



Brownsville Independent School District

Agenda Category: General Function
Contracts/MOU

Board of Education Meeting: 08/05/25

Item Title: Memorandum of Understanding
between Brownsville ISD and
Texas Southmost College

X Action
Information
Discussion

BACKGROUND:

Dual enrollment stands as a robust academic initiative within the Brownsville academic community which rigorously supports our students as they prepare for post-secondary education and careers of choice. All Brownsville Early College High Schools provide opportunities for their students to earn both high school and college credit while participating in the Dual Enrollment program. We are currently following the MOU approved on November 14, 2023. These students represent all Early College High Schools in the district.

FISCAL IMPLICATIONS:

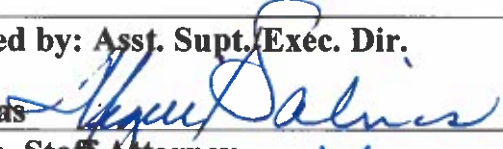

Function 11: Local categorical budgeted funds: Approximately \$390,000 (Based on student participation)

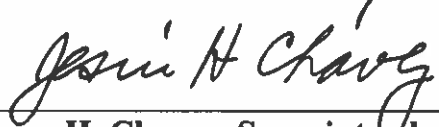
RECOMMENDATION:

Recommend approval to continue a partnership with Texas Southmost College to provide dual program opportunities to students. These programs expand and enhance dual enrollment/dual credit options. This agreement shall continue from year to year unless amended or terminated in writing by either party. Services and items to be purchased are subject to the District's needs and funding. Approximate cost: \$390,000.


Dr. Roni Louise Rentfro
Submitted by: Principal/Program Director

Approved for Submission to Board of Education:

Recommended by: Asst. Supt./Exec. Dir.

Miguel Salinas
Reviewed by: Staff Attorney

Beatriz Hernandez
Approved by: Chief Officer


Dr. Jesus H. Chavez, Superintendent

When Necessary, Additional Background May Follow This.

ACADEMIC AGREEMENT

**between
Texas Southmost College
and
Brownsville Independent School District**

Pursuant to the rules of the Texas Higher Education Coordinating Board as set forth in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D; and Chapter 9, Subchapter H, *Texas Southmost College (TSC)* (hereinafter "College") and the *Brownsville Independent School District (BISD)* (hereinafter "School District"), hereby enter into a partnership in which TSC agrees to collaborate with BISD to provide academic and technical instruction to eligible students of the Brownsville School District for award of high school credit, college certificate and/or Associate Degree credit (hereinafter "Dual Programs"). If a School District offers dual courses as part of an approved early college education program established under TEC Section 29.908 or an early college program as defined in Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter G, Rule 4.153., **Purpose of Academic Agreement and Incorporation of the Dual Programs Manual**

The purpose of this Academic Agreement (hereinafter "Agreement") is to memorialize the terms of the Dual Programs entered into by the Parties, and to outline the roles and responsibilities of each party to comply with all laws, rules, and regulatory guidelines pertaining to the Dual Programs. This Agreement is intended to facilitate cooperation between TSC and the School District in implementing this Dual Programs, and shall be construed to ensure compliance with all applicable state and federal laws and rules by the Parties at all times.

The terms of the TSC Dual Programs Manual (hereinafter "Manual") are hereby incorporated as expressly provided by this Agreement. In addition, applicable terms of the Manual shall apply to the Program to the extent that they do not conflict with the express terms of this Agreement.

1. Goals of the Dual Program

In accordance with the provisions of Texas Education Code, Section 28.009 (b-1) and (b-2), TSC and the BISD jointly agree to establish and support the following goals for the dual programs, in alignment with the goals established by the State of Texas:

- a. **Goal 1:** TSC and the BISD will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of the dual programs, including enrollment and fee policies, including the following:
 - i. TSC and the BISD will collaborate to host information sessions for students and parents concerning dual programs opportunities, benefits and cost.
 - ii. TSC and the BISD agree to maintain the most current information on their respective webpages concerning the dual programs, including enrollment and fee policies.

- iii. TSC agrees to provide appropriate training to the high school and middle school counselors of the BISD on all pertinent aspects of the dual programs at least once each academic year.
 - iv. TSC and the BISD agree to collaborate on the marketing of the dual programs, and to guarantee the proper use of all branding of the other institution in any marketing or promotion of the programs.
 - v. The parties jointly agree to maintain documentation summarizing the collaboration and outreach efforts of TSC and BISD such that it will be readily available and to post it as appropriate.
- b. **Goal 2:** TSC and the BISD will assist high school students in the successful transition to and acceleration through postsecondary education. In support of this goal, TSC and the BISD agree to collaborate to jointly monitor the following quality indicators:
 - i. Analysis of measures for enrollment in and persistence through postsecondary education, disaggregated by student sub-population.
 - ii. Student enrollment in postsecondary education after high school.
 - iii. Time to degree completion.
 - iv. Semester credit hours to degree.
- c. **Goal 3:** TSC and the BISD will strive to ensure that all dual programs students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.
 - i. Analysis of measures for enrollment in and persistence through postsecondary education, disaggregated by student sub-population.
 - ii. Student enrollment in postsecondary education after high school.
 - iii. Time to degree completion.
 - iv. Decrease in excess number of semester credit hours beyond required hours to degree completion.
- d. **Goal 4:** TSC and the BISD will collaborate to ensure that the quality and rigor of dual programs courses are equivalent to college courses to ensure student success in subsequent courses. In support of this goal, TSC and the BISD agree to jointly monitor student performance in subsequent course work.

