Dual Credit Partnership Agreement
2020 - 2021

Parties

A Dual Credit Partnership Agreement ("Agreement") among Trinity Valley Community College ("TVCC") and Cayuga Independent School District ("District") and is designed to allow high school students at Cayuga 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
Goal 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies. Measures of Implementation: Examples of items to include in documentation: • Collaboration between ISDs and IHE partner(s) to host informational sessions for students and parents on	**Goal 1:** 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 2021. Outreach efforts to inform students and parents of the benefits and costs of dual credit are a major part of this goal. [2015-2020 TVCC Strategic Plan, 1.3.7, 1.4.5, & 1.4.6 and TVCC Dual Credit Administrative Outcomes]

dual credit opportunities, benefits and cost • ISD and IHE dual credit webpages reflect the most current dual credit program information including enrollment and fee policies • Hosting dual credit 101 sessions for high school counselors • Collaboration between ISDs and IHE partner(s) on a marketing campaign • Documentation summarizing collaboration and outreach efforts of IHEs and secondary school partners will be readily available and posted.	Measures of Implementation: • Parent Night and Student Presentations • Website is updated often to reflect policies, rules and fee policies • Counselor meetings are held throughout the year for all service area ISDs and homeschools • Dual credit director presents to school boards • Dual credit director meets with ISD administrators about dual credit programs • TVCC dual credit creates marketing posters and brochures - disseminates to the ISDs and homeschools • Dual credit office maintains a record of visits and activities – it is available upon request
Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education. Metric: Examples of items included in analysis: • Student enrollment in postsecondary after high school • Time to degree completion • Semester credit hours to degree • Analysis of measures in enrollment in and persistence through postsecondary education, disaggregated by student sub-population.	**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 2021. [TVCC Dual Credit Administrative Outcomes] Metric: • Student enrollment in postsecondary after high school is tracked through THECB and internal data • Time to degree completion is tracked through internal data • Semester credit hours to degree is tracked through internal data • Analysis of measures in enrollment in persistence through postsecondary education, disaggregated by student subpopulation is tracked through internal data • Dual credit office performs transcript audits to determine hours to degree and graduation options • Dual credit office performs student advising with dual credit high school students per THECB rules

Goal 3: All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion. Metric: Examples of items included in analysis: • Student enrollment in postsecondary after high school • Time to degree completion • Decrease in excess number of semester hours beyond required hours to degree completion • Analysis of measures in enrollment and degree completion, disaggregated by student sub-population.	**Goal 3:** 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 2021. [2015-2020 TVCC Strategic Plan, 1.2.9 and TVCC Dual Credit Administrative Outcomes] Metric: • Student enrollment in postsecondary after high school is tracked through THECB and internal data • Dual credit office performs transcript audits to determine time to degree completion and graduation options • Dual credit office performs student advising to establish a plan of enrollment for efficient use of courses in order to decrease the excess hours to completion • Dual credit office maintains the college prep MOU and advises ISDs on the college prep program • TVCC provides student support services for all dual credit students, as does the ISDs
Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses. Metric: • Analysis of performance in subsequent course work.	**Goal 4:** The TVCC dual credit students' performance in college-level coursework goal is to increase dual credit academic course completion and career technical education course completion by 5% by 2021. [2015-2020 TVCC Strategic Plan, 1.2.9 and TVCC Dual Credit Administrative Outcomes] Metric: • Dual credit office analyzes enrollment, completion, and success data by school district, by course, by student, by instructor, and by mode of delivery

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 "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 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 2020-2021 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.
3. The AA defined sequence of courses is:

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)
10th Grade	SPCH 1315 (3 SCH)	Public Speaking (1/2 Credit)
	PSYC 2301 (3 SCH)	Psychology (1/2 Credit)
	SOCI 1301 (3 SCH)	Sociology (1/2 Credit)
	GOVT 2306 (3 SCH)	Special Topics in Social Studies (1/2 Credit)
11th Grade	ENGL 1301 (3 SCH) & ENGL 1302 (3 SCH)	English III (1 Credit)
		U.S. History (1 Credit)

