

Lamar State College Orange and Seguin Independent School District

Dual Enrollment Agreement 2024-2028

This dual enrollment agreement (“Agreement”) is made by and between Lamar State College Orange (LSCO) and Seguin Independent School District (“SISD”). The purpose of this Agreement is to allow eligible SISD high school students to enroll in college courses from “LSCO” and receive credit for courses from their respective SISD high school 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 August 7, 2024 (the “Effective Date”).

I. General Information.

The content of this Agreement is based on the requirements and statewide goals established under the Texas Education Code § 28.009, Texas Administrative Code § 4.84, and the collaborative efforts of the Texas Education Agency (“TEA”) and the Texas Higher Education Coordinating Board (“THECB”).

GOAL 1: SISD and LSCO 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 successfully transitioning to and accelerating 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

LSCO Responsibilities: 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://www.lSCO.edu/admissions/how-to-apply/high-school/dual-credit.php>); 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 on developing and implementing dual enrollment programs with LSCO.

SISD Responsibilities: Current information pertaining to the benefits, costs, and enrollment procedures for dual enrollment will be posted on SISD’s website. SISD will also be responsible for marketing dual enrollment opportunities by disseminating information and updates provided by LSCO to prospective students and parents. SISD agrees to allow and support counselors and other school personnel's participation in workshops and informational sessions conducted by LSCO.

II. Eligible Courses.

- A. Lamar State College Orange Off-Campus Instructional Services Staff and Administrators will collaborate with SISD's administration and counselors 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.
- B. Eligible courses may be taken in any format (face-to-face, online, or hybrid) the college offers unless otherwise specified in this Agreement.
- C. Establishing Course(s).
 1. SISD must request, in writing, to offer a dual enrollment course on the respective high school campus. The request must include the course title, course rubric, faculty member (*see* Section VIII for faculty criteria), course location, and meeting times. Requests must include dual enrollment courses for the academic year (fall semester and spring semester). Requests should be submitted to the Associate Dean of Off-Campus Instructional Services.
 2. For courses that begin in the fall semester, LSCO must be notified no later than the first working day in June.
 3. The course will be added to the appropriate LSCO schedule after the request is received and reviewed. Until this process has occurred, students cannot register for the course(s).
 4. After receiving course requests from the school, the Off-Campus Instructional Services Department will communicate the course list to the appropriate Executive Vice President/Provost, Dean, Department Chair, and Program Director. The academic department will coordinate with the Off-Campus Instructional Services department to ensure that each campus has access to the syllabi or any additional course and program expectations.
- D. Academic credit or technical dual credit courses may be provided at the respective SISD high school or LSCO campus.
- E. Credit and noncredit courses offered on either the respective SISD high school or LSCO campus approved by LSCO's Associate Dean of Off-Campus Instructional Services will be eligible for dual enrollment status.

III. Student Eligibility.

1. Technical Course(s): Students applying for Dual Enrollment course(s) intending to pursue 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 scores on the TSI.
2. TSI score requirements in the tables below are subject to change. TSI score requirements are based on current THECB guidelines.

Academic Courses
STARR Score of Level 2 on Algebra II EOC, score 4000 or Meets Score of Level 2 on English III EOC, score 4000 or Meets
TSI (before January 2021) <div style="text-align: center;"> Mathematics score of ≥ 350 Reading score of ≥ 351 and Writing score of ≥ 340 with 4 on essay </div>

3. As of January 2021, minimum scores for MATH and ENGLISH are as follows: (subject to change by THECB)

Required TSI Assessment Score	Minimum Score
Mathematics	950 OR 910-949 + diagnostic score of 6
ELAR	945-990 + Essay of at least 5 OR 910-944, a diagnostic score of 4, 5, or 6, and Essay of 5-8

- A. SISD 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 school campus or the college campus.
- B. Students must meet the stated pre-requisite(s) and/or co-requisite(s) of each course and be 21 years of age or younger.
- C. It is strongly recommended that SISD evaluate the background and maturity level of the student prior to registration in any college credit course.
- D. SISD high school students who graduate at the end of the academic calendar year are eligible for dual enrollment tuition rates during Summer I and II of the year they graduate.

IV. Admissions and Registration.

- A. LSCO personnel will provide the respective SISD’s high school principal and counselors with necessary information concerning the dual enrollment course(s) for scheduling and registering 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 completed application steps.
- C. The SISD high school student is responsible for completing TSI testing as early as possible before the beginning of the semester. If the participating SISD high school does not conduct its TSI testing, then SISD personnel shall coordinate required testing with the LSCO Testing Center at (409) 882-3330 or testingcenter@lSCO.edu.
- D. The Texas Education Code § 51.9192 requires that all new students under the age

of 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. Students who do not qualify for an exemption must be immunized no later than ten days before the first class day. All students under the age of 22 attending classes at LSCO must comply with this requirement.

