



## Dual Enrollment Program

# MANUAL FOR COLLEGE AND SCHOOL DISTRICT PERSONNEL

**Office of the Associate Dean for  
High School Programs and Services  
School Year 2009 - 2011**

*Manual last updated 7/13/09*

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## SECTION I: INTRODUCTION

South Texas College (STC) allows eligible high school students to enroll in college courses while attending high school and permits them to take courses in place of, or in addition to, the normal course load at their high school in its Dual Enrollment program. High school students must be eligible to participate in the program to receive college credit. In addition, high school students admitted to the program must meet the same requirements as all other college students within the guidelines established by The Higher Education Coordinating Board (THECB). College credit earned upon successful completion of the course may be applied towards an Associates Degree at STC or may transfer to other colleges and universities.

Working in collaboration with school districts and high school personnel, STC invites well-qualified high school juniors and seniors to enroll in the Dual Enrollment program. Students participating in the **Dual Enrollment** program may receive **college credit only, or both high school and college credit - academic dual credit -**, as determined by the policy of the student's high school.

Reports often cite low post-secondary participation rates of high school graduates in Hidalgo and Starr Counties. The Dual Enrollment program builds an academic bridge to college, providing students and their parents with a preview of post secondary standards and expectations while studying in a familiar high school classroom setting.

For families, this program also provides an enriched and challenging learning experience at an affordable cost. Students remain at their local school campus, enjoying the benefits of high school participation while earning college-level credit.

This program also encourages collaboration between professional educators at the high school and the college level. Faculty work together to develop curricula that meets standards set by the Texas Education Agency (TEA), the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools (SACS). Curriculum content must address the identified college level competencies, as well as the learning outcomes of the Texas Essential Knowledge and Skills (TEKS) in the program.

Benefits to the community in developing a better-prepared workforce will accrue as the Dual Enrollment program expands. This innovative program exemplifies how STC is fulfilling its mission to provide quality academic education in order to open pathways to satisfying careers for the youth of Hidalgo and Starr Counties.

## **SECTION II: PROCEDURES AND GUIDELINES (DEPG)**

The selection and offering of Dual Enrollment courses is a shared responsibility between STC and each School District. Each institutional representative is responsible for upholding all course requirements and agreements.

### **Memorandum of Understanding:**

The Memorandum of Understanding (MOU) authorizes the offering of Dual Enrollment courses at participating School Districts. South Texas College's Board of Trustees as well as the School Board of each participating School District approves the MOU, which outline the terms and conditions of the agreement between STC and participating School Districts (Dual Enrollment Manual). The MOU remains in effect until the agreement is updated, recorded, and placed on file with the participating school district and with South Texas College.

### **Classification of Dual Enrollment Faculty:**

Dual Enrollment faculty are high school instructors who have been approved to teach STC Dual Enrollment college courses at their high schools during the school day. This is facilitated through a Memorandum of Understanding (MOU) between STC and participating School Districts (STC, Faculty Handbook).

### **Credentialing of Dual Enrollment Faculty:**

Dual Enrollment faculty must meet the minimum credential requirements as stated in *STC Board Policy #4151: Academic and Professional Credentials of Faculty* for postsecondary instructors in the course/discipline for teaching college-level courses. ...."The College has adopted the Commission Guidelines for Faculty Credentials, published by the Southern Association of Colleges and Schools for defining faculty qualifications." ..... "All degrees earned by faculty and which fulfill the requirements of the Southern Association of Colleges and Schools Principles of Accreditation must be from a regionally accredited institution and the College is committed to recruiting and selecting faculty whose highest degree is earned from a broad representation of regionally accredited institutions".

South Texas College is responsible for ensuring that all Dual Enrollment courses are taught by qualified faculty regardless of location of the class (i.e., college campus, high school campus, or satellite site).

### **Dual Enrollment Faculty Teaching Load:**

Dual Enrollment faculty are full-time employees of their School District and are contractually obligated to teach an assigned number of classes during the day by their School District. The MOU between STC and participating school districts states that "...the College will conduct enrollment registration at the School District each semester for all qualified students who have met all TAKS or TSI requirements and are requesting enrollment...". Therefore, the number of classes that are offered for dual enrollment is determined by the number of qualifying students and may vary from high school to high school.

However, the maximum size for courses should be no more than twenty-five (25) students per section, unless in those instances whereby course limitations set the maximum class size lower. These instances include Career and Technology courses, Nursing and Allied Health courses, and Early College High School courses.