2. Eligible Courses

- a. In accordance with Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85, TSC may offer the following types of courses for dual programs:
 - i. Courses that are in TSC's Core Curriculum (available on the TSC website);
 - ii. Courses in an active field of study curriculum (developed by the Texas Higher Education Coordinating Board under Section 61.823) or program of study curriculum (developed by the Texas Higher Education Coordinating Board under Section 61.8235);
 - iii. Career and Technical Education (CTE) courses that apply to any certificate or associate's degree offered by the institution providing credit including: (a) Courses contained in the Workforce Education Course

- Manual (WECM); and (b) Courses within the following rubrics contained in the Lower Division Academic Course Guide Manual (ACGM): ACCT (Accounting); AGRI (Agriculture); ARCH (Architecture); BCIS (Business Computer Information Systems); BUSI (Business); COSC (Computer Science); CRIJ (Criminal Justice); ENGR (Engineering); HORT (Horticulture);
- iv. All courses taken by students who are enrolled in approved Early College High Schools with the exception of physical education courses taken by high school students for high school physical education credit; and
 - v. Foreign language courses.
- b. Academic transfer courses must be identified as college-level academic courses in the current edition of the Texas Higher Education Coordinating Board's (THECB) Lower Division Academic Course Guide Manual (ACGM), must be in the approved course inventory of TSC, and must be approved for dual programs by TSC.
- c. Technical dual programs courses must be identified as college-level workforce education courses in the current edition of the Texas Higher Education Coordinating Board's (THECB) Workforce Education Course Manual (WECM), must be in the approved course inventory of TSC, and must be approved for dual programs by TSC.
- d. Neither remedial, developmental, or upper-level course work can be offered for dual credit.

3. Student Eligibility

- a. Only School District students who meet the applicable eligibility requirements as per Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D Rule 4.85 to participate in academic or technical courses that qualify for dual programs from both the Brownsville School District and TSC may be enrolled in Dual Programs. Students eligible will begin the dual program no earlier than the Fall of their 9th grade year. Rules governing admissions and eligibility criteria are contained in Section II of the Dual Programs Manual.
- b. Students are only eligible to receive a tuition/fee waiver for a maximum of 69 credit hours.
- c. Dual programs students may only take courses which are listed in the programs of study for their declared majors, to include any required prerequisites or co-requisites. However, students declared in Associate of Applied Science degree programs may take at least 15 semester credit hours (SCH) of general education courses. Courses must be selected from the following areas and must include at least 3 SCH in each Foundational Component area of the Texas Southmost College core curriculum:
 - i. Humanities/Fine (Creative) Arts
 - ii. Social/Behavioral Sciences
 - iii. Natural Sciences/Mathematics

4. Location of Class and Class Composition

Dual programs courses may be taught on the TSC or BISD high school campus or online. Dual programs courses taught at the BISD high school campus shall comply with the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter E.

5. Courses in dual programs may include only dual program students or both dual program and college credit students. **Faculty Qualifications, Selection, Supervision, and Evaluation**

- a. TSC shall select, supervise, and evaluate instructors of dual programs courses using the same or comparable procedures used for faculty at the main campus.
- b. Dual programs courses may be taught only by a qualified instructor who possesses the credentials and qualifications to teach in the discipline as determined by TSC DBA (Local) policy.
- c. Instructors teaching dual programs courses shall be either:
 - i. Regularly employed TSC faculty members (hereinafter "College Faculty Members"); or
 - ii. Teachers employed by the School District who meet the credentialing and qualification standards established by TSC to select faculty responsible for teaching the equivalent course at the TSC main campus (hereinafter "Dual Programs Adjunct Faculty").
- d. TSC will ensure that all full-time and adjunct College Faculty Members have passed state and national criminal background checks prior to authorizing them to teach dual programs courses.
- e. Dual Programs Adjunct Faculty are expected to comply with responsibilities outlined in Section III of the Dual Programs Manual, as well as the reasonable requests of their respective department chairs.
- f. The School District will allow release time from school district duties in order to allow Dual Programs Adjunct Faculty to attend up to two (2) scheduled professional development days per academic year. The College will reimburse the district for costs associated with arranging substitute teachers to cover instructional time, as necessary.
- g. Dual Program Adjunct Faculty will be evaluated by their respective TSC Department Chairs or Deans a minimum of once per academic year, in the same manner that all TSC faculty are evaluated. Results of the evaluation will be shared with the evaluated instructors and will be provided to the School District upon request.
- h. Initial approval to teach does not guarantee that a Dual Programs Adjunct Faculty member will automatically be approved to teach in subsequent semesters. Approval to teach dual programs courses is subject to the professional discretion of the Department Chair and Divisional Dean responsible for the courses in question.

