

2024-2027 DUAL CREDIT PARTNERSHIP AGREEMENT



Between
Clint Independent School District
And
El Paso County Community College District



This Dual Credit Partnership Agreement (Agreement) between Clint Independent School District and El Paso County Community College District (EPCC or the College) is designed to allow High School students an opportunity to earn dual High School credit and College credit. *19 Texas Administrative Code (19 TAC), Chapter 9, Subchapter H, Partnerships between Secondary Schools and Texas Public Two-year Associate Degree-Granting Institutions* establishes authority and rules for two-year associate degree-granting institutions to enter into agreements with secondary schools to offer courses that grant credit toward the student's High School curriculum requirements and College-level credit. Dual Credit Requirements are identified/outlined in *19 TAC Chapter 4, Subchapter D, Dual Credit Partnerships Between Secondary Schools and Texas Public Colleges*, §4.85. Nothing herein shall be construed to violate either the Texas Public Information Act, Tex. Gov't Code, §552.001 et seq., or the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g.

Clint Independent School District is located at:
14521 Horizon Blvd.
El Paso, TX 79928

The following conditions apply to this Agreement in accordance with Texas Higher Education Coordinating Board (THECB) Rules and Regulations:

1. Purpose

The Purpose of this Agreement is to facilitate the cooperation between the College and the District in the provision of College courses for Dual Credit for qualified students.

2. Eligible Courses

- a. Only courses as permitted by 19 TAC, Part 1, CH4, Subchapter D, §4.85 (a) identified as College-level academic courses in the current edition of the EPCC Catalog or as College-level workforce education courses in the current edition of the Workforce Education Course Manual (WECM) may be used for Dual Credit. New High School sites located off EPCC campuses must follow the *Courses for Dual Credit Schedule* as it is posted on the EPCC Dual Credit web page.
- b. Courses approved for Dual Credit for an individual student must be applicable to a college or university certificate or degree.
- c. Course matching is a requirement to award Dual Credit. In order to offer any College course for Dual Credit, it must be paired with an equivalent High School course. The learning objectives for the College course and the Texas Essential Knowledge and Skills (TEKS) for the High School class must have significant overlap or match. If an equivalent High School class does not exist, then the College course cannot be offered by the High School for Dual Credit.
- d. Any TEKS not covered by the College course will be taught by the High School and accounted for separately from the required content of the College course.

3. Student Eligibility

- a. High School students will meet State and EPCC requirements for admission to the College.
- b. High School students must take the EPCC placement tests and/or provide EPCC approved additional test scores in math, reading, and writing as well as course-specific placement test scores where applicable and have the course prerequisites prior to enrolling in College-level courses. Students with disabilities needing accommodations will contact the EPCC Center for Students with Disabilities (CSD) to arrange a meeting with a CSD Counselor. The placement exam will be administered at the High School that complies with EPCC's CSD-approved accommodations.
- c. High School students shall not be enrolled in more courses than those allowable by State laws and Texas Administrative Code and Regulations and in accordance with the *Courses for Dual Credit Schedule* for new sites until the High School is approved by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as an EPCC off-site.
- d. El Paso Community College will certify to the appropriate agency, no fewer than once per calendar year, the eligibility of all students for which it receives notice of FAST eligibility from such student's school district or charter school, of that student's eligibility for the FAST Program.
- e. High School students will be enrolled in EPCC courses upon the timely receipt of all the pre-registration/advising documentation by the EPCC Admissions and Registration DC/ECHS Specialist. If a High School student has a hold preventing registration such as, but not limited to, "business hold or required documentation," the student will not be enrolled in the class and a notation will be made to the roster and returned back to the designated individual at the High School. High School administration (Principal, Assistant Principal, or Counselor) will be notified and will be responsible for assisting the student in clearing the hold. Once the hold has been removed, the High School designee must add the student once more to the enrollment roster requesting enrollment once again.
- f. Application of Americans with Disabilities Act Amendments Act and Section 504 of the Rehabilitation Act of 1973. To the extent this Agreement and the services provided under the Agreement are subject to the Americans with Disabilities Act Amendments Act and/or Section 504 of the Rehabilitation Act of 1973, EPCC and Clint Independent School District agree to take any steps necessary to comply with the provisions of these laws. Coordination of services under the Agreement, enrollment of students and any necessary accommodations will be managed by the EPCC Center for Students with Disabilities (CSD). Appropriate accommodations will be determined by an EPCC CSD Counselor based upon individual needs and requirements of the required program of study. Accommodations will be provided by Clint Independent School District. Accommodations for special education students enrolled in Dual Credit and College courses must adhere to EPCC's accommodations policy.

