STATE OF TEXAS

COUNTY OF DALLAS

AGREEMENT BETWEEN

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

AND

DUNCANVILLE INDEPENDENT SCHOOL DISTRICT

CONCERNING DUAL CREDIT

This Agreement, made and entered into by and between the Dallas County Community College District (hereinafter “DCCCD”), a Texas political subdivision of higher education, on behalf of Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake, and Richland Colleges of the Dallas County Community College District (hereinafter referred to as “College”) and Duncanville Independent School District, (hereinafter “Duncanville ISD”), a Texas political subdivision of secondary schools, hereinafter referred to as “High School”, for the College to conduct courses (hereinafter “courses”) enumerated in this Agreement to Public School students (hereinafter “Student”) upon the following terms and conditions:

1. Attachments to this Agreement  The Agreement contains the following attachments that are incorporated herein as described below:

   A. Attachment A: Dallas County Community Colleges Guidelines for Dual Credit Courses and Remedial Courses Offered in Partnership with Texas Schools (2017-18);
   B. Attachment B: Course List(s); and
   C. Attachment C: Payment of Services

2. Term  Subject to prior termination of this Agreement as provided in section 9., the initial term of this Agreement shall be in full force and effect for a period of twelve (12) months. This Agreement begins on August 12, 2017 and ends on August 9, 2018. (the “Initial Term”). Sixty-days before the end of the Initial Term, Duncanville ISD may renew this Agreement for up to three, one year terms upon written approval of the College. The parties may review this program before the expiration of the Initial Term or any subsequent Renewal Term (the “Renewal Term”) thereafter.

3. Scope of Agreement and Limitations of Authority  The parties agree to the scope of this Agreement as follows:

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A. **The purpose of this Agreement** To provide High School students the opportunity to enroll in college level courses. College and High School will approve students who are qualified to enroll in courses enumerated in this Agreement. Courses enumerated under this Agreement (see Attachment B) will be offered at both High School and College. These students are enrolled in secondary schools in the Duncanville ISD. Faculty from College and High School will conduct these courses.

B. **Description of Services** College shall establish and conduct courses which are incorporated into this Agreement by reference as Attachment B exclusively for qualified High School students. These students are enrolled in secondary schools in the Duncanville ISD.

C. **Awarding of Credit** The College will award college credit for courses which appear in this Agreement by reference as Attachment B. These courses shall have been evaluated and approved through the official College curriculum approval process in accordance with Texas Higher Education Coordinating Board requirements and Texas Education Agency requirements for high school graduation and shall be at more advanced level than courses taught at the high school level.

D. **Transcripting of Credit** For dual credit courses, high school as well as college credit should be transcripted immediately upon a student’s completion of the performance required in the course.

E. **Conditions of Service**

1. The Dallas County Community College District Dual Credit program falls under the general “Concurrent Enrollment” category of Coordinating Board guidelines. Services under this Agreement are limited exclusively for Dual Credit for a tuition scholarship for approved Dual Credit courses (Attachment B). For the Dual Credit scholarship see 3.J.1 of this Agreement.

2. All students wishing to participate in the Dual Credit program by taking a course(s) described in Attachment B must:
   
   (a). Complete College application for admission to the College;
   (b). Clearly establish their residency classification;
   (c). Complete the High School Enrollment Form;
   (d). Provide a current high school transcript of school subjects completed;
   (e). Provide required documentation for meningitis vaccination if attending classes on a DCCCD campus;
   (f). Complete all other documentation required by the College; and
(g). Satisfy Texas Success Initiative ("TSI") requirements, including the College pre-assessment activity ("PAA").

(3). Students must demonstrate college level readiness by achieving the minimum passing standards for Texas Success Initiative on relevant sections of the Texas Success Initiative Assessment (TSIA) or be TSI exempt or waived to enroll in a College level course. Students may take the College TSI Assessment test at the College’s Testing Center.

(4). Each course under this Agreement must be taught using a College Common Learning syllabus as an outline. Course Objectives/Competencies/Learning Outcomes listed in the Common Learning Syllabus must be included in the syllabus and the syllabus must be distributed to the students. In addition, the syllabus must specify evaluation methods the instructor will use to assign college grades. Copies of all major examinations will be submitted at the end of the semester to the appropriate division dean at the College.

(5). A College supervisor will review the major examinations in each course to document the requirement that skills and concepts contained in the course syllabi are being taught and tested.

(6). College and High School will agree on the number of students per class.

(7). High School shall adhere to the DCCCD Guidelines for Dual Credit Courses and Remedial Courses that are incorporated into this Agreement by reference as Attachment A. If the Texas Higher Education Coordinating Board and Dallas County Community College District adopt new Guidelines during the term of this Agreement, these new Guidelines shall prevail. College will promptly provide Duncanville ISD with a copy of any new or revised Guidelines.

(8). If a student is enrolled simultaneously in college and high school pursuant to this Agreement, the two schools may share information regarding the student in compliance with 34 CFR § 99.34(b).

(9). Students may be allowed to attend approved dual credit course(s) at another DCCCD college listed within this Agreement when a specific course(s) is not available at the DCCCD college within the students’ service-area. Not all courses may be available at the other DCCCD college(s).

(10). Enrollment of High School student in an online dual credit course provided under this Agreement will be reviewed on a case by case basis 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 the College after consultation with the appropriate High School counselor.

(11). Students may take approved dual credit courses which are incorporated into this Agreement by reference as Attachment(s) B. Approved dual credit courses are made available at the College and/or High School. College may also offer these courses at the college during the evening, week-end and summer to dual credit students. The High School may accept these courses for dual credit upon student presenting official College transcript to ISD. Courses not listed on Attachment B do not qualify for dual credit. Students who have acquired TEA course graduation requirements are no longer eligible for dual credit.

