



DUAL CREDIT PARTNERSHIP AGREEMENT



Between

San Elizario Independent School District
And
El Paso County Community College District

This Dual Credit Partnership Agreement (Agreement) between San Elizario Independent School District (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.

The following conditions apply to this agreement in accordance with Texas Higher Education Coordinating Board 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.
- 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

Schools Commission on Colleges 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 main 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 main campuses of the College. 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 High School is responsible for designating a person to act as a point of contact and an overseer for the administration of these materials and any additional surveys of College students required by the College and for following the accompanying instructions. 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 be shared with the instructor, the designated College Instructional Dean, the instructional coordinator and, upon request, the designated High School administrators after the course has ended.
 - 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. The High School will incur the instructor cost.
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 main campus of the College 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 textbooks and instructional materials required by the College discipline. 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 a main campus of the College.
- 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 6.00.01.30 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, to 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. **Student Services Provided by High School.** 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, and all high school books 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. **Student Services Provided by EPCC.** In addition to on-site resources provided by the High School, 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 will provide designated High School Librarians with appropriate log-ins to access EPCC Library resources. 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. **Codes of Conduct.** Dual Credit students will adhere to all the requirements of the High School/District 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 High School/District Code of Conduct and the EPCC Code of Conduct, the High School/District Code of Conduct and applicable provisions of Chapter 37 of the Texas Education Code will be followed.
- g. **Transportation.** Transportation is at the sole discretion of the High School/District and not the responsibility of EPCC. The High School/District 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 High School and/or District 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 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 main campus of the College. 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, except as stated in c, d, and e. herein below.
- c. Upon mutual agreement, the College will conduct enrollment registration for all qualified students who have met all requirements and are requesting enrollment in College courses for Dual Credit. A fee of \$150 will be assessed for each student enrolled after the College's Census Date when it is determined that the student or school was responsible for not meeting the deadline.
- d. Three-Peat-Fee will apply for students repeating certain courses more than two times and will be assessed the current in-state EPCC per credit hour fee.
- e. Waived and Incurred Fees

- i. When the District provides the instructor onsite, tuition and fees will be waived.
 - ii. When EPCC provides the instructor, online, onsite or on campus, tuition and fees will be waived provided the school pays a flat rate of \$100 per student per course. 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.
 - f. The High School is responsible for all textbooks and instructional materials. This includes funding of Open Educational Resources (OER) materials used in lieu of textbooks. 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 procedure *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 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. 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. 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. EPCC supplied logos, banners, or flags will be displayed in each classroom used to teach Dual Credit students. The 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. House Bill 1638: Statewide Dual Credit Goals

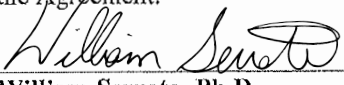
The following are specific program goals aligned with the statewide goals developed collaboratively by the Texas Higher Education Coordinating Board (THECB) and the Texas Education Agency (TEA) in compliance with House Bill 1638 (85th Legislature, Regular Session), as codified in Texas Education Code,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

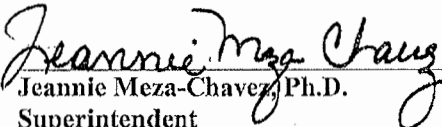
- a) Statewide Dual Credit Goal 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.
 - i) EPCC will participate in information sessions that promote dual credit hosted by the District or High School.

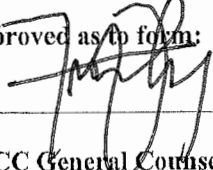
- ii) EPCC will host campus tours for students new to Dual Credit.
 - iii) EPCC will maintain a webpage to include information relevant to all Dual Credit stakeholders.
 - iv) EPCC will host a Dual Credit Counseling Institute in Fall and Spring
 - v) EPCC and District or High School will collaborate 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.
- i) EPCC will grant designated District or High School staff access to Dual Credit Dashboards
 - ii) EPCC will participate in annual data sharing sessions
 - iii) EPCC will support transition to college through Operation College Bound.
- c) Statewide Dual Credit 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.
- i) EPCC will host Dual Credit New Student Orientation sessions for every dual credit student.
 - ii) EPCC and District or High School will conduct joint advising sessions in compliance with SB 25
 - iii) Dual Credit Students will have access to Dual Credit high school and college counselors to ensure credits apply to the selected certificate or degree.
- d) Statewide Dual Credit Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.
- i) EPCC will host a Dual Credit Summer Convening for newly credentialed Dual Credit faculty.
 - ii) Newly credentialed District or High School faculty will be enrolled in a 10-hour online course administered by EPCC.
 - iii) Dual Credit faculty and facilitators will participate in EPCC's Faculty Development Week workshops in Fall and Spring.
 - iv) All Dual Credit stakeholders will be invited to the Building Bridges: Dual Credit Conference hosted annually by EPCC.

