

**INSTRUCTIONAL AGREEMENT**  
**BETWEEN**  
**TARRANT COUNTY COLLEGE DISTRICT**  
**AND**  
**KELLER INDEPENDENT SCHOOL DISTRICT**  
**DUAL CREDIT COURSES**  
**STATE OF TEXAS**

This agreement, made and entered into on March 6, 2007, by and between the **Tarrant County College District**, a Texas political subdivision of higher education, (referred to herein as "COLLEGE DISTRICT") and Keller Independent School District a Texas independent school district (referred to herein as "SCHOOL DISTRICT") evidences the following:

**PURPOSE**

The purpose of this agreement is to provide college-level courses that enable high school students to receive both college and high school credit. Credit will be granted through the SCHOOL DISTRICT toward student's high school academic requirements and through the COLLEGE DISTRICT toward a post-secondary degree or certificate.

**LOCATION OF CLASS**

The COLLEGE DISTRICT may offer dual credit courses on South Campus, Northeast Campus, Northwest Campus, Southeast Campus, or at an approved SCHOOL DISTRICT campus or other location. Regardless of the location, the courses offered will meet the standards of equivalent courses taught at the College.

Dual credit courses taught electronically must adhere to the Texas Higher Education Principles of Good Practice for Courses Offered Electronically and the COLLEGE DISTRICT's standards for distance learning courses.

**ELIGIBLE COURSES**

Courses offered for dual credit by the COLLEGE DISTRICT will be identified as (1) college-level academic in the current edition of the Texas Higher Education Coordinating Board Lower-Division Academic Course Guide Manual or as (2) college-level workforce education in the current edition of the Workforce Education Course Manual. Remedial and developmental courses will not be offered for dual credit.

## STUDENT ELIGIBILITY

A high school student is eligible to enroll in dual credit courses in the eleventh and/or twelfth (junior and/or senior) grade if the student

- demonstrates college readiness by achieving the minimum passing standards under the provisions of the COLLEGE DISTRICT's Texas Success Initiative plan test scores:

Courses to be taken	SAT Score	ACT Score	TAKS Score	THEA Score	Accuplacer Score
English 1301 and 1302	Verbal/Writing: minimum 500	English: minimum 19	Language Arts: minimum 2200 with essay of 3 or higher	Writing: minimum 220 or essay 6 or higher	Writing: Minimum 80 with essay 5-8
Reading based courses: all ACCT, GOVT, HIST, PHIL, PSYC, SOCI and literature	Combined: minimum 1070	Composite: minimum 23	Language Arts: minimum 2200 with essay of 3 or higher	Reading: 230	Reading: 78
MATH 1332, 1342	N/A	N/A	N/A	Math: minimum 230	Math-elementary algebra: minimum 85 and Math-college level: minimum 55
MATH 1314 or higher	N/A	N/A	N/A	Math: minimum 270	Math-elementary algebra: minimum 85 and Math-college level minimum 64

- demonstrates eligibility to enroll in workforce education dual credit courses by being in the eleventh or twelfth (junior or senior) grade with a high school passing score on the Mathematics section and/or the English/Language Arts section on the tenth or eleventh grade TAKS and/or meets the COLLEGE DISTRICT's evaluation that indicates eligibility for a workforce education dual credit course.
- completes the standard COLLEGE DISTRICT's admissions application packet, submits official test scores and High School Early Enrollment form signed by an official high school principal or counselor, and is approved by the college registrar.
- meets the COLLEGE DISTRICT's regular prerequisite requirements designed for the course.

High school students shall not be enrolled in more than two dual credit courses per semester. Exceptions may be made for students who have demonstrated outstanding academic performance and capability. Academic performance and capability must be evidenced by ACT or SAT scores, or other assessment indicators, and must be approved by a SCHOOL's principal and a COLLEGE DISTRICT's Campus Vice President for Teaching and Learning Services.

## **STUDENT COMPOSITION OF CLASS**

Prior to enrolling in a dual credit course, each high school student must be admitted as a college student in the COLLEGE DISTRICT.

Dual credit courses may be composed of dual credit students only or dual and college credit students. High school credit-only students may be allowed only under one of the following conditions:

- the dual credit course is required for completion under the State Board of Education Recommended or Distinguished Achievement High School Program graduation requirements and the high school involved is otherwise unable to offer such a course
- the high school credit-only students are advanced placement students
- the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.

## **FACULTY SELECTION, SUPERVISION, AND EVALUATION**

Faculty assigned to teach dual credit courses will be selected, supervised, and evaluated by the COLLEGE DISTRICT. These instructors must meet the same standards, review, and approval procedures as other faculty employed by the COLLEGE DISTRICT.

Dual credit faculty will meet or exceed the minimal requirements as specified by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and the Texas Higher Education Coordinating Board. Each faculty member assigned to teach a university-parallel course will have a master's degree and 18 graduate hours in the specific discipline. Teachers assigned to technical courses will have at least an associate degree and three years of work experience in the related business or industry. A copy of the faculty member's transcript will be kept on file at the COLLEGE DISTRICT. In addition, documentation of three years of course-related work experience will be filed for faculty assigned to teach workforce education courses.