(12). Within the scope of this provision but not later than the start of the semester, courses may be added or revised within the following parameters without Board approval:
   (a). Through an oversight, the parties inadvertently omitted classes from the course matrix that they previously agreed to include;
   (b). A typographical, transcription on course identifiers, or other minor editing error; and
   (c). If the State changes course offerings, then the appropriate change may be made.

The College shall be solely responsible for properly documenting all information on the course matrix.

(13). A student shall be required to comply with all requirements prescribed by applicable law or the College for continued enrollment in dual credit courses in a following semester.

(14). Misconduct, behavioral problems, and any disciplinary measures resulting therefrom concerning Duncanville ISD students while at College are the sole responsibility of the Duncanville ISD. College shall report in writing disciplinary problems to the Duncanville ISD. In addition, College may refuse to admit students with disciplinary problems.

(15). College’s performance of its duties under this Agreement is specifically contingent upon receipt of adequate funding from the State of Texas and its funding sources.

F. **Responsibilities of High School** High School shall:

(1). Provide the College with:

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(a). all student admission documentation, including an annual updated High School transcript, and
(b). official faculty transcripts.

(2). Provide a contact person who will fulfill the duties of a Dual Credit Coordinator including:

(a). Assisting students with obtaining Texas Success Initiative ("TSI") exemption records;
(b). Assisting students in completing all required admissions documents;
(c). Assisting with student orientation;
(d). Delivering to the College in a timely manner all required paperwork including faculty transcripts, requests for exceptions, test scores and enrollment documents;
(e). Serving as liaison with students, parents, high school personnel and College personnel, and
(f). Facilitating the operation of the Dual Credit program to ensure the smooth and timely operation of the process.

(3). Adhere to
(a). Policies of the ISD;
(b). Policies of the Colleges, and
(c). Policies in the DCCCD Board of Trustees Policies and Administrative Procedures Manual

G. **Responsibilities of College**  College shall:

(1). Monitor the instruction of all courses to assure the quality and uniformity of instruction in accordance with the standards established by the State of Texas, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the DCCCD. College will designate staff personnel to monitor and assure adherence to these standards.

(2). Provide mandatory orientations and staff development for High School instructors involved with this dual credit partnership.

(3). Conduct an annual faculty evaluation the same as that for all adjunct college instructors.

(4). College will inform ISD of changes to a course name and/or course number as required by the Texas Higher Education Coordinating Board as soon as practicable.
H. Instruction of Courses  Dual Credit courses will be taught by college faculty or qualified high school instructors who meet the same criteria as college faculty. College will select dual credit faculty.

I. Classroom Facilities  College and High School shall provide appropriate classroom facilities for Dual Credit courses taught on College and High School Properties.

J. Scholarship, Tuition, Textbooks and School Supplies

(1). By written agreement, students attending high schools in Dallas County, who are enrolled in courses for which they receive joint credit under the Texas Education Code shall not pay tuition. One tuition scholarship per dual credit course per student is allowed. Scholarship is not provided for high school students enrolled in college courses where only college credit is awarded. Scholarship is not provided for repeated courses; student or high school is responsible for payment of repeated college course(s).

(2). Students will be responsible for the costs of textbooks, access codes, and required course supplies when such costs are not being provided by the ISD or High School.

(3). The same textbooks shall be used within the same course when taught either at the High School or in high school only classes at the College. The same English textbooks and other teaching materials are used as the standard for all English classes. Each academic year, any required access code must be purchased for each student enrolled in that course to fulfill that requirement.

a. For dual credit courses that are taught at the High School, College may require all high schools to replace hardcopy textbooks or textbooks that require an access code that have been used by the High School after two-four years of continuous use, or after the expiration of a textbook’s useful service, as reasonably determined by the college.

b. Students who enroll for dual credit courses that are taught at the College, must use the most current textbook as reasonably approved by the College instructional division.

c. Textbooks that are bundled with other instructional tools such as software products and/or licenses may not qualify as being a re-usable textbook. If that is the case, some replacement software may be purchased if made available by the vendor. Other instructional tools does not include textbooks that require an access code.

(4). Classroom textbook(s) shall be determined prior to the start of classes.
K. **Payment of Services** During the term of this Agreement, the Colleges may commence their services during an academic term that does not coincide with the beginning date of this Agreement. This is because some portion of the Dual Credit courses are, or may be taught utilizing (high school) teachers. DCCCD agrees to pay for such Dual Credit instructional services for the courses contemplated by this Agreement, in accordance with Attachment C.

The following chart represents a breakdown of monies that the college(s) are authorized to spend for educational services under this Agreement. Monies that DCCCD pays for Dual Credit instructional services shall not exceed the following dollar amounts.

<table>
<thead>
<tr>
<th>Authorized Expenditures Not to Exceed:</th>
<th>BHC</th>
<th>CVC</th>
<th>EFC</th>
<th>ECC</th>
<th>MVC</th>
<th>NLC</th>
<th>RLC</th>
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<tr>
<td>During Initial Term Beginning: 2017-18</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$15,000</td>
<td>$15,000</td>
<td>$160,000</td>
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<td>$15,000</td>
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<td>$60,000</td>
<td>$60,000</td>
<td>$640,000</td>
<td>$4,000</td>
<td>$20,000</td>
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<tr>
<td>Initial and Aggregate: $ (Grand Total District-wide)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$824,000</td>
</tr>
</tbody>
</table>

L. **Title IX Compliance** Consistent with Title IX of the Education Amendments of 1972 and DCCCD Board policy and procedures, the college Title IX Coordinator...
shall address any complaint of sexual misconduct, whether occurring on or off campus; between students, faculty, and staff; or between non-affiliated persons participating in a DCCCD sponsored program or event.

