

DUAL CREDIT PARTNERSHIP AGREEMENT
between Huffman ISD School District
and Lee College, Baytown, Texas

THE STATE OF TEXAS:
COUNTY OF HARRIS:

Dual credit shall be provided in accordance with the terms and conditions of this uniform Partnership agreement (hereafter Agreement), which supersedes all previous agreements, versions and addenda. This agreement is made and entered into by and between the Huffman School District (hereinafter referred to as the District) and Lee College (hereinafter referred to as the College). This agreement specifies responsibilities of the District and College for a dual credit program.

Definition of Dual Credit:

Dual credit is endorsed by the State of Texas and is the process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school. Dual credit is also referred to as concurrent course credit; the terms are equivalent. However, dual (or concurrent) enrollment refers to a circumstance in which a student is enrolled in more than one educational institution (including a high school and college). Since dual credit courses are college courses the content and rigor are parallel to what is taught to other college students and utilizes the same instructors, curriculum and policies. These college courses, academic or career/technical, apply toward high school graduation and a college degree or certificate.

Witnesseth:

Whereas it is mutually recognized that the District and the College have certain objectives in common, namely: (a) educating and training students in preparation for further education and future employment, (b) providing residents of the District with the highest quality educational opportunities, and (c) ensuring accessibility to education in the most economical means possible.

The District and the College do hereby stipulate and agree as follows:

Collaboration:

- College and District officials will work collectively to provide the necessary information to ensure that an effective dual credit course schedule is created and maintained.
- College and District officials agree to meet no later than February 1 to construct the schedule for the following academic year. Adjustments to the schedule will be made as needed. The deadline for cancelling a class is 14 days prior to the first day of college instruction.
- Maximum course enrollment is strongly encouraged to promote the best possible learning environment; however, the minimum course enrollment is 10 students unless a lower enrollment is approved by the Vice President of Learning.
- The District will appoint liaison(s) with the authority to approve courses and certify student eligibility. The College point person is the Dual Enrollment Advisor or Director.

Dual Credit Request Form:

Each semester or year, a Dual Credit Request Form shall be used to document all students' requests for enrollment in dual credit courses and follow the review and approval process established by the District and College. The form must contain signatures of the student, parent/guardian, and designated District officials. All completed forms must be turned into the Dual Enrollment Director or Advisor.

Eligible Courses:

College courses that are academic or career technical and that simultaneously earn credit toward high school graduation and a postsecondary degree or certificate shall be eligible for dual credit. Dual credit courses may be taken to meet elective or core course requirements at the high school. Classes offered in the high school setting shall conform to the College's academic standards.

- The college-level academic courses will comply with the rules and regulations of the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC). All college-level academic courses will adhere to the description and content of the course as defined in the current edition of either the Academic Course Guide Manual (ACGM) or the Workforce Education Course Manual (WECM).
- Courses will provide advanced academic instruction and content that provides the student the opportunity to master the Texas Essential Knowledge and Skills (TEKS) for the appropriate high school course.
- Developmental education courses are not approved for dual credit.
- The College and District will make available an approved list of dual credit offerings for inclusion into the appendix.

Location of Class:

- Courses will be taught on a college campus/site, at the high school, or online/hybrid.
- High School Campus courses:
 - The District will provide a classroom and technology appropriate for the discipline.
 - The District will provide the college instructor with access to the appropriate facilities.
 - The College and District will clearly define the contact hours, curriculum and grades for dual credit courses taught on high school campuses.
- Online courses:
 - The College will comply with the THECB's adopted Principles of Good Practice for courses offered electronically.
 - The District will provide a proctored testing environment for its students.

Scheduling:

- When there are differences in calendar schedules and College classes are being offered off the high school campus at a time when the District is not in session, the student is responsible for attending the college course.
- When there are differences in calendar schedules and the College is not in session, the District is responsible for providing personnel to supervise dual credit students.
- District or College closures due to inclement weather, environmental issues, and the like, will be honored without penalty to the students

- Students are responsible to abide by both College and District calendars when participating in dual credit.

