

# **ARTICULATION AGREEMENT FOR DUAL CREDIT CLASSES**

**Between  
LAMAR STATE COLLEGE ORANGE  
And  
Community Christian High School  
Spring 2019**

## **Introduction**

This Articulation Agreement between Lamar State College Orange (LSCO) and the above named school will allow high school students to receive college credit in designated courses. Students who participate in the Dual Credit Program may concurrently receive high school and college credit upon satisfactory completion of all requirements of LSCO courses in which they are enrolled. Designated course are taught on site at the high school campus by a qualified high school teacher or on the LSCO campus/through distance education by LSCO faculty.

## **Requirements and Guidelines for the Dual Credit Program**

- I. Student Eligibility Requirements**
  - a. A high school student in any grade may enroll in dual credit courses. LSCO will not limit the number of hours in which students may enroll. High School counselors and administrators should exercise diligence, however, when allowing students to enroll in more than six hours of college work per semester. All students shall have approval of the high school principal or other school official designated by the school district.
  - b. Within the limits mandated by the state law and college requirements, the selection of students who want to participate in the program is left to the discretion of the high school administrators, teachers, and guidance staff.
  - c. The student must meet requirements for admission to Lamar State College Orange. Students must provide all documents required by Lamar State College Orange.
  - d. Specific criteria for home-schooled students is to provide a transcript and curriculum indicating that the home high school course being replaced by the college course is required for high school graduation.
  - e. The high school student must present a passing score on the PSAT/ACT/SAT/EOC exam for English and Algebra or approved alternative in the area (reading, writing, or mathematics) applicable to the new course in which the student is seeking to enroll. Exempt students are also exempt for purposes of new course credit.
- II. Faculty Qualifications**
  - a. LSCO is responsible for selection, supervision, and evaluation of instructors in those courses which result in the award of college credit.
  - b. High school teachers who meet the minimal requirements as specified by SACSCOC as well as LSCO requirements may be allowed to teach dual credit courses on their home campuses. Prior to that approval, the instructor must complete an LSCO application and submit all college transcripts for approval.

- c. All instructors, high school teachers or otherwise, must meet the minimal requirements as specified by SACSCOC and must provide transcripts to LSCO.

### III. Academic Policies and Student Support Services

- a. Regular academic policies applicable to courses taught at the college's main campus Texas also applies to dual credit courses. These policies could include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus must be distributed, etc.
- b. Dual credit high school students coming to campus must purchase an LSCO identification card.
- c. Dual credit high school students will have access to all academic support services including advising and counseling, tutoring, including UpSwing, and online tutoring service which LSCO licenses for use by its students, and library resources.

### IV. Composition of Class

- a. 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:
  - i. If the course involved is required for completion under the State Board of Education Recommended or Distinguished Achievement High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
  - ii. If the high school credit-only students are College Board Advanced Placement students.

### V. Coursework and Instruction

- a. Courses offered for dual credit are those identified as college-level academic courses or as college-level technical courses in an approved Tech-Prep, AAS or AS degree program.
- b. The course for which college credit is awarded shall provide advanced academic instruction beyond, or in greater depth than, the essential knowledge and skills.
- c. Students will be able to drop until the published LSCO deadline for dropping a class. A "W" (withdrew from LSCO) will be recorded on the student's college transcript. If the student is taking more than one class, a "Q" (dropped course) will be recorded. **IMPORTANT: The student will not be dropped from the course until all of the paperwork is filled out and turned in BY the student. Notifying the school administration will not constitute a withdrawal.**
- d. Grading policies for college credit must be specifically stated in the course syllabus.
- e. Grades will be reported to high schools at first 6-week point (report card period) of the semester. Students who are not performing on a college level will be encouraged to drop the course and recover their high school credit. LSCO instructors will keep the dual credit coordinator informed of any student who is in danger of failing the semester at any time. Final grades will be submitted to the high school at the end of the LSCO semester.
- f. Syllabi for dual credit courses will follow the syllabi template maintained on the LSCO website and will be comparable in requirements, objectives, and expectations to the syllabi used for all similar courses at LSCO. Any significant deviation in the syllabi must be reviewed and approved by LSCO.
- g. Textbooks for dual credit courses will be the same as the textbooks used for same courses at LSCO. If high school teachers and their administrators prefer a different textbook than the textbooks used by LSCO faculty, those textbooks must be reviewed and approved by LSCO prior to use no later than June of the preceding fall semester.

### VI. Registration and Transcribing Fee

- a. Official college student records are maintained by the Office of Admissions and Records at LSCO.
- b. To receive college credit, students must register with the college at the beginning of the designated semester. A LSCO representative will assist high school students during the registration process.
- c. Credit earned by examination is not granted or transcribed if the student does not complete at least one course at LSCO subsequent to earning credit by exam. A fee of \$75.00 per 3-credit hour course must be paid to the Cashier's office for credit to be transcribed.

**VII. Payment of Tuition and Fees**

- a. Tuition and fees are calculated on a per-course basis. The number of credit hours each student attempts in a given semester will determine the tuition and fee rates.
- b. Tuition and fees may be paid in full at the time of registration or paid through the LSCO installment plan.
- c. Tuition, fees, and textbook costs are the responsibility of each student. Transportation costs, when a student takes a face-to-face class on the LSCO campus, are also the responsibility of the student.
- d. LSCO reserves the right to change tuition and fees in keeping with acts of the Texas Legislature and the college's Board of Regents.


**VIII. Statewide Dual Credit Goals**

- a. Independent school districts and institutions of high education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.
  - i. Measures of implementation
    1. Informational sessions for high school counselors
    2. Informational meetings in which students/parents will be informed about dual credit opportunities, benefits, and costs
- b. Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education
  - i. Measure of implementation
    1. LSCO will track dual credit student enrollment and persistence through secondary
    2. Education, focusing particularly on student enrollment in postsecondary education
    3. After high school, time to degree completion, and semester credit hours to degree
- c. The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses
  - i. Measure of implementation
    1. LSCO will analyze student performance in subsequent course work

## TERMS OF AGREEMENT

This agreement may be terminated in whole or in part by either party giving a full thirty days' notice in writing to the other party. The plans for termination shall include specific procedures to assure that there will be no adverse effect to the rights and privileges of students currently enrolled in the program, as long as they are making progress toward completion of the course. The terms of this agreement may be modified upon mutual consent of the parties. This agreement will be in effect until changes are requested which require that the agreement be modified.

**For Lamar State College Orange:**

 Lamar State College  
*A. Banning*

Executive Vice President for Academic Affairs

3/14/19

Date

**For ISD School:**

 Lamar State College  
*Macey Jackson*

Administrator

3-18-19

Date

