

DUAL CREDIT PARTNERSHIP AGREEMENT
Between
CLARENDON COLLEGE
and
HEDLEY INDEPENDENT SCHOOL DISTRICT

In accordance with the Texas Higher Education Coordinating Board, TAC §4.81-4.85, CLARENDON COLLEGE offers academic and workforce education college-level course options to ISDs for dual credit. After the appropriate college-level courses are approved for dual credit by both entities, high school students meeting Clarendon College admission requirements may enroll in these courses to receive college and high school credit simultaneously. To facilitate effective communication between each respective ISD and Clarendon College, each party to this agreement will appoint a contact person to coordinate all activities relative to dual credit. Communications to Clarendon College regarding dual credit should be directed to the college’s assigned dual credit representative for the school district.

Dual Credit Enrollment. Students who have completed the sophomore year of high school may, upon (1) written permission of the high school principal or designee, apply for dual credit enrollment. Special permission may be granted for students who have not completed their sophomore-year of high school (see section 1D). (2) The class load of such students should not exceed two college credit courses per semester. Exceptions to the course load can be made under special circumstances. (3) Dual credit students must also submit a high school transcript prior to enrollment and official college transcript(s) from any other colleges attended.

1. TSI Exemption and Exceptions for Student Eligibility

A. High school students are eligible to enroll in dual or concurrent credit courses after completing their sophomore year if the student demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative plan test scores (including, but not limited to):

Courses to be taken:	SAT scores— valid 5 years from test date	ACT scores— valid 5 years from test date	TSI Assessment	STAAR – End of Course valid 5 years from test date
Writing based courses: ENGL 1301, 1302, 2311, 2322, 2323.	Evidence-based Reading & Writing 480	Composite score of 23 & English 19	Writing 340 and Essay of at least 4; or Writing Less than 340, Essay of at least 5, and ABE diagnostic of at least 4	English III Level 2 min. score of 4000
Reading based courses: ENGL 2311, 2322, 2323; HIST 1301 & 1302; GOVT 2305 & 2306; & PSYC 2301.	Evidence-based Reading & Writing 480	Composite score of 23 & English 19	Reading 351	English III Level 2 min. score of 4000
All MATH courses	Math 530	Composite score of 23 & Math 19	Mathematics 350	Algebra II Level 2 min. score of 4000

An eligible high school student who has enrolled in dual or concurrent credit courses in the eleventh grade will not be required to demonstrate further eligibility to enroll in dual or concurrent credit courses in the twelfth

grade.

- B. Students may enroll for CTE courses in the pursuit of a Level I or below certificate prior to being deemed college ready.
- C. Students seeking dual credit are expected to be enrolled in four or more instruction clock hours (i.e., four 50 minute periods) of high school credit only courses and no more than two college courses every semester. The Vice President of Instruction along with the high school principal may issue a waiver to the class load requirement for students with exceptional academic abilities, based on such factors as grade-point average, ACT or SAT scores, and other assessment indicators.
- D. A tenth grade high school student is eligible to enroll in dual or concurrent credit courses if he or she meets the following qualifications: (9th grade students identified by the ISD administration may participate if agreed upon by both parties)
 - 1. The high school has completed and submitted the high school approved, Sophomore-Level Permission to Enroll form, which is signed by the student and high school principal. This form must also be signed and approved by the Vice President of Academic Affairs at Clarendon College.
 - 2. The student is deemed to be college ready by performance on a college-level assessment test (i.e. TSI Assessment, SAT, or ACT).
 - 3. The high school has submitted the student's official high school transcript, showing completion of the 9th grade.
- E. Students coming from a non-traditional program of study (i.e., a home school or a non-accredited high school) who have successfully completed their sophomore or junior year and seek dual/concurrent enrollment at Clarendon College must make application to the Clarendon College Dual Credit department and meet the following conditions:
 - 1. Provide an official high school transcript and/or official college transcript (only if the student has attended another college previously).
 - 2. Students must have a letter of recommendation from a high school principal or equivalent.
 - 3. Must take, pass, and submit approved assessment test scores unless exempt by ACT or SAT scores.
 - 4. Agree to limitations on conditions of admission (i.e., limitation on the number and type of courses for which the student may enroll).
- F. All students who participate in the dual/concurrent enrollment program must maintain at least a 2.0 GPA to remain in good standing. Students will be enrolled provisionally on a semester basis. Credit will be awarded according to state, local, and institutional policies in effect at the time of enrollment.