6. Course Curriculum, Instruction, Grading, and Materials

- a. Designated personnel of each party shall be responsible for monitoring the quality of instruction to assure compliance with this Agreement and all applicable standards established by the State of Texas, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Texas Southmost College, and the School District, as applicable.
- b. Each institution is responsible for ensuring the academic integrity of dual programs courses by fulfilling all course requirements and agreements. In compliance with TAC Section 4.85(f), TSC shall ensure that a dual programs course and the corresponding course offered at the TSC campus are equivalent with respect to curriculum, instruction, and method/rigor of student evaluation.
- c. Dual Programs Adjunct Faculty are expected to adhere to the departmentally-approved syllabus for each dual programs course taught to ensure that the course taught for dual programs is the same as that offered on the TSC main campus.
- d. Textbooks must be college-level texts approved by TSC prior to use. College-approved textbooks purchased by the School District may be used for a minimum of three (3) years from the date of initial purchase. Textbooks required for a dual programs course 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 TSC main campus.
- e. All instructors teaching dual programs courses must adhere to the grading system published in the TSC Catalog when assigning course grades in the TSC Online system.
- f. The provisions of Section III of the Dual Programs Manual, Instruction, include additional applicable provisions that will apply to course curriculum, instruction, grading and materials for each class taught.

7. Enrollment Including Admissions and Registrations

The School District will designate one person who shall be responsible on its behalf for the coordinating and tracking of students' admission applications and requirements, as well as registration procedures, to ensure that admission and registration occur in accordance with the established deadlines set forth by the academic calendar provided by TSC. The individual will collaborate with TSC's High School Programs and Services Office on all issues regarding admissions, enrollment, monitoring, withdrawals, grading, and reporting.

- 5th Year ECHS & 6th Year PTECH High School Dual Program Continued Enrollment as per Texas Administrative Code (TAC) §102.1091, Chapter 102 Educational Programs, Subchapter GG, Commissioner's Rules Concerning Early College High Schools

8. Awarding of Credit and Student Withdrawals

- a. College credit awarded for dual programs courses shall be transcribed upon a student's completion of the course/s in which the student is enrolled each semester.
- b. Additions, drops, and withdrawals for dual programs courses will be processed using the guidelines set forth in Section II of the Dual Programs Manual and by the applicable date published in the academic course schedule for the semester.

9. Provision of Student Learning and Support Services

- a. Dual programs students will be given access to the same academic and support services and resources as are available to other TSC students enrolled in corresponding courses on the TSC campus. Students must provide digital student ID to access on campus services and use TSC issued credential for online services.
- b. A brief description of the academic support and guidance available to dual programs students follow:
 - i. Advising: Dual programs students may arrange to meet with a college Navigator virtually, on campus, and/or designated high school campus for information regarding various programs of study.
 - ii. Counseling: Confidential counseling with a full-time licensed professional counselor is available by appointment to dual programs students virtually or on TSC campus.
 - iii. Tutoring Services: Dual programs students have access to tutoring: (a) face-to-face with TSC peer tutors and (b) 24/7 online tutoring via an online tutoring platform. In addition to tutoring services, dual programs students also have access on campus to computers, calculators, charging stations, study rooms, and printing services.
 - iv. Library Resources: Dual programs students have full access to the TSC Digital Library via www.tsc.edu/library/. This web page provides access to thousands of scholarly journals and e-books, all available to the TSC community 24/7 from any location worldwide. There is also a physical location on campus for library resources which offers computers for student and faculty use, group and quiet study, printing, research assistance, technical aid and more.

10. Funding Provisions

- a. In order to make the attainment of college credit as accessible as possible for students and their families, tuition and lab fees, as applicable, for all School District students who are accepted for enrollment in Dual Programs will be waived by TSC.
- b. The School District will be responsible for the following non-course-based fees:

- i. Fees for liability insurance required by certain programs, as identified in the Dual Programs Manual
 - ii. Testing fees for certain national and state-level industry certification exams (e.g., ASE, ICAR, EPA, etc.) embedded in Career and Technology courses
 - iii. Instructor fees when TSC provides the faculty for the dual programs course
 - iv. Mileage reimbursement paid to a TSC Instructor who travels to the designated high school to teach dual programs course(s) (based on GSA mileage rate).
 - v. The cost of supplying all textbooks and instructional supplies required for use in dual credit courses will be the responsibility of the School District
 - vi. Lab consumables required for use in a dual programs course will be the responsibility of the School District when the dual programs course/lab is offered on the TSC campus. Requests to waive lab consumable fees by (BISD) may be approved by the President on a case-by-case basis.
 - vii. Commencement expenses such as stoles, and other memorabilia requested by the BISD.
- c. TSC will be responsible for the following costs:
- i. Unless otherwise agreed in writing and signed by both parties, TSC will pay a stipend of \$600 per lecture class section and \$200 per lab section taught by a BISD Dual Programs Adjunct Faculty member for class sections that meet the minimum enrollment levels set forth in Section III of the Dual Programs Manual. Enrollment levels shall be determined using the class enrollment as of the applicable TSC Census Date.
 - ii. TSC shall be responsible for payment of all TSC College Faculty Members who teach a dual programs course.
- d. 30 days prior to the start of each semester, the Parties shall agree in writing as to:
- i. If an instructor is or is not available to teach each dual programs class section during each semester offered as a Dual Programs course pursuant to this Agreement, and
 - ii. Any additional expenses to be assumed by the BISD for any class section to be taught for that semester.

11. Academic Policies

All academic policies applicable to TSC courses apply to dual programs courses.

12. Family Educational Rights and Privacy Act and Nondiscrimination

For the purpose of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), TSC hereby designates the School District as a college official with a legitimate educational interest in the educational records of the Students who participate in the Dual Programs to the extent that access to the records are required by the designated personnel at the School District to carry out the Program; and the School District hereby designates TSC as a school official with a legitimate educational interest in all educational records of the Students who participate in the Dual Programs to the extent that access to the records are required by the designated

personnel at TSC to carry out the Program. Both Parties agree to maintain the confidentiality of the educational records in accordance with the provisions of FERPA.

