

Dual Enrollment Partnership Agreement

Academic Years: 2020-2021 and 2021-2022

Victoria College

an institution of higher education (IHE), in the County of Victoria, in the State of Texas, and

Austwell-Tivoli 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. This Memorandum of Understanding (MOU) shall be in effect for the academic years listed above unless both parties agree to make an amendment to this agreement. Specific responsibilities of Victoria College (VC) and the partnering high school are defined within this agreement.

This MOU incorporates by reference all dual enrollment requirements defined in the Texas Administrative Code (TAC) and VC accreditation requirements established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). **Appendix A** provides a detailed table defining the roles and responsibilities. VC is focused on student success and will work with the high school personnel to select courses that guarantee completion of degree and/or certificate and transferability to Texas public four-year institutions.

1. Student Eligibility

To be eligible for enrollment in a concurrent credit course the high school student must

- Attend a Dual Enrollment Information (DEI) session for parents/guardians/responsible adults and students.
- Meet all requirements for Dual Enrollment (DE) admission to VC as listed in the Guide to Dual Enrollment & Early Admission and the current college catalog, as well as other requirements that may be imposed by the school district.
- Be eligible to participate in the Dual Enrollment Program upon meeting the current Texas Success Initiative Assessment minimum passing scores or, after August 31, 2020, the minimum passing scores for the Texas State Initiative Assessment 2.0 (TSIA 2.0) established by the Texas Higher Education Coordinating Board or other forms of college readiness listed in **Appendix B** and Victoria College Dual Enrollment course pre-requisites. If the HS is a testing site for TSIA 2.0 the student must complete a TSI Retrieval Form (found on the VC Admissions website) and submit to Pre-College Programs and Recruitment.
- Be enrolled in grades 9-12 (this includes summer before 9th grade year with confirmation of passing to the 9th grade)

2. Dual Credit Faculty Qualifications, Selection, Supervision, and Evaluation

All individuals teaching dual credit courses must meet SACSCOC requirements for community college faculty and must provide courses that adhere to college-level quality and rigor. The Vice President of Instruction, in conjunction with the appropriate dean, will select personnel to teach college course(s) at high schools, including regular, adjunct faculty, or public school teachers. Public school teachers who teach dual credit courses will be considered adjunct faculty and must follow all departmental policies including, but not limited to, submitting employment applications and official transcripts, interviewing with the dean, and being subject to regular evaluations. High school dual credit faculty members will be

compensated in accordance with current college policy for all classes meeting minimum enrollment criteria and supervised in instructional matters by their respective department chair. Compensation for courses with fewer than the minimum number of students enrolled will be prorated according to the number of students enrolled. For more information on the hiring process, please contact the VC Human Resources office.

VC adjunct faculty will be issued a VC email address to communicate all official college business, which includes access to Pirate Portal; grade reporting; roster certifications; Canvas access; and communications with VC students, staff, and departments. The HS agrees to ensure that the faculty on their campus are utilizing their VC email for their primary communication for all college business. In addition, the adjunct faculty will report excessive absences in Navigate, verify/certify rosters, meet all course student learning outcomes, and complete other required reports. Course roster certifications and numerical grade deadlines are issued to VC faculty through their VC email and published in the Pirate Portal. Faculty teaching college courses are expected to reach out to students who need academic assistance and direct them to the appropriate IHE or HS support services.

3. Location, Size, and Student Composition of Classes

Courses may be conducted at the college, at the high school(s), one of the Victoria College centers, or online. When the course is offered at the college, the college will provide facilities (a classroom with desks and a place for telecommunications equipment) and other equipment as needed. When the course is offered at the high school, the high school will provide facilities and equipment as needed.

Unless other arrangements have been made, the school district and college agree to the following statements regarding the provision of facilities and communications lines.

- a. When the courses are offered via telecommunications, originating from the college campus and going to a high school campus, the college is responsible for facilities and equipment to deliver the course, and the school district is responsible for ensuring that there are adequate facilities, equipment, and communication lines to receive the course.
- b. For courses offered via telecommunications, originating from the college campus and going to a college center, the college is responsible for equipment to deliver and to receive the course, and the center is responsible for providing adequate facilities and communication lines to receive the course.
- c. Each site must have a responsible adult, known as the proctor, serving as classroom facilitator for both ITV and online classes. The college will not agree to deliver a course to an unsupervised location. The proctor must not be currently enrolled as a dual credit student or in courses they are the proctors for and must be present during the entire class period to supervise the students, distribute instructional materials, proctor exams, report/troubleshoot problems that may occur with the ITV equipment, and manage the classroom. The proctor is responsible for obtaining the college class roster from his/her counselor and verifying that it matches the high school's roster. Any changes to the roster must be made within the first two class days and be communicated to the college faculty member teaching the class. A handbook will be provided to all proctors; an agreement must be signed and returned to the Director of Distance Education. In addition, a performance evaluation will be conducted on proctors at the end of each semester.

