



## Lamar State College Orange and Montgomery Independent School District Dual Enrollment Agreement 2023-2028

This agreement is made by and between the Lamar State College Orange (LSCO) and the Montgomery Independent School District (ISD). The purpose of this Agreement is to allow for eligible high school students to enroll in college courses from an Institution of Higher Education (IHE) and receive credit for courses from the ISD and LSCO. The following terms and conditions shall govern the eligibility and enrollment of the students and the administration of the high school and college courses offered via dual enrollment effective Insert Date.

### I. General Information.

The content of this dual enrollment agreement is based upon 19 Tex. Admin. Code § 4.D.4.84 and statewide goals established under Texas Education Code §28.009 and the collaborative efforts of Texas Education Agency and the Texas Higher Education Coordinating Board.

**GOAL 1:** ISDs and IHEs will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual enrollment, including enrollment and fee policies.

**GOAL 2:** Dual enrollment programs will assist high school students in the successful transition to and acceleration through postsecondary education.

**GOAL 3:** All dual enrollment students receive academic and college readiness advising with access to student support services to bridge them successfully into college completion.

**GOAL 4:** The quality and rigor of dual enrollment courses will be sufficient to ensure student success in subsequent courses.

#### Collaboration and Outreach Efforts to Inform Students and Parents

**Lamar State College Orange** – Information regarding current benefits, enrollment, and fee policies associated with dual enrollment are accessible to all students and parents via one or more of the following formats: LSCO website (<https://LSCO.edu>); LSCO dual enrollment brochures; LSCO updates and emails disseminated to school administrators, counselors, and teachers; and LSCO conducted workshops and presentations. Lamar State College Orange offers workshops to high school counselors that provide detailed information related to development and implementation of dual enrollment programs with LSCO.

**School District, Charter School or Home School** – Current information pertaining to the benefits, costs, and enrollment procedures for dual enrollment will be posted on the school's website. The school will also be responsible for marketing dual enrollment opportunities by disseminating information and updates provided by LSCO to the prospective students and parents. The school agrees to allow and support counselors and other school personnel participation in workshops and informational sessions conducted by LSCO.

### II. Eligible Courses.

A. LSCO Dual Enrollment Staff and/or Administrators will collaborate with School District administration and/or counselor(s) to identify courses that may be offered.

1. Exceptions include:

a. Competitive entry allied health programs.

B. Courses that have additional requirements, such as an age restriction.

- C. Eligible courses may be taken in any format (face to face, online or hybrid) that the college offers them unless otherwise specified in the agreement.
- D. Establish Course(s).
  - 1. The high school must request, in writing, to offer a dual enrollment course on the high school campus. The request must include the course title, course rubric, HS faculty member (See Section VIII for faculty criteria), course location, and course meeting times. Requests must include dual enrollment courses for the academic year (fall semester and spring semester). Requests must be submitted to the Dual Credit Director.
  - 2. For courses that begin in the fall semester, LSCO must be notified no later than the first working day in June.
  - 3. If the request is approved, the course will be added to the LSCO schedule. Until this process has occurred, students will not be able to register for the course(s).
  - 4. The Dual Credit Department will forward the list of courses being taught to the Executive Vice President/Provost and Department Chairs after receiving them from the ISD. The Dual Credit Director will send LSCO syllabi for each course to the Principal of each high school. Before the first class meeting, the ISD will send the teachers individual syllabus for each course to the Dual Credit Department.
- E. Academic credit or technical courses may be provided at a high school in the district or at LSCO.
- F. Credit and noncredit courses offered on either the high school or LSCO campus will be eligible for dual enrollment status.

**III. Student Eligibility.**

- 1. Technical Course(s): Students applying for Dual Enrollment course(s) with the intent of pursuing a Level 1 Certificate are not required to be TSI complete. However, students will be required to meet TSI requirements for applicable degree changes or courses that require satisfactory score on the TSI.
- 2. TSI Score requirements, in the tables below, are subject to change. TSI score requirements will be based upon the current THECB guidelines.

