

## OFFICE OF CURRICULUM & INSTRUCTION

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April 27, 2023

From: Ty J. Davidson  
Assistant Superintendent of Curriculum and Instruction  
Lockhart Independent School District

Attn: Dr. Angela Hill  
Vice President of Instruction  
Provost Academics

% Homero Lozano  
Assistant Director of Dual Credit  
Lamar Institute of Technology

Pride High School in Lockhart Independent School District (LISD) looks forward to partnering with Lamar Institute of Technology (LIT) beginning with the 2023 - 2024 school year. Our partnership with LIT will give our students the needed options to learn face to face with a qualified instructor, online with a TA or teacher, or hybrid. We appreciate that all of our students will have the opportunity to access dual credit.

Beginning in the 2023 - 24 school year, our students will be able to enroll in one of four programs that LIT offers:

- **Core Complete (42 credits)**
- **Associate of Arts in Business Degree**
- **Real Estate Level 1 Certificate Degree**
- **Health Informatics Level 1 Certification Degree**

In closing, the LIT dual credit program offers our students expanded programming and ensures that we are providing opportunities to reach career and college goals to all LISD families.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ty J. Davidson'.

Ty J. Davidson  
Asst Superintendent of Curriculum and Instruction  
Lockhart Independent School District



**Lamar Institute of Technology and Lockhart Independent  
School District  
Dual Enrollment Agreement 2022-2027**

This agreement is made by and between the Lamar Institute of Technology (LIT) and the Lockhart Independent School District (ISD). The purpose of this Agreement is to allow for eligible high school students to enroll in college courses from an Institution of Higher Education (IHE) and receive credit for courses from the ISD and LIT. The following terms and conditions shall govern the eligibility and enrollment of the students and the administration of the high school and college courses offered via dual enrollment effective Insert Date.

**I. General Information.**

The content of this dual enrollment agreement is based upon 19 Tex. Admin. Code § 4.D 4.84 and statewide goals established under Texas Education Code §28.009 and the collaborative efforts of Texas Education Agency and the Texas Higher Education Coordinating Board.

**GOAL 1:** ISDs and IHEs will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual enrollment, including enrollment and fee policies.

**GOAL 2:** Dual enrollment programs will assist high school students in the successful transition to and acceleration through postsecondary education.

**GOAL 3:** All dual enrollment students receive academic and college readiness advising with access to student support services to bridge them successfully into college completion.

**GOAL 4:** The quality and rigor of dual enrollment courses will be sufficient to ensure student success in subsequent courses.

**Collaboration and Outreach Efforts to Inform Students and Parents**

**Lamar Institute of Technology** – Information regarding current benefits, enrollment, and fee policies associated with dual enrollment are accessible to all students and parents via one or more of the following formats: LIT website (<https://lit.edu>); LIT dual enrollment brochures; LIT updates and emails disseminated to school administrators, counselors, and teachers; and LIT conducted workshops and presentations. Lamar Institute of Technology offers workshops to high school counselors that provide detailed information related to development and implementation of dual enrollment programs with LIT.

**School District, Charter School or Home School** – Current information pertaining to the benefits, costs, and enrollment procedures for dual enrollment will be posted on the school's website. The school will also be responsible for marketing dual enrollment opportunities by disseminating information and updates provided by LIT to the prospective students and parents. The school agrees to allow and support counselor and other school personnel participation in workshops and informational sessions conducted by LIT.

**II. Eligible Courses.**

A. LIT Dual Enrollment Staff and/or Administrators will collaborate with School District administration and/or counselor(s) to identify courses that may be offered.

1. Exceptions include:

a. Competitive entry allied health programs.

4. TSI Score requirements, in the tables below, are subject to change. TSI score requirements will be based upon the current THECB guidelines.