- d. The high school will ensure students have appropriate access to all available instructional resources and essential technology. When offering science courses, the high school shall meet the laboratory safety standards and have material/equipment that comply with college science program requirements.
- e. When a live course is taught at a site other than the college campus, the class may be composed of enrolled dual credit students only or of dual and college credit students. A mixed class may be allowed under one of the following conditions:
 - (1) If the course involved is required for completion under the State Board of Education Recommended or Distinguished Achievement High
- f. The college determines maximum class size and maintains the right to accept or reject new students during the add/drop period.
- g. The high school will ensure the classroom environment is conducive to college-level learning.

4. Academic Policies and Student Support Services

VC academic policies apply to all college courses including those which include dual credit students. These policies include the appeal process for disputed grades, drop policy, attendance, and the communication of grading policy to the students. The academic calendar of VC will be utilized for this partnership agreement including VC student holidays. All high school students are responsible for notifying their college instructor if they are missing any classes and following course policies on the syllabus. The VC adjunct faculty member/high school teacher can submit an alternate schedule to accommodate the high school yearly schedule, but this must be submitted to and approved by the Division Dean prior to the first day of when courses begin and is only applicable when being taught by the VC adjunct/high school teacher on the high school campus.

The college will provide dual credit students with the same access to academic, career, and transfer advising, as well as disabilities services, technology support services, and library services and additional supportive services that it provides to other college students. The students also will have access to library services at their high school. If the college course is taught at the high school, the Disabilities Advisor will coordinate class accommodations with the high school Special Education Counselor; however, it is the high school personnel's responsibility to refer students in a timely manner to the Disabilities Advisor.

High school personnel will assist college personnel with enrollment, registration, and appropriate support services such as Pathway Advising, Apply Texas, Free Application for Federal Student Aid (FAFSA), and scholarship opportunities. The high school will provide a computer lab or suitable area to conduct these interaction, along with additional support services. See **Appendix C**.

~~Student grievances and complaint procedures are applicable to all VC students and can be found in the current catalog and handbook. Dual enrollment students should log into the Pirate Portal regularly to access Canvas and student email as well as check their registration status, grades, billing statements, and other important data regarding their education records.~~

5. Eligible Courses

Courses must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual (ACGM) or those in the Workforce Education Course Manual (WECM) identified as college-level technical courses leading toward a marketable skills achievement, award, certificate, Associate of Arts, Associate of Science, and/or Associate of Applied Science. The college does not offer remedial and developmental courses for dual credit.

The course for which dual credit is awarded must provide advanced academic instruction beyond or in greater depth than, the Texas Essential Knowledge and Skills (TEKS) for the equivalent high school course. Each high school has the final decision as to what they will offer their student, refer to **Appendix D**.

6. Grading Criteria and Transcribing of Credit

In recognition of the high school's role in awarding high school credit, Victoria College agrees that the high school will determine whether to award high school credit in the event that college credit is not awarded. Appropriate credit will be transcribed immediately upon a student's successful completion of the course. The high school determines the weight of grade earned for high school GPA purposes. High school students are considered college students if they are enrolled in a college course. College personnel only report mid-term and final grades and do not provide "fail" notices to districts for UIL purposes. The college will provide numerical mid-term and final grades to the high school counselor electronically.

It is the school district's responsibility to correctly code dual credit classes to meet PEIMS requirements.

7. Fees and Funding Provisions

State funding for concurrent credit courses will be available to both the public school district and the college based upon the current agreement between the Commissioner of Education and the Commissioner of Higher Education.

- a. A high school sponsoring students will be charged tuition and fees in accordance with the current college policy. The high school will need to submit a letter of intent listing the participating students and indicating how much the school will pay by deadline designated by the college. Once enrollment is complete and letter of intent is on file, the college will invoice the high school that sponsors the students for the applicable charges. There may be a contract in place between the student and ISD. See **Appendix E**.
- b. Dual enrolled students are responsible for paying tuition and fees in accordance with current college policy. Students are responsible for accessing the college's academic calendar, which will include information such as add/drop deadlines and refund policies.
- c. Scholarship opportunities can be found on the VC website. Students who are awarded scholarships will receive notification from Pre-College Programs & Recruitment.

