

Lamar State College Orange and Insert School Name Dual Enrollment Agreement 2024-2029

This agreement is made by and between Lamar State College Orange (LSCO) and the Insert Independent School District (ISD)/School Name (herein referred to as School). The purpose of this Agreement is to allow eligible high school students to enroll in college courses from Lamar State College Orange (LSCO) and receive credit for courses from the School and LSCO. The following terms and conditions shall govern the eligibility and enrollment of the students and the administration of the high school and college courses offered via dual enrollment, effective January 1, 2024, or upon execution.

I. General Information.

The content of this dual enrollment agreement is based on 19 Tex. Admin. Code § 4.D 4.84 and statewide goals established under Texas Education Code §28.009 and the collaborative efforts of the Texas Education Agency and the Texas Higher Education Coordinating Board.

GOAL 1: School and LSCO will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual enrollment, including enrollment and fee policies.

GOAL 2: Dual enrollment programs will assist high school students in successfully transitioning to and accelerating through postsecondary education.

GOAL 3: All dual enrollment students receive academic and college readiness advising with access to student support services to bridge them successfully into college completion.

GOAL 4: The quality and rigor of dual enrollment courses will be sufficient to ensure student success in subsequent courses.

Collaboration and Outreach Efforts to Inform Students and Parents

Lamar State College-Orange – Information regarding current benefits, enrollment, and fee policies associated with dual enrollment are accessible to all students and parents via one or more of the following formats: LSCO website (<https://LSCO.edu>); LSCO dual enrollment brochures; LSCO updates and emails disseminated to school administrators, counselors, and teachers; and LSCO conducted workshops and presentations. Lamar State College Orange offers workshops to high school counselors that provide detailed information on developing and implementing dual enrollment programs with LSCO.

School District, Charter School, or Home School – Current information pertaining to the benefits, costs, and enrollment procedures for dual enrollment will be posted on the School's website. The School will also be responsible for marketing dual enrollment opportunities by disseminating information and updates provided by LSCO to prospective students and parents. The School agrees to allow and support counselors and other School personnel's participation in workshops and informational sessions conducted by LSCO.

II. Eligible Courses.

A. Lamar State College Orange Off-Campus Instructional Services Staff and/or Administrators will collaborate with School administration and/or counselor(s) to identify courses that may be offered.

1. Courses eligible for awarding of LSCO dual credit for high school students are limited to those within the LSCO core curriculum, LSCO career technical education courses, or LSCO foreign language courses. These courses are identified as college level academic courses in the current edition of the Lower Division Academic Course Guide Manual

(ACGM) or as a college level technical course in the current edition of the Workforce Education Course Manual (WECM).

2. Exceptions include:
 - a. Competitive entry allied health programs.
 - b. Courses that have additional requirements, such as an age restriction.
- B. Eligible courses may be taken in any format (face-to-face, online, or hybrid) the college offers unless otherwise specified in the agreement.
- C. Establish Course(s).
 1. The School must request, in writing, to offer a dual enrollment course on the School campus. The request must include the course title, course rubric, faculty member (See Section IX for faculty criteria), course location, and meeting times. Requests must include dual enrollment courses for the academic year (fall semester and spring semester). Requests should be submitted to the Associate Dean of Off-Campus Instructional Services.
 2. For courses that begin in the fall semester, LSCO must be notified no later than the first working day in June.
 3. The course will be added to the appropriate Lamar State College Orange schedule after the request is received and reviewed. Until this process has occurred, students cannot register for the course(s).
 4. After receiving course requests from the school, The Off-Campus Instructional Services Department will communicate the course list to the Executive Vice President/Provost, appropriate Dean, appropriate Department Chair, and appropriate Program Director. The Academic department will coordinate with the Off-Campus Instructional Services department to ensure that each campus has access to the syllabi or any additional course and program expectations.
- D. Academic credit or technical dual credit courses may be provided at the School or at an LSCO campus.
- E. Credit and noncredit courses offered on either the School or LSCO campus approved by LSCO's Associate Dean of Off-Campus Instructional Services will be eligible for dual enrollment status.
- F. LSCO's Dual Credit Pathway Handbook provides a crosswalk between secondary and postsecondary dual credit courses and will be provided to the School.

