

# Dual Credit Partnership Agreement 2018 – 2019

## **I. Parties**

This Dual Credit Partnership Agreement ("Agreement") is entered into between McLennan Community College ("MCC") and Bruceville-Eddy Independent School District ("District") and is designed to allow high school students at Bruceville-Eddy High School ("High School") to earn dual high school and college credit.

## **II. Purpose and Background**

In accordance with the rules and regulations of the Texas Higher Education Coordinating Board (THECB), MCC offers regular college credit courses in Core Curriculum and Career and Technology for dual credit high school students. If the District approves these college courses for dual credit, high school students meeting MCC admission requirements may enroll in these courses and may receive college and high school credit simultaneously.

In order to ensure the quality of dual credit courses and to facilitate communications and understanding between the District and MCC, the following provisions are agreed to by MCC and the District where dual credit courses are offered.

## **III. Eligible Courses**

1. Courses approved for MCC Dual Credit for a high school student must be foreign language, in the McLennan core curriculum, in the WECM, or ACGM courses with the following rubrics: ACCT, AGRI, ARCH, BCIS, BUSI, COSC, CRIJ, ENGR, ENGT, FORE, FORS, HORT, RNSG. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85, (i)(2)]
2. Courses approved for dual credit for a high school student must be applicable to a college certificate or degree.
3. This agreement does not apply to MCC Continuing Education courses.
4. The chart below is a complete list of courses accepted by the District with the corresponding high school course information. The District may add courses to be articulated for credit by submitting an addendum to this agreement at any time during the academic year.

Approved College Course	High School Course	HS Credit Earned
ARTS 1301	Fine Art	0.5
BIOL 2401	Anatomy & Physiology	0.5
BIOL 2402	Scientific Research & Design 2	0.5
BIOL 2404	Anatomy & Physiology	0.5
BIOL 2420	Scientific Research & Design 2	0.5
ECON 2301	Economics	0.5

ENGL 1301	English IV	0.5
ENGL 1302	English IV	0.5
GOVT 2305	Government	0.5
GOVT 2306	SS ADV #03380001	0.5
HIST 1301	US History	0.5
HIST 1302	US History	0.5
MATH 1316	Pre-Calc	0.5
MATH 2412	Independent Study	0.5
MUSI 1306	Fine Art	0.5
PHIL 1301	SPTSS #03380002	0.5
PHIL 2306 Ethics	SPTSS #03380002	0.5
PSYC 2301	PSYC 03350100	0.5
SOCI 1301	Academic Elective	0.5
SPAN 1411	Spanish III	0.5
SPAN 1412	Spanish III	0.5
SPCH 1318	Communication Application	0.5

#### **IV. Student Eligibility**

1. High school students must meet all eligibility requirements set forth in the THECB Rules. All eligibility requirements set forth herein are subject to the THECB Rules, and, in the event of conflict, the THECB Rules govern and apply.
2. To be eligible for enrollment in dual credit courses offered, students must have entered at least the fall semester of grade nine (9).
3. Eligibility for High School Pathways courses/programs ends six (6) weeks prior to high school graduation.
4. All dual credit students must meet the testing and placement guidelines stipulated in the MCC catalog, the THECB rules, and the Texas Education Code.

A high school student is eligible to enroll in academic dual credit courses if the student:

- a. demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative; or
- b. demonstrates that he or she is exempt under the provisions of the Texas Success Initiative.

A high school student is also eligible to enroll in dual credit courses (academic; workforce courses for AAS or Level 2 certificates) under the following conditions:

- a. Courses that require demonstration of TSI college readiness in reading and/or writing: if the student achieves a Level 2 final recommended score on the English 2 STAAR EOC or an English score of 435 on the ACT-Aspire.
- b. Courses that require demonstration of TSI college readiness in mathematics: if the student achieves a Level 2 final recommended score on the Algebra I STAAR EOC and a passing grade in the Algebra II course; or if the student achieves a



Level 2 final recommended score on the Algebra II STAAR EOC; or if the student achieves a mathematics score of 431 on the ACT-Aspire.

McLennan recommends that a high school students score 347 on the reading section of the TSI Assessment before enrolling in workforce education dual credit courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate.