M. Limitations of Authority

(1). Neither party has authority to act for or on behalf of the other except as provided in this Agreement. No other authority, power, partnership, use of rights are granted or implied.

(2). Neither party may make, revise, alter, or otherwise diverge from the terms, conditions or policies which are subject to this Agreement without a written Amendment to this Agreement. Changes to this Agreement are subject to the approval of the DCCCD Legal Department.

(3). Neither party may incur any debt, obligation expense, or liability of any kind against the other without the other's expressed written approval.

4. Assignment Neither party may assign their interest in this Agreement without the written permission of the other party.

5. Responsibility To the extent permitted under Texas law and without waiving any immunities or defenses, including governmental immunity, each party to this Agreement agrees to be responsible for its own acts of negligence, which may arise in connection with any and all claims for damages, costs and expenses to person or persons and property that may arise out of or be occasioned by this Agreement or any of its activities or from any act or omission of any employee or invitee of the parties involved. The provisions in this paragraph are solely for the benefit of the parties to this Agreement and are not intended to create or grant any rights, contractually or otherwise to any third party.

6. Applicable Law This Agreement and all materials and/or issues collateral thereto shall be governed by the laws of the State of Texas applicable to contracts made and performed entirely therein.

7. Venue The parties herein agree that this Agreement shall be enforceable in Dallas, Texas, and if legal action is necessary to enforce it, exclusive venue shall lie in Dallas County, Texas.

8. Waiver The failure of any party hereto to exercise the rights granted them herein upon the occurrence of any of the contingencies set forth in this Agreement shall not in any event constitute a waiver of any such rights upon the occurrence of any such contingencies.

9. Right of Termination This Agreement may be terminated upon:

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A. Mutual written consent;
B. Written notice by College or High School to the other party at least ninety-days prior to the date of termination. Termination under this sub-section will occur on the day after the end of the semester in which the ninety-day period expires; or
C. The breach of this Agreement by High School. A breach of this Agreement by High School will result in:

(1). An immediate termination of this Agreement after notice whereupon High School will forfeit rights to the terms and conditions of this Agreement, or
(2). Termination at the end of any academic term.

A breach of this Agreement includes, but is not limited to:

(a). A violation of the policies and rules of the DCCCD;
(b). A misrepresentation or false statement in this Agreement by High School, or
(c). Nonperformance of the party’s duties.

High School has thirty (30) days to cure a breach after written notice of the breach. If the breach is not cured, termination is immediate. If the other party is compensated under this Agreement, all compensation under this Agreement shall be prorated to the date of termination.

10. **Miscellaneous Provisions**

A. Neither party shall have control over the other party with respect to its hours, times, employment, etc.
B. Under no circumstances shall either party be deemed an employee of the other.
C. The parties warrant that their mutual obligations shall be performed with due diligence in a safe and professional manner and in compliance with any and all applicable statutes, rules and regulations.
D. Transportation to and from College is responsibility of High School and/or Student.
E. Colleges and ISD are parties to a Data Sharing Agreement with each other and provide the applicable data and information about students who are concurrently or formerly enrolled in both education institutions in a manner consistent with such Data Sharing Agreements.

11. **Notices** All notices and communications under this Agreement shall be mailed or delivered to the respective parties by depositing same in the United States mail at the address shown below, unless and until either party is otherwise notified in writing by the other party, at the following addresses:
Either party reserves the right to designate in writing to the other party any change of name, change of person, or address to which the notices shall be sent.

12. **Nondiscrimination** Parties to this Agreement shall not discriminate in this Program on the basis of race, color, religion, gender, national origin, age, disability, sex, sexual orientation, gender identity, gender expression, or any other basis prohibited by law.

13. **Parol Evidence and Status of Agreement** This Agreement represents the entire Agreement of the parties and there are no representations, inducements, promises, agreements, arrangements or undertakings, oral or written, between the parties to this Agreement other than those set forth in this Agreement and duly executed in writing.

14. **Signatory Clause** The individuals executing this Agreement on behalf of the Dallas County Community Colleges and the Duncanville ISD acknowledge that they are duly authorized to execute this Agreement. All parties hereby acknowledge that they have read, understood, and shall comply with the terms and conditions of this Agreement and the Attachments A, B, and C hereto. This Agreement shall not become effective until executed by each party. Therefore, the parties to this Agreement shall begin their respective duties only after the last party has signed and dated this Agreement.

THIS AGREEMENT IS EXECUTED in duplicate original counterparts effective upon the date indicated above in paragraph 2. Term of this Agreement.
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

By: Joe D. May
Chancellor,
Dallas County Community College District

By: Dr. Thom D. Chesney
President, Brookhaven College

By: Dr. Joseph Seabrooks
President, Cedar Valley College

By: Dr. Jean Conway
President, Eastfield College

By: Dr. José Adames
President, El Centro College

By: Dr. Robert Garza
President, Mountain View College

By: Christa Slejko, Ed.D.
President, North Lake College

By: Dr. Kathryn K. Eggleston
President, Richland College

DUNCANVILLE INDEPENDENT SCHOOL DISTRICT

By: Dr. Marc Smith,
Superintendent
DALLAS COUNTY COMMUNITY COLLEGES' GUIDELINES FOR DUAL CREDIT COURSES AND REMEDIAL COURSES OFFERED IN PARTNERSHIP WITH TEXAS SCHOOLS
2017-18 Academic Year

The following guidelines reflect current Texas Higher Education Coordinating Board (THECB) rules and regulations (Chapter 4, Subchapters D and G) and Dallas County Community College District (DCCCD) policies and procedures. THECB rules and regulations and DCCCD policies and procedures are always subject to change with the new changes taking precedence.

