NAVARRO COLLEGE

DUAL CREDIT PARTNERSHIP AGREEMENT

Part I: General Information

Navarro College is pleased to propose a joint partnership effort with Ennis ISD for the 2021-2022 academic year, hereafter referred to as "the I.S.D.," to provide high school students an opportunity to take selected college-level academic and/or career and technical courses for both high school credit and college credit. Students must meet requirements established by the Texas Higher Education Coordinating Board (THECB) and the Texas Education Association as outlined in the Texas Administrative Code Rule 4.85:

Alignment of Navarro College Dual Credit Program Goals to the Texas Higher Education Coordinating Board Dual Credit Statewide Goals:

THECB Statewide Dual Credit Goals	Navarro College Dual Credit Program Goals
Goal 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit including enrollment and fee policies. ▪ Measures of Implementation and examples of items to include in documentation: Collaboration between ISDs and IHE partner(s) to host informational sessions for students and parents on dual credit opportunities, benefits, and cost; ISD and IHE dual credit webpages reflect the most current dual credit program information including enrollment and fee policies, hosting dual credit 101 sessions for high school counselors, collaboration between ISDs and IHE partner(s) on a marketing campaign, documentation summarizing collaboration and outreach efforts of IHEs; and secondary school partners will be readily available and posted.	**Goal 1:** Provide high school students the opportunities to a smooth transition from high school into college. Continue to increase communication to all parties with our dual credit population. ▪ Measurements of Implementation: ▪ Constant collaboration with ISD partners. ▪ Routine meetings with counselors and administrators. ▪ Dual Credit Staff presents to students and parents several times throughout the year to share program information; such as; enrollment, college expectations, benefits, costs and student services. ▪ Dual Credit webpage is updated routinely for current information. We routinely share updates and marketing materials with our partners to then share information to students and parents through handouts, email, text, and social media. ▪ Dual Credit department maintains records of all dual credit events and tracks enrollment to best communicate with all students.
Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education. ▪ Metric: Examples of items included in analysis: Student enrollment in postsecondary after high school; time to degree completion; semester credit hours to degree; analysis of measures in enrollment in and persistence through,	**Goal 2:** Continue to create and implement guided pathways for dual credit students that align with high school pathways and graduation requirements. ▪ Metric: ▪ Student enrollment in postsecondary after high school is tracked through THECB and internal data. ▪ Time to degree completion and semester credit

postsecondary education disaggregated by student sub-population.	hours to degree is tracked through internal data. ▪ Analysis of measures in enrollment in persistence through postsecondary education, disaggregated by student subpopulation is tracked through internal data. ▪ Dual credit office performs transcript audits to determine hours to degree completion, student success, and graduation opportunities. ▪ The Dual Credit Department performs student academic advising with dual credit high school students per THECB rules.
Goal 3: All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion. ▪ Metric: ▪ Examples of items included in analysis: Student enrollment in postsecondary after high school ▪ Time to degree completion; decrease in excess number of semester hours beyond required hours to degree completion; analysis of measures in enrollment and degree completion disaggregated by student sub-population.	**Goal 3:** Continue to increase academic and transition advising to our dual credit population. ○ Metric: ▪ Student enrollment in postsecondary after high school is tracked through THECB and internal data. ▪ The Dual Credit Department performs transcript audits to determine time to degree completion, student success, and graduation opportunities. ▪ The Dual Credit Department performs academic and career goal advisement to establish a plan of enrollment for efficient use of courses in order to decrease the excess hours to completion. ▪ Collaboration with ISD's to offer more dual credit course offerings that are of high need/interest with student's field of study goals.
Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses. ○ Metric: Analysis of performance in subsequent course work.	**Goal 4:** ○ The Dual Credit Department, continuously analyzes student success by course by term, as well as, performs faculty evaluations to insure student success.

Eligible Courses

- Courses offered for college credit must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual (ACGM) adopted by the Texas Higher Education Coordinating Board, or as college-level workforce education courses in the current edition of the Workforce Education Course Manual (WECM) adopted by the Texas Higher Education Coordinating Board.