To be eligible for enrollment in a dual credit course offered by McLennan Community College, students must meet all regular prerequisite requirements designated for particular courses. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (b)]

5. In addition, McLennan Community College also requires that dual credit students
  - a. have a minimum high school grade point average of B (80) to enroll in academic courses and workforce courses contained in an AAS or workforce Level 2 certificate and C (75) for workforce Level 1 certificate courses;
  - b. have the approval of the high school principal or counselor, parent or guardian, and a Counseling Specialist in Student Development or a Dual Credit Coordinator at MCC; and
  - c. unless otherwise exempt, score at the “college ready” level on the reading section, as well as sections of the TSI Assessment relevant to the requested course, to enroll in academic courses and workforce courses contained in an AAS or workforce Level 2 certificate.
6. Prospective high school students must complete the MCC admission process prior to registration. The application may be submitted online or by completing a paper copy of the application for admission. Students must also submit a recent Bacterial Meningitis Shot Record (within the past 5 years) if scheduling a course on the MCC campus. Information is also available on the MCC dual credit website.
7. Prospective high school students must submit the MCC High School Programs Enrollment Form signed by the student, parent or legal guardian, and high school counselor or principal each semester. The Enrollment Form must be on file at MCC at the time of registration. The application is available on the MCC dual credit website.
8. High school students will complete the online High School Pathways Orientation before enrolling in their first course at MCC.
9. High school students not following the Transfer Block, detailed on the MCC dual credit website, and those who accumulate more than 18 credit hours will see an MCC college advisor before enrolling in classes.
10. High school students taking MCC courses for dual credit will be treated as college students. It is expected that high school students taking MCC courses as dual credit will conduct themselves as college students. A collegiate classroom environment is expected. Controversial material may be addressed. The level of maturity of the high school student should be one of the criteria considered by the high school official prior to approving individuals for enrollment.

11. Dual credit students with less than a 2.0 GPA in MCC courses after completion of six (6) credit hours will be blocked from taking additional college courses until the students have been awarded a high school diploma.
12. Dual credit students who have three (3) or more withdrawals on their college transcript will be blocked from dual credit for at least one (1) year.
13. The awarding of high school credit for graduation is at the discretion and approval of the School District.

#### **V. Student Composition of Class**

1. Dual credit courses may be composed of dual credit students only or of dual and college credit students. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed only under 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 involved is otherwise unable to offer such a course.
  - b. If the high school credit-only students are College Board Advanced Placement students.
  - c. If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (d)]

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

1. As required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), MCC controls all aspects of its educational programs. Each educational program for which academic credit is awarded is approved by the faculty and the administration. MCC will maintain qualified faculty who demonstrate the ability to deliver college-level course content with high quality and effectiveness.
2. In order to serve as an instructor of record at MCC, for freshman and sophomore level courses designed for transfer to a baccalaureate degree, faculty should have a minimum of a master's degree with at least 18 graduate hours in the discipline in which they are teaching. In appropriate areas, work experience, professional licensure, and certification are also considered. Degrees and graduate credit hours held by faculty members, whether full time or part-time, must have been earned at a U. S. regionally accredited institution. [SACSCOC, Principles of Accreditation, 3.7.1]
3. In order to serve as an instructor of record at MCC, for associate degree courses designed to prepare students specifically for employment in career and technical areas, instructors should have a minimum of 3 years of experience in the field, appropriate certification or professional licensure, and educational background and credentials at the same level as or higher than the certificate or degree being awarded in the program. Degrees and graduate credit hours held by faculty members, whether full time or part-time, must have been earned at a U. S. regionally accredited institution. [SACSCOC, Principles of Accreditation, 3.7.1]

4. ISD faculty hired by MCC to teach dual credit courses at the high school site will follow the same application and screening procedures as adjuncts hired to teach at the college campus. Employment will only be awarded after approval by the appropriate division or program chair.
5. MCC shall evaluate instructors of college courses offered for dual credit using the same or comparable procedures used for faculty teaching at the college campus. Faculty teaching courses for dual credit shall comply with MCC's standards of instruction and policies. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (e)(2)] [SACSCOC, Principles of Accreditation, 3.7.2]

When such evaluations include classroom observation, the ISD will provide access to the classroom in question to the appropriate MCC personnel. The MCC personnel will be expected to comply with the standard ISD visitor screening process.