2. Eligible Courses

- A. All courses offered for dual credit by Clarendon College will be either college-level academic courses pulled from the current edition of the THECB Lower-Division Academic Course Guide Manual or college-level workforce education courses pulled from the current edition of the Workforce Education Course Manual.
- B. Developmental or remedial courses are not eligible for dual credit.
- C. The ISD will work closely with the assigned Clarendon College dual credit representative for the school district to ensure that the college offers an adequate number of courses and/or sections. The feasibility of offering specific courses will be negotiated by Clarendon College and high school personnel.

- D. A complete list of dual credit courses taught within this school district will be maintained on file in the Vice President of Academic Affairs Office.

3. Location of Classes

Dual credit courses may be taught on one of Clarendon College's campuses/centers, online, through distance learning, or at a designated ISD site. For dual credit courses taught exclusively to high school students on the high school campus and for dual/concurrent credit courses taught electronically, Clarendon College shall comply with applicable rules and procedures relating to Distance Education and Off-Campus Instruction. In addition, dual credit courses taught electronically shall comply with the Texas Higher Education "Principles of Good Practice for Courses Offered Electronically" and Clarendon College's standards for distance learning courses.

4. Composition of Class

- A. Dual credit courses offered on any Clarendon College campus/center will be open to both eligible high school students and college credit students.
- B. Dual credit classes planned at any off-campus site in collaboration with the appropriate college faculty and staff and local high school personnel will be taught for dual credit only if the number of dual credit enrollees is justifiable.
- C. Dual Credit classes may be a mixed composition of dual/concurrent, advancement placement (AP), and/or regular admission college credit students. Exceptions for 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 High School Program graduation requirements and the high school is otherwise unable to offer such a course;
 2. If the mixed class is limited to enrollment of high school honors students, dual/concurrently enrolled students, and/or regular college credit students, all of whom will be taught the college-level course. Students not registered for college credit by the official census date of the class will not be awarded college credit.
- D. It is the responsibility of the ISD's high school principal to certify to Clarendon College that the requirements for class composition have been met, and it is the responsibility of Clarendon College to verify that classes that are taught are in compliance with this section. Further, should it be determined that this section has been violated, at the sole discretion of Clarendon College, Clarendon College may deny credit to any single student and/or all students who participated in an unapproved mixed class.

5. Faculty Selection, Supervision, and Evaluation

- A. The instructor for a dual credit course will be approved and employed by Clarendon College. The instructor must meet credential requirements of Clarendon College and minimum requirements as specified by the Southern Association of Colleges and Schools - Commission on Colleges (SACS-COC). Each faculty member assigned to teach an academic course will have a master's degree plus 18 hours in the specific discipline. Technical course instructors will have at least an associate degree and three years of work experience in the related business or industry.
- B. Instructors teaching dual credit courses must meet the same standards, review, approval and evaluation procedures as full-time, regular Clarendon College faculty.
- C. An instructor for a dual credit course who is not a full-time faculty member of Clarendon College reports directly to the Division 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.

- D. The performance appraisal process for dual credit instructors will be conducted by the immediate supervisor and reviewed by the second line supervisor prior to the appraisal interview with the employee. The dual credit faculty evaluation process will mirror the evaluation process used at the college for all full-time faculty members and will be done according to the college policy manual. All dual credit faculty instructors will be periodically evaluated using the following means: 1) random classroom observation by the immediate supervisor of that discipline, 2) student evaluations, 3) self-evaluation.
- E. All Dual Credit faculty instructors will be supervised by the following means:
1. When dual credit classes are visited during a classroom observation, supervisors will ask to see items such as the textbook, observe instruction and interaction with students, and request a class syllabus and a sample of class tests, quizzes, labs, and/or projects.
 2. Dual Credit instructors are given a self-evaluation form and are asked to fill it out and return the form to their Clarendon College supervisor.
 3. All dual credit instructors are given a master syllabus for the course. The master syllabus provides grading policy and student learning outcomes.
 4. All dual credit instructors are required to participate in the assessment process.
 5. All dual credit instructors are required to certify rosters.
 6. All dual credit instructors are required to submit final grades.
- F. Instructors teaching courses which result in the award of college credit will be regularly employed faculty members of Clarendon College. All faculty selected by Clarendon College to teach dual/concurrent enrollment classes will be considered employees of Clarendon College and will be compensated by the college in accordance with Clarendon College policy, procedures, and guidelines.
- G. Applications for employment and official transcripts from each college or university attended MUST be submitted and approved prior to the start of classes. All paperwork will be kept on file at Clarendon College.