<b>Academic Courses</b>	
<b>STAAR</b>	Score of Level 2 on Algebra I EOC, Score 4000 Score of Level 2 on English II EOC, Score 4000
<b>TSI</b> (before January 2021)	Mathematics score of $\geq 350$ Reading score of $\geq 351$ and Writing score of $\geq 340$ with 4 on essay

- 3. **As of January 2021, minimum scores for MATH and ENGLISH are as follows:**  
(subject to change by Texas Higher Education Coordinating Board)

<b>Required TSI Assessment Score</b>	<b>Minimum Score</b>
<b>Mathematics</b>	950 OR 910-949 + diagnostic score of 6

<b>ELAR</b>	945-990+ Essay of at least 5 OR 910-944, a diagnostic score of 4, 5, or 6, and Essay of 5-8
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- B. High school students who need college-level courses in order to continue to study in a discipline will be eligible to take dual enrollment courses offered on either the high school campus or the college campus.
- C. Students must meet the stated pre-requisite(s) and/or co-requisite(s) of each course and be at least in the 9<sup>th</sup> grade.
- D. It is strongly recommended that the background and maturity level of the student be considered prior to registration in any college credit course.
- E. Seniors who will graduate at the end of the high school second semester are eligible for dual enrollment participation during Summer I and Summer II of the year in which they graduate provided that the course(s) and credits may be recorded on the high school transcript by the date of high school graduation. All other eligible students may participate in Summer I and II.

**IV. Admissions and Registration.**

- A. Counseling Sessions.
  - 1. College personnel will provide the high school Principal and counselors with necessary information concerning the dual enrollment course(s) for scheduling and registration of students.
- B. LSCO will provide a student application checklist that will identify the steps in completing the application process. The student and the parent/guardian should review the checklist and verify the respective application steps have been completed.
- C. The student is responsible for completing TSI testing as early as possible prior to the beginning of the semester. If the participating High School does not conduct their own TSI Testing, School District personnel should coordinate required testing with LSCO Testing Center. (409) 882-3330 or [TestingCenter@lSCO.edu](mailto:TestingCenter@lSCO.edu)
- D. Education Code § 1.9192 requires that all new students under age 22 who attend on-campus classes at an institution of higher learning either receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination before the first day of the semester. The law states that students who do not qualify for an exemption must be immunized no later than 10 days prior to the first class day. All students under the age of 22 attending classes at LSCO must comply with this requirement.
- E. High school counselors will:
  - 1. Provide advising and disseminate dual enrollment program information to students and parents.
  - 2. Provide course descriptions and course syllabi to students and parents for review during the approval process for students.
  - 3. Facilitate Dual Enrollment Applications
    - a. Provide instruction and guidance in completing and submitting the “Apply Texas” application.

- b. Submit an official high school transcript to Lamar State College Orange, Office of Admissions, 410 Front Street, Orange, TX 77630.
- c. Identify students that may require additional documents (ex. immigrants).
4. Submit 504 Plan or Special Education IEP to the LSCO Special Populations Coordinator for those students requesting accommodations.
5. Residency. Proof of residency is not required for high school students registering for dual enrollment classes at LSCO. Students must meet the residency requirements after high school graduation to continue their education at a postsecondary institution. Non-residents must provide one of the following documents:
  - a. U.S. Passport (current or expired) - unless stamped non-citizen national.
  - b. U.S. Birth Certificate.
  - c. Certificate of U.S. Citizenship (Form N-560 or N-561) issued by USCIS through a federal or state court or through administrative naturalization after December 1990.
  - d. Certification of Naturalization (Form N-550 or N-570) issued by USCIS.
  - e. Permanent Certificate of Naturalization.
  - f. Resident Card with photograph (Form I-151) issued since 1997 or later.
  - g. Resident Alien Card (Form I-551) issued before 1997.
  - h. Consular Report of Birth Abroad (Form FS-240) Issued by State Department and valid photo ID.