While THECB defines four types of partnerships with high schools, these guidelines do not address partnerships where only high school credit is granted nor Career Pathway Program articulated agreements. They do address course credit where instruction is provided to high school students for the immediate award of both high school and college certificate and associate degree credit. They also address remedial instruction provided to high school students for either remedial work to prepare students to pass the State of Texas Assessments of Academic Readiness (STAAR) test(s) or other state designated instrument(s) to prepare students to pass the Texas Success Initiative Assessment (TSIA) test(s).

1. For any instructional partnerships between a Texas public secondary school(s), a charter school, a private school or a home school and a college of the DCCCD, an agreement must be approved by the governing boards or designated authorities of both the public school district/charter school/private school/home school and the DCCCD prior to the offering of courses. Students who are enrolled in public, private, charter, or non-accredited secondary schools or who are home schooled must meet the same standards outlined below. This agreement must address the following:

A. Student eligibility requirement to enroll in academic and/or workforce education approved dual credit courses
   (1) The student must be in high school.
   (2) The student dual credit student may enroll in more than one dual credit course per semester, and may enroll in dual credit coursework with freshman, sophomore, junior, or senior high school standing.
   (3) The student must complete a pre-assessment activity (PAA) and practice test prior to taking the official Texas Success Initiative Assessment (TSIA) battery of tests.
   (4) College shall assess each student for readiness to engage in any college-level curriculum offered for college credit prior to the student's enrollment in such curriculum.
   (5) After assessment, the Early College High School, using guidelines established by the College/University, shall determine what forms of assistance and remediation, if any, are necessary prior to a student's enrollment in any college-level curriculum based on the results of the assessment and other indicators of student readiness.
   (6) A student must meet all the college's regular prerequisite requirements designated for that course.
(7) Student demonstrates TSI exempt for college readiness and dual credit eligibility by achieving the following minimum passing standards under the provisions of the Texas Success Initiative (TSI) relating to College Ready and Adult Basic Education Standards on relevant section(s) of the Texas Success Initiative Assessment (TSIA) OR other appropriate state approved test scores (see below SAT, ACT, STAAR score requirements for TSI). TSI score requirements can be altered by the THECB with currently approved scores being used for eligibility and course placement purposes.

- TSI Assessment with minimum of 351 on reading; 350 on math; and 350 and an essay score of at least a 5 on writing. Other demonstrations of writing college readiness include a placement score of at least 363, and an essay score of 4; or a placement score of less than 350, and an ABE Diagnostic level of at least a 4, and an essay score of at least a 5.
- SAT — a combined critical reading and math score of 1070 with a minimum of 500 on critical reading test (student shall be exempt for both the reading and writing), and/or a minimum of 500 on the math test (student shall be exempt for math).
- New 2016 SAT scores for SAT Testing administered on or after March 5, 2016: a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no combined score.
- Mixing or combining scores from the SAT administered prior to March 2016 and the SAT administered on or after March 5, 2016 is not allowable. The newly approved scores became effective on August 10, 2016.
- ACT — a student with a composite of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections, and/or 19 on the math test (student shall be exempt for the math section)
- A Level 2 final recommended score of 4000 or higher on the Algebra II STAAR EOC
- A Level 2 final recommended score of 2000 or higher on the English III Reading STAAR EOC exam (scores prior to 2014)
- A Level 2 final recommended score of 2000 or higher on the English III Writing STAAR EOC (scores prior to 2014)
- A Level 2 final recommended score of 4000 or higher on the English III Combined Writing and Reading (scores in 2014 and thereafter)

(8) The student is eligible to enroll in dual credit courses with the following scores. Such scores will not make the student TSI exempt.

- By achieving a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the reading test; or
- By achieving a composite score of 23 on the PLAN with a 19 or higher in English or an equivalent score on the ACT-Aspire as determined by ACT.
- By achieving a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the mathematics test; or
Attachment A

- By achieving a composite score of 23 on the Plan with a 19 or higher in the mathematics or an equivalent score on the ACT-Aspire as determined by ACT.
- By achieving a Level 2 final recommended score of 4000 or higher on the Algebra I STAAR EOC and passing grade with a C or better in the Algebra II course.

(9) Student is eligible to enroll in workforce education dual credit courses contained in a Level-One Certificate program, or a program leading to a credential of less than a Level-One Certificate and shall not be required to provide demonstration of college readiness or dual credit enrollment eligibility. If the student takes dual credit course(s) that are outside of the allowances outlined above, then:
(a) The student will not be eligible for a TSI level-one certificate waiver; and
(b) The student will be required to take the TSIA unless the student presents qualifying ACT, SAT or STAAR scores to make the student exempt from TSI requirements.

(10) A student who is exempt from taking TAKS or STAAR EOC assessments may be otherwise evaluated by an institution to determine eligibility for enrolling in workforce education dual credit courses.

(11) Students who do not acquire the necessary test score(s) for eligibility purposes should discuss their options with the college Dual Credit School Coordinator.

(12) To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).

(13) Score requirements can be altered by the THECB or DCCCD with the currently approved scores being used for eligibility and course placement purposes.

(14) An institution may impose additional requirements for enrollment in courses for dual credit that do not conflict with THECB dual credit requirements.

