**Dual Credit Partnership Agreement**
**2026-2027 Academic Year**

By definition of the Texas Higher Education Coordinating Board, dual credit is "a system under which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and the high school." Dual credit courses may be taught on the high school campus by an approved instructor or on the college campus. Dual credit courses include both academic and technical courses.

South Plains College (SPC) recognizes the importance of allowing highly motivated high school students the opportunity to earn college credit while still in high school. Additionally, SPC understands the importance of facilitating a smooth transition for students from high school to an institution of higher education, by offering students different pathways to achieve their educational and career goals while limiting student debt and unnecessary financial burdens.

**South Plains College**, an educational institution of Hockley County, in the State of Texas, and **Southcrest Christian Independent School District** agree to enter a partnership to offer dual credit courses to eligible students which will allow them to earn college credits while simultaneously granting credit toward their high school graduation requirements. Both the College and the District agree that all course policies and practices are under the jurisdiction of the College.

This partnership details outlined in this agreement also apply to school districts who have been approved to offer an active Texas College and Career Readiness School Model (CCRSM) by the Texas Education Agency – either an Early College High School (ECHS) and/or a Pathways in Technology Early College High School (P-TECH).

In consideration of this partnership agreement, the parties agree to the following:

1. **Student Eligibility for Dual Credit**

To be eligible for enrollment in a dual credit course, a high school student must meet all requirements for admission to South Plains College in addition to applicable student eligibility requirements as established by the Texas Higher Education Coordinating Board (THECB) in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85.

Specific TSI course requirements that have been identified by the institution can be found here: https://www.southplainscollege.edu/admission-aid/apply/dualcredit/Courses.php

Students must be initially recommended (i.e., approved) by a high school principal or district designee (e.g., high school counselor) for participation in the dual credit program. Once a student completes their first dual credit course with South Plains College, district recommendation/permission will no longer be required prior to enrollment. Students should seek advice from their high school counselor prior to enrolling each semester to ensure that their dual credit courses are transcripted properly.

Prospective dual credit students will then complete a dual credit application to South Plains College and demonstrate college readiness in accordance with the current rules and processes established by the Texas Higher Education Coordinating Board (see Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter C, Rules § 4.54 - § 4.59).

Students in grades nine through twelve are eligible to take dual credit courses provided they meet college readiness criteria established by the THECB.

Test scores demonstrating college readiness are not required for Career and Technical Education (CTE) students enrolling in dual credit courses that are part of a Workforce Education Level 1 Certificate, excluding academic programs that have restricted admission (e.g., Fire Academy, Emergency Medical Services – EMT Basic, etc.).

## 2. Eligible Courses

Only college-level courses approved by the Academic Council of the College, which are listed in the most recent edition of the Academic Course Guide Manual or the Workforce Education Course Manual, will be considered for dual credit.

Courses approved as part of the College's core curriculum, a career and technical education course, or a foreign language course may be offered for dual credit. This provision does not apply to a college course that is being offered for dual credit as part of an approved early college education program established under TEC Section 29.908 or an early college program, as defined in TAC Chapter 4 Subchapter D, which assists students in earning a certificate or associate's degree while in high school.

No developmental education or remedial courses can be offered for dual credit.

*Institutional guidelines governing the instruction of college preparatory courses are not included within this document, but are addressed in a separate memorandum of understanding.*

High school students may enroll in the number of classes appropriate to their needs so long as it does not exceed the institutional limit of 18 hours per semester, as listed in the College's Academic Catalog. Students must still meet established course pre-requisites prior to enrolling in classes.

A course equivalency crosswalk which equates high school courses with college courses offered through the dual credit program will be made available online and/or upon request of the district.

## 3. Dual Credit Instructor Qualifications & Teaching Requirements

The hiring of dual credit adjuncts will be exclusively made by South Plains College. At a minimum, any individual who is approved to teach a dual credit course must meet the Southern Association of Colleges and Schools Commission on College (SACSCOC) guidelines for community college faculty.

Prospective dual credit instructors are subject to review & approval by the departmental chairperson or program coordinator and the Dean of Dual Credit & Early College Programs, who will make arrangements for personnel to teach at high schools including regular adjunct faculty or public-school teachers.