III. Student Eligibility.

1. Technical Course(s): Students applying for Dual Enrollment course(s) intending to pursue a Level 1 Certificate are not required to be TSI complete. However, students will be required to meet TSI requirements for applicable degree changes or courses that require satisfactory scores on the TSI.
2. TSI Score requirements in the tables below are subject to change. TSI score requirements will be based on the current THECB guidelines.

Academic Courses	
STAAR	Score of Level 2 on Algebra II EOC, score 4000 or Meets Score of Level 2 on English III EOC, score 4000 or Meets

TSI (before January 2021)	Mathematics score of ≥ 350 Reading score of ≥ 351 and Writing score of ≥ 340 with 4 on essay
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3. As of January 2021, minimum scores for MATH and ENGLISH are as follows:
(subject to change by Texas Higher Education Coordinating Board)

Required TSI Assessment Score	Minimum Score
Mathematics	950 OR 910-949 + diagnostic score of 6
ELAR	945-990 + Essay of at least 5 OR 910-944, a diagnostic score of 4, 5, or 6, and Essay of 5-8

- B. High school students who need college-level courses in order to continue to study in a discipline will be eligible to take dual enrollment courses offered on either the School campus or the college campus.
- C. Students must meet the stated pre-requisite(s) and/or co-requisite(s) of each course and be 21 or under.
- D. It is strongly recommended that the School evaluate the background and maturity level of the student prior to registration in any college credit course.
- E. Seniors who will graduate at the end of the second semester of high school are eligible for dual enrollment tuition rates during Summer I and II of the year they graduate.

IV. Admissions, Advising, and Registration.

A. Advising Sessions.

- 1. LSCO personnel will provide the School Administrator and counselors with necessary information concerning the dual enrollment course(s) for scheduling and registration of students.
- 2. LSCO personnel and School counselors will assist students in selecting courses that will satisfy applicable high school and college requirements for the student's intended program.
 - a. LSCO and the School have identified resources from the Texas Education Agency, including items like *Endorsements Frequently Asked Questions* and *TEA Graduation Toolkit, Endorsement – Choices* to assist students and their families in selecting endorsements offered by the School and College.
 - b. LSCO will host informational sessions on the School campus for students and parents that explain how to select dual credit courses that will satisfy both their high school requirement and college requirements.
 - c. LSCO will provide the Dual Credit Pathways Handbook to students and parents that provides a detailed crosswalk of 17 suggested pathways that span 9 different career clusters and 13 programs of student. The crosswalks within this guide are aligned with TEA's Program of Study.
- B. LSCO and the School agree to review eligible programs under each endorsement specified in Texas Education Code 28.025 (c-1). The review will evaluate the postsecondary pathways and credentials that LSCO offers to best serve the needs of the ISD and their community industries.
- C. LSCO will provide a student application checklist that will identify the steps in completing the application process. The student and the parent/guardian should review the checklist and verify the completed application steps.

- D. The student is responsible for completing TSI testing as early as possible before the beginning of the semester. If the participating High School does not conduct its TSI Testing, School District personnel should coordinate required testing with the Testing Center at (409) 882-3330 or testingCenter@lsco.edu.
- E. Texas Education Code §51.9192 requires that all new students under age 22 who attend on-campus classes at an institution of higher learning either receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination before the first day of the semester. The law states that students who do not qualify for an exemption must be immunized no later than ten days before the first class day. All students under 22 attending classes at LSCO must comply with this requirement.
- F. High school counselors and/or the person responsible for dual credit on the campus will:
 - 1. Advise students and parents and disseminate dual enrollment program information.
 - 2. Provide course descriptions and course syllabi to students and parents for review during the approval process for students.
 - 3. Facilitate Supplemental Dual Enrollment Applications, including their dissemination, completion, and collection by June 1st.
 - a. Provide instruction and guidance in completing and submitting the “Apply Texas” application, including the student’s social security numbers.
 - b. Submit an official high school transcript to the Off-Campus Instructional Services team.
 - c. Identify students that may require additional documents (ex., immigrants).
 - 4. Submit 504 Plan or Special Education IEP to the LSCO Accessibility Coordinator for those students requesting accommodations no later than two weeks prior to the beginning of the semester.
 - 5. Residency. Proof of residency is not required for high school students registering for dual enrollment classes at LSCO. Students must meet the residency requirements after high school graduation to continue their education at a postsecondary institution. Non-residents must provide one of the following documents:
 - a. U.S. Passport (current or expired) - unless stamped non-citizen national.
 - b. U.S. Birth Certificate.
 - c. Certificate of U.S. Citizenship (Form N-560 or N-561) issued by USCIS through a federal or state court or through administrative naturalization after December 1990.
 - d. Certification of Naturalization (Form N-550 or N-570) issued by USCIS.
 - e. Permanent Certificate of Naturalization.
 - f. Resident Card with photograph (Form I-151) issued since 1997 or later.
 - g. Resident Alien Card (Form I-551) issued before 1997.
 - h. Consular Report of Birth Abroad (Form FS-240) Issued by the State Department and valid photo ID.
- G. Timeline.