The School District and TSC commit to fostering a diverse environment that is free from discrimination. Neither shall discriminate against any individual on the basis of race, color, sex, pregnancy, religion, national origin, citizenship status, disability, age, marital status, veteran or military status (including disabled veterans, Vietnam-era veterans or recently separated veterans), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state and federal laws, including protections for those opposing discrimination or participating in any allegation process on campus. TSC is committed to upholding this policy to be sure it does not violate any local, state, or federal laws including but not limited to Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, as well as TSC policies. The parties will agree to cooperate with each other in any actions that arise out of alleged violations of these or other local, state or federal laws or TSC or School District policies.

The School District agrees that, during the performance of this agreement, students (and employees) shall not be subjected to any form of discrimination based on sex and, any complaint based on sexual discrimination, including but not limited to sexual harassment, shall immediately be reported to the head of the department and the TSC Title IX Coordinator. Students may submit complaints online via the college website or through their instructor, counselor, or administrator.

13. Term, Effective Date and Termination

The effective date of this Agreement is **March 27, 2025**. This Agreement shall continue from year to year unless: federal or state regulations necessitate a change, or either party provides the other with at least sixty (60) days prior written notice of intention to terminate. If such notice is given, this Agreement shall terminate on (a) the sixtieth day after the notice is received at the end of such sixty (60) days; or (b) the date on which all students enrolled in dual credit courses at the time that such notice is given have completed those dual credit courses, whichever event occurs last.

14. Signatures

The terms and provisions, as outlined above, are true and exact to the best of the knowledge by the parties whose signature appear below and their assignees. Any changes in this Agreement must be in writing and signed by both Parties.


Jesus Rodriguez (Jul 15, 2025 10:51 CDT)

Signature

Dr. Jesus Roberto Rodriguez
President
Texas Southmost College

07/15/2025

Date

Signature

Dr. Jesus H. Chavez
Superintendent
Brownsville Independent School District

Date

2025 - 2026

Dual Manual Program



TEXAS SOUTHMOST
COLLEGE

STATEMENT OF EQUAL OPPORTUNITY

Texas Southmost College does not discriminate on the basis of race, color, sex, national origin, religion, gender, disability, age, or military status in its programs and activities and provides equal access to services and other programs at the College.

ALTERNATIVE FORMAT

This publication is available in an alternative format by calling (956) 295-3439. Individuals with disabilities requiring assistance or access to receive these services should contact Support Services at (956) 295-3587.

ACCREDITATION

Texas Southmost College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates and associate degrees. Texas Southmost College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Texas Southmost College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org)

DUAL PROGRAM MANUAL

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TEXAS SOUTHMOST
COLLEGE

I. Introduction

The Texas Southmost College Dual Program manual contains an overview of the Dual Program's policies and procedures. It is intended to provide guidance and understanding to the school district personnel regarding the partnership between the high school and Texas Southmost College (TSC). The information in this manual also identifies the responsibilities and guidelines of the Dual Program.

TSC allows eligible high school students (9th grade to 12th grade) to enroll in TSC courses while attending high school and permits them to take courses in place of, or in addition to, the normal course load at their high school through the Dual Program. High school students must be eligible to participate in this program to receive TSC credit. In addition, high school students admitted into the program must meet the same requirements as all other TSC students. TSC credit earned upon successful completion of the course may be applied toward a postsecondary degree at TSC or may transfer to other colleges/universities.

Dual Programs Offered by Texas Southmost College

1. TSC offers qualified high school students the opportunity to earn college credit while in high school (enrolled in a grade level from 9 through 12) through five different, but related, programs: Dual Enrollment, Early College High School (ECHS), Pathways in Technology Early College High School (P-TECH) and Concurrent Enrollment. While these programs are similar in most respects, there are slight differences between them, as described below:
 - a. **Dual Credit** - The Dual Enrollment program also provides high school students the opportunity to earn up to 60 hours of academic or career/technical education college credits while in high school. Allows an eligible high school student to enroll in a college course that is paired to a high school course required for graduation, so that upon successful completion the student receives credit for the course on both the college and the high school transcripts
 - b. **Dual Enrollment**- Allows high school students to take a high school course and a college course of a similar subject to earn both high school credit and college credit for the course. High school credit is awarded for the successful completion of the high school portion, demonstrating mastery of the TEKS. College credit is awarded if student passes the college portion of the course
 - c. **Early College High School** - Early College High School or ECHS-The institution or entity designated by the Texas Education Agency as an Early College High School in accordance with §102.1091 Part 2 of this title (relating to Early College High Schools), that provides the outreach, curricula, and student learning and support programs that enable the participating student to combine high school courses and college-level courses during grade levels 9 through 12 to earn a high school diploma and the opportunity to complete up to 60 semester credit hours

toward an associate or baccalaureate degree by the fifth anniversary of the student's first day of high school (September 1) as a Freshman (9th grade) level.