6. The appropriate representatives of the MCC academic department will evaluate the performance of faculty teaching college courses offered as dual credit. Included in this evaluation will be a determination of how well the faculty member performs in achieving the desired learning outcomes. Additionally, the evaluation will include a review of performance on the items delineated in Section VI, item 9. The evaluation will be forwarded to the Vice President of Instruction for a decision regarding whether the faculty member will be able to continue teaching college courses as dual credit. In the event that it is determined that a faculty member employed by the District will not be allowed to continue, the District will be informed in a timely manner. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (e)(2)] [SACSCOC, Principles of Accreditation, 3.7.2]
7. Unless a district and MCC agree in writing to sub-contract for payment of ISD faculty who are hired by MCC to teach dual credit courses at the high school site, McLennan Community College will pay those faculty members directly as adjunct employees of the College.
8. The MCC Division Chair of the program area oversees instructional content for college courses taught for dual credit. All course content, learning outcomes, and instructional objectives will be consistent with courses taught on the College campus. All instructors must have a syllabus posted on the MCC website that incorporates instructional objectives and intellectual competencies, by the MCC deadline.
9. Faculty teaching college courses for dual credit are expected to carry out the following:
  - a. Teach assigned courses, with the same level of rigor of a regular college course, according to approved course syllabi and learning outcomes associated with course. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (f)]
  - b. Provide each student with a syllabus/class outline that explains the expectations of the instructor, learning outcomes, attendance policy, cheating policy, and other information needed by the student (Examples: timelines, required class materials, outside assignments, course pre-requisites, etc.).
  - c. Check student enrollment in the course. If a student's name does not appear on the MCC class roll, the student may not attend class. If a student's name does not

appear, the student should be instructed to contact the MCC High School Pathways Office to complete the enrollment process.

- d. Arrive on time for classes or notify the High School Pathways Office and/or the high school as early as possible of an inability to meet a class.
- e. Submit an instructor absence form to the division director to document each absence.
- f. Maintain control of the class. If there is a discipline problem that requires immediate attention, contact the administrator in charge on that campus. Additionally, report any classroom discipline problems to the High School Pathways Office.
- g. Submit Textbook Request Forms to the appropriate academic department for each course taught every semester, by the MCC deadline.
- h. Keep class record books, lesson assignments, and other necessary materials or equipment available for substitute instructors.
- i. Submit all required class rosters, student grade reports, and required documentation, by MCC deadlines.
- j. Maintain accurate attendance records for all classes.
- k. Assign both an alphanumeric *and* numeric grade for each dual credit student. MCC grades will be submitted through the WebAdvisor system.
- l. Maintain a copy of grade books for each dual credit class at the high school. If MCC personnel need to review grade books, the High School Pathways Program Director and/or the appropriate Division Chair will request and receive a copy at that time. Detailed records should be saved for one (1) calendar year following the end of the course. If employment with MCC ends, records for the previous year should be submitted to the appropriate Division Chair.
- m. Check MCC email on a regular basis for information on deadlines, reporting, grades, etc. This is one form of official communication from the college.
- n. Attend faculty meetings and other special meetings called by the High School Pathways Office, Division Chair, Dean of Arts, Sciences & Business, Dean of Health Professions, Dean of Workforce & Public Service, Vice President of Instruction, or the President, when possible.
- o. Direct students with disabilities to the MCC Accommodations Specialist for appropriate action. The instructor should not give opinions about disabilities or provide accommodations for disabilities prior to receiving appropriate direction from the MCC Accommodations Specialist.
- p. Provide the institution with an updated Curriculum Vitae, which includes educational history.

- q. Keep the High School Pathways Office informed regarding matters affecting the welfare of students, faculty, and the institution.
  - r. Participate in evaluation procedures in relation to the above stated requirements under this agreement. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (e)(2)] [SACSCOC, Principles of Accreditation, 3.7.2]
10. The District shall perform criminal background checks as required by applicable law on all persons teaching dual credit courses that are not paid directly by MCC. The District is responsible for ensuring that all such individuals have met acceptable standards under such background checks.
  11. As with all MCC instructors, faculty teaching courses offered for dual credit who are also employed by the District are subject to MCC policies, rules, and regulations. Faculty employed by the District will be required to meet the same teaching expectations as other faculty at MCC, expectations delineated in Section VI, item 9.
  12. Faculty teaching courses offered for dual credit who are also employed by the District will be required to participate in a minimum of 4 hours per year of McLennan professional development activities, activities such as McLennan Professional Development Day, Dual Credit Faculty Seminar, and courses offered through the McLennan Center for Instructional Design. For purposes of this agreement, the year shall run from the Summer 1 semester through the Spring semester.