4. Instructional Calendar

The College courses for Dual Credit taught on the High School campus will comply with the District's instructional calendar. Distance education sections will comply with the College calendar.

5. Location

- a. Dual Credit instruction will predominantly occur in the facilities of the High School campus. EPCC facilities may be used as appropriate, depending on the availability of resources.
- b. When the High School does not have an instructor, who is qualified and selected by EPCC to deliver a College course for Dual Credit onsite at the High School campus, the course may be located online with an instructor provided by the College, depending on the availability of resources.
- c. A qualified instructor may be provided by the College to teach the College course on the High School campus if available. A High School may also contract directly with an EPCC credentialed instructor to deliver the College course on the High School campus. Workload must be previously approved by an EPCC administrator.

6. Student Composition of Classes

Courses may be composed of Dual Credit students only or of Dual Credit and College credit students. Exceptions for a mixed class (composed of students taking the College course for High School credit only and students taking the College course for Dual Credit) may be allowed only under one of the following conditions:

- a. If the course involved is required for completion under the State Board of Education Recommended or Distinguished Achievement High School Program graduation requirements, and the High School involved is otherwise unable to offer such a course.
- b. If the High School credit-only students are College Board Advanced Placement students.
- c. If the course is a career and technology/College workforce education course and the High School credit-only students are earning articulated College credit which will only be awarded after graduation from High School and subsequent enrollment at EPCC.

7. Faculty Selection, Supervision, and Evaluation

- a. All High School Dual Credit instructors must meet the credential requirements as specified by EPCC, the State Board of Education, and that would be acceptable by SACSCOC and other pertinent accrediting agencies. EPCC may limit the number of Dual Credit sections by course or program based on institutional need and/or accreditation guidelines.
- b. The College shall select, supervise, and evaluate Dual Credit High School instructors using the same College procedures used for EPCC faculty teaching on the College campuses and will maintain the same standards for the evaluation of instructional effectiveness and learning outcomes for the College course taught on the High School campus as the same courses taught at the College campuses. EPCC retains the right not to assign courses to an instructor.
- c. Official transcripts, an adjunct faculty application, and other documents pertinent to credentials verification of Dual Credit High School instructors will be kept on file at the EPCC Office of Human Resources.
- d. Qualified, EPCC-selected and trained Dual Credit High School instructors teaching the College course at the High School will do so as part of their High School teaching assignment. Nevertheless, a Dual Credit High School instructor will comply with the

College's standards of instruction and evaluation processes. All instructional aspects of the College course will be supervised by the designated College Instructional Dean.

- e. Each semester, Dual Credit students will complete a Faculty Evaluation and Student Survey for each College course for Dual Credit. The evaluation/survey is administered online. The Dual Credit faculty member and the High School are requested to remind the students in the last couple of weeks of the semester to complete the survey. The Faculty Evaluation process is highly confidential to encourage a student's willingness to respond with candor regarding their experience in the class without fear of reprisals from the instructor. The Faculty Evaluation will not be shared with the instructor, the designated College Instructional Dean, the instructional coordinator and, upon request, the designated High School administrators until after grades have been posted.
- f. It is required that new Dual Credit faculty attend New Faculty Orientation, which is held during Faculty Development Week at the beginning of the Fall Semester (August) and the Dual Credit Summer Convening in June. Newly credentialed Dual Credit faculty will be required to complete an introductory 10-hour online course. Additionally, ongoing attendance is required at College division and discipline meetings and at one faculty development workshop of the instructor's choice each semester.
- g. In the event the High School credentialed faculty is absent more than 3 consecutive days, or is absent enough times that the instructional contact hours fall below what is required for the College course, the High School is responsible for contacting the designated College Instructional Dean to discuss the anticipated length of absence, and necessary arrangements for a substitute or replacement. Only substitutes/replacements credentialed by EPCC in the discipline/course may be used to cover a class. If the High School is unable to find a credentialed discipline/course qualified substitute or replacement, EPCC may provide a qualified faculty if available.

