DUAL CREDIT PARTNERSHIP AGREEMENT
Lee College District
Baytown, Texas

THE STATE OF TEXAS:

COUNTY OF HARRIS:

This agreement is made and entered into by and between the Independent School District (hereinafter referred to as the District), and Lee College (hereinafter referred to as the College), and shall be valid for two years with the provision that each year both parties may notify the other of necessary addendums.

Witnesseth:

Whereas it is mutually recognized that the District and the College have certain objectives in common, namely: (a) educating and training students in preparation for further education and future employment, (b) providing residents of the District with the highest quality educational opportunities, and (c) insuring accessibility to education in the most economical means possible.

Now, therefore, for and in consideration of the premises and in further consideration of the matters hereinafter set forth, the District and the College do hereby stipulate and agree as follows:

Communication:

- College and District officials will work collectively to provide the necessary information to ensure an effective dual credit course schedule is created and maintained.
- College and District officials agree to meet no later than March 1 to construct the schedule for the following academic year. Adjustments to the schedule will be made on an as needed basis. The deadline for cancelling a class is 7 days prior to the first day of college instruction. Minimum enrollment is 10 students.
- The District will provide the College with a list of proposed eligible students for purposes of recruitment and registration in scheduled courses.
- The District will appoint a liaison(s) with the authority to approve courses and certify student eligibility. The College point person is the Dual Credit Coordinator.
Eligible Courses:

- The college-level academic courses will comply with the rules and regulations of the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC). All college-level academic courses will adhere to the description and content of the course as defined in the current edition of either the Academic Course Guide Manual (ACGM) or the Workforce Education Course Manual (WECM).
- Courses will provide advanced academic instruction and content that provides the student the opportunity to master the Texas Essential Knowledge and Skills (TEKS) for the appropriate high school course.
- Developmental education courses are not approved for dual credit.
- Appendix A lists the standard core curriculum courses offered by Lee College for dual credit. Individual District course needs will be discussed and attached as part of the District addendum to this partnership agreement.

Student Eligibility:

- Students eligible for dual credit enrollment must be in 11th or 12th grade and meet the college readiness standards under the provisions of the Texas Success Initiative (TSI) and prerequisites for the course as defined by the College.
- Students below 11th grade may enroll if outstanding academic performance can be demonstrated and the student has been approved by both the principal of the high school and the college Vice President of Learning (VPL).
- Specific exceptions to eligibility are defined in the Texas Administrative Code (TAC) 4.85 (b).
- Students are eligible to enroll in no more than two college courses in any semester. The District is responsible for ensuring this limitation is met.

Location of Class:

- Courses will be taught on a college campus/site, at the high school, or online.
- High School Campus courses:
  - The District will provide a classroom and technology appropriate for the discipline.
  - The District will provide the college instructor with access to the appropriate facilities.
  - The College and District will clearly define the contact hours, curriculum and grades of embedded dual credit courses.
- Online courses:
  - The College will comply with the THECB’s adopted Principles of Good Practice for Courses Offered Electronically.
  - The District will provide a proctored testing environment for their students.
Student Composition of Class:

- Dual credit courses will consist of dual credit students only or a combination of dual credit and college credit students.
- The decision to allow non-dual credit high school students into a dual credit course on a high school campus must be communicated to the VPL of the College and noted as an exception as described in the TAC 4.85 (d).

Faculty Selection, Supervision, and Evaluation:

- The College will
  - hire and pay qualified faculty according to College rules and regulations
  - supervise and evaluate the faculty with the same procedures used on the College campus
  - arrange for substitutes when faculty are attending College activities or for extended absences

Course Curriculum, Instruction, and Grading:

- Dual credit courses will mirror the College course offered to college credit students. The College will ensure the curriculum, materials, instruction, grading, and rigor will be equivalent to the course offered to college credit students.
- The District will notify the course instructor 2-days in advance of any planned activity that will interrupt class instruction.
- Attendance information and six-week grade requests will be accommodated but must be made when scheduling courses.
- Course evaluations will be administered by the College at the end of the course.
- The District is responsible for administering state mandated course specific exams.

