



DUAL CREDIT PARTNERSHIP AGREEMENT

Between



**Triumph Public High Schools Charter District
And
El Paso County Community College District**

This Dual Credit Partnership Agreement (Agreement) between Triumph Public High Schools Charter District and El Paso County Community College District (EPCC or the College) is designed to allow High School students an opportunity to earn dual High School credit and College credit. *19 Texas Administrative Code (19 TAC), Chapter 9, Subchapter H, Partnerships between Secondary Schools and Texas Public Two-year Associate Degree-Granting Institutions* establishes authority and rules for two-year associate degree-granting institutions to enter into agreements with secondary schools to offer courses that grant credit toward the student's High School curriculum requirements and College-level credit. Dual Credit Requirements are identified/outlined in *19 TAC Chapter 4, Subchapter D, Dual Credit Partnerships Between Secondary Schools and Texas Public Colleges, §4.85*. Nothing herein shall be construed to violate either the Texas Public Information Act, Tex. Gov't Code, §552.001 et seq., or the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g.

The following conditions apply to this agreement in accordance with Texas Higher Education Coordinating Board Rules and Regulations:

1. Purpose

The Purpose of this Agreement is to facilitate the cooperation between the College and the District in the provision of College courses for Dual Credit for qualified students.

2. Eligible Courses

- a. Only courses as permitted by 19 TAC, Part 1, CH4, Subchapter D, §4.85 (a) identified as College-level academic courses in the current edition of the EPCC Catalog or as College-level workforce education courses in the current edition of the Workforce Education Course Manual (WECM) may be used for Dual Credit.
- b. Courses approved for Dual Credit for an individual student must be applicable to a College or university certificate or degree.
- c. Course matching is a requirement to award Dual Credit. In order to offer any College course for Dual Credit, it must be paired with an equivalent High School course. The learning objectives for the College course and the Texas Essential Knowledge and Skills (TEKS) for the High School class must have significant overlap or match. If an equivalent High School class does not exist, then the College course cannot be offered by the High School for Dual Credit.
- d. Any TEKS not covered by the College course will be taught by the High School and accounted for separately from the required content of the College course.

3. Student Eligibility

- a. High School students will meet State and EPCC requirements for admission to the College.

- b. High School students must take the EPCC placement tests and/or provide EPCC approved additional test scores in math, reading, and writing as well as course-specific placement test scores where applicable and have the course prerequisites prior to enrolling in College-level courses.
- c. High School students shall not be enrolled in more courses than those allowable by state laws and Texas Administrative Code and Regulations.

4. Instructional Calendar

The College courses for Dual Credit taught on the High School campus will comply with the District's instructional calendar. Distance education sections will comply with the College calendar.

5. Location

- a. Dual Credit instruction will predominantly occur in the facilities of the High School campus. EPCC facilities may be used as appropriate, depending on the availability of resources.
- b. When the High School does not have an instructor, who is qualified and selected by EPCC to deliver a College course for Dual Credit onsite at the High School campus, the course may be located online with an instructor provided by the College, depending on the availability of resources. (See Section 11.e.)
- c. A qualified instructor may be provided by the College to teach the College course on the High School campus, but the High School will bear the cost of the instructor. A High School may also contract directly with an EPCC credentialed instructor to deliver the College course on the High School campus. (See Section 11.e.)

6. Student Composition of Classes

Courses may be composed of Dual Credit students only or of dual and College credit students. Exceptions for a mixed class (composed of students taking the College course for High School credit only and students taking the College course for Dual Credit) 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 Recommended or Distinguished Achievement 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 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 which will only be awarded after graduation from High School and subsequent enrollment at EPCC.

7. Faculty Selection, Supervision, and Evaluation

- a. All instructors must meet the credential requirements as specified by EPCC, the State Board of Education, and that would be acceptable by the Southern Association of Colleges and Schools Commission on Colleges and other pertinent accrediting agencies. EPCC may limit

the number of Dual Credit sections by course or program based on institutional need and/or accreditation guidelines.