## **DUAL ENROLLMENT PROGRAM PROCEDURES**

The responsibilities of the School Districts and of South Texas College as well as the process for identification, application, and approval for Dual Enrollment faculty are outlined as followed:

### **SCHOOL DISTRICT IDENTIFICATION OF DUAL ENROLLMENT FACULTY**

#### **The High School Principal or designee will:**

- Identify prospective DE Faculty who will meet the credentialing criteria by June 1st of each year;
- Submit the transcripts of any faculty who meet the requirements for teaching STC courses to South Texas College's Office for High School Programs and Services;
- Submit a letter of support for the prospective Dual Enrollment faculty indicating the faculty member's teaching history and potential contributions to the Dual Enrollment program and to South Texas College.

#### **STC's Office for High School Programs and Services Responsibilities:**

- Communicate with the School District the qualifications for college faculty;
- Meet with the prospective Dual Enrollment faculty member and provide the STC Employee Application Form for interested high school instructors to complete;
- Evaluate the prospective Dual Enrollment faculty's credentials and official transcripts before forwarding the documents to Department Chair.
- Assure that the applicant submits the application packet to the STC Office of Human Resources for review and processing after approval by the respective STC Chair and Division Dean.
- Process the stipend for Dual Enrollment faculty each semester based on the number of sections they teach.

### **DUAL ENROLLMENT FACULTY SELECTION & DISMISSAL PROCESS**

#### **DE Faculty Selection Process:**

A high school teacher who is identified as a prospective DE Faculty member must complete an STC application packet that will include:

- STC Application
- Letter of Intent
- Résumé
- Any certifications, awards, and/or any other documents pertinent to the course that the applicant will be teaching or pertinent to professional credentialing
- List of Professional References (STC Department Chair will have the option to conduct reference checks)

DE Faculty must ensure that official transcript(s) from an accredited college or university where the degree was awarded are mailed directly to the STC Office of Human Resources (HR). The official transcript(s) must be received at HR before the start of the college semester in order to secure the DE Faculty's member status as such and to ensure the course offering for the semester.

The prospective DE Faculty is responsible for contacting the STC Office of Human Resources to determine application deadlines and procedures. The faculty may call (956) 872-3722 or visit the HR office located at 2501 W. Pecan, McAllen.

### **DE Faculty Dismissal Process:**

*STC Board Policy #4115* outlines the dismissal process for faculty members. *Policy #4115*, states that, "Any faculty member employed as an adjunct, or as a temporary full time, or as grant funded employee, or as a Dual Enrollment faculty, is employed on a non-contractual, at will-basis." Reasons for non-approval of any candidate, or for dismissal from the program as a Dual Enrollment faculty, should be provided by the Chair and the Division Dean to the Associate Dean for High School Programs and Services for dissemination back to the DE Faculty and the School District Administration.

## **DUAL ENROLLMENT FACULTY APPROVAL PROCESS**

The approval process for the DE Faculty member who will teach a dual enrollment course will be consistent with the standards used to hire a faculty member for the course taught on the STC campus. Merely having the credentials to teach college courses, is no assurance of approval into the program. The department chair has full authority to interview and to make the final decision regarding the approval and dismissal of faculty teaching courses for STC in the high schools based on credentials, teaching experience, presentation, subject knowledge and other instructional factors related to the subject matter.

A high school teacher who is identified as a prospective DE Faculty member must be approved by the STC Department chair in the teaching discipline, by the Associate Dean for High School Programs and Services, and by the Office of Human Resources and meet the same qualifications as STC faculty.

### **Initial Approval of High School Instructor as DE Faculty:**

Department chair will use the following procedures as part of the approval process:

- Chair examines candidate's application packet
- Chair conducts the initial interview with the applicant
- Chair reviews and confirms that the candidate's academic credentials meet *STC Board Policy #4151: Academic and Professional Credentials of Faculty*
- Chair has the option to use a division /department standing committee (a standing committee will have up to three faculty members who teach in that discipline and one faculty from outside of the department). When a standing committee is used the applicant will be asked to meet with the committee for an interview and to demonstrate teaching

proficiency. If this option is selected by the chair, the committee will conclude their activities and submit their assessment form to the Division Dean and the Associate Dean for High School Programs and Services by the end of June.

- Chair submits the *Intent to Hire* form for applicants who receive approval to the Division Dean and to HR for processing of the candidate.

### **Continuation of High School Instructor as DE Faculty:**

After initial approval, a DE Faculty may continue teaching Dual Enrollment courses without the need to undergo the approval process again contingent upon the following two items:

- 1) Dual Enrollment courses being taught continuously each year in the same discipline and/or teaching area; and
- 2) Dual Enrollment faculty teaching the course adequately meets all faculty evaluations requirements, departmental requirements, responsibilities, and procedures.

## **DUAL ENROLLMENT COURSE MONITORING PROCESS**

According to the Memorandum of Understanding (MOU) between STC and participating School Districts, the College will monitor the quality of instruction in order to assure compliance with the Dual Enrollment Course Agreement and the standards established by the state of Texas, the Southern Association of Colleges and Schools (SACS), the College, and the School District.

