



SOUTH TEXAS  
COLLEGE

## Dual Credit Programs PRINCIPAL AGREEMENT

For Dual Credit courses taught by South Texas College Faculty and Dual Credit Faculty

Name of ISD: \_\_\_\_\_ Name of High School: \_\_\_\_\_

High School Administrators should be familiar with and abide by the provisions found in the South Texas College (STC) Dual Credit Programs Interlocal Agreement and in the *Dual Credit Programs Instructional and Quality Standards Manual*.

Fulfillment of the following College Policies and Procedures below will ensure that dual credit students who are enrolled in college-level courses have a college-level experience.

### COLLEGE POLICIES & PROCEDURES

- **Academic Instructional Calendar:** Dual Credit courses must adhere to the College's Academic Instructional Calendar. Exceptions may be arranged through collaboration between the College and the School District Administrator.
- **Classroom & Teaching Environment:** In order for dual credit students to receive the appropriate college-level instruction, the School District Administrator will ensure:
  - Designate a classroom for the college dual credit courses;
  - Display the signs provided by the College outside of the classroom that indicates "College Course is in Session";
  - Assure no interruptions take place of the college dual credit course while in session, except for official business or emergencies. Removing students for high school activities should be avoided.
  - Ensure dual credit students receive their Textbooks and required Material/Consumables prior to the first-class day. Exceptions must be discussed with the Dean of Dual Credit Programs and the Department Chair.
  - Ensure that STC Faculty, Dual Credit Faculty, and dual credit students have appropriate access to all available instructional resources and essential technology;
    - Provide dual credit students with appropriate access to all available instructional resources and essential technology such as an electronic device, wireless technology, internet access, and a Webcam to access their dual credit course(s).
    - Permit support for dual credit students to download the Respondus Lockdown Browser (on the school computer or home computer);
    - Permit access to the College's electronic learning resources such as STC Library Research Database and Blackboard when the course is taught at the High School;
  - Meet the laboratory requirements and safety standards when offering Career & Technical Education and/or Academic courses and have available the required material/equipment that comply with College program requirements.
  - Require Dual Credit Faculty to utilize the College's approved Learning Management System (Blackboard) for their dual credit course(s) for in-person and/or online instruction, grading, assessment, and communication purposes, as stated in *Board Policy #3111, Instructional Continuity*.
- **Grading Procedures:** All Dual Credit Faculty will follow the College's Grading System as stated in the College's *Board Policy #3310, Grading System: Credit Programs*, as well as the grading criteria in the department's approved syllabus.

## **OVERSIGHT**

The School District Administrator will ensure that the following requirements are met:

- **Enrollment Cap:** Adhere to the enrollment cap of 25 students for STC Faculty teaching at the High School campus.
- **Course Cancellations:** High School Campus **will not** cancel Dual Credit courses assigned to STC Faculty after August 8, 2022 (Fall 2022 semester), January 9, 2023 (Spring 2023 semester). Should a School District cancel dual credit course(s) with an assigned College Faculty after the advertised deadline, a Late Dual Credit Section Cancellation Fee will be assessed.
- **Course Enrollment:** Dual credit courses assigned to a STC Faculty and/or Dual Credit Faculty must have a minimum of ten (10) students enrolled in Academic sections and seven (7) in Career & Technical Education sections.
- **Student Enrollment:** Ensure school district officials comply with the Dual Credit Programs enrollment deadlines, policies and procedures established by STC.
- **First Week Rosters:** Ensure that Dual Credit Faculty verify the *First Week Class Roster* to validate all dual credit students are enrolled and refer students not on the roster to the appropriate High School counselor. Any dual credit student not listed on the official 12<sup>th</sup> Day Verification Census Date Roster will be removed from the dual credit course.
- **Required Reports:** Dual Credit Faculty will submit all required reporting documents such as: roster verification, Starfish Early Alert System surveys, learning outcome results, syllabi/section outlines, and submission of grades by the deadlines set by the College.
- **Meeting Attendance:** Permit release time so all Dual Credit Faculty can attend required College departmental meetings and the two (2) required professional development days organized by STC held on the Saturday before each full semester begins.
- **Concerns/ Issues with Faculty:** Communicate concerns/issues in a timely manner regarding Dual Credit Faculty and/or STC Faculty to the Dean of Dual Credit Programs.
- **Instructor of Record:** Dual Credit Faculty assigned to teach an online dual credit course are charged with the duties and responsibilities of the instructor of record. As stated in ***Board Policy #3115, Distance Education***, the instructor of record, not an assistant, is the one responsible for delivery of instruction and evaluation of student progress. All Dual Credit students shall be informed that they are able to access the online course at any time, not only during a designated time at the high school.
- **Dual Credit Faculty Absences:** Dual Credit Faculty are obligated to meet the required number of contact hours per semester. Therefore, excessive absences, dismissal of classes, and early release (except in emergency) are in violation of the contract between the Dual Credit Faculty member, STC and the Texas Higher Education Coordinating Board. Thus, any absences by the Dual Credit Faculty must be reported to their Program Chair to ensure meeting of required contact hours.
- **Student Withdrawals:** Students requesting to withdraw after Census Day must initiate the withdrawal process by sending a request to the Office of Admissions and Records. The student must submit a Schedule Change Form or email with instructor approval to the Office of Admissions and Records by the established deadline for withdrawals. Requests may be submitted in person or emailed to [admissions@southtexascollege.edu](mailto:admissions@southtexascollege.edu)

**In support of the partnership between STC and School District, STC Faculty teaching dual credit courses will:**

- Contact the school when planning to be absent or delayed to class;
- Allow students to be absent for school-required state exams without penalty;
- Not remove/drop any student from the course without notifying a school official;
- Implement and utilize Starfish Early Alert for student retention and success:

- Fall 2022 and Spring 2023: First Week Attendance Verification, and two Progress Surveys (Weeks 5-6 & Weeks 11-12)
- Will only provide final course numeric grades based on a standard 100-point scale to the School District, upon request. Request must be submitted by the School District to the STC Faculty by the Friday before the end of College's finals week; and
- Provide critical student information when needed for high school reporting as allowed by FERPA rules and as stated in the Guidance Letter for Reporting Requirements as published in the *Dual Credit Programs Instructional and Quality Standards Manual*.

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**Signature of Principal**

**Date**

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**Dr. Rebecca De Leon, Dean**

**Date**