

Part I: General Information

Navarro College is pleased to propose a joint partnership effort with Buffalo ISD for the 2025-2026 academic year, hereafter referred to as "the I.S.D.," to provide high school students an opportunity to take selected college-level academic and/or career and technical courses for both high school credit and college credit. Students must meet requirements established by the Texas Higher Education Coordinating Board (THECB) and the Texas Education Agency as outlined in the Texas Administrative Code Rule 4.85:

Pursuant to Texas House Bill 1638 (85th Legislature, 2017), Navarro College and the ISD set forth the following goals for dual credit programs in Texas, as prescribed by the Texas Higher Education Coordinating Board (THECB) and the Texas Education Agency (TEA).

1. Collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit including enrollment and fee policies.
 - a. Constant collaboration with ISD partners to plan student and parent events.
 - b. The Dual Credit Department will hold student information sessions and parent meetings to share general program information, eligibility requirements, potential benefits/risks, enrollment process, and cost.
 - c. Dual Credit Staff will collaborate with the ISD to provide contact information for parents and students needing assistance with enrollment processes, seeking information, and related questions.
 - d. The Dual Credit Department maintains records of all dual credit events and enrollment.
2. The Dual Credit Program will assist students in a successful transition to and acceleration through postsecondary education.
 - a. Navarro College enrolls all dual credit students into a Dual Credit 101 Canvas course in their first semester. This course provides student support information and tips for being a successful college student.
 - b. Dual Credit Staff schedule onboarding training with our new students at their high school prior to classes beginning for the semester. These include how to log into all Navarro College applications, resources, contact information, and tips on navigating college courses and communicating with faculty.
 - c. Dual Credit Staff completes bi-weekly grade interventions and communicates to the ISD with any students that are not in good standing.
 - d. The Dual Credit Department tracks enrollment, persistence through dual credit coursework, does degree audits to determine hours to degree completion.
3. Promote student success through college advising and student support services.
 - a. Dual Credit Staff have assigned case loads for advising by school. We provide academic and career goal advisement each semester to ensure students are on-track to meet their goals.

- TSI Math Coursework: All college-level mathematics courses.
 - Prerequisite and corequisite course requirements for Navarro College credit courses will still apply.
- Once students hit the 15-semester credit hour mark they will be required to select a degree program and will no longer be considered a non-degree seeking student. At that point students must demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative to be eligible for continued enrollment in a dual credit course offered by a public college.
- A student may enroll in workforce education college courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute and shall not be required to provide any additional demonstration of college readiness. Students enrolling in a Level 2 certificate or applied associate degree program must demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative.
- Students must maintain a minimum GPA of a 2.0 per the Navarro College academic standing guidelines. Students enrolling in Career and Technical Programs must adhere to the specific program requirements in addition to the requirements of the Dual Credit Program.
- To be eligible for enrollment in a dual credit course offered by Navarro College, students must meet all the College's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.) to be eligible for enrollment in a college course offered by a public college.

Dual Credit Admissions

- Students must meet the following admission requirements:
 - Complete an application for Navarro College through Apply Texas.
 - Complete the online Dual Credit Enrollment Form on the NC Self-Service student portal. New students must have parent approval upon initial enrollment and all students must have high school official approval each semester enrolling.
 - Provide a current high school transcript. Incoming 9th graders may provide a final 8th grade report card.
 - Provide when applicable test score reports.
 - Provide a vaccination record indicating a current bacterial meningitis vaccination if the student will be taking courses on the Navarro College campus.
- High school students will be academically advised by their assigned Navarro College Dual Credit Coordinator prior to enrolling in coursework each semester.
- 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.

Faculty Selection, Supervision, and Evaluation

- Faculty members who are employed with the school district on a full-time basis and teach a Navarro College course, either inside or outside of their regular ISD duty hours, are considered employees of Navarro College for the purposes of the college course taught for dual credit and are required to meet all other Navarro College adjunct faculty requirements.
- The College shall approve instructors of college courses taught for dual credit. These adjunct faculty members must meet the same credentialing standards and complete the same approval processes as other faculty who are selected to teach the same courses at Navarro College. This includes, but is not limited to, adhering to the minimum requirements set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- The College cannot guarantee that a faculty member will be available to teach every dual credit course requested by the I.S.D.
- The College will supervise and evaluate instructors of college courses taught for dual credit using the same criteria and procedures as those used for other faculty at Navarro College.