(15) An institution is not required, under the provisions of THECB dual credit section, to offer dual credit courses for high school students.

(16) The student must meet all admissions criteria of the college. In addition, students may be withdrawn from the pre-registration course(s) for subsequent semesters or terms if the student withdraws from a course or makes a grade of D or F. Students may be refused re-enrollment unless the student and the parent(s)/guardian(s) agree to abide by written conditions from the college designed to increase the potential for success.

(17) Eligibility for continued participation in dual credit courses requires satisfactory academic performance at the high school; earned grades of A, B or C in all college courses; and parental/guardian and school approval for each subsequent semester of enrollment. A student who earns grades of D or F may not be eligible for future dual credit courses or may have restrictions. Students who earn dual credit grades of W, D and/or F on a college transcript may not be eligible for future financial aid or may have limited financial aid options beyond high school.

(18) Students must discuss with their Dual Credit Advisor/Counselor if they wish to withdraw from their college course(s). Students who decide to withdraw must submit the required withdrawal form to the Dual Credit Advisor/Counselor or College Registrar
by the published deadline. Failure to submit the required withdrawal form could result in student receiving a grade of F.

(a.) Section 51.907 of the Texas Education Code applies to students who enroll in a Texas public institution of higher education for the first time in fall 2007 or later. Based on this law, when you graduate from high school and continue your college education, DCCCD or any other Texas public institution of higher education may not permit students to drop more than six college level credit courses for unacceptable reasons during their entire undergraduate career without penalty. All college level courses dropped after the official drop and add period for the course are included in the six-course limit, including courses dropped at another Texas public institution of higher education, unless it qualifies as an exception.

(19) Dual Credit High Students are currently exempt from the following state requirements until they graduate from high school. Once students graduate from high school and are no longer exempt they should take care when selecting additional courses to be transferred toward a Baccalaureate degree. House Bill 1172 allows an institution to charge the equivalent of out of state tuition for credit hours taken beyond the state limits.

State limits are:

(a.) For students entering public Texas institutions Fall 1999 – Summer 2006 who attempt 45 hours beyond what is required for Baccalaureate degree (120 hours).

(b.) For students entering Fall 2006 and thereafter who attempt 30 hours beyond the hours required for a Baccalaureate degree. It is recommended that students take minimal hours beyond degree requirements to avoid possible higher tuition charges at the institution to which they are transferring.

(20) Academic freedom is practiced at all DCCCD Colleges and appropriate and essential discipline-specific terminology, concepts and principles are utilized as needed in the classroom setting, including within dual credit classes.

B. Faculty Qualifications

(1) The college must select instructors of dual credit courses. This faculty must be regularly employed faculty members of the college or must meet all criteria established for credit instruction in the DCCCD, including SACSCOC criteria. The approval procedures used by the college to select faculty must be the same as that used for faculty teaching at the college campus.

(2) It is encouraged that high school faculty teaching dual credit classes should also teach a class on the college campus as soon and as often as practical.

(3) Faculty teaching dual credit classes will meet all expectations for adjunct instructors including attending orientations, faculty meetings, and staff development activities.

(4) The faculty supervision and evaluation will be the same as that for all instructors at the college. Such evaluations will be conducted by the appropriate division dean or delegate. The student survey of instruction instrument will be administered, and all normal and usual documentation will be completed.

C. Course Curriculum, Instruction and Grading

(1) Courses offered for dual credit must be THECB approved college-level academic courses and/or THECB college-level workforce education courses and are in agreement with the
current Texas Education Agency’s (TEA) guidelines for graduation requirements in the State of Texas. Students may take no more courses for dual credit than permitted by these TEA course graduation guidelines.

(2) The college shall ensure that a dual credit course and the college course offered on the college campus are equivalent with respect to curriculum, materials, instruction, and method/rigor of student evaluation.

(3) Instructors of dual credit courses should be given the opportunity to award high school only or dual credit depending upon student performance. Students in dual credit courses may withdraw from the college course by following college procedures and meeting all deadlines.

(4) Dual Credit students who retake a dual credit course or enroll in a concurrent (non-dual credit) course will pay tuition for such courses.

D. Location of Dual Credit Classes

(1) Dual credit courses may be taught on the college campus or on the high school campus. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, the college shall comply with applicable rules and procedures for offering courses at a distance in THECB Rules, Chapter 4, subchapters P and Q relating to Distance Education and Off-Campus instruction.

(2) Dual credit courses taught electronically shall comply with the THECB adopted Principles of Good Practice for Courses Offered Electronically.

(3) Colleges must comply with SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) requirements as it relates to courses being taught off college location.

E. Composition of Dual Credit Classes

(1) Dual Credit courses must be taught on the college and/or the high school campus.

(2) Dual credit classes may be composed of dual credit students only or of dual and college credit students. Exceptions for a mixed class, which would include high school credit-only students, may be allowed by meeting one of the following conditions:
   a. If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school is otherwise unable to offer such a course; or
   b. If the high school credit-only students are College Board Advanced Placement students; or
   c. If the course is a career and technical/college workforce education course and the high school credit-only students are earning articulated college credit.

F. Student Services

(1) High school students in dual credit courses will be given access to the college library, accorded appropriate privileges, and have adequate library resources convenient for use at the site where the course is offered.

(2) High school students in dual credit courses will be provided the academic support services, including academic advising and counseling, as those on the college campus.

(3) High school students in dual credit courses needing accommodations due to the presence of a disability are responsible for contacting the Disability Services Office of
the sponsoring college and high school. Dual credit course location will determine responsibility for provision of academic accommodations authorized by College Disability Services Office (DSO). Specific accommodations on the high school campus requiring classroom personnel or technology will be authorized by College DSO and provided by the high school. Accommodations for courses offered at the college will be provided by the college.