8. Administrative and Procedural

Students are required to comply with the registration, attendance and academic policies, and the code of conduct contained in the current college catalog and student handbook. Students are responsible for accessing and adhering to the college's academic calendar that will include starting/ending dates, exam schedules, add/drop dates, etc. They must attend classes based on the college's schedule. If a student is suspended, placed in an alternative program, or expelled, he/she may lose the opportunity to earn college credit.

For ITV classes sent to remote classrooms, the school district agrees to provide the college with a copy of its calendar identifying the district's holidays as soon as feasible but no later than the first class day of each semester. In accordance with the Victoria College Procedure to Request the Taping of a Class, efforts will be made to accommodate the school district's holiday schedule (with the exception of spring break), and other school-sanctioned activities that will require all students to miss class, by making recorded class sessions available for viewing in an alternate format. High school students are expected to comply with the college's attendance policy; therefore, an instructor may choose to count a student absent whenever the student is not present, even though the class session is recorded. Accessing ITV course materials in an alternate format, such as a video recording or online, does not constitute attendance. In instances where the school district's spring break does not coincide with the college's, dual credit ITV students are required to comply with the College calendar. Dual credit students attending classes held at Victoria College are also required to comply with the college calendar. 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.

Victoria College has identified the Director of Pre-College Programs & Recruitment as the contact person who will act as the liaison and coordinate all program matters. The high school shall designate a liaison for the campus who will handle all matters related to dual enrollment.

Terms of Agreement

This agreement shall become effective on August 1, 2020, for two consecutive academic calendar years. This agreement shall be enforced for each academic year, as deemed necessary, unless either party submits written request for amendment or withdrawal for the next 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 school district shall have the right to cancel or terminate this agreement at any time according to the above guidelines.

Approved by:

VICTORIA COLLEGE

Austwell-Tivoli Independent School District

Cindy Buchholz
Signature
Cindy Buchholz
Print name
Vice President of Instruction
Title
7/6/2020
Date

Dolores B. Vela
Signature
Dolores B. Vela
Print name
Superintendent
Title
6/2/20
Date

Appendix A Test Scores

CAN BE USED BEFORE OR AFTER HIGH SCHOOL GRADUATION	
Description	College Ready Scores
ACT	
<i>Scores are good for 5 years</i>	
English	19 w/Composite of 23
Math	19 w/Composite of 23
Composite	23
SAT after and including March 2016	
<i>Scores are good for 5 years</i>	
Evidence Based Reading & Writing	480
Math	530
TSI Assessment	
<i>Scores are good for 5 years</i>	
Math	350
Reading	351
Combined Writing & Essay Option	Writing \geq 340 & Essay 4
Combined Writing, Essay, & ABE Option	Writing $<$ 340, ABE \leq 4, & Essay 5
STAAR Exemptions	
English III - For Both Reading and Writing	4000
Algebra II	4000
College Prep Course (Waiver)	
<i>Can only be used up to two years after high school graduation date</i>	
Reading	70
Writing	70
Math	70
CAN ONLY BE USED BEFORE HIGH SCHOOL GRADUATION	
Description	College Ready Scores
PSAT-NMSQT Version after October 2015	
Evidence Based Reading & Writing	460
Math	510
STAAR (Waiver)	
English II - For Both Reading and Writing	4000
HS Algebra II End of Year grade + Algebra I EOC	70 on Algebra II and 4000 on EOC
PLAN (Waiver)	
English	19 w/Composite of 23
Math	19 w/Composite of 23
Composite	23

Appendix B

A-T ISD/VC Student Support Services

The Principal and Counselor at Austwell-Tivoli High School, will collaborate with A-TISD teachers and staff to assist high school students meet secondary graduation requirements and become college ready. The principal and counselor are responsible for implementing, coordinating, and evaluating initiatives aimed at enhancing performance on required college readiness and/or other college placement exams. Outreach includes, but are not limited to:

- Class visits
- Parent/student information sessions
- Dual credit presentations
- Application drives
- Scholarship drives
- Administering the TSI-A on campus
- Informing students of transferability of dual credit courses
- Guiding students through the admissions process
- Enrolling students in dual credit courses
- Monitoring progress of students in dual credit courses

