

# **Lamar State College Orange and Willis Independent School District Dual Enrollment Agreement 2024-2028**

This agreement is made by and between Lamar State College Orange (LSCO) and the Willis Independent School District (ISD)/School Name (herein referred to as School). The purpose of this Agreement is to allow eligible high school students to enroll in college courses from Lamar State College Orange (LSCO) and receive credit for courses from the 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 January 1, 2024, or upon execution.

## **I. General Information.**

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

**GOAL 1:** School 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**

**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 on developing and implementing 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 prospective students and parents. The school 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/or Administrators will collaborate with School 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.

- B. Eligible courses may be taken in any format (face-to-face, online, or hybrid) the college offers unless otherwise specified in the agreement.
- C. Establish Course(s).
  1. The school must request, in writing, to offer a dual enrollment course on the 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 Lamar State College Orange 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 Executive Vice President/Provost, appropriate Dean, appropriate Department Chair, and appropriate 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 school or at an LSCO campus.
- E. Credit and noncredit courses offered on either the 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 will be based on the current THECB guidelines.

| <b>Academic Courses</b>                |  |
|--|--|
| <b>STAAR</b>                           | Score of Level 2 on Algebra II EOC, score 4000 or Meets<br>Score of Level 2 on <b>English III</b> EOC, score 4000 or Meets |
| <b>TSI</b><br>(before<br>January 2021) | Mathematics score of $\geq 350$<br>Reading score of $\geq 351$ and<br>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 |

- 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 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 21 or under.
- D. It is strongly recommended that the school evaluate the background and maturity level of the student prior to registration in any college credit course.
- E. Seniors who will graduate at the end of the second semester of high school are eligible for dual enrollment tuition rates during Summer I and II of the year they graduate.

#### **IV. Admissions and Registration.**

##### **A. Advising Sessions.**

- 1. College personnel will provide the 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 completed application steps.**

##### **C. The student is responsible for completing TSI testing as early as possible before the beginning of the semester. If the participating High School does not conduct its TSI Testing, School District personnel should coordinate required testing with the Testing Center at (409) 882-3330 or [testingCenter@lSCO.edu](mailto:testingCenter@lSCO.edu).**

##### **D. Texas Education Code §51.9192 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 ten days before the first class day. All students under 22 attending classes at LSCO must comply with this requirement.**

##### **E. 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<sup>st</sup>.
  - 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 (ex., immigrants).
- 4. Submit 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.
- 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 the State Department and valid photo ID.

F. Timeline.

Dual Credit students applying for admission to LSCO should complete the Texas Common application and submit all required documentation well in advance of the Semester for which they are applying. The following should serve as a timeline guide for the respective semesters:

FALL Semester – June 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 expect 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. The school shall facilitate time for embedded adjunct Dual Credit faculty and the 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 the school 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), Lamar State College Orange, and the high school.

C. Instruction.

1. Schedule.
  - a. Dual enrollment courses taught by LSCO faculty and embedded adjunct faculty will be taught in accordance with the LSCO schedule and calendar.

- b. All courses taught for dual credit must meet the minimum 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 high school to ensure that dual credit courses taught via distance learning are assigned a facilitator for proctoring and monitoring the dual credit course and students in accordance with LSCO's Dual Credit Proctoring Center Agreement (Appendix A).
5. Course offered via embedded instruction (school provided instruction at the local school campus) must meet the rigor and equipment requirements of LSCO. The school site will become an Off-Campus Instruction Site (OCIS) in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines and approval. The 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 school at the end of the semester to the person or office designated and in accordance with the School's Grading Calendar.
3. Progress reports will be provided to the school no less than 3 times per semester for students registered for 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 school Grading Calendar.

**E. Physical and Cyber Security.**

1. The school is responsible for providing a healthy, safe, and secure environment to all students and staff. The school will be responsible for providing a statement about its current comprehensive safety plan and crisis communication plan, including how the School disseminates emergency procedures and other health and safety-related procedures.