### **Department Chair Responsibilities:**

Upon being approved for Dual Enrollment courses, the Department Chair should:

- Meet with the DE Faculty to discuss the particular requirements for the department as needed;
- Provide DE Faculty access to the electronic version of the faculty handbook so that all DE Faculty can adhere to the professional guidelines, policies, procedures, rules, and expectations;
- Provide DE Faculty access to student handbook detailing add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, and other pertinent information;
- Provide assistance to the DE Faculty as a mentor or assign a full-time faculty mentor in the same discipline to ensure that appropriate academic expectations have been set and are being followed. The Chair will provide the overall guidance and support to the DE Faculty. The Chair will provide information about the DE Faculty mentors to the Office of the Associate Dean for High School Programs and Services;
- Inform DE Faculty that they are expected to participate in the College's Professional Development activities;
- Provide the DE Faculty with the opportunity to attend at least one department meeting during the semester; and
- Provide contact hours information to the Dual Enrollment faculty and explain how many instructional hours need to be met to ensure fulfilling required contact hours.

**Monitoring process:**

- The Department Chair will have the option to conduct multiple observations during the first year of review that the Dual Enrollment faculty is teaching the college-level course at the high school. The time for observations should be coordinated with the DE Faculty prior to the observation. Should the Department Chair have difficulty in contacting the DE faculty through STC and School District email communication or phone calls, the Department Chair may conduct an observation without prior arrangements. These multiple observations could provide assurances to the chair that the DE Faculty is following the college course syllabus and is teaching the course at the required rigor.
- Chair will have the option to require DE Faculty to attend monthly agreed-upon departmental meetings at STC. The meeting schedules will be provided to the DE Faculty before the beginning of semester so that the DE Faculty can coordinate his/her teaching responsibilities at the high school in order to attend the required departmental meetings.

**Classroom Observation:**

- All DE Faculty teaching dual enrollment courses shall be observed by a full-time faculty member or administrator using the same criteria as for full-time and/or adjunct faculty.
- New DE Faculty will be observed during their first semester of teaching.
- All Dual Enrollment faculty will have a minimum of one observation per year. However, the Chair of the department has the option to conduct additional observations each semester as part of their monitoring process.

**STC Policy and Procedures:**

Even though DE Faculty members are full-time employees of the School District wherein they teach the college course(s), Dual Enrollment faculty are expected to follow all STC policies as applicable during the instructional time designated for Dual Enrollment courses.

**RESPONSIBILITIES****DE Faculty Responsibilities when Teaching a STC Dual Enrollment Course:****Curriculum, Course Competencies, and Teaching Requirements:**

- DE Faculty will develop the course outlines or syllabi, including the following: a description of content, teaching strategies, performance measures, grading standards, resource materials, objectives/outcomes, and course calendar. The syllabus must be reviewed and approved by the STC Department Chair of the discipline within the first week of instruction;
- DE Faculty will complete all STC departmental requirements such as diagnostic tests and Student Learning Outcomes/Exemplary Educational Objectives (for appropriate courses);
- DE Faculty will teach the course. Because of the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools, if a DE Faculty is unable to teach the course, arrangements must be made by contacting the Department Chair prior to absence;
- DE Faculty will advise students concerning their academic progress prior to the last day to drop/withdraw from STC;

- DE Faculty will assign the student a letter grade for STC through JagNet. Once grades are entered into Jagnet, grades can only be changed as a result of an error in the grade issued, an error in processing the grade, or in the instance with an “Incomplete” grade, student completion of course requirements. A grade change form should be submitted to the Department Chair. Should a DE faculty member continue instruction beyond the STC semester, the grade reported to the high school might differ as the grade might include additional work or work differing from the requirements of the college course’
- DE Faculty will provide the Chair of the Department at STC, as requested, a copy of the grade sheet for the class showing all exam scores, the term paper score (if any), the final exam score, and the final course grade.
- DE Faculty will participate in aligning the high school and college course competencies with the assigned STC Program Chair;
- DE Faculty will attend STC planning meetings and staff development activities, including dual enrollment training workshops; and
- DE Faculty will assist in the identification of potential dual enrollment students.

### **Textbooks:**

- DE Faculty are expected to use approved textbooks during the STC course. Textbooks must be College-level and approved by the Department Chairs.
- The textbooks have to be available to the students on the first day of class.
- According to the established MOU, College-approved textbooks purchased by the school district may be used for a minimum of three years from the date of the purchase. Chairs may request for a change of textbook earlier than three years, if the textbook is for a technology-based course. A new textbook adoption needs to be communicated to the Associate Dean of the High School Programs and Services by the 1st of March of each year.