- b. The College shall select, supervise, and evaluate Dual Credit High School instructors using the same College procedures used for EPCC faculty teaching on the main campuses and will maintain the same standards for the evaluation of instructional effectiveness and learning outcomes for the College course taught on the High School campus as the same courses taught at the main campuses of the College. EPCC retains the right not to assign courses to an instructor.
 - c. Official transcripts, an adjunct faculty application, and other documents pertinent to credentials verification of Dual Credit High School instructors will be kept on file at the EPCC Office of Human Resources.
 - d. Qualified, EPCC-selected and trained Dual Credit High School instructors teaching the College course at the High School will do so as part of their High School teaching assignment. Nevertheless, a Dual Credit High School instructor will comply with the College's standards of instruction and evaluation processes. All instructional aspects of the College course will be supervised by the designated College Instructional Dean.
 - e. Each semester, Dual Credit students will complete a Faculty Evaluation and Student Survey for each College course for Dual Credit. The High School is responsible for designating a person to act as a point of contact and an overseer for the administration of these materials and any additional surveys of College students required by the College and for following the accompanying instructions. The Faculty Evaluation process is highly confidential. To encourage a student's willingness to respond with candor regarding their experience in the class without fear of reprisals from the instructor, the Faculty Evaluation will be shared with the instructor, the designated College Instructional Dean, the instructional coordinator and, upon request, the designated High School administrators after the course has ended.
 - f. It is required that new Dual Credit faculty attend New Faculty Orientation, which is held during Faculty Development Week at the beginning of the Fall Semester (August) and the Dual Credit Summer Convening in June. Newly credentialed Dual Credit faculty will be required to complete an introductory 10-hour online course. Additionally, ongoing attendance is required at College division and discipline meetings and at one faculty development workshop of the instructor's choice each semester.
 - g. In the event the High School credentialed faculty is absent more than 3 consecutive days, or is absent enough times that the instructional contact hours fall below what is required for the College course, the High School is responsible for contacting the designated College Instructional Dean to discuss the anticipated length of absence, and necessary arrangements for a substitute or replacement. Only substitutes/replacements credentialed by EPCC in the discipline/course may be used to cover a class. If the High School is unable to find a credentialed discipline/course qualified substitute or replacement, EPCC may provide a qualified faculty if available. The High School will incur the instructor cost.
8. Course Curriculum, Instruction and Grading Criteria

EPCC shall ensure that a College course for Dual Credit offered at the High School and the corresponding course offered at the main campus of the College are equivalent with respect to the curriculum, contact hours, course enrollment maximum, materials, instruction, and method/rigor

of evaluation of student performance, and grading criteria regardless of student composition of the class. (See appendix A for Crosswalk)

- a. EPCC course syllabi and textbooks must be used in College courses for Dual Credit at all times. The syllabus for each course must be submitted to the appropriate Instructional Coordinator as requested and uploaded in compliance with HB 2504 by the end of the first week of classes.
- b. The High School will provide each student enrolled in a College course for Dual Credit with all textbooks and instructional materials required by the College discipline. Textbooks and other instructional materials may not be shared among multiple students, and students must be allowed to use them both in and out of class as would any College student studying at a main campus of the College.
- c. The EPCC Office of Distance Learning Support Services will verify that the High School has adequate technology to support online course delivery. In addition, classroom, science lab and library facilities assessments will be conducted at least every three years or as needed.
- d. The High School will identify a High School onsite facilitator whose role is to support the EPCC instructor of record in order to enhance the success of Dual Credit students enrolled in online courses.

9. Academic Policies and Student Support Services

- a. All academic policies applicable to courses taught on EPCC campuses shall apply to Dual Credit High School students as outlined on EPCC Procedure 6.00.01.30 and in the College Catalog. These policies include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus must be distributed, and processes for addressing instructional issues/concerns.
- b. Dual Credit students may utilize the same services that are available to other EPCC students. The College is responsible for ensuring timely and efficient access to such services as academic advising and counseling, College-appropriate (non-curricular) accommodations for students with disabilities, to learning materials (e.g., library resources), academic achievement programs (e.g. Honors Program) and student success initiatives (e.g., tutoring).
- c. Each High School must have an appointed counselor or designee to provide academic guidance regarding Dual Credit who will encourage course completion and achievement of course work leading to a College degree. EPCC will provide training for the High School counselor or designee.
- d. **Student Services Provided by High School.** Except as expressly set forth herein, the High School shall provide student services for all Dual Credit students including, health services, counseling services, tutorial services, transportation, food service, and all high school books and teaching materials. By July 1 of each year, the High School will submit all graduated seniors' final high school transcripts, with the official graduation date, through the Texas Records Exchange (TREx) system. Paper copies will not be accepted.
- e. **Student Services Provided by EPCC.** In addition to on-site resources provided by the High School, students will be issued an EPCC ID card and will have open access to EPCC's online library databases, materials, and resources. Dual Credit students will have access to on-campus and online EPCC tutoring centers, Academic Computer Services labs, and libraries. EPCC will provide designated High School Librarians with appropriate log-ins to access EPCC Library resources. EPCC Librarians will provide training to designated High School Librarians on available EPCC resources.