Dual Credit students applying for admission to LSCO should complete the Texas Common application and submit all required documentation well in advance of the Semester for which they are applying. The following should serve as a timeline guide for the respective semesters:

FALL Semester – June 1st, SPRING Semester – November 1st, SUMMER – April 1st

V. Course Curriculum, Instruction, and Grading.

A. Curriculum.

1. Dual enrollment courses are college classes and have the academic rigor expected in all college coursework.
2. College courses will be taught according to the approved college syllabus.
3. LSCO will expect embedded adjunct dual credit faculty to attend in-service training that is provided at various times throughout the year to ensure that faculty teaching courses for dual credit meet the academic rigor and expectations of the department.

B. Curriculum Alignment.

1. The defined sequence of courses for an Associate of Arts (AA) degree or Associate of Applied Science (AAS) degree is contained with the LSCO approved core curriculum. A defined sequence of courses for career technical education program certificates will be provided to the School, upon request.
2. The Associate Dean of Off Campus Instructional Services or designated personnel and the School Administrator will review and compare the Texas Essential Knowledge and Skills (TEKS), Lower Division Academic Course Guide Manual (ACGM), and the Workforce Education Course Manual (WECM) to determine the course credits that can be earned by dual credit students.
3. The School shall facilitate time for embedded adjunct Dual Credit faculty and the LSCO faculty to meet each semester to review the curriculum, methodology, schedules, and student evaluation as it relates to the requirements for meeting the course standards.
4. LSCO and the School will monitor the quality of instruction in all courses for dual credit to ensure compliance with standards established by the state, Southern Association of Colleges and Schools Commission of Colleges (SACSCOC), Lamar State College Orange, and the high school.

C. Instruction.

1. Schedule.
 - a. Dual enrollment courses taught by LSCO faculty and embedded adjunct faculty will be taught in accordance with the LSCO schedule and calendar.
 - b. All courses taught for dual credit must meet the minimum instructional minutes required by the Texas Higher Education Coordinating Board.
2. The student and/or parent(s) shall be responsible for the student's transportation and accept all liability for all courses taken on the LSCO campus.
3. College instructors must comply with all applicable rules governing attendance, classroom management, and record-keeping while conducting courses on the high school campus.
4. LSCO strongly encourages the high school to ensure that dual credit courses taught via distance learning are assigned a facilitator for proctoring and monitoring the dual credit course and students in accordance with LSCO's Dual Credit Proctoring Center Agreement (Appendix A).
5. Course offered via embedded instruction (school provided instruction at the local school campus) must meet the rigor and equipment requirements of LSCO. The School site will

become an Off-Campus Instruction Site (OCIS) in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines and approval. The School must complete the Off-Campus Instructional Site Information form (Appendix B) and return to LSCO within the first semester of student instruction.

D. Grading.

1. Grading will be consistent with the grading policy in LSCO's course syllabus. Audit grades are not allowed.
2. Student grades will be reported to the School at the end of the semester to the person or office designated and in accordance with the School's Grading Calendar.
3. Progress reports will be provided to the School no less than 3 times per semester for students registered for dual enrollment classes on LSCO's campus.
4. Final grades for students shall be submitted electronically by the faculty member teaching dual credit courses according to the LSCO Grade Reporting Process, the LSCO Academic Calendar, and the School Grading Calendar.