Academic Courses	
STAAR	Score of Level 2 on Algebra I EOC, Score 4000 Score of Level 2 on English II EOC, Score 4000
TSI (before January 2021)	Mathematics score of $\geq 350$ Reading score of $\geq 351$ and Writing score of $\geq 340$ with 4 on essay

5. As of January 2021, minimum scores for the MATH 1332, MATH 1314, and ENGL 1301 are as follows: (subject to change by Texas Higher Education Coordinating Board)

Required TSI Assessment Score	Minimum Score
<b>Mathematics</b>	950 OR 910-949 + diagnostic score of 6
<b>ELAR</b>	945-990 + Essay of at least 5 OR 910-944, diagnostic score of 5 or 6, and Essay of 5-8

- B. High school students who need college level courses in order to continue to study in a discipline will be eligible to take dual enrollment courses offered on either the high school campus or the college campus.
- C. Students must meet the stated pre-requisite(s) and/or co-requisite(s) of each course and be at least in the 9<sup>th</sup> grade.
- D. It is strongly recommended that the background and maturity level of the student be considered prior to registration in any college credit course.
- E. Seniors who will graduate at the end of the high school second semester are eligible for dual enrollment participation during Summer I and Summer II of the year in which they graduate provided that the course(s) and credits may be recorded on the high school transcript by the date of high school graduation. All other eligible students may participate in Summer I and II.

#### IV. Admissions and Registration.

- A. Counseling Sessions.
- College personnel will provide the high school Principal and counselors with necessary information concerning the dual enrollment course(s) for scheduling and registration of students.
- B. LIT will provide a student application checklist that will identify the steps in completing the application process. The student and the parent/guardian should review the checklist and verify the respective application steps have been completed.
- C. The student is responsible for completing TSI testing as early as possible prior to the beginning of the semester. If the participating High School does not conduct their own TSI Testing, School District personnel should coordinate required testing with LIT Testing Center. (409)839-2027 or [testingcenter@lit.edu](mailto:testingcenter@lit.edu)

1. Dual enrollment courses are college classes and have the academic rigor expected in all college coursework.
2. College courses will be taught according to the approved college syllabus.
3. LIT will provide in-service through the Teaching and Learning Center for ISD faculty teaching courses for dual credit to ensure academic rigor is maintained in the dual credit courses.

**B. Curriculum Alignment.**

1. High school Principals and college personnel will coordinate course offerings with the high school curriculum in accordance with locally established procedures.
2. The ISD faculty and LIT faculty must meet each semester to review the curriculum, methodology, schedules, and student evaluation.
3. LIT and the ISD will monitor the quality of instruction in all courses for dual credit to assure compliance with standards established by the State, Southern Association of Colleges and Schools, LIT, and the ISD.

**C. Instruction.**

**1. Schedule.**

- a. Dual enrollment courses taught by LIT faculty and ISD faculty will be taught in accordance with the LIT schedule and calendar or as agreed upon by ISD and the LIT Executive Vice President/Provost.
- b. All courses taught for dual credit must meet the instructional minutes required by the Texas Higher Education Coordinating Board.
2. The student and/or parent(s) shall be responsible for the student's transportation and accept all liability for all courses taken on the LIT campus.
3. College instructors must comply with all applicable rules governing attendance, classroom management and record keeping while conducting courses on the high school campus.

**D. Grading.**

1. Standard college exams will be used where applicable.
2. Grading will be consistent with the grading policy in the LIT course syllabus. Audit grades are not allowed.
3. Student grades will be reported to the ISD at the end of the semester to the person or office designated by the ISD to receive this information in accordance with the ISD's Grading Calendar.
4. Final grades for students shall be submitted electronically by the faculty member teaching the course according to the LIT Grade Reporting Process and the LIT Academic Calendar, and the ISD Grading Calendar. Grades will be reported to the ISD as requested for students registered for dual enrollment classes on the LIT campus.

**VI. Transcription of Credit.**

2. Although the school district cannot make decisions related to the employment of LIT faculty, they can use the results of the background screening to prohibit such personnel from teaching on the high school campus.
3. LIT will be responsible for the costs associated with the background screening for LIT employees.
4. The ISD will be responsible for the costs associated with the background screening for ISD employees.

