as the law was written during the 84 (R) Texas legislative session (SB 11).
8. Dual credit parents will report grievances to the high school counselor, at which time the high school counselor will communicate any grievances to the director of dual credit. Upon confirmation from the District high school counselor, students will be expected to follow the grievance process outlined in the 2018-2019 TVCC catalog for any academic or disciplinary appeal.

XIII. Media and Public Relations

1. Media and public relations regarding dual credit students will be managed according to the District and TVCC protocols.

XIV. Course Curriculum, Instruction, and Grading

1. The TVCC division chairpersons/program coordinators of the program area is the official college contact regarding instructional content for college courses taught for dual credit.
2. Through faculty evaluations, semester grade reports, and LEAPs, TVCC shall ensure that an embedded college course offered for dual credit at the high school and the corresponding course offered at the College are equivalent with respect to the curriculum, contact hours, course maximum, materials, instruction, and method/rigor of evaluation of student performance, regardless of student composition of the class. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (f)]
3. All TVCC instructors must have a syllabus on file, which incorporates the policy and procedure for learning outcomes, grading policies and disability services.
4. Instructors shall follow TVCC grading policies for awarding college credit.
5. Faculty will participate in providing information for the assessment of student learning outcomes as required by the Texas Higher Education Coordinating Board (THECB) and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This includes, but is not limited to the submission of summary scores/data where such information is needed for evaluating departmental success, and the submission of student work for secondary evaluation by the division to ensure that relevant learning outcomes are achieved in any given course.
6. Dual credit faculty will be evaluated according to the same process and standards and will use the same instrument as non-dual credit TVCC full-time and part-time faculty. As such, TVCC policy DLA (LOCAL) outlines the employee performance evaluation process for all TVCC faculty. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (e)(2)] [Southern Association of Colleges and Schools, Principles of Accreditation, 6.3 (Faculty Appointment and Evaluation)]

XV. Transfer of Courses

1. TVCC basic academic, general education courses are readily transferable to other public institutions of higher education in Texas. However, since each college has its own policy regarding the transferability and applicability of courses, each student is strongly advised to check with the transferring college or university he/she plans to attend in order to determine the transferability of TVCC courses.
2. Career and technology/college workforce education courses are not designed for transfer beyond the community college. However, programs exist at some universities that allow

these courses to be applied directly to baccalaureate degree requirements. Students are encouraged to check with prospective universities concerning programs such as the BAAS, BAT and other similar programs.

XVI. Academic Regulations

1. A TVCC class minimum enrollment of 12 students is necessary to make a face-to-face class on a TVCC campus. Exceptions to this restriction apply in instances in which more than one high school agrees to receive instruction simultaneously (ITV, distance learning, etc.) and a minimum of 12 students enrolled between the participating districts. Embedded courses may be taught on an individual student basis, with no minimum enrollment required. A minimum of 12 students is required for non-embedded courses taught on the high school campus.
2. TVCC courses offered as dual credit by TVCC faculty or embedded high school faculty, regardless of where they are taught, follow the TVCC College calendar, syllabus requirements, course outline, grading procedure, FERPA regulations, communication between students, parents, and ISD administrators, and other instructional and evaluative policies and procedures. Exceptions to this must be approved by the appropriate associate vice president, provost, and vice president of instruction. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (g)(1)]
3. Letter grades are given in accordance with policies printed in the College catalog. Numerical averages will be provided to the high school counselor, via email, by the TVCC Registrar's Office at the end of each semester.
4. In the event of a grade dispute, the TVCC policy for grade appeals will be followed. Please see the Academic Grievance Procedure in the current TVCC catalog.
5. District employees and parents shall not influence the grading policies, grading procedures, or other instructional policies of TVCC faculty who teach college courses as dual credit.
6. Dual credit students may withdraw (drop) from all courses and receive a grade of "W" at any time during the semester on/prior to TVCC official drop deadline specified in the College calendar located in the class schedule or catalog. A grade of "F" will be assigned for courses dropped after the deadline specified in the College calendar. For students who wish to drop a class, it is the student's responsibility to contact the high school official before withdrawing from a course. It is the student's responsibility to verify that the official withdrawal has been initiated and completed.

XVII. Funding

1. The cost of tuition and fees for eligible dual credit courses will be based upon the current TVCC tuition and fee schedule. Each semester, tuition, not fees, will be waived on up to two courses that are offered for dual credit. The tuition waiver does not apply to concurrent course enrollments.

