Lamar State Colleges and West Hardin Independent School District
Dual Enrollment Agreement 2024-2029

This agreement is made by and between the Lamar Institute of Technology (LIT), Lamar State College Port Arthur (LSCPA), and the Nacogdoches School District (ISD). The purpose of this Agreement is to allow eligible high school students to enroll in college courses from an Institution of Higher Education (IHE) and receive credit for courses from the ISD and the IHE. The following terms and conditions shall govern the eligibility and enrollment of the students and the administration of the high school and college courses offered via dual enrollment, effective May 1, 2025.

I. General Information.

The content of this dual enrollment agreement is based on 19 Tex. Admin. Code § 4.D 4.84 and statewide goals established under Texas Education Code §28.009 and the collaborative efforts of the Texas Education Agency and the Texas Higher Education Coordinating Board.

GOAL 1: ISDs and IHEs will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual enrollment, including enrollment and fee policies.

GOAL 2: Dual enrollment programs will assist high school students in successfully transitioning to and accelerating through postsecondary education.

GOAL 3: All dual enrollment students receive academic and college readiness advising with access to student support services to bridge them successfully into college completion.

GOAL 4: The quality and rigor of dual enrollment courses will be sufficient to ensure student success in subsequent courses.

Collaboration and Outreach Efforts to Inform Students and Parents

Lamar Institute of Technology – Information regarding current benefits, enrollment, and fee policies associated with dual enrollment are accessible to all students and parents via one or more of the following formats: LIT website (https://lit.edu); LIT dual enrollment brochures; LIT updates and emails disseminated to school administrators, counselors, and teachers; and LIT conducted workshops and presentations. Lamar Institute of Technology offers workshops to high school counselors that provide detailed information related to the development and implementation of dual enrollment programs with LIT.

Lamar State College Port Arthur – Information regarding current benefits, enrollment, and fee policies associated with dual enrollment are accessible to all students and parents via one or more of the following formats: LSCPA website (www.lamarpa.edu); LSCPA dual enrollment brochures; LSCPA updates and emails disseminated to school administrators, counselors, and teachers; and LSCPA conducted workshops and presentations. Lamar State College Port Arthur offers workshops to high school counselors that provide detailed information related to the development and implementation of dual enrollment programs with LSCPA.

School District, Charter School, or Home School – Current information pertaining to the benefits, costs, and enrollment procedures for dual enrollment will be posted on the school's website. The school will also be responsible for marketing dual enrollment opportunities by disseminating information and updates provided by LIT or LSCPA to prospective students and parents. The school agrees to allow and support counselors and other school personnel's participation in workshops and informational sessions conducted by LIT or LSCPA.

II. Eligible Courses.

A. Lamar State College Dual Enrollment Staff and/or Administrators will collaborate with School District administration and/or counselor(s) to identify courses that may be offered.

1. Exceptions include:

   a. Competitive entry allied health programs.

   b. Courses that have additional requirements, such as an age restriction.

B. Eligible courses may be taken in any format (face-to-face, online, or hybrid) the college offers unless otherwise specified in the agreement.

C. Establish Course(s).

1. The high school may offer a dual enrollment course on the high school campus. The request must include the course title, course rubric, HS faculty member (See Section VIII for faculty criteria), course location, and meeting times. Requests must include dual enrollment courses for the academic year (fall semester and spring semester). Requests must be submitted to the Executive Director of Strategic Partnerships.

2. For courses that begin in the fall semester, the IHE must be notified no later than the first working day in June, with the exception of the first year of partnership for a school or program.

3. The course will be added to the appropriate Lamar State College schedule if the request is approved. Until this process has occurred, students cannot register for the course(s).

4. After receiving them from the ISD, The Dual Credit Department will communicate the course list to the appropriate Executive Vice President/Provost and Department Chairs. The Academic department will coordinate with the dual credit department to ensure that each campus has access to the syllabi or any additional course and program expectations.

D. Academic credit or technical courses may be provided at a high school in the district or at LIT or LSCPA.

E. Credit and noncredit courses offered on either the high school or LIT or LSCPA campus will be eligible for dual enrollment status.

III. Student Eligibility.

1. Technical Course(s): Students applying for Dual Enrollment course(s) intending to pursue a Level 1 Certificate are not required to be TSI complete. However, students will be required to meet TSI requirements for applicable degree changes or courses that require satisfactory scores on the TSI.

2. TSI Score requirements in the tables below are subject to change. TSI score requirements will be based on the current THECB guidelines.

