



Dual Credit Partnership Agreement - AMENDMENT

August 1, 2024 – July 31, 2025

Purpose and Background - Amendment

The Texas Higher Education Coordinating Board (THECB) recently approved revisions to the Texas Administrative Code (TAC) rules, sections 4.81-4.87, related to eligibility and testing requirements for dual credit programs that went into effect in May 2024.

As a result, McLennan Community College is submitting this amendment to the 2024-2025 annual dual credit agreement to align the conditions of partnership with the current state regulations.

Specifically, the following sections of the original agreement have been revised. Changes are noted in blue.

IV. Eligible Courses

1. **College credit courses** approved for MCC Dual Credit for a high school student must be foreign language, in the MCC core curriculum, in a state-approved Field of Study curriculum, or a **course in the Workforce Education Course Manual applicable to an industry-based credential, certificate, or associate degree** (WECM), [TAC 19, Part 1, Chapter 4, Subchapter D, §4.83, (10)(B)]
2. **Continuing education courses** approved for MCC Dual Credit for a high school student must be listed in the WECM, be eligible for conversion as articulated credit, and meet the institution's program or instructor accreditation standards. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.83, (3)(B)]
3. Courses approved for dual credit for a high school student must be applicable to a college certificate or degree.
4. High school students may not audit college credit courses at MCC.
5. See Appendix A for the crosswalk of MCC courses accepted by the ISD with the corresponding high school course information. The ISD may add courses to be articulated for credit to the crosswalk by submitting an addendum to this agreement at any time during the academic year.
6. See Appendix B for course sequences and/or degree plans applicable to dual credits students from the ISD.

V. Student Eligibility

1. High school students must meet all eligibility requirements set forth in the THECB Rules.

2. Dual credit students must meet the testing and placement guidelines stipulated in the MCC catalog, the THECB rules, the Texas Education Code, and the Texas Administrative Code.
3. To be eligible for enrollment in a dual credit course offered by McLennan Community College, students must meet prerequisite and corequisite requirements designated for particular courses, including test scores specified by the dual credit admission requirements. Exceptions to TSIA requirements for courses will be handled as specified in item 8 below.
4. Eligible students may first enroll in dual credit courses in the fall semester of grade nine (9).
5. Eligibility for High School Pathways courses/programs ends six (6) weeks prior to high school graduation. High school seniors who elect to enroll in a minimester course immediately prior to high school graduation will enroll in the course using the process established for a non-dual credit student.
6. McLennan Community College requires that dual credit students [enrolling in college credit courses](#):
 - a. have the written approval of the high school principal or counselor, parent or guardian, and a Dual Credit specialist at MCC;
 - b. complete the Dual Credit Orientation prior to first course registration and Title IX training prior to registration for the second semester.
7. To receive full admission into the dual credit program for college credit courses, the student must score as college ready on the TSIA or be exempted from the TSIA according to state guidelines. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85, (b)(1)]

The following shall be exempted from TSIA requirements.

- a. Students enrolled in a certificate program with fewer than 42 semester credit hours are exempt from TSIA requirements.
 - i. MCC **recommends** high school students score 945 on the TSI Assessment 2 ELAR multiple choice section before enrolling in a course contained in a certificate program.
 - b. Students who provide evidence of exemplary SAT or ACT scores as defined by the state of Texas ([see score chart](#)).
8. Students who do not qualify for full admission into the dual credit program for college credit courses may receive conditional admission based on the following criteria.
 - a. Courses that require demonstration of TSI college readiness in ELAR: if the student achieves score of 4000 on the English 2 STAAR EOC or an EBRW score of 460 on the PSAT/NMSQT.