(4) If a student is enrolled simultaneously in college and high school in a dual credit program, the two schools may share information regarding the student. This complies with 34 CFR 99.34(b).

(5) All other services provided to college students will be provided to high school students enrolled in dual credit courses.

G. Eligible Courses

(1) Courses to be offered must be college-level courses included in the current edition of the Lower Division Academic Course Guide Manual or the Workforce Education Course Guide Manual approved by THECB. Course name and number are subject to change.

(2) Dual credit classes must be equal in quality and rigor to classes on the college campus.

(3) Textbooks, textbook access codes, required course supplies/instructional tools and other materials to be utilized will be those normally used or approved by full-time faculty teaching the course at the college.

(4) The syllabus will contain all elements common to the syllabi for the same course as taught at the college.

(5) Regular academic policies applicable to courses taught at the college's main campus must also apply to dual credit courses. These policies include the appeal process for disputed grades, drop policy, the communication of grading policy to students, and the distribution of a syllabus comparable to that utilized on the college campus.

(6) Colleges will not receive formula funding from the state for PHED 1164 dual credit course. Legislation does not restrict higher education institutions from enrolling dual credit students in PHED 1164, but state funding will not be provided to the college.

H. Transcription of Credit. Transcription of dual credit courses on a college transcript should be handled exactly as it is for other college-level courses.

I. Funding

(1) State funding for dual credit courses will be available to the public school district and the college based on the current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board.

(2) The college may claim funding for students getting college credit in core curriculum, select academic courses, career and technical education, and foreign language dual credit courses approved by and in keeping with Texas Higher Education Coordinating Board policies. This provision does not apply to students enrolled in approved Early College High School programs.

J. Salaries - The college may contract to pay the high school the equivalent of the adjunct faculty for the course based on credit hours. A pro rata portion of the salary correlated to enrollment may be appropriate. The high school determines the compensation for its dual credit approved instructor.
K. Tuition and Cost- By written agreement with various high schools, the College District is authorized to offer dual credit enrollment classes to high school students as permitted by Chapter 130 of the Texas Education Code. The Chancellor or designee is authorized to enter into these agreements.

Tuition Scholarship:

(1) In County- A signed agreement between the college and the school district, charter school, private school, or home school must be on file and indicate students enrolled in dual credit courses shall not pay tuition. One tuition scholarship per dual credit course per student is allowed. Tuition scholarship is not awarded to high school students enrolled in college courses where only college credit is awarded. Such agreements will be made with school districts, charter schools, private schools, or home schools located within Dallas County. Tuition scholarship is not awarded for repeated courses. Student and/or high school are responsible for tuition and additional costs of any repeated course(s).

(2) Out of County and In State- A signed agreement may be made with a school district, charter school, private school, or home school located outside of Dallas County and within the state of Texas. Tuition will be charged for eligible dual credit courses, including online dual credit courses. Tuition shall be charged at the DCCCD in-county tuition rates. To the extent dual credit courses are to be offered outside of Dallas County and within the State of Texas and involve additional costs for specialized equipment or supplies, the written dual credit agreement shall specify the additional course costs associated with same.

(3) Students may take no more courses than permitted by the TEA course graduation guidelines.

L. For the purposes of dual credit, neither the high school nor the college should charge the other any expenses associated with the use of facilities. (As for expenses that might apply specifically to an Early College High School, please refer to the Early College High School Guidelines and/or Agreements/Amendments.

M. College may charge ISD or high school (public, private, charter or home) as specified in agreement for the cost of textbooks, textbook access codes, specialized equipment, required course supplies, instructional tools and the cost of additional DCCCD personnel to assist in labs/classrooms. Students will be responsible for the cost of textbooks, textbook access codes, required course supplies, and instructional tools when such costs are not being provided by the ISD or high school.

N. Students may initially take all three component areas of the college's Texas Success Initiative Assessment (TSIA) at no cost and re-test once within each of the three component areas at no cost. For additional testing, student or high school will pay for re-test costs.

2. The college may contract with school districts as outlined above to provide remedial courses for students enrolled in a public secondary school in preparation for graduation from high school. Such courses are not eligible for state formula funding. Such courses may not be offered for dual course credit. The college may not waive tuition for remedial courses unless approved by the DCCCD Board.

3. Sexual misconduct involving HS students and/or College faculty or students shall be addressed by both the HS and the College. The HS shall promptly report to College administration any
complaints of sexual misconduct made by or against a student, employee or guest of the College. All other misconduct, behavioral problems, and any disciplinary measures resulting therefrom concerning HS students while at the College/ High School are the sole responsibility of the HS. College shall report in writing such disciplinary problems to the HS Administration. College may, at its sole discretion, refuse to admit students with a history of disciplinary problems. Sexual misconduct is any act of sex/gender-based discrimination or harassment, sexual harassment, sexual violence, sexual exploitation, relationship violence, sex/gender-based stalking, or any other conduct that threatens the health and safety of any person on the basis of actual, expressed or perceived gender identity.

4. Students attending classes on a DCCCD campus must present proof of immunization for bacterial meningitis. Sec. 51.9192 of the Education Code and §21.613 of the TAC states that students must receive a bacterial meningitis vaccination or present the appropriate exemption. Meningococcal conjugate vaccine MenACWY) and meningococcal polysaccharide vaccine (MPSV4) are state approved for this requirement. THECB has noted that vaccination with the MenB vaccine should not replace routine vaccination with MenACWY vaccines.

