



DUAL CREDIT PARTNERSHIP AGREEMENT
Between
UNIVERSITY OF HOUSTON-VICTORIA
And

UNIVERSITY OF HOUSTON-VICTORIA (UHV or University of Houston-Victoria) and _____, agree to enter into a partnership to offer dual credit courses to eligible students effective _____.

The purpose of this partnership is to allow eligible students to earn college credits while simultaneously granting credit toward their high school graduation requirements. The University will approve qualified students to enroll in dual credit courses based upon current Texas Higher Education Coordinating Board (THECB) rules and regulations in the Texas Administrative Code, Title 19, Part 1, Chapter 4, and Subchapter D. If THECB adopts new guidelines for dual credit during this agreement's term, the new guidelines will take precedence.

DEFINITION OF DUAL CREDIT

Dual credit is defined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, §4.83 as a system under which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and the high school.

ALIGNMENT WITH STATEWIDE DUAL CREDIT GOALS

Goal 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.

- 1) Dual credit partnerships provide students with more access to rigorous course work while in high school.
- 2) UHV provides dual credit academic advising and works collaboratively with high school counselors and district personnel to create a college going culture and assist students with dual credit registration, degree planning, questions, and concerns.
- 3) UHV collaborates with high schools and participates in dual credit information sessions located at each high school to provide information to students and parents.
- 4) The dual credit webpage contains information for parents, students, and counselors and includes information about dual credit admission, the enrollment processes, academic resources, and student support resources.

Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.

- 1) The UHV partnership makes higher education more accessible, affordable and attractive by bridging the divide between _____ and University in a physical place.
- 2) UHV provides dual credit academic advising to assist students in course selection, degree

planning, and the college transition process.

- 3) A "Progress Report" system is utilized by dual credit faculty to notify UHV dual credit advisors of any concerns (academic, attendance, or emotional) regarding a dual credit student.

Goal 3: All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.

- 1) UHV provides dual credit academic advising and degree planning to all new and continuing dual credit students.
- 2) Academic and student support services are listed on the UHV Dual Credit website and in the UHV Student Handbook.

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

- 1) Dual credit courses will include the equivalent curriculum, materials, instruction, and method/rigor of student evaluation as regular university courses. These standards will be upheld regardless of the student composition of the class.
- 2) Both full-time UHV faculty and qualified adjunct faculty teach dual credit courses.

SECTION I: ELIGIBLE COURSES

Courses offered for the Dual Credit program by University of Houston-Victoria must be in the approved undergraduate course inventory of the University and also meet one of the following requirements: in the core curriculum of the University, a career or technical education course, or a foreign language course. The University may not offer remedial and developmental courses for dual credit.

A course equivalency crosswalk, which equates high school courses with college courses and identifies the number of credits that may be earned for each course completed through the program, may be found in Addendum B.

SECTION II: STUDENT ELIGIBILITY

The University of Houston-Victoria Dual Credit Program allows a high school student to earn university credit(s) while fulfilling high school requirements. An eligible student will have obtained prior approval by _____ to participate in UHV dual credit and must be classified by _____ as a high school student in grades 9, 10, 11, or 12 with a minimum high school grade point average (GPA) equivalent of "C" or higher as certified by the high school principal or counselor. _____ may set a higher standard.

Students will also be required to submit an ApplyTexas application to UHV, current high school transcript, applicable test scores, the UHV Dual Credit Agreement Form including signatures from the student, parent/guardian, and _____ designee. Additionally, dual credit students will be required to return a FERPA form authorizing release of information to their high school. Submission of proof of Bacterial Meningitis vaccination within the past five years will also be required when classes are held on the UHV campus.

To be eligible to enroll in dual credit, a student must meet the following criteria required by the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule §4.85.