- b. Courses that require demonstration of TSI college readiness in mathematics: if the student achieves a score of 4000 on the Algebra I STAAR EOC and a passing grade for both semesters of the Algebra II course or achieves a mathematics score of 510 on the PSAT/NMSQT.
 - c. Courses that do not require demonstration of TSI college readiness: if the student achieves a 945 on the TSIA ELAR multiple choice exam, or achieves one of the options in item a. for courses requiring college readiness in TSIA-ELAR.
 - d. Students conditionally admitted to the dual credit program may enroll in no more than fifteen (15) semester credit hours total. Students should plan to complete the requirements for full admission to the program prior to reaching the fifteen (15) hour limit.
 - e. Students conditionally admitted to the dual credit program will be designated as non-degree seeking in the MCC registration/advising system.
9. Returning dual credit students whose eligibility and/or course enrollments were wholly or partly restricted by the May 2024 revision to TAC 19, Part 1, Chapter 4, Subchapter D, §4.81-4.87 will be grandfathered into the dual credit program for the Fall 2024 semester only under the prior student eligibility criteria. Students must meet the criteria outlined in items 7, 8, and 9 of this amendment to continue in the dual credit program beyond Fall 2024.
10. Prospective high school students must complete the MCC admission process prior to registration. Students must also submit a recent Bacterial Meningitis Shot Record (within the past five (5) years) if scheduling a course on the MCC campus.
11. Each semester, prospective high school students must submit an MCC High School Pathways Schedule Request approved by the high school counselor or principal. The Schedule Request must be on file at MCC at the time of registration. The Schedule Request is available through the MCC High School Pathways online enrollment portal.
12. High school students may enroll in dual credit coursework offered through the MCC Continuing Education department (not college credit courses) provided the students satisfy the following.
- a. Meet requirements specified by the MCC Continuing Education department for the course.
 - b. Follow the enrollment process employed by the MCC Continuing Education department.
13. Dual credit students with less than a 2.0 grade point average (GPA) in MCC college credit courses after completion of six (6) credit hours will be suspended from the college credit program. MCC enrollment may resume after completion of the high school diploma or upon approval by MCC of a dual credit suspension appeal.

- a. A dual credit suspension from the college credit program will not affect eligibility for the dual credit Continuing Education program unless required by ISD policy.
14. Dual credit students who have three (3) or more withdrawals on their college credit transcript will be suspended from the program. MCC enrollment may resume after completion of the high school diploma or upon approval by MCC of a dual credit suspension appeal.
 - a. A dual credit suspension from the college credit program will not affect eligibility for the dual credit Continuing Education program unless required by ISD policy.
15. High school students taking MCC courses for dual credit will be treated as college students. It is expected that high school students taking MCC courses as dual credit will conduct themselves as college students. A collegiate classroom environment is expected. Controversial material may be addressed. The level of maturity of the high school student should be one of the criteria considered by high school officials prior to approving individuals for enrollment.
16. The awarding of high school credit for graduation and/or weighted grades on the high school transcript will be at the discretion and approval of the ISD.

VI. Financial Aid for Swift Transfer (FAST) and Dual Credit Costs

MCC participates in the FAST program, a state program for dual credit financial aid. MCC and the ISD agree to the following in support of the FAST program with the intent to accelerate college completion for economically disadvantaged dual credit students.

1. Students are eligible for benefits under the FAST program if they:
 - a. are enrolled at a Texas public or charter school;
 - b. are enrolled in an eligible dual credit course included in the annual dual credit agreement between MCC and the ISD; and
 - c. were qualified for the national free/reduced-price lunch program in any of the four school years prior to the academic year in which they enroll in the dual credit course.
2. FAST-eligible students will incur no cost for eligible dual credit coursework.
3. Responsibility for dual credit costs will be assigned as follows.

MCC

- a. MCC will waive dual credit tuition and fees for FAST-eligible students for college credit courses.
- b. MCC will waive dual credit tuition for FAST-eligible students for dual credit courses offered through the MCC Continuing Education department.
- c. Computers and Internet connection are provided for all MCC students in the MCC library and other publicly-accessible areas on campus. Devices may be available for check-out on a first-come, first-served basis. These resources are available for FAST-eligible dual credit students in need of such resources.