8. Course Curriculum, Instruction and Grading Criteria

EPCC shall ensure that a College course for Dual Credit offered at the High School and the corresponding course offered at the College campuses are equivalent with respect to the curriculum, contact hours, course enrollment maximum, materials, instruction, and method/rigor of evaluation of student performance, and grading criteria regardless of student composition of the class. (See appendix A for Crosswalk)

- a. EPCC course syllabi and textbooks must be used in College courses for Dual Credit at all times. The syllabus for each course must be submitted to the appropriate Instructional Coordinator as requested and uploaded in compliance with HB 2504 by the end of the first week of classes.
- b. The High School will provide each student enrolled in a College course for Dual Credit with all College textbooks and instructional materials required by the College discipline. College textbooks and other instructional materials may not be shared among multiple students, and students must be allowed to use them both in and out of class as would any College student studying at the College campuses.
- c. The EPCC Office of Distance Learning Support Services will verify that the High School has adequate technology to support online course delivery. In addition, classroom, science lab and library facilities assessments will be conducted at least every three years or as needed.

- d. The High School will identify a High School onsite facilitator whose role is to support the EPCC instructor of record in order to enhance the success of Dual Credit students enrolled in online courses.

9. Academic Policies and Student Support Services

- a. All academic policies applicable to courses taught on EPCC campuses shall apply to Dual Credit High School students as outlined on EPCC Procedure GH-2 *High School Dual Credit Program Requirements* and in the College Catalog. These policies include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus must be distributed, and processes for addressing instructional issues/concerns.
- b. Dual Credit students may utilize the same services that are available to other EPCC students. The College is responsible for ensuring timely and efficient access to such services as academic advising and counseling, College-appropriate (non-curricular) accommodations for students with disabilities, learning materials (e.g., library resources), academic achievement programs (e.g. Honors Program), and student success initiatives (e.g., tutoring).
- c. Each High School must have an appointed Counselor or Designee to provide academic guidance regarding Dual Credit who will encourage course completion and achievement of course work leading to a College degree. EPCC will provide training for the High School Counselor or Designee.
- d. Except as expressly set forth herein, the High School shall provide student services for all Dual Credit students including, health services, counseling services, tutorial services, transportation, food service, Blackboard Learn Ultra, and all College textbooks and teaching materials. By July 1 of each year, the High School will submit all graduated seniors' final High School transcripts, with the official graduation date, through the Texas Records Exchange (TREx) system. Paper copies will not be accepted.
- e. In addition to on-site resources provided by the High School, Dual Credit students will be issued an EPCC ID card and will have open access to EPCC's online library databases, materials, and resources. Dual Credit students will have access to on-campus and online EPCC tutoring centers, Academic Computer Services labs, and libraries. EPCC Librarians will provide training to designated High School Librarians on available EPCC resources. Dual Credit students will have access to all EPCC student services and privileges, including participation in student government and student clubs.
- f. Dual Credit students will adhere to all the requirements of the District/High School Code of Conduct and State law applicable to public school students. Dual Credit students will have the rights and responsibilities defined in the EPCC Code of Conduct, EPCC Catalog, EPCC Student Handbook, and the EPCC Board Policies and College Procedures. In the event of any inconsistency between the District/High School Code of Conduct and the EPCC Code of Conduct, the District/High School Code of Conduct and applicable provisions of Chapter 37 of the Texas Education Code will be followed. Students enrolled in a course for Dual Credit who are placed in an alternative school will be withdrawn from the course but may be allowed to remain in the Dual Credit program upon returning to the high school campus.
- g. Transportation is at the sole discretion of the District/High School and not the responsibility of EPCC. The District/High School will ensure bus routes for students attending courses at all EPCC site facilities during the fall, spring, and summer terms that occur during regular High School hours. The High School will provide round-trip transportation for Dual Credit

students to EPCC campuses for official school activities, such as daily classes in an approved schedule.

