

**EXHIBIT I**  
**THE TSC DUAL ENROLLMENT MANUAL**

## **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 Texas Southmost College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

## **ALTERNATIVE FORMAT**

This publication is available in an alternative format by calling (956) 295-3533.

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## **ACCREDITATION**

Texas Southmost College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate degrees.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas Southmost College.

# DUAL ENROLLMENT MANUAL

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## **I. Introduction**

The Texas Southmost College Dual Enrollment (DE) manual contains an overview of the DE Program's policies and procedures. It is intended to provide guidance and understanding to the school district personnel regarding the partnership between the high school and Texas Southmost College (TSC). The information in this manual also identifies the responsibilities and guidelines of the DE Program.

TSC allows eligible high school students to enroll in TSC 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 through the DE Program. High school students must be eligible to participate in this program to receive TSC credit. In addition, high school students admitted into the program must meet the same requirements as all other TSC students. TSC credit earned upon successful completion of the course may be applied toward a postsecondary degree at TSC or may transfer to other colleges/universities.

The DE Program builds an academic bridge to TSC, providing students and their parents with a preview of postsecondary standards and expectations while studying in a familiar high school classroom setting. For families, this program also provides an enriching and challenging learning experience at an affordable cost. Students remain at their local school campus, enjoying the benefits of high school participation, while possibly earning college-level credit.

This program also encourages collaboration between professional educators at the high school and college level. Faculty work together to develop curricula, which meet standards set by the Texas Education Agency (TEA), the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

## **II. Academic Agreement**

1. An Academic Agreement is a legal document and delineates the arrangements and respective responsibilities of TSC and each school district participating in the DE program. No DE program may commence until an Academic Agreement has been signed by the High School Superintendent and the College President.
2. Completed Academic Agreements shall remain on file at the TSC Office of High School Relations and Community Outreach.

### III. Faculty

#### 1. Credentialing

- a. TSC, as an institution accredited by SACSCOC, complies with SACSCOC guidelines regarding faculty credentials. DE courses may be taught only by a qualified high school instructor or TSC instructor, who meets the minimum faculty credentials and qualifications as defined in TSC policy.
- b. Following are defined faculty credentials and qualifications that comply with SACSCOC guidelines:

*In an associate degree program, full-time and part-time faculty members teaching transfer credit courses in the following areas: humanities/fine arts; social/behavioral sciences; and natural sciences/mathematics **must** have a Master's degree or higher with a minimum of 18 graduate semester hours in the teaching discipline.*

*In an associate degree program, full-time and part-time faculty members teaching associate degree courses not designed for transfer to the baccalaureate degree require an Associate's degree or higher and at least three years of documented direct or related work experience in the field (other than teaching). Note: Some courses/programs require additional degrees and/or evidence of specialized training in the field, e.g., licensure, certificates, or non-credit coursework in the discipline.*

- c. If the high school does not have a faculty member that meets these qualifications, then TSC may provide the faculty member by request, contingent on a faculty billing agreement.
- d. Selection and Employment
  - 1) Individuals interested in teaching DE courses must submit a completed application packet that includes:
    - i. Instructor Credentialing Request Form
    - ii. Résumé/Curriculum Vitae
    - iii. Transcripts from All Post-Secondary Institutions Attended
    - iv. W-9 Form

**NOTE: ALL OFFICIAL TRANSCRIPTS MUST BE SENT DIRECTLY TO TSC'S OFFICE OF HUMAN RESOURCES AND MUST BE RECEIVED BY TSC'S OFFICE OF HUMAN RESOURCES PRIOR TO FIRST DAY OF EMPLOYMENT.**

- 2) TSC will evaluate the prospective DE faculty member's credentials before hiring recommendation.
- 3) The approval process for the DE faculty member will be consistent with the standards used to hire an instructor for the equivalent course provided to TSC students. Possession of the required credentials to teach college courses is not a guarantee of approval.
- 4) A DE faculty member applicant must be approved by TSC and meet the same qualifications as TSC faculty instructors. TSC may interview an applicant and has final authority over the approval of any DE faculty member based upon credentials, teaching experience, presentation, subject knowledge, instructional factors related to the subject matter, and other applicable requirements.
- 5) After initial approval, a DE faculty member may continue teaching DE courses without the need to undergo the approval process if:
  - i. The DE faculty member teaches the courses and/or course area for which he/she is approved to teach continuously each year; and
  - ii. The DE faculty member continues to satisfactorily teach the course and meets all faculty evaluation requirements, departmental requirements, responsibilities, and procedures as determined by the TSC department that is offering college credit for the class.