ISD

- a. The ISD will provide textbooks and/or required dual credit course materials for FAST-eligible students in the district.
- b. The district will assume the cost of fees and other non-tuition course costs for dual credit courses offered through the MCC Continuing Education department.
- c. ISDs may provide access to technology, including computers and Internet access, to FAST-eligible students at their discretion.

Student or ISD

- a. For non-FAST eligible students, dual credit tuition, fees, textbooks, course materials, and/or computer/Internet access will be the responsibility of the student *unless* the ISD elects to cover the expenses for the non-FAST students.
- b. Transportation to/from the MCC campus will be the responsibility of the ISD or the student for any dual credit student/course.
- c. Meals for any dual credit student on the MCC campus will be the responsibility of the ISD or the student.

4. Dual Credit Tuition Rate

- a. MCC will adopt the maximum dual credit tuition rate set annually by the FAST program for all dual credit students.
 - i. The maximum dual credit tuition rate is set by the state and is subject to adjustment each academic year.
 - ii. The rate as of February 2024 is \$55 per semester credit hour.
- b. Non-FAST students will be assessed the following course fees for college credit courses: General Services fee, Facilities fee, and any required course fee, such as a lab fee.
 - i. As of February 2024, the General Services and Facilities fees total \$16 per semester credit hour.
 - ii. The anticipated total tuition/fee rate for non-FAST students for college credit courses as of February 2024 is \$71 per semester credit hour (\$55 tuition + \$16 fees).
- c. Course fees for Continuing Education dual credit courses will vary depending on the course/program and may result in an amount higher than \$71 per semester credit hour.
- d. For purposes of the FAST program, for dual credit courses offered through the MCC Continuing Education department, 16 contact hours shall be considered the equivalent of 1 semester credit hour, or 1.6 continuing education units of instruction will equal 1 semester credit hour of instruction. [TAC 19, Part 1, Chapter 13, Subchapter Q, §13.501, (6)]
- e. The Non-FAST tuition/fee billing rate applies to non-FAST public/charter students, all private school students, and all homeschool students.

5. To ensure accurate and timely exchange of information necessary to allow FAST-eligible students to enroll in dual credit costs at no expense:
 - a. MCC will provide the district/charter school with a list of their applicants to the dual credit program prior to the beginning of the fall, spring, and summer 1 semesters.
 - b. The district/charter school will supply to MCC for all dual credit applicants the TSDS number and the expected eligibility for the FAST program based on qualification for the national free/reduced lunch program during the four academic years prior to the dual credit course enrollment.
 - c. The district/charter school will provide to MCC the name and contact information for the person or office responsible for the FAST-eligible textbook/course material bill.
 - d. The MCC Business Office will bill the district/charter school directly after the start of each semester for FAST-eligible textbook/course material costs assessed on the MCC student bill, to include IncludEd (inclusive access) textbook charges.
 - e. The district/charter school will establish an account with the MCC bookstore or make other arrangements to supply textbooks/course materials not addressed on the MCC bill to FAST-eligible students.
 - f. For dual credit courses offered through the MCC Continuing Education department, the standard enrollment/billing process will be followed with the addition of the student TSDS number to the enrollment materials. Billing may occur later than in previous years depending on the time required to determine FAST eligibility of students.
6. Early Admission Courses
(college credit only; no high school credit awarded; no courses through MCC Continuing Education)
 - a. Early admission courses will be billed at the dual credit tuition rate.
 - b. All students will be responsible for the cost of textbooks, course materials, and technology needs for early admission courses.
 - c. MCC will waive early admission tuition/standard fees for FAST-eligible students enrolled in the dual credit program.
7. Open Educational Resources
 - a. MCC will consider the use of free or low-cost open educational resources for courses as may be deemed appropriate by the faculty member and MCC.

