

**Part I: General Information**

Navarro College is pleased to propose a joint partnership effort with Cedar Hill Preparatory Academy for the 2025-2026 academic year, hereafter referred to as “the I.S.D.,” to provide high school students that reside in the Navarro College service area (Ellis, Freestone, Leon, Limestone, and Navarro Counties) 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.

- b. Provide students with detailed student services information and host workshops for students needing further support.
  - c. Collaborate with ISD's to offer more dual credit course offerings that are of high need/interest with the majority of the student's field of study goals.
4. The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.
- a. The Dual Credit Department continuously analyzes student success by course by term.
  - b. Faculty are routinely evaluated.
  - c. Student feedback is reviewed and accessed by course each term.

### Eligible Courses

- Courses offered for college credit must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual (ACGM) adopted by the Texas Higher Education Coordinating Board, or as college-level workforce education courses in the current edition of the Workforce Education Course Manual (WECM) adopted by the Texas Higher Education Coordinating Board.
- 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 education course; (C) a foreign language course; or (D) a college field of study course that satisfies specific degree plan requirements leading to the completion of a Board approved certificate; AA, AS, AAS degree program, or FOSC.
- Public colleges may not offer remedial and developmental courses for dual credit. Navarro College participates with the Texas College Bridge Program to assist our service area students by accepting successful completion of the Texas College Bridge college preparatory mathematics and English language arts courses to meet college readiness measures.

### Student Eligibility

- High school students admitted as a non-degree seeking student will be waived from the Texas Success Initiative Assessment (college readiness measures) to attempt college courses up to 15 semester credit hours.
- Criteria for non-degree seeking dual credit students:
- Applies to 9th through 12th grade high school students.
  - Students must be in good academic standing.
  - Students must be recommended and have approval from their high school counselor to be considered.
  - Students must be designated by Navarro College as non-degree seeking.
  - Students must complete a stratified college course(s) (listed below) with a C or better to lock in their TSI college readiness requirements to continue enrollment after 15 semester credit hours.
  - Stratified courses include:
    - TSI Reading Coursework: History 1301; History 1302; Government 2304; Government 2305; Government 2306; Psychology 2301; any 2000-level literature course.
    - TSI Writing Coursework: English 1301.

- 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 9<sup>th</sup> graders may provide a final 8<sup>th</sup> 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.

- Navarro College courses, including those offered on high school campuses, 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 that student's enrollment in college courses.
- Dual credit students who earn a Navarro College GPA of less than 2.0 may be removed from the dual credit program.
- It is strongly recommended that students complete their sophomore year of high school to be eligible to enroll in summer courses.
- Additional enrollment requirements may apply.

### **Deadline Requirements**

- Please refer to the Navarro College Dual Credit Program deadlines for the dual credit enrollment periods. All course offering requests for the upcoming school year must be submitted to the Dual Credit Department no later than April 1st.

### **Location of Class**

- College courses may be taught on the college campus, on the high school campus, or via distance learning. In addition, college courses taught electronically shall comply with the Navarro College Standards for Quality Online Course Design and Instruction.

### **Composition of Class**

College courses taught for dual credit may be composed of:

- Dual credit students only
- Dual credit and college credit students
- Dual credit and high school credit-only students if one of the following conditions apply:
  - The course is required by State Board of Education and the high school is otherwise unable to offer such a course.
  - The high school credit-only students are College Board Advanced Placement (AP) students.
  - The course is a career and technical or college workforce education course and the high school credit-only students are earning articulated college credit. Please note that Navarro College does not articulate credit. Therefore, all Navarro College career and technical dual credit course sections are for dual credit only and may not be mixed with regular high school students.

## **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.

## **Academic Policies and Student Support Services**

- Regular academic policies applicable to courses taught at Navarro College also apply to college courses taught for dual credit. These policies include, but are not limited to, syllabus distribution, communication of grading policies to students, course drops, academic integrity, scholastic probation and suspension, student/instructor conflict resolution, and final course grade challenges.
- High school students in college courses are eligible to utilize the same support services that are afforded by all Navarro College students. The College is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), learning materials (e.g., library resources), and to other benefits for which the student may be eligible.
- High school students may not participate in any of Navarro College's athletics or extracurricular activities.
- High school students requesting disability accommodation 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.
- High School students violating the student code of conduct or academic policies while on a Navarro College location will follow the policies and procedures set by the College. The College will collaborate with the ISD and share any related information. Depending on violation, any disciplinary procedures could be deferred to the ISD or to both institutions.