Academic Policies:

- Course performance will be part of the student’s permanent academic record.
- Students are subject to the rules of conduct and disciplinary standards as published in the College catalog and are subject to the penalties defined.
- Students have access to the grievance procedures published in the catalog.
- The District policy will be followed for any non-instructional issues.
- The District will provide placement for students who are withdrawn from the course for any reason.
Student Services:

- The College will provide information sessions to all interested high school students and parents prior to registration. These sessions will include information regarding academic policies, support services, cost, and student opportunities and commitments.
- First time in dual credit students will:
  - apply to the College
  - turn in a completed Release Form with appropriate signatures
  - submit a high school transcript
  - take any required placement tests
- Each semester the College will provide a placement testing session for each high school in the District. Students requiring testing services above and beyond these sessions will be required to test at the Lee College Testing Center and pay any fees associated with testing.
- Students will be registered directly through the College at regularly scheduled registrations, via the Internet or at special registration sessions.
- Textbook information is accessible online via the Lee College Bookstore webpage at www.lee.edu. Students are responsible for acquiring the required textbooks for courses.
- The College will provide an orientation for first time dual credit students.

Transcription of Credit:

- The College will transcript college credit hours earned and provide the District transcripts at the end of each fall and spring semester.
- The District transcription of grades for courses may differ from the College’s based on Texas Education Association policies, specifically those relating to courses required to have End of Course STARR exams.

Funding:

- Both the College and the District will report students for state funding purposes.
- Tuition for dual credit students in the Fall and Spring semesters is reduced to ½ the defined tuition (in-district, out-of-district, or out-of-state) plus required fees.
- The District selects to either pay for the tuition and fees, have students pay, or combine the options. If a District allows a student(s) who has not paid tuition and fees to remain enrolled in a course, the District assumes responsibility for all monies associated with the student(s).
Payment for Services:

The District hereby agrees either to pay the College the full sum of tuition, fees and/or books charged to students taking courses for the purpose of receiving dual credit or to help the College collect tuition and fees from individual students. If the District is paying, the College will bill the District in full on or about the 8th week after the first day of class. If the District desires the class to continue with low enrollment, it must guarantee payment for a minimum of 10 students per class.

If the District requests that the class meet for more than the number of contact hours approved by the THECB, the District will reimburse the College for the costs of that additional instruction or supervision at the current College rate.

Authorization of Agreement:

Each party represents and warrants to the other that the execution of this agreement has been duly authorized, and that this agreement constitutes a valid and enforceable obligation of such party according to its terms.

In Witness thereof, this agreement, in duplicate of originals of equal force, has been executed on behalf of the parties hereto as follows:

LEE COLLEGE DISTRICT: by _____________________________
Vice President of Learning Date

Independent School District: by _____________________________
Superintendent Date
ADDENDUM TO DUAL CREDIT PARTNERSHIP AGREEMENT
Lee College District
Baytown, Texas

THE STATE OF TEXAS:

COUNTY OF HARRIS:

This addendum to the dual credit partnership agreement is entered into by and between the Independent School District (hereinafter referred to as the District), and Lee College (hereinafter referred to as the College), and shall be valid for two years with the provision that each year both parties may notify the other of necessary revisions. The purpose of this addendum is to address the Dual Credit Crosswalk of Courses selected by the District, and the arrangement of the payment of tuition, fees and books.

Courses:

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Tuition and Fees:

The Independent School District holds an Residency status with the College. Students living within the District’s zone will be charged accordingly. Students unable to show proof of citizenship or permanent residency will bare an Out-of-State Residency status, and be charged accordingly.

The District (check all that apply):

- [ ] …will cover the cost for its students’ tuition and fees.
- [ ] …will cover the cost for its students’ tuition, fees and books in Technical Studies courses ONLY.
- [ ] …transfers the responsibility of tuition, fees and books onto its students.
Authorization of Agreement:

Each party represents and warrants to the other that the execution of this agreement has been duly authorized, and that this agreement constitutes a valid and enforceable obligation of such party according to its terms.

In Witness thereof, this agreement, in duplicate of originals of equal force, has been executed on behalf of the parties hereto as follows:

LEE COLLEGE DISTRICT: ________________________________
Vice President of Learning ____________________________

By ____________________________ Date __________________

Independent School District: ________________________________
Superintendent ____________________________

Choose an item. By ____________________________ Date __________________