### **Contact Hours Pertaining to Dual Enrollment Faculty:**

- DE Faculty are obligated to meet the required number of contact hours per semester. Therefore, absences, dismissal of classes, and early release (except in emergency), are in violation of the contract between the Dual Enrollment faculty member, the College and the Texas Higher Education Coordinating Board.
- In order to ensure meeting of required contact hours, Dual Enrollment faculty are expected to make up lost contact hours.

### **Contact Hours Pertaining to Dual Enrollment Students:**

- Also, contact hours for students are equally important. Students enrolled in Dual Enrollment courses are required to maintain regular and punctual attendance in class and laboratories. According to STC Board Policy #3335, the student is responsible to communicate with faculty members concerning any absence. The student may be required to present evidence to support an absence, and make-up work for class absences will be permitted only as specified by the faculty in the course syllabus. Dropping a course is the responsibility of the student and not taking the appropriate steps may result in an “F” for the course. In addition to Division based guidelines related to attendance,

faculty may drop students, prior to the withdrawal deadline when, in the opinion of the faculty, the student would have difficulty in successfully completing the course.

- In line with the importance of contact hours and attendance, students may not be added to a course after Census date, unless an error in the registration process occurs.

### **Student Evaluation of Faculty Performance:**

DE Faculty will be evaluated by the students once a semester using the same evaluation instrument used on campus. The student evaluation forms will be disseminated to the DE Faculty by the Outreach Department or the Office for High School Programs and Services. These evaluations must be returned to the high school contact on campus by the designated date so that a representative from STC can collect the evaluations.

## **CONTINUATION OF DUAL ENROLLMENT COURSE OFFERINGS**

Through the Memorandum of Understanding (MOU), STC waives all student tuition and fees for college courses held at the high school and taught by either Dual Enrollment faculty or by an STC faculty member teaching the course at the high school. The MOU is a binding agreement, and should either party fail to adhere to its responsibilities therein, the removal of Dual Enrollment courses will be considered if the infraction is not corrected after documentation. These responsibilities include those expected for the DE faculty, the High School and/or School District, and STC.

## **EXPECTATIONS OF HIGH SCHOOLS AND SCHOOL DISTRICTS**

### **For DE Faculty:**

- Submit names of all Dual Enrollment faculty by June 1st;
- Support the DE faculty's attendance to STC's Professional Development Days; and
- Support the DE faculty attendance to Departmental meetings;

### **For STC Faculty:**

- Request an STC faculty member (part-time or full-time) to teach a college course at the school by April 1st for fall semester classes, and September 1st for the spring semester. Exceptions to these deadlines may be presented to the Chair for consideration but the ultimate decision rests in the chair's decision as a result of the impact on the staffing of courses on STC's campuses;
- Cover the mileage and the instructor's cost based on the number of instructional contact hours for the course; and
- Provide STC faculty with information regarding important policies.

### **For High School and School District Administration:**

- Adhere to STC's Board Policies over the School District's Board Policies during the instructional time for the dual enrollment course;
- Adhere to STC's disciplinary procedures for faculty and students;
- Adhere to STC's complaint procedures for faculty and students;

- Ensure instructional integrity by allowing the faculty member to teach the course the same as if taught on STC’s campus;
- Comply with *STC Board Policy #3010: Academic Integrity*, *STC Board Policy #3021: Student Recruitment and Instructional Integrity*, and *STC Board Policy #3030: Academic Freedom*;
- Submit requests for new course offerings by the deadline;
- Purchase and have available the required number of textbooks for all the students prior to the first day of college courses;
- Ensure the classroom used to teach dual enrollment courses is an adequate environment with little or no interruptions, located as much as possible, away from the main student traffic of the school building, and with the technology arrangement adequate for the delivery of classroom instruction;
- Finalize student enrollment prior to the start of the class for classes taught by STC faculty. Schedule changes to add students to a course should not be made after two class meetings. Additional enrollments beyond two class meetings and above the maximum class size require the faculty member approval.
- Provide information with two class days prior notice regarding changes to instructional time including, but not limited to, school assemblies, pep-rallies, special events, Benchmark Testing, and standardized testing (TAKS, ACT, SAT, or THEA/ACCUPLACER)
- Accept the faculty member’s attendance requirements as supported by *STC Board Policy #3335*

## DUE DATES

January 1	School Districts will submit requests for the addition of new courses to be offered on their campus for the Fall semester.
March 1	STC Chairs will communicate new textbook adoption needs to the Associate Dean of the High School Programs and Services by the 1st of March of each year.
April 1	School Districts will submit their requests for a STC faculty member (part-time or full-time) to teach a college course at the high school by April 1, for fall semester.
June 1	School Districts will identify prospective DE Faculty who could meet the credentialing criteria by June 1st of each year for fall semester.
June 30	STC Chair who uses division /department standing committee to approve a DE faculty will conclude their activities and submit their assessment form to the Division Dean and the Associate Dean for High School Programs and Services by the end of June.
June 30	School Districts will submit requests for the addition of new courses to be offered on their campus for the Spring Semester.
September 1	School Districts will submit their request for a STC faculty member (part-time or full-time) to teach a college course at the high school by September 1, for Spring Semester.