E. Physical and Cyber Security.

1. The School is responsible for providing a healthy, safe, and secure environment to all students and staff. The School will be responsible for providing a statement about its current comprehensive safety plan and crisis communication plan, including how the School disseminates emergency procedures and other health and safety-related procedures.

The School shall describe their dedicated police force structure, other security officer presence on their campus, or use of local law enforcement agencies.

The School shall disclose any open or recently closed investigations by the Office of Civil Rights for possible violations alleging sexual violence.

The School will be responsible for providing a statement about their current Cybersecurity plan and/or protocols. The information above should be furnished as soon as possible utilizing the Off-Campus Instructional Site Information Technology Resources Questionnaire (Appendix C).

VI. Transcription of Credit.

- A. Approved dual enrollment courses noted on the supplemental application should be used to fulfill high school credit graduation requirements or elective credit.
- B. Dual Credit students will earn a college grade (A, B, C, D, F, W) for all courses taken for dual credit. The earned grade will be recorded on an official LSCO college transcript.
- C. All college credit courses offered will meet the guidelines for transferability of credit under the Texas Education Agency Dual Enrollment policy.

VII. Dual Enrollment Program Policies.

- A. College instructors teaching on the high school campus during regular school hours may be required to attend LSCO organizational meetings.
- B. The high school Principal should communicate and ensure that high school-embedded adjunct instructors teach dual enrollment courses in accordance with the conditions of this agreement.

VIII. Student Composition of Class

- A. Dual credit courses may be comprised of dual credit high school students only or of dual credit high school students and college credit students. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed only under one of the following conditions:
1. If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
 2. If the high school credit-only students are College Board Advanced Placement (AP) students.
 3. If the course is a career technical education course and the high school credit-only students are earning articulated college credit.

IX. Faculty Selection, Supervision, and Evaluation.

A. Selection.

1. Embedded adjunct faculty for college courses offered at the high school during regular school hours are to be agreed upon mutually by the high school and college personnel in accordance with locally established procedures.
2. Dual enrollment faculty members must meet the minimum criteria specified by LSCO and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
3. Procedure to assign embedded adjunct faculty for high school dual enrollment:
 - a. The potential Dual Credit School embedded adjunct faculty must complete an employment application with LSCO and provide copies of the appropriate credentials that shall include official college transcripts. The Principal must submit the recommendation in writing along with copies of credentials and supporting documents. Application documents must include official transcripts. Other documents may include copies of licenses, work verification, etc.
 - b. The potential new hire must complete an interview following LSCO Human Resources practices.
 - c. The LSCO dean or designee will recommend the new hire for embedded dual credit instruction.
 - d. The new hire must provide all documents required of the LSCO Human Resources Department.
 - e. All documents must be submitted at least thirty (30) days before the faculty member teaches a dual enrollment course(s).
 - f. Notification of changes of faculty assignments at the School should be discussed no later than the dates provided below:

FALL Semester – June 1st, SPRING Semester – November 1st, SUMMER – April 1st

This change includes LSCO faculty being replaced by local School embedded dual credit faculty or its converse of local School's being replaced by LSCO faculty.

B. Faculty Background Screening.

1. College faculty who teach dual enrollment courses on the high school campus may be required to undergo background screening conducted by the school district. The School will ensure the school district has screened all such employees before their teaching assignment.
2. Although the school district cannot make decisions related to the employment of LSCO faculty, they can use the background screening results to prohibit such personnel from teaching on the high school campus.
3. LSCO will be responsible for the costs associated with background screening for LSCO faculty.
4. The School will be responsible for the costs associated with the background screening for school employees.

C. Faculty Evaluation.

1. Evaluation of LSCO embedded instructors on high school campuses shall be conducted by LSCO using the same process that LSCO evaluates adjunct (part-time) faculty. Details of the evaluation process will be provided by the dean, department chair, or program director.

