



***Dual Post-Secondary Credit Partnership Agreement
Between Laredo College and St. Augustine High School***



PURPOSE

This Dual Credit Partnership Agreement ("Agreement") will serve as the instructional partnership between Laredo College (the College) and the Diocese of Laredo, a Non-Profit Entity d/b/a St. Augustine High School (the School). This agreement complies with House Bill 1638, House Bill 3650, Senate Bill 1276 & Senate Bill 1277.

1) DUAL CREDIT COURSES *(Statewide Goal 4)*

- a. Dual credit courses are courses in which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and high school. Courses offered for dual credit must be identified by the College as college level academic or college level workforce courses.
- b. The College will teach dual credit course sections with at least a minimum number of 15 students per section. Exceptions can be made on a case by case basis and as agreed between both institutions.
- c. The College is not required under this Agreement to offer dual credit courses for high school students if prevailing conditions at the college prohibit the College from doing so such as financial exigency.
- d. The College will ensure that all dual credit courses taught by all college faculty adhere to the same instructional standards, rigor, practices, procedures and policies outlined by the College, Texas Higher Education Coordinating Board (THECB), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other appropriate accrediting or regulatory agencies as any other equivalent college level course.
- e. The School will develop a course crosswalk identifying the college and high school courses for dual credit (see addendum).

2) STUDENT ELIGIBILITY

- a. To be eligible for enrollment in dual credit courses high school students must meet the college's admission criteria. This includes requiring students to have a processed admission application and enrollment packets along with the proper permission forms approved by the School and the College.
- b. The College requires that any high school student demonstrate eligibility to enroll in dual credit courses by meeting (1) Texas Success Initiative; (2) Texas Administrative Code for dual credit standards; and (3) LC's course placement requirements.
- c. The School's eligibility for specific programs vary. Students must refer to the appropriate handbook requirements and minimum GPA standards for each course.

- d. Students must meet all the college's regular academic prerequisite requirements for each designated dual credit course.
- e. Students must remain in good academic standing at their high school and at the College while enrolled at both institutions. Students identified to not be in good academic standing will not be allowed to enroll in subsequent semesters. Students not in good academic standing wishing to enroll regardless must submit an LC appeal form and if approved the student will be allowed to enroll with certain conditions. Grades of "F" earned at LC and students with a GPA below a 2.0 will indicate that the students are not in good academic standing. Students in specialty programs such as Health Sciences, Computer Technology & Transportation Technology have higher grade standards (minimum of C/70% per course) than other college courses and/or programs.

3) STUDENT RECRUITMENT

- a. The School will recruit eligible high school students with ample time to submit admissions and enrollment documents to the College. The recruitment process will include, but is not limited to, a website that will provide recruitment and admission information; the distribution of recruitment/admission packets; and information meetings to explain the opportunities and commitment required of Dual Enrollment students. Information will be presented in a bilingual mode.
- b. The College's specialty programs such as those in the Health Science Programs may require specific program admissions application and selection criteria as part of the recruitment process.
- c. The School and the College will establish a set of expectations for the cohort seeking participation in the Dual Enrollment program to be shared with students and parents.
- d. The College will participate in the School's Parent-Student Dual Enrollment Informational Sessions scheduled for each campus.

4) PARENTAL INVOLVEMENT & OUTREACH (*Statewide Goal 1*)

- a. The School will lead parental involvement and outreach efforts to ensure parents/guardians understand the Dual Enrollment concept and that students are earning college credit which may have long-term ramifications on their college careers and federal financial aid eligibility. High-level behavior and academic standards are expected of Dually-Enrolled students and parents of these students are expected to be involved in the program.
- b. The School's personnel, counselors, and administrators will be responsible for all communication with parents. College personnel will not be expected to communicate directly with parents due to the Family Educational Rights and Privacy Act ("FERPA").

5) LOCATION OF CLASSES & SCHEDULE

- a. Dual Enrollment courses will be taught on the College campuses, High School, Online, Hybrid or Video Conference in accordance with the College's instructional calendar. Online courses are reserved for LC faculty only unless otherwise approved by the College under emergency or unforeseen circumstances.
- b. The College will offer Dual Enrollment courses for the School based on a mutually agreed upon location, schedule and calendar which will be conveyed in writing and revised as needed.

6) COMPOSITION OF CLASSES

- a. Dual Enrollment courses may be composed of dual credit students or dual and college credit students.
- b. High school face-to-face Dual Enrollment courses will only be composed of high school students enrolled in the College course.