**F. Timeline**

Students applying for admission to Lamar State College Orange should complete the application and submit required documentation well in advance of the Semester and Year for which they are applying. The following should serve as a timeline guide for the respective semesters:

FALL Semester – July 1<sup>st</sup>, SPRING Semester – November 1<sup>st</sup>, SUMMER – April 1<sup>st</sup>

**V. Course Curriculum, Instruction, and Grading.**

**A. Curriculum.**

1. Dual enrollment courses are college classes and have the academic rigor expected in all college coursework.
2. College courses will be taught according to the approved college syllabus.
3. LSCO will provide in-service through the Teaching and Learning Center for ISD faculty teaching courses for dual credit to ensure academic rigor is maintained in the dual credit courses.

**B. Curriculum Alignment.**

1. High school Principals and college personnel will coordinate course offerings with the high school curriculum in accordance with locally established procedures.
2. The ISD faculty and LSCO faculty must meet each semester to review the curriculum, methodology, schedules, and student evaluation.

3. LSCO and the ISD will monitor the quality of instruction in all courses for dual credit to assure compliance with standards established by the State, Southern Association of Colleges and Schools, LSCO, and the ISD.

**C. Instruction.**

1. Schedule.
  - a. Dual enrollment courses taught by LSCO faculty and ISD faculty will be taught in accordance with the LSCO schedule and calendar or as agreed upon by ISD and the LSCO Executive Director of Strategic Partnerships.
  - b. All courses taught for dual credit must meet the instructional minutes required by the Texas Higher Education Coordinating Board.
2. The student and/or parent(s) shall be responsible for the student's transportation and accept all liability for all courses taken on the LSCO campus.
3. College instructors must comply with all applicable rules governing attendance, classroom management, and record-keeping while conducting courses on the high school campus.
4. LSCO strongly encourages the ISD to ensure that dual credit courses taught via distance learning are assigned a facilitator for proctoring and monitoring the dual credit course and students.

**D. Grading.**

1. Standard college exams will be used where applicable.
2. Grading will be consistent with the grading policy in the LSCO course syllabus. Audit grades are not allowed.
3. Student grades will be reported to the ISD at the end of the semester to the person or office designated by the ISD to receive this information in accordance with the ISD's Grading Calendar.
4. Final grades for students shall be submitted electronically by the faculty member teaching the course according to the LSCO Grade Reporting Process and the LSCO Academic Calendar, and the ISD Grading Calendar. Grades will be reported to the ISD as requested for students registered for dual enrollment classes on the LSCO campus.

**VI. Transcription of Credit.**

- A. Approved dual enrollment courses will be used to fulfill high school credit graduation requirements or elective credit.
- B. All college credit courses offered will meet the guidelines for transferability of credit under the Texas Education Agency Dual Enrollment policy.

**VII. Dual Enrollment Program Policies.**

- A. College instructors teaching on the high school campus during regular school hours will be required to attend organizational meetings when requested.
- B. It will be the responsibility of the high school Principal to ensure that high school instructors teaching dual enrollment courses abide by the conditions of this agreement.

**VIII. Faculty Selection, Supervision, and Evaluation.**

- A. Selection.

1. Instructors for college courses offered at the high school during regular school hours are to be agreed upon mutually by the high school Principal and college personnel in accordance with locally established procedures.
2. Dual enrollment faculty members must meet the criteria specified by LSCO and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
3. Procedure to approve high school dual enrollment faculty:
  - a. The Principal must recommend personnel to teach dual enrollment classes. The Principal must submit the recommendation in writing along with copies of credentials that support the recommendation. Documents must include official transcripts. Other documents may include copies of licenses, work verification, etc.
  - b. The Principal and the Executive Vice President/Provost will mutually agree upon the faculty members assigned to teach dual enrollment classes on the high school campus. If no agreement can be reached about any faculty member assigned, the course will not be taught as a dual enrollment course.
  - c. All documents must be submitted at least thirty (30) days before the faculty member teaches a dual enrollment course(s).

B. Faculty Background Screening.

1. College faculty who teach dual enrollment courses on the high school campus may be required to undergo background screening conducted by the school district. LSCO will be responsible for ensuring that all such employees have been screened by the school district prior to their teaching assignment.
2. Although the school district cannot make decisions related to the employment of LSCO faculty, they can use the results of the background screening to prohibit such personnel from teaching on the high school campus.
3. LSCO will be responsible for the costs associated with the background screening for LSCO employees.
4. The ISD will be responsible for the costs associated with the background screening for ISD employees.

