

**DUAL CREDIT and MIDDLE COLLEGE AGREEMENT**  
**Itawamba Community College**  
**and**  
**Tupelo Public School District**

**THIS AGREEMENT** is entered by and between Itawamba Community College, hereinafter referred to as the “College” and Tupelo Public School District hereinafter referred to as the “TPSD.” The purpose of this Agreement is to implement the Mississippi Code Annotated §37-15-38, which authorizes the establishment of dual enrollment/dual credit programs between public community colleges and universities and local boards of education.

A “dual enrolled student” is defined as a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school.

A “dual credit student” is defined as a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school and who is receiving high school and college credit for postsecondary coursework.

This Agreement addresses the policies allowing certain high school students to enroll in college level courses at postsecondary institutions in order to dually earn credits toward a high school diploma and a postsecondary degree. TPSD’s, Tupelo High School (hereinafter “High School”) is considered an off-campus site of the College where courses are taught by qualified teachers selected by the College. Instructors may be employees of TPSD or the College.

The parties hereto believe that this Agreement will provide enhanced learning opportunities for qualified students during normal class hours through the effective use of the College’s programs and resources. At no time will the College or the High School apply unethical pressure upon students or educational personnel to participate in the dual credit program or middle college program.

**I. Eligibility** - The College and the High School do hereby agree to be eligible for enrollment, a high school student must meet the following criteria:

**Academic**

- a. Have earned at least 14 Carnegie Units as listed in the Mississippi Public School Accountability Standards
- b. Have a minimum overall high school GPA of 3.0 on a 4.0 scale; and
- c. Obtain an unconditional written recommendation from his/her high school counselor, principal, or principal's designee.

**OR**

- a. Have a minimum high school GPA of 3.0 on a 4.0 scale;
- b. Earned a minimum composite ACT score of 30 or the equivalent SAT score; and
- c. Obtain an unconditional written recommendation from his/her high school counselor, principal, or principal's designee.

**Career and Technical Education**

- a. Have a minimum overall high school GPA of 2.0 on a 4.0 scale;
- b. May be classified as a sophomore; and
- c. Obtain an unconditional recommendation from school administrator/counselor or CTE instructor.

**II. Eligible Courses and Course/Credit Equivalencies**

Courses offered shall be drawn from the College's existing academic or career and technical inventory of courses offered for credit. All courses being considered for dual credit must receive unconditional approval from the College's chief academic officer and the TPSD superintendent or designee. Students are placed into courses following placement procedures and prerequisite requirements of the College.

**III. Credits and Transcripts**

One (1) three/four semester hour course at the postsecondary level may equal

one (1) Carnegie unit at the high school level in the same or related subject. Grades and college credits earned by a student admitted to a dual credit program must be recorded on the High School's student record and on the College transcript. The transcript of the College may be released to another institution and applied toward college graduation requirements.

#### **IV. Faculty**

Dual credit instructors shall be faculty of the College. Therefore, no expectation of authority to teach a course of the College is extended until the Chief Academic Officer has approved such authority. A High School teacher approved to teach academic dual credit courses will be designated as an "Adjunct Faculty Member" of the College and must meet the credentialing requirements set forth by the regional accrediting association (Southern Association of Colleges and Schools Commission on Colleges). The College will pay dual credit instructors from the High School \$10 per student for required administrative duties, from which the College will take retirement benefits and sent to the Mississippi Personnel Employment Retirement System. A dual credit career and technical education instructor must meet the requirements set forth by the State Board of Community Colleges in *The Qualifications Manual for Postsecondary Career and Technical Education*.

Dual credit instructors will be under the supervision of the College for the purposes of determining College issues such as student eligibility, evaluations, course content, student learning outcomes and cases of plagiarism, cheating, or dishonesty. The College will provide faculty orientation, supervision and evaluation. Should the evaluation of a dual credit instructor fall below acceptable College standards, the TPSD superintendent will be notified of a plan of corrective action or removal of the instructor as an approved dual credit instructor.

## **V. Students**

For dual credit courses conducted on the High School's premises, all issues of discipline, safety, and misconduct on the part of the student will remain the responsibility of the High School and its administration. Dual credit students attending class on the campus of the College will be subject to the student code of conduct. Issues of discipline, safety, and misconduct on the part of the student will be shared between the College and TPSD representative on campus.

### **ACADEMIC DUAL CREDIT**

Students enrolled in academic dual credit may not earn more than 49% of the total credit hours required for an associate's degree at the High School site. Payment of the current rate of tuition, fees, textbooks and course material fees will be the responsibility of the dual credit student. Dual credit students are responsible for the payment of tuition fees as prescribed in the College Catalog. The fees are negotiated as follows:

The College will award a scholarship for each dual credit course up to fifteen semester credit hours. Students will pay \$100 tuition and the College will scholarship the remainder of the tuition and fees per course for up to fifteen semester credit hours. Students are responsible for costs of textbooks and course material fees associated with dual credit courses. Students must maintain a "C" or better to keep the dual credit scholarship. A withdrawal from a dual credit course will result in loss of the dual credit scholarship.

### **CAREER TECHNICAL EDUCATION DUAL CREDIT**

Students enrolled in career technical dual credit may not earn more than 49% of the total credit hours required for an associate's degree at the High School site. Payment of the current rate of tuition, fees, textbooks and course material fees will be the responsibility of the dual credit student. Dual credit students must make payment of tuition

fees as prescribed in the College Catalog. CTE dual credit students are not eligible for financial aid and will be charged full tuition price.

## **MIDDLE COLLEGE PROGRAM**

The middle college program is a dual credit program in which high school juniors or seniors attend a portion of the school day at the College and a portion at the High School. The College will be responsible for providing an adequate facility for middle college students to use for academic support when students are not scheduled to be in class. The High School will be responsible for providing a transitional counselor to monitor the space provided.

Schedules must be approved by a College advisor and transitional counselor to ensure post-secondary transferability. Middle college students attending class on campus will be subject to the College student code of conduct. Issues of discipline, safety, and misconduct on the part of the student will be shared between the College and High School representative on campus. Middle College students are not eligible for financial aid and will be charged full tuition price.

### **VI. Reporting and Evaluating Dual Credit/Dual Enrollment**

The College and the High School shall assume any respective responsibility for reporting required information in a timely manner. Annual evaluation of the dual credit program will be made by both parties at an annual evaluation meeting and minutes of the meeting shall be recorded by the College.

### **VII. Transportation**

Any transportation required by a student to participate in the dual credit program is the responsibility of the High School, parent or legal guardian of the student.

### **VIII. Information**

Each party agrees to provide a mechanism for communicating the educational and economic benefits of the dual credit and middle college programs, as well as the

requirements for participation and enrollment procedures to parents and students. This communication must include a clear statement concerning the release of student's educational records as defined by FERPA for and between the College and the High School.

**X. Terms of Agreement**

The terms of this Agreement shall be effective for the 2019-2020 academic year (July 1, 2019, through June 30, 2020). Thereafter, this Agreement shall automatically renew for successive twelve-month periods unless either party requests a change or termination of the Agreement, which change, or termination will be given in writing by either party at least 90 days prior to such termination.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement.

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Dr. Jay Allen, President  
Itawamba Community College

Date

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Dr. Rob Picou, Superintendent  
Tupelo Public School District

Date