



## Cisco College Agreement to Provide Instructional Services for Dual Credit Courses

Hamlin Independent School District, located at 509 NW 4<sup>th</sup> Street, Hamlin, Texas 79520 ("HISD") and Cisco College, located at 101 College Heights, Cisco, Texas 76437 ("Cisco") agree to articulate for the purpose of providing dual credit courses for HISD students. All communications regarding teaching requirements, schedule changes, instructional problems, or any other issues related to this agreement will be channeled through Cisco's Director of Dual Credit Programs and the designated dual credit contact for HISD.

**1. Nature of the Agreement.** This is an Agreement for Cisco to deliver quality, rigorous courses for college-level credit and that satisfy appropriate high school competencies to the students of HISD. The agreement also seeks to fulfill statewide dual credit goals for outreach, successful transition, student advising and support. Due to the nature of this agreement, both Cisco and HISD will be required to meet certain terms and conditions to ensure successful delivery of instruction. This agreement will be posted to the Cisco College and HISD websites.

### **2. Cisco College**

**2.1. Professors** – Cisco will provide qualified, appropriately credentialed professors to conduct dual credit classes as agreed upon by Cisco and HISD. HISD personnel who meet Cisco credentialing requirements may be approved as adjunct professors. These individuals must go through the adjunct hiring process and submit all documents required by Cisco in order to be approved by the appropriate Cisco division chair and listed as the Instructor of Record for a course.

**2.2. Instructional Format & Location Course** – Classes may be taught at the HISD campus on a mutually agreeable schedule. The preferred method of instructional delivery will be through on-campus faculty. However, depending on the availability of qualified professors and number of students served, Cisco may opt to deliver instruction via traditional classroom format, web-based LMS courses, interactive TV (ITV), or a blend of instructional formats (hybrid).

**2.3. Registration** – Cisco will provide registration services for students to enroll in dual credit courses delivered by Cisco.

**2.4. Advising** – Cisco College will provide core curriculum and A.A. / A.S. degree plans to help HISD students identify and request appropriate dual credit courses and track semester credit hour accumulation.

**2.5. Grade Recording** – Cisco will provide college transcription of each student's grades. The professor will report student grades to Cisco in accordance to Cisco grade reporting policy and schedule. It is recognized that grade reporting may vary between the college and high school in terms of format and specificity.

**2.6. Curriculum and Learning Objectives** – Dual credit course curriculum will consist of college-level content and subject matter rigor. The Cisco professor will provide a course syllabus that explains the course requirements to HISD and to students. The Cisco professor will provide subject matter instruction that aligns with learning objectives defined by the Texas Higher Education Coordinating Board. The professor may also be responsible for incorporating the appropriate high school state-mandated education learning objectives into the course material. The high school must provide this material for the professor prior to the first day of class.

**2.7. Textbooks & Course Resources** – Course syllabi will contain required textbook information and ISBN numbers. Course textbooks will be available to HISD students at the Cisco College Bookstore. Textbooks purchased through the Cisco Bookstore will be eligible for buy-back under the same regulation provided to non-dual credit students at the end of each semester. Courses may require students to purchase and/or utilize electronic resources. Dual credit courses must use textbooks selected by Cisco.

**2.8. Class Schedule** – The class schedule will be prepared and agreed upon by Cisco and HISD on a semester basis. Classes must fulfill semester contact hour requirements consistent with the same courses taught on the Cisco campus.



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2.9. Composition of Dual Credit Classes – Dual credit courses may be composed only of students taking the class for college credit.

2.10. Course Facilities, Equipment & Access – Cisco will ensure that dual credit students will have access to appropriate facilities and equipment to complete the dual credit courses.

2.11. Professor Evaluation – Cisco shall supervise and evaluate professors of dual credit courses using the same or comparable procedures used for faculty at Cisco. Evaluations may include announced or unannounced classroom observation, and may require professors to submit course assignments, assessments, and/or grades to the Cisco division chair.

2.12. Academic Policies and Student Services – All academic policies applicable to courses taught at Cisco apply to dual credit courses. These policies include the academic calendar, student grievance process, admissions policies, grade policy, attendance policy, drop policy, student privacy policy, and student conduct policy. Students in dual credit courses are eligible to utilize the same support services provided to all Cisco students, including the library, tutoring services, the writing center, distance education support, and counseling. Students in dual credit courses have access to college policies in the college catalog and student handbook.

