

Dual Credit Partnership Agreement 2024-2025 Academic Year

By definition of the Texas Higher Education Coordinating Board, dual credit is “a system under which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and the high school.” Dual credit courses may be taught on the high school campus by an approved instructor or on the college campus. Dual credit courses include both academic and technical courses.

South Plains College (SPC) recognizes the importance of allowing highly motivated high school students the opportunity to earn college credit while still in high school. Additionally, SPC understands the importance of facilitating a smooth transition for students from high school to an institution of higher education, by offering students different pathways to achieve their educational and career goals while limiting student debt and unnecessary financial burdens.

South Plains College, an educational institution of Hockley County, in the State of Texas, and Loop Independent School District agree to enter 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. Both the College and the District agree that all course policies and practices are under the jurisdiction of the College.

This partnership details outlined in this agreement also apply to school districts who have been approved to offer an active Texas College and Career Readiness School Model (CCRSM) by the Texas Education Agency – either an Early College High School (ECHS) and/or a Pathways in Technology Early College High School (P-TECH).

In consideration of this partnership agreement, the parties agree to the following:

1. Student Eligibility for Dual Credit

To be eligible for enrollment in a dual credit course, a high school student must meet all requirements for admission to South Plains College in addition to applicable student eligibility requirements as established by the Texas Higher Education Coordinating Board (THECB) in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85.

Specific TSI course requirements that have been identified by the institution can be found here: <https://www.southplainscollege.edu/admission-aid/apply/dualcredit/Courses.php>

Students must be initially recommended (i.e., approved) by a high school principal or district designee (e.g., high school counselor) for participation in the dual credit program. Once a student completes their first dual credit course with South Plains College, district recommendation/permission will no longer be required prior to enrollment. Students should seek advice from their high school counselor prior to enrolling each semester to ensure that their dual credit courses are transcribed properly.

Prospective dual credit instructors are subject to review & approval by the departmental chairperson or program coordinator and the Dean of Dual Credit & Early College Programs, who will make arrangements for personnel to teach at high schools including regular adjunct faculty or public-school teachers.

The College requires that academic instructors have a master's degree with at least eighteen graduate credit hours in the teaching discipline. Technical instructors must have either a bachelor's degree in the teaching discipline, or an associate's degree and demonstrated competencies in the teaching discipline.

Public school teachers who have been approved to offer dual credit courses will be considered adjunct faculty and must follow all applicable institutional policies to teach dual credit courses. Public school teachers will be required to submit an employment application and official transcripts. An interview with their department chairperson or program coordinator will be scheduled by the Dean of Dual Credit & Early College Programs, if needed. Public school teachers who serve as adjunct faculty will also be subject to regular instructor evaluations.

Adjunct instructors are required to adhere to departmental and divisional policies regarding grading, institutional syllabi, textbooks, assignments, and curriculum. All course materials and teaching methodologies must be approved by the departmental chairperson, program coordinator, or divisional dean.

Adjunct instructors are also required to comply with the College's FERPA requirements and policies regarding the disclosure of student information. Dual credit adjunct faculty are required to meet all deadlines for requests for information, including, but not limited to, current contact information, college transcripts and course syllabi. Dual credit adjunct faculty are encouraged to attend at least one department meeting per year and are required to provide instruction that meets departmental objectives and expectations. Adjunct faculty are also expected to meet all institutional policies and deadlines for the certification of class rosters and final grade submissions. Failure to meet institutional requirements could result in an adjunct losing teaching privileges.

Training –

In addition to new employee training required by the College's Human Resources department, the division of Dual Credit & Early College Programs will schedule annual training, in addition to institutional professional development activities.

All adjuncts should expect to attend two training sessions each summer –

One session offered by the College's dual credit staff, focusing on institutional policies and processes, and a second session that is content-specific, where a specific academic department's program coordinator or department liaison offers specific curricular updates which are tied directly to classroom instruction.

Dual credit adjuncts may also be required to complete professional development activities related to teaching or classroom requirements of all instructional staff.

South Plains College will not deliver a course to an unsupervised location. Both the District and the College must approve of the individual selected to serve as the district's facilitator.

The ITV facilitator is also encouraged to attend counselor and/or adjunct instructor-related trainings offered by South Plains College.

- c) When an interactive video course is streamed at a site other than the college campus, all students in the class must be enrolled for college credit.
- d) The College will determine appropriate class sizes and maintains the right to accept or reject new students depending on instructor capacity and College enrollment limitations.

Student Composition of Classes

When possible, college courses being taught at a high school location should be composed solely of students who are participating in dual credit. The high school will maintain an appropriate learning environment, by minimizing interruptions and ensuring students meet instructor attendance requirements.