5. As rules and regulations are subject to change, please refer to the DCCCD web catalog at http://www.1.dcccd.edu/catalog/cattoc.cfm for updated general and academic information for your needs.


DCCCD/Educational Policy Dec. 2016/vgh
## THECB Approved CORE, Academic and Career Technical Education Courses for Dual Credit
### 2017-2018
*(Some Course Rubrics and/or Numbers are subject to change throughout the year.)*

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### Attachment B  Mountain View College  Duncanville High School

**THECB Approved CORE, Academic and Career Technical Education Courses for Dual Credit 2017-2018**

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<td>Faculty (College or HS)</td>
<td>Fall Term</td>
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<td>Summer Term</td>
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<td>ISD/Private Course #</td>
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College Dual Credit Contact
Erica Wilson 972-860-4912

Payment of Services:
(1). For courses taught at a High School facility utilizing High School teachers who are Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) qualified to teach college level courses, DCCCD shall pay as follows:

(a). A minimum class size of 20 students per section is required for Duncanville ISD to receive full payment from the College. Compensation will be paid at $775.00 per credit hour and will be pro-rated for classes with less than 20 students. A typical credit course can vary from 1 to 5 credit hours depending upon the course requirements.

(b). Actual attendance is based on the College’s 12th day of State reporting for fall semester, spring semester, and the full 10-week summer session. For the 5-week summer session I and 5-week summer session II, actual attendance is based on the 4th day of State reporting.

(c). For a 3 credit hour course, this will equal $2,324 per section having at least 20 students. A minimum class size of 20 students per section is required for Duncanville ISD to receive full payment from the College. If a class does not have at least 20 students registered, the High School may choose to allow the class to continue regardless. In such cases, the College will reimburse the Duncanville ISD on a pro rata basis: e.g., a 3 credit class with 15 students would be reimbursed $2,324/20 X 15 = $1,743. These amounts are subject to change and will always reflect the rates currently approved by the DCCCD Board of Trustees for the adjunct compensations.

(d). College will pay Duncanville ISD at the end of the semester(s) or academic year. The total compensation that College pays Duncanville ISD under this Agreement with College shall not exceed $5,000 for the Initial Term. Provided, further, that the total compensation paid by the college under the Initial Term and any Renewal Terms, if any, in the aggregate, shall not exceed the sum of $20,000.

(2). College’s performance of its duties under this Agreement is specifically contingent upon receipt of adequate funding from the State of Texas and its funding sources. In the event the College District does not receive State reimbursement for contact hours generated, there shall be no payment of services.
College Dual Credit Contact
Olivia Guerra  972-860-8067

Payment of Services:
(1). For courses taught at a High School facility utilizing High School teachers who are
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
qualified to teach college level courses, DCCC shall pay as follows:

(a). A minimum class size of 20 students per section is required for Duncanville
ISD to receive full payment from the College. Compensation will be paid at
$775.00 per credit hour and will be pro-rated for classes with less than 20
students. A typical credit course can vary from 1 to 5 credit hours depending
upon the course requirements.

(b). Actual attendance is based on the College’s 12th day of State reporting for fall
semester, spring semester, and the full 10-week summer session. For the 5-week
summer session I and 5-week summer session II, actual attendance is based on the
4th day of State reporting.

(c). For a 3 credit hour course, this will equal $2,324 per section having at least 20
students. A minimum class size of 20 students per section is required for Duncanville
ISD to receive full payment from the College. If a class does not
have at least 20 students registered, the High School may choose to allow the class
to continue regardless. In such cases, the College will reimburse the Duncanville
ISD on a pro rata basis: e.g., a 3 credit class with 15 students would be reimbursed
$2,324/20 X 15 = $1,743. These amounts are subject to change and will always
reflect the rates currently approved by the DCCC Board of Trustees for the
adjunct compensations.

(d). College will pay Duncanville ISD at the end of the semester(s) or academic year. The
total compensation that College pays Duncanville ISD under this Agreement with College
shall not exceed $5,000 for the Initial Term. Provided, further, that the total compensation
paid by the college under the Initial Term and any Renewal Terms, if any, in the aggregate,
shall not exceed the sum of $20,000.

(2). College’s performance of its duties under this Agreement is specifically contingent
upon receipt of adequate funding from the State of Texas and its funding sources. In the
event the College District does not receive State reimbursement for contact hours
generated, there shall be no payment of services.
College Dual Credit Contact
Kimberly Flanders  972-860-7323

Payment of Services:
(1). For courses taught at a High School facility utilizing High School teachers who are Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) qualified to teach college level courses, DCCCD shall pay as follows:

(a). A minimum class size of 20 students per section is required for Duncanville ISD to receive full payment from the College. Compensation will be paid at $775.00 per credit hour and will be pro-rated for classes with less than 20 students. A typical credit course can vary from 1 to 5 credit hours depending upon the course requirements.

(b). Actual attendance is based on the College’s 12th day of State reporting for fall semester, spring semester, and the full 10-week summer session. For the 5-week summer session I and 5-week summer session II, actual attendance is based on the 4th day of State reporting.

(c). For a 3 credit hour course, this will equal $2,324 per section having at least 20 students. A minimum class size of 20 students per section is required for Duncanville ISD to receive full payment from the College. If a class does not have at least 20 students registered, the High School may choose to allow the class to continue regardless. In such cases, the College will reimburse the Duncanville ISD on a pro rata basis: e.g., a 3 credit class with 15 students would be reimbursed $2,324/20 X 15 = $1,743. These amounts are subject to change and will always reflect the rates currently approved by the DCCCD Board of Trustees for the adjunct compensations.

