



# Dual Credit Partnership Agreement

## 2022 - 2023

**Parties**

A Dual Credit Partnership Agreement ("Agreement") among Trinity Valley Community College ("TVCC") and LaPoyner Independent School District ("District") and is designed to allow high school students at LaPoyner High School ("High School") to earn dual high school and college credit with TVCC.

**I. 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 technical 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 are required:

**II. TVCC Dual Credit Program Goals Aligned to THECB State Dual Credit Goals**

STATE DUAL CREDIT GOALS	TVCC DUAL CREDIT GOALS
<p><b>Goal 1:</b> Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.</p> <p>Measures of Implementation: Examples of items to include in documentation:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Collaboration between ISDs and IHE partner(s) to host informational sessions for students and parents on</li> </ul>	<p><b>Goal 1:</b> The TVCC dual credit program's achievement of enrollment in postsecondary education goal is to increase dual credit academic course enrollment and career technical education course enrollment by 5% by 2023. Outreach efforts to inform students and parents of the benefits and costs of dual credit are a major part of this goal. [2020-2025 TVCC Strategic Plan, Goal 1, Action Area Completion, 9 &amp; 10 and TVCC Dual Credit Administrative Outcomes]</p>

<p><b>Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.</b></p> <p><b>Metric: Examples of items included in analysis:</b></p> <ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school</li> <li>• Time to degree completion</li> <li>• Semester credit hours to degree</li> <li>• Analysis of measures in enrollment in and persistence through postsecondary education, disaggregated by student subpopulation.</li> </ul>	<p><b>Goal 2: The TVCC dual credit program's successful transition to and acceleration through postsecondary education goal is to increase dual credit AA, AAS, or certificate completion by 5% by 2023. [TVCC Dual Credit Administrative Outcomes]</b></p> <p><b>Metric:</b></p> <ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school is tracked through THECB and internal data</li> <li>• Time to degree completion is tracked through internal data</li> <li>• Semester credit hours to degree is tracked through internal data</li> <li>• Analysis of measures in enrollment in persistence through postsecondary education, disaggregated by student subpopulation is tracked through internal data</li> <li>• Dual credit office performs transcript audits to determine hours to degree and graduation options</li> <li>• Dual credit office performs student advising with dual credit high school students per THECB rules</li> </ul>
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### III. 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 technical education courses, or TVCC foreign language courses. These courses are identified as college level academic courses in the current edition of the Lower Division Academic Course Guide Manual (ACGM) or as a college level technical course in the current edition of the Workforce Education Course Manual (WECM). [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 two courses per semester outlined in "9<sup>th</sup> and 10<sup>th</sup> 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 TVCC Guide for Potential Dual Credit Courses provides a crosswalk between secondary and postsecondary dual credit courses and will be provided to the District, upon request.
5. Programs listed in the attached Appendix A are approved for the 2022-2023 academic year.

### IV. Defined Sequence of Courses and Curriculum Alignment

1. 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 technical education program certificates will be provided to the District, upon request.
2. The director of dual credit will review and compare the Texas Essential Knowledge and Skills (TEKS), Lower Division Academic Course Guide Manual (ACGM) and the Workforce Education Course Manual (WECM) to determine the course credits that can be earned by dual credit students.

Grade	TVCC Courses	High School Courses
9th Grade	BCIS 1305 (3 SCH)	Business Information Management I (1 Credit)
	EDUC/PSYC 1300 (3 SCH)	College Transition (1 Credit)
	ARTS 1301 (3 SCH) & ARTS 1303 (3 SCH) or	Art I (1 Credit) or
	DRAM 1310 (3 SCH) & DRAM 2366 (3 SCH) or	Theater Arts I (1 Credit) or
	MUSI 1306 (3 SCH) & MUSI 1310 (3 SCH)	Music Theory I (1 Credit)

**Note:** You may mix passing scores from the old TSIA and TSIA2. For example, if you passed reading and writing on the TSIA, and are incomplete in Math only, you may take only the math portion of the TSIA2. However, Reading and Writing are combined into one assessment in the TSIA2, so if you passed Reading only or Writing only prior to 01/11/2021, you must take the entire ELAR TSIA2 assessment.