6. Course Curriculum, Instruction, and Grading

- A. Clarendon College courses offered as dual credit, regardless of where they are taught, follow the same syllabus, course outline, textbook, grading method, and other academic policies as the courses outlined in the Clarendon College catalog.
- B. Approved courses being taught for dual/concurrent enrollment course credit must follow the approved master syllabus of the discipline and of Clarendon College.
- C. Textbooks should be identical to those approved for use by Clarendon College. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of Clarendon College and the Vice President of Academic Affairs. Other instructional materials for dual/concurrent enrollment courses must be identical or at an equivalent level to materials used by Clarendon College.
- D. Courses which result in college-level credit will follow the standard grading practices of Clarendon College, as identified by college policy and as identified in the appropriately approved course syllabus. The grades used in college records are A (excellent), B (above average), C (average), D (below average), F (failure), I (incomplete), W (withdrawn). The lowest passing grade is D. Grade point averages are computed by assigning values to each grade as follows: A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0 points. Grading criteria may be devised

by Clarendon College and the ISD to allow faculty the opportunity to award high school credit only or high school and college credit depending upon student performance.

- E. Faculty, who are responsible for teaching dual/concurrent enrollment classes, are responsible for keeping appropriate records, certifying census date class rolls at the beginning of the semester, providing interim grade reports, certifying final grade reports at the end of the semester, certifying attendance, and providing other reports and information as may be required by Clarendon College and/or the School District.

7. Academic Policies and Student Support Services

- A. Clarendon College courses offered as dual credit, regardless of where they are taught, follow the same syllabus, course outline, grading method, drop/add and withdrawal procedures, and other academic policies as outlined in the Clarendon College catalog.
- B. Numerical grades may be used for dual credit courses and are given in accordance with academic policies printed in the college catalog. To receive numeric grades, each student or the designated high school official must complete the 6 Week Grade Request form and submit it directly to the instructor. The instructor is required to provide the numeric grade to the student or directly to the high school official within 5 class days of the request.
- C. All academic policies of the college are applicable to dual credit courses. These policies include the appeal process for disputed grades, dropping/adding and withdrawing from 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 two main campuses. 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. In addition, Clarendon College will offer these students access to the library's electronic information resources through the internet, subject to Clarendon College's licensing contracts with its vendors and available technology.
- E. The ISD agrees to allow those students currently enrolled in Clarendon College courses, within the District's facilities, access to the information resources available in the district. These students are under the same rules and regulations as other students of the district and are subject to the same fines and penalties.
- F. To be eligible for these privileges, a Clarendon College student must present proof of current enrollment. This may take the form of, but is not limited to, student ID card, bill for registration, or a class schedule.
- G. Clarendon College staff will offer sessions for dual credit students and their parents to assist them in becoming acquainted with the academic policies and support services of the college. Clarendon College will 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.
- H. It is the policy of Clarendon College to provide reasonable accommodations for qualified students with disabilities. Clarendon College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a Clarendon College counselor to obtain a Request for Accommodations form. For more information, please refer to the Clarendon College Catalog or Student Handbook.

- I. If for any reason, it becomes necessary for a student who has registered for a Clarendon College class to withdraw or drop the class, Clarendon College and the ISD agree it is the responsibility of the student to officially withdraw or drop the college course.
- J. A student may add or drop a course prior to the official census date for the course. Students who drop prior to the official college census date will not receive a grade of any kind; tuition and fees will be refunded in accordance with the College approved refund schedule.
- K. A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar. Dual Credit students attending class on or off campus may initiate a drop from class(es) through the Clarendon College Dual Credit office. If attending class off campus at a high school, the student should notify his/her high school counselor and complete a drop form. (The high school counselor must forward the drop form or appropriate documentation to the Dual Credit office. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course based on the grading criteria identified in that course's syllabus. This grade will go on the student's permanent high school and college transcripts.
- L. If at the end of a semester there are overdue books or materials belonging to a Clarendon College library, each library will take steps consistent with their policies and procedures to ensure that the past due books and/or materials are returned as expediently as possible. Upon return of the material the lending library, the student's account and will be cleared of any obligation.