10. Transcription of Credit

EPCC will transcribe College grades immediately upon a student's completion of the course. Approved District/High School personnel will have access to the official College grade through the High School Dashboards.

11. Funding

- a. The Dual Credit High School instructors will be compensated by the District/High School in accordance with the District's Standard Teacher Salary Schedule. It is not contemplated that Dual Credit High School instructors will be teaching any classes in addition to their regular workload by virtue of their participation in the Program. Said Dual Credit High School instructors will not receive any monetary compensation from EPCC for their participation in the Program. The Dual Credit High School instructors teaching courses which result in the award of concurrent credit must meet the same standards, review, and approval procedures used by the College to select faculty responsible for teaching the same courses at the College campuses. Dual Credit High School instructors will teach courses on a volunteer basis and are entitled to all the rights and privileges accorded to any EPCC adjunct faculty member.
 - b. EPCC will waive tuition and designated fees for students enrolled in the Dual Credit Program.
 - c. Both parties to this Agreement agree that neither party may charge a student who has been determined to have met the eligibility criteria for participation in the dual credit Financial Aid for Swift Transfer ("FAST") Program any cost of tuition or other fees whatsoever (including late fees or three-peat fees) incurred for the enrollment in the course(s) contemplated herein.
 - d. The High School is responsible for all College textbooks and instructional materials. This includes funding of Open Educational Resources (OER) and First Day Adoption (FDAY) materials used in lieu of textbooks. The School District will be invoiced within 30 days after the end of the semester and payment in full will be due to EPCC within one month of the invoice. College-approved textbooks purchased by the District may be used for a maximum of four years from the date of initial purchase. The High Schools must adhere to EPCC textbook College Procedure EDA-1 *Selection and Ordering of Textbooks for Credit/Developmental Education Courses*. In addition, the High School must comply with the textbook tracking requirements by completing and returning the textbook tracking form within the timelines set forth.
12. EPCC Administrators and High School Principals, along with any necessary administrative staff, will maintain open lines of communication between the College and their High Schools.
- a. Marketing and Co-branding. Dual Credit is a strong and beneficial partnership between the District or High School and EPCC and will be co-branded accordingly. References to College Courses for Dual Credit that are offered by EPCC will prominently feature EPCC's name and logo on all media/marketing materials, school marquees, verbal and non-verbal messaging, and anywhere else the program is visible, including the school's website.

When used in conjunction with the District or High School logo, logos must be of the same size and in high-profile locations. When communicating about Dual Credit programs or courses offered by EPCC, it is important to state "These Dual Credit course offerings are available thanks to a partnership with El Paso Community College," when speaking,

presenting, or discussing the initiative as well as in all written materials, including, but not limited to: news releases, website content, promotional materials, social media, or other content.

Signage, banners, and other displays should prominently demonstrate the partnership and should include EPCC and its logo. EPCC logos, banners, or other identifying material should be displayed in each classroom used to teach Dual Credit students. Materials or exceptions to this guideline will need to be reviewed and approved by EPCC's Marketing/Community Relations Department and the Dean of Dual Credit and Early College High Schools. Each party reserves the right to approve major signage, banners and other displays marketing Dual Credit that will be displayed outside the EPCC campus to the general public.

Clint Independent School District is responsible for ensuring that departments producing materials as well as appropriate administrators, faculty and staff are aware of the marketing and co-branding requirements. Media/marketing materials that do not reflect appropriate co-branding may have to be taken down and redone to properly reflect required marketing and co-branding.

