

Dual Credit Partnership Agreement

School Years 2019-2020 and 2020-2021

College of the Mainland (“COM” or “College”), a public institution of higher education, in the County of Galveston, in the State of Texas, and **Hitchcock Independent School District** (“School District” or “high school”) agree to enter into a partnership to offer dual credit courses to eligible students, which will allow them to earn college credit while simultaneously earning credit toward their high school graduation requirements. In consideration of this partnership agreement, the parties agree to the following:

1. Eligible Courses

- a. Courses offered for dual credit by College of the Mainland shall be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the Texas Higher Education Coordinating Board (THECB) and listed in COM’s Core Curriculum, or as college-level workforce education courses in the current edition of Workforce Education Course Manual (WECM) adopted by the THECB.
- b. Students should only take college courses listed on their college pathways degree plan.
- c. A corresponding PEIMS high school course code as identified in the current PEIMS Data Standards manual adopted by the State Board of Education shall be provided by the School District indicating the high school course(s) for which high school credit shall also be awarded.
- d. Dual Credit may be awarded for courses listed in Crosswalk (Attachment A), at the discretion of the School District.
- e. Developmental and remedial courses are not offered for dual credit.
- f. Specific course offerings will be determined collaboratively between COM and the School District.
- g. College of the Mainland and the School District agree that College of the Mainland policies and practices regulating dual credit courses will be followed.

2. Student Eligibility Requirements

- a. To be eligible for dual credit enrollment at College of the Mainland, the high school student must meet all requirements for standard admission to the College as outlined in the College’s current College Catalog, as well as other requirements that may be imposed by the School District. These include, but are not limited to, the following:
 - i. Submission of a completed Application for Admission to the College.
 - ii. Submission of proof of Bacterial Meningitis vaccination within the past five years, when classes are held on any College of the Mainland campus or online.
 - iii. Completion of applicable Texas Success Initiative (TSI) Assessment is required prior to enrolling in all academic dual credit classes. Dual Credit Academy Level One Certificates are exempt from TSI Assessment. Policies regarding TSI Assessment, exemptions or waivers are outlined in the current College of the Mainland’s Dual Credit Manual that shall be distributed to the School District.
 - iv. Successful completion of established prerequisites for any College of the Mainland course as listed in the course description found in the current College Catalog.
 - v. Submission of a completed Dual Credit Enrollment Form with School District approval and approval by the high school

student's parent/legal guardian before or at the time of course registration.

- vi. Payment of the costs associated with taking a college course(s) as established by the College.
- b. The student must be classified by the School District as a high school student (9th, 10th, 11th, or 12th grades).
- c. College of the Mainland cannot limit the number of dual credit courses a high school student enrolls in each semester, although the class load of a high school student is typically two college courses per semester.
- d. Student must attend Dual Credit Orientation with COM prior to the start of classes.

3. Location of Classes

- a. Dual credit courses are taught on the College campus or designated satellite sites, on the high school campus during the high school day, or online. The College shall comply with applicable rules and procedures for offering courses at a distance in § 4.101 – 4.108 of THECB Texas Administrative Code, Chapter 4, Subchapter E relating to Distance Education and Off-Campus Instruction. In addition, dual credit courses taught electronically shall comply with the THECB adopted Principles of Good Practices for Courses Offered Electronically.
- b. Dual Credit courses taught on the high school campus shall be taught in a classroom that is, at a minimum, equipped with a computer, projector, projection screen, dry erase board, and a document camera (or similar device).
 - i. The high school shall ensure the COM professors have access to the classroom the week before classes start to check instructional technology, classroom set up, etc.
 - ii. The high school shall ensure the COM professors have parking passes, school ID and classroom keys issued the week before classes start.
 - iii. The high school shall ensure the COM professors have access to the classroom upon arrival for class and have an identified space to offer office hours to assist students outside of the classroom.

4. Student Composition of Class

- a. For dual credit courses taught on the high school campus during the high school day, the composition of the class shall consist of dual credit students only.
- b. For classes taught on the college campus or designated site, dual credit students may be in classes with students from the general population.

5. Faculty Selection, Supervision and Evaluation

- a. Selection.
 - i. The College shall select, hire, supervise, and evaluate all instructors of dual credit courses according to College and departmental policies and procedures. These instructors must meet the minimal requirements specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and are subject to approval procedures used by the College to select faculty teaching the same course at the college campus.
 - ii. All approved embedded faculty members will receive an annual approval letter from the appropriate College Dean outlining the faculty member's responsibilities to the College. A copy of the letter will also be sent to the high school principal and district office.
 - iii. For dual credit courses taught at the high school campus during the high school day, the College may employ high school faculty who meet the minimum standards as outlined in 5.a.i above. In such cases College of the Mainland will remit payment to the School District based on the following formula:

Number of dual credit students per course per semester based on census day enrollment	Remittance
5–9	\$500
10–14	\$1000
15 or more	College Adjunct Pay Scale

b. Supervision

- i. The College shall supervise all instructors of dual credit courses, including those taught at the high school during high school hours, according to the same procedures used for faculty at the College campus.
- ii. All new dual credit instructors shall attend the Adjunct Academy provided by the College prior to teaching their first class and once per year thereafter, unless excused by College Department Chair.
- iii. Any issues of concern regarding conduct of a dual credit instructor should be brought to the attention of the Director of Dual Credit or Academic Coordinator assigned to the high school.

c. Evaluation

- i. The College shall evaluate all instructors of dual credit courses using the same procedures used for all College of the Mainland faculty members.