The College requires that academic instructors have a master's degree with at least eighteen graduate credit hours in the teaching discipline. Technical instructors must have either a bachelor's degree in the teaching discipline, or an associate's degree and demonstrated competencies in the teaching discipline.

Public school teachers who have been approved to offer dual credit courses will be considered adjunct faculty and must follow all applicable institutional policies to teach dual credit courses. Public school teachers will be required to submit an employment application and official transcripts. An interview with their department chairperson or program coordinator will be scheduled by the Dean of Dual Credit & Early College Programs, if needed. Public school teachers who serve as adjunct faculty will also be subject to regular instructor evaluations.

Adjunct instructors are required to adhere to departmental and divisional policies regarding grading, institutional syllabi, textbooks, assignments, and curriculum. All course materials and teaching methodologies must be approved by the departmental chairperson, program coordinator, or divisional dean.

Adjunct instructors are also required to comply with the College's FERPA requirements and policies regarding the disclosure of student information. Dual credit adjunct faculty are required to meet all deadlines for requests for information, including, but not limited to, current contact information, college transcripts and course syllabi. Dual credit adjunct faculty are encouraged to attend at least one department meeting per year and are required to provide instruction that meets departmental objectives and expectations. Adjunct faculty are also expected to meet all institutional policies and deadlines for the certification of class rosters and final grade submissions. Failure to meet institutional requirements could result in an adjunct losing teaching privileges.

Training –

In addition to new employee training required by the College's Human Resources department, the division of Dual Credit & Early College Programs will schedule annual training, in addition to institutional professional development activities.

All adjuncts should expect to attend two training sessions each summer –

One session offered by the College's dual credit staff, focusing on institutional policies and processes, and a second session that is content-specific, where a specific academic department's program coordinator or department liaison offers specific curricular updates which are tied directly to classroom instruction.

Dual credit adjuncts may also be required to complete professional development activities related to teaching or classroom requirements of all instructional staff.

Failure to meet institutional training requirements could result in an adjunct losing teaching privileges.

**4. Location, Facilities, and Learning Environment**

The College must ensure that a dual credit course being taught at or delivered to an off-site location is equivalent to any corresponding course offered at the main campus in respect to curriculum, materials, instruction, and method/rigor of student evaluation.

Courses may be hosted by the College, offered via two-way interactive video, in an online format, or at a high school. When a course is offered at the College, SPC will provide facilities and equipment as needed (e.g., a classroom with desks and a place for telecommunications equipment).

Dual credit adjunct faculty will not be required to use the College's learning management system (LMS), but instead may utilize the LMS that is hosted/utilized by the District. However, use of the College's LMS and all related instructional technology (and support of the College's Instructional Technology department's staff) will be made available to interested adjunct faculty. South Plains College reserves the rights to require dual credit adjunct faculty to utilize the college's Learning Management System (LMS) for record keeping.

Facility evaluation & review by the College may also be required before a district partner is approved to offer a course which requires a lab component. When a course is offered at a high school, the school district will provide facilities and equipment, as needed. This will include adequate internet & computer access for students enrolled in online coursework. The District is also expected to assist students in accessing any electronic resources and/or online learning materials that are utilized by College instructors in their dual credit courses.

Unless other arrangements have been made, the District and College agree to the following statements regarding the provision of facilities and communications lines for distance education offerings:

a) When courses are offered via interactive video originating on the college campus which are then sent to a high school campus, SPC remains responsible for maintaining the facilities and equipment to deliver the course. The District will be responsible for ensuring that there are adequate facilities, equipment, and communications lines to receive a course.

b) Each dual credit site that receives a course through interactive video or hosts online courses must identify a designated employee who can serve as an approved facilitator. The facilitator cannot be currently enrolled as a dual credit student. The facilitator must be an employee of the District who is not related to a student in the class. It is expected that this facilitator be available for an entire class period to supervise students as needed, distribute instructional materials and proctor exams when required, and report any problems that may occur throughout the academic year.

South Plains College will not deliver a course to an unsupervised location. Both the District and the College must approve of the individual selected to serve as the district's facilitator.