E. SISD high school counselors will:

1. Advise students and parents and disseminate dual enrollment program information.
2. Provide course descriptions and course syllabi to students and parents for review during the approval process for students.
3. Facilitate Supplemental Dual Enrollment Applications, including their dissemination, completion, and collection by June 1.
 - a. Provide instruction and guidance in completing and submitting the “Apply Texas” application, including the student's social security numbers.
 - b. Submit an official high school transcript to the Off-Campus Instructional Services team.
 - c. Identify students that may require additional documents (e.g. immigrants).
4. Submit a 504 Plan or Special Education IEP to the LSCO Accessibility Coordinator for those students requesting accommodations no later than two weeks prior to the beginning of the semester.

F. Proof of residency is not required for high school students registering for dual enrollment classes at LSCO, provided, however, students must meet the residency requirements after high school graduation to continue their education at LSCO. Students applying for continued postsecondary education at LSCO 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 the State Department and valid photo ID.

G. Dual Credit students applying for admission to LSCO should complete the Apply

Texas application and submit all required documentation well in advance of the semester for which they are applying. Applications and required documents should be submitted no later than the following dates:

1. Fall: June 1
2. Spring: November 1
3. Summer: April 1

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 expects embedded adjunct dual credit faculty to attend in-service training that is provided at various times throughout the year to ensure that faculty teaching courses for dual credit meet the academic rigor and expectations of the department.

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. SISD shall facilitate time for embedded adjunct Dual Credit faculty and LSCO faculty to meet each semester to review the curriculum, methodology, schedules, and student evaluation as it relates to the requirements for meeting the course standards.
3. LSCO and SISD will monitor the quality of instruction in all courses for dual credit to ensure compliance with standards established by the state, Southern Association of Colleges and Schools Commission of Colleges (SACSCOC), LSCO, and the respective SISD high school.

C. Instruction.

1. Dual enrollment courses taught by LSCO faculty and embedded adjunct faculty will be taught in accordance with the LSCO schedule and calendar. All courses taught for dual credit must meet the minimum instructional minutes required by the THECB.
2. The student and parent(s) shall be responsible for the student's transportation and accept all liability for all courses taken on the LSCO campus.
3. LSCO 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 respective SISD high school to assign dual credit courses taught via distance learning a facilitator to proctor and monitor

the students in accordance with LSCO's Dual Credit Proctoring Center Agreement (Appendix A).

5. Courses offered via embedded instruction (SISD provided instruction at the local SISD campus) must meet the rigor and equipment requirements of LSCO. The respective SISD high school site will become an Off-Campus Instruction Site (OCIS) in accordance with the SACSCOC guidelines and approval. The respective SISD high school must complete the Off-Campus Instructional Site Information form (Appendix B) and return to LSCO within the first semester of student instruction.

D. Grading.

1. Grading will be consistent with the grading policy in LSCO's course syllabus. Audit grades are not allowed.
2. Student grades will be reported to the SISD person or office designated at the end of the semester and in accordance with the SISD grading calendar.
3. Progress reports will be provided to the SISD no less than 3 times per semester for students registered in dual enrollment classes on LSCO's campus.
4. Final grades for students shall be submitted electronically by the faculty member teaching dual credit courses according to the LSCO grade reporting process, the LSCO academic calendar, and the SISD grading calendar.

E. Physical and Cyber Security.

1. SISD is responsible for providing a healthy, safe, and secure environment to all students and staff. SISD is responsible for providing a statement about its current comprehensive safety plan and crisis communication plan, including how SISD disseminates emergency procedures and other health and safety-related procedures.
2. SISD shall describe their dedicated police force structure, other security officer presence on their campus, or use of local law enforcement agencies.
3. SISD shall disclose any open or recently closed investigations by the Office of Civil Rights for possible violations alleging sexual violence.
4. SISD is responsible for providing a statement about their current cybersecurity plan and/or protocols. The information above shall be furnished as soon as possible utilizing the Off-Campus Instructional Site Information Technology Resources Questionnaire (Appendix C).

VI. Transcription of Credit.

- A. Approved dual enrollment courses noted on the Supplemental Dual Enrollment Application shall be used to fulfill high school credit graduation requirements or elective credit.
- B. Dual Credit students will earn a college grade (A, B, C, D, F, W) for all courses taken for dual credit. The earned grade will be recorded on an official LSCO

college transcript.