#### **VII. Location of Classes**

1. Dual credit courses may be taught on the college campus or on the high school campus, or by distance education, including Internet delivery and/or hybrid courses. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (c)]
2. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, McLennan Community College complies with applicable rules and procedures for offering courses at a distance. In addition, dual credit courses taught electronically comply with the THECB's Principles of Good Practice for Courses Offered Electronically.

#### **VIII. Transcription of Credit**

For dual credit courses, high school as well as college credit should be transcribed immediately upon a student's completion of the performance required in the course. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (h)]

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

1. All academic policies applicable to courses taught on MCC campuses shall apply to dual credit high school students enrolled in face-to-face campus, distance education, and courses, as outlined in the MCC policies and catalog. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (g)(1)]

2. Students violating MCC policies relating to academic integrity will be subject to the penalties described in the course syllabus and the relevant MCC policies. Such violations will also be reported to the ISD.
3. Students taking college classes for dual credit may utilize the same services that are available to other MCC students. MCC is responsible for ensuring timely and efficient access to such services as academic advising and counseling, learning materials (e.g., library resources), and other services for which the student may be eligible [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (g)(2)]
4. Dual credit students are entitled to access online tutoring (Smarthinking) or face-to-face tutoring at no cost to the student.

## **X. Course Curriculum, Instruction, and Grading**

1. The MCC Division Chair of the program area oversees instructional content for college courses taught for dual credit.
2. MCC shall ensure that a college course offered for dual credit at the high school and the corresponding course offered at the College are equivalent with respect to the curriculum, contact hours, course maximum, materials, instruction, and method/rigor of evaluation of student performance, regardless of student composition of the class. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (f)]
3. All MCC instructors must have a syllabus on file which incorporates the policy and procedure for learning outcomes, grading policies, and disability services.
4. Instructors shall follow MCC grading policies for awarding college credit.
5. Faculty will participate in providing information for the assessment of student learning outcomes as required by the Southern Association of Colleges and Schools Commission on Colleges. This includes, but is not limited to, the submission of summary scores/data where such information is needed for evaluating departmental success and the submission of student work for secondary evaluation by the division to ensure that relevant learning outcomes are achieved in any given course.
6. The appropriate representatives of the MCC academic department will evaluate the performance of faculty teaching college courses offered as dual credit. Included in this evaluation will be a determination of how well the faculty member performs in achieving the desired learning outcomes. Additionally, the evaluation will include a review of performance on the items delineated in Section VI, item 9. The evaluation will be forwarded to the appropriate Vice President for a decision regarding whether the faculty member will be able to continue teaching college courses as dual credit. In the event that it is determined that a faculty member employed by the District will not be allowed to continue, the District will be informed in a timely manner. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (e)(2)] [Southern Association of Colleges and Schools, Principles of Accreditation, 3.7.2]

## **XI. Transfer of Courses**

McLennan Community College is fully accredited by the SACSCOC, and basic academic, general education courses are readily transferable to other public institutions of higher education



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 he or she plans to attend after high school, other than MCC, in order to determine the transferability of MCC courses. CTE/Workforce education courses are not designed for transfer beyond the community college level. However, programs exist at some universities that allow these courses to be applied directly to baccalaureate degree requirements. Students are encouraged to check with prospective universities concerning programs such as the BAAS, BAT and other similar programs.