C. Faculty Evaluation.

1. Evaluation of instructors on high school campuses shall be conducted by LIT as follows:
  - a. The Principal will inform each instructor that he/she will be involved in an evaluation program conducted by LIT and that this program will not be used to determine the employment status of the instructor. The information should be provided to the instructor prior to being assigned a dual enrollment class.
  - b. LIT will identify the college administrator who will be conducting the evaluation program at each high school and provide the name of such person prior to the beginning of each school year to the Principal.
  - c. The LIT evaluator will review the evaluation program with the instructor. The review shall include a full explanation of each evaluation instrument and an assurance that none of the forms will be placed in the instructor's personnel file at the school district office. Each instructor will be provided with a copy of each evaluation instrument. The Principal, LIT evaluator and instructors will decide collaboratively how and when the evaluation will be implemented. The decision should include the following:
    - i. Date the Faculty Evaluation form will be given to students and procedures for collection.
    - ii. Month of school year that classroom observations will be conducted and should include: who will conduct the observation, number of observations, and procedures of scheduling pre and post observation conferences.
    - iii. The manner in which the Faculty Evaluation form will be completed and how it will be shared with the instructor. The faculty will receive a personal copy of the evaluation. Only upon the faculty member's request and/or approval will a copy be shared with school or district personnel. This summative conference should occur no later than 10 days after the last observation.
    - iv. The LIT evaluator, upon the request of the Principal, will coordinate with the Principal for the purpose of discussing the program and decide upon a time when the Principal and evaluator will schedule an orientation meeting. The orientation meeting should be scheduled during the first month of the new school year.

1. When a student is suspended from an ISD school, for any reason, the student will not be permitted to attend dual enrollment classes on LIT's campus for the dates indicated in the suspension.
2. The school Principal will notify the Dual Credit Director of the suspension. The suspended student will be subject to any penalties noted in the syllabi of the LIT courses in which he/she is registered.

**X. Funding.**

A. Tuition. *Please Check and Initial statement #1*

1. The ISD and/or the student's Parent/Guardian will pay tuition and fees as determined at each respective high school campus for students enrolled in dual credit courses in accordance with *Table 1: Tuition and Fees*.
2. The ISD will be billed for tuition and fees at the dual enrollment rates according to TSUS Board of Regent's Policies.
3. Tuition rate is \$50.00 per Semester Credit Hour if the course is taught by an LIT instructor.
4. Tuition rate is \$50.00 per Semester Credit Hour if the course is taught by an ISD instructor.

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5. LIT reserves the right to cancel course sections in which enrollment is less than 10 students. Minimum enrollment of 10 may be comprised of students from multiple districts.
6. For programs requiring professional liability insurance, the required professional liability insurance will be paid by the ISD. LIT will bill the ISD for these fees. Tuition and Fees are due before the end of the semester in which students are enrolled.
7. Students are responsible for any miscellaneous fees (Rec Center equipment use fees, Student Health Center services fees, parking violation tickets, etc.) they incur while enrolled in dual enrollment courses at LIT.
8. Tuition and Fees are subject to change without notice by action of *The Texas State University System*.



**XIII. Amendments to this Agreement.**

- A. This agreement, once signed by LIT President and the ISD Superintendent, may be amended in writing and agreed upon by both parties.
- B. Written requests must be delivered to the Principal and Executive Vice President/Provost thirty (30) days before the requested amendment is effective.

**XIV. Contacts.**

- A. This agreement will be effective for five (5) years from the year the agreement is signed.
- B. For LIT:
  - I. Vice President/Provost
- C. For the ISD:
  - I. Principal or designated ISD employee.

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 4/28/23       4/26/23

Dr. Sidney E. Valentine, President      Date      Mark Estrada, Superintendent      Date  
Lamar Institute of Technology      Lockhart Independent School District