- C. All college credit courses offered will meet the guidelines for transferability of credit under the TEA Dual Enrollment policy.

VII. Dual Enrollment Program Policies.

- A. LSCO instructors teaching on the respective SISD high school campus during regular school hours may be required to attend LSCO organizational meetings.
- B. The respective SISD high school principal shall communicate and ensure that high school embedded adjunct instructors teach dual enrollment courses in accordance with the conditions of this Agreement.

VIII. Faculty Selection, Supervision, and Evaluation.

A. Selection.

- 1. Embedded adjunct faculty for college courses offered at the SISD high school during regular school hours are to be agreed upon mutually by the SISD high school and LSCO personnel in accordance with locally established procedures.
- 2. Dual enrollment faculty members must meet the minimum criteria specified by LSCO and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- 3. Procedure to assign embedded adjunct faculty for high school dual enrollment:
 - a. The potential Dual Credit high school embedded adjunct faculty must complete an employment application with LSCO and provide copies of the appropriate credentials that shall include official college transcripts. The principal must submit the recommendation in writing along with copies of credentials and supporting documents. Application documents must include official transcripts. Other documents may include copies of licenses, work verification, etc.
 - b. The potential new hire must complete an interview following LSCO Human Resources practices.
 - c. The LSCO dean or designee will recommend the new hire for embedded dual credit instruction.
 - d. The new hire must provide all documents required of the LSCO Human Resources Department.
 - e. All documents must be submitted at least thirty (30) days before the faculty member teaches a dual enrollment course(s).
 - f. Notification of changes of faculty assignments at the SISD high school should be discussed no later than the following dates:
 - 1. Fall: June 1
 - 2. Spring: November 1
 - 3. Summer: April 1

This change includes LSCO faculty being replaced by local school embedded dual credit faculty or local school embedded dual credit faculty being replaced by LSCO faculty.

B. Faculty Background Screening.

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

C. Faculty Evaluation.

1. Evaluation of LSCO embedded instructors on SISD high school campuses shall be conducted by LSCO using the same process LSCO uses to evaluate adjunct (part-time) faculty. Details of the evaluation process will be provided by the dean, department chair, or program director.

IX. Academic Policies and Student Support Services.

A. Students with Disabilities.

1. The SISD high school and dual credit student is responsible for providing and funding reasonable accommodations for dual-enrolled student(s) with recent or well-documented physical 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 provided by LSCO's Accessibility Coordinator.
2. SISD and LSCO will share equally in the cost of reasonable accommodations that are mutually agreed upon for dual enrolled student who are registered for the dual enrollment course(s) on the LSCO campus or at another location, i.e., a high school campus outside of the normal high school hours.
3. Nothing herein shall make LSCO a party to the Transition Plan, nor shall LSCO be given or be required to have a Transition Plan with a dual enrollment student. LSCO's Accessibility Coordinator shall work with student and the SISD high school to determine accommodations that are approved by LSCO.

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 unless written authorization from the student or parent is provided according to LSCO's FERPA regulations or otherwise authorized or required by law.

C. Attendance.

1. LSCO agrees to confirm dual enrollment registrations with SISD personnel at least one week before the first day of class. LSCO will coordinate and confirm with the appropriate SISD high school dual enrollment contact when a student drops or withdraws from a course.
2. The SISD high school will supervise changes in a student's enrollment status and will notify the Off-Campus Instructional Services Department about a student's intent to drop or withdraw from the course(s) during the approved drop period as referenced in LSCO's academic calendar.

D. Suspension Policy.

1. When a student is suspended from a school for any reason, the student will not be permitted to attend dual enrollment classes on the LSCO campus for the dates indicated in the suspension or as directed by the school. The student will be responsible for completing all dual credit work assigned even though classes that are missed.
2. The SISD high school principal will notify the Off-Campus Instructional Services Department of the suspension. The suspended student will be subject to any penalties noted in the LSCO syllabi of the courses in which he/she is registered.

E. Student Issues and Complaints.

1. Students who experience issues or have complaints are to follow the LSCO Complaint Process outlined in the current [catalog](#).
2. Except for safety concerns (e.g., harassment, sexual misconduct, Title IX complaint), a student who has not successfully resolved an informal complaint should complete and submit the [Student Complaint Intake Form](#). Only complaints submitted within the stated timeframe will be considered.
3. Upon submitting a formal complaint for concerns, excluding discrimination and safety, through the Student Complaint Intake Form, the student will be contacted through their LSCO email to schedule an initial conference and receive guidance on how to proceed.