Appendix C
VC Dual Credit Courses Offered Crosswalk

HIGH SCHOOL COURSE	COLLEGE COURSE	
U. S. History (1st semester) ½ credit (03340107) U. S. History (2nd semester) ½ credit (03340107)	HIST 1301 HIST 1302	United States History I AND United States History II
English III (2nd semester) ½ credit (03220300) English III (2nd semester) ½ credit (03220300)	ENGL 1301 ENGL 1302	Composition I Composition II
English IV (1st semester) ½ credit (03220400) English IV (2nd semester) ½ credit (03220400)	ENGL 2322 or 2327 ENGL 2323 or 2328	British Lit. I or American Lit. I British Lit. II or American Lit. II
World Geography 1 credit (03320100)	GEOG 1303	World Regional Geography
Government ½ credit (03330100)	GOVT 2305	Federal Government
Social Studies Adv. Studies 1 credit (13018200)	GOVT 2306	Texas Government
Economics ½ credit (03310300)	ECON 2301	Principles of Macroeconomics
Independent Study in Math, 1 credit (03102500, 0312501, 0312502)	MATH 1314 MATH 1316 MATH 1324 OR MATH 1325 OR MATH 1342 OR MATH 2412 OR MATH 2413 OR MATH 2412	College Algebra Plane Trigonometry Mathematics for Business & Social Sciences (finite math) OR Calculus for Business & Social Sciences OR Elementary Statistical Methods OR Pre-Calculus OR Calculus I OR Calculus II
HIGH SCHOOL COURSE	COLLEGE COURSE	
Fine Arts 1 credit	ARTS 1301 ARTS 1303 ARTS 1304 MUSI 1304 MUSI 1306 MUSI 1310 MUSI 1311 MUSI 1312 DRAMA 1310	Art Appreciation Art History I Art History II Foundations of Music Music Appreciation American Music Music Theory I Music Theory II Introduction to Theatre
Psychology ½ credit (03350100)	PSYC 2301	General Psychology
Human Growth & Development 1 credit (13014300)	PSYC 2314	Lifespan Growth and Development
Sociology ½ credit (3390100)	SOCI 1301	Introduction to Sociology
Communication Applications ½ credit (03241400)	SPCH 1311OR SPCH 1315	Introduction to Speech Communication OR Public Speaking

Business Information Management 1 credit (13011400)	BCIS 1305	Business Computer Applications
Accounting I, 1 credit (13016600)	ACCT 2302	Principles of Managerial Accounting
Accounting II, 1 credit (13016700)	COSC 1301	Introduction to Computing
Computer Science I, 1 credit (03580200)	COSC 1315	Introduction to Computer Programming (C++)
Computer Science II, 1 credit (03580300)	COSC 1315	Introduction to Computer Programming (C++)
Law Enforcement I, 1 credit (13029300)	CRIJ 1301	Introduction to Criminal Justice
Court Systems & Practices, 1 credit (13029600)	CRIJ 1306	Court Systems and Practices
Correctional Systems & Practices, 1 credit (13029700)	CRIJ 2313	Correctional Systems and Practices
Safety, Health & Environment (1st semester) 1 credit, 2 periods Introduction to Process Technology (2nd semester) 1 credit, 2 periods	PTAC 1308 AND PTAC 1302	Safety, Health & Environment I AND Introduction to Process Technology
Digital Fundamentals (1st semester) 1 credit, 2 periods Electricity Principles (2nd semester) 1 credit, 2 periods	CETT 1325 AND CETT 1302	Digital Fundamentals AND Electricity Principles

Appendix D

Dual Credit Student Contract

Austwell-Tivoli ISD and Victoria College created a dual credit partnership to offer Austwell-Tivoli students the opportunity to receive college credit while in high school, and begin their college career with additional support. To qualify a student must:

1. Attend a Dual Credit Informational Session with a parent/guardian
2. Be TSI Complete
3. Apply to VC

Tuition will be reimbursed to student if they have an 85 or above average in the dual credit class(es) they take a semester. Courses taken will be approved by the school counselor prior to registration.

Dropping a Course

If a student drops a course Austwell-Tivoli ISD will not reimburse parents/guardians for the cost of the class. However, a student's parent can appeal this rule to the school counselor and campus principal based on the following reasons for dropping a class:

1. Death of immediate family member.
2. Injury or illness occurred.
3. Other extenuating circumstances

*Determination of covering tuition payment will be made on the basis that the above circumstances have a significant impact on the student.

Student's Signature

Date

Parent's Signature

Date