This Agreement may only be modified in writing by the District Superintendent and the College President, or their designees, upon mutual agreement, at least 30 days in advance of the modification.

This Agreement will become effective on the date the last party executes the Agreement and will remain in effect for three (3) years or until such time as mutual agreement is made to modify or terminate the Agreement.


 _____ 9/16/21
 William Serrata, Ph.D. (Date)
 President


 _____ 9-8-21
 Jeannie Meza-Chavez, Ph.D. (Date)
 Superintendent

Approved as to form:

 _____ 9/14/21
 (Date)
 EPCC General Counsel

Approved as to form:
 /s/ Priscilla de Mata 09/08/2021
 _____ (Date)
 San Elizario ISD General Counsel

Appendix A



San Elizario Independent School District

El Paso Community College



DUAL CREDIT CROSSWALK

High School Courses			IHE (EPCC) Courses		
State ID PEIMS #	High School State Name	Credit	EPCC Course #	EPCC Course Name	Hours
Core Curriculum: Communications (6 Credit Hours)					
03220300	English III - A	.5	ENGL 1301	Composition I	3
03241600	Public Speaking II	.5	SPCH 1315	Public Speaking	3
13009900	Professional Communications	.5	SPCH 1321	Professional Communication	3
Core Curriculum: Mathematics (3 Credit Hours)					
03101100	Precalculus - A	.5	Math 1314	College Algebra	3
03102500	Independent Study in Math	.5	Math 1324	Mathematics for Business & Social Sciences	3
03102510	Advance Quantitative Reasoning	.5	Math 1332	Contemporary Mathematics (Quantitative Reasoning)	3
03102530	Statistics	.5	Math 1342	Elementary Statistical Methods	3
A3100102	AP Calculus BC	.5	Math 2314	Calculus II	3
03101100	Precalculus - B	.5	Math 2412	Pre-Calculus Math	3
A3100101	AP Calculus AB	.5	Math 2413	Calculus I	3
Core Curriculum: Life and Physical Science (6 Credit Hours; Labs are required)					
03060100	Astronomy -A	.5	ASTR 1303	Stars and Galaxies	3
03060100	Astronomy -B	.5	ASTR 1304	Solar System	3
03010200	Biology - A	.5	BIOL 1306	Biology for Science Major I	3
03010200	Biology - B	.5	BIOL 1307	Biology for Science Major II	3
03010200	Biology - A	.5	BIOL 1308	Biology for Non-Science Major II	3
03010200	Biology - B	.5	BIOL 1309	Biology for Non-Science Major II	3
13020600	Anatomy and Physiology -A	.5	BIOL 2401	Anatomy & Physiology I	3
13020600	Anatomy and Physiology -B	.5	BIOL 2402	Anatomy & Physiology II	3
13020600	Anatomy and Physiology	.5	BIOL 2404	Anatomy & Physiology	3
03040000	Chemistry - A	.5	CHEM 1306	Introductory Chemistry I	3
03040000	Chemistry - B	.5	CHEM 1307	Introductory Chemistry II	3
13037210	Scientific Research and Design II-A	.5	CHEM 1311	General Chemistry I	3
13037210	Scientific Research and Design II-B	.5	CHEM 1312	General Chemistry I	3
03060200	Earth and Space Science - A	.5	GEOG 1301	Earth Sciences for Non-Science Major I	3
03060200	Earth and Space Science - B	.5	GEOG 1302	Earth Sciences for Non-Science Major II	3
03020000	Environmental Systems - A	.5	GEOG 1303	Physical Geology	3
03020000	Environmental Systems - B	.5	GEOG 1304	Historical Geology	3
03050000	Physics - A	.5	PHYS 1301	College Physics I	3
03050000	Physics - B	.5	PHYS 1302	College Physics II	3
A3050006	AP Physics C: Mechanics	.5	PHYS 1315	Physical Science I	3
A3050003	AP Physics 1: Algebra Based	.5	PHYS 2325	University Physics I	3
A3100102	AP Physics 2: Algebra Based	.5	PHYS 2326	University Physics II	3
Core Curriculum: Language, Philosophy, & Culture (3 Credit Hours)					
13004600	Architectural Design I	.5	ARCH 1301	Architectural History I	3
A3500100	AP Art History - A	.5	ARTS 1303	Art History I	3
A3500100	AP Art History - B	.5	ARTS 1304	Art History II	3
03997000	Discovering Languages/Cultures	.5	COMM 1307	Introduction to Mass Communication	3



