



Dual Course Credit Partnership Agreement Between

And Lone Star College System

This partnership for Award of Dual Course Credit Agreement between _____ (“School”) and Lone Star College System (“LSCS” or “the College”) 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. The 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.
2. Student Eligibility Requirements:
 - a. Students will meet State and College requirements for admission to the College.
 - b. Students will pay all appropriate instructional fees and purchase instructional support materials unless otherwise agreed upon by the School and the College.
 - c. To be eligible for enrollment in a dual credit course in an associate degree or level two certificate program, the high school student must present exempt scores or assessment scores on the THEA test or an LSCS Board-approved alternative assessment instrument as deemed applicable by the College for the intended dual credit course in which the student shall enroll. Students must meet TSI requirements in the areas that are applicable to the course or have a TAKS tenth grade score of 2200 on Mathematics and/or a score of 2200 on English Language Arts with a writing subsection score of at least 3 on the tenth grade TAKS relevant to the courses to be attempted, and have the course prerequisites.
 - d. The class load of a high school student shall not exceed two college credit courses per semester. However, under special circumstances that indicate a student with exceptional academic abilities is capable of college-level work, an exception to this requirement may be granted based on such factors as grade-point average, ACT or SAT scores, and other assessment indicators, if both the Principal of the High School or designee, and the Chief Academic Officer of the College or designee approve.
3. Faculty Qualifications: All instructors must meet the minimum requirements as specified by the Commission on Colleges of the Southern Association of Colleges and Schools, other pertinent accreditation agencies and LSCS.
 - a. The College shall approve, supervise, and evaluate instructors for courses that result in the award of dual credit. The College will maintain the same standards for the evaluation of instructional effectiveness and learning outcomes for the dual credit courses covered by this agreement as for all other LSCS courses.
 - b. Instructors teaching courses which result in the award of dual credit must be regularly employed faculty members of LSCS or must meet the same standards, review, and approval procedures used by LSCS to select adjunct faculty responsible for teaching the same courses at the College System.
 - c. Official transcripts of instructors must be received within 30 days of the start of the academic term.
 - d. Other pertinent employment documents must be submitted prior to the initial term and kept on file thereafter in the LSCS personnel office.

- e. The high school faculty teaching the dual credit course at the high school will do so as part of a regular teaching assignment. The faculty will comply with the College's standards for instruction. LSCS must approve all faculty prior to any teaching. Any changes in teaching assignments must be approved by LSCS. LSCS shall provide all faculty instructors for online dual credit courses.
 - f. 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.
 - g. Faculty may be required to participate in outcomes assessment activities.
 - h. Faculty may be required to participate in college professional development activities.
4. Location and Student Composition of Classes: Dual credit courses may be composed of dual credit students only or of dual and college credit students. Dual credit courses may be taught on the college campus, on the high school campus and online. 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 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.
5. Provision of Student Learning and Support Services: Students must be given reasonable access to the College library, accorded appropriate college student access to services (e.g. academic advising and counseling), and have adequate library resources convenient for use at the site where dual course credit is offered.
6. Eligible Courses
- a. 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* ("ACGM") or as college-level workforce education courses in the current edition of the *Workforce Education Course Manual* (WECM).
 - b. Curriculum, instructional outcomes and materials for dual course credit sections must be equivalent to the College course.
7. Grading Criteria: For workforce and academic dual credit courses, grading criteria should be devised to allow faculty the opportunity to award high school credit only or high school and college credit depending upon student performance.
- State guidelines require that "a dual credit course and the corresponding course offered at the main campus of the College are equivalent with respect to the ... method/rigor of student evaluation." (Texas Education Code, Chapter 4, Subchapter D, Section 4.85(f), 29 TexReg 11591)
8. Transcribing of Credit: For workforce and academic dual credit courses, high school as well as college credit should be transcribed immediately upon a student's successful completion of the performance required in the course.
9. Funding Provisions
- a. The state funding for dual credit courses will be available to both public school districts and colleges based upon the current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board.
 - b. The College may claim funding for all students getting college credit in dual credit courses.

- c. The College 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 high school teachers during regular school hours as part of their high school work load, with the exception of online dual credit faculty. LSCS shall be responsible for compensating the online dual credit faculty in accordance with LSCS policy and procedures.
10. Civil Rights Compliance, Complaints About Student Conduct and Student Discipline
- a. The College 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 their College or School including dual credit enrolled students. College and School 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 the College engages in conduct that would result in disciplinary action against a College student, College agrees to advise School of the conduct prior to the finalization of any disciplinary action against the student. However, the College 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 the College and School. College 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.
11. Optional Worksheet for College: The attached Optional Worksheet for College does not apply to online dual credit courses. School shall determine online dual credit course alignment with THECB and TEKS performance outcomes and standards. If the School requires course outcomes in addition to TEKS requirements, the School must provide instruction to cover those outcomes. LSCS shall provide the School with a TEKS and THECB outcome alignment matrix upon request.
- The School shall ensure that online dual credit courses meet TEA requirements for high school graduation and all student high school graduation plan decisions shall be determined by School counselors or administrators.
12. Online Fees: Fees for online dual credit courses will align with the LSCS tuition and fee schedule.

This partnership for Award of Dual Credit Course Agreement may only be modified in writing by the School Superintendent and the College President, 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.

*****SIGNATURE PAGE FOLLOWS*****

Signatures:

Signature School Superintendent (or designee)

Printed Name

Date

Signature Lone Star College President

Printed Name

Date

Donetta Goodall
Vice Chancellor, Academic Affairs & Student
Success

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)

Lone Star College System	Independent School District (or other entity)
College:	Independent School District (entity):
Course Title:	Course Title:
Course Number:	TEKS and PEIMS Numbers:
Course Contact Hours:	Course Length/Credits:
Text(s) Used:	Text(s) Used:

List System Approved Major Learner Outcomes	Check Match	List Matching TEKS
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
7.		7.

List Performance Measures and Standards	Check Match	List Performance Measures and Standards
1.		
2.		
3.		
4.		
5.		

Comments/Remarks/Special Conditions:

School Representative (Teacher)

Date

School Curriculum Coordinator

Date

LSCS Faculty

Date

LSCS Dean

Date