

**A PARTNERSHIP AGREEMENT**

**Between**

**NORTHEAST TEXAS COMMUNITY COLLEGE**

**and**

**HUGHES SPRINGS HIGH SCHOOL**

***Regarding Dual/Concurrent Credit Course Options for  
High School Students for the 2021-2022 School Year***

In accordance with the Texas Higher Education Coordinating Board TEC—Chapter 4 Rules; Subchapter D, Dual Credit Partnerships Between Secondary Schools and Texas Public Colleges, NORTHEAST TEXAS COMMUNITY COLLEGE (NTCC) offers academic and workforce education college-level course options for ISDs to approve for dual credit. After the ISDs approve the appropriate college-level courses for dual credit, high school students meeting admission requirements may enroll in these courses and may receive college and high school credit simultaneously. Each party will appoint a contact person to coordinate all activities relative to dual credit. Communications to the college regarding dual credit should be directed to the college's Director of Distance Education & Dual Credit.

In order to ensure the quality of dual credit courses and to facilitate communication and understanding between the respective ISDs and NTCC, the following provisions are agreed to by the college and the respective ISDs:

**Dual/Concurrent Enrollment.** Any high school student may, upon written permission of the high school principal or designee, apply for dual/concurrent enrollment.

The class load of such students shall be determined by the high school principal or designee, the Director of Distance Education & Dual Credit, and/or the student. Dual/Concurrent students must submit a high school transcript, and all dual/concurrent students should review Texas Success Initiative (TSI) guidelines carefully. Please note that some courses may include additional requirements. Students in a non-traditional program who seek dual/concurrent enrollment must meet the following conditions:

A) Provide an official high school transcript.

B) Comply with any institutional testing requirements documenting assessment of readiness for college-level coursework.

## **I. TSI Exemption and Exceptions**

### **Student Eligibility**

- A. High school students are eligible to enroll in dual or concurrent credit courses if the student meets one of the following requirements:
1. demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative.
  2. demonstrates that he or she is exempt from state-mandated testing by meeting the qualifying standards on the SAT, ACT, PSAT, or PLAN tests.
    - SAT - 1070 combined, with 500 or higher on math and/or verbal
    - ACT - 23 composite, with 19 or higher on math and/or English
    - PLAN – 23 composite, with 19 or higher in math and/or English
    - EOC – 4000 combined score on the English II and/or Algebra I EOC
    - PSAT – 460 in Evidence-Based Reading/Writing (EBRW) and a 510 in Mathematics (MATH).

SAT and ACT scores are valid for five years from the date of testing.

- B. Students enrolled in TSI-waived Level 1 certificate courses are not required to meet the minimum testing requirement but must be approved for such courses by the high school and the institution.

## **II. Eligible Courses**

- A. All courses offered for dual credit by NTCC will be either college-level, core curriculum courses, college-level courses that lead to a level-1 certificate, or any college-level foreign language course. College courses can be one to four credit hours depending on the class.
- B. Developmental or remedial courses will not be eligible for dual credit.
- C. Each school district will work closely with the Director of Distance Education & Dual Credit, to ensure that the college offers an adequate number of courses and/or sections. The feasibility of offering specific courses will be negotiated among the appropriate college and high school personnel.

## **III. Location of Classes**

Dual/Concurrent credit courses may be taught on one of NTCC's campuses, online, through distance learning, or on the high school campus. For dual/concurrent credit courses taught exclusively to high school students on the high school campus and for dual/concurrent credit courses taught electronically, NTCC - shall comply with applicable rules and procedures for offering courses at a distance in §§4.101 - 4.108 of this title (relating to Distance Education and Off-Campus Instruction). In addition, dual/concurrent

credit courses taught electronically shall comply with the Board's adopted "Principles of Good Practice for Courses Offered Electronically."

#### **IV. Composition of Class**

- A. Dual credit courses offered on the main campus will be open to both eligible high school students and college credit students.
- B. Dual credit classes at the off-campus sites planned in collaboration with the appropriate college faculty and staff and local high school personnel may be dual credit students only, if the number of dual credit enrollees is justifiable.

#### **V. Faculty Selection, Supervision, and Evaluation**

- A. The instructor for a dual credit course will be approved and employed by Northeast Texas Community College. The instructor must meet credential requirements of NTCC and the Southern Association of Colleges and Schools (SACS).
- B. An instructor for a dual credit course who is not a full-time faculty member of Northeast Texas Community College reports directly to the Dean, Division Chair, or Program Director of the discipline in which the course(s) is being taught. The college shall supervise and evaluate part-time instructors teaching dual credit courses using the same or comparable procedures used for full-time faculty employed by college.
- C. NTCC shall ensure that a dual credit course and the corresponding course offered at the main campus of the college are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation as described in Goal 4 of the State of Texas Goals for Dual Credit. These standards must be upheld regardless of the student composition of the class.

#### **VI. Academic Policies and Student Support Services**

- A. Northeast Texas Community College courses offered as dual credit, regardless of where they are taught, follow the syllabus, course outline, grading method, drop and add procedures, and other academic policies as outlined in the Northeast Texas Community College catalog.
- B. Numerical grades will be used for dual credit courses and are given in accordance with academic policies printed in the college catalog.
- C. All academic policies of the college are applicable to dual credit courses. These policies include the appeal process for disputed grades, dropping and adding courses, the communication of grading policy to students, distribution of the syllabus, etc.
- D. Students in dual credit courses are eligible to utilize the same or comparable support services that are afforded college students on the main campus as described in Goals 2 and 3 of the State of Texas Goals for Dual Credit. The college is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to

learning materials (e.g., library resources), and to other benefits for which the student may be eligible.

- E. NTCC student services staff will offer orientation sessions for dual credit students and their parents to assist them in becoming acquainted with the academic policies and support services of the college as described in Goal 1 of the State of Texas Goals for Dual Credit. High schools should request that parents of dual credit students sign a waiver that they understand the academic policies and procedures of the college, including the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99), which is a Federal law that protects the privacy of student education records. High school students can sign a waiver for FERPA, allowing the college to share information about the student's grades, attendance, and class status with the high school counselor.
- F. It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook.

## **VII. Transcribing of Credit**

- A. For dual/concurrent credit courses, college credit will be transcribed upon a student's completion of the performance required in the course.
- B. Prior to graduation from high school, a student or high school counselor can request an unofficial transcript of courses taken as dual credit to be released to either the student or the high school.
- C. Upon graduation from high school, students must submit an official high school transcript, with date of graduation, before an NTCC transcript will be released to other colleges or universities.
- D. NTCC is a fully accredited institution and core academic courses are transferable to any state university in Texas. However, since each college has its own policy regarding the transferability of courses, each student is strongly advised to check with the college which he or she plans to attend, if other than NTCC, to determine the transferability of NTCC courses.

## **VIII. Funding**

- A. HSHS students will be billed at the current approved in-district tuition rate for dual credit. All HSHS students will be responsible for their tuition and course materials.

More important than the above listed provisions capture the spirit of cooperation between the respective ISD and NTCC. Both parties endeavor to provide a positive collegiate-level experience for those high school students with the maturity and academic preparation to benefit

from college-level courses. This agreement shall replace any previous agreement and shall remain in effect unless revoked in writing by either party.

*Sarah Dildine*

Sarah Dildine (Oct 6, 2021 10:23 CDT)

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Superintendent

Oct 6, 2021

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Date

*Ron Clinton*

Ron Clinton (Oct 6, 2021 16:07 CDT)

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Dr. Ron Clinton, President NTCC

Oct 6, 2021

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Date

# HSHS DC MOU 21-22

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