- 1) Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative as set forth in §4.57 of TAC 19 (relating to College Ready Standards) on relevant section(s) of an assessment instrument approved by the Board as set forth in §4.56 of TAC 19 (relating to Assessment Instrument) or demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in §4.54 of TAC 19 (relating to Exemptions, Exceptions, and Waivers).
- 2) A high school student is also eligible to enroll in academic dual credit courses that require demonstration of TSI college readiness in reading, writing, and/or mathematics under the following conditions:
 - a) Courses that require demonstration of TSI college readiness in reading and/or writing:
 - i) if the student achieves a minimum score of 4000 on the English II State of Texas Assessment of Academic Readiness End of Course (STAAR EOC); or
 - ii) if the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):
 - (1) a combined score of 107 with a minimum of 50 on the reading test on a PSAT/NMSQT exam administered prior to October 15, 2015; or
 - (2) a score of 460 on the evidence-based reading and writing (EBRW) test on a PSAT/NMSQT exam administered on or after October 15, 2015; or
 - iii) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.
 - b) Courses that require demonstration of TSI college readiness in mathematics:
 - i) if the student achieves a minimum score of 4000 on the Algebra I STAAR EOC and passing grade in the Algebra II course; or
 - ii) if the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):
 - (1) a combined score of 107 with a minimum of 50 on the mathematics test on a PSAT/NMSQT exam administered prior to October 15, 2015; or
 - (2) a score of 510 on the mathematics test on a PSAT/NMSQT exam administered on or after October 15, 2015; or
 - iii) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.
- 3) Students who are enrolled in private or non-accredited secondary schools or who are home-schooled must also demonstrate college readiness and/or exemption prior to enrollment in a dual credit course.
- 4) To be eligible for enrollment in a dual credit course offered by UHV, students must meet all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).

SECTION III: LOCATION OF CLASS

Dual credit courses may be taught on the college campus or on the high school campus. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, public colleges shall comply with applicable rules and procedures for offering

courses at a distance. In addition, dual credit courses taught electronically shall comply with the Board's adopted Principles of Good Practice for Courses Offered Electronically.

SECTION IV: STUDENT COMPOSITION OF CLASS

Dual credit courses may be composed of dual credit students only or of dual and college credit students. Exceptions for a mixed class that combines college credit and high school credit-only students may be allowed only when the creation of a high school credit-only class is not financially viable for the high school and only under one of the following conditions:

- 1) If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
- 2) If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students.
- 3) If the course is a career and technical/college workforce education course and the high school credit-only students are eligible to earn articulated college credit.

SECTION V: FACULTY SELECTION, SUPERVISION, AND EVALUATION

UHV shall select instructors of dual credit courses. These instructors must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges) and approval procedures used by the college to select faculty responsible for teaching the same courses at the main campus of UHV.

UHV shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for regular teaching faculty at the UHV main campus.

SECTION VI: COURSE CURRICULUM, INSTRUCTION, AND GRADING

UHV shall ensure that a dual credit course and the corresponding course offered at the main campus of UHV are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be upheld regardless of the student composition of the class.

SECTION VII: ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES

Regular academic policies applicable to courses taught at the UHV main campus also apply to dual credit courses. These policies include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus must be distributed, etc. Policies can be found in the UHV Catalog and Student Handbook. Dual Credit students are expected to adhere to the UHV Student Code of Conduct outlined in the Student Handbook and _____ policies.

Students in dual credit courses are eligible to utilize the same or comparable support services that are afforded college students on the UHV main campus. UHV 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.

The Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter T, Rule §4.344 requires that a student enrolled in dual credit courses at an institution of higher education must file a degree plan with the institution not later than:

- (1) the end of the second regular semester or term immediately following the semester or term in which the student earned a cumulative total of 15 or more semester credit hours of course credit for dual credit courses successfully completed by the student; or
- (2) if the student begins the student's first semester or term at the institution with 15 or more semester credit hours of course credit for dual credit courses successfully completed by the student, the end of the student's second regular semester or term at the institution.

UHV will collaborate with _____ counselors, teachers, and staff to assist high school students in meeting secondary graduation requirements and becoming college ready. Outreach includes but are not limited to: classroom visits, parent/student information sessions, dual credit presentations, application assistance, field trips to UHV, administering the TSI assessment on the UHV campus, advising students on the transferability of dual credit courses, guiding students through the admission process, assisting students with enrollment in dual credit courses, and monitoring progress of students in dual credit courses.

SECTION VIII: TRANSCRIPTING OF CREDIT

High school and University credit will be transcribed immediately upon the student's completion of the performance required in the course.

Transcribing of University credit will be the responsibility of University of Houston-Victoria; the transcription of high school credit(s) will be the responsibility of _____. _____ will determine how the University grades will be recorded in the high school transcript for GPA and ranking purposes. High school transcript grading decisions including those affecting high school GPA are made according to _____ Board policy. _____ will ensure parents are aware and knowledgeable of the decision made by the District concerning this matter.

Passing or failing notices will be issued at the midterm point to _____, culminating with a number grade at the end of the semester.

SECTION IX: FUNDING

Both _____ and University of Houston-Victoria will report credit hours for funding purposes for dually enrolled students, subject to the current funding rules of the State Board of Education (Texas Education Code § 48.005 (g)) and the Texas Higher Education Coordinating Board (Texas Education Code § 61.059 (p) and (q)). The college may only claim funding for students earning college credit in core curriculum, field of study curriculum, program of study curriculum, career and technical education, and foreign language dual credit courses.