- A college course offered for dual credit must be: (A) in the core curriculum of the public institution of higher education providing the credit; (B) a career and technical education course; (C) a foreign language course; or (D) a college pathway course that satisfies specific degree plan requirements leading to the completion of a Board approved certificate; AA, AS, AAS degree program, or FOSC.

- Public colleges may not offer remedial and developmental courses for dual credit. ISD is encouraged to partner with Navarro College (as required by House Bill 5, 83rd Texas Legislature) to develop and provide courses in college preparatory mathematics and English Language Arts to prepare student for success in entry-level college courses
  (See HB 5 MOU)

Student Eligibility

- High school students must meet all eligibility requirements set forth in the Texas Higher Education Coordinating Board rules, and demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative to be eligible for enrollment in a dual credit course offered by a public college. Please reference the Dual Credit Testing Requirements for detailed score information.

- A student may enroll in workforce Education College courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute in the eleventh and/or twelfth grade and shall not be required to provide any additional demonstration of college readiness. Students enrolling in a Level 2 certificate or applied associate degree program must demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative.

- To be eligible for enrollment in a dual credit course offered by Navarro College, students must meet all the College's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.) to be eligible for enrollment in a college course offered by a public college.

- Ninth and tenth grade students with demonstrated outstanding academic performance and capability may be eligible to begin academic or technical college courses. Students must meet the following requirements prior to enrollment:

    - Must have a minimum overall average of 85, or an equivalent GPA, in the year preceding enrollment in college coursework.
    - Must be TSI complete in both TSI Writing and Reading or TSI Math and have successfully met the Texas Success Initiative (TSI) requirements (Reading and Writing, OR Math) for the desired college course.
    - Must have approval from the high school official, parent/legal guardian, and a Navarro College Dual Credit Coordinator.

Dual Credit Admissions

- Students must meet the following admission requirements:
    - Complete an application for Navarro College through Apply Texas.
    - Complete the online Dual Credit Enrollment Form on the NC Self-Service student portal. New students must have parent approval upon initial enrollment and all students must have high school official approval each semester enrolling.
    - Provide a current high school transcript. Incoming 9th graders may provide a final 8th grade report card.
    - Provide applicable test score reports to meet current college readiness standards and dual credit eligibility. Please reference the Dual Credit Testing Requirements page for further test score information.
    - Provide a vaccination record indicating a current bacterial meningitis vaccination if the student will be taking courses on the Navarro College campus.

- High school students who have completed 15 semester credit hours must see a Navarro College Academic Advisor or Navarro College Dual Credit Coordinator prior to enrolling in additional coursework. Students must select a Navarro College degree plan or program of study upon completion of 15 semester credit hours.

- High school students taking Navarro College courses are recognized as college students and will be treated as such, regardless of the course location. All Navarro College students, including students enrolled for dual credit, are expected to abide by the Navarro College Code of Conduct and Academic Decorum standards located in the Navarro College Student Handbook. A collegiate classroom environment is expected at all times.

- Navarro College courses, including those offered on high school campuses, may contain controversial material and mature content. Navarro College courses will not be tailored to high school learners. Parents and high school officials are encouraged to consider the maturity level of the individual student prior to approving that student's enrollment in college courses.

- Dual credit students who earn a Navarro College GPA of less than 2.0 may be removed from the dual credit program.

- Students must complete their sophomore year of high school to be eligible to enroll in summer course(s).

  Additional enrollment requirements may apply.

Location of Class

- College courses may be taught on the college campus, on the high school campus, or via distance learning. In addition, college courses taught electronically shall comply with the Navarro College Standards for Quality Online Course Design and Instruction.

Deadline Requirements

- Please refer to the Navarro College Dual Credit Program deadlines for the dual credit enrollment periods. All course offering requests for the upcoming school year must be submitted to the Dual Credit Department no later than April 1st.