## **XII. Academic Regulations**

1. An MCC class minimum of twelve students is deemed necessary to make a class. Any exceptions will be approved by the Vice President of Instruction.
2. MCC courses offered as dual credit, regardless of where they are taught, follow the same college calendar, syllabus requirements, course outline, grading procedure and other instructional and evaluative policies and procedures. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (g)(1)]
3. The Texas Education Code and SACSCOC do not allow for outside influence on college grading systems.
4. Letter grades are given in accordance with policies printed in the college catalog. Whenever possible, numerical grades will be provided to the high school counselor by the High School Pathways Office.
5. In the event of a grade dispute, the MCC policy for grade appeals will be followed. Please see the MCC catalog and/or the *Highlander Guide*.
6. Dual credit students may withdraw from a course and receive a grade of "W" at any time during the semester on/prior to the MCC official drop deadline specified in the College Calendar located in the class schedule or catalog. After the MCC official drop deadline, dual credit students will follow published MCC policy in regards to withdrawing from courses and the grade recorded for such courses. It is the student's responsibility to officially withdraw from a course or verify that the instructor initiated the withdrawal procedure.

## **XIII. Funding**

1. The cost of tuition and fees will be based on the current McLennan Community College tuition and fee schedule for dual credit students.
2. State funding for college courses offered for dual credit will be available to both the District and MCC based upon current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (i)(1)]
3. MCC waives tuition and fees for students demonstrating financial need. Information and an application form for this tuition exemption are located on the McLennan Community College dual credit website.

#### **XIV. Classroom Facilities and Technology**

1. The high school or ISD partner agrees to provide MCC faculty and dual credit high school students with the facilities and technology necessary to support a college learning environment.
2. The high school or district will ensure MCC faculty and the dual credit students have access to MCC email, Brightspace, WebAdvisor, and the MCC Library from ISD computers.

#### **XV. Indemnity and Liability**

1. To the extent allowed by law, the District does hereby agree to defend, indemnify, and hold harmless MCC, its Board of Trustees, agents, employees, and representatives, from and against any and all causes of action, claims, liabilities, debts, or judgments arising from or related to: (1) the actions or omissions of District instructors provided under this Agreement; or (2) the actions or omissions of any employee, agent, instructor, or anyone else acting on behalf of the District in the performance of this Agreement.
2. The District assumes all liability related to or arising from the acts and/or omissions of its employees, contractors, agents, or representatives related to this Agreement or the dual credit program.

#### **XVI. Miscellaneous**

1. District and/or students are responsible for all textbook and instructional materials for students enrolled in dual credit courses.
2. Both parties agree to have a spirit of cooperation and to endeavor to provide a positive collegiate-level experience for those high school students with the maturity and academic preparation to be successful in college-level courses.
3. This Agreement may only be modified in writing signed by both parties.
4. This Agreement will become effective on the date the last party executes it and will remain in effect until either party decides to terminate same. Either party may terminate this Agreement without cause by giving the other party notice in writing at least thirty (30) days before the beginning of the first day of the MCC semester or District semester, whichever is earlier.
5. Nothing herein shall waive the parties' immunity to suit or liability as established by applicable law.
6. The parties to this Agreement are not in a joint venture, partnership, or otherwise.
7. This Agreement shall be governed by the laws of Texas.
8. All parties to this Agreement agree to abide by and comply with all applicable laws regarding student privacy including, but not limited to, FERPA.

9. The signatures below indicate and represent that the governing boards of both MCC and District have approved this Agreement.

## **XVII. Other Agreements with the District**

This agreement does not apply to MCC Continuing Education courses offered in the District, nor other agreements between MCC and the District. MCC and the District will have a separate and distinctive agreement for MCC Continuing Education courses offered to District students.

## **XVIII. Accommodations/Disabilities**

Dual credit students who may require special arrangements in order to meet course requirements because of a disability should contact MCC Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

Disability Services

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 249D, Completion Center, in the Student Services Center

MCC policies related to accommodations will apply to students enrolled in dual credit courses.

## **XIX. Title IX**


MCC cares about student safety and values an environment where students and instructors can successfully teach and learn together. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if someone is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

**XX. Non-Discrimination**


Neither McLennan Community College nor Bruceville-Eddy Independent School District will discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment as required by Title VI or Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972, and the Age Discrimination Act of 1978.

The following staff member is designated to handle inquiries regarding nondiscrimination policies: Drew Canham, Vice President of Student Success, 1400 College Drive, 254-299-8645, [titleix@mclennan.edu](mailto:titleix@mclennan.edu)

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Date

On behalf of Bruceville-Eddy Independent School District

  
\_\_\_\_\_  
Dr. Johnette McKown  
President  
McLennan Community College

  
\_\_\_\_\_  
Date