University courses taken by _____ students will be charged a rate pronounced in Addendum A.

Textbook costs are the responsibility of the student. Consideration will be taken to utilize free and low cost open educational resources when appropriate.

UHV assumes no obligation/responsibility for transportation of students to and from the UHV campus.

SECTION X: DEFINED SEQUENCE OF COURSES

_____ students will enter dual credit with a Graduation Plan with Endorsements developed at their respective high school and begin with an educational plan reflecting university credit toward a baccalaureate degree. As students determine an area of interest, a customized education plan may be established to meet the needs of the students. All university courses scheduled for dual credit will contain rigorous subject matter and meaningful instructional delivery.

Upon successful completion of their high school graduation plans and transferable university credits, students may remain at University of Houston-Victoria as a full-time university student to complete their Bachelor's Degree after they complete the Apply Texas University Application and meet all admissions criteria.

Students are expected to maintain a level of scholastic achievement that allows them to meet the grade requirements for continued enrollment at University of Houston-Victoria.

Students who fail to maintain the minimum requirements, as outlined in the University Catalog, will be evaluated to determine a suitable placement by the _____.

If students decide to withdraw or drop, they shall return to their "home school" and follow the _____ guidelines and deadlines set forth for high school graduation.

ROLES AND RESPONSIBILITIES

Duties of University of Houston-Victoria

- a) University of Houston-Victoria agrees to offer _____ a cadre of freshman and sophomore level courses to eligible students. _____ students applying to enroll in University courses must meet the dual credit guidelines as determined by the University of Houston-Victoria.
- b) Collaborate and contribute information to _____ and University of Houston-Victoria officials to fulfill all the requirements of the Texas Education Agency and other agencies as necessary.
- c) Provide _____ students with initial ID cards at no charge. Replacement cards will require a fee.
- d) Allow students of _____ the same access to services and facilities as University of Houston-Victoria students including, and not limited to the use of the library, computer labs, study rooms, science labs, bookstore and food or lounge areas.

- e) Collaborate with _____ officials on all matters pertaining to student responsibilities, rights, and discipline.

Duties of _____

- a) Collaborate with University of Houston-Victoria officials in the design and execution of challenging and innovative instructional programs, scheduling of classes; recruitment of eligible students; program evaluation and marketing of the partnership.
- b) Collaborate with University of Houston-Victoria leadership team in interpretation and application of research evaluation findings, both student outcomes and process evaluation data, for improvement of the Dual Credit program.
- c) Collaborate with University of Houston-Victoria to fulfill all partnership guidelines in the offering of Dual Credit classes.
- d) Collaborate and contribute information with University of Houston-Victoria to fulfill all the requirements for the Southern Association of Colleges and Schools Commission on Colleges and Texas Higher Education Coordinating Board and other agencies as necessary.
- e) Provide necessary instructional resources to assist students.
- f) Collaborate on student use of parking in agreement with University of Houston-Victoria, set parking fees consistent with the fees charged to University of Houston-Victoria students and employees, and agree to set parking limits for students based on parking availability and numbers of university students.

This dual credit agreement shall commence with the _____ semester. Either party may terminate this agreement by notifying the other party at least one-semester in advance.

This agreement may be amended through addendum as indicated below signatures and is considered mutually agreed upon if provided before signatures.

(Please initial each addendum item listed and sign)

_____	_____	Tuition and fee schedule for _____ (Required)
_____	_____	UHV and _____ Course Crosswalk (Required)
_____	_____	_____
_____	_____	_____

Signed:

_____	_____	_____	_____
Dr. Robert K. Glenn	Date	Name	Date
President		Title	
University of Houston- Victoria		_____	

Note: Modification of this form requires OGC approval

ADDENDUM A
Tuition and fee schedule

The President of University of Houston-Victoria has approved scholarship monies to assist with student tuition for dual credit courses, but each course requires a minimum of ____ students in order to meet the costs associated with running it.

_____ students taking University of Houston-Victoria Dual Credit Courses will be charged standard tuition and fee rates for all three credit hour courses, with the student paying \$_____, and the University providing scholarship monies for the remaining costs. This breakdown may change in subsequent years, depending on tuition and fee increases. Additional University course fees/lab fees will apply for any four-credit courses at a rate of \$_____. The cost of textbooks and course materials are not included in the tuition rate. The student and _____ must submit all payments within the deadlines published by University of Houston-Victoria.

ADDENDUM B

_____ and UHV Course Crosswalk