13. Records and Criminal History.

Records relating to this Amendment may be subject to disclosure pursuant to the Texas Public Information Act, Section 552.001 et. seq. of the Texas Government Code. Each party agrees, to the extent it receives information or records concerning any student, it shall not disclose the same except as permitted by the Family Educational Rights and Privacy Act a/k/a FERPA (20 U.S.C. 1232(g)). EPCC further agrees that, if applicable, it shall comply at its sole expense with the requirements of Section 22.0834 of the Texas Education Code, "Criminal History Record Information Review of Certain Contract Employees," any applicable rule(s) adopted by the Texas Commissioner of Education, Clint Independent School District Board Policies and other policies and requirements of such statute and rule(s), and will ensure that no covered person with a disqualifying criminal history performs services under this Amendment.

14. House Bill 1638: Statewide Dual Credit Goals

The following are specific program goals aligned with the statewide goals developed collaboratively by the Texas Higher Education Coordinating Board (THECB) and the Texas Education Agency (TEA) in compliance with House Bill 1638 (85th Legislature, Regular Session), as codified in Texas Education Code, Section 28.009 (b-1) and (b-2):

- a) Statewide Dual Credit 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.
 - i) EPCC will participate in information sessions that promote Dual Credit hosted by the District or High School.
 - ii) EPCC will host campus tours for students new to Dual Credit.
 - iii) EPCC will maintain a webpage to include information relevant to all Dual Credit stakeholders.
 - iv) EPCC will host a Dual Credit Counseling Institute in Fall and Spring.
 - v) EPCC and District or High School will collaborate in the promotion of Dual Credit programs through press releases, social media, and institutional web pages.
- b) Statewide Dual Credit Goal 2: Dual Credit programs will assist High School students in the successful transition to and acceleration through postsecondary education.



Dual Credit Crosswalk

2024-2027

HS Course	PEIMS #	EPCC Course Subject	EPCC Course #	Course Type	Discipline
ARCH 1301	13004210	ARCH	1301	CORE	Architecture
ARTS 1301	03502300	ARTS	1301	CORE	Art
ASTRO 1303	03060100	ASTR	1303	CORE	Physics
ASTRO 1304	03060100	ASTR	1304	CORE	Physics
BIO 1306	13037200	BIOL	1306	CORE	Biology
BIO 1307	13037200	BIOL	1307	CORE	Biology
BIO 2401 (Anat & Phys I)	13020600	BIOL	2401	CORE	Biology
BIO 2402	13020600	BIOL	2402	CORE	Biology
BIO 2402	13020600	BIOL	2402	CORE	Biology
CHEM 1306	13037210	CHEM	1306	CORE	Chemistry
CHEM 1311	13037220	CHEM	1311	CORE	Chemistry
CHEM 1312	13037220	CHEM	1312	CORE	Chemistry
COMM 1307	03241401	COMM	1307	CORE	Communication
DANCE APP	03834700	DANC	2303	CORE	Dance
TH1 D	03250100	DRAM	1310	CORE	Theater
ECON 2301 D	03380033	ECON	2301	CORE	Economics
FINANAL DC	13016800	ECON	2302	CORE	Economics
EDU 1300	N1290050	EDUC	1300	CORE	Educational Psychology
ENG 1301 D	03220300	ENGL	1301	CORE	English
ENG 1302 D	03220300	ENGL	1302	CORE	English
ENG 2322 D	03220400	ENGL	2322	CORE	English
ENG 2323 D	03220400	ENGL	2323	CORE	English
GEOL 1301	03060200	GEOL	1301	CORE	Geology
GEOL 1302	03060200	GEOL	1302	CORE	Geology
GOVT 2305 D	03330100	GOVT	2305	CORE	Government
COM GOVT 2306 D	03380002	GOVT	2306	CORE	Government
US History 1301 D	03340100	HIST	1301	CORE	History
US History 1302 D	03340100	HIST	1302	CORE	History
History 2321	03320100	HIST	2321	CORE	History
MATH 1314 Pre-	03101100	MATH	1314	CORE	Mathematics
MATH 1324	03102500	MATH	1324	CORE	Mathematics
Math 2412 Pre-	03101100	MATH	2412	CORE	Mathematics
MATH 2413 Calculus I	03102500	MATH	2413	CORE	Mathematics
MUSAPPDC	03155600	MUSI	1306	CORE	Music
MUSIC 1310	03155700	MUSI	1310	CORE	Music
PHIL 1301	03380021	PHIL	1301	CORE	Philosophy / Religion
PHIL 2306	03380021	PHIL	2306	CORE	Philosophy / Religion
PSYC 2301	03350100	PSYC	2301	CORE	Psychology
PSYC 2306	03380042	PSYC	2306	CORE	Psychology
PSYCHOLOGY 2314	13014300	PSYC	2314	CORE	Psychology
SOCI 1301	03370100	SOCI	1301	CORE	Sociology
SOCI 2301	03380033	SOCI	2301	CORE	Sociology
SPANISH 2311	03440300	SPAN	2311	CORE	Foreign Language
SPANISH 2313	03440300	SPAN	2313	CORE	Foreign Language
SPANISH 2315	03440300	SPAN	2315	CORE	Foreign Language
SPCH 1315	03240900	SPCH	1315	CORE	Speech Communication
SPCH 1321	03241400	SPCH	1321	CORE	Speech Communication
Career and Technology					
HS Course	PEIMS	EPCC Course Subject	EPCC Course #	Course Type	Discipline
CT1310	13039550	AUMT	1310	CTE	Automotive Technology
CT1307	13040000	AUMT	1307	CTE	Automotive Technology
CT1316	13039550	AUMT	1316	CTE	Automotive Technology
CT1319	13040000	AUMT	1319	CTE	Automotive Technology
CT2317	13039600	AUMT	2317	CTE	Automotive Technology