Composition of Class

College courses taught for dual credit may be composed of:

- Dual credit students only
- Dual credit and college credit students
- Dual credit and high school credit-only students if one of the following conditions apply:
    - The course is required by State Board of Education and the high school is otherwise unable to offer such a course.
    - The high school credit-only students are College Board Advanced Placement (AP) students.
    - The course is a career and technical or college workforce education course and the high school credit-only students are earning articulated college credit. Please note that Navarro College does not articulate credit. Therefore, all Navarro College career and technical dual credit course sections are for dual credit only and may not be mixed with regular high school students.

Faculty Selection, Supervision, and Evaluation

- Faculty members who are employed with the school district on a full-time basis and teach a Navarro College course, either inside or outside of their regular ISD duty hours, are considered employees of Navarro College for the purposes of the college course taught for dual credit and are required to meet all other Navarro College adjunct faculty requirements.
- The College shall approve instructors of college courses taught for dual credit. These adjunct faculty members must meet the same credentialing standards and complete the same approval processes as other faculty who are selected to teach the same courses at Navarro College. This includes, but is not limited to, adhering to the minimum requirements set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- The College cannot guarantee that a faculty member will be available to teach every dual credit course requested by the I.S.D.
- The College will supervise and evaluate instructors of college courses taught for dual credit using the same criteria and procedures as those used for other faculty at Navarro College.

Course Curriculum, Instruction, and Grading

- The College shall ensure that a college course taught for dual credit is equivalent to the corresponding course offered at Navarro College in relation to the curriculum, materials, instruction, method, and rigor of student evaluation. These standards must be maintained regardless of the student composition of the class.

- College courses taught for dual credit, regardless of location, will start and end with Navarro College's semester dates. Faculty will follow the College's calendar for all course planning, curriculum, reporting, and grading.

- College courses taught for dual credit must meet the appropriate contact hours required for each course taught.

- Final course grades must be submitted on the College's schedule.

- The only official grades currently assigned at Navarro College are mid-term and final course number grades. Navarro College does not assign progress grades to our college students. All course-grading conventions are stipulated in each instructor's course syllabus. Students are responsible for managing their status in their college course(s) and for reporting progress to their high school official. Students may obtain their current grade or course standing by the gradebook method outlined in their course syllabi. Grades provided by students should only be used as an academic check for intervention purposes and to monitor student success. As always, faculty report academic or behavioral concerns through Navarro College's Care Report system as appropriate.

Academic Policies and Student Support Services

- Regular academic policies applicable to courses taught at Navarro College also apply to college courses taught for dual credit. These policies include, but are not limited to, syllabus distribution, communication of grading policies to students, course drops, academic integrity, scholastic probation and suspension, student/instructor conflict resolution, and final course grade challenges.

- High school students in college courses are eligible to utilize the same support services that are afforded all Navarro College students. The College is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.

- High school students requesting disability accommodations in their college classes must file with Navarro College's Disability Services Department at least two weeks prior to the start of each semester. Please refer to the Navarro College Student Handbook or Navarro College Catalog for additional information.

Transcription of Credit

- For dual credit courses, both high school and college credit should be transcripted immediately upon a student's completion of the college course.

Tuition and Fees

- Navarro College offers a dual credit discount for tuition and fees for the fall and spring terms only. Navarro County residents receive a 50% discount and residents outside of Navarro County receive a 51% discount. For current tuition and fee schedules, please refer to the Navarro College Website at: https://www.navarrocollege.edu/costs-aid/

Funding

The state funding for dual credit courses will be available to both public school districts and colleges based on the current funding rules of the State Board of Education.

Part II: Responsibilities of Navarro College

1. A Navarro College administrator or full-time faculty member may visit dual credit classes for evaluation purposes.

2. Navarro College will conduct an orientation session for I.S.D. faculty teaching Navarro College courses as needed.

3. Appropriate Navarro College faculty and/or administrators may review major examinations in each course to determine whether students are required to master the skills and concepts identified in the course syllabus.

4. Navarro College is responsible for maintaining a college transcript for each student. All courses will be identified on the college transcript as regular college-level courses.