X. Academic Policies and Student Support Services.

A. Students with Disabilities.

1. The School and dual credit student is responsible for providing and funding reasonable accommodations for dual-enrolled student(s) with recent and/or well-documented physical and/or learning disabilities during regular high school hours on the high school campus(s). Students with disabilities who are accepted into a dual enrollment course will receive accommodations listed in the Transition Plan provided by LSCO's Accessibility Coordinator.
2. The School and LSCO will share equally in the cost of reasonable accommodations that are mutually agreed upon for dual enrolled student(s) who are registered for the dual enrollment course(s) on the LSCO campus or at another location, i.e., high school campus outside of the normal high school hours.
3. Nothing herein shall make LSCO a party to the Transition Plan, nor shall LSCO be given or required to have a Transition Plan with a dual enrollment student. LSCO's Accessibility Coordinator shall work with student and the School to determine accommodations that are approved by LSCO.

B. Confidentiality.

1. Each party acknowledges that each party will send and receive information on students, which is considered confidential under federal and Texas laws.
2. Each party agrees to protect and hold confidential information unless written authorization from the student and/or parent is provided according to LSCO's FERPA regulations or otherwise authorized or required by law or rules.

C. Attendance.

1. LSCO agrees to:
 - a. Confirm dual enrollment registrations with School personnel at least one week before the first day of class.

- b. Coordinate and confirm, with high school dual enrollment contact, when a student drops or withdraws from a course.

2. The School will supervise a change in student enrollment status.

- a. Notify the Off-Campus Instructional Services Department about a student's intent to drop or withdraw from the course(s) during the approved drop period as referenced in LSCO's academic calendar.

D. Suspension Policy.

1. When a student is suspended from a School for any reason, the student will not be permitted to attend dual enrollment classes on the LSCO campus for the dates indicated in the suspension or as directed by the School. The student will be responsible for completing all dual credit work assigned even though classes that are missed.
2. The School Principal will notify the Off-Campus Instructional Services Department of the suspension. The suspended student will be subject to any penalties noted in the LSCO syllabi of the courses in which he/she is registered.

E. Student Issues and Complaints.

1. Students who experience issues or have complaints are to follow LSCO's Complaint Process outlined in the current [catalog](#).
2. Except for safety concerns (e.g., harassment/sexual misconduct/Title IX complaint), a student who has not successfully resolved an informal complaint should complete and submit the Student Complaint Intake [Form](#). Only complaints submitted within the stated timeframe will be considered.
3. Upon submitting a formal complaint for concerns excluding discrimination and safety through the Complaint Intake [Form](#), the student will be contacted through their LSCO email to schedule an initial conference and receive guidance on how to proceed.

F. Student Support Services

1. To facilitate student learning, course- and program-level assessment, and efficient, effective communication, the College provides each student with a password-protected account whose provisions include use of the suite of applications in Office 365 (MS Word, Excel, Outlook email, and other applications), and a Blackboard account using the same username and password allowing students to access the College's Learning Management System.
2. LSCO's Office of Academic Support and Instructional Services (OASIS) is available to all dual credit students. The OASIS includes LSCO's library that houses more than 33,000 print titles, access to over 100,000 eBook titles, 63,000 eJournals, and over seventy only subscription databases.
3. The OASIS tutoring center is available to all dual credit students offering face-to-face and online synchronous tutoring during normal hours of operation. After hours tutoring is available upon request and also through LSCO's partnership with Upswing.
4. The OASIS has evening and weekend hours of operation to enhance access to all services, including secure wide-band wifi and computing resources.
5. The Office of Learning Technology (OLT) administers LSC-O's Distance Learning course and program offerings through the use of web-based delivery systems currently including Blackboard Learn Ultra, Collaborate Ultra, BioSig-ID, BioSight-ID, Respondus, Degree Works, Upswing, Blackboard Connect, and Self-Service Banner, providing an online learning environment integrated with access portals for a full range

of services, including registration, financial aid, advising, credit transfer and records management, emergency and deadline notification services, and the cashier's office, among others.

