

HOME SCHOOLED (EARLY ADMISSION) STUDENT AGREEMENT FOR THE NAVARRO COLLEGE DUAL CREDIT PROGRAM

This Agreement for the Navarro College Dual Credit Program (“Agreement”) is by and between NAVARRO COLLEGE DISTRICT, a public community college established under Chapter 130 of the Texas Education Code and political subdivision of the State of Texas, (“College”), and _____, a home school, (hereafter referred to as Home School) with an effective date of _____ (“Effective Date”). Individually, the College and the Home School are referred to herein as “Party” and collectively as “Parties.”

Recitals

Section 1. GENERAL CRITERIA

A. NAVARRO COLLEGE

1. The College will designate an administrator to oversee the management and supervision of the Dual Credit Program.
2. In accordance with Applicable Law (as hereinafter defined), the College will offer for dual credit selected college-level academic and technical courses as listed in the current edition of the Texas Higher Education Coordinating Board’s (“THECB”) Lower Division Academic Course Guide Manual (“ACGM”) and Workforce Education Course Manual (“WECM”). A college course offered for dual credit must be: (A) in the core curriculum of the public institution of higher education providing the credit; (B) a career and technical course; (C) a foreign language course; or (D) a college pathway course that satisfies specific degree plan requirements leading to the completion of the Board approved certificate; Associate of Arts, Associate of Science, Associate of Applied Science degree program, or field of study course(s). The course or courses to be taught in each semester shall be determined by the College and agreed upon by the Home School. Courses provided by the College under this Agreement shall be consistent with the educational purpose, mission, and goals of the College and shall be under the direct control of the College.
3. Public colleges may not offer remedial and developmental courses for dual credit.
4. Course selections may be offered during the fall, spring, and summer semesters.
5. Courses may be offered by mutual agreement, but the Home School is responsible for ensuring that the College course offered for dual credit meets any specific high school graduation requirements.
6. All College prerequisites must be met, and all College course sequencing shall be followed.
7. A participating student’s satisfactory academic performance in a course provided under the Dual Credit Program shall be determined in accordance with EGB (Local) of the College Board Policies, under Academic Achievement: Grading and Credit. (Link to Navarro College’s Board Policy and Procedure Manual: <https://www.navarrocollege.edu/boardpolicies/section-e/section-egb-1.html>) For dual credit courses, both high school and college credit should be transcribed immediately upon a student's completion of the college course(s).

8. High school students in college courses are eligible to utilize the same support services that are afforded all Navarro College students. The College is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.

B. THE HOME SCHOOL

1. High school students requesting disability accommodations in their college classes must file with Navarro College's Disability Services Department at least two weeks prior to the start of each semester. Please refer to the Navarro College Student Handbook or Navarro College Catalog for additional information.
2. The College will follow existing Board of Trustees policies regarding assigning a grade for College credit in the dual credit courses, if the College grading scale differs from the Home School's grading scale, the Home School will provide participating students with a comparative document displaying both the College grading scale and the Home School's grading scale.
3. Although a student may pass a College class with a grade of D, the Home School will be responsible for communicating to students and parents how the credit will apply for courses for high school graduation requirements under 19 TAC § 74.26(c).

Section 2. DUAL CREDIT ADMISSION

A. Students may attend the College during the semester in which the student demonstrates readiness for College-level courses. The following requirements for admission must be met:

1. Obtaining written permission from the home school official.
2. Completing a College Admission's Application to Navarro College through Apply Texas.
3. Providing a notarized official high school (home school) transcript indicating course work completed up to the time of enrollment in the College clearly displaying the required information as stated in the College Catalog (<https://navarrocollege.smartcatalogiq.com/en/2020-2021/Catalog/Admissions-Registration/Methods-ofAdmission>) under Methods of Admissions.
4. Meeting the following requirements:
 - a. Have satisfied current TSI criteria for dual credit as determined by the THECB. Scores or exemptions must be furnished by the Home School or the student on an official document at the time of registration. Current eligibility scores and exemptions are available on the College's website (www.navarrocollege.edu).
 - b. Proof of Bacterial Meningitis Vaccine. The College, in compliance with TEC § 51.9192, requires the bacterial meningitis vaccination for all new students enrolling in classes after January 1, 2012. Students must provide to the College Enrollment Services Office a certificate signed by a health practitioner indicating they have been vaccinated against bacterial meningitis. This requirement does not apply for students enrolled in only online Dual Credit classes. Dual credit students taking classes in-person on any College Campus must provide proof of the meningitis vaccination. Refer to <https://www.navarrocollege.edu/registrar/vaccine.html> for detailed information regarding Bacterial Meningitis.

5. Submitting parent approval and an Early Admissions Enrollment Form. (Link will be provided by the Dual Credit Department upon completion of admission documents received). Courses requested for enrollment will be confirmed by the appropriate Dual Credit Coordinator each semester.

Section 3. CLASSES AND SCHEDULES

- A. All high school students enrolled in a College academic dual credit class will follow the official College calendar regardless of dual credit class location or course instructional modality.
- B. A student participating in the Dual Credit Program may take the number of academic classes permitted for dual credit only if the student meets the College's success standard. The College's Dual Credit Program administrator will confer with the Home School's representative under the Dual Credit Program to confirm such standards.
- C. High school students taking Navarro College courses are recognized as college students and will be treated as such, regardless of the course location. All Navarro College students, including students enrolled for dual credit, are expected to abide by the Navarro College Code of Conduct and Academic Decorum standards located in the Navarro College Student Handbook. A collegiate classroom environment is expected at all times.
- D. Navarro College courses may contain controversial material and mature content. Navarro College courses will not be tailored to high school learners. Parents and high school officials are encouraged to consider the maturity level of the individual student prior to approving the student's enrollment in college courses.

