

## **Dual Credit Partnership Agreement 2022**

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 (SPC) 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 Wellman-Union Independent School District 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 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, a high school student must meet all requirements for early admission to South Plains College and participation in dual credit, as established by the Texas Higher Education Coordinating Board (THECB) in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85.

Students must also be recommended by their high school principal or a district designee (e.g., high school counselor) for participation in the dual credit program, complete a dual credit application to South Plains College, and demonstrate college readiness in accordance with 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 college readiness criteria established by the THECB. Test scores demonstrating college readiness are not required for Career and Technical Education (CTE) students enrolling in dual credit courses that are part of a Workforce Education Level 1 Certificate.

### **2. Faculty Qualifications**

The hiring of dual credit adjuncts will be exclusively made by South Plains College. At a minimum, any individual who is approved to teach a dual credit course 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.

Public school teachers who teach dual credit courses will be considered adjunct faculty and must follow all departmental policies to teach dual credit courses. Public school teachers will be required to submit an employment application and official transcripts. An interview with their department chairperson or program coordinator will be scheduled by the Dean of Dual Enrollment & Distance Education, if needed. Public school teachers who serve as adjunct faculty will also be 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 departmental chairperson, program coordinator, or divisional dean. Adjunct instructors are also required to comply with the College's FERPA requirements and policies regarding the disclosure of student information. Public school teachers who have been approved as dual credit faculty will be required to meet with other adjunct faculty and department leaders at least once per academic year. The division of Dual Enrollment & Distance Education will schedule annual training, in which dual credit adjunct faculty meet as a group for professional development activities.

Dual credit adjunct faculty are required to meet all deadlines for requests of information, including, but not limited to, current contact information, college transcripts and course syllabi. Dual credit adjunct faculty are encouraged to attend at least one department meeting per year and are required to provide instruction that meet departmental objectives and expectations. Adjunct faculty are also expected to meet all institutional policies and deadlines for the certification of class rosters and final grade submissions. Failure to meet institutional requirements could result in an adjunct losing teaching privileges.

### **3. Location, Facilities, and Teaching Environment**

Courses may be conducted at the College, via two-way interactive video, in an online format, or at a high school. When a course is offered at the College, SPC will provide facilities and equipment as needed (a classroom with desks and a place for telecommunications equipment). When the course is offered at high school, the high school will provide facilities and equipment, as needed. Students enrolled in a dual credit course on the College's main campus or at one of the College's extension centers, are responsible for their own transportation. These students may be transported to the facility by the District.

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 District and College agree to the following statements regarding the provision of facilities and communications lines:

a. When the courses are offered via interactive video originating on the college campus which are then sent to a high school campus, SPC remains responsible for maintaining the facilities and equipment to deliver the course. The District will be responsible for ensuring that there are adequate facilities, equipment and communications lines to receive the course.

b. Each dual credit site that receives a course through interactive video must have a designated employee who can serve as an approved facilitator and manage the classroom. The facilitator cannot be currently enrolled as a dual credit student. The facilitator must be a district employee who is not related to a student in the class, will be present during the entire class period to supervise the students, distribute instructional materials and proctor exams as needed, and report/troubleshoot problems that may occur with the district's ITV equipment.

South Plains College will not deliver a course to an unsupervised location. Both the District and the College must approve of the individual selected to serve as the district's facilitator.

The ITV facilitator is encouraged to attend training offered by South Plains College.

c. When an interactive video course is streamed at a site other than the college campus, all 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.

The College must ensure that a dual credit course being taught at or delivered to an off-site location is equivalent to any corresponding course offered at the main campus in respect to curriculum, materials, instruction, and method/rigor of student evaluation.

#### **4. Student Services**

To ensure student success, South Plains College will provide dual credit students the same access to academic advising, counseling, tutoring services, and library resources that it provides all traditional college students. Dual credit personnel from the College will offer academic advising services to all dual credit students. These services will address transferability and applicability concerns, degree mapping, and explanations of all college credit that has been earned by a dual credit student. High school personnel may be asked to assist SPC personnel with advising, registration, and other services that support enrollment.