8. Transcripts of Credit

- A. For both technical and academic dual/concurrent credit courses, college credit will be transcribed immediately 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 a Clarendon College official transcript will be released to other colleges or universities.
- D. For technical and academic dual/concurrent enrollment courses which result in high school-level credit, the ISD will transcript all course work in accordance with the ISD's normal policies and procedures immediately following the end date of the course. Further, the ISD agrees to make available in the same manner it does to other students an official high school transcript that may be sent to other schools, colleges, or locations as the student so designates.
- E. Students enrolled in Career/Technical and Continuing Education courses may be eligible for Course Completion Certificates if all specific requirements in the course syllabus are met and certified by the Associate Dean of Career/Technical and Continuing Education.
- F. Clarendon College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associates degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Clarendon College.

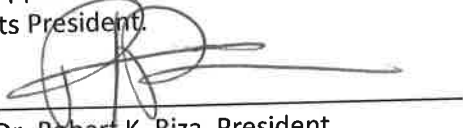
9. Funding

- A. State funding for dual/concurrent enrollment courses will be available to both the ISD and Clarendon College based upon the current agreement between the Commissioner of Education and Commissioner of Higher Education. In accordance with this agreement, Clarendon College may claim state funding for all students enrolled for college-level credit in a dual/concurrent enrollment course. The ISD may also claim full ADA funding for all students enrolled in a dual/concurrent enrollment course.
- B. In accordance with the tuition and fee structure established by the Clarendon College Board of Regents, Clarendon College agrees to charge standard district and non-district tuition and fees as indicated on the Clarendon College catalog. The Clarendon College Board of Regents reserves the right to change the policies and procedures of Clarendon College, without notice, including tuition and fees in accordance with the cost of instruction and state laws, TEC § 54.216; TEC § 54.366; TEC § 54.367.
- C. The ISD agrees to pay for the cost of tuition, fees, textbooks, and required student supplies or to inform Clarendon College who is responsible for tuition, fees, textbooks, and required student supply items.
- D. High school students taking Clarendon College courses for dual credit are responsible for ensuring that all applicable dual credit tuition and fees to be paid by the student are paid in full at the time of registration according to college requirements. Dual/Concurrent enrollment students fall under the same refund and other financial policies as other Clarendon College students.
- E. If the ISD alone is to be responsible for payment of a student's tuition and fees, Clarendon College agrees to bill the School District immediately following registration. The ISD agrees to settle all account receivables with Clarendon College within 30 days of the billing date. Students whose tuition and fees are not paid by the official college census day of the class will be dropped from the college roll and must be removed from the class in accordance with Section 4 of this agreement.
- F. Students who officially withdraw from Clarendon College will have their tuition and mandatory fees refunded according to the official refund policy schedule for all students. Tuition, and fees paid directly to Clarendon College by the ISD, sponsor, donor, or scholarship fund will be refunded to the source rather than directly to the students.

Anything not specifically covered by this agreement regarding to Clarendon College and its policies and procedures will be referred to the currently approved College Policy and Procedure Manual, found on the College's website.

More important than the above listed provisions is the spirit of cooperation between the respective ISD and Clarendon College. Both parties endeavor to provide a positive collegiate-level experience for students with the maturity and academic preparation to benefit from college-level courses. This agreement replaces any previous agreement and will remain in effect unless revoked in writing by either party.

Approved by the Clarendon College District Board of Regents; executed by the Clarendon College District; and signed by its President.




Dr. Robert K. Riza, President

Clarendon College, 1122 College Drive, P.O. Box 968, Clarendon, TX 79226

9/8/17

Date

Approved by the Clarendon ISD Board of Trustees; executed by Clarendon ISD; and signed by its Superintendent.



Terry Stevens, Superintendent
Hedley ISD

11-15-17
Date