The school shall describe their dedicated police force structure, other security officer presence on their campus, or use of local law enforcement agencies.

The school shall disclose any open or recently closed investigations by the Office of Civil Rights for possible violations alleging sexual violence.

The school will be responsible for providing a statement about their current Cybersecurity plan and/or protocols. The information above should 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 application should 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 Texas Education Agency Dual Enrollment policy.

**VII. Dual Enrollment Program Policies.**

- A. College instructors teaching on the high school campus during regular school hours may be required to attend LSCO organizational meetings.
- B. The high school Principal should 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 high school during regular school hours are to be agreed upon mutually by the high school and college 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 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 School should be discussed no later than the dates provided below:

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

This change includes LSCO faculty being replaced by local school embedded dual credit faculty or its converse of local school's being replaced by LSCO faculty.

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. The School will ensure the school district has screened all such employees before their teaching assignment.
2. Although the school district 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. The school will be responsible for the costs associated with the background screening for school employees.

C. Faculty Evaluation.

1. Evaluation of LSCO embedded instructors on high school campuses shall be conducted by LSCO using the same process that LSCO evaluates 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 school and dual credit student 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 provided by LSCO's Accessibility Coordinator.
2. The school 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 the dual enrollment course(s) on the LSCO campus or at another location, i.e., 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 required to have a Transition Plan with a dual enrollment student. LSCO's Accessibility Coordinator shall work with student and the 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 and/or parent is provided according to LSCO's FERPA regulations or otherwise authorized or required by law or rules.

C. Attendance.

1. LSCO agrees to:
    - a. Confirm dual enrollment registrations with School personnel at least one week before the first day of class.
    - b. Coordinate and confirm, with high school dual enrollment contact, when a student drops or withdraws from a course.
  2. The school will supervise a change in student enrollment status.
    - a. 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 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 LSCO's 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 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. The School 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 School and/or 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 (ACGM) courses that are taught by an LSCO instructor or an embedded adjunct (school) instructor.
  4. The tuition rate is \$45.00 per Semester Credit Hour for technical/CTE (WECM) courses (ACGM) that are taught by an LSCO instructor at the LSCO campus or at the school campus.
  5. The tuition rate is \$0.00 per Semester Credit Hour for technical/CTE (WECM) courses that are taught by a School instructor at the 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, the school will pay the required professional liability insurance. LSCO will bill the school 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 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.

**Table 1: Tuition and Fees**

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

## **XI. Textbooks and Instructional Supplies.**

### **A. Responsibility of School:**

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

### **B. Responsibility of LSCO:**

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.

### **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.**

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

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

<sup>3</sup>Faculty member paid by LSCO

**XII. Financial Aid for Swift Transfer (FAST).**

A. Responsibility of the SCHOOL:

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** for each student and the SS# if available so the reported students can be matched against TEA and Texas Higher Education Coordinating Board databases. *\*\*Students who do not match the TEA and THECB databases and are not eligible for FAST will be expected to pay the outstanding charges on or before the end of the semester.*
3. Provide an alternate means of payment if the school reports a student as eligible via the free and reduced lunch report who is not eligible. This may be done by passing the cost to the student or covering the cost as a district.

B. Responsibility of LSCO:

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 of this memorandum of agreement.**

- A. This agreement shall commence on 1/3/2024 (or day of execution) 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 this Agreement.**

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

**XV. Posting of this Agreement.**

- A. The current signed agreement/MOU are required to be posted to the LSCO and School respective website in accordance with Texas Administrative Code Title 19 Part 1 Chapter 4 Subchapter D Rule 4.84.

**XVI. Contacts.**

- A. This agreement will be effective for four (4) years from the year the agreement is signed.
- B. For LSCO:

- 1. Associate Dean of Off-Campus Instructional Services
- C. For the School:
  - 1. Superintendent or designated School employee.

*Alicia Lloyd*

09/25/2024

*Kejane*

9/25/24

Alicia Lloyd, Associate Dean

Date

Dr. Kimberley James, Superintendent  
Willis Independent School District

Date