(d). College will pay Duncanville ISD at the end of the semester(s) or academic year. The total compensation that College pays Duncanville ISD under this Agreement with College shall not exceed $15,000 for the Initial Term. Provided, further, that the total compensation paid by the college under the Initial Term and any Renewal Terms, if any, in the aggregate, shall not exceed the sum of $60,000.

(2). College's performance of its duties under this Agreement is specifically contingent upon receipt of adequate funding from the State of Texas and its funding sources. In the event the College District does not receive State reimbursement for contact hours generated, there shall be no payment of services.
College Dual Credit Contact
Tanisha Shorter  214-860-2290

Payment of Services:
(1). For courses taught at a High School facility utilizing High School teachers who are
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
qualified to teach college level courses, DCCCD shall pay as follows:

(a). A minimum class size of 20 students per section is required for Duncanville
ISD to receive full payment from the College. Compensation will be paid at
$775.00 per credit hour and will be pro-rated for classes with less than 20
students. A typical credit course can vary from 1 to 5 credit hours depending
upon the course requirements.

(b). Actual attendance is based on the College’s 12th day of State reporting for fall
semester, spring semester, and the full 10-week summer session. For the 5-week
summer session I and 5-week summer session II, actual attendance is based on the
4th day of State reporting.

(c). For a 3 credit hour course, this will equal $2,324 per section having at least 20
students. *A minimum class size of 20 students per section is required for
Duncanville ISD to receive full payment from the College.* If a class does not
have at least 20 students registered, the High School may choose to allow the class
to continue regardless. In such cases, the College will reimburse the Duncanville
ISD on a pro rata basis: e.g., a 3 credit class with 15 students would be reimbursed
$2,324/20 X 15 = $1,743. These amounts are subject to change and will always
reflect the rates currently approved by the DCCCD Board of Trustees for the
adjunct compensations.

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total compensation that College pays Duncanville ISD under this Agreement with College
shall not exceed $15,000 for the Initial Term. Provided, further, that the total compensation
paid by the college under the Initial Term and any Renewal Terms, if any, in the aggregate,
shall not exceed the sum of $60,000.

(2). College’s performance of its duties under this Agreement is specifically contingent
upon receipt of adequate funding from the State of Texas and its funding sources. In the
event the College District does not receive State reimbursement for contact hours
generated, there shall be no payment of services.
College Dual Credit Contact
Alice Atchison  214-860-8818

Payment of Services:
(1). For courses taught at a High School facility utilizing High School teachers who are Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) qualified to teach college level courses, DCCCD shall pay as follows:

(a). A minimum class size of 20 students per section is required for Duncanville ISD to receive full payment from the College. Compensation will be paid at $775.00 per credit hour and will be pro-rated for classes with less than 20 students. A typical credit course can vary from 1 to 5 credit hours depending upon the course requirements.

(b). Actual attendance is based on the College’s 12th day of State reporting for fall semester, spring semester, and the full 10-week summer session. For the 5-week summer session I and 5-week summer session II, actual attendance is based on the 4th day of State reporting.

(c). For a 3 credit hour course, this will equal $2,324 per section having at least 20 students. A minimum class size of 20 students per section is required for Duncanville ISD to receive full payment from the College. If a class does not have at least 20 students registered, the High School may choose to allow the class to continue regardless. In such cases, the College will reimburse the Duncanville ISD on a prorata basis: e.g., a 3 credit class with 15 students would be reimbursed $2,324/20 X 15 = $1,743. These amounts are subject to change and will always reflect the rates currently approved by the DCCCD Board of Trustees for the adjunct compensations.

(d). College will pay Duncanville ISD at the end of the semester(s) or academic year. The total compensation that College pays Duncanville ISD under this Agreement with College shall not exceed $160,000 for the Initial Term. Provided, further, that the total compensation paid by the college under the Initial Term and any Renewal Terms, if any, in the aggregate, shall not exceed the sum of $640,000.

(2). College’s performance of its duties under this Agreement is specifically contingent upon receipt of adequate funding from the State of Texas and its funding sources. In the event the College District does not receive State reimbursement for contact hours generated, there shall be no payment of services.
College Dual Credit Contact
Marissa Kirk 972-273-3131

Payment of Services:
(1). For courses taught at a High School facility utilizing High School teachers who are
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
qualified to teach college level courses, DCCCD shall pay as follows:

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students. A typical credit course can vary from 1 to 5 credit hours depending
upon the course requirements.

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semester, spring semester, and the full 10-week summer session. For the 5-week
summer session I and 5-week summer session II, actual attendance is based on the
4th day of State reporting.

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students. A minimum class size of 20 students per section is required for
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to continue regardless. In such cases, the College will reimburse the Duncanville
ISD on a pro rata basis: e.g., a 3 credit class with 15 students would be reimbursed
$2,324/20 X 15 =$1,743. These amounts are subject to change and will always
reflect the rates currently approved by the DCCCD Board of Trustees for the
adjunct compensations.

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total compensation that College pays Duncanville ISD under this Agreement with College
shall not exceed $1,000 for the Initial Term. Provided, further, that the total compensation
paid by the college under the Initial Term and any Renewal Terms, if any, in the aggregate,
shall not exceed the sum of $4,000.

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upon receipt of adequate funding from the State of Texas and its funding sources. In the
event the College District does not receive State reimbursement for contact hours
generated, there shall be no payment of services.
College Dual Credit Contact
Becky Jones 972-238-6246

Payment of Services:
(1). For courses taught at a High School facility utilizing High School teachers who are Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) qualified to teach college level courses, DCCCD shall pay as follows:

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