Academic Courses	
STAAR	Score of Level 2 on Algebra II EOC, score 4000 or Meets Score of Level 2 on English III EOC, score 4000 or Meets
TSI (before January 2021)	Mathematics score of ≥350 Reading score of ≥351 and Writing score of ≥340 with 4 on essay

3. **As of January 2021, minimum scores for MATH and ENGLISH are as follows:**
(subject to change by Texas Higher Education Coordinating Board)

Required TSI Assessment Score	Minimum Score
Mathematics	950 OR 910-949 + diagnostic score of 6
ELAR	945-990 + Essay of at least 5 OR 910-944, a diagnostic score of 4, 5, or 6, and Essay of 5-8

B. High school students who need college-level courses in order to continue to study in a discipline will be eligible to take dual enrollment courses offered on either the high school campus or the college campus.

C. Students must meet the stated pre-requisite(s) and/or co-requisite(s) of each course and be 21 or under.

D. It is strongly recommended that the ISD evaluate the background and maturity level of the student prior to registration in any college credit course.

E. Seniors who will graduate at the end of the second semester of high school are eligible for dual enrollment participation during Summer I and II of the year they graduate.

IV. Admissions and Registration.

A. Counseling Sessions.

1. College personnel will provide the high school Principal and counselors with necessary information concerning the dual enrollment course(s) for scheduling and registration of students.

B. The IHE will provide a student application checklist that will identify the steps in completing the application process. The student and the parent/guardian should review the checklist and verify the completed application steps.

C. The student is responsible for completing TSI testing as early as possible before the beginning of the semester. If the participating High School does not conduct its TSI Testing, School District personnel should coordinate required testing with the Testing Center.

LIT (409)839-2027 or testingcenter@lit.edu
LSCPA (409) 984-6244 or Testing@lamarpa.edu

D. Education Code §51.9192 requires that all new students under age 22 who attend on-campus classes at an institution of higher learning either receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination before the first day of the semester. The law states that students who do not qualify for an exemption must be immunized no later than ten days before the first class day. All students under 22 attending classes at the IHE must comply with this requirement.

E. High school counselors will:

1. Advise students and parents and disseminate dual enrollment program information.
2. Provide course descriptions and course syllabi to students and parents for review during the approval process for students.
3. Facilitate Supplemental Dual Enrollment Applications, including their dissemination, completion, and collection by June 1st.
   a. Provide instruction and guidance in completing and submitting the "Apply Texas" application, including the student's social security numbers.
   b. Submit an official high school transcript to the dual credit team.
   c. Identify students that may require additional documents (ex., immigrants).
4. Submit 504 Plan or Special Education IEP to the IHE Special Populations Coordinator for those students requesting accommodations.
5. Residency. Proof of residency is not required for high school students registering for dual enrollment classes at LIT or LSCPA. Students must meet the residency requirements after high school graduation to continue their education at a postsecondary institution. Non-residents must provide one of the following documents:
   a. U.S. Passport (current or expired) - unless stamped non-citizen national.
   b. U.S. Birth Certificate.
   c. Certificate of U.S. Citizenship (Form N-560 or N-561) issued by USCIS through a federal or state court or through administrative naturalization after December 1990.
   d. Certification of Naturalization (Form N-550 or N-570) issued by USCIS.
   e. Permanent Certificate of Naturalization.
   f. Resident Card with photograph (Form I-151) issued since 1997 or later.
   g. Resident Alien Card (Form I-551) issued before 1997.
   h. Consular Report of Birth Abroad (Form FS-240) Issued by the State Department and valid photo ID.

F. Timeline

Students applying for admission to LIT or LSCPA should complete the application and submit the required documentation well in advance of the Semester and Year for which they are applying. The following should serve as a timeline guide for the respective semesters:

FALL Semester – June 1st, SPRING Semester – November 1st, SUMMER – April 1st

V. Course Curriculum, Instruction, and Grading.

A. Curriculum.

1. Dual enrollment courses are college classes and have the academic rigor expected in all college coursework.
2. College courses will be taught according to the approved college syllabus.
3. The IHEs will allow ISD dual credit faculty to attend in-service training when possible, provided at various times throughout the year, to ensure that ISD faculty teaching courses for dual credit meet the academic rigor and expectations of the department.

B. Curriculum Alignment.

1. High school Principals and college personnel will coordinate course offerings with the high school curriculum in accordance with locally established procedures.
2. The ISD shall facilitate time for ISD Dual Credit faculty and the IHE faculty to meet each semester to review the curriculum, methodology, schedules, and student evaluation as it relates to the requirements for meeting the course standards.
3. The IHEs and the ISD will monitor the quality of instruction in all courses for dual credit to ensure compliance with standards established by the state, Southern Association of Colleges and Schools Commission of Colleges (SACSCOS), Lamar State Colleges, and the ISD.