Dual Credit students will have access to all EPCC student services and privileges, including participation in student government and student clubs.

- f. **Codes of Conduct.** Dual Credit students will adhere to all the requirements of the High School/District Code of Conduct and state law applicable to public school students. Dual Credit students will have the rights and responsibilities defined in the EPCC Code of Conduct, EPCC Catalog, EPCC Student Handbook, and the EPCC Board Policies and College Procedures. In the event of any inconsistency between the High School/District Code of Conduct and the EPCC Code of Conduct, the High School/District Code of Conduct and applicable provisions of Chapter 37 of the Texas Education Code will be followed.
- g. **Transportation.** Transportation is at the sole discretion of the High School/District and not the responsibility of EPCC. The High School/District will ensure bus routes for students attending courses at all EPCC site facilities during the fall, spring, and summer terms that occur during regular high school hours. The High School will provide round-trip transportation for Dual Credit students to EPCC campuses for official school activities, such as daily classes in an approved schedule.

10. Transcription of Credit

EPCC will transcribe College grades immediately upon a student's completion of the course. Approved High School and/or District personnel will have access to the official College grade through the High School Dashboards.

11. Funding

- a. The Dual Credit High School instructors will be compensated by the District in accordance with the District's Standard Teacher Salary Schedule. It is not contemplated that Dual Credit High School instructors will be teaching any classes in addition to their regular workload by virtue of their participation in the Program. Said Dual Credit High School instructors will not receive any monetary compensation from EPCC for their participation in the Program. The Dual Credit High School instructors teaching courses which result in the award of concurrent credit must meet the same standards, review, and approval procedures used by the College to select faculty responsible for teaching the same courses at the main campus of the College. Dual Credit High School instructors will teach courses on a volunteer basis and are entitled to all the rights and privileges accorded to any EPCC adjunct faculty member.
- b. EPCC will waive tuition and designated fees for students enrolled in the Dual Credit Program, except as stated in c, d, and e. herein below.
- c. Upon mutual agreement, the College will conduct enrollment registration for all qualified students who have met all requirements and are requesting enrollment in College courses for Dual Credit. A fee of \$150 will be assessed for each student enrolled after the College's Census Date when it is determined that the student or school was responsible for not meeting the deadline.
- d. Three-Peat-Fee will apply for students repeating certain courses more than two times and will be assessed the current in-state EPCC per credit hour fee.
- e. **Waived and Incurred Fees**
 - i. When the District provides the instructor onsite, tuition and fees will be waived.

- ii. When EPCC provides the instructor, online, onsite or on campus, tuition and fees will be waived provided the school pays a flat rate of \$100 per student per course. The School District will be invoiced within 30 days after the end of the semester and payment in full will be due to EPCC within one month of the invoice.
 - f. The High School is responsible for all textbooks and instructional materials. This includes funding of Open Educational Resources (OER) materials used in lieu of textbooks. College-approved textbooks purchased by the District may be used for a maximum of four years from the date of initial purchase. The High Schools must adhere to EPCC textbook procedure *Selection and Ordering of Textbooks for Credit/Developmental Education Courses*. In addition, the High School must comply with the textbook tracking requirements by completing and returning the textbook tracking form within the timelines set forth.
12. EPCC Administrators and High School Principals, along with any necessary administrative staff, will maintain open lines of communication between the College and their High Schools.
- a. **Marketing and Co-branding.** Dual Credit is a strong and beneficial partnership between Triumph Public High Schools Charter District and EPCC and will be co-branded accordingly. References to College Courses for Dual Credit that are offered by EPCC will prominently feature EPCC's name and logo on all media/marketing materials, school marquees, verbal and non-verbal messaging, and anywhere else the program is visible. When used in conjunction with the Triumph Public High Schools Charter District logo, logos must be of the same size and in high-profile locations. When communicating about Dual Credit programs or courses offered by EPCC, it is important to state "These Dual Credit course offerings are available thanks to a partnership with El Paso Community College," when speaking, presenting, or discussing the initiative as well as in all written materials, including, but not limited to: news releases, website content, promotional materials, social media, or other content. Signage, banners, and other displays should prominently demonstrate the partnership and should include EPCC and its logo. Materials or exceptions to this guideline will need to be reviewed and approved by EPCC's Marketing/Community Relations Department and the Dean of Dual Credit and Early College High Schools. Each party reserves the right to approve major signage, banners and other displays marketing Dual Credit that will be displayed outside the EPCC campus to the general public. EPCC supplied logos, banners, or flags will be displayed in each classroom used to teach Dual Credit students. The Triumph Public High Schools Charter District is responsible for ensuring that departments producing materials as well as appropriate administrators, faculty and staff are aware of the marketing and co-branding requirements. Media/marketing materials that do not reflect appropriate co-branding may have to be taken down and redone to properly reflect required marketing and co-branding.