C. Faculty Evaluation.

1. Evaluation of instructors on high school campuses shall be conducted by LSCO as follows:
  - a. The Principal will inform each instructor that he/she will be involved in an evaluation program conducted by LSCO and that this program will not be used to determine the employment status of the instructor. The information should be provided to the instructor prior to being assigned a dual enrollment class.
  - b. LSCO will identify the college administrator who will be conducting the evaluation program at each high school and provide the name of such person prior to the beginning of each school year to the Principal.
  - c. The LSCO evaluator will review the evaluation program with the instructor. The review shall include a full explanation of each evaluation instrument and assurance that none of the forms will be placed in the instructor's personnel file at the school district office. Each instructor will be provided with a copy of each evaluation instrument. The Principal, LSCO evaluator, and instructors will decide

collaboratively how and when the evaluation will be implemented. The decision should include the following:

- i. Date the Faculty Evaluation form will be given to students and procedures for collection.
- ii. Month of the school year that classroom observations will be conducted and should include: who will conduct the observation, number of observations, and procedures of scheduling pre and post-observation conferences.
- iii. The manner in which the Faculty Evaluation form will be completed and how it will be shared with the instructor. The faculty will receive a personal copy of the evaluation. Only upon the faculty member's request and/or approval will a copy be shared with school or district personnel. This summative conference should occur no later than 10 days after the last observation.
- iv. The LSCO evaluator, upon the request of the Principal, will coordinate with the Principal for the purpose of discussing the program and decide upon a time when the Principal and evaluator will schedule an orientation meeting. The orientation meeting should be scheduled during the first month of the new school year.

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

##### **A. Students with Disabilities**

1. The ISD is responsible for providing and funding reasonable accommodations for dual enrolled student(s) with recent and/or well-documented physical and/or learning disabilities during regular high school hours on the high school campus(s). Students with disabilities who are accepted into a dual enrollment course will receive accommodations listed in the Transition Plan.
2. Additional testing to receive these accommodations will not be required for students taking courses on either the high school or LSCO campus.
3. The ISD and LSCO will share equally in the cost of reasonable accommodations that are mutually agreed upon for dual enrolled student(s) who are registered for LSCO dual enrollment course(s) on the LSCO campus or at another location, i.e., high school campus outside of the normal high school hours.
4. Nothing herein shall make LSCO a party to the Transition Plan nor shall LSCO be given or required to have a Transition Plan with a dual enrollment student. LSCO's Office of Special Populations shall work with ISD to determine needed accommodations.

##### **B. Confidentiality.**

1. Each party acknowledges that each party will send and receive information on students which is considered confidential under federal and Texas laws.
2. Each party agrees to protect and hold confidential information except by written authorization from the student and/or parent, or unless otherwise authorized or required by law or rules.

##### **C. Attendance.**

1. Lamar State College Orange agrees to:
  - a. Coordinate and confirm with School District personnel LSCO dual enrollment registrations at least one week prior to the first day of class.

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- b. Coordinate and confirm, with high school dual enrollment contact, when a student drops or withdraws from a course.
    - c. Notify high school counselors when a student has unexplained absences or is in jeopardy of failure.
  2. The ISD will supervise a change in student enrollment status.
    - a. Notify the LSCO Dual Credit Department about a student's intent to drop or withdraw from the course(s).
- D. Suspension Policy.
  1. When a student is suspended from an ISD school, for any reason, the student will not be permitted to attend dual enrollment classes on LSCO's campus for the dates indicated in the suspension.
  2. The school Principal will notify the Dual Credit Department of the suspension. The suspended student will be subject to any penalties noted in the syllabi of the LSCO courses in which he/she is registered.