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 exemptions:

**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

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

English	Combined Reading & Mathematics of 107, minimum of 50 = TSI exempt in both reading and writing
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**Student must provide the following documentation:**

- a. College readiness (TSI, ACT, SAT, PSAT/NMSQT) test scores
- b. Copy of high school transcript
- c. Discipline and Attendance Document
- d. Letter of recommendation from principal

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
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 located on p. 8 of this document.
  5. Dual credit students applying for entry in career technical education courses will 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 the TVCC/Dual Credit website or through [www.goapplytexas.org](http://www.goapplytexas.org). Students must also submit a bacterial meningitis shot record (within the past 5 years) or the State of Texas vaccination waiver 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

- (three years non-teaching work experience) in the program discipline. Minimum educational/experiential requirements for career technical 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 Dual Credit Liaison under the direction of the Director of Dual Credit 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 for which each cohort of students are to be registered 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 by the TVCC deadline.
    - 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 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 District 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.

- 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 through the TVCC Human Resources Department 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, who 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 Feb. 1. All course selections for the spring semester should be finalized on or before October 1. Requests for embedded courses taught by TVCC faculty should be submitted as early as possible to allow instructors to make schedule allowances.
2. TVCC cannot guarantee an ability to staff embedded course sections with TVCC employed faculty requested after the above dates.
3. The District 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

**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 in the TVCC Catalog (located on the TVCC website). [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (g)(1)]
2. Students with disabilities who are presently taking a TVCC college course are eligible to receive disability appropriate accommodations. Accommodations for dual credit students will be provided per the TVCC procedure for students. Disability appropriate accommodations will be determined by the TVCC disabilities coordinator in conjunction with District input.
3. Accommodations for dual credit students will be provided per the TVCC procedure for students who are not otherwise qualified for course(s), such as college readiness scores.
4. Students taking college classes for dual credit are entitled to the same services that are available to other TVCC students. A representative of TVCC provides timely and efficient academic advising and counseling for dual credit high school students regarding the collegiate curriculum, including advising prior to the start of dual credit courses. Dual credit high school students participate in the TVCC procedures as stated in the TVCC catalog (located on the TVCC website) regarding resolving written student complaints, orientation regarding their rights and responsibilities and the security of personal information. [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)]
5. Students have access to appropriate library resources, through the Learning Resource Center and the online Learning Resource Center. TVCC ensures that students have access to regular and timely instruction in the use of library and other learning resources, through course curriculum. If the District is the provider of these materials, TVCC establishes the appropriateness of the collections for the courses and programs offered.

**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 2022-2023 TVCC Catalog);
2. Dual credit students on a TVCC campus who participate in inappropriate 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. (2022-2023 TVCC Catalog).



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), available on the TVCC website, 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. Instructional Materials**

1. It is the responsibility of the school district/student to obtain the instructional resources necessary for dual credit courses.
2. The District and TVCC will consider the use of free or low-cost open educational resources (OER) in courses offered under the program, if available.
3. Fees for Inclusive Access (Bookstore fee) will be included for some TVCC courses. The course syllabus will designate the required course materials.

#### **XVI. 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. The entire TVCC core curriculum will be accepted by Texas state-supported colleges and universities into that institution's core curriculum, if a student earns a "C" or better. [TAC 19, Part 1, Chapter 4, Subchapter B, §4.25 (a-c)]
3. Career technical 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.

#### **XVII. 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.)

fees will adhere to the TVCC tuition and fee schedule. Online fees and lab fees affiliated with the respected courses in which students choose to enroll will be charged as published on the TVCC tuition and fee schedule. Embedded career technical education courses will not be charged any tuition or fees.

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. If the District elects to pay for any tuition and/or required fees, the amount that they will pay should be noted on the dual credit sponsorship form and submitted to the TVCC's business office before the semester begins. If a district fails to note that they will be paying for student tuition/fees and the student does not pay by the deadline, the student will be dropped from the class for nonpayment.
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 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 course sections taught by embedded faculty on the District campus. (NOTE: Dual credit career technical education 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 section on the official TVCC census date. The District will be paid on a per student basis for less than 10 dual credit students.(Fall and Spring semesters only)

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 technical education courses, there are no lab fees for which TVCC will reimburse the District.
7. The District will provide required software licenses and/or other materials for embedded career technical education dual credit courses taught at the high school campus.

11. The signatures below indicate and represent that the governing boards of both TVCC and District have approved this Agreement.

**XXI. Other Agreements with the District**

1. This agreement does not apply to other agreements between TVCC and the District. TVCC and the District will have a separate and distinctive agreement for TVCC and for Early College High Schools.

Marsha Mills

District Superintendent

5-10-22

Date

Dr. Jerry King

Dr. Jerry King  
President Trinity Valley Community College

5/3/22

Date