### 3. Hamlin Independent School District

3.1. Student Qualifications – HISD will pre-approve students for taking dual credit courses and ensure that each student meets the requirements as defined in the Texas Administrative Code for Education (Part 1, Chapter 4, Subchapter D, Rule 4.85). If necessary, written approval by the high school principal and Cisco's Chief Academic Officer may be required for a student to enroll in a dual credit class. Each student must also meet the Cisco admissions requirements and course prerequisites prior to the first day of classes.

3.2. High School Course Crosswalk – HISD will provide a crosswalk that identifies the high school course and number of credits that may be earned from HISD for each college-level course requested from Cisco College.

3.3. Advising – HISD will assist students in aligning dual credit courses and/or the Cisco College core curriculum and degree plans with the students' intended undergraduate major or program. HISD counselors and students may contact Cisco College counselors for advising support. HISD will inform students of the availability and purpose of the Cisco College Catalog.

3.4. Grade Recording – HISD will provide high school transcription for each student's grades.

3.5. Classroom, Equipment, & Course Access – HISD will provide a suitable classroom environment, including supplies and equipment necessary and appropriate for the subject matter being taught, for classes delivered at the high school. HISD will provide ITV facilities for ITV classes. HISD will verify reliable computer and internet access for students taking dual credit courses.

3.6. School District Supplied Personnel Teaching as Cisco Adjunct Professors – School district personnel delivering Cisco courses as adjunct professors will meet all credentialing requirements, course requirements, and adhere to course, exam, and grade schedules set forth by Cisco.

3.7. ITV Facilitator – HISD will also provide a qualified facilitator to supervise the classroom, oversee the operation of equipment and ensure connection with the professor site, assist students as necessary, and administer exams and written assignments.

3.8. Semester Credit Hour Load – HISD will advise students regarding the workload required for a college-level course in relation to time and travel commitments for extracurricular activities. 1 SCH represents 1 hour of in-class time which may be fulfilled in-person or via LMS and 2 hours of out-of-class work. A student can expect to fulfill 3 in-class hours and up to 6 out-of-class hours per week for each 3 credit hour college-level class.



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3.9. Waivers – Any dual credit course requiring a waiver must have this completed waiver in place prior to a student’s enrollment in the course. Students must read and sign any required waiver. If the student is a minor, the parent or legal guardian of the student must also review and sign the waiver.

## 4. Payment Terms

4.1. Professor Compensation – Full-time Cisco professors are employees of Cisco and will be compensated according to the Cisco employee compensation policy. HISD teachers who are qualified to teach dual credit courses will be approved as adjunct professors for Cisco and will be compensated according to the current Cisco adjunct compensation policy.

## 5. Students

5.1. Policy Compliance – Students will comply with all enrollment, academic, and financial policies and any other course related policy requirements by Cisco or HISD.

5.2. Course Participation – Students will be responsible for in-class participation and out-of-class preparation as required for the college course. Students who must be absent for any reason are responsible for communicating with the professor and for completing make-up work per course policies.

5.3. Tuition and Fees – The current rate for tuition and fees charged to the students by Cisco for courses where the course content is received by the student on the HISD campus is \$204 per three credit hour class and \$272 per four credit hour class.

5.4. Payments – Students will be billed for dual credit tuition unless alternate arrangements have been made by HISD and attached to this agreement. HISD will provide a description of funding sources including tuition, transportation, required fees, and textbooks. As with any college credit course, all student bills must be paid before a student may receive a college transcript. Students with unpaid bills will not be allowed to register for any other Cisco College course nor will a transcript be sent to any other college for enrollment purposes.

## 6. Term of Agreement

6.1. Term – The Agreement is in place until any changes are deemed necessary.

Agreed,

Cisco College

Hamlin Independent School District

Tianay Bralley  
Director of Dual Credit Programs

Date: 9/28, 2020

School Year 2020-2021

Signature

Randy Burks  
Printed Name

Superintendent  
Title

Date: 9/28, 2020