- d. **Pathways in Technology Early College School or P-TECH-**The institution or entity designated by the Texas Education Agency as an Pathways in Technology Early College High School in accordance with §102.1095 Part 2 of this title (relating to Pathways in Technology Early College High School), that provides the outreach, curricula, and student learning and support programs that enable the participating student to combine high school courses, college-level courses, and work-based education programs during grade levels 9 through 12 to earn a high school diploma and the opportunity to complete up to 60 semester credit hours toward an associate or baccalaureate degree by the sixth anniversary of the student's first day of high school (September 1) as a Freshman (9th grade) level.
- e. **Concurrent Enrollment-** Allows high school students to be enrolled in two schools at the same time (a high school and a college). While a high school student earns credits for graduation, the student is simultaneously enrolled in courses at a college to complete a degree or certificate. It is at the discretion of the high school to award high school credit.

Transferability of Credits

The general academic courses that TSC offers are transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements.

For information regarding transferability of courses to institutions in Texas, the partnering high school should advise the student to check with the institution receiving the credit.

Academic Agreement

The academic agreement formally documents the agreement between Texas Southmost College and participating schools and school districts to offer Dual Programs courses and delineates the arrangements and respective responsibilities of TSC and the participating school districts for the execution of the program.

No dual credit program may commence until an academic agreement has been approved by the TSC Board of Trustees and the School Board of the school district. Once approved, The Agreement shall continue from year to year unless: federal or state regulations necessitate a change, or either party provides the other with at least sixty (60) days prior written notice of intention to terminate. If such notice is given, this Agreement shall terminate on (a) the sixtieth day after the notice is received at the end of such sixty (60) days; or (b) the date on which all

students enrolled in dual credit courses at the time that such notice is given have completed those dual credit courses, whichever event occurs last.

If written notice is given by the partnering high school, TSC may request a consultation with the partnering high school and the TSC SACSCOC Accreditation liaison to determine appropriate actions related to the termination.

Fully executed academic agreements shall remain on file at the TSC Office of High School Programs and Services (HSPS). In compliance with House Bill 1638 the Academic Agreements, regardless of new, revised, or renewed, must be posted each year to the ISDs and IHEs respective websites. The Dual Program Academic Agreement is found on the TSC website under Dual Credit.

II. Enrollment Policies and Procedures

Eligibility Criteria

High school students (9th grade through 12th grade) are eligible to participate in courses within their declared major in the Dual Programs upon meeting the following:

- a. is not a degree-seeking student as defined in TAC Rule §4.83
- b. demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in TAC Rule §4.54
- c. demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative as set forth in §4.57 of this chapter (relating to Texas Success Initiative Assessment College Readiness Standards) on relevant section(s) of an assessment instrument approved by the Board as set forth in §4.56 of this chapter (relating to Assessment Instrument); or
- d. Meets the eligibility requirements for a Texas First Diploma under §21.52 of this title (relating to Eligibility for Texas First Diploma).
- e. Students participating in an ECHS or P-TECH must meet eligibility requirements in accordance with §§4.81 - 4.85 of this title (relating to Dual Credit Partnerships Between Secondary Schools and Texas Public Colleges) to enroll in college level courses for dual credit.

A student participating in an ECHS or P-TECH is eligible to enroll in workforce education dual credit courses contained in a postsecondary Level 1 certificate program, or a program leading

to a credential of less than a postsecondary Level 1 certificate, at a public junior college or public technical institute and shall not be required to provide demonstration of college readiness or dual credit enrollment eligibility.

TSC has identified the following academic courses in which students who have failed to achieve minimum scores on the TSI may enroll, provided they have attempted the relevant section(s) of an assessment instrument. The courses are as follows:

- ARTS 1301 Art Appreciation EDUC 1300 Learning Framework
- MUSI 1306 Music Appreciation
- SPAN 2313 Spanish for Native/Heritage Speakers I
- SPAN 2315 Spanish for Native/Heritage Speakers II
- SPAN 2311 Intermediate Spanish I
- SPAN 2312 Intermediate Spanish II
- SPCH 1315 Public Speaking
- SPCH 1318 Interpersonal Communications

Qualifying Scores on Recognized Assessments of College Readiness *Valid for 5 years from Date of Test			
TYPE OF ASSESSMENT	READING STANDARD	WRITING STANDARD	MATH STANDARD
TSIA2	ELAR (English Language Arts and Reading) Covers R & W Option 1: Multiple Choice Score (945-990) with Essay (5-8) Option 2: Multiple Choice Score (910-944) with Diagnostic (5-6) and Essay (5-8)		Option 1: 950-990 Option 2: 910-949 with Diagnostic 6
TSI	351 or above	Placement score of at least 340, and an essay score of at least 4. Other demonstrations of writing college readiness include a placement score of less than 340, and an ABE Diagnostic level of at least a 4, and an essay score of at least 5.	350 or above
ACT after Feb 2023	Combined score of 40 on English and Reading		Math score of 22
ACT	At least 19 with a composite score of 23	At least 19 with a composite score of 23	At least 19 with a composite score of 23
SAT	At least 480	At least 480	At least 530
TAKS	At least 2200	A minimum score of at least 2200, with a writing sub-score of at least 3.	At least 2200
STAAR EOC	English III – Level 2 (4000)	English III – Level 2 (4000)	Algebra II – Level 2 (2000)

Note: Scores are valid for five (5) years from date of testing

Admission Application

Students wishing to take dual program courses must apply for admission to Texas Southmost College by completing an Apply Texas application online at (www.applytexas.org) by the deadlines established for each semester according to the academic calendar shared by the Office of High School Programs and Services.