Class Configuration:

- Dual credit courses will consist of dual credit students only or a combination of dual credit and college credit students.
- Non-dual credit high school students are not permitted to enroll into a dual credit course on a high school campus unless the College's Vice President of Learning or appropriate instructional dean approves the exception as described in the THECB 4.85 (d).

Faculty Selection, Supervision, Evaluation and Development:

Faculty for all dual credit courses shall be approved by the College.

The College will

- hire and pay qualified faculty according to College rules and regulations.
- supervise and evaluate the faculty with the same procedures used on the College campus.
- via the division chair be notified as soon as possible when a dual credit faculty member will be absent due to an emergency or anticipated absence so the course can be covered if possible.
- provide required flexible professional development opportunities for all dual credit faculty.

Course Curriculum, Instruction, and Grading:

- Lee College will make every effort to adopt textbooks for a minimum of three years. Lee College will provide a list of textbooks for Dual Credit courses offered at the high school campus to ensure purchase prior to the school year/term.
- The College will ensure the curriculum, materials, instruction, grading, and rigor will be equivalent to the course offered to college credit students.
- Attendance information and periodic grade requests will be entered by dual credit instructors per progress period (three weeks).
- College policy restricts absences to three class meetings. Class interruptions should be limited by the District. Excused absences will be determined by Lee College administrators in conjunction with District administrators prior to the semester and individual student activities within the first two weeks of the term.
- The District or high school campus will supply a calendar of scheduled events at the beginning of the semester that will interrupt class instruction and will notify the course instructor two days in advance of any additional activities. All dual credit students are expected to notify their instructors of absences at the class meeting prior to the expected absence. Students are responsible for making up work when absent.
- To accommodate exchange of information among the District, College, and instructors, all dual credit faculty will receive e-mail accounts from respective institutions.
- The District will provide access to dual credit instructors to input numeric grades into their respective student records/grading system.
- Submission of progress report grades may be in Pass/Fail format, but semester and final grades will be numerical.

- Spring semester course averages for seniors will be submitted in numerical format by Lee College to the high school senior counselor or designee at the end of the 5th six-week period for the high school Academic Class Ranking process. A list of requesting this grade for the seniors will be sent out by the Dual Enrollment office prior to the needed date.
- Course evaluations will be administered by the College at the end of the course.
- The District is responsible for administering high school state mandated testing.

Liabilities of Parties:

Dual credit status shall neither enhance nor diminish on-campus liabilities for the District or College. Management of risk and liabilities shall be in accordance with the District and College policies and codes of conduct.

Academic Policies, Student Conduct, and Student Support Services:

- Course performance will be part of students' permanent academic records at Lee College and the District.
- Students are subject to the rules of conduct, plagiarism, and disciplinary standards as published in the College catalog and are subject to the penalties defined by such standards.
- Any infractions during college course instruction needs to be reported immediately to the high school and college.
- The high school will send a copy of all student discipline referrals and documented student behavior issues, related to or occurring during any college-instructed course, to the Lee College Dual Enrollment Office within a week after the event.
- Students who receive a final grade below a "C" will not be allowed to progress to other Dual Credit courses without repeating the previous course successfully.
- Students have access to the appeal procedures published in the College catalog.
- The District will provide placement for students who are withdrawn from the course for any reason.
- Prior to registration the District will encourage and assist students who need special accommodations to self-identify with the Lee College Disabilities Services located in the Access Center on the Lee College campus each semester.
- Support Services such as labs and tutoring on the Lee College campus are available for utilization by all high school students. Students should obtain a Lee College student id.

Student Eligibility:

- All high school students are eligible for dual enrollment by meeting the college readiness standards under the provisions of the Texas Success Initiative (TSI) and prerequisites for the course as defined by the College.
- There is not limit on the number of courses a high school student can enroll in during a semester; however, careful evaluation of obligations should be taken into account.
- Specific exceptions to eligibility are defined in THECB 4.85 (b).

Transportation:

- Transportation for classes to College sites will follow District policy, which will determine whether the District will provide transportation and/or allow students to drive their own vehicles.
- Students driving their own vehicles to the College campus must obtain parking permits.
- The College is responsible for transportation related to classroom field trips and may work with the District to provide the best means.
- The College will make the Districts aware of any college-sponsored field trips.