e. Responsibilities

- 1) Faculty members teaching Dual Enrollment classes (collectively "DE faculty") must:
  - i. Develop course syllabi for each course taught that include the following: a description of content, performance measures, grading standards, resource materials, objectives/outcomes, and course calendar. Each syllabus must be reviewed and approved by TSC prior to the first week of instruction.
  - ii. Ensure that courses are taught as scheduled. DE faculty unable to teach the course for an extended period (pregnancies, surgeries, ect.) must contact TSC prior to absence to make arrangements to have the class covered by a properly credentialed instructor.

- iii. Attend planning meetings and staff development activities, including DE instructor training workshops.
  - iv. Attend department meetings, planning meetings and staff development activities, including training workshops.
  - v. Assist in the identification of potential DE students.
  - vi. Assign each program student two grades, a numeric grade for the high school transcript and an alpha grade for the college transcript.
  - vii. Advise DE students concerning their academic progress prior to the last day to withdraw from classes at TSC.
  - viii. Complete all applicable class documentation such as official class rolls and grade sheets as required.
  - ix. Participate in the assessment process of the DE course and program.
- f. Adjunct Pay
- 1) Faculty that meet the defined credentials and qualifications as defined in Section III Faculty, Item b, of the Academic Agreement, and who teach a dual course in high school and who are not TSC full-time faculty: \$600 per (3-4 SCH) class section and \$200 per (1-2 SCH) lab section taught. A school district must enroll a minimum of fifteen (15) DE students in each section in order to qualify for a stipend.
  - 2) TSC full-time faculty who are teaching DE courses will be paid per applicable TSC policy.
  - 3) When TSC provides the instructor, the high school must reimburse TSC for the instructor's mileage expense.
  - 4) Any additional requirements concerning payment of faculty shall be addressed in the Academic Agreement or otherwise reduced to a written agreement signed by both parties prior to each semester.

#### IV. Admission

1. All interested students must complete the DE admission process by the respective deadline.
2. The application process includes the following requirements:
  - a. Completion of the online application at [www.applytexas.org](http://www.applytexas.org).
  - b. Submission of TSI test scores. See “Eligibility Criteria” for more information.
  - c. Submission of completed “Student Guidelines & Parental Consent” form.
  - d. Submission of a copy of a current high school transcript.
  - e. Students seeking admission as a high school freshman or sophomore must submit a completed “**REQUEST FOR DUAL ENROLLMENT COURSES AS A FRESHMAN OR SOPHOMORE**” form, if applicable.
  - f. Any other applicable documentation required by TSC.



V. **Eligibility Criteria**

*“College Readiness:” The Texas State Legislature mandates that all entering undergraduate students must be assessed for readiness to enroll into college-level course work. The minimum test scores for the Texas Success Initiative (TSI) exam are as follows:*

**Minimum Test Scores for Student Eligibility:**

	<b>TSI</b>
<b>Math</b>	≥ 350
<b>Reading</b>	≥ 351
<b>Writing</b>	Essay* ≥ 5, 4 w/MC 363

**Seniors**

- **Academics:** Must display “College Readiness” as prescribed by an approved TSI exam on areas of attempt.
- **Technical:** 11<sup>th</sup> grade TAKS (exit level) Reading and Writing 2200/3 & Math 2200, or attempt TSI exam.

**Juniors**

- **Academics:** Must display “College Readiness” as prescribed by an approved TSI exam on areas of attempt.
- **Technical:** “Commended Performance” on 10<sup>th</sup> grade TAKS or attempt TSI exam.

**Sophomores**

- **Academics:** Must pass all sections of the TSI exam.
- **Technical:** Achieve passing scores on the Reading and Writing portions of the TSI exam.

**Freshmen**

- **Academics:** Must pass all sections of the TSI exam.
- **Technical:** Achieve passing scores on the Reading and Writing portions of the TSI exam.