5. Navarro College will work with the high school administration to determine which courses will be offered for dual credit and will review the list of dual credit courses annually.

6. Navarro College reserves the right to require a minimum number of students for enrollment in each course section. If the minimum is not met, Navarro College reserves the right to cancel the course offering. Navarro College cannot guarantee the availability of every course requested by the high school.

7. All reasonable accommodations for disability services and special needs must be approved by the Navarro College Disability Services Office.

8. Navarro College is responsible for maintaining the confidentiality of all student information and records as required by the Family Educational Rights and Privacy Act (FERPA). Students who wish to allow parents or guardians to access grades or other student information must complete the Navarro College Student Record Release Form available in the Navarro College Office of Admissions or MyNC Student Portal.

9. Navarro College reserves the right to deny continued enrollments for students who display unsatisfactory academic progress.

10. Navarro College reserves the right to deny enrollment or readmission for students who violate the Navarro College Student Code of Conduct.

11. Navarro College will provide academic advisement to all dual credit students who complete 15 semester credit hours.

12. Navarro College will collaborate with school administrators to schedule dual credit information sessions, parent meetings, advising sessions, and other related events.

13. Navarro College will provide routine updates to our service area partners about tuition and fees, enrollment policies and procedures, and deadlines.

Part III: Responsibilities of the Dual Credit Instructor

1. The instructor is responsible for providing any necessary employment documents and official college transcripts to the appropriate Navarro College dean or department chair.

2. The instructor shall meet all the same requirements and guidelines as other Navarro College adjunct faculty.

3. All Navarro College faculty are required to use their Navarro College email and to check it on a regular basis.

4. Each course must be taught using and conforming to the Navarro College course syllabus for each specific course.

5. The instructor is responsible for verifying the accuracy of the Navarro College class roster(s) and reporting discrepancies to the Registrar's Office prior to the official census date.

6. The instructor is responsible for teaching the material outlined in the College course syllabus and departmental requirements.

7. The instructor will adhere to the policies and practices of Navarro College. This includes using the approved departmental syllabus, textbook, and other related materials. The high school text may serve as a supplement, if necessary, to meet the TEKS requirements.

8. Faculty members teaching a dual credit course must record student grades in Navarro College's system in accordance with the College calendar and deadlines.

9. Faculty are required to inform students of course standing, grades, etc., and must comply with all Navarro College departmental and grading policies.

10. Faculty are encouraged to report progress or potential problems to the I.S.D. as requested.

11. Faculty may not give any accommodations to students without written approval from the Navarro College Disability Services Department.

12. Instructors should treat dual credit students in the same manner as other college students.

13. Dual credit instructors will attend Convocation and/or departmental meetings each fall and spring semester. New instructors will also need to attend Canvas training as well as any training provided by the department regarding topics such as publisher materials. Competency evaluations may be required when teaching a career and technical dual credit course. Any instructor teaching hybrid or online classes must complete Canvas training and be approved for online or hybrid courses prior to teaching them. Information about upcoming Canvas training is provided by Office of Media Integration.

Part IV: Responsibilities of the School District

1. The high school is responsible for maintaining the high school transcript.

2. Every semester, the designated high school official must approve each student's enrollment in college courses, regardless of whether the student is enrolling for dual credit or college credit only.

3. The I.S.D. must provide all final official high school transcripts for graduating seniors who have completed coursework with Navarro College. Official Navarro College transcripts will not be released until the final official high school transcript is on file.

4. The I.S.D. will provide Navarro College personnel with a school calendar (including teacher in-service days, holidays, and special events).

5. The I.S.D will provide Navarro College faculty teaching courses on the high school campus with an overview and orientation to the high school facility and procedures.

6. The I.S.D is responsible for covering all course time outside of the College calendar and regular meeting dates and times.

7. The high school must provide an adequate college learning environment and appropriately equipped classroom facilities for each dual credit course taught on the high school campus.