	HIST 1301 (3 SCH) & HIST 1302 (3 SCH)	
	BIOL 1406 (4 SCH) & BIOL 1407 (4 SCH) or BIOL 1408 (4 SCH) & BIOL 1409 (4 SCH)	Scientific Research & Design (1 Credit)
12th Grade	MATH 1314 (3 SCH) & MATH 1342 (3 SCH)	Independent Studies (1 Credit)
	ENGL 2322 (3 SCH) & ENGL 2323 (3 SCH) or HUMA 1301 (3 SCH)	English IV (1 Credit)
	ECON 2301 (3 SCH)	Economics (1/2 Credit)
	GOVT 2305 (3 SCH)	U.S. Government (1/2 Credit)

V. Student Eligibility, Enrollment and Attendance

1. 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.
2. 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 I, Chapter 4, Subchapter C, §4.57**
Mathematics	350
Reading	351
Writing	Essay score of 4 with MC score of 340

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
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	Composite score of 23, minimum of 19
Mathematics	Composite score of 23, minimum of 19

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.

Freshman & Sophomore **Workforce** Enrollment Procedure:

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

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

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 below.
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 www.applytexas.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 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 comprised of dual credit high school students only or of dual credit high school students 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 technical 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 technical 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 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 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 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 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 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.
    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 grades in the Colleague system:

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 accommodations considered and identified through a District ARD committee to the TVCC disabilities coordinator for appropriate action. Dual credit students who qualify for accommodations 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 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 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 transcripted 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. 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. TVCC provides timely and efficient academic advising and counseling for dual credit high school students regarding the collegiate curriculum. Dual credit high school students participate in the TVCC procedures 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 2020-2021 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. (2020-2021 TVCC Catalog).
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 2020-2021 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 where students will receive a letter grade on their TVCC transcript. College faculty will provide numeric grades at the end of the semester to be weighted or factored into the student's high school grade point as determined by the high school district.
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)]

XVI. Instructional Materials

1. New and/or used textbooks, workbooks, and other text-related materials will be provided by the District prior to the first day of each new semester.

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.

XVII. 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.

XVIII. 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 District 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 or director of dual credit 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.
7. Dual credit students are responsible for contacting the high school official to withdraw (drop) a class by the last day to pay deadline if they do not intend to pay for the identified class. If the class is not dropped and is not paid for, the dual credit student will have an outstanding balance and a grade will be transcripted in the identified course.
8. Dual credit students may request locally articulated career technical credit by completing the TVCC High School Student Local Articulation Approval form.

XIX. Funding

1. The cost of tuition and fees for eligible academic dual credit courses for taxpaying districts will be $49.00 per credit hour for the first two academic courses that are offered for dual credit each semester. The cost of tuition and fees for eligible academic dual credit courses for non-taxpaying districts will be $60.00 per credit hour for the first two academic courses that are offered for dual credit each semester. Upon enrolling in the third academic or non-embedded career technical class or in any concurrent course, tuition and fees will adhere to the TVCC tuition and fee schedule. Online fees and lab fees affiliated with the respected courses that students choose to enroll in 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 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 (10 days prior to classes beginning), students will remain enrolled, owe a balance and have a grade transcripted at the end of the semester.

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.

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 TVCC to reimburse the District for.
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.

XX. Indemnity and Liability

1. To the extent allowed by law, parties to the Agreement agree to mutually defend, indemnify, and hold each other harmless from any and all claims and losses accruing or resulting from any and all contractors, subcontractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of any subcontract let under this agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation

who may be injured or damaged by the acts of omissions of the other party in the performance of subcontract.

2. 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.

XXI. Miscellaneous

1. The District will maintain required student vaccination records and required documentation at the high school for health occupations courses and make available to TVCC auditing if needed.
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.

XXII. 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.

District Superintendent

6/8/20
Date

Dr. Jerry King
President Trinity Valley Community College

06/03/2020
Date