## **DUAL ENROLLMENT COURSE AGREEMENT**

- The Dual Enrollment Course Agreement (DECA) is a legal document, which delineates academic and fiscal arrangements for the Dual Enrollment course. (See Appendix A, page 16.)
- Once the MOU is signed, the DECA is initiated as an original document at STC.
- This is signed by the School District and the College Examiners, and approved by the School District Superintendent (or designee) and the College's Chief Academic Officer (or designee).
- Signed Dual Enrollment Course Agreements must be returned to STC prior to the College's official census day (twelfth day of class).
- In the case of dual credit courses, the School District will ascertain that the college course competencies meet or exceed the Texas Essential Knowledge and Skills (TEKS) of the high school course.
- As each new Dual Enrollment course is developed, a DECA is completed and the course syllabus is established.
- Each semester, the DECA and syllabus will be updated for each course.
- These materials must be on file at the College, as well as at the School District.

### **STC Mentor Faculty Member:**

- The STC Division Dean will assign a mentor faculty member to the high school instructor, usually the department chair.
- The mentor will work with the high school instructor in the articulation of the course, the development of the syllabus, the evaluation of the course and instructor, and will provide any other assistance needed by the instructor.

### **TUTION AND STUDENT FEES**

- When the School District provides the instructor, tuition and fees are waived.
- When STC provides the instructor, tuition and fees will be waived, provided the school district pays for the instructor's cost and mileage.
- Residency status, as determined by the Office of Admissions, will be waived.
- The School District is responsible for arranging payment to STC for the amount specified in the Dual Enrollment Course Agreement billing for high school Dual Enrollment

sections where an STC instructor is provided.

\*Current costs are:   3 hr. per week course - \$2,300  
                              4 hr. per week course - \$2,800  
                              5 hr. per week course - \$2,925  
                              6 hr. per week course - \$3,425

55 ¢ per mile is added for mileage, as applicable.

*\*The cost of an STC instructor might vary from the standard cost listed above based on the number of teaching overloads and annual salary of the instructor.*

**Student Evaluation:**

- Each student will be informed by the instructor of his/her grade status prior to the Last Day to Drop/Withdraw at STC.
- If a student is not maintaining a passing grade, they will be advised by the instructor or the high school counselor to withdraw from the college course in order to avoid future problems related to admissions, financial aid, and scholarships at his/her education institutions.
- Withdrawal from the college course does not result in a withdrawal from the high school course.
- It is the responsibility of the high school personnel to advise the students concerning their academic progress in the high school component of the course.
- STC instructors teaching the college course are prohibited by law from sharing any individual student grade information with anyone but the student taking the class. Exceptions to this are in the case of a court order or emergency situation.

**Program Evaluation:**

- The Associate Dean for High School Programs & Services will facilitate an annual evaluation of the Dual Enrollment program following the procedures outlined in the Institutional Effectiveness Plan submitted to the Office of Institutional Research.

## SECTION III: ADMISSION

### Steps to Admission:

- All interested students must complete an STC Admissions Application and Dual Enrollment Form.
- Approval signatures of both the designated high school official and a parent/guardian must be obtained on the Application Form.
- Students must also provide a copy of their current high school transcript indicating that they are juniors or seniors, and whether they have met the TAKS standard scores to be designated as “college ready” due to a high TAKS performance. See table below.
- If a student has not met the score on the TAKS, he/she may be exempt in Math and/or English due to THECB exemption standards based on SAT or ACT results.
- Students who do not have placement test scores for enrollment in an academic course must take the Quick THEA or one of the other alternative tests which can be administered by STC. There is a \$29.00 test fee.
- Students wishing to enroll in career and technology (WECM) classes need only meet the English and/or Math TAKS score needed for high school graduation.

### Eligibility Criteria:

In order for students to be admitted to the Dual Enrollment program, they must:

- A. Be Juniors or Seniors at their high school (exceptions for outstanding students);
  - B. Obtained a high school official’s recommendation and parental/guardian approval;
- and*
- C. Achieved minimum prerequisite course scores on the THEA, ACT, SAT, or TAKS scores (Table 1). For minimum scores on the ACCUPLACER, see the College Express pamphlet.