7) FACULTY, SUPERVISION & EVALUATION (*Statewide Goal 3*)

- a. The College will select instructors for college level dual credit courses.
- b. Instructors must be regularly employed faculty members of the College or 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 adjunct faculty responsible for teaching the same college level courses at the College.
- c. High school teachers selected to teach Dual Enrollment courses must meet the same approved criteria that the College uses for adjunct faculty and will be evaluated each instructional semester by the College's appropriate Department Chair using the same evaluation instruments and procedures that are used for faculty at the College. Approved high school teachers will be granted access to the College's facilities, services and resources.
- d. Dual Enrollment students will evaluate their instructors using the same evaluation instruments and procedures that are used for faculty at the College.
- e. The School will share with the College data on faculty qualifications to determine eligibility to teach dual credit courses.
- f. The School and the College shall participate in joint professional development for faculty and staff.

8) COURSE CURRICULUM, INSTRUCTION & GRADING

- a. The College Dual Enrollment courses are equivalent to any other college level

courses with respect to curriculum, instruction, and grading criteria.

- b. Dual Enrollment courses will meet or exceed Texas Essential Knowledge and Skills (TEKS) and statewide assessments applicable under TEC Subchapter B Chapter 39 for the courses they replace. Reinforcement of these TEKS will be the responsibility of the School during non-college instructional days.
- c. Textbooks/Materials/Technology used in Dual Enrollment courses will be the same as those used in the regular college course taught by the College. The College will make every reasonable attempt to adopt textbooks for a minimum period of three (3) years, whenever possible and consider open resource textbooks.
- d. Students enrolled in Dual Enrollment course(s), offered under this Agreement, will have access to all available instructional resources at the College.
- e. The College will report student midterm letter grades, final letter grades, final numerical grades and GPAs to School designees via a secured File Transfer Protocol (FTP) folder.

9) ACADEMIC POLICIES & STUDENT SUPPORT SERVICES *(Statewide Goal 3)*

- a. Regular academic policies applicable to college level courses taught by the College will also apply to Dual Enrollment courses offered under this Agreement. These policies include the appeal process for disputed grades, academic probation, drop policy, the communication of grading policy to students, distribution of course syllabus and any pertinent policies or guidelines associated with the Dual Enrollment courses.
- b. Student drops will only be processed upon the School's request. A request to drop from a student or a parent/guardian will not be accepted. Drops after the census period will require the School's internal drop form to be submitted to the College's Dual Enrollment Office.
- c. Students in Dual Enrollment courses will be eligible to use the same or comparable support services that are afforded to College students. The College will be responsible for ensuring timely and efficient access to enrollment services such as advising, counseling, academic support services, disability services, and transferability of credit to two-year and four-year institutions, and other benefits for which the student may be eligible.
- d. In compliance with Senate Bill 1277 both the School and the College will designate an employee as responsible for providing academic advising to all students enrolled in Dual Enrollment courses as follows:

School Designees		
HB1		
Academic Counselor		
College Designees		
Academic Programs	Workforce Programs	Health Sciences Programs
Career & Transfer Center (Academic & Career Advisors)	Department Chair or Faculty/Staff Designee	Department Chair or Faculty/Staff Designee

- e. Students in Dual Enrollment courses will be subject to the College's Code of Student Conduct and Discipline in addition to the School's Student Code of Conduct. The College will reserve the right to take appropriate action on academic and behavioral misconduct on any Dual Enrollment student regardless of where the courses are taught. The College will defer to the School to take any necessary action for conduct and discipline over Dual Enrollment students that occur at the high school campus.
- f. Students in Dual Enrollment courses will be subject to the provisions of Title IX policies.

10) TRANSCRIPTION OF CREDIT

- a. The College will be responsible for maintaining the Dual Enrollment student college transcript and Dual Enrollment courses will be identified as college level. College Credit is transcribed in the same semester that credit is earned. The School will be responsible for maintaining the high school student transcript.
- b. It will be the student's responsibility to obtain his/her College transcript for his/her School file.

11) FUNDING (*Statewide Goal 1*)

- a. Applicable tuition and fees will be charged to the School for the number of students participating under this Agreement. Student drops after the census period will generate tuition fees. Tuition and fees are subject to change based on Laredo College Board of Trustees action.
- b. The following fee structure would be used for Dual Enrollment students should the School not have the teachers to teach within the Dual Enrollment Program. If the School provides teachers who meet the required qualifications to serve as

adjunct faculty for the College while teaching in the Dual Enrollment courses, no tuition or fees will be charged for students enrolled in the courses.