6. Course Curriculum, Instruction and Grading

- a. The College shall ensure that all dual credit courses meet the same standards as any other College course with respect to the curriculum, materials, instruction, and method of student evaluation. These standards shall be upheld regardless of the student composition of the dual credit class.
- b. The dual credit course instructor shall provide a copy of the course syllabus to the College for its records. Dual credit students shall also be given a copy of the course syllabus prior to the end of the first week of class. The syllabus will contain the following information: course description; learning outcomes; a list of required materials/textbook(s) for the course; the method(s) of instruction; grading policy; instructor’s office hours and location; method of student evaluation; general classroom policies including attendance; a calendar of lecture/discussion topics and assignment due dates; and other material deemed pertinent by the instructor.
- c. Final grades shall be submitted to the high school by the College at the end of the semester. College of the Mainland assigns final grades in alpha grade form only (A, B, C, D or F). For the convenience of high school grade point average calculation purposes, the College suggests the following numerical grade associated with each alpha grade, as follows:

College Letter Grade	High School Numerical Grade
A	100
B	89
C	79
D	69
F	59

7. Transcribing of Credit

- a. For dual credit courses, high school as well as college credit should be transcribed immediately following the completion of the course. The College shall be responsible for transcribing college credit and the School District shall be responsible for transcribing high school credit.

8. Academic Policies and Student Support Services

- a. Students in dual credit courses are eligible to utilize the same support services, learning resources and benefits that are afforded all College students.
- b. The School District may access the current College Catalog and the current Student Handbook at www.com.edu for their records. All policies in the College of the Mainland College Catalog and Student Handbook apply fully to dual credit students.
- c. The School District will post a link to the COM Dual Credit website on the high school Counselor's home page.

9. Funding

- a. State funding for dual credit courses is available to both the School District and the College based on the current agreement between the Commissioner of Education and the Commissioner of Higher Education.
- b. Dual credit students shall be charged tuition and fees for dual credit courses regardless of class location. Current tuition and fees for dual credit courses are outlined in the College's Dual Credit Manual.
- c. School Districts paying for dual credit courses for their students, must send a letter on School District letterhead to COM stating they are responsible for paying the tuition and fees for their students and provide a contact person and address to send the invoice.
- d. The costs for textbooks for dual credit courses shall be the responsibility of the School District or the student.

10. Statewide Dual Credit Goals

Goal 1: Independent school districts and institutions of higher learning 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.

- College of the Mainland (COM) has college connections advisors (CCA) assigned to each high school who work collaboratively with high school counselors to create a college going culture and assist students with dual credit registration and concerns.
- COM partners with high schools to host dual credit information sessions at each high school every spring to provide information to students and parents.
- COM and all School Districts in the service area have created a P-16 committee that meets 4 times a year to collaborate, problem solve and share information regarding dual credit and other college programs aimed to serve high school students.
- The dual credit webpage contains up to date information for parents, students and counselors. It can be accessed through COM's website and each high school counselor's department website.

Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.

- College connections advisors are assigned to each area high school to assist dual credit students and graduating seniors with the college transition process.

- All incoming dual credit students are required to attend a dual credit orientation.
- An Early Alert system is utilized by dual credit faculty to notify the Dual Credit Department of any concerns (academic, attendance, or emotional) regarding a dual credit student.

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.

- College connections advisors hold group and individual advising sessions with incoming and returning dual credit students.
- Student support services are included in the dual credit orientation booklet, explained during the dual credit orientation and are listed on the dual credit website and COM Student Handbook.

Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.

- Academic coordinators along with department chairs ensure dual credit instructors and course rigor are held to the same academic standards as non-dual credit classes.
- Many dual credit classes are taught by full time tenured faculty.
- Dual credit instructors must meet the same credentialing standards as full time and adjunct instructors.
- All adjunct instructors must attend the annual adjunct academy and have annual classroom observation by COM faculty.
- Dual credit faculty must adhere to the standard syllabus template and meet all student learner outcomes.

11. Other

- a. College of the Mainland will coordinate with the School District to facilitate the TSI Assessment and student registration by College personnel.

This agreement shall be in effect from August 1, 2019 to July 31, 2021. This agreement may be amended as needed subject to the approval of the School District Superintendent and the College President.

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School/designee

COM President/designee

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Date

Date