C. Instruction.

1. Schedule.
   a. Dual enrollment courses taught by IHE faculty and ISD faculty will be taught in accordance with the IHE schedule and calendar
   b. All courses taught for dual credit must meet the instructional minutes required by the Texas Higher Education Coordinating Board.
2. The student and/or parent(s) shall be responsible for the student's transportation and accept all liability for all courses taken on the IHE campus.
3. College instructors must comply with all applicable rules governing attendance, classroom management, and record-keeping while conducting courses on the high school campus.
4. LIT or LSCPA strongly encourage the ISD to ensure that dual credit courses taught via distance learning are assigned a facilitator for proctoring and monitoring the dual credit course and students. See Appendix C
5. Location of Courses (courses may be offered at the ISD or IHE campus)
   a. Students taking courses located on the IHE site will adhere to IHE standards for student behavior outlined in the syllabi and/or student handbook if applicable.
   b. Courses offered via embedded instruction (ISD-provided instruction at the local high school campus) must meet the rigor and equipment requirements for the IHE. The ISD site will become an Off-Campus Instructional Site (OCIS), and complete the required additional forms within the first semester of student instruction. This includes the completion of the following:
      i. Off-Campus Instructional Site IT Resources Questionnaire (Appendix B)
      ii. Off-Campus Instructional Site Information (Appendix A)

c. Courses provided on the ISD campus will use the local ISD equipment, classroom space, and lab environment. The IHE will evaluate this space to determine whether it meets the standards for instruction. In the case of third-party licensing or academic sites (i.e., TDLR, Microsoft Academy, Cisco Academy, etc.), the IHE may defer to the third-party licensing standards for classrooms, labs, and equipment if applicable

D. Grading.

1. Grading will be consistent with the grading policy in the IHE course syllabus. Audit grades are not allowed.
2. Student grades will be reported to the ISD at the end of the semester to the person or office designated by the ISD to receive this information in accordance with the ISD's Grading Calendar.
3. Final grades for students shall be submitted electronically by the faculty member teaching the course according to the IHE Grade Reporting Process, the IHE Academic Calendar, and the ISD Grading Calendar. Grades will be reported to the ISD no less than 3 times per semester for students registered for dual enrollment classes on the IHE campus.

E. Physical and Cyber Security

The ISD is responsible for providing a healthy, safe, and secure environment to all students and staff. The ISD will be responsible for providing a statement about its current comprehensive safety plan and crisis communication plan, including how the ISD disseminates emergency procedures and other health and safety-related procedures. The ISD shall describe their dedicated police force structure, other security officer presence on their campus, or use of local law enforcement agencies. The ISD shall disclose any open or recently closed investigations by the Office of Civil Rights for possible violations alleging sexual violence. The ISD will be responsible for providing a statement about their current Cybersecurity plan and/or protocols. The information above should be furnished to the IHE within the first semester of executing this addendum utilizing the form found in the appendix.

VI. Transcription of Credit.

A. Approved dual enrollment courses will be used to fulfill high school credit graduation requirements or elective credit.

B. All college credit courses offered will meet the guidelines for transferability of credit under the Texas Education Agency Dual Enrollment policy.

C. Students will earn a grade (A, B, C, D, F, W) for all courses taken for dual credit. This grade will be reflected on an official college transcript.

VII. Dual Enrollment Program Policies.

A. College instructors teaching on the high school campus during regular school hours may be required to attend organizational meetings at the IHE campus when requested when possible.

B. The high school Principal should communicate and ensure that high school-embedded adjunct instructors teach dual enrollment courses in accordance with the conditions of this agreement.

VIII. Faculty Selection, Supervision, and Evaluation.

A. Selection.

1. Embedded adjunct faculty for college courses offered at the high school during regular school hours are to be agreed upon mutually by the high school and college personnel in accordance with locally established procedures.
2. Dual enrollment faculty members must meet the minimum criteria specified by LIT or LSCPA and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
3. Procedure to assign embedded adjunct faculty for high school dual enrollment:
   a. The potential Dual Credit ISD embedded adjunct faculty must complete an employment application with the IHE and provide copies of the appropriate credentials. The Principal must submit the recommendation in writing along with copies of credentials and supporting documents. Application documents must include official transcripts. Other documents may include copies of licenses, work verification, etc.
   b. The potential new hire must complete an interview following the IHE Human Resources practices
   c. The IHE dean or designee will recommend the new hire for dual credit instruction.
   d. The new hire must provide all documents required of the IHE Human Resources Department.
   e. All documents must be submitted at least thirty (30) days before the faculty member teaches a dual enrollment course(s).
   f. Notification of changes of faculty assignments at the ISD should be discussed no later than the dates provided below:

   FALL Semester – June 1st, SPRING Semester – November 1st, SUMMER – April 1st

   This change includes IHE faculty being replaced by local ISD embedded dual credit faculty or its converse of Local ISD being replaced by IHE faculty

B. Faculty Background Screening.
   1. College faculty who teach dual enrollment courses on the high school campus may be required to undergo background screening conducted by the school district. The ISD will ensure the school district has screened all such employees before their teaching assignment.
   2. Although the school district cannot make decisions related to the employment of IHE faculty, they can use the background screening results to prohibit such personnel from teaching on the high school campus.
   3. The IHE will be responsible for the costs associated with background screening for IHE employees.
   4. The ISD will be responsible for the costs associated with the background screening for ISD employees.

C. Faculty Evaluation.
   1. Evaluation of instructors on high school campuses shall be conducted by the IHE as follows:
      a. The ISD will inform each instructor that he/she will be involved in an evaluation program conducted by the IHE and that this program will not be used to determine

the employment status of the instructor. The instructor should provide the information before being assigned a dual enrollment class.

b. The IHE will identify the college administrator conducting the evaluation program at each high school and provide the ISD with that person's name.

c. The IHE evaluator will review the evaluation program with the instructor. The review shall include a full explanation of each evaluation instrument and assurance that none of the forms will be placed in the instructor's personnel file at the school district office. The Principal, the IHE evaluator, and the instructors will decide collaboratively how and when the evaluation will be implemented. The decision should include the following:

i. The time that classroom observations will be conducted should include who will conduct the observation, the number of observations, and the procedures for scheduling pre- and post-observation conferences.

ii. How the Faculty Evaluation form will be completed and how it will be shared with the instructor. The faculty will receive a personal copy of the evaluation. Only upon the faculty member's request and/or approval will a copy be shared with school or district personnel. This summative conference should occur ten days after the last observation.

IX. Academic Policies and Student Support Services.

A. Students with Disabilities

1. The ISD is responsible for providing and funding reasonable accommodations for dual-enrolled student(s) with recent and/or well-documented physical and/or learning disabilities during regular high school hours on the high school campus(s). Students with disabilities who are accepted into a dual enrollment course will receive accommodations listed in the Transition Plan.

2. Additional testing to receive these accommodations will not be required for students taking courses on either the high school or the IHE campus.

3. The ISD and the IHE will share equally in the cost of reasonable accommodations that are mutually agreed upon for dual enrolled student(s) who are registered for the dual enrollment course(s) on the IHE campus or at another location, i.e., high school campus outside of the normal high school hours.

4. Nothing herein shall make the IHE a party to the Transition Plan, nor shall the IHEs be given or required to have a Transition Plan with a dual enrollment student. The IHE Office of Special Populations shall work with ISD to determine accommodations.

B. Confidentiality.

1. Each party acknowledges that each party will send and receive information on students, which is considered confidential under federal and Texas laws.

2. Each party agrees to protect and hold confidential information unless written authorization from the student and/or parent is provided or otherwise authorized or required by law or rules.

C. Attendance.

1. LIT or LSCPA agree to:

a. Confirm dual enrollment registrations with School District personnel at least one week before the first day of class.

b. Coordinate and confirm, with high school dual enrollment contact, when a student drops or withdraws from a course.

c. Notify high school counselors when a student has unexplained absences or is in jeopardy of failure.

2. The ISD will supervise a change in student enrollment status.

a. Notify the Dual Credit Department about a student's intent to drop or withdraw from the course(s).

D. Suspension Policy.

1. When a student is suspended from an ISD school for any reason, the student will not be permitted to attend dual enrollment classes on the IHE campus for the dates indicated in the suspension or as directed by the ISD.

2. The school Principal will notify the Dual Credit Department of the suspension. The suspended student will be subject to any penalties noted in the syllabi of the IHE courses in which he/she is registered.

E. Student Issues and Complaints

1. LSCPA Process

a. https://www.lamarpa.edu/about/college-operations/campus-safety/title-ix/complaint-process.html

2. LIT Process

a. Title IX and sexual misconduct https://www.lit.edu/student-success/title-ix/complaints-under-title-ix

b. Student grievance procedure is outlined in the catalog here: http://catalog.lit.edu/content.php?catoid=4&navoid=111#grievance-procedure

3. Any student issues may be addressed to the dual credit contacts who will guide students through the process.

X. Funding.

A. Tuition.

1. The ISD and/or the student's Parent/Guardian will pay tuition and fees as determined at each respective high school campus for students enrolled in dual credit courses in accordance with *Table 1: Tuition and Fees.*

2. The ISD will be billed for tuition and fees at the dual enrollment rates according to TSUS Board of Regent's Policies.