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03220400	English IV - A	.5	ENGL 2322	British Literature I	3
03220400	English IV - B	.5	ENGL 2323	British Literature II	3
03340400	World History - A	.5	ENGL 2332	World Literature I	3
03340400	World History - B	.5	ENGL 2333	World Literature II	3
03221800	Independent Study in English	.5	ENGL 2341	Forms of Literature	3
03380084	Ethnic Studies: Mexican American Studies	.5	ENGL 2351	Mexican American Literature	3
03380021	Social Studies Adv Studies - A	.5	HIST 2321	World Civilizations I	3
03380021	Social Studies Adv Studies - B	.5	HIST 2322	World Civilizations II	3
03380002	Philosophy - Special Topics	.5	PHIL 1301	Introduction to Philosophy	3
03380002	Philosophy - Special Topics	.5	PHIL 2303	Introduction to Formal Logic	3
03380002	Philosophy - Special Topics	.5	PHIL 2306	Introduction to Ethics	3
03440400	Spanish IV	.5	SPAN 2311	Intermediate Spanish I	3
03440300	Spanish III - A	.5	SPAN 2313	Spanish for Native/Heritage Speakers I	3
03440300	Spanish III - B	.5	SPAN 2315	Spanish for Native/Heritage Speakers II	3
Creative Arts (3 Credit Hours)					
03500110	Art I Appreciation	.5	ARTS 1301	Art Appreciation	3
13008500	Audio/Video Production II		COMM 2366	Film Appreciation	3
03832900	Dance I, Dance Theory I	.5	DANC 2303	Dance Appreciation	3
03250100	Theatre Arts I	.5	DRAM 1310	Theater Appreciation	3
03155600	Music Appreciation	.5	MUST 1306	Music Appreciation	3
03155400	Music Studies, Music Theory I		MUSI 1310	American Music	3
History (6 Credit Hours)					
03340100	US History - A	.5	HIST 1301	US History I	3
03340100	US History - B	.5	HIST 1302	US History II	3
Government/Political Science (6 Credit Hours)					
03330100	US Government	.5	GOVT 2305	Federal Government	3
03380001	Gov't - Special Topics	.5	GOVT 2306	Texas Government	3
Social and Behavioral Sciences (3 Credit Hours)					
03310300	Economics FE	.5	ECON 1301	Introduction to Economics	3
03310301	Economics Advance Studies	.5	ECON 2301	Principles of Macroeconomics	3
03310321	Economics Advance Studies II	.5	ECON 2302	Principles of Microeconomics	3
A3350100	AP Psychology	.5	PSYC 2301	General Psychology	3
03380022	Psychology -- Special Topics SS	.5	PSYC 2306	Human Sexuality	3
03380022	Psychology -- Special Topics SS	.5	PSYC 2314	Lifespan growth & Development	3
03370100	Sociology	.5	SOCI 1301	Introduction to Sociology	3
03370032	Sociology - Special Topics SS	.5	SOCI 2301	Marriage & the Family	3
03241200	Independent Study in Speech	.5	SPCH 1318	Interpersonal Communication	3
Component Area Option (6 Credit Hours)					
N1290050	College Transition	.5	EDUC 1300	Learning Framework	3
03220300	English III - B	.5	ENGL 1302	Composition II	3