## **Data Sharing**

- Under this Agreement both parties will share information and records as needed for dual credit students. Student records transferred between the College and the ISD shall remain the sole property of the institution that created the records. Information that is transferred must be used consistently with the Family Educational Rights & Privacy Act (FERPA), HIPAA, and both ISD and the College policies and procedures for managing students' records and other confidential information.

## **Transcription of Credit**

- For dual credit courses, both high school and college credit should be transcribed immediately upon a student's completion of the college course.

## **Tuition and Fees**

- 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/>

## Funding

The state funding for dual credit courses will be available to both public school districts and colleges based on the current funding rules of the State Board of Education.

## Part II: Responsibilities of Navarro College

1. A Navarro College administrator or full-time faculty member may visit dual credit classes for evaluation purposes.
2. Navarro College will conduct an orientation session for I.S.D. faculty teaching Navarro College courses as needed.
3. Appropriate Navarro College faculty and/or administrators may review major examinations in each course to determine whether students are required to master the skills and concepts identified in the course syllabus.
4. Navarro College is responsible for maintaining a college transcript for each student. All courses will be identified on the college transcript as regular college-level courses.
5. Navarro College will work with the high school administration to determine which courses will be offered for dual credit and will review the list of dual credit courses annually.
6. Navarro College reserves the right to require a minimum number of students for enrollment in each course section. If the minimum is not met, Navarro College reserves the right to cancel the course offering. Navarro College cannot guarantee the availability of every course requested by the high school.
7. All reasonable accommodation for disability services and special needs must be approved by the Navarro College Disability Services Office.
8. Navarro College is responsible for maintaining the confidentiality of all student information and records as required by the Family Educational Rights and Privacy Act (FERPA). Students who wish to allow parents or guardians to access grades or other student information must complete the Navarro College Student Record Release Form available in the Navarro College Office of Admissions or MyNC Student Portal.
9. Navarro College reserves the right to deny continued enrollments for students who display unsatisfactory academic progress.
10. Navarro College reserves the right to deny enrollment or readmission for students who violate the Navarro College Student Code of Conduct.
11. Navarro College will provide academic advisement to all dual credit students.
12. Navarro College will provide intervention reports to school officials regarding the academic status of the dual credit population several times throughout the semester.

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



and be approved for online or hybrid courses prior to teaching them. Information about upcoming Canvas training is provided by the Instructional Design staff.

#### **Part IV: Responsibilities of the School District**

1. The high school is responsible for maintaining the high school transcript.
2. Every semester, the designated high school official must approve each student's enrollment in college courses, regardless of whether the student is enrolling for dual credit or college credit only.
3. The I.S.D. must provide all final official high school transcripts for graduating seniors who have completed coursework with Navarro College. Official Navarro College transcripts will not be released until the final official high school transcript is on file.
4. The I.S.D. will provide Navarro College personnel with a school calendar (including teacher in-service days, holidays, and special events).
5. The I.S.D. will provide Navarro College faculty teaching courses on the high school campus with an overview and orientation of the high school facility and procedures.
6. The I.S.D. is responsible for covering all course time outside of the College calendar and regular meeting dates and times.
7. The high school must provide a safe and secure campus environment.
8. The high school must provide an adequate college learning environment and appropriately equipped classroom facilities for each dual credit course taught on the high school campus.
9. The I.S.D., a stakeholder in student success, will communicate issues and concerns to the appropriate dean in a timely manner.
10. The high school will establish the weighted value of college-credit courses in determining high school class rank and honor graduates.
11. All dual credit enrollment and schedule changes must be finalized with the Dual Credit Department prior to the first day of classes each semester.
12. The I.S.D. will provide Navarro College personnel with a proposed course offering schedule and anticipated enrollment per course by the end of March for planning the upcoming school year.
13. The I.S.D. will provide Navarro College with meeting dates and times for each scheduled college course section taught on the high school campus.
14. The I.S.D. will collaborate with Navarro College dual credit staff to establish dates for information sessions, parent meetings, and student advising sessions.

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.

10. Students are responsible for keeping up with their progress in their college courses and for communicating with their instructors for any clarifications, questions, or concerns.
11. Maintaining eligibility in University Interscholastic League (UIL) activities is the responsibility of the student.
12. High school students are not eligible for federal financial aid.

## **Part VI: Attachments**

Appendix A: 2025-2026 Dual Credit Crosswalk

*Signatures appear on the following page}*

**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

Ann Cole  
ISD Administrator Signature

5/10/2025  
Date