Course Curriculum, Instruction, and Grading

- The College shall ensure that a college course taught for dual credit is equivalent to the corresponding course offered at Navarro College in relation to the curriculum, materials, instruction, method, and rigor of student evaluation. These standards must be maintained regardless of the student composition of the class.
- College courses taught for dual credit, regardless of location, will start and end with Navarro College's semester dates. Faculty will follow the College's calendar for all course planning, curriculum, reporting, and grading.
- College courses taught for dual credit must meet the appropriate contact hours required for each course taught.
- Final course grades must be submitted on the College's schedule.
- The only official grades currently assigned at Navarro College are mid-term and final course number grades. Navarro College does not assign progress grades to our college students. All course-grading conventions are stipulated in each instructor's course syllabus. Students are responsible for managing their status in their college course(s) and for reporting progress to their high school officials. Students may obtain their current grade or course standing by the gradebook method outlined in their course syllabi. Grades provided by students should only be used as an academic check for intervention purposes and to monitor student success. As always, faculty report academic or behavioral concerns through Navarro College's Care Report system as appropriate.

- Navarro College is a participant in the HB 8 Financial Aid for Swift Transfer (FAST) program, set forth by the Texas Education Agency and the Texas Higher Education Coordinating Board. The FAST program provides funding to colleges and other public institutions so they can offer dual credit courses to educationally disadvantaged students at no cost to these students. The Texas Education Code (TEC) defines “educationally disadvantaged” as those students eligible for the national free/reduced-price lunch program. Students are “eligible students” under the FAST program if they (1) are enrolled in an eligible dual credit course at a public school district or charter school and (2) were qualified for free/reduced-price lunch in any of the four school years before enrolling in the dual credit course. By statute, the FAST program requires that eligible students at participating institutions incur no cost for their dual credit coursework. An eligible student will not pay tuition and fees for an eligible dual credit course. Books, supplies, and other course materials must also be provided at no cost to an eligible student. Dual Credit courses eligible for FAST funding are those offered through either TEC, Section 130.008, Courses for Joint High School, and Junior College Credit (see Texas Administrative Code, Chapter 4, Subchapter D, Rules 4.81–4.85), or other courses offered by a public institution of higher education for which a high school student may earn credit. By statute, the courses must also satisfy at least one of the following:
 - A requirement necessary to obtain an associate degree or an industry-recognized credential or certificate (using the definition of industry-recognized credential or certificate that is established for other parts of House Bill 8)
 - A foreign language requirement at an institution of higher education
 - A core curriculum requirement
 - A field of study requirement

Navarro College will continue the current dual credit rates for those dual credit students who are not FAST-eligible during the fall and spring semesters only.

Responsibilities of Navarro College

1. Navarro College will verify FAST-eligible students and dual credit eligibility with the high school official for each student enrolling in the dual credit program.
2. Navarro College will use the allotted FAST dollars to cover the tuition and fees at \$55.00 per scheduled credit hour per course per student enrolling into the dual credit program.
3. Navarro College will collaborate with school officials to develop and provide information to students and parents about the FAST program and eligibility.

Responsibilities of the School District

1. The ISD will identify will provide a TSDS Unique ID number for each student enrolling in the dual credit program. This number is required for submission of the certified enrollment roster to the Texas Education Agency and the Texas Higher Education Coordinating Board to verify student FAST eligibility each semester.
2. The ISD will be responsible for incurring all remaining educational costs for the eligible FAST student enrolled in the dual credit program. These costs may include course fees, lab fees, IA/Couse materials, textbooks, supplies, and credential fees.
3. The ISD will collaborate with Navarro College to develop and provide information to students and parents about the FAST program and verify eligibility.