The ITV facilitator is also encouraged to attend counselor and/or adjunct instructorrelated trainings offered by South Plains College.

c) When an interactive video course is streamed at a site other than the college campus, all students in the class must be enrolled for college credit.

d) The College will determine appropriate class sizes and maintains the right to accept or reject new students depending on instructor capacity and College enrollment limitations.

**Student Composition of Classes**

When possible, college courses being taught at a high school location should be composed solely of students who are participating in dual credit. The high school will maintain an appropriate learning environment, by minimizing interruptions and ensuring students meet instructor attendance requirements.

**Transportation**

Students enrolled in a dual credit course on the College's main campus or at one of the College's extension centers are responsible for their own transportation. Students may also be transported to an SPC campus or center by their school district.

**5. Student Services**

To ensure student success, South Plains College will provide dual credit students with the same access to academic advising, counseling, tutoring services, and library resources that it provides all traditional college students.

Dual credit personnel from the College will offer academic advising services to all dual credit students. These services will address transferability and applicability concerns, degree mapping, and explanations of all college credit that has been earned by a dual credit student. High school personnel may be asked to assist SPC personnel with advising, registration, and other services that support enrollment.

Students who anticipate a need for assistance or accommodations must contact the Disability Services office. Students will complete an application for assistance through the AIM portal using their SPC email and User ID and provide appropriate documentation regarding their disability services request, as directed by the Disability Services office.

**Student Conduct**

All students, including dual credit students, may be subject to disciplinary action (which can range from verbal or written warning to suspension and expulsion from the College)

because of their behavior on campus or in any college course. South Plains College reserves the right to remove students who do not adhere to the institutional code of conduct from their courses if a student's actions warrant administrative involvement. Please see the *Student Rights and Responsibilities* & *Student Conduct* sections of the College's Student Guide.

The College's Student guide can be found on the College website under "Online Publications."

### 6. Grading Criteria, the Transcription of Credit, and Data Sharing

Adjunct faculty are also expected to meet all institutional policies and deadlines for the certification of class rosters and final grade submissions.

All dual credit courses will follow the institutional grading policy that is outlined in the College's Academic Catalog. Appropriate credit will be transcripted immediately upon a student's completion of the course. Numeric grades will be furnished to the high school at the end of the semester.

Dual credit grades will be recorded as follows:

| Transcript Grade | Interpretation | Final Numeric Average* |
|---|---|---|
| A | Excellent | 90-100 |
| B | Good | 80-89 |
| C | Average | 70-79 |
| D | Below Average | 60-69 |
| F | Failure | 1-59 |
| I | Incomplete | Not Computed |
| W | Student Initiated Withdrawal | Not Computed |
| X | Administrative Withdrawal | Not Computed |

Final numeric averages for all dual credit courses cannot exceed a grade of 100.

High school students will be treated like traditional college students since they are enrolled in a college course. Because of this, the College and the District are expected to meet all FERPA guidelines to maintain the privacy of student data. Student level data received from the College shall not be shared outside the District without prior authorization from the College.

## 7. Collaboration, Outreach, & Communication

The College will provide informational sessions for students and parents regarding dual credit opportunities, benefits, cost, and resources. Sessions can be made available throughout the academic year upon request of the District. The College will also provide updated and current dual credit information on registration procedures, participation requirements, and student/counselor resources on the College's dual credit webpage.

All questions regarding student enrollment, student conduct, any academic or instructional concerns, prospective program implementation, in addition to any South Plains College policies and procedures should be directed to the South Plains College Dual Credit office. Official responses on behalf of the institution will then come from a Dual Credit representative.

## 8. Fees and Funding Provisions

Dual credit students are responsible for the payment of tuition and fees in accordance with current college policy. Dual credit students will be charged $50 per credit hour per course, unless noted in a specific addendum to this partnership agreement.

Service area students who take CTE courses taught by an approved dual credit adjunct at their high school, which utilize high school materials and equipment, will have all tuition and fee charges waived. South Plains College reserves the right to charge the ISD a prenegotiated tuition rate for CTE courses when deemed necessary.