College Navigators may assist ISD's with the submission of the Admissions Application on Apply Texas.

Applications submitted online via <https://www.applytexas.org/> may take up to two business days to be transmitted to the College and processed by the Office of Admissions & Records.

Re-Applying

Students must re-submit an admission application, and proper documentation after not being enrolled in two long semesters (Fall or Spring).

Enrollment/Registration Process

The HSPS Office works in collaboration with partnering high school administration through Self-Service Student Planning platform to register students for dual program courses according to the deadlines established by the school district and TSC.

- The TSI scores are submitted by the following:
The student may acknowledge the TSI question on Apply Texas providing TSC approval to retrieve the TSI scores from ACCUPLACER Cross Institution ISR Reporting portal.
- A completed "Student Guidelines & Parental Consent" form, with appropriate signatures.
- Students taking courses at the TSC campus or ITEC center must submit proof of Bacterial Meningitis.
- Any other applicable documentation required by TSC

For **Returning** students who have stopped out for two long semesters (Fall or Spring) the following is required:

- Students must re-submit an admission application through Apply Texas.
- If applicable, submission of TSI Test Scores.
- If a student transfers from another high school or Independent School District, a Transfer Form must be initiated and submitted by the receiving high school.
- Students taking courses at the TSC campus or ITEC center must submit proof of Bacterial Meningitis.
- Any other applicable documentation required by TSC.

In addition, students must ensure official transcripts are submitted to TSC from any/all institutions of higher education at which the student may have previously earned college credit, if applicable.

Transcripts must be submitted electronically or mailed from the credit granting institution to Texas Southmost College, Attn: Admissions and Records Office, 80 Fort Brown, Brownsville, TX 78520 before the first day of classes (published in the TSC Academic Calendar, available on the TSC website)

Student and Parent Information Sessions

The Office of High School Programs and Services in collaboration with the partnering institution provides Information Sessions to prospective dual students and parents throughout the academic semester. Sessions may be scheduled at Texas Southmost College campus or high school facility and may be delivered in person or online via webinar.

Course Requests

- TSC Coordinators of HSPS will send high school administrators a shared spreadsheet with previous semester course offerings. High school administration will revise the spreadsheet and make any changes for the required semester including adding new course offerings. If a high school instructor has not previously taught a given dual program course, the high school administration should indicate that he/she is a new faculty member by placing an 'N' (New) in the "Instructor Type" column.
- In cases where the high school does not have a properly credentialed faculty member to teach a given class, the administration should indicate that it wishes TSC to provide the instructor for the course by placing an 'A' (Adjunct) in the "Instructor Type" column.

If a correction needs to be made to a course after sections have been made, High School administrators must inform HSPS Office directly via email dualcredit@tsc.edu.

Cleared Student Report

It is the responsibility of the school district to ensure that high school students have met Texas Southmost College's enrollment criteria. This includes verification of participation requirements, qualifying test scores & course pre-requisites, and completion of the admission process. The Office of High School Program and Services will assign each school district a College Navigator to help verify the eligibility of each prospective student to enroll in college courses by providing a Cleared Student Report.

Student Registration

All students participating in a dual program are required to register online using their assigned credentials through the TSC Self-Service account.

The High School Programs & Services Office provides each high school with the following helpful information to ease the registration process:

- course sections,
- date of when online registration begins (unless high school requests a different date),
- student registration guide,
- registration video, and
- self-service password reset (SSPR) guide.

Additionally, staff are available to assist students during the registration window in person, via phone, or by email dualcredit@tsc.edu.

Roster Verification

Prior to the official Census date, the instructor of record will compare both TSC Rosters (Canvas and Self-Service) and ISD Roster. The instructor must note whether a student is to be added/dropped or indicate no changes required. The professor will sign and date all rosters and submit to the high school contact for ISD verification. The counselor will submit all rosters via email to dualcredit@tsc.edu. Once received, the designated College Navigator will process any adds, drops, or withdrawals from TSC as needed.

Best practices for a roster verification are as follows:

- ✦ Instructors verify student attendance from each of their Dual Credit course rosters; then print, sign, and date all three (3) rosters for each class from:
 1. TSC Self Service
 2. Canvas
 3. ISD Roster (E-School) prior to the verification date

This will allow instructors to ensure verification of students in their roster and attest to the students attending class.

- ✦ Counselor/Director prior to Census Date will review the rosters and identify the following:

If a student is missing from the roster on either the high school side or the TSC side (make note on the rosters): A student is not attending class or if the student dropped the course.

All adds or drops should be processed online by student.

Adding and Dropping Dual Credit Courses

Adds

Students may add until the last day of Add/Drop period via their Self-Service account which can be found on the TSC Academic Calendar. Some restrictions may apply if a student is not eligible based on GPA, restrictions, or not meeting TSI scores if required.

Drops

The student is responsible for processing drops online using their Self-Service account with the exception of complete withdrawals. If the system does not allow students to drop, the student may contact their designated College Navigator via email or visit them during their designated time at school. It is the responsibility of the student to verify the drop in their TSC Self-Service account. Students who drop a course after Census Day will receive a "W" (Withdrawal) on their TSC transcript.