XI. Funding.

A. Tuition.

1. The School and/or the student's Parent/Guardian will pay tuition and fees as determined at each respective high school campus for students enrolled in dual credit courses in accordance with *Table 1: Tuition and Fees*.
2. The School and/or student will be billed for tuition and fees at the dual enrollment rates in according to TSUS Board of Regent Policies.
3. The tuition rate is \$45.00 per Semester Credit Hour for academic (ACGM) courses that are taught by an LSCO instructor or an embedded adjunct (school) instructor.
4. The tuition rate is \$45.00 per Semester Credit Hour for technical/CTE (WECM) courses (ACGM) that are taught by an LSCO instructor at the LSCO campus or at the School campus.
5. The tuition rate is \$0.00 per Semester Credit Hour for technical/CTE (WECM) courses that are taught by a School instructor at the School campus provided the courses are within the student's program of study.
6. LSCO reserves the right to cancel course sections with fewer than 10 students. A minimum enrollment of 10 may comprise students from multiple districts.
7. For programs requiring professional liability insurance, the School will pay the required professional liability insurance. LSCO will bill the School for these fees.
8. Tuition and Fees are subject to change without notice by action of *The Texas State University System Board of Regents*.

The cost for classes offered on the high school campuses will be determined based upon courses offered, faculty provided (full-time, part-time), instructional materials and consumable supplies, and other related items for a course.

Table 1: Tuition and Fees

	Campus Location	Faculty	Description	Tuition per SCH ¹	Technology Fee	Distance Education Fee (if applicable)	Minimum Number of Credit and Noncredit Students Required
A	LSCO	LSCO ²	Student on LSCO campus with LSCO instructor.	\$45	Waived	Waived	10
B	SCHOOL	LSCO ³	Student at high school site with LSCO instructor.	\$45	Waived	Waived	10
C	SCHOOL	SCHOOL	Student at school site enrolled in academic	\$45	\$0	\$0	Any

¹Cost per semester credit hour per student.

²Faculty member paid stipend by LSCO

³Faculty member paid by LSCO

			course (ACGM) with school instructor.				
D	SCHOOL	SCHOOL	Student at school site enrolled in CTE course (WECM) with school instructor.	\$0	\$0	\$0	Any

XII. Textbooks and Instructional Supplies.

A. Responsibility of School:

1. Supply students with basic instructional supplies and provide a best effort to supply students with textbooks currently adopted by LSCO.
2. Purchase, store, and maintain textbooks used in the dual enrollment course(s).

B. Responsibility of LSCO:

1. Provide the Embedded Faculty or Principal with a list of adopted textbooks upon hire.
2. Review requests for exceptions to textbook selection and approve textbooks that adequately meet the curriculum objectives for the college dual enrollment courses.

C. Student(s) may be required to provide, at his or her own expense, additional materials such as safety glasses, uniforms, safety shoes, kits, etc.

D. LSCO and the School will consider the use of free or low-cost open educational resources (OER) in courses offered under the program, if available.

XIII. Financial Aid for Swift Transfer (FAST).

A. Responsibility of the School:

1. Provide the LSCO dual credit contact person with a list of the students who meet federal qualifications for free and reduced lunches using the template provided by LSCO, by the deadline (usually the beginning of August and January).
2. Provide the **TSDS ID** for each student and the SS# if available so the reported students can be matched against TEA and Texas Higher Education Coordinating Board databases. ***Students who do not match the TEA and THECB databases and are not eligible for FAST will be expected to pay the outstanding charges on or before the end of the semester.*
3. Provide an alternate means of payment if the School reports a student as eligible via the free and reduced lunch report who is not eligible. This may be done by passing the cost to the student or covering the cost as a district.

B. Responsibility of LSCO:

1. Communicate the due dates for the FAST student eligibility report submission.
2. Communicate any student discrepancies to the School for any student reported eligible for free tuition who did not qualify and has an account balance.

XIV. Termination and renewal of this memorandum of agreement.

A. This agreement shall commence on 1/3/2024 (or day of execution) and expire on 8/31/2028.

B. Prior to its expiration, this agreement may be renewed for a period not to exceed four years upon the mutual written consent of both institutions.

- C. Prior to its expiration, this agreement may be terminated by either institution providing written notice of its intent to terminate to the other institution.
- D. The notice of termination must be provided no later than six (6) months before the desired termination date.

XV. Amendments to this Agreement.

- A. Once signed by the Associate Dean of Off-Campus Instructional Services and the School appointed representative, this agreement may be amended in writing and agreed upon by both parties.
- B. Written requests must be delivered to the School and the Associate Dean of Off-Campus Instructional Services thirty (30) days before the requested amendment is effective.