High school dual credit faculty and counseling staff will be compensated in accordance with the College's dual credit remuneration policy (see Appendix B). Stipend amounts will be awarded based on enrollment as of the semester's census date. Compensation for courses with low enrollment, in which enrollment in a course does not meet the minimum number of students required to make a class (i.e., 5) may be prorated according to the number of students enrolled.

### a) **Financial Aid for Swift Transfer (FAST)**

The FAST program provides funding to participating public institutions of higher education so they can offer dual credit courses to educationally disadvantaged students at no cost to these students.

The Texas Education Code (TEC) defines "educationally disadvantaged" as those students eligible for the national free/reduced-price lunch program. A student who meets this requirement in any of the four school years prior to the academic year in which the student is enrolled in the eligible dual credit course may be eligible for the FAST program. A school district shall provide notice directly to SPC regarding a student's educationally disadvantaged status if the student is educationally disadvantaged in the year in which the student is enrolled in a dual credit course but was not educationally disadvantaged in any of the four preceding years.

The following requirements apply to all partnering school districts who seek to take advantage of the state's FAST program:

Provide SPC with students' TSDS identification number, which will be used by the THECB to confirm student eligibility.

For current-year eligibility, once SPC receives the FAST eligibility roster from THECB and notifies your district of FAST-eligible students, your district may review the list and inform the dual credit office of any students who were not educationally disadvantaged in any of the four preceding years but were reported as educationally disadvantaged for the current year. Please note that a student's educationally disadvantaged status must be effective prior to the institution's semester census date.

The district will cover any costs incurred by FAST-eligible students, who choose to participate in an on-campus course or any other course requiring additional fees outside the dual credit instructional support rate that requires special learning materials for participation.

The following participation requirements apply to students who seek to take advantage to the state's FAST program:

For students to be eligible for FAST, that student must be enrolled in high school in a public - school district or charter school in Texas.

There are no limits to the number of courses or semester credit hours that a FAST-eligible student can complete.

FAST-eligible students may participate in dual credit throughout an entire academic year; this includes no-cost participation in eligible summer courses.

Once a student completes high school, that student is no longer eligible for FAST-related no cost tuition.

FAST-eligible students may enroll in any dual course, which will satisfy a requirement necessary to complete an industry-recognized credential, certificate, or associate degree.

If a student can earn credit toward obtaining an industry-recognized credential, a continuing education course may qualify for FAST program inclusion.

b) **No-Cost Learning Materials**

Dual credit students will not be charged for textbooks, course materials, equipment, or fees, unless the student voluntarily chooses to participate in an on-campus academic or CTE course or any other course requiring additional fees outside the dual credit instructional support rate. (outlined in Appendix A).

Acquiring the required learning materials needed to participate in an on-campus course or any other course requiring additional fees outside the dual credit instructional support rate

will be the responsibility of the district or student (depending on the student's FAST eligibility status).

**9. Administrative and Procedural**

Again, dual credit students are required to comply with all registration and academic policies outlined in the most current version of the South Plains College academic catalog and Dual Credit Handbook. Expectations for student conduct are outlined in the SPC Student Guide. Students who do not adhere to the institutional code of conduct may be removed from their class by the instructor or by South Plains College administration.

All dual credit courses will follow the College's academic calendar. Students are responsible for obtaining and adhering to the College's academic calendar which will include starting/ending dates, the established final exam schedule, payment deadlines, etc. for each semester. In instances where the District's holiday schedule or spring break does not coincide with the College's calendar, dual credit students will be expected to attend class as scheduled.

Class attendance policies may vary by course. Attendance policies fall under the purview of the instructor of record and will be outlined in the syllabus for each course. Unless permission has been obtained from the College, the College's final examination schedule will be observed, and dual credit students will be required to take their final examinations as scheduled.

**10. Terms of Agreement**

This agreement shall become effective on the 1st day of August, 2026. It will continue in place for subsequent academic years, as deemed necessary, unless either party submits a written request for withdrawal or change for an upcoming academic year. Notice to change this agreement must be served in writing, at least thirty (30) days prior to the beginning of the semester for which the change is desired. The College or District shall have the right to cancel or terminate this agreement at any time according to the above guidelines.