**Texas Success Initiative Exemption Criteria:**

<b>ACT</b>	<b>SAT</b>	<b>TAKS</b>	<b>STAAR EOC</b>
<i>COMB = 23</i>	<i>COMB = 1070</i>	<i>ELA* = 2200</i>	<i>WRIT/READ (ENG III, LVL II)=2000</i>
<i>ENG = 19</i>	<i>VERB &gt; 500</i>	<i>MATH = 2200</i>	
<i>MATH = 19</i>	<i>MATH &gt; 500</i>	<i>*Writing = 3</i>	<i>MATH (ALG II, LVL II)=4000</i>

**\*EXEMPTIONS:** Valid for 5 years from date of testing.

\*Information is subject to change.

Maximum Course Load

Generally, all students may register for up to two (2) dual credit courses per semester. A student who has a cumulative grade point average (GPA) of 3.0 or above in their high school core courses (on a standard 4.0 scale), may register for a maximum of four (4) dual credit courses per semester upon approval from the high school counselor and TSC designee.

Additional Eligibility Requirements

All students must also meet any specific course requirements, such as pre-requisite and co-requisite courses, before enrolling in a class.

## VI. **Deadlines**

Please visit the Dual Enrollment website for all current deadlines.

<http://tsc.edu/index.php/academics/dual-enrollment.html>

## VII. **Instruction**

The development of DE courses is a shared responsibility between TSC and the high school. Each institutional representative is responsible for ensuring the academic integrity of DE courses by upholding all course requirements and agreements. TSC shall ensure that a DE course and the corresponding course offered at the TSC campus are equivalent with respect to curriculum, instruction, and method/rigor of student evaluation.

### 1. Syllabus Requirements

- a. Dual credit courses taught at the high school setting will follow the TSC academic calendar unless otherwise specified on the Adjunct Instructor Agreement.
- b. A syllabus must be prepared for each class by the instructor. The syllabus for each DE course must correspond with the syllabus for the corresponding course offered to non-DE TSC students. Additional high school requirements may be added in order to meet TEA standards.
- c. The syllabus must contain:
  - i. Course name and number;
  - ii. Course description corresponding to entry for the corresponding non-DE course in the most recent TSC catalog;
  - iii. Grading scale;
  - iv. Course objectives; and
  - v. Course requirements including readings, papers, projects, tests, field trips, field experiences, labs, etc.

### 2. Course Duration

- a. Courses held at the high school must meet the minimum number of contact hours required per semester beginning on the high school's first class day and ending on the College's last class day of the semester unless otherwise specified on the Adjunct Instructor Agreement.
- b. Whether the course is delivered in the traditional or accelerated block (AB) schedule, the minimum number of contact hours must be accounted for in the program design.

3. Contact Hours

- a. Contact hours refer to the number of classroom hours of instruction that the instructor must provide for a course.
- b. Contact hour requirements for TSC courses are specified and calculated according to the credit hours earned for the course.
- c. It is the responsibility of TSC and the high school teacher to ensure that the required numbers of instructor contact hours are fulfilled for each course taught.

4. Grading Scale/Continued Eligibility

- a. Grading scale and distribution systems may not be changed after the syllabus is distributed to students and must be included in all syllabi.
  - i. "Grading Scale" specifies a point system and letter grade.
  - ii. "Grade Distribution" specifies the weight of each course requirement toward the final grade.
- b. Any student who drops below a 2.0 GPA at the end of the semester will fall into Academic Probation. Students on probation must have the approval of the high school counselor and TSC to take another DE course. The student may also be limited to the number of courses authorized for enrollment.
- c. If students on Academic Probation fail to earn a semester term GPA of a 2.0 or fail to earn a cumulative GPA of 2.0 in the next semester term following the probation status, they will be placed on Academic Dismissal. Students on Academic Dismissal may not take another DE course.
- d. DE courses are not subject to the six-course drop rule under Texas Education Code § 51.907 (code is provided in last page); however, it will impact a student's academic standing upon matriculating to the post-secondary after high school graduation.

5. Adding and Dropping Courses

- a. Adds: No students may add a class after the established deadline for the submission of the class roster.
- b. Drops: The high school liaison is responsible for contacting TSC to remove a student from the roster.

6. Textbooks

All textbooks must be pre-approved by TSC to be utilized for DE courses. College Approved textbooks purchased by the School District may be used for a minimum of three (3) years from the date of initial purchase.