Withdrawing from Dual Credit Courses

The student must initiate the withdrawal process by requesting the electronic Dual Enrollment/Early College High School Withdrawal form from their high school counselor or College Navigator. The student will complete the electronic form and will be routed to the counselor for approval and signature. It will then be routed to dualcredit@tsc.edu for processing

Students may withdraw from a course up to the "Last Day to withdraw with a W." This date can be found on the TSC Academic Calendar. A student who withdraws from a course by the deadline will receive a "W" on his/her TSC transcript as a letter grade; a student who fails to withdraw from his/her course before this date will receive a grade corresponding to his/her performance in the class.

Responsibility for Withdrawals

In consultation with the high school counselor the student may initiate the withdrawal from class by the established deadline.

Consequences of Withdrawing from Courses

Having "W's" on college transcripts will adversely impact a student's ability to continue taking dual credit courses and may also affect Federal Financial Aid eligibility after graduation from high school. Before deciding to withdraw from a course, students must first talk to the course instructor. After talking with the instructor, students must visit their high school counselor or College Navigator. Counselors must advise students of the possible consequences related to withdrawing from a course.

Academic Success Standards

Texas Southmost College is committed to student success and expects all students to meet minimum academic standards for all coursework attempted at Texas Southmost College, including dual credit coursework. Students failing to maintain a cumulative grade point average of at least 2.0 (C average) can be placed on academic probation or be requested to attend Student Success Workshops or tutorials.

Academic Probation

Dual Program students who drop below a 2.0 GPA at the end of a given semester can be placed on academic probation. Students on probation will be notified by the counseling office at the student's home campus.. Students on academic probation must have the approval of the high school counselor prior to taking any additional dual credit courses. Students on academic probation may also be limited to the number of courses they can take if approved for provisional enrollment.

If students on academic probation fail to earn a semester term GPA of a 2.0 or fail to earn a cumulative GPA of 2.0 in the next semester term following the probation status, they can be placed on Academic Dismissal. Students on Academic Dismissal are not eligible to take any additional dual credit courses.

Dual credit courses are not subject to the six-course withdrawal rule under Texas Education Code § 51.907 ; however, dropping an excessive number of courses will impact a student's academic standing upon matriculating to post-secondary institutions after high school graduation.

Satisfactory Academic Progress (SAP)

Federal regulations require that all students enrolled in public institutions of higher education maintain Satisfactory Academic Progress in order to receive financial aid. All students, including dual program students, must adhere to the Satisfactory Academic Progress Policy to maintain their eligibility for financial aid when they continue their studies following high school graduation. The progress standards that students must meet to maintain financial aid eligibility are:

- **Grade Point Average**

Students working towards a certificate or an associate's degree must maintain a minimum cumulative Grade Point Average (GPA) of 2.0.

- **Completion Rate**

Students must maintain completion rate of 67% of all attempted coursework per semester. This percentage is determined by dividing the number of hours completed by the total number of hours attempted within the semester Attempted hours are the total number of hours completed plus hours of "W" (withdrawal), "I" (incomplete), "F" (failed) courses..

- **Timeframe to Complete Academic Program**

Students are limited to 150% of the credits required to complete the students' program of study. For the purposes of obtaining an associate's degree at TSC requiring 60 credit hours, the maximum is typically 90 credit hours, including dual credit and/or transfer coursework. For this reason, dual credit students will not be permitted to take dual credit courses, which are not in their declared programs of study.

Students are advised to check their status through their TSC Self Service account. The information below describes each status in more detail:

Good Standing

Students are considered to be in Good Standing with financial aid if they meet all three (3) standards of progress outlined above.

Warning Status

Students who fail to meet the grade point average requirement or the completion rate requirement will be placed in Financial Aid Warning Status for the following semester. Students will be notified via email by the College Navigator of their warning status.

III. Faculty

Faculty Qualifications

TSC complies with SACSCOC guidelines regarding faculty qualifications. Dual program courses may only be taught by an instructor who meets the TSC faculty credentials and qualifications as defined in TSC Board Policy DBA (Local) Employment Requirements and Restrictions Credentials and Records. TSC Faculty Credential Table Link:

[Faculty Qualification Process.pdf](#)

Status of Dual Credit Adjunct Faculty

Dual Program Adjunct Faculty are full-time high school instructors at partnering high schools who have been credentialed to teach college courses at their high schools during the school day. They are also fully authorized to teach courses on the TSC campus in the evenings, on weekends, and/or in summer semesters, by virtue of the fact that they have met the same hiring standards as other TSC Adjunct Faculty.

Dual Credit Adjunct Faculty Selection and Employment

All dual program adjunct faculty members must be credentialed by TSC and meet the same qualifications as TSC faculty, to include an interview conducted by the academic department chair, designate, or academic dean responsible for the discipline in which the prospective faculty member is applying to teach. TSC has final authority over the approval of any dual program faculty member based upon credentials, teaching experience, presentation, subject knowledge, instructional factors related to the subject matter, and other applicable requirements.

After initial approval, a dual program adjunct faculty member may continue teaching dual program courses as long as he/she continues to teach at least one college course each academic year, and he/she complies with all applicable TSC policies and procedures in a satisfactory manner. In all cases, Texas Southmost College reserves the right to assign an instructor to teach a dual program course in any given semester.

Dual Credit Faculty Responsibilities

All faculty members teaching dual credit courses must:

- Ensure adherence to the departmentally approved syllabus for each course taught with respect to course content, assessment of student learning outcomes and core objectives, grading standards, resource materials, and course calendar.
- Ensure courses are taught as scheduled. Dual programs faculty unable to teach the course for an extended period (maternity leave, medical leave, etc.) must contact TSC prior to the anticipated absence to make arrangements to have classes covered by a properly credentialed instructor.