XIII. Student Services, College Credit Courses

1. Students taking college classes for dual credit may utilize the same services that are available to other MCC students. MCC is responsible for ensuring timely and efficient access to such services as academic advising, learning materials (e.g., library resources), and other services for which the student may be eligible. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (g)(2)]
2. Dual credit students are entitled to access online tutoring or face-to-face tutoring at no cost to the student.
3. Students seeking 504-type accommodations for dual credit courses will arrange for those services through the MCC Accommodations/Disability Services office. For details, please visit <http://www.mclennan.edu/disability/>.
4. Dual credit students 17 years of age will have access to mental health counseling on the MCC campus with parental consent. Dual credit students 18 years or older will not require parental consent for counseling services through MCC. Requests for mental health counseling made by students younger than 17 will be referred to the respective school counselor or behavioral intervention specialist for mental health counseling.
5. One ISD employee per high school campus will be designated as a facilitator for dual credit students. The facilitator will maintain familiarity with MCC resources and services and assist in guiding dual credit students to those services.
6. College Advising and Degree Plans, College Credit Program:
 - a. Academic advising for MCC dual credit courses, **college credit**, will be the responsibility of the High School Pathways Advisor, currently Ms. Abby Valenta. The High School Pathways Advisor may directly advise dual credit students or coordinate advising for students with other MCC academic advisors.
 - b. The ISD counselor will be responsible for advising ISD students on the alignment between the college and ISD courses, for coordinating advising sessions with the MCC advisor, and for referring students to MCC academic advising when made aware a student's college plans may not align well with the ISD dual credit course plan. The counselor will also be responsible for academic advising for high school coursework, endorsements and high school graduation.
 - c. Dual credit students are required by state regulation to file a degree plan with the college no later than the end of the regular semester following the semester in which the student earned a cumulative total of 15 or more semester credit hours. Students entering MCC's dual credit program with 15 or more semester credit hours must file a degree plan by the end of the student's first regular semester at MCC. To satisfy the state requirement:
 - 1) High school students will select an initial program of study (degree plan) as part of the MCC admission process for the dual credit program.
 - 2) Programs of study will be updated as necessary following mandatory college advising meetings.

- 3) Students who do not file a degree plan in accordance with state policy shall be notified the degree plan is required by law and will be required to meet with an MCC academic advisor in that same semester to select a degree plan.
 - 4) Students may not obtain an official transcript from MCC until the degree plan is filed.
- d. Dual credit students who adhere to the MCC Transfer Block, detailed below, will be permitted to enroll without a mandatory college advising visit. However, students are encouraged to seek college advising each semester.

Dual Credit Transfer Block

Pre-approved dual credit courses for students seeking an AA, AS, or bachelor's degree from a Texas public institution.

- EDUC 1300
- Choose 1: ARTS 1301, DRAM 1310, MUSI 1306
- HIST 1301 and 1302
- Choose 1*: ECON 2301, PSYC 2301, SOCI 1301
- ENGL 1301 and 1302
- GOVT 2305 and 2306
- SPCH 1315

**Check college degree plan or seek college advising to determine best course for a specific degree plan.*

- e. Dual credit students who request a course not included in the Transfer Block, who plan to attend a private or out-of-state institution, or who have plans other than completion of an AA, AS, or bachelor's degree should meet with an MCC advisor at least once per semester prior to registration:
- 1) to verify the correct degree plan/program of study has been registered at the college;
 - 2) to ensure course selection is consistent with the selected degree plan; and
 - 3) to discuss potential transition to a four-year institution of the student's selection.
- f. Students will be advised for dual credit courses based on self-identified career and educational goals. Students should not enroll in courses not appropriate for those identified goals, particularly in courses unlikely to transfer to the student's intended future college.
- g. MCC does not recommend students enroll in more than six (6) semester credit hours the first semester of dual credit.
- h. MCC recommends that dual credit students with an MCC GPA below 2.5 reduce the MCC course load in order to focus on fewer courses with the goal of raising the overall college GPA.
- i. High school counselors are encouraged to participate in advising sessions with their students.

