

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

**THIS AGREEMENT** is entered into by and between Itawamba Community College, hereinafter referred to as the “College” and Tupelo High School hereinafter referred to as the “High School.” 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. The 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 the Tupelo Public School District 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.

The College and the High School do hereby agree as follows:

**I. Student Eligibility**

- a. The student must have successfully completed 12 core high school units with a minimum 2.5 GPA and a minimum ACT composite score of 16.
- b. The student must have completed the necessary credit requirements to be considered a junior.
- c. The student or High School must submit all admission documents in a timely manner as required by the College.
- d. Before credits earned by a qualified high school student from the College may be transferred to the High School, the student must be properly enrolled in the dual enrollment program (See ICC admissions and dual enrollment policies).
- e. In order to continue in the dual enrollment program, the student must maintain a 2.0 GPA in dual enrollment courses.

**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. Any course that is required for subject area testing as a requirement for graduation from a public school in Mississippi is not eligible for dual credit. All courses being considered for dual credit must receive unconditional approval from the College's chief instructional officer and the Tupelo Public School District superintendent or designated administrator.

**III. Credits and Transcripts**

One (1) three/four semester hour course at the postsecondary level may equal one (1) high school 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. Enrollment Limitations**

Enrollment in a combined number of high school and college courses per semester will not exceed that which is educationally sound as determined by the College and the High School. A minimum of 20 students is needed in order to offer a class at the High School. A student may not earn more than 49% of the total credit hours required for an associate's degree at the High School site.

*Note: The limit of credit hours does not apply to dual enrolled students who are taking courses through the College for college credit only.*

#### **V. Financial Arrangements**

Payment of the current rate of tuition, fees, textbooks and materials will be the responsibility of the dual enrolled student. Dual enrolled students must make payment of tuition fees as prescribed in the College Catalog. The fees are negotiated as follows:

The College will award a scholarship for \$250 for each dual credit course taken on the High School premises. Students will pay \$100 tuition, and the High School may provide textbooks in core subject areas only. Parents or students may be responsible for costs of textbooks in courses outside of the Core and also for the supplemental materials for all courses. If tuition changes at the College, the percentage of the scholarship award of the tuition will remain the same.

#### **VI. 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 appropriate College instructional 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). Dual credit instructors from the High School will be given a stipend by the College from which retirement benefits will be taken 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 control and 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. For dual credit courses conducted on the High School's premises, all issues of discipline, safety, and misconduct on the part of the student and/or instructor will remain the responsibility of the High School and its administration. **Should the High School determine the need for immediate discipline of a dual credit instructor from the College, the High School administrator will remove the instructor from the classroom and advise the College immediately.**

## **VII. 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.

## **VIII. Transportation**

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

## **IX. Other Understanding and/or Responsibilities**

Dual credit students are considered students of the College as well as the High School and are responsible for abiding by all College and High School policies including, but not limited to, admission requirements, course prerequisites, attendance policy, course syllabus, course withdrawal procedures, and course grading standards.

The College reserves the right to refuse readmission to any student who is found to be in violation of College policies (academic standards of progress, Student Code of Conduct, etc.).

## **X. Information**

Each party agrees to provide a mechanism for communicating the educational and economic benefits 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.

However, for those courses that are taught on the physical sites of the High School as part of the Dual Credit Agreement, it is agreed that high school students with special needs will be awarded such accommodations by the High School.

## **XI. Terms of Agreement**

The terms of this Agreement shall be effective for the **2013-2014** academic year (June 30, 2013, through July 1, 2014). 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. David C. Cole, President  
Itawamba Community College

Date

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Dr. Gearl Loden, Superintendent  
Tupelo Public School District

Date