



ALAMO COLLEGES DISTRICT
Northeast Lakeview College

ALAMO COLLEGES DISTRICT
Northwest Vista College

ALAMO COLLEGES DISTRICT
Palo Alto College

ALAMO COLLEGES DISTRICT
San Antonio College

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 _____ College (herein called College) in partnership have agreed to the following concerning:

College Course(s): _____ and

Dual Credit for High School Course(s): _____

Course Information

- I. 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 an AC distance learning certified instructor.

- II. The course syllabus will include the College SLOs (Student Learning Outcomes). Depending on where the course is held, one of the following syllabus 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 and the learning outcomes for college are included in the attached basic 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 basic 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 basic College Course Syllabus. The High School is responsible for ensuring the TEKS requirements for high school are met.

- III. The textbook/material(s)¹ has been approved by the College as comparable to the college-level textbook/material(s) and is identified in the attached basic College Course Syllabus.
 - a. The high school will have the required materials to cover curriculum in the classroom, as outlined in the Memorandum of Understanding (MOU).
 - b. This subject(s) will have an Instructional Materials charge applied to some or all CRNs created during schedule build. The Instructional Materials charge will be applied to each student enrolled, however, the student will not be charged. 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 charge and notify the High School.

Yes, _____
Chair Initials

No, _____²
Chair Initials



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High School Programs Course Agreement

- c. 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.

Yes, _____ No, _____
Chair Initials *Chair Initials*

Electronic materials vendor/source information: _____

- IV. This subject will award the following type of credit:

Dual Credit/Alamo Academies/Phoenix:

- a. Transfer credit³ which is a requirement in the Alamo College's core curriculum requirements, or
- b. Career/technical credit which is a requirement in an Alamo College's certificate and/or an AAS degree³
- c. EDUC 1300, which is not a subject for academic or transfer credit. This subject is simply a means of providing dual credit students with an orientation prior to starting college level programs/courses.

Early College High School:

- a. Transfer credit³ which is a requirement in an Alamo College's degree and part of the core curriculum requirements, or
- b. Academic credit which is a requirement in an Alamo College's degree but not required of the core curriculum, or
- c. Career/technical credit which is a requirement in an Alamo College's certificate and/or an AAS degree³
- d. EDUC 1300, which is not a subject for academic or transfer credit. This subject is simply a means of providing dual credit students with an orientation prior to starting college level programs/courses.

- V. The length of each individual section/class listed will be:

- a. One semester
- b. Two semesters
- c. Other: _____

- VI. The course is aligned with and will be offered with another course which is:

- a. _____
- b. N/A

- VII. The performance measures (how the course will be graded) for the course does meet the requirements of the college and are included in the attached basic College Course Syllabus.



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Faculty Qualifications and Requirements

VIII. 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 taught by a high school teacher or College instructor qualified for this course as stated below:

- a. For general education courses in the arts and sciences: doctorate 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 being a bachelor's 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. Instructors with foreign degrees need translation and course equivalency certification from an accredited certification in the United States.

Enter any additional hiring information, if necessary:

Here is a list of approved agencies in the United States to have foreign transcripts translated:

IX. Faculty development/training required for eligibility to teach the course is:

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

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

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

Student Requirements

XI. The students in the course will consist of (*check all that apply – options on page 4*):



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High School Programs Course Agreement

Dual Credit and Early College High School:

- a. Dual credit students only (for courses held at the high school campus or college campus).
- b. Dual credit students and 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 State Board of Education's 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.

Alamo Academies:

- a. Dual credit students only, on the College campus.
- b. Dual credit students and regular college students, on the College campus.
- c. A mix of dual credit students, early college high school students, and/or academy students, whether face to face or online.

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

XIII. A basic 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).

¹The 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.



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²Caution: The Instructional Materials (IM) charge 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 charges 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.

³Transfer credit clarification. 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 fully transferable among public institutions and can 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 technical courses or technical degree programs.

Start Term: Fall _____ Spring _____

Signatures required on the next page.

High School Chair/Dean/Curriculum Specialist

Date

High School Financial Representative

Date

College Chair

Date

College Dean (optional)

Date

College Department

Date

College

Date