**VIII. Withdrawing From College Level Courses under the Dual Credit Program**

If a dual credit student withdraws from (drops) a course before the census date, the course will not appear on the TSC transcript. It is the responsibility of the student to check with the instructor or their course syllabus for the census date. Students who withdraw from (drop) a course on or after the census date will receive a “W” on their TSC transcript.

Students may withdraw from (drop) a course up to the “Last Day to withdraw with a W.” It is the responsibility of the student to check with the instructor or the course syllabus for date of the “Last day to withdraw with a ‘W’.” These withdrawals/drops will result in a “W” on the TSC transcript.

Having “W’s” on college transcripts may impact Federal Financial Aid eligibility after graduation from high school. Students should speak with their counselor for details.

Before deciding to withdraw from class, students should first talk to their instructor. After talking with the instructor, students must visit their high school Counselor. The high school counselor will have to sign the “Student Initiated Withdrawal Form” before it can be processed by TSC.

**IX. Course Evaluation**

1. Each course offered in the Dual Enrollment program will be reviewed to appropriately evaluate its success.
2. Tools for evaluation will include classroom observations, student surveys, online evaluations, and faculty/administration questionnaires.

**X. Program Evaluation**

The Coordinator of High School Relations and Community Outreach will facilitate an annual evaluation of the Dual Enrollment Program.

**XI. Granting of College Credit**

1. Transcripts

- a. TSC is responsible for maintaining all TSC transcripts reflecting dual credit classes for which TSC grants credit.
- b. The high school and School District are responsible for maintaining the high school transcript reflecting dual credit classes.
- c. All dual credit courses shall be identified on the student’s TSC transcript as regular TSC course work.

**XII. State Approved Credit**

For a student to receive state-approved high school credit for the TSC course, the School District is responsible for ensuring that the TSC course has a state-accredited counterpart in the applicable high school curriculum.

## **Texas Education Code § 51.907**

Sec. 51.907. LIMITATIONS ON NUMBER OF COURSES THAT MAY BE DROPPED UNDER CERTAIN CIRCUMSTANCES. (a) In this section, "governing board" and "institution of higher education" have the meanings assigned by Section 61.003.

(b) This section applies only to an undergraduate student who drops a course at an institution of higher education and only if:

(1) the student was able to drop the course without receiving a grade or incurring an academic penalty;

(2) the student's transcript indicates or will indicate that the student was enrolled in the course; and

(3) the student is not dropping the course in order to withdraw from the institution.

(c) Except as provided under rules adopted under Subsection (d), an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education, under circumstances described by Subsection (b).

(d) The governing board of an institution of higher education may adopt a policy under which the maximum number of courses a student is permitted to drop under circumstances described by Subsection (b) is less than the maximum number of courses that a student may drop under Subsection (c).

(e) The Texas Higher Education Coordinating Board shall adopt rules under which an institution of higher education shall permit a student to drop more courses under circumstances described by Subsection (b) than the number of courses permitted to be dropped under Subsection (c) or under a policy adopted under Subsection (d) if the student shows good cause for dropping more than that number, including a showing of:

(1) a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;

(2) the student's responsibility for the care of a sick, injured, or needy person if the provision of care affects the student's ability to satisfactorily complete a course;

(3) the death of a person who:

(A) is considered to be a member of the student's family under a rule adopted under this subsection for purposes of this subdivision; or

(B) is otherwise considered to have a sufficiently close relationship to the student under a rule adopted under this subsection that the person's death is considered to be a showing of good cause; or

(4) the active duty service as a member of the Texas National Guard or the armed forces of the United States of:

(A) the student; or

(B) a person who is considered to be a member of the student's family under a rule adopted under this subsection for purposes of this subdivision.

(f) In determining the number of courses dropped by a student for purposes of this section, a course, such as a laboratory or discussion course, in which a student is enrolled concurrently with a lecture course is not considered to be a course separate from the lecture course if:

(1) concurrent enrollment in both courses is required; and

(2) in dropping the lecture course, the student would be required to drop the laboratory, discussion, or other course in which the student is concurrently enrolled.

Added by Acts 2007, 80th Leg., R.S., Ch. 546 (S.B. [1231](#)), Sec. 1, eff. June 16, 2007.