2. The District or the student will be responsible for the transportation of high school students to TVCC.
3. The District or the student will provide the cost of tuition, required fees, and textbooks.
4. State funding for college courses offered for dual credit will be available to both the District and TVCC based on current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (i)(1)]
5. TVCC may only claim funding for students receiving college credit in core curriculum, career and technical/college workforce education, and foreign language dual credit courses. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (i)(2)]
5. Faculty teaching embedded courses offered for dual credit, who are also employed by the District, will be employees of the District. Such faculty will be paid by the District in accordance with the District's standard teacher salary schedule. These dual credit instructors will not receive any monetary compensation, benefits, or otherwise from TVCC under this program. TVCC will pay a stipend of \$500 to the District for embedded academic transfer dual credit courses taught by embedded faculty on the District campus. (NOTE: Dual credit career and technology/college workforce dual credit courses taught by embedded faculty on the district campus will not be paid the stipend.) The stipend amount is contingent upon 10 dual credit students enrolled in the course on the official TVCC census date. The District will be paid on a per student basis for less than 10 dual credit students.

0-9 students	\$50/student
10-30 students	\$500/section
30-60 students	\$1,000/section
60-90 students	\$1,500/section

6. TVCC will reimburse the District for academic course lab fees when the District provides the lab facilities and supplies on the high school campus. TVCC will not reimburse the District for academic course lab fees when TVCC provides the lab facilities and/or supplies. Since tuition and fees are waived for students enrolled in embedded career technology/college workforce courses, there are no lab fees for TVCC to reimburse the District for.
7. The District will provide required software licenses and/or other materials for embedded career technology/college workforce dual credit courses taught at the high school campus.

XVIII. Indemnity and Liability

1. To the extent allowed by law, the District does hereby agree to defend, indemnify, and hold harmless TVCC, its board of trustees, agents, employees, and representatives, from and against any and all causes of action, claims, liabilities, debts, or judgments arising from or related to: (1) the actions or omissions of District instructors provided under this

Agreement; or (2) the actions or omissions of any employee, agent, instructor, or anyone else acting on behalf of the District in the performance of this Agreement.

2. To the extent allowed by law, TVCC does hereby agree to defend, indemnify, and hold harmless the District, its board of trustees, agents, employees, and representatives, from and against any and all causes of action, claims, liabilities, debts, or judgments arising from or related to: (1) the actions or omissions of TVCC instructors provided under this Agreement; or (2) the actions or omissions of any employee, agent, instructor, or anyone else acting on behalf of TVCC in the performance of this Agreement.
3. The District expressly assumes all liability related to or arising from the acts and/or omissions of its employees, contractors, agents, or representatives related to this Agreement or the dual credit program.

XIX. Miscellaneous

1. District and/or students are responsible for purchasing all textbook and instructional materials for students enrolled in dual credit courses.
2. Students may make application for graduation under provisions of the current catalog year or meet the graduation requirements of the catalog under which the student entered TVCC, provided that the catalog is dated no more than five years prior to the expected date of graduation. The candidate for graduation must declare the catalog of his/her degree plan.
3. Both parties agree to have a spirit of cooperation and to endeavor in providing a positive collegiate-level experience for those high school students equipped with the maturity and academic preparation to be successful in college-level courses.
4. Both parties agree to post this agreement on the District and TVCC's respective websites.
5. This Agreement may only be modified in writing and signed by both parties.
6. This Agreement will become effective on the date the last party executes it, and will remain in effect until either party decides to terminate it. Either party may terminate this Agreement without cause by giving the other party notice in writing at least thirty (30) days before the beginning of the first day of the TVCC semester or District semester, whichever is earlier.
7. Nothing herein shall waive the parties' immunity to suit or liability as established by applicable law.
8. The parties to this Agreement are not in a joint venture, partnership, or otherwise.
9. This Agreement shall be governed by the laws of Texas.
10. All parties to this Agreement agree to abide by and comply with all applicable laws regarding student privacy including, but not limited to, FERPA.
11. The signatures below indicate and represent that the governing boards of both TVCC and District have approved this Agreement.

XX. Other Agreements with the District

1. This agreement does not apply to TVCC continuing and workforce education courses offered for dual non-credit, nor other agreements between TVCC and the District. TVCC and the District will have a separate and distinctive agreement for TVCC continuing and workforce education courses (non-credit) offered for dual credit and for Early College High Schools.

Superintendent

Date

On behalf of _____ Independent School District

Dr. Jerry King
President Trinity Valley Community College

Date