Dual Credit Crosswalk



2024-2027

HS Course	PEIMS #	EPCC Course Subject	EPCC Course #	Course Type	Discipline
CT2321	13039600	AUMT	2321	CTE	Automotive Technology
CT2337	13039600	AUMT	2337	CTE	Automotive Technology
CT2303	13039600	AUMI	2303	CTE	Automotive Technology
CT1345	13040450	AUMT	1345	CTE	Automotive Technology
CT2334	13040450	AUMT	2334	CTE	Automotive Technology
CT2325	13040450	AUMT	2325	CTE	Automotive Technology
CT2310	13040450	AUMT	2310	CTE	Automotive Technology
CO1301	A3580110	COSC	1301	CTE	Computer Science
CT1301	13027200	ITSC	1301	CTE	Cyber Security
CT1313	13027200	ITSW	1313	CTE	Cyber Security
CT1314	N1302803	ITCC	1314	CTE	Cyber Security
CT305	N1302803	ITSC	1305	CTE	Cyber Security
CT1344	N1302804	ITCC	1344	CTE	Cyber Security
CT2320	N1302804	ITCC	2320	CTE	Cyber Security
CT1300	03580850	ITSY	1300	CTE	Cyber Security
CT1316	03580850	ITSC	1316	CTE	Cyber Security
CT2330	03580855	ITSY	2301	CTE	Cyber Security
CT1359	03580200	ITSE	1359	CTE	Cyber Security
CT302	03580855	ITSY	2330	CTE	Cyber Security
CT380	13028000	ITSC	2380	CTE	Cyber Security
CO103	03580360	ITSC	2381	CTE	Cyber Security
CO102	03580360	ITSY	2343	CTE	Cyber Security
CT2300	13027300	ITSY	2300	CTE	Cyber Security
SC2401 & SC131P	13020600	BIOL	2401	CTE	Health Science
SC2402 & SC132P	13020600	BIOL	2402	CTE	Health Science
CE1301	13029900	FIRS	1301	CTE	Basic Firefighter
CE1319	13029900	FIRS	1319	CTE	Basic Firefighter
PE012 - HECO 1322	3820400	HECO	1322	CORE	Health Services
Dance 2303	3834700	DANC	2303	CORE	Dance
KINE 1101	PES00051	HECO	1101	CORE	Health Services
MA170P - Math 1342	3102530	MATH	1342	CORE	Mathematics
CT1160 - EMSP1160	13020510	EMSP	1160	CTE	Emergency Medical Services
CT1501 - EMSP 1501	13020500	EMSP	1501	CTE	Emergency Medical Services
CT2420- BIO2420	13020700	BIOL	2420	CORE	Biology