Section 4. INSTRUCTORS

- A. The College will approve or select qualified instructors to teach the courses that result in the awarding of dual credit. An instructor is qualified if he or she meets the requirements set forth in Section 130.008(g) of the TEC and other Applicable Law (including, but not limited to SACSCOC Comprehensive Standard 6.2. of the Principles of Accreditation and Navarro College's Faculty Credentialing Guidelines).
- B. Each dual credit course being provided falls under an academic dean at the College. Under this agreement, each academic dean will have the responsibility for the oversight, supervision, administration, and evaluation of the instructional delivery provided by each instructor teaching a dual credit course that falls under their campus. The oversight, supervision, administration, and evaluation by the College's academic deans will be in accordance with College instructional policies and procedures as applicable to the course being taught.

Section 5. TUITION

Navarro College offers a dual credit discount for tuition and fees for the fall and spring terms only. Navarro County residents receive a 50% discount and residents outside of Navarro County receive a 51% discount. For current tuition and fee schedules, please refer to the Navarro College Website at: <https://www.navarrocollege.edu/costs-aid/>

**During the Term (as hereinafter defined) of this Agreement, the credit hour tuition and fees are subject to change as established by the College's Board of Trustees.*

Section 6. CURRICULUM and TEXTBOOKS

A. In accordance with THECB regulations, Dual Credit instruction follows the same curriculum, materials, grading, and rigor used in the same class taught at the College to non-dual credit College students. The College's Academic Deans and Department Heads, through continual monitoring, ensure the integrity and rigor of the curriculum in all sections of their discipline or program, both for courses taught as part of the Dual Credit Program and the non-dual credit courses.

B. The College will use the same textbooks and course materials for courses taught as part of the Dual Credit Program as the ones used for the identical on-campus course or an equivalent textbook and course materials approved by the College. Students, at their cost, are responsible for the procurement of their textbooks and course materials.

Section 8. STUDENT SERVICES

A. The College will provide adequate instructional support services, as determined at its discretion, including advising and counseling, to meet the needs of dual credit students. High school students who have completed 15 semester credit hours must see a Navarro College Dual Credit Coordinator/Advisor prior to enrolling in additional coursework. Students must select a Navarro College degree plan or program of study upon completion of 15 semester credit hours.

B. High school students in college courses are eligible to utilize the same support services that are afforded all Navarro College students. The College is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.

Section 9. FUNDING and PAYMENT

A. Tuition and fee payments in the amounts set forth in Section 5 are due from students at registration. A payment plan is available upon request. Payment is required by the stated due date; all tuition and fees must be collected and remitted to the College prior to the beginning of classes. Failure to pay by the due date will result in the student being dropped from classes.

B. Financial Aid is not available to dual credit students. The Higher Education Technical Amendments of 1987 (P.L. 100-50) states, "A student who is enrolled in an elementary or secondary school is not eligible for Title IV assistance for any courses taken at the post-secondary level for the same period" [Compilation of Federal Regulations (CFR) 668.7(a)(2)].

C. The College may only claim funding for students receiving college credit in core curriculum, career and technical education, and foreign language dual credit courses.

Section 10. RECORDS AND REPORTING

Student Records; Record Retention; FERPA. In accordance with Applicable Law, each Party will maintain student records as may be necessary or advisable to operate the Dual Credit Program; each Party will provide the other Party copies of the grades, progress, and other informational data on student progress and assessment. Both Parties will be responsible for maintaining student records and records pertaining to the Dual Credit Program in conformity with the Texas Record Retention laws. Each Party designates the other Party as its agent with a legitimate educational interest in students'

educational records for purposes of FERPA (Family Educational Rights and Privacy Act). Both Parties shall institute policies and procedures reasonably designed to ensure that its employees and agents comply with these and all other federal and state laws governing the rights of the dual credit students with respect to educational records and shall protect student education records against accidental or deliberate re-disclosure to unauthorized persons.

Section 11. GENERAL CONTRACT TERMS

A. The Term of this Agreement shall commence upon the Effective Date (“Commencement Date”) and shall expire upon graduation from high school.

B. This Agreement may be terminated with or without cause by either Party upon providing written notice to the other Party no later than sixty (60) days prior to the end of the current semester with the termination date being the last day of school under the College’s calendar for that semester. Notwithstanding the foregoing, no termination shall take effect regarding students already enrolled in the Dual Credit Program until such time as those students have completed their dual credit courses.

C. This Agreement, including the Recitals, the Appendices, and any exhibits, all of which are incorporated herein, constitutes the entire agreement of the Parties regarding the subject matter herein described. This Agreement supersedes all negotiations or previous agreements between the Parties with respect to the subject matter hereof. The Parties expressly acknowledge that in entering and executing this Agreement the Parties rely solely upon the representations and agreements contained in this Agreement and no others.

COLLEGE:

Navarro College District
3200 W. 7th Avenue
Corsicana, Texas 75110

HOME SCHOOL:

_____ Home School
_____ Mailing Address
_____ City, State, Zip

CONTACT:

Renaë Tribble
Director of Dual Credit

Email: renaë.tribble@navarrocollege.edu

(972) 923-6421 or to such other persons or places as either party may from time to time designate by written notice to the other.

_____ High school Official (Printed Name)

_____ Email Address

_____ Phone Number

[Signature page for the Navarro College Dual Credit Program]

EXECUTED BY THE PARTIES as of the Effective Date of _____ :

Student

_____ Printed name of student

_____ Student signature

Parent/Legal Guardian

_____ Printed name of parent/guardian

_____ Parent/guardian signature

Navarro College

Signed by _____ Designated Navarro College Administrator

Date _____