Dual Course Credit Partnership Agreement
Between

[Name of Independent School District, Charter School, or Private School]
And
Lone Star College System

This partnership for Award of Dual Course Credit Agreement between ________________ (“School”) and Lone Star College System (“LSCS”) is designed to allow high school students to earn dual course credit for immediate award of both high school credit and college certificate and/or associate degree credit.

The following conditions apply to this agreement:

1. Eligible Courses:

   a. School is responsible for determining that the LSCS course(s) approved for dual course credit meets the essential skills and knowledge required by the Texas Education Agency.

   b. LSCS will evaluate courses offered for dual credit and will approve them through the curriculum approval process in accordance to the Texas Higher Education Coordinating Board requirements.

   c. Dual credit courses will be at a more advanced level than the courses taught at the high school level.

   d. A dual credit course and the corresponding course offered at the main campus of LSCS are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation.

   e. Courses offered for dual course credit must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual or as college-level workforce education courses in the current edition of the Workforce Education Course Manual.

   f. Courses offered for dual credit are in LSCS’s approved undergraduate course inventory.

   g. Remedial and developmental courses are not offered for dual credit.

   h. Specific course offerings will be determined collaboratively by LSCS and School.

2. Student Eligibility Requirements:

   a. A high school student is eligible to enroll in dual credit courses in the eleventh and/or twelfth grade if the student:
i. demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative ("TSI") as set forth in the Texas Administrative Code

ii. demonstrates that he or she is exempt under the provisions of the TSI

b. Students must meet all of LSCS’s regular prerequisite requirements designated for that course.

c. Students must have at least junior year high school standing.
   i. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability may be approved by the principal of the high school and the chief academic officer of LSCS.

d. High school students shall not be enrolled in more than two dual credit courses per semester.
   i. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability may be approved by the principal of the high school and the chief academic officer of LSCS to a maximum of 15 semester credit hours.
   
   ii. Students enrolling in more than two dual credit courses in a semester must pass all courses during that semester with a grade of C or better to continue to enroll in more than two dual credit courses in following semesters.

3. Faculty Selection, Supervision, and Evaluation:

a. LSCS shall select instructors of dual credit courses. These instructors must be regularly employed faculty members of LSCS or must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges) and approval procedures used by LSCS to select faculty responsible for teaching the same courses at the main campuses of LSCS.

b. LSCS shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campuses of LSCS.

c. The School faculty teaching the dual credit course at the School will do so as part of a regular teaching assignment. Such instructors will comply with LSCS’s standards for instruction. LSCS must approve all instructors prior to any teaching. Any changes in teaching assignments must be approved by LSCS. LSCS shall provide all instructors for online dual credit courses.

d. The School shall provide, free of charge, a School employee or other individual approved by LSCS to proctor all assessments as needed for online dual credit courses, to serve as a student mentor, to receive student performance email notifications, and any other reasonably necessary duties to facilitate this agreement.

e. Instructors may be required to participate in outcomes assessment activities.

f. Instructors may be required to participate in college professional development activities.

Official transcripts of instructors must be received within 30 days of the start of the academic term.

g. Other pertinent employment documents must be submitted prior to the initial term and kept on file thereafter in the LSCS personnel office.
4. Location of dual credit courses:
   a. Dual credit courses enumerated under this agreement in the attached Course Information Inventory will be offered at the School, LSCS, online, or some combination.
   b. Enrollment of School student in an online dual credit course will be reviewed with the parent/guardian and student. The review will serve to explain the requirements and expectations of online courses. The ultimate enrollment decision rests with LSCS after consultation with the School counselor.

5. Student Composition of Classes:
   a. Dual credit courses may be composed of dual credit students only or of dual and college credit students.
   b. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed in accordance with the Texas Administrative Code’s requirements.

6. Academic Policies and Student Support Services:
   a. Regular LSCS policies apply to dual credit courses.
   b. Dual credit students are eligible to use the same or comparable support services afforded to all LSCS students including services (e.g. academic advising and counseling), learning materials (e.g. library resources), and other benefits.

7. Transcripting of Credit:
   a. School as well as LSCS credit should be transcripted immediately upon a student's completion of the performance required in the course.

