Dual Credit Partnership Agreement
2020

By definition of the Higher Education Coordinating Board, dual credit is "a system under which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and high school." South Plains College recognizes the importance of allowing highly motivated high school students the opportunity to earn college credit, while still in high school. South Plains College understands the importance of facilitating a smooth transition for students from high school to an institution of higher education, offering students different pathways to achieve their educational and career goals, while limiting student debt and unnecessary financial burdens.

South Plains College, an educational institution of Hockley County, in the State of Texas, and **Triumph Public High Schools - Lubbock** agree to enter into a partnership to offer dual credit courses to eligible students, which will allow them to earn college credits while simultaneously granting credit toward their high school graduation requirements. Both the College and the School District agree that all course policies and practices are under the jurisdiction of the College. In consideration of this partnership agreement, the parties agree to the following:

1. **Student Eligibility Requirements**

To be eligible for enrollment in a dual credit course, the high school student must meet all requirements for early admission to the College and participation in dual credit as established by the Texas Higher Education Coordinating Board (THECB). Schools may not impose stricter criteria for program participation than what has been set by the THECB. Students must be recommended by the high school principal or his/her designee (e.g., high school counselor) for participation in the dual credit program, complete an application to South Plains College, and demonstrate TSI compliance in accordance to the current rules and processes established by the Texas Higher Education Coordinating Board (THECB). Students in grades nine through twelve are eligible to take dual credit courses provided that they meet the TSI criteria established by the THECB. TSI scores are not required for Career and Technical Education (CTE) students enrolling in dual credit courses that are contained in a Workforce Education Level 1 Certificate.

High school students may enroll in the number of classes appropriate to their needs, so long as it does not exceed the institutional limit of 19 hours per semester, as listed in South Plains College's Academic Catalog. Students must meet any course pre-requisites prior to enrolling in classes.

2. **Faculty Qualifications**

Hiring decisions are the purview of South Plains Colleges. At a minimum, all individuals teaching dual credit courses must meet the Southern Association of Colleges and

Schools Commission on College (SACSCOC) guidelines for community college faculty. Additionally, potential dual credit instructors are subject to review & approval by the departmental chairperson or program coordinator and the Dean of Dual Enrollment and Distance Education, who will make arrangements for personnel to teach at high schools, including regular, adjunct faculty or public school teachers. The College requires academic instructors have a master's degree with eighteen graduate credit hours in the teaching discipline. Technical instructors must have either a bachelor's degree in the teaching discipline, or an associate's degree and demonstrated competencies in the teaching discipline. The divisional dean and department chairperson responsible for the course will approve the instructor.

Public school teachers who teach dual credit courses will be considered adjunct faculty and must follow all departmental policies to teach dual credit courses, including but not limited to: submitting employment applications and official transcripts, interviewing with the department or program chairperson and the affiliated divisional dean (at chairperson's discretion), and being subject to regular evaluations.

Adjunct instructors are required to adhere to departmental and divisional policies regarding grading, institutional syllabi, textbooks, assignments and curriculum. All course materials and teaching methodologies must be approved by the appropriate departmental chairperson. Adjunct instructors are also required to comply with the College's FERPA requirements and policies regarding the disclosure of student information. High School dual credit faculty members will be compensated in accordance with current College policy for all classes meeting minimum enrollment criteria. Compensation for courses with fewer than the minimum number of students enrolled will be prorated according to the number of students enrolled. Dual credit faculty will be required to meet with other adjunct faculty and departmental chairpersons at least once per academic year as a group for faculty development activities.

Dual credit faculty are required to meet all deadlines for requests of information, including but not limited to current contact information, college transcripts and course syllabi. They will also attend at least one department meeting per year and provide instruction consistent with departmental objectives and expectations. Adjunct faculty are also expected to meet all institutions policies and deadlines for certification of class rolls and final grade submissions. Failure to meet institutional requirements may result in termination of adjunct position.

3. Location, Size and Student Composition of Classes

Courses may be conducted at the College, via two-way interactive video, in an online format via the internet, or at a high school. When the course is offered at the College, the College will provide facilities and equipment as needed (a classroom with desks and a place for telecommunications equipment). When the course is offered at the High School, the High School will provide facilities and equipment, as needed.

When possible, college courses being taught at a high school location should be composed solely of students who are participating in dual credit.