Transcription of Credit:

- The College as well as the high school should transcript a student's grades immediately upon completion of the performance required in the course. (THECB 4.85h). Letter grades will be posted on the College transcript.
- Final numerical grades will be sent to the high school representative in an encrypted spreadsheet after all grades have been collected.
- The District transcription of grades for courses may differ from the College's based on Texas Education Association policies, specifically those relating to courses required to have the End of Course STAAR exams.

Enrollment and Testing:

The College will provide information sessions to all interested high school students and parents prior to registration. These sessions will include content about academic policies, access to student information, support services, cost, and student opportunities and commitments.

- Dual credit students attending for the first time will:
 - apply to the College.
 - take any required placement tests and pay applicable fees, if required.
 - complete the dual credit request form.
 - complete other applicable assessments or forms.
- Each semester the College will provide two placement testing session for each high school in the District. Students requiring testing services above and beyond these sessions will be required to test at the Lee College Testing Center and pay any fees associated with testing.
- High schools can assign a testing proctor to be trained to administer the test on the high school campus.
- Cooperatively the College and the District will ensure students are registered and enrolled in classes.
- The College will provide an orientation for first-time dual credit students.

Payment for Services:

Payment is expected prior to the first day of class. Tuition for dual credit students is \$100 per course, per semester.

Huffman School District transfers the responsibility of tuition, fees and books to its students; students are expected to pay the college directly.

Additional Costs:

Low enrollment classes: A minimum of 10 students per section is expected. Based upon cost and availability of instruction, the College will determine if the section will be canceled or additional payment is required by the District. The Vice President of Learning will approve all sections that have fewer than 10 students.

Hours beyond contact hours: If the District requests that the class meet for more than the number of contact hours approved by the THECB, the District will reimburse the College for the costs of that additional instruction or supervision at the current College rate. As a general rule, no class should meet more than the contact hours unless a high school teacher is teaching.

Unpaid student accounts: If the District allows students who have not paid tuition and fees to remain enrolled in a course, the District assumes responsibility for monies associated with the students' tuition and fees.

Funding:

Both the College and the District will report students for state funding purposes.

Data Sharing:

To encourage student persistence and to assess the dual credit program, the District and the College will exchange student information, grades, and any other data, as permitted by law, to follow up student enrollment and to measure student learning outcomes of the program.

Term, Renewal, and Termination:

The terms of this agreement shall commence on January 1, 2017, and supersede previous agreements. This agreement may be amended by mutual written consent. Either party reserves the right to terminate the agreement with a 90-day written notice to the College's President or the District's Superintendent. This agreement shall be valid from the signing date until further notice, with the provision that each year both parties may notify the other of necessary addendums.

Authorization of Agreement:

Each party represents and warrants to the other that the execution of this agreement has been duly authorized, and that this agreement constitutes a valid and enforceable obligation of such party according to its terms.

In Witness thereof, this agreement, in duplicate of originals of equal force, has been executed on behalf of the parties hereto as follows:

Huffman School District

Benny Soileau
Print Name (District Official)

Superintendent
Print Title

Lee College

Dr. Dennis Porown
Print Name (College Official)

President
Print Title

Benny Zilean

Signature

11/16/16

Date

Dani Bram

Signature

3.30.17

Date



November 11, 2016

Huffman ISD
Attention: Dr. Benny Soileau, Superintendent
24302 FM 2100
Mont Belvieu, TX 77580

Dear Dr. Soileau,

Enclosed is the Dual Credit Partnership Agreement which has been approved by The Lee College Board of Regents on October 20, 2016. Please review, sign, and return the original in the enclosed self-addressed envelope. If you have any questions, please feel free to contact me.

Respectfully,

A handwritten signature in blue ink, appearing to read "Tracy Steenholdt", written in a cursive style.

Tracy Steenholdt
Director Dual Enrollment
Lee College
P.O. Box 818
Baytown, TX 77522-0818