- j. Advising sessions may be scheduled on the high school campus, on the MCC campus, or online via video conference.
- k. Advising notes will be maintained in the MCC system for each student for future reference.
- l. Common terminology:
 - 1) Applicable toward a degree: Refers to a course that will transfer to a school and apply toward a specific degree plan.
 - 2) Core curriculum: A basic set of course options required of all students at a particular institution; commonly refers to the Texas state core curriculum.
 - 3) Course transfer: Refers to whether or not a course will be accepted by another institution of higher education. It is possible for a course to transfer as an elective but not apply toward a specific degree plan.
 - 4) Degree plan: A detailed set and sequence of courses leading to a specified degree in a major.
 - 5) Maximum time frame: A government stipulation that financial aid will only pay for 150% of coursework toward a post-secondary credential. Dual credit coursework applies toward this limit.
 - 6) Satisfactory progress: A government requirement that high school graduates maintain a 2.0 or higher GPA and complete 67% or more of attempted courses to remain eligible for state/federal financial aid. Dual credit coursework may impact this status after high school graduation.

XVI. Grade Reports, College Credit Courses

- 1. MCC will provide grade reports for dual credit students each semester following the conclusion of the final exam period.
- 2. Grades will be reported via an unofficial college transcript that provides information regarding courses, letter and numeric grades, and cumulative GPA.
- 3. A minimum of two progress reports will be provided by MCC during each fall and spring semester for dual credit students. Reports will be sent to the high school counselor or designated dual credit contact for the ISD.
 - a. Grade reports are compiled through an automated process that queries the Brightspace gradebook for each course. Grade reports may not be accurate for certain students/courses if course assignments are in process of being graded.
 - b. MCC recommends that high school counselors complete an academic wellness check with any student identified as having a low course grade to verify student status in a course.

XVII. Transfer of Courses

McLennan Community College is fully accredited by the SACSCOC, and basic academic, general education courses are readily transferable to other public institutions of higher education in Texas. However, since each college has its own policy regarding the transferability of courses, students are strongly advised to check with the college they plan to attend after high school, other than MCC, in order to determine the transferability of MCC courses.

CTE/Workforce education courses are not designed for transfer beyond the community college level. However, programs exist at some universities that allow these courses to be applied directly to baccalaureate degree requirements. Students are encouraged to check with prospective universities concerning programs such as the BAAS, BAT, and other similar programs.

Dual credit courses offered through the MCC Continuing Education department are not expected to transfer to another institution of higher education.

XVIII. Academic Regulations, College Credit Courses

1. An MCC class minimum of fifteen (15) students is deemed necessary for a dual credit-only course section. Any exceptions will be approved by the Vice President of Instruction.
2. MCC courses offered as dual credit, regardless of where they are taught, follow the same college calendar, syllabus requirements, course outline, grading procedure, and other instructional and evaluative policies and procedures. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (g)(1)]
3. The Texas Education Code and SACSCOC do not allow for outside influence on college grading systems.
4. Letter grades are given in accordance with policies printed in the college catalog. Whenever possible, numerical grades will be provided to the high school counselor by the High School Pathways Office. Dual credit grades will be provided to the ISD each semester the week following final exams.
5. In the event of a grade dispute, the MCC policy for grade appeals will be followed. Please see the MCC catalog and/or the *Highlander Guide*.
6. Per MCC policy, students who do not participate in a college credit course by the census date will be dropped from the course by the professor.
7. Dual credit students may withdraw from a course and receive a grade of "W" at any time during the semester on/prior to the MCC official withdrawal deadline specified in the College Calendar located in the class schedule or catalog. After the MCC official withdrawal deadline, dual credit students will follow published MCC policy in regards to withdrawing from courses and the grade recorded for such courses. It is the student's responsibility to officially withdraw from a course or verify that the instructor initiated the withdrawal procedure.

XXV. Other Agreements with the ISD

This agreement does not apply to other agreements between MCC and the ISD.