



# ALAMO COLLEGES DISTRICT St. Philip's College

## High School Programs Course Agreement

In compliance with the *Texas Administrative Code, §4.84, Institutional Agreements*, all high schools of the \_\_\_\_\_ ISD/Private High School (herein called High School) and St. Philip's College (herein called College) in partnership have agreed to the following concerning:

**College Course Subject and Number(s) e.g. ENGL 1302:** \_\_\_\_\_ and

**Dual Credit for High School Course(s):** \_\_\_\_\_

**PEIMS #:** \_\_\_\_\_

**Course Agreement Cycle:** \_\_\_\_\_

### COLLEGE DISCIPLINE SECTION

The textbook/material(s)<sup>1</sup> has been approved by the College as comparable to the college-level textbook/material(s). If the course/subject is offered with instructional materials, the Instructional Materials fees will be applied to each student enrolled; however, the student will not be held liable for the charges incurred, as the school district will be invoiced by the Alamo Colleges District for the fees on behalf of the College. An invoice will be generated and distributed to the school district after census date. The College will identify the CRNs with the Instructional Materials fees and notify the school district. **Please select all applicable choices.**

- The high school will have the required materials to cover curriculum in the classroom, as outlined in the Memorandum of Understanding (MOU).
- This subject(s) will have Instructional Materials fees applied to some or all CRNs created during schedule build. The Instructional Materials fees will be charged to each student enrolled; however, the student will not be held liable for the charges incurred, as the school district will be invoiced by the Alamo Colleges District for the fees on behalf of the College. An invoice will be generated and distributed to the High School after Census per part of term per semester. The College will identify the CRNs with the IM fees and notify the High School. Please refer to footnote 2 on page 5.
- This subject(s) will have electronic materials that are unavailable through any vendor or source other than that which is specified in this section. Previously purchased textbooks are no longer acceptable to meet the requirements of this course.

Electronic materials vendor/source information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The textbook / instructional materials are identified in the attached Concourse College Course Syllabus.

The textbook / instructional materials for this course are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**High School Programs Course Agreement**

II. This subject will award the following type of credit:

**Dual Credit/Alamo Academies/Phoenix:**

- a.  Transfer credit<sup>3</sup> which is a requirement in the College's degree and part of the core curriculum requirements, or
- b.  Foreign Language credit
- c.  Career/technical credit which is a requirement in the College's certificate and/or an AAS degree<sup>3</sup>

**Early College High School:**

- a.  Transfer credit<sup>3</sup> which is a requirement in the College's degree and part of the core curriculum requirements, or
- b.  Academic credit which is a requirement in the College's degree but not required of the core curriculum, or
- c.  Career/technical credit which is a requirement in the College's certificate and/or an AAS degree<sup>3</sup>

**Faculty Qualifications and Requirements**

- III. In compliance with *Alamo Colleges Board Policy, D.2.3.2 (Procedure) Faculty and Department Chair Positions*, the course(s) offered at the high school or college will be supplemented as necessary in accordance with criteria established by the college and appropriate professional:
- a.  For general education courses in the arts and sciences: doctorate, other terminal degree, or master's degree in teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)
  - b.  For career/technical courses: academic preparation and work experience should be obtained, typically a combination of an appropriate degree with appropriate work experience. A master's degree is required for faculty teaching courses where college transfer is a goal or where substantial numbers of students transfer to senior institutions.

The minimum requirement will be supplemented as necessary in accordance with criteria established by appropriate professional, regional, and national accrediting agencies.

The high school dual credit teacher shall be hired by the College through the adjunct hiring process before the course begins. The high school must immediately notify the college of any personnel changes to allow for appropriate credentialing.

Faculty Responsibility - the grading criterion for the course meets the requirements of the college and are included in the attached Concourse College Course Syllabus.



# ALAMO COLLEGES DISTRICT St. Philip's College

## High School Programs Course Agreement

IV. Faculty development required for eligibility to teach the course is:

- a.  Not applicable or
- b.  (list requirements):

---

---

V. Regular evaluation of the course, in accordance with the College Faculty Evaluation Procedures, will consist of the following, at a minimum:

- a. Concourse College Course Syllabus
- b. Student Surveys each semester in each class
- c. Classroom Observations as defined in the Faculty Evaluation Procedures

\*Colleges may have specific requirements needed for faculty evaluation.