8. The I.S.D., a stakeholder in student success, will communicate issues and concerns to the appropriate dean in a timely manner.

9. The high school will establish the weighted value of college-credit courses in determining high school class rank and honor graduates.

10. All dual credit enrollment and schedule changes must be finalized with the Dual Credit Department prior to the first day of classes each semester.

11. The I.S.D. will provide Navarro College personnel a proposed course offering schedule and anticipated enrollment per course by the end of March for planning the upcoming school year.

12. The I.S.D. will provide Navarro College meeting dates and times for each scheduled college course section taught on the high school campus.

13. The I.S.D. will collaborate with Navarro College dual credit staff to establish dates for information sessions, parent meetings, and student advising sessions.

14. The I.S.D. will provide professional-level personnel, as needed, to assist with enrollment and advisement of dual credit students.

15. Dual credit students must have access to all online student resources provided by the College. The Navarro College website and library resources must not be blocked by the I.S.D.

16. The I.S.D. will schedule dual credit courses in a manner which minimizes student absences due to school related activities.

17. The I.S.D. will minimize interruptions during scheduled dual credit courses.

Part V: Responsibilities of the Student

1. All students in the program must have written approval from the high school principal or counselor as well as the student's parent or guardian.

2. In order for college credit to be awarded the student must be registered for the course and required tuition must be paid by the stated deadline.

3. Students anticipating completion of a certificate or degree must provide an updated current high school transcript and meet the graduation requirements as outlined in the Navarro College Admissions and Records policies and procedures. The student is responsible for applying for graduation. This includes monitoring the Navarro College student email and following instructions regarding any additional graduation requirements.

4. Students will be required to have the necessary college textbooks and course materials for each course in which the student is enrolled. These may be purchased by the student or provided by the I.S.D.

5. Student are expected to adhere to all policies of Navarro College and the I.S.D.

6. Students and their parents/guardians should communicate any dual credit questions or concerns to their high school counselor.

7. Students must complete a "Navarro College Student Record Release Form" to give permission for parents or designated individuals to have access to their student academic and/or financial records. Students may access this form through their MyNC Student Portal under the Admissions and Records page.

8. Navarro College expects all students to do their own schoolwork at all times. Any student found in violation of academic integrity is subject to instructional consequences as defined in the course syllabus or departmental handbook. This may include any of the following: a grade of zero, course failure, or removal from a program.

9. The student is required to use all Navarro College student portals and to keep all Navarro College passwords and access codes confidential.

10. Students are responsible for keeping up with their progress in their college courses and for communicating with their instructors for any clarifications, questions, or concerns.

11. Maintaining eligibility in University Interscholastic League (UIL) activities is the responsibility of the student.

12. High school students are not eligible for federal financial aid.

Part VI: Signatures of Authorization

With the understanding that this Dual Credit Program is being offered to assist students, Navarro College and the I.S.D. agree to the above.

APPROVAL SIGNATURES:

Navarro College Administrator Signature

ISD Administrator Signature

9/10/21

Date

ENNIS HS: DUAL CREDIT CROSSWALK- 2021-2022

lavarro College ID	Navarro College Course Title	NC Credit Hours	HS Course	HS Credits	Grade	Code	AAR Code
RTS 1301	Art Appreciation	3	Art I	0.5	9-12	0 3500100	Fine Arts
RTS 1303	Art History	3	Art Appreciation	0.5	9-12	0 3500110	Fine Arts
OL 1406/1407	Biology for Science Majors	8	SCRID I / SCRID II	1	11-12	13037200/13037210	Science
OL-1408/1409	Biology for Non-Science Majors	8	SCRID I / SCRID II	1	11-12	13037200/13037210	Science
OL 2401/2402	Anatomy & Physiology I & II	8	Anatomy and Physiology	1	11-12	13020600	Science/CTE
HEM- 1401/1402	Genral Chemistry I & II	8	SCRID I / SCRID II	1	11-12	13037200/13037210	Science
OSC-1301	Intro to Computing	3	Computer Science I	0.5	10-12	03580200	Tech Apps
CON-2301	Principles-Economics Macro	3	Macro Economics	0.5	12	0 3310300	Social Studies
CON-2302	Principles-Economics Micro	3	Social Studies Special Topic II	0.5	12	0 3380022	Other Electives
NGL-1301/1302	Composition I & II	6	English III	1	11/12	0 3220300/0 3320400	English
NGL-2311	Business & Technical Writing	3	Technical Writing	0.5	12	0 3221100	English
NGL-2322/2323	British Literature I & II	6	English IV	1	12	0 3221800	English
NVR-1401/1403	Environmental Science I & II	8	Environmental Systems	1	11-12	0 320000	Science
EOL-1401/1402	Earth Science of Non-Science Majors I / II	8	Earth Space Science	1	11-12	0 3060200	Science
OVT-2305	Federal Government	3	United States Government	0.5	12	0 3330100	Social Studies
OVT 2306	Texas Government	3	Social Studies Special Topic I	0.5	11/12	03380002	Other Elective
ST-1301/1302	United States History I & II	6	United States History	1	11	0 3340100	Social Studies
ATH-1314	College Algebra	3	Pre Calculus	0.5	11/12	0 3101100	Math
ATH-1324	Math for Business	3	Ind Study in Math I, II, or III	0.5	11/12	2500 or 03102501 or 0310	Math
ATH-1342	Elem. Statistical Methods	3	Ind Study in Math I, II, or III	0.5	11/12	2500 or 03102501 or 0310	Math
ATH-1325	Calculus - Business and Social Science	3	Ind Study in Math I, II, or III	0.5	11/12	2500 or 03102501 or 0310	Math
ATH-1350	Math of Teachers I	3	Ind Study in Math I, II, or III	0.5	11/12	2500 or 03102501 or 0310	Math
JSI 1310	American Music	3	Music Apprecation I	0.5	9-12	0 3155600	Fine Arts
JSI 1306	Music Appreciation	3	Applied Music I	0.5	9-12	0 3152500	Fine Arts
HIL 1301	Intro to Philosophy	3	Social Studies Advanced Topic I	0.5	9-12	03380001	Other Electives
YC 2301	General Psychology	3	Psychology	0.5	9-12	03350100	Social Studies
OCI 1301	Intro to Sociology	3	Sociology	0.5	9-12	03370100	Social Studies
AN-1411/1412	Beginning Spanish I & II	8	Spanish I or II (based on placement ex	1	9-12	0100 or 03440200 or 0344	Foreign Language
AN 2311/2312	Intermediate Spanish I & II	6	Spanish III or IV	1	10-12	0200 or 03440300 or 0344	Foreign Language
CH 1315	Public Speaking	3	Communications Applications	0.5	9-12	03241400	ELAR
CH 1321	Business & Professional Comm	3	Communications Applications	0.5	9-12	03241400	ELAR
OFT 1329	Beginning Keyboarding	3	BUSIM I	0.5	9-12	13011400	CTE Business Mgmt
OFI 1301	Computer Applications I	3	BUSIM I	0.5	9-12	13011400	CTE Business Mgmt

E DC Pathways							
ME-1401	FYE Beau Camp-Cosmetology	4	Cosmo I	0.5	11	13025200	CTE
ME-1505	Fund of Cosmetology	5	Principles of Cosmetology	1	11	13025100	CTE
ME-1410	Intro to Haircutting & Related Theory	4	Cosmo I	0.5	11	13025200	CTE
ME 2401	Principles-Hair Coloring & Theory	4	Cosmo I	0.5	11	13025200	CTE
ME-1474	Principles of Nail and Skin Care	4	Cosmo II	0.5	12	13025300	CTE
ME-2439	Advanced Hair Design	4	Cosmo II	1	12	13025300	CTE
ME 2441	Prep for State Licensure	4	Cosmo II	0.5	12	13025300	CTE
ME-2473	Adv Cosmetology Theory Appl	4	Cosmo II	0.5	12	13025300	CTE