- c. Reduced Tuition Schedule for credit bearing courses are as follows:

Credit Hours	1 credit hr.	2 credit hrs.	3 credit hrs.	4 credit hrs.
Tuition	\$ 130.00	\$200.00	\$270.00	\$340.00

- d. Reduced tuition or waivers are not extended directly to individual students enrolling in college courses. This tuition agreement is only between educational institutions outlined in this Agreement.
- e. The School will use student generated funding from their own tuition and fees to cover the cost of applicable college tuition and fees. Students are responsible for covering textbooks and other instructional related materials expenses.

12) TRANSITION TO COLLEGE (Statewide Goal 2)

- a. The School will promote a college going culture by displaying college readiness materials including FAFSA forms, Apply Texas Applications, College applications and other related items.
- b. The College will participate with the School to assist with academic engagement activities, promote college awareness and participation and assist with the overall admissions and enrollment process of graduating seniors.
- c. The College will utilize common advising strategies related to dual credit and college readiness.
- d. The College will develop & provide literature outlining pathways for endorsements linking to post-secondary credentials.

13) MARKETING & CO-BRANDING

In exchange for its contribution to the partnership, the College reserves the right to be co-branded as follows:

- a. The full name "Laredo College" is to be included in the official title/name of the high school dual enrollment program; for example: "San Augustine High School-Laredo College".
- b. The logo and full name "Laredo College" are both to be included in all marketing, advertising, social media, print media, and/ or new media pertaining to School programs that involve this Dual Enrollment program.
- c. The logo and full name "Laredo College" are to be included in other areas designated by the School as appropriate.
- d. The use of the College logo must meet Marketing Department guidelines.

14) EDUCATIONAL RECORDS & DATA SHARING

- a. For legitimate educational interests, the College will facilitate the exchange of

information among institutions, Dual Enrollment high school teacher facilitators, Dual Enrollment high school adjunct faculty and staff, and School contacts: 1) pertaining to students' progress toward the opportunity to earn college credit; 2) to facilitate early intervention and support student success, 3) pertaining to whether college credit is earned, accepted and/or declined; 4) to facilitate accurate recordkeeping; 5) to address academic integrity issues; and 6) for use in the College's outreach and recruitment. If either party obtains access to the School's and/or the College's record systems protected under FERPA, each party agrees to strictly adhere to the provisions of FERPA and its regulations. While in possession of FERPA records and data, only persons authorized to access the student data related to the Dual Enrollment program will be granted access as required by FERPA.

b. Data Type

- i. The School agrees to provide individual student-level data to the College's Dual Enrollment Office or any other designated office for the purpose of implementing, billing, and evaluating the Dual Enrollment program and informing students of academic opportunities at Laredo College. The School hereby appoints Laredo College as a legitimate educational official of the School in accordance with the Family Educational Rights and Privacy Act (FERPA). Likewise, Laredo College hereby appoints the School as a legitimate educational official of Laredo College in accordance with FERPA. The Dual Enrollment Office agrees to provide individual student-level data to the School for the purpose of evaluation, accountability, and student record-keeping.

ii. Data Type by Institution

The School Data • Campus Name • Student Name • Student DOB • Qualifying GPA • TSIA Scores & Date of Assessment LC ID number	LC Data • Campus Name • Student Name • Student DOB • Student high school ID number • Student LC ID number • Class rosters with student high school ID number & LC ID number • Grades • Midterm letter grades only • Final letter and numerical grades • LC GPA • Credit Hours Earned
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c. Data Protection

- i. All files will be exchanged using secure systems and in an encrypted, password protected electronic format by the School and the College.

- ii. The College assures that in all reports, electronic or otherwise, derived from information made available under this agreement, all data shall be aggregated in such a way that no individual will be identified directly or by deduction. The College further assures that the data elements will not be released to a third party without prior written parental or student consent, as applicable.
- iii. Any unauthorized disclosure of confidential student information is a violation of FERPA and the implementing regulations found in 34 CFR Part 99 and shall not be permitted to occur.
- iv. While in possession of these data, both parties shall permit access only to employees and contractors authorized to assist in the implementation or evaluation of Dual Enrollment program to have access to the data. Both parties agree to store the data in an encrypted format in a secure and locked area and to prevent unauthorized access.
- v. All persons authorized to have access to the data have certified their understanding that they may be held individually liable for any and all criminal and civil penalties imposed for breach of confidentiality ("Access to Confidential Data").