13. Navarro College will collaborate with school administrators to schedule dual credit information sessions, parent meetings, advising sessions, and other related events.
14. Navarro College will provide routine updates to our service area partners about tuition and fees, enrollment policies and procedures, and deadlines.

Part III: Responsibilities of the Dual Credit Instructor

1. The instructor is responsible for providing any necessary employment documents and official college transcripts to the appropriate Navarro College dean or department chair.
2. The instructor shall meet all the same requirements and guidelines as other Navarro College adjunct faculty.
3. All Navarro College faculty are required to use their Navarro College email and to check it on a regular basis.
4. Each course must be taught using and conforming to the Navarro College course syllabus for each specific course.
5. The instructor is responsible for verifying the accuracy of the Navarro College class roster(s) and reporting discrepancies to the Registrar's Office prior to the official census date.
6. The instructor is responsible for teaching the material outlined in the College course syllabus and departmental requirements.
7. The instructor will adhere to the policies and practices of Navarro College. This includes using the approved departmental syllabus, textbooks, and other related materials. The high school text may serve as a supplement, if necessary, to meet the TEKS requirements.
8. Faculty members teaching a dual credit course must record student grades in Navarro College's system in accordance with the College calendar and deadlines.
9. Faculty are required to inform students of course standing, grades, etc., and must comply with all Navarro College departmental and grading policies.
10. Faculty are encouraged to report progress or potential problems to the I.S.D. as requested.
11. Faculty may not give any accommodation to students without written approval from the Navarro College Disability Services Department.
12. Instructors should treat dual credit students in the same manner as other college students.
13. Dual credit instructors will attend Convocation and/or departmental meetings each fall and spring semester. New instructors will also need to attend Canvas training as well as any training provided by the department regarding topics such as publisher materials. Competency evaluations may be required when teaching a career and technical dual credit course. Any instructor teaching hybrid or online classes must complete Canvas training

15. The I.S.D. will provide professional-level personnel, as needed, to assist with enrollment and advisement of dual credit students.
16. Dual credit students must have access to all online student resources provided by the College. The Navarro College website and library resources must not be blocked by the I.S.D.
17. The I.S.D. will schedule dual credit courses in a manner which minimizes student absences due to school-related activities.
18. The I.S.D. will minimize interruptions during scheduled dual credit courses.

Part V: Responsibilities of the Student

1. All students in the program must have written approval from the high school principal or counselor as well as the student's parent or guardian.
2. In order for college credit to be awarded the student must be registered for the course and the required tuition must be paid by the stated deadline.
3. Students anticipating completion of a certificate or degree must provide an updated current high school transcript and meet the graduation requirements as outlined in the Navarro College Admissions and Records policies and procedures. The student is responsible for applying for graduation. This includes monitoring the Navarro College student email and following instructions regarding any additional graduation requirements.
4. Students will be required to have the necessary college textbooks and course materials for each course in which the student is enrolled. These may be purchased by the student or provided by the I.S.D.
5. Students are expected to adhere to all policies of Navarro College and the I.S.D.
6. Students and their parents/guardians should communicate any dual credit questions or concerns to their high school counselor.
7. Students must complete a "Navarro College Student Record Release Form" to give permission for parents or designated individuals to have access to their student academic and/or financial records. Students may access this form through their MyNC Student Portal under the Admissions and Records page.
8. Navarro College expects all students to do their own schoolwork at all times. Any student found in violation of academic integrity is subject to instructional consequences as defined in the course syllabus or departmental handbook. This may include any of the following: a grade of zero, course failure, or removal from a program.
9. The student is required to use all Navarro College student portals and to keep all Navarro College passwords and access codes confidential.

Part VII: Signatures of Authorization

With the understanding that this Dual Credit Program is being offered to assist students, Navarro College and the I.S.D. agree to the above.

APPROVAL SIGNATURES:

Kevin D. Fegan

Dr. Kevin G. Fegan
Navarro College, District President

4-1-25

Date

J. Johnson

Dr. Jeanetta Johnson
Navarro College, Vice President of Academic Affairs

4-1-2025

Date

[Signature]

ISD Administrator Signature

5-6-25

Date