**TABLE I: MINIMUM TEST SCORES FOR STUDENT ELIGIBILITY**

Table I below presents the ACT, SAT and TAKS scores that are needed by students to be “college ready” in that area, Math and/or English. Meeting these scores on the 10<sup>th</sup> grade TAKS taken during the spring of the sophomore year may be used for dual enrollment; however, only the 11<sup>th</sup> grade Exit-level TAKS scores as given below will determine a student to be “college ready” and exempt in that area. Students participating successfully in dual enrollment classes during their junior year may continue in college classes in that area even without meeting these scores again.

<b>Standards</b>			
	<b>ACT</b>	<b>SAT</b>	<b>TAKS Minimum scores for THEA exempt are:</b>
English	19	500	2200 With at least a 3 in Writing
Math	19	500	2200 (Math)
Composite	23	1070	

**Registration:**

- Upon mutual agreement, STC will assist with registration at the School District.

**Maximum Course Load:**

- High School students may enroll in up to two college courses per semester; however, the college’s Vice President for Instruction may approve enrollment in more than two college courses under special consideration.
- All students who have not met the TAKS standards for participating in an academic college course must pass the section(s) of the THEA or other placement tests that correspond to the course they will enroll in. (See Table II).

**TABLE II: COURSES ALLOWED TO TAKE BASED ON THEA SCORES**

Table II below presents the THEA or ACCUPLACER scores that are needed to enroll in academic courses:

THEA	<b>230 (Reading)</b>	<b>220 (Writing)</b>	<b>250 (Math)</b>
ACCUPLACER	<b>78 (Reading)</b>	<b>80 + E 5</b>	<b>EA 68 or CLM 63</b>
Courses allowed:	See course pre-requisites listed in the current college catalogue, as this may vary.	English 1301/Composition must score at least 210 in the Reading portion of the THEA test, too.	College Algebra Pre-Calculus Statistics Calculus

Students wishing to enroll in THEA-waived certificate courses (technical classes) need to meet the standard passing score needed for graduation from high school on the English and/or the Math portion of the TAKS test.

## **SECTION IV: GRANTING OF COLLEGE CREDIT**

### **Transcripts:**

- STC is responsible for maintaining the college transcript.
- The high school and School District are responsible for maintaining the school transcript.
- All courses are identified on the college transcript as regular college-level course work.
- Upon a student's request, the College will provide an official STC transcript showing credit for the completed college-level course work.
- Upon completion of the course, STC will mail a grade report to each student.

### **State Approved Credit:**

- For a student to receive state-approved high school credit for the college course, the college class must have a state-accredited counterpart listed on the Dual Enrollment Course Agreement, as determined by the high school.
- Students, who enroll independently in college courses not designated for dual credit by their high schools, might not receive credit toward high school graduation requirements as determined by the School District.

### **Transfer of Academic Dual Credit Courses:**

- Each college or university reserves the right to:
  - Accept college credits transferred from another higher education institution;
  - Apply them appropriately to a student's transcript.
- It is the responsibility of the students to seek information from institutions to which they desire to transfer concerning the acceptance of dual credit course work and its application to a degree in the desired major.

## SECTION V: CONTACT INFORMATION

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# APPENDIX

# APPENDIX A: MEMORANDUM OF UNDERSTANDING



## Memorandum of Understanding Dual Enrollment for Dual Credit

**SOUTH TEXAS COLLEGE** (herein called the “College”) and \_\_\_\_\_ **INDEPENDENT SCHOOL DISTRICT** (herein called the “School District”) enter the following contract and for the terms of which WITNESS THE FOLLOWING:

1. **PURPOSE:** The purpose of this Memorandum of Understanding (MOU) is to facilitate the cooperation between the College and the School District in the provision of Dual Enrollment for Dual Credit college courses for qualified students.
2. **PROVISION OF COURSES:** The College will issue transcript credit for courses for which Dual Enrollment for Dual Credit Course Agreements have been approved.
3. **COURSE COMPLIANCE:** Designated College personnel will monitor the quality of instruction in order to assure compliance with the Dual Enrollment for Dual Credit Course Agreement and the standards established by the State of Texas, the Southern Association of Colleges and Schools (SACS), the College, and the School District.
4. **INSTRUCTORS:** When the School District chooses to utilize a College instructor(s) for a Dual Enrollment for Dual Credit course, the College will provide an instructor(s) who has met acceptable national criminal background checks, and who meets the College’s academic requirements for that course, provided the class has a minimum of 15 students, or as approved by the College. Qualified high school instructors approved by the College, and classified as Dual Enrollment Faculty, may be used by the School District for College approved courses taught at the School District site(s). All Dual Enrollment Faculty will comply with all STC course grading procedures.
5. **FACILITIES:** Generally, Dual Enrollment for Dual Credit courses is conducted at the School District’s facilities and students have access to all available instructional resources.
6. **TUITION AND FEES:** When the School District chooses to utilize a School District instructor(s) for a Dual Enrollment course, the School District is exempt from paying tuition, registration, lab, and drop fees, with the exception of any nursing/allied health course-specific testing fees and student liability insurance costs as applicable. When the College provides the instructor, including via interactive distance learning, the School District is responsible for arranging payment of the mileage and instructor cost and is exempt from paying tuition registration, lab, and drop fees, with the exception of any nursing/allied health course-specific testing fees and student liability insurance costs as applicable.