- Maintain accurate and current records of student participation, grades, and other information, and report this information as required.
- Designate “office hours” of at least 30 minutes per week for each dual credit section taught to consult with students or by appointment.
- Refer students who are struggling to meet the course requirements for any reason through Starfish for Dual Programs system so that appropriate and timely interventions can be provided to assist the students to successfully complete the course. The referral link can be found on the MyTSC website: <https://www.tsc.edu/student-resources/mytsc/>
- Advise dual programs students concerning their academic progress prior to the last day to withdraw from classes at TSC.
- Participate in the assessment process of the dual programs course, to include assessment of student learning outcomes, analysis of assessment results, and development of action plans to improve achievement of outcomes.
- Maintain archives of student classwork and provide artifacts of student work as required to facilitate assessment of student proficiency in established student learning outcomes and general education competencies.
- Participate in periodic professional development activities, including Adjunct Faculty Convocation and special topics workshops.
- Assist in the identification of potential Dual Programs students.

Dual Programs Adjunct Pay

High School instructors teaching Dual Program course with 12 or more students enrolled in an Academic course or 9 or more students enrolled in a Career and Technical Education course will be paid a \$600 stipend.

When TSC provides the instructor for a dual programs course, the school district must reimburse TSC for the instructor's pay and mileage expenses, as provided for in the academic agreement.

Any additional requirements concerning payment of faculty shall be addressed in the academic agreement or otherwise set forth in a written agreement signed by both parties prior to each semester.

Quality of Instruction

Texas Southmost College and its participating school districts recognize that the delivery of quality dual programs instruction is a shared responsibility. Each institution is responsible for ensuring the academic integrity of dual programs courses by fulfilling all course requirements and agreements. In compliance with TAC Rule 4.85(f), TSC shall ensure that a dual programs course and the corresponding course offered at the TSC campus are equivalent with respect to curriculum, instruction, and method/rigor of student evaluation.

Syllabus Requirements

Syllabi for all dual program courses are prepared and submitted by the Faculty in TSC's Canvas (LMS) using Simple Syllabus for approval by their respective department Chair or divisional Dean. Syllabi must be completed by the Friday before classes begin.

Additional high school requirements may be added in order to meet TEA standards, provided that they do not conflict with, or detract from, established requirements for the course, as set forth in the departmentally approved syllabus.

Course Duration

Dual credit courses taught at the high school must meet the number of contact hours required per semester, beginning on the first day of classes and ending on the last class day of classes, as published in the TSC academic calendar for the respective semester. Whether the course is delivered in the traditional or accelerated block (AB) schedule, the number of contact hours must be accounted for in the program design. Dual credit instructors and high school administrators share a joint responsibility to minimize disruptions to instruction from non-instructional activities such as pep rallies, assemblies, non-course related testing, etc.

Textbooks

TSC approved textbooks must be utilized in all courses. . A new college approved textbook is expected to remain in use for a minimum of three (3) academic years. However, TSC reserves the right to update and change textbooks prior to the three (3) year period when justified by academic need, curriculum changes, and/or institutional policies.

Partnering school districts must ensure that all dual credit students have copies of approved textbooks that they can take home with them for each dual credit class in which they are enrolled.

Grades

All instructors teaching dual program courses must adhere to the grading system published in the TSC Catalog when assigning course grades in the TSC learning management system.

Grades assigned for a given course must be based on the assignments and associated grade weighting published in the course syllabus. As per [Texas Education Agency \(TEA\)](#), grades are assigned by the instructor of record. The instructor of record must be authorized and credentialed by the Institution of Higher Education to teach the course. The Institution of Higher Education will award a letter grade. The high school will award a numerical equivalent to the letter grade. An appropriate grading scale should be established and included in the written agreement. The method of providing the grade to the high school must also be included in the articulation agreement

Institutional Responsibilities for Assurance of Quality Instruction

In order to ensure uniform quality of dual programs courses and support services, TSC and its partnering school districts will designate personnel from their respective organizations to work together to assure compliance with the standards established by the State of Texas and SACSCOC.

- Each high school campus will designate a dual programs faculty liaison or coordinator to serve as a central point of contact for communications and assistance.
- Likewise, each school district with multiple campuses will designate an individual or office with oversight of all campuses to serve as a central point of contact for the district.
- TSC has established the HSPS Office to serve as the designated point of contact for Communications and assistance.

Evaluation Process

In order to ensure that the high quality of instruction in courses offered for dual programs is equal to that of corresponding courses offered on the TSC campus, TSC employs a multi-faceted approach to the evaluation of dual credit courses.

Classroom Observations

All dual program faculty shall be observed by the department chair, or other designated faculty or administrator at least once each academic year. However, the department chair or program coordinator may conduct additional observations as needed to provide assurance that dual program faculty are meeting the standards of quality expected of all faculty.

The dates/times for observations should be coordinated with the dual program faculty member and the administration of the high school where the course is being taught prior to each observation. Should the department chair have difficulty in contacting the dual program faculty through TSC and personal email communication or phone calls, he/she may conduct an observation without prior arrangements.

Student Course Evaluations

Dual program courses will be evaluated by the students online once a semester using the same evaluation instrument used for on-campus course evaluations.