15) INDEMNITY

- a. To the extent permitted by Article XI, Section 7 of the Texas Constitution, and with the mutual understanding that the College is a political subdivision of the State of Texas and that an indemnity obligation cannot be paid from current revenues and that no order, resolution, tax nor interest and sinking funds has been set, adopted or established for payment of this indemnity obligation, and without expanding the College's liability beyond the statutory limits of the Texas Tort Claims Act or under existing law, and furthermore, without waiving the College's immunity beyond the scope of that allowed by the Texas Tort Claims Act or existing law, the College shall indemnify and hold harmless the School and its officers, agents, and employees, and assigns from all suits, actions, damages, demands or other claims of any character brought for or on account of injury to a person or property arising solely from the College own acts of negligence in carrying out its obligations under this Agreement.
- b. To the extent permitted by Article XI, Section 7 of the Texas Constitution, and with the mutual understanding that the School is a political subdivision of the State of Texas and that an indemnity obligation cannot be paid from current revenues and that no order, resolution, tax nor interest and sinking funds has been set, adopted or established for payment of this indemnity obligation, and without expanding the School's liability beyond the statutory limits of the Texas Tort

Claims Act or under existing law, and furthermore, without waiving the School's immunity beyond the scope of that allowed by the Texas Tort Claims Act or existing law, the School shall indemnify and hold harmless the College and its officers, agents, and employees, and assigns from all suits, actions, damages, demands or other claims of any character brought for or on account of injury to a person or property arising solely from the School's own acts of negligence in carrying out its obligations under this Agreement.

16) TERMS OF AGREEMENT

- a. Both the College and the School reserve the right to unilaterally terminate this Agreement through a written notice to the non-terminating party given within ninety (90) days prior to the effective termination date.
- b. Students enrolled in Dual Enrollment courses at the time the termination notice is given will be permitted to complete the course(s) until the end of the semester in which the notice is first given.
- c. An amendment to this Agreement is not effective until approved in writing by an authorized representative from the College and the School.

17) GENERAL PROVISIONS

- a. Each party acknowledges that the other is obligated to strictly comply with the Public Information Act, Chapter 552, Texas Government Code, in responding to any request for public information pertaining to this agreement.
- b. This Agreement is performable in Webb County, Texas. Further, the validity of this Agreement and all matters pertaining to this Agreement, including but not limited to, matters of performance, non-performance, breach, remedies, procedures, rights, duties, and interpretation or construction, shall be governed and determined by the constitution and the laws of the State of Texas.
- c. Neither party is required to perform any term, condition, or covenant of this Agreement, if performance is prevented or delayed by a natural occurrence, a fire, an act of God, an act of terrorism, or other similar occurrence, the cause of which is not reasonably within the control of such party and which by due diligence it is unable to prevent or overcome.
- d. Any notice required or permitted under this Agreement must be in writing, and shall be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address set out below. Notice may also be given by regular mail, personal delivery,

courier delivery, facsimile transmission, email or other commercially reasonable means and will be effective when actually received. Each party can change its respective notice address by sending to the other party a notice of the new address. Notices should be addressed as follows:

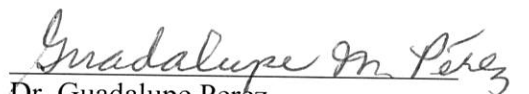
Laredo College
Attn: Dr. Minita Ramirez
West End Washington Street
Laredo, Texas 78040
Phone: (956) 722-0521
Fax: (956) 721-5381
Email: president@laredo.edu

St. Augustine High School
Attn: Dr. Olga P. Gentry, Principal
P.O. Box 158-132
Zapata, TX 78076
Phone: (956) 724-8131
Phone: (956) 725-9241
Email: ogentry@st-augustine.org

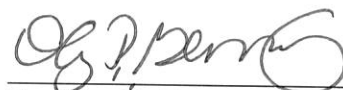
This Agreement shall become effective upon approval by the governing board of ZCISD, upon signing by the Board President of the School or his/her designee, and upon signing by the President of Laredo College. This Agreement shall remain in effect for 5 years unless amended or terminated by either party with ninety (90) days written notice pursuant to Section 16 of this Agreement.


Dr. Minita Ramirez
LC President

Sept 12, 2022
Date


Dr. Guadalupe Perez
Diocese of Laredo School Superintendent

October 6, 2022
Date


Dr. Olga P. Gentry
Principal, St. Augustine High School

9-30-2022
Date

Addendum 1**San Augustine HS Crosswalk**

LC Course	Credit SCH	SAHS Course	HS Credit
ENGL 1301	3	English IV	.5
ENGL 1302	3	English IV	.5
GOVT 2305	3	Amer. Govt	.5
GOVT 2306	3	Special Topics SS	.5
ECON 2301	3	Economics	.5
SPAN 1411	4	Spanish III	1
HIST 1301	3	Amer. Hist	.5
HIST 1302	3	Amer. Hist	.5
SPCH 1311	3	Professional Communication	.5
PSYCH 2301	3	Psychology	.5
ARTS 1301 or MUSI 1301	3	Fine Arts	1
Total SCH	34		7.5