For Dual Enrollment Academies Programs held at STC, tuition and fees are waived for participating students. Participating schools will be responsible for arranging payment of the instructors’ cost at an amount prorated by the number of the school district’s student participation in the Academies program. The College, based on the Dual Enrollment Course Agreement, will invoice the School District.

7. **BOOKS AND SUPPLEMENTAL MATERIALS:** All textbooks, equipment and supplemental materials required for classes, as determined by the Dual Enrollment for Dual Credit Course Agreement, are the responsibility of the School District. College-approved textbooks purchased by the school district may be used for a minimum of three years from the date of purchase.

8. **STUDENT ENROLLMENT & SERVICES:** Upon mutual agreement, the College will conduct enrollment registration at the School District each semester for all qualified students who have met all TAKS or TSI requirements and are requesting enrollment in Dual Enrollment for Dual Credit courses. Students in dual enrollment are eligible for all STC student services. A fee of \$150 will be assessed for each student enrolled after the College's Census Date when it is determined that the student or school was responsible for not meeting the deadline.
9. **INSTRUCTIONAL CALENDAR:** The College Dual Enrollment for Dual Credit courses comply with the School District's instructional calendar.
10. This MOU may be amended by mutual written agreement of both parties.
11. The College and School District reserve the right to terminate this MOU upon service of written notice to the other party ninety (90) days prior to the day of termination. In this event, the date of termination will be the day after the end of the semester during which the ninety (90) day period expires.
12. To the extent authorized by law, in consideration of the performance by the College of this agreement, the School District does hereby agree to indemnify and hold harmless to the College, its agents, servants, and employees from and against any and all claims, debts, from either (1) claimed or actual defects in premises owned or controlled by the School District and used in the performance of this agreement; or (2) any acts or omissions of the School District, its agents, servants, or employees, in the performance of this MOU.
13. To the extent authorized by law, in consideration of the performance by the School District of this agreement, the College does hereby agree to indemnify and hold harmless the School District, its agents, servants and employees from and against any and all claims, debts and causes of action from (1) the actions of instructors provided by the College under this agreement; (2) the actions of the College and/or its administrators directly or indirectly affecting students of the School District enrolled or qualified but rejected in the Dual Enrollment for Dual Credit course; or (3) any acts or omissions of the College, its agents, servants, or employees in the performance of this MOU.

EXECUTED IN TWO (2) Original counterparts on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

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Shirley A. Reed, M.B.A., Ed D.  
 President  
 South Texas College

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Superintendent  
 Independent School District

# APPENDIX B: DECA



## DUAL ENROLLMENT COURSE AGREEMENT (District Teacher)

**DONNA ISD**

**SAMPLE**

STC COURSE/SECTION	HS COURSE CREDIT	INSTRUCTOR	SIGNATURE	TEXTBOOK
Span 2315 S03, S04, S05, S06	Spanish III AP			
Hist 1302 S03, S04, S05, S06, S07	History AP			
Phys 1402 S01 Math 2413 S02 Math 2412 S02, S03	Physics AP Calculus AP PreCal prAP			
Educ 1301 S01	BESTT			
Engl 1302 S03, S04 Engl 2321 S03, S04	Engl III AP Engl IV AP			
Engl 1302 S05, S06 Engl 2321 S05, S06	Engl III AP Engl IV AP			
BMGT 1309 S01, S02, S03	Marketing I/II			
POFT 1349 S05, S06	Adm. Proced.			
CETT 1457 S01 CETT 1405 S01	Electronics II Electronics I			
NURA 1401 S01, S02, S03 NURA 1160 S01, S02, S03	Health Sci III Health Sci II			

By signing this form, it is attested that the high school instructor, who has been duly certified to meet all the college’s credential criteria, is to teach and be in compliance with the curricular requirements of the college course(s) and section(s) indicated. The dual enrollment instructor also agrees to meet all administrative policies established by the college’s department with which the instructor is affiliated. Furthermore, we hereby certify that all students enrolled in these courses have met the TAKS and STC prerequisites as established by law. All tuition and registration fees for the students enrolled by the school district in the Dual Enrollment course are waived for the **Spring 2009** semester.