Transportation

Students enrolled in a dual credit course on the College's main campus or at one of the College's extension centers are responsible for their own transportation. Students may also be transported to an SPC campus or center by their school district.

5. Student Services

To ensure student success, South Plains College will provide dual credit students with the same access to academic advising, counseling, tutoring services, and library resources that it provides all traditional college students.

Dual credit personnel from the College will offer academic advising services to all dual credit students. These services will address transferability and applicability concerns, degree mapping, and explanations of all college credit that has been earned by a dual credit student. High school personnel may be asked to assist SPC personnel with advising, registration, and other services that support enrollment.

Students who anticipate a need for assistance or accommodations must contact the Disability Services office. Students will complete an application for assistance through the AIM portal using their SPC email and User ID and provide appropriate documentation regarding their disability services request, as directed by the Disability Services office.

Student Conduct

All students, including dual credit students, may be subject to disciplinary action (which can range from verbal or written warning to suspension and expulsion from the College)

7. Collaboration, Outreach, & Communication

The College will provide informational sessions for students and parents regarding dual credit opportunities, benefits, cost, and resources. Sessions can be made available throughout the academic year upon request of the District. The College will also provide updated and current dual credit information on registration procedures, participation requirements, and student/counselor resources on the College's dual credit webpage.

All questions regarding student enrollment, student conduct, any academic or instructional concerns, prospective program implementation, in addition to any South Plains College policies and procedures should be directed to the South Plains College Dual Credit office. Official responses on behalf of the institution will then come from a Dual Credit representative.

8. Fees and Funding Provisions

Dual credit students are responsible for the payment of tuition and fees in accordance with current college policy. Dual credit students will be charged \$50 per credit hour per course, unless noted in a specific addendum to this partnership agreement.

Service area students who take CTE courses taught by an approved dual credit adjunct at their high school, which utilize high school materials and equipment, will have all tuition and fee charges waived.

High school dual credit faculty and counseling staff will be compensated in accordance with the College's dual credit remuneration policy (see Appendix B). Stipend amounts will be awarded based on enrollment as of the semester's census date. Compensation for courses with low enrollment, in which enrollment in a course does not meet the minimum number of students required to make a class (i.e., 10) may be prorated according to the number of students enrolled.

a) Financial Aid for Swift Transfer (FAST)

The FAST program provides funding to participating public institutions of higher education so they can offer dual credit courses to educationally disadvantaged students at no cost to these students.

The Texas Education Code (TEC) defines "educationally disadvantaged" as those students eligible for the national free/reduced-price lunch program. A student who meets this requirement in any of the four school years prior to the academic year in which the student is enrolled in the eligible dual credit course may be eligible for the FAST program.

The following requirements apply to all partnering school districts who seek to take advantage of the state's FAST program:

Provide SPC with students' TSDS identification number, which will be used by the THECB to confirm student eligibility.

Class attendance policies may vary by course. Attendance policies fall under the purview of the instructor of record and will be outlined in the syllabus for each course. 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.

10. Terms of Agreement

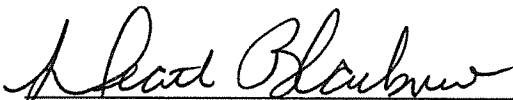
This agreement shall become effective on the 1st day of August, 2024. It will continue in place for subsequent academic years, as deemed necessary, unless either party submits a written request for withdrawal or change for an upcoming academic year. Notice to change this agreement must be served in writing, at least thirty (30) days prior to the beginning of the semester for which the change is desired. The College or District shall have the right to cancel or terminate this agreement at any time according to the above guidelines.



President, South Plains College

05/01/2024

Date



Superintendent

5/2/24

Date

Appendix B

Dual Credit Remuneration Chart 2024-2025

South Plains College will remit to a high school instructor or counselor a stipend each semester, based on the formulas below:

High School Faculty Serving as College Instructor of Record *Academic/Transfer Offerings*

Number of Students Per Section, Per Course	Remuneration
5 – 24	\$600
25 – 48	\$1,200
49 – 72	\$1,800
73 – 96	\$2,400
97 – 120	\$3,000
cont.	cont.

High School Faculty Serving as College Instructor of Record *Technical Offerings*

Number of Students Per Section, Per Course	Remuneration
5 – 24	\$150
25 – 48	\$250
49 – 72	\$350
73 – 96	\$450
97 – 120	\$550
cont.	cont.

High School Counselor

Number of Students	Remuneration
1 – 10	\$150
11 – 25	\$200
26 – 50	\$250
51 – 75	\$350
76 – 100	\$450
101 – 125	\$550
126 – 150	\$650
cont.	cont.