

A PARTNERSHIP AGREEMENT

Between

NORTHEAST TEXAS COMMUNITY COLLEGE

and

UNION HILL HIGH SCHOOL

***Regarding Dual/Concurrent Credit Course Options for
High School Students for the 2024-2025 School Year***

In accordance with the Texas Higher Education Coordinating Board TEC—Chapter 4 Rules; Subchapter D, Dual Credit Partnerships Between Secondary Schools and Texas Public Colleges, NORTHEAST TEXAS COMMUNITY COLLEGE (NTCC) offers academic and workforce education college-level course options for ISDs to approve for dual credit. After the ISDs approve the appropriate college-level courses for dual credit, high school students meeting admission requirements may enroll in these courses and may receive college and high school credit simultaneously. Each party will appoint a contact person to coordinate all activities relative to dual credit. Communications to the college regarding dual credit should be

1. demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative.

2. demonstrates that he or she is exempt from state-mandated testing by meeting the qualifying requirements.

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dual/concurrent credit courses taught electronically, NTCC - shall comply with applicable rules and procedures for offering courses at a distance in §§4.101 - 4.108 of this title (relating to Distance Education and Off-Campus Instruction). In addition, dual/concurrent credit courses taught electronically shall comply with the Board's adopted "Principles of Good Practice for Courses Offered Electronically."

IV. Composition of Class

- A. Dual credit courses offered on the main campus will be open to both eligible high school students and college credit students.
- B. Dual credit classes at the off-campus sites planned in collaboration with the appropriate college faculty and staff and local high school personnel may be dual credit students only, if the number of dual credit enrollees is justifiable.

V. Faculty Selection, Supervision, and Evaluation

- A. The instructor for a dual credit course will be approved and employed by Northeast Texas Community College. The instructor must meet credential requirements of NTCC and the Southern Association of Colleges and Schools (SACS).
- B. An instructor for a dual credit course who is not a full-time faculty member of Northeast Texas Community College reports directly to the Dean, Division Chair, or Program Director of the discipline in which the course(s) is being taught. The college shall supervise and evaluate part-time instructors teaching dual credit courses using the same or comparable procedures used for full-time faculty employed by college.
- C. NTCC shall ensure that a dual credit course and the corresponding course offered at the main campus of the college are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation as described in Goal 4 of the State of Texas Goals for Dual Credit. These standards must be upheld regardless of the student composition of the class.

VI. Academic Policies and Student Support Services

- A. Northeast Texas Community College courses offered as dual credit, regardless of where they are taught, follow the syllabus, course outline, grading method, drop and add procedures, and other academic policies as outlined in the Northeast Texas Community College catalog.
- B. Numerical grades will be used for dual credit courses and are given in accordance with academic policies printed in the college catalog.
- C. All academic policies of the college are applicable to dual credit courses. These policies include the appeal process for disputed grades, dropping and adding courses, the communication of grading policy to students, distribution of the syllabus, etc.
- D. Students in dual credit courses are eligible to utilize the same or comparable support services that are afforded college students on the main campus as described in Goals 2 and 3 of the State of Texas Goals for Dual Credit. The college is responsible for ensuring

timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.

- E. NTCC student services staff will offer orientation sessions for dual credit students and their parents to assist them in becoming acquainted with the academic policies and support services of the college as described in Goal 1 of the State of Texas Goals for Dual Credit. High schools should request that parents of dual credit students sign a waiver that they understand the academic policies and procedures of the college, including the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99), which is a Federal law that protects the privacy of student education records. High school students can sign a waiver for FERPA, allowing the college to share information about the student's grades, attendance, and class status with the high school counselor.
- F. It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook.

VII. Transcribing of Credit

- A. For dual/concurrent credit courses, college credit will be transcribed upon a student's completion of the performance required in the course.
- B. Prior to graduation from high school, a student or high school counselor can request an unofficial transcript of courses taken as dual credit to be released to either the student or the high school.
- C. Upon graduation from high school, students must submit an official high school transcript, with date of graduation, before an NTCC transcript will be released to other colleges or universities.
- D. NTCC is a fully accredited institution and core academic courses