## **COURSE CURRICULUM, INSTRUCTION AND GRADING**

Course content and scheduled contact hours will adhere to standards of the Texas Higher Education Coordinating Board and the official course syllabus of the COLLEGE DISTRICT. Dual credit courses will be taught and grades assessed according to standard collegiate practices. Students enrolled in dual credit courses will be provided academic support services, including library resources, available to any other COLLEGE DISTRICT student.

## **ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES**

Regular academic policies applicable to courses taught by the COLLEGE DISTRICT also apply to dual credit courses. These policies include the appeal process for disputed grades, drop policy, and communication of grading policy. Information is available to students at <http://www.tccd.edu>. Dual credit instructors must teach the course goals and learning outcomes as established for the COLLEGE DISTRICT syllabus posted at [wa.tccd.edu](http://wa.tccd.edu). The SCHOOL DISTRICT is responsible for verifying that dual credit courses incorporate the required Texas Essential Knowledge and Skills.

## **TRANSCRIPTING OF CREDIT**

Official grades will be recorded and reported on specified dates to meet grade-reporting requirements of the SCHOOL DISTRICT. Upon completion of the dual credit course, the student may request an official COLLEGE DISTRICT transcript of credits that may be sent to the college or university of the student's choice.

## **FUNDING**

Both the COLLEGE DISTRICT and SCHOOL DISTRICT may claim state funding for students enrolled in dual credit courses.

The tuition rates for dual credit students will be determined according to residency rules of the Texas Higher Education Coordinating Board. These fees will be paid by the student unless otherwise determined by the SCHOOL DISTRICT. The COLLEGE DISTRICT's financial aid office has information on need-based grants available for dual credit students who meet the COLLEGE DISTRICT's criteria.

## **JOINT PLANNING**

The COLLEGE DISTRICT and SCHOOL DISTRICT will plan and schedule dual credit courses at least one semester in advance of offering the courses.

## **DUTIES OF THE COLLEGE DISTRICT**

The COLLEGE DISTRICT'S duties shall include, but not be limited to, the following:

- A. assist students in the completion of admissions, testing, advisement, and registration procedures
- B. record grades and make official transcripts available immediately upon course completion
- C. drop a student at the request of the high school, or of the student, and report the student's request to the high school principal
- D. record attendance at each class session and make records available to the school principal
- E. evaluate faculty performance

## **DUTIES OF THE SCHOOL DISTRICT**

The SCHOOL DISTRICT's duties shall include, but not be limited to, the following:

- A. plan and schedule dual credit courses at least one semester in advance of offering courses
- B. provide a copy of the SCHOOL DISTRICT's annual calendar and official grade reporting dates
- C. work with the COLLEGE DISTRICT to align the high school curriculum with the college course syllabus, evaluate instructional materials, review student projects and reports, and discuss student problems as measures to provide assurance that dual credit courses represent college level content and the high school Texas Essential Knowledge and Skills

- D. provide support to a COLLEGE DISTRICT'S faculty employed to teach dual credit courses in accordance with the rules and regulations of the Texas Higher Education Coordinating Board, Texas Education Agency, and Southern Association of Colleges and Schools
- E. provide assistance to students regarding COLLEGE DISTRICT admissions, testing, advisement, and registration procedures
- F. provide evidence that students have successfully passed all parts of the TAKS
- G. screen students for supplementary requirements as established by the SCHOOL DISTRICT

The parties must work together to provide assurance that all dual credit courses are composed solely of concurrent, advanced placement (AP), and/or college credit students except as outlined in Chapter 4, Rules Applying to All Public Institutions of Higher Education in Texas, subchapter D, Dual Credit Partnerships Between Secondary and Texas Public Schools.

**AGREEMENT**

This document sets forth the entire instructional agreement with respect to dual credit courses and students. It supersedes any prior dual credit agreement and shall be effective until changed by either party.

**TERMINATION**

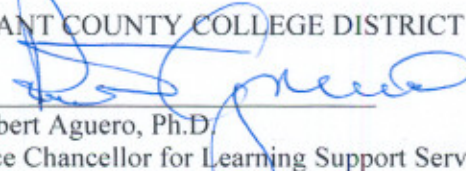
It is agreed that the COLLEGE DISTRICT or SCHOOL DISTRICT may terminate this agreement upon breach of this agreement by the other party. The termination will be effective ninety (90) days from receipt of a letter of notification.

All notices and communications related to this agreement shall be addressed to the respective educational administrators listed below:

COLLEGE DISTRICT  
 Faye Murphy, Ph.D.  
 Director for Program Development  
 Tarrant County College District  
 1500 Houston Street  
 Fort Worth, Texas 76102

SCHOOL DISTRICT  
 Dr. James Veitenheimer  
 Superintendent  
 Keller Independent School District  
 350 Keller Parkway  
 Keller, Texas 76248

Executed month, day, and year, the Tarrant County College District, signed by its Vice Chancellor for Learning Support Services, and Keller Independent School District, signed by its Superintendent, thereby bind themselves, their successors and assigns and representatives, for the faithful and full performance of the terms and provisions of this agreement. Should either party wish to terminate this agreement for any reason other than breach of contract, notification must be given on or before May 1, for the termination to be effective the following academic year.

TARRANT COUNTY COLLEGE DISTRICT  
 By   
 Robert Aguero, Ph.D.  
 Vice Chancellor for Learning Support Services

KELLER INDEPENDENT SCHOOL DISTRICT  
 By \_\_\_\_\_  
 Dr. James Veitenheimer  
 Superintendent