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

a. When the courses are offered via telecommunications originating from the College campus and going to a high school campus, the College is responsible for facilities and equipment to deliver the course and the School District is responsible for ensuring that there are adequate facilities, equipment and communications lines to receive the course. Communications lines include a fax machine and telephone in the classroom or in a nearby location.

b. Each dual credit site must have a responsible adult person serving as an ITV classroom facilitator. The facilitator must not be currently enrolled as a dual credit student, should not be related to a student in the class, must be present during the entire class period to supervise the students, distribute instructional materials, proctor exams, report and/or troubleshoot problems that may occur with the ITV equipment and to manage the classroom.

The College will not agree to deliver a course to an unsupervised location. Both the School District and the College must approve the individual selected. Unless other arrangements have been made, the High School will hire personnel who act as facilitators at remote sites.

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

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

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

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

4. Student Services

To ensure student success, the College will provide dual credit students with the same access to academic advising, counseling, tutor services, and library resources that it provides to other college students. High school personnel will assist College personnel with advising, registration and enrollment support services. The College will provide annual updates to high school counselors.
Students who anticipate a need for special accommodations must contact the Disability Services Office on either the Levelland or Reese campuses. Adequate notice to make arrangements for necessary accommodations is required. The school counselor or

representative may assist in delivering the completed documentation required and the request form, but all documents must be signed and dated by the student.

5. Eligible Courses

Only college-level academic courses approved by Academic Council at the College, listed in the most recent edition of the Academic Course Guide Manual and identified by South Plains College as part of the College's core curriculum, a state-approved field of study or designated as foreign language, in addition to any courses listed in the Workforce Education Course Manual which lead to the completion of a technical certificate or degree, will be considered for dual credit. The College does not offer remedial or developmental courses for dual credit. A course equivalency crosswalk which equates high school courses with college courses offered through the dual credit program will be made available on the college website.

6. Grading Criteria and Transcription of Credit

The Texas Administrative Code, rule §9.145, requires that grading criteria should be devised to allow faculty to award high school only or both high school and college credit depending upon student performance. Pursuant to this requirement, and in recognition of the High School's role in awarding high school credit, South Plains College agrees that the High School will determine whether to award high school credit in the event that college credit is not awarded.

Appropriate credit will be transcripted immediately upon a student's successful completion of the course. High school students are considered college students if they are enrolled in a college course. College personnel only report mid-term and final grades and do not provide "fail" notices to districts for UIL purposes. Numeric grades will be furnished to the high school at the end of the semester.

7. Fees and Funding Provisions

Dual credit students are responsible for payment of tuition and fees in accordance with current College policy. Students taking college courses will pay the College's tuition and fees unless otherwise provided by the district. Students are responsible for obtaining a college academic calendar, which will include information such as add-drop deadlines and refund policies. Information related to the benefits & costs of education, the enrollment process and applicable fees will be posted on the college website.

State funding for dual credit courses will be available to both the ISD and the College based upon the current agreements(s) between the Commissioner of Education and the Commissioner of Higher Education.

8. Administrative and Procedural

Students are required to comply with the registration, attendance and academic policies, and the code of conduct, contained in the current College Catalog and Student

Handbook, in addition to any specific departmental policies. Student conduct is outlined in the SPC Student Guide & Residence Life Handbook. Students who do not adhere to this code of conduct may be removed from the class by the instructor or by South Plains College. All dual credit courses will follow the College's academic calendar. Students are responsible for obtaining and adhering to the college academic calendar which will include starting/ending dates, exam schedules, add/drop dates, etc.

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

The School District agrees to abide by the College's ITV policies regarding the recording of class sessions and will designate a point of contact that will act as the liaison and coordinate all program matters.

9. Terms of Agreement

This agreement shall become effective on the 16th day of July, 2020. It is to continue in force each academic year, as deemed necessary, unless either party submits written request for withdrawal or change for the next academic year. Notice to change this agreement must be served in writing, at least thirty (30) days prior to the beginning of the semester for which the change is desired. The College or School District shall have the right of canceling or terminating this agreement at any time according to the above guidelines.

Robin Sutherlin

President, South Plains College — 7/16/2020 Date

Frances Berrones-Johnson

Triumph Public High Schools (Lubbock)
Frances Berrones-Johnson, Superintendent/CEO — 09/16/2020 Date