Approvals:

\_\_\_\_\_  
School District Administrator      Date

\_\_\_\_\_  
Director of High School Programs & Services      Date

Billing Address: Ms. Connie Guerrero  
Donna ISD  
116 N. 10<sup>th</sup> St.  
Donna, Texas 78537-0116

**APPENDIX B: DECA**



(STC's Teacher)

**EDCOUCH-ELSA ISD**

**SAMPLE**

STC COURSE/SECTION	HS COURSE CREDIT	INSTRUCTOR	TEXTBOOK
Soci 1301 S01	Sociology		

The cooperating School District hereby agrees to arrange payment of the mileage and instructor cost for the students enrolled by the district for the **Spring 2009** semester in the amount of \$\_\_\_\_\_ (instructor cost \$\_\_\_\_\_ + mileage \$\_\_\_\_\_). The College will invoice the School District after the twentieth class day during Fall and Spring semester and after the seventh class day during Summer semesters. We hereby certify that all students enrolled in the college course(s) have met the TAKS and STC prerequisites as established by law.

Approvals:

\_\_\_\_\_  
School District Administrator      Date

\_\_\_\_\_  
Director of High School Programs & Services      Date

Billing Address: Ms. Carmen Garcia-Principal  
Edcouch-Elsa High School  
P. O. Box 127  
Edcouch, Texas 78538

# APPENDIX C: CHECKLIST

College Express Center  
P.O. Box 9701

McAllen, TX 78502 -9701  
(956) 872-2133 Fax: (956) 872-3500

## 2009-2011 DUAL ENROLLMENT PROGRAM

### ADMISSIONS AND ELIGIBILITY REQUIREMENTS CHECKLIST

Steps to complete: **All steps must be completed prior to registration.**

1. Submit a completed Application for Admissions Form.
2. Submit a copy of your current high school transcript, which indicates that you are a junior or a senior high school student.
3. Submit applicable test scores.

The following table provides the minimum acceptable test scores for eligibility under the Dual Enrollment-College Express program for students wishing to participate in academic course.

**Based on THEA or ACCUPLACER scores, these are the corresponding academic courses students can enroll in:**

<b>THEA</b>	<b>230 (Reading)</b>	<b>220 (Writing)</b>	<b>250(Math)</b>
<b>ACCUPLACER</b>	<b>78 (Reading)</b>	<b>80 +5 (Writing)</b>	<b>EA 68 or CLM 63</b>
Courses:	See course pre-requisites listed in the current college	English 1301/Composition must score 210 in the Reading portion of	College Algebra,

**Students wishing to enroll in THEA-waived certificate courses need to meet the standard score needed for graduating from high school on the English and/or Math portion of the TAKS test.**

If you have not taken a placement test, you must sign up and take the Quick THEA Test, which will be administered by STC. There is a \$29 test fee, which must be paid on site.

**NOTE:**

The Texas Higher Education Coordinating Board (THECB) lists the following scores for participation on the Dual Enrollment Program:

#### Standards

	ACT	SAT	TAKS Minimum scores for THEA exempt are:
English	19	500	2200 With at least a 3 in the Writing
Math	19	500	2200 (Math)
Composite	23	1070	

ACT, SAT, and THEA scores must not be more than five years old.

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STATEMENT OF EQUAL OPPORTUNITY: No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability. Individuals with disabilities requiring assistance or access to receive these services should contact disABILITY Support Services at (956) 872-2006.

## **APPENDIX D: STATE LAW**

The Texas Education Agency (TEA), Texas Higher Education Coordinating Board (THECB), and Southern Association of Colleges and Schools (SACS) each provide minimum standards that high schools and colleges must meet in order for high school students to receive academic dual credit.

### **Education Code 21.116:**

The Commissioner of Education and the Commissioner of Higher Education shall jointly develop recommendations for a statewide program allowing public and non-public high school students to enroll in courses in post-secondary institutions for both secondary credit and post-secondary credit.

### **Southern Association of Colleges and Schools (SACS) Rules:**

Post-Secondary institutions which enter into programmatic partnerships with secondary Schools, which result in the award of college credit, such as technical and dual enrollment programs, must ensure that the credit awarded is at the collegiate level and is in compliance with the Criteria, and with Section IV (Education Programs) in particular. The participating institution of higher education must evaluate partnerships regularly. The participating institution must assume full responsibility for academic quality and integrity of partnerships as measured by the Criteria.

## **APPENDIX E: STATE FUNDING**

### **Texas Education Code:**

Section 130.008 (d) was repealed by the enactment of HB415 during the 78<sup>th</sup> Texas Legislative Session and therefore, eliminated all time and funding limitations established heretofore.

ALTERNATIVE FORMAT: This publication is available in an alternative format by calling (956) 872-6443.