3. The tuition rate is $45.00 per Semester Credit Hour if the course is taught by an IHE instructor.

4. The tuition rate is $45.00 per Semester Credit Hour if the course is taught by an ISD instructor.

5. Tuition rate is zero if a CTE course is taught on the ISD campus by an ISD instructor when the courses are within the student's program of study.

6. The IHE reserves the right to cancel course sections with fewer than 10 students. A minimum enrollment of 10 may comprise students from multiple districts.

7. For programs requiring professional liability insurance, the ISD will pay the required professional liability insurance. THE IHE will bill the ISD for these fees. Tuition and Fees are due before the end of the semester in which students are enrolled.
8. Students are responsible for any miscellaneous fees (Rec Center equipment use fees, Student Health Center services fees, parking violation tickets, etc.) they incur while enrolled in dual enrollment courses at the IHE.
9. Tuition and Fees are subject to change without notice by action of *The Texas State University System.*

Table 1: Tuition and Fees

	Campus Location	Faculty	Description	Tuition per SCH	Technology Fee	Distance Education Fee (if applicable)	Minimum Number of Credit and Noncredit Students Required
A	THE IHE	THE IHE[2]	Student on THE IHE campus with THE IHE instructor.	$45	Waived	Waived	10
B	ISD	THE IHE[1]	Student at high school site with THE IHE instructor.	$45	Waived	Waived	10
C	ISD	ISD	Student at high school site with ISD instructor.	$45	$0	$0	Any
D	ISD	ISD	CTE Course at high school site with ISD instructor	$0	$0	$0	Any

Cost for classes offered on the high school campuses will be determined based upon courses offered, faculty provided (full-time, part-time), instructional materials and consumable supplies, and other related items for a course.

XI. Textbooks and Instructional Supplies.

A. Responsibility of ISD:

1. Supply students with basic instructional supplies and provide a best effort to supply students with textbooks currently adopted by the IHE.
2. Purchase, store, and maintain textbooks used in the dual enrollment course(s).

B. Responsibility of the IHE:

1. Provide the Principal with a list of adopted textbooks by the first working day in May.

[1] Cost per semester credit hour per student.
[2]Faculty member paid by THE IHE
[3]Faculty member paid by THE IHE

2. Review requests for exceptions to textbook selection and approve textbooks that adequately meet the curriculum objectives for the college dual enrollment courses.

C. Student(s) may be required to provide, at his or her own expense, additional materials such as safety glasses, uniforms, safety shoes, kits, etc.

XII. Financial Aid for Swift Transfer

A. Responsibility of the ISD

1. Provide the IHE dual credit contact person with a list of the students who qualify for free and reduced lunches using the template in Appendix D, by the semester start deadline (usually the beginning of August and February). This is usually available via a report from your student information system (skyward, ascender, etc.)
2. Provide the **TSDS ID** for each student and the SS# if available so the reported students may be found in the report.
3. Provide an alternate means of payment if the ISD reports a student as eligible via the free and reduced lunch report who is not eligible. This may be done by passing the cost to the student or covering the cost as a district.

B. Responsibility of the IHE

1. Communicate the due dates for the report submission date for each long semester.
2. Communicate any student discrepancies to the ISD for any student reported eligible for free tuition who did not qualify.

XIII. Termination and renewal of this memorandum of agreement:

A. This agreement shall commence on 10/13/2025 and expire on 5/31/2030.

B. Prior to its expiration, this agreement may be renewed for a period not to exceed five years upon the mutual written consent of both institutions.

C. Prior to its expiration, this agreement may be terminated by either institution providing written notice of its intent to terminate to the other institution.

D. The notice of termination must be provided no later than six (6) months before the desired termination date.

XIV. Amendments to this Agreement.

A. Once signed by the Executive Director of Strategic Partnerships and the ISD-appointed representative, this agreement may be amended in writing and agreed upon by both parties.

B. Written requests must be delivered to the ISD and the Executive Director of Shared Dual Credit thirty (30) days before the requested amendment is effective.

XV. Contacts.

A. This agreement will be effective for five (5) years from the year the agreement is signed.

B. For THE IHE:

1. Executive Director of Shared Dual Credit

C. For the ISD:

1. Superintendent or designated ISD employee.

Luke A. Bourgeois Executive Director of Strategic Partnerships, Lamar State Colleges	Date	Dr. Sean McCabe, Superintendent West Hardin Independent School District	Date 10/30/25