Additional College Requirements: \_\_\_\_\_

---

### Eligibility Requirements

VI. The eligibility requirements (basic skills prerequisites, college credit prerequisites and assessment placement score requirements) for enrollment in the subject are:

---

---

---

---

---



**High School Programs Course Agreement**

**ISD/HIGH SCHOOL**

- VII. The class will be held (**check all that apply**):
- a.  At the high school.
  - b.  At the college campus. The high school will arrange transportation, if applicable, to the college
  - c.  Via Distance Learning with a College distance learning certified instructor.
- VIII. The course syllabus will include the College SLOs (Student Learning Outcomes). Depending on where the course is held, one of the following syllabi will be on file with this Course Agreement:
- a.  For courses delivered at the High School, the High School is responsible for ensuring the TEKS requirements for high school are met and the learning outcomes for college are included in the Concourse College Course Syllabus.
  - b.  For courses delivered at the College, whether online or face to face, the syllabus will only include the learning outcomes of the college which are included in the attached Concourse College Course Syllabus. The High School is responsible for ensuring the TEKS requirements for high school are met.
  - c.  For courses delivered at the High School and taught by a College instructor, the syllabus will only include the learning outcomes of the college which are included in the attached Concourse College Course Syllabus. The High School is responsible for ensuring the TEKS requirements for high school are met.
- IX. The length of each individual section/class listed will be:
- a.  One semester
  - b.  Two semesters
  - c.  Other: \_\_\_\_\_

**Student Requirements**

- X. The students in the course will consist of (**check all that apply**)

**Dual Credit, Early College High School, Phoenix and Alamo Academies:**

- a.  Dual credit students only (for courses held at the high school campus or college campus).
- b.  Dual credit students and Advanced Placement (AP) students.
- c.  Dual credit students and Pre-AP students.
- d.  Dual credit students and high school credit-only students - The course involved is required for completion under the Texas Education Agency applicable graduation plans and the high school is otherwise unable to offer the course.
- e.  Dual credit students and regular college students on the college campus.
- f.  A distance learning course with regular college students and dual credit students.
- g.  A distance learning course with dual credit students only (for courses held at the high school campus or college campus).
- h.  A mix of dual credit students, early college high school students, and/or academy students, whether face to face or online.



**High School Programs Course Agreement**

- XI. A Concourse College Course Syllabus with course description, textbooks, and student learning outcomes is attached.

Agreement is for three academic years from start term. Request for review and revision may be made by either party during the three-academic year period. Any revision must be accompanied with a revised syllabus.

Agreement can be made with ISD for all high schools or with individual high schools not associated with an ISD (Private/Public Charter).

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) member institution is responsible for reviewing, approving, and monitoring the non-SACSCOC partner institutions' statements of relationship to ensure conformity with the disclaimer: St. Philip's College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Arts (AA), Associate of Science (AS), Associate of Arts in Teaching (AAT), and Certificates. \_\_\_\_\_ is not accredited by SACSCOC. Further, although St. Philip's College agrees to accept certain course work from \_\_\_\_\_ to be applied toward an award from St. Philip's College, that course work may not be accepted by other colleges or universities in transfer, even if it appears on a transcript from St. Philip's College. The decision to accept course work in transfer from any institution is made by the institution considering the acceptance of credits or course work.

<sup>1</sup>The textbook/material(s) for courses delivered by the College are on a three-year cycle that may interfere with this agreement. Written notification will be provided to the High School when change occurs with textbook/material requirements.

<sup>2</sup>Caution: The Instructional Materials (IM) fees applied to subjects delivered by the College cannot be removed from individual student records if dual credit students are enrolled with regular college students. Therefore, the High School will be invoiced for each enrolled student in courses with IM fees delivered by the College regardless of the instructional method. Prices vary per subject and possibly per CRN built for the subject depending on the College's program needs for the subject in question.

<sup>3</sup>Transfer credit. The College's reference to transfer credit is in compliance with the *Texas Administrative Code, §4.24, Transfer of Credit, Core Curriculum and Field of Study Curricula*. Although, the course listed in this agreement is transferable among public institutions and may be substituted for the equivalent course at the receiving institution; the rule allows the receiving institution to determine the applicability of transferred courses for specific programs. Additionally, this rule applies specifically to academic courses and degree programs, and does not apply to applied science courses or applied science degree programs.



ALAMO COLLEGES DISTRICT  
St. Philip's College

**High School Programs Course Agreement**

\_\_\_\_\_  
High School Chair/Dean/Curriculum Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Financial Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean of Academics

\_\_\_\_\_  
Date