13. House Bill 1638: Statewide Dual Credit Goals


The following are specific program goals aligned with the statewide goals developed collaboratively by the Texas Higher Education Coordinating Board (THECB) and the Texas Education Agency (TEA) in compliance with House Bill 1638 (85th Legislature, Regular Session), as codified in Texas Education Code, Section 28.009 (b-1) and (b-2):

- a) **Statewide Dual Credit 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.
 - i) EPCC will participate in information sessions that promote dual credit hosted by Triumph Public High Schools Charter District.
 - ii) EPCC will host campus tours for students new to Dual Credit.

- iii) EPCC will maintain a webpage to include information relevant to all Dual Credit stakeholders.
 - iv) EPCC will host a Dual Credit Counseling Institute in Fall and Spring
 - v) EPCC and Triumph Public High Schools Charter District will collaborate in the promotion of Dual Credit programs through press releases, social media, and institutional web pages.
- b) Statewide Dual Credit Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.
- i) EPCC will grant designated Triumph Public High Schools Charter District staff access to Dual Credit Dashboards
 - ii) EPCC will participate in annual data sharing sessions
 - iii) EPCC will support transition to college through Operation College Bound.
- c) Statewide Dual Credit 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.
- i) EPCC will host Dual Credit New Student Orientation sessions for every dual credit student.
 - ii) EPCC and Triumph Public High Schools Charter District will conduct joint advising sessions in compliance with SB 25
 - iii) Dual Credit Students will have access to Dual Credit high school and college counselors to ensure credits apply to the selected certificate or degree.
- d) Statewide Dual Credit Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.
- i) EPCC will host a Dual Credit Summer Convening for newly credentialed Dual Credit faculty.
 - ii) Newly credentialed Triumph Public High Schools Charter District faculty will be enrolled in a 10-hour online course administered by EPCC.
 - iii) Dual Credit faculty and facilitators will participate in EPCC's Faculty Development Week workshops in Fall and Spring.
 - iv) All Dual Credit stakeholders will be invited to the Building Bridges: Dual Credit Conference hosted annually by EPCC.

This Agreement may only be modified in writing by the District Superintendent and the College President, or their designees, upon mutual agreement, at least 30 days in advance of the modification.

This Agreement will become effective on the date the last party executes the Agreement and will remain in effect for three (3) years or until such time as mutual agreement is made to modify or terminate the Agreement.


 _____ 8/18/21
 William Serrata, Ph.D. (Date)
 President


 _____ 07/20/21
 Frances Berrones-Johnson (Date)
 Superintendent/CEO

Approved as to form:

 _____ 8/25/21
 (Date)
 EPCC General Counsel

Appendix A



Dual Credit Crosswalk



2021-2024

State ID	State Name	Course ID	Course Name
Core Curriculum: Communication (6 Credit Hours)			
03220300	English III A	ENGL 1301	Composition I
03241400	Speech DC	SPCH 1321	Business and Professional Communication
Core Curriculum: Mathematics (3 Credit Hours)			
Core Curriculum: Creative Arts (3 Credit Hours)			
Core Curriculum: History (6 Credit Hours)			
03340100	US History DC	HIST 1301	United States History I
03340100	US History DC	HIST 1302	United States History II
Core Curriculum: Government/Political Science (6 Credit Hours)			
03330100	United States Government 2305	GOVT 2305	Federal Government (Federal Constitution & Topics)
03380002	United States Government 2306	GOVT 2306	Texas Government (Texas Constitution & Topics)
Core Curriculum: Social and Behavioral Sciences (3 Credit Hours)			
Core Curriculum: Component Area Option (6 Credit Hours)			
N1290050	Education 1300	EDUC 1300	Learning Framework
03220300	English III B	ENGL 1302	Composition II