**X. Funding.**

**A. Tuition.**

1. The ISD and/or the student's Parent/Guardian will pay tuition and fees as determined at each respective high school campus for students enrolled in dual credit courses in accordance with *Table 1: Tuition and Fees*.
2. The ISD will be billed for tuition and fees at the dual enrollment rates according to TSUS Board of Regent's Policies.
3. Tuition rate is \$45.00 per Semester Credit Hour if the course is taught by an LSCO instructor.
4. Tuition rate is \$45.00 per Semester Credit Hour if the course is taught by an ISD instructor.
5. Tuition rate is zero if a CTE course is taught on the ISD campus by an ISD instructor.
6. LSCO reserves the right to cancel course sections in which enrollment is less than 10 students. A minimum enrollment of 10 may be comprised of students from multiple districts.
7. For programs requiring professional liability insurance, the required professional liability insurance will be paid by the ISD. LSCO will bill the ISD for these fees. Tuition and Fees are due before the end of the semester in which students are enrolled.
8. Students are responsible for any miscellaneous fees (Rec Center equipment use fees, Student Health Center services fees, parking violation tickets, etc.) they incur while enrolled in dual enrollment courses at LSCO.
9. Tuition and Fees are subject to change without notice by action of *The Texas State University System*.



**Table 1: Tuition and Fees**

	<b>Campus Location</b>	<b>Faculty</b>	<b>Description</b>	<b>Tuition per SCH<sup>1</sup></b>	<b>Technology Fee</b>	<b>Distance Education Fee (if applicable)</b>	<b>Minimum Number of Credit and Noncredit Students Required</b>
A	LSCO	LSCO <sup>2</sup>	Student on LSCO campus with LSCO instructor.	\$45	Waived	Waived	10
B	ISD	LSCO <sup>3</sup>	Student at high school site with LSCO instructor.	\$45	Waived	Waived	10
C	ISD	ISD	Student at high school site with ISD instructor.	\$45	\$0	\$0	Any
D	ISD	ISD	CTE Course at high school site with ISD instructor	\$0	\$0	\$0	Any

Cost for classes offered on the high school campuses will be determined based upon courses offered, faculty provided (full-time, part-time), instructional materials and consumable supplies, and other related items for a course.

**XI. Textbooks and Instructional Supplies.**

A. Responsibility of ISD:

1. Supply students with textbooks currently adopted by LSCO and basic instructional supplies.
2. Purchase, store, and maintain textbooks used in the dual enrollment course(s).

B. Responsibility of LSCO:

1. Provide the Principal with a current list of adopted textbooks by the first working day in May.
2. Review requests for exceptions to textbook selection and approve textbooks that adequately meet the curriculum objectives for the college dual enrollment courses.

C. Student(s) may be required to provide, at his or her own expense, additional materials such as safety glasses, uniforms, safety shoes, kits, etc.

**XII. Termination and renewal of this memorandum of agreement:**

- A. This agreement shall commence on 6/1/2023 and expire on 4/30/2028.
- B. Prior to its expiration, this agreement may be renewed, for a period not to exceed five years, upon the mutual written consent of both institutions.
- C. Prior to its expiration, this agreement, may be terminated by either institution providing written notice of its intent to terminate to the other institution.

<sup>1</sup> Cost per semester credit hour per student.

<sup>2</sup>Faculty member paid by LSCO.

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- D. The notice of termination must be provided no later than six (6) months prior to the desired date of termination.

**XIII. Amendments to this Agreement.**

- A. This agreement, once signed by the LSCO Executive Director of Strategic Partnerships and the ISD Superintendent, may be amended in writing and agreed upon by both parties.
- B. Written requests must be delivered to the Principal and the Executive Director of Strategic Partnerships thirty (30) days before the requested amendment is effective.

**XIV. Contacts.**

- A. This agreement will be effective for five (5) years from the year the agreement is signed.
- B. For LSCO:
  - 1. Executive Director of Strategic Partnerships or Administer of Technical Dual Credit
- C. For the ISD:
  - 1. Principal or designated ISD employee.

  
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Luke A. Bourgeois  
Administer of Technical Dual Credit  
Lamar State Colleges

Date

  
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Amy Vance,  
Career & Technical Education Director  
Montgomery Independent School District

Date