[signature] 5/27/26

President, South Plains College Date

Shonda Mayer 06/01/2026

Superintendent Date

## Appendix A

## On-Campus CTE Additional Course Fees

Automotive Technology
(cost per student)

| | |
|---|---|
| Safety Glasses | 10.00 |
| Course Materials Fee (AUMT 1201, 1410, 1345, 1316 at $94/course) | 376.00 |
| Test Fee (AUMT 1410) | 50.00 |
| Course Materials Fee (AUMT 1407) | 150.00 |
| **Total Estimated Costs** | **586.00** |

Cosmetology
(cost per student)

| | |
|---|---|
| Temporary Operator's Permit | 25.00 |
| Practical Kit (one-time purchase) | 925.49 |
| Textbook (one-time purchase) | 438.95 |
| Course Materials (CSME 1405, 1443, 1447, & 1410 at $35/course) | 140.00 |
| Course Liability Fee (CSME 1405, 1443, 1447, & 1410 at $20/course) | 80.00 |
| Scrubs (1) Pair Required | 75.00 |
| **Total Estimated Costs (prices are subject to change)** | **1,684.44** |

Welding Technology
(cost per student)

| | |
|---|---|
| Tools/Equipment (one-time purchase, kit designed for all courses) | 282.00 |
| Material Costs (WLDG 1428,1430,1457,1412 at $175/course) | 700.00 |
| Testing Fee (one-time purchase, for WLDG 1428) | 25.00 |
| **Total Estimated Costs** | **1,007.00** |

Basic Fire Academy

| | |
|---|---|
| (cost per student) Tuition Fees | 1,250.00 |
| Course Materials Fees | 3,750.00 |
| **Total Estimated Costs** | **5,000.00** |

**Appendix B**

Dual Credit Remuneration Chart
2026-2027

South Plains College will remit to a high school instructor or counselor a stipend each semester, based on the formulas below:

**High School Faculty Serving as College Instructor of Record** *Academic/Transfer Offerings*

| Number of Students Per Section, Per Course | Remuneration |
|---|---|
| 3 – 24 | $600 |
| 25 – 48 | $1,200 |
| 49 – 72 | $1,800 |
| 73 – 96 | $2,400 |
| 97 – 120 | $3,000 |
| cont. | cont. |

**High School Faculty Serving as College Instructor of Record**
*Career & Technical Offerings*

| Number of Students Per Section, Per Course | Remuneration |
|---|---|
| 3 – 24 | $150 |
| 25 – 48 | $250 |
| 49 – 72 | $350 |
| 73 – 96 | $450 |
| 97 – 120 | $550 |
| cont. | cont. |

**High School Counselor**

| Number of Students | Remuneration |
|---|---|
| 1 – 10 | $150 |
| 11 – 25 | $200 |
| 26 – 50 | $250 |
| 51 – 75 | $350 |
| 76 – 100 | $450 |
| 101 – 125 | $550 |
| 126 – 150 | $650 |
| cont. | cont. |

**Addendum to Dual Credit Partnership Agreement**

**2026-2027 Academic Year**

This addendum is made to the Memorandum of Understanding between South Plains College and **Southcrest Christian Independent School District** on the 1st day of August, 2026.

**Emergency Reunification Addendum**

In the event of an emergency involving a dual credit student, the institution where the student is physically located at the time of the emergency will assume operational responsibility for the student's immediate safety, accountability, and reunification in accordance with that school's Emergency Operations Plan (EOP). If the student is on the SPC campus to attend an SPC course, the student should remain with their SPC instructor. The College's EOP and reunification annex will be followed to ensure the student is released to the appropriate parent/guardian. If the dual credit student is on the College property but under the supervision of a school district employee, the district will oversee reunification, with SPC assistance if needed. The College will coordinate with the school district counselor, as appropriate, regarding emergency notifications, and reunification.

If the dual credit student is physically located on school district property when an emergency occurs, the student will remain under the supervision of school district personnel and the school district's EOP. The Parties agree that students will remain under the supervision and direction of the institution where they are located until the emergency has been resolved or responsibility is lawfully transferred.

| | |
|---|---|
| President, South Plains College | Date: 10/9/26 |
| Superintendent | Date: 11-19-26 |