8. Tuition, Fees, Textbooks, and Supplies
   a. Students receiving dual credit will have tuition waived and will be assessed dual credit fees approved by the LSCS Board of Trustees.
   b. Fees for online dual credit courses will align with the LSCS tuition and fee schedule. c. Students will pay all appropriate instructional fees and purchase instructional support materials unless otherwise agreed upon by the School and LSCS. Students will be responsible for the costs of textbooks and required course supplies when such costs are not being provided by the School.
   d. Students must follow specified dual credit registration and payment procedures. Procedures and deadlines may be different than for non-dual credit students.
   e. Students enrolled in college credit only courses are responsible for payment of full tuition and fees.
   f. For Schools utilizing third-party billing for payment of fees, LSCS enrollments reported for billing and payment will be assessed based on the official day of enrollment. The official day of enrollment is the date LSCS certifies student enrollment to the state for formula funding.
   a. The state funding for dual credit courses will be available to both public school districts and LSCS based upon the current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board.
   b. LSCS may claim funding for all students getting college credit in core curriculum, foreign language, and/or career and technical education courses.

10. Payment for Services
    a. LSCS will reimburse the School at the rate of pay for College adjunct instructors prorated for every 30 students enrolled in dual credit courses taught by School teachers during regular school hours as part of their School work load, with the exception of online dual credit faculty.
    b. LSCS shall be responsible for compensating the online dual credit faculty in accordance with LSCS policy and procedures.

11. Civil Rights Compliance, Complaints About Student Conduct and Student Discipline
    a. LSCS and School have in place policies and procedures to receive, investigate and promptly resolve student and employee complaints alleging civil rights violations. Nothing in this agreement shall change the obligations of each to have in place and to utilize its own complaint resolution processes for students enrolled at LSCS or School including dual credit enrolled students. College and LSCS agree that each will cooperate with any investigations conducted by the other.
    b. In the event that a student enrolled in the dual credit program taught at LSCS engages in conduct that would result in disciplinary action against a LSCS student, LSCS agrees to advise School of the conduct prior to the finalization of any disciplinary action against the student. However, LSCS may remove a student from the class or from the premises in the event that the student engages in conduct that is considered to be disruptive, dangerous, or threatening to others, without prior communication with the School.
    c. Students enrolled in dual credit educational programs are subject to the academic and disciplinary policies and standards of both LSCS and School. LSCS and School agree to inform the other if a dual student is subject to disciplinary action that may affect his or her status as a dual credit enrolled student.

12. FERPA Compliance and Data Sharing
    a. If a student is enrolled concurrently in LSCS and School in a dual credit program, the parities may disclose an education record regarding the student in accordance with United States Code, 34 CFR 99.34.
    b. The School is aware once a student is registered in a LSCS course he/she is under the post-secondary rules of the Family Educational Rights and Privacy Act (FERPA), and LSCS will not release student’s records to parents or legal guardians without student’s Authorization to Release Student Records allowing such disclosure.
c. LSCS acknowledges that the School may release FERPA protected information to the parent or legal guardian if requested.

13. Term and Termination
   a. This Agreement shall remain in effect until the end of LSCS’s academic year, including summer, and shall automatically renew for additional terms consisting of LSCS’s academic year, including summer, unless sooner terminated in accordance with this Agreement.
   b. Notwithstanding any other provision of this Agreement, either Party shall have the right to terminate this Agreement upon thirty (30) days prior written notice if the party to whom such notice is given has breached any provision of this Agreement, and such breach shall not have been cured within twenty (20) days following the receipt of such notice.
   c. Notwithstanding any other provision of this Agreement, either Party shall have the right to terminate this Agreement after ninety (90) calendar days’ written notice is given to the other Party.

This Agreement and Optional Course Information Inventory may only be modified in writing by the individuals below, or their designees, 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 until such time as mutual agreement is made to modify or terminate the Agreement.

Signatures:

Signature School Superintendent (or designee)                 Signature Lone Star College President

Printed Name                                                                                     Printed Name

Date                                                                                             Date

Vice Chancellor

Date

Note: Modification of this Form requires approval of OGC
**OPTIONAL WORKSHEET FOR COLLEGE**

*Dual Credit Outcomes Matrix*

(Used to document matched learner outcomes/performance levels between LSCS courses and other entities)

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Comments/Remarks/Special Conditions:

School Representative (Teacher) Date

School Curriculum Coordinator Date

LSCS Faculty Date

LSCS Dean Date