Students who anticipate a need for assistance and accommodations must contact the Disability Services office. Students will complete an application for assistance through the AIM portal using their SPC email and User ID and provide appropriate documentation regarding their disability services request.

## **5. Eligible Courses**

Only college-level courses approved by the Academic Council of the College, which are listed in the most recent edition of the Academic Course Guide Manual or the Workforce Education Course Manual, will be considered for dual credit.

Courses approved as part of the College's core curriculum, a career and technical education course, or a foreign language course may be offered for dual credit. This provision does not apply to a college course that is being offered for dual credit as part of an approved early college education program established under TEC Section 29.908 or an early college program, as defined in TAC Chapter 4 Subchapter D, that assists students in earning a certificate or associate's degree while in high school.

No developmental education or remedial courses can be offered for dual credit.

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 the College's Academic Catalog. Students must still meet established course pre-requisites prior to enrolling in classes.

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 or upon request.

## **6. Grading Criteria, the Transcription of Credit, and Data Sharing**

All dual credit courses follow the institutional grading policy that is outlined in the College's Academic Catalog. Appropriate credit will be transcribed immediately upon a student's completion of the course. Numeric grades will be furnished to the high school at the end of the semester. High school students will be treated like traditional college students since they are enrolled in a college course. Because of this, the College and the District are expected to meet all FERPA guidelines to maintain the privacy of student data. Student level data received from the College shall not be shared outside the District without prior authorization from the College.

## **7. Collaboration and Outreach**

The College will provide informational sessions for students and parents regarding dual credit opportunities, benefits, cost, and resources. Sessions can be made available throughout the academic year upon request of the District. The College provides

updated and current dual credit information on registration procedures, program requirements and student resources on the College's dual credit webpage.

## **8. Fees and Funding Provisions**

Dual credit students are responsible for the payment of tuition and fees in accordance with current college policy. Students taking academic transfer courses for dual credit will pay \$50 per credit hour per course. This reduced rate only applies to designated "dual credit" course sections. Service area students who take CTE courses taught by a dual credit adjunct at their high school will pay \$50 per year for up to three CTE dual credit courses. This fee will be billed directly to the student unless a sponsorship is provided by the District.

High school dual credit faculty and counseling staff will be compensated in accordance with the College's dual credit remuneration policies. Stipends amounts are awarded based on enrollment. Compensation for courses with low enrollment, in which enrollment in a course does not meet the minimum number of students required to make a class (i.e., 10) may be prorated according to the number of students enrolled.

The cost of applicable textbooks, course materials, equipment, and fees are not waived or discounted by the institution; these costs are the responsibility of the student.

## **9. Administrative and Procedural**

Dual credit students are required to comply with all registration and academic policies outlined in the most current version of the South Plains College academic catalog and Dual Credit Handbook. Expectations for student conduct are outlined in the SPC Student Guide & Residence Life Handbook. Students who do not adhere to the institutional code of conduct may be removed from their class by the instructor or by South Plains College administration.

All dual credit courses will follow the College's academic calendar. Students are responsible for obtaining and adhering to the College's academic calendar which will include starting/ending dates, the established final exam schedule, payment deadlines, etc. for each semester. In instances where the District's holiday schedule or spring break does not coincide with the College's calendar, dual credit students will be expected to attend class as scheduled.

Class attendance policies may vary by course. Attendance policies fall under the purview of the instructor of record and will be outlined in the syllabus for each course. 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.

## 10. Terms of Agreement

This agreement shall become effective on the 16<sup>th</sup> day of February, 2022. It will continue in place for subsequent academic years, as deemed necessary, unless either party submits a written request for withdrawal or change for an upcoming 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 District shall have the right of canceling or terminating this agreement at any time according to the above guidelines.



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President, South Plains College

02/16/2022

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Date



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Superintendent

2-18-22

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Date