X. Funding.

A. Tuition.

1. SISD and the student's parent or 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. SISD and student will be billed for tuition and fees at the dual enrollment rates in according to TSUS Board of Regent Policies.

3. The tuition rate is \$45.00 per Semester Credit Hour for academic courses that are taught by an LSCO instructor or an embedded adjunct SISD instructor at the LSCO campus or at the respective SISD high school campus.
4. The tuition rate is \$45.00 per Semester Credit Hour for career and technical courses that are taught by an LSCO instructor at the LSCO campus or at the respective SISD high school campus.
5. The tuition rate is \$0.00 per Semester Credit Hour for career and technical courses that are taught by a SISD high school instructor at the respective SISD high school campus provided the courses are within the student's program of study.
6. LSCO reserves the right to cancel course sections with fewer than 10 students. A minimum enrollment of 10 may comprise students from multiple districts.
7. For programs requiring professional liability insurance, SISD will pay the required professional liability insurance. LSCO will bill SISD for these fees.
8. Tuition and Fees are subject to change without notice by action of The Texas State University System Board of Regents.

The cost for classes offered on the SISD high school campus 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.

Table 1: Tuition and Fees

Campus Location	Faculty	Description	Tuition per SCH ¹	Technology Fee	Distance Education Fee (if applicable)	Minimum Number of Credit and Noncredit Students Required
LSCO	LSCO ²	Student on LSCO campus with LSCO instructor.	\$45	Waived	Waived	10
SISD High School	LSCO ³	Student at high school site with LSCO instructor.	\$45	Waived	Waived	10
SISD High School	SISD	Student at high school site with SISD instructor.	\$45	\$0	\$0	Any
SISD High School Campus	SISD	CTE course at high school site	\$0	\$0	\$0	Any

¹ Cost per semester credit hour per student.

² Faculty member paid by LSCO.

³ Faculty member paid by LSCO.

		with SISD instructor.				
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XI. Textbooks and Instructional Supplies.

A. SISD Responsibilities:

1. Supply students with basic instructional supplies and provide a best effort to supply students with textbooks currently adopted by LSCO.
2. Consider the use of free or low-cost open educational resources.
3. Purchase, store, and maintain textbooks used in the dual enrollment course(s).

B. LSCO Responsibilities:

1. Provide the embedded faculty or principal with a list of adopted textbooks upon hire.
2. Review requests for exceptions to textbook selection and approve textbooks that adequately meet the curriculum objectives for the college dual enrollment courses.
3. Consider the use of free or low-cost open educational resources.

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. Financial Aid for Swift Transfer (FAST).

A. SISD Responsibilities:

1. Provide the LSCO dual credit contact person with a list of the students who meet federal qualifications for free and reduced lunches using the template provided by LSCO by the deadline (usually the beginning of August and January).
2. Provide the TSDS ID and, if available, Social Security number of each student so the reported students can be matched against TEA and THECB databases.
***Students who do not match the TEA and THECB databases are not eligible for FAST and will be expected to pay the outstanding charges on or before the end of the semester.*
5. Provide an alternative means of payment if the school reports an ineligible student as eligible via the free and reduced lunch report. This may be done by passing the cost to the student or covering the cost as a district.

B. LSCO Responsibilities:

1. Communicate the due dates for the FAST student eligibility report submission.
2. Communicate any student discrepancies to the school for any student

reported eligible for free tuition who did not qualify and has an account balance.

XIII. Termination and Renewal.

- A. This Agreement shall commence on the Effective Date and expire on 8/31/2028.
- B. Prior to its expiration, this Agreement may be renewed for a period not to exceed four 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.
- D. The notice of termination must be provided no later than six (6) months before the desired termination date.

XIV. Amendments to Agreement.


- A. Once signed by the Associate Dean of Off-Campus Instructional Services and the SISD appointed representative, this Agreement may be amended in writing and agreed upon by both parties.
- B. Written requests must be delivered to the respective SISD high school and the Associate Dean of Off-Campus Instructional Services thirty (30) days before the requested amendment is effective.

XV. Posting of Agreement.

- A. This Agreement is required to be posted on the LSCO and SISD website under § 28.009 of the Texas Education Code.

XVI. Contacts.


- A. This Agreement will be effective for four (4) years from the Effective Date.
- B. LSCO Designated Employee:
 - 1. Associate Dean of Off-Campus Instructional Services
- C. For SISD Designated Employee:
 - 1. Superintendent or designated SISD employee.



Dr. Veronica Vijil, Superintendent
Seguin Independent School District

9/15/2024

Date



Alicia Lloyd
Associate Dean of Off Campus Instructional Services
Lamar State College Orange

9/4/2024

Date