XVI. Posting of this Agreement.

- A. The current signed agreement/MOU are required to be posted to the LSCO and School respective website in accordance with Texas Administrative Code Title 19 Part 1 Chapter 4 Subchapter D Rule 4.84.

XVII. Contacts.

- A. This agreement will be effective for four (4) years from the year the agreement is signed.
- B. For LSCO:
 - 1. Associate Dean of Off-Campus Instructional Services
- C. For the School:
 - 1. Superintendent or designated School employee.

Alicia Lloyd, Associate Dean of Off
Campus Instructional Services

Date

Insert Name, Superintendent/Role
Insert Name School

Date

Appendix A
LSCO Dual Credit Proctoring Center Agreement

Lamar State College Orange students within your district may be enrolled in online courses and have a need for completing exams that require proctoring in a closely monitored, quiet, and secure location. Maintaining the integrity of LSCO exams is critical. In order to comply with LSCO proctoring guidelines that require authentication of the student and protecting exam security, your assistance in providing this service is very much appreciated.

Please review the proctor responsibilities below and complete details of the Proctoring Center Agreement. A signed copy should be delivered to LSCO's Dual Credit Coordinator and remain on file for the entire academic year. Please complete a separate form for each individual who will assume proctoring responsibilities at the district.

Proctor Responsibilities

1. Confirm the identity of the student prior to exam administration
2. Provide a quiet, non-residential, testing environment
3. Closely monitor students while testing
4. Ensure that the student does not use a cell phone, telephone, calculator, camera, or any electronic devices as reference material during the exam
5. Ensure that the student does not access notes, books, or articles during the exam unless the test specifies otherwise
6. Ensure that the student does not perform prohibited activities during the exam including: tabbed browsing, internet searches, copying exam questions to a local computer, instant messaging, and no use of other electronic reference materials
7. Ensure that the student does not take more than the allotted time to complete the examination
8. Report any attempt by the student to circumvent these guidelines to the instructor immediately
9. Store the exam in a secure location where it cannot be accessed by other students.
10. Ensure no copies of the exam are made
11. Secure the exam until mailing
12. Ship the completed test to the designated address within 24 hours of test completion.

School District: _____

Proctor's name and title: _____

Proctor Telephone number: _____

Proctoring Location: _____

Proctor Email: _____

Proctor Signature _____

Date: _____

Appendix B

Off Campus Instructional Site Information

LSCO must submit a Substantive Change Prospectus to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) that includes the following information:

Name of Campus / Building: _____

Address: _____

Intended date of implementation: _____

Proposed Dual Credit Program(s) to be offered: _____

Anticipated Number of Students to enroll in program(s): _____

Total high school enrolled students: _____

Total Number/Percentage of special education students: _____

Total Number/Percentage of economically disadvantaged students: _____

Total Number/Percentage of Limited English Proficiency students enrolled: _____

Describe the adequacy of physical facilities which will support the change:

Classroom(s) to be used in program:

- Dimensions _____

- Capacity (students) _____

Lab(s) to be used in program:

- Dimensions _____

- Capacity (students) _____

Physical and Cybersecurity: (Please explain the police/security presence at the campus, fire and security alarm systems, security surveillance camera systems, process for locking/unlocking exterior doors during campus hours, and explain the cybersecurity protocols and services.)

Equipment: (Describe equipment which will be available for use for the proposed program at this site. This includes computers, wi-fi access, and all equipment available for use in the proposed program(s) to be offered at the site.)

Appendix C

Off-Campus Instructional Site Information Technology Review Procedure

The Lamar State College Orange Off-Campus Instructional Site Information Technology Questionnaire should be included with other documentation provided by the contact person at Lamar State College Orange to any school that will become an off-campus instructional site for Lamar State College Orange.

It must be filled out by the school's Information Technology department and returned to the contact person at Lamar State College Orange along with any other requested documentation.

When received by the contact person at Lamar State College Orange, the questionnaire should be sent to the Associate Vice President of Information Technology for review. The AVP will review the questionnaire to determine if the school district's facility meets the minimum requirements needed to provide instruction for Lamar State College Orange.

If it is determined the school district's facility meets the minimum requirements, the questionnaire will be signed and forwarded to the Director of SACSCOC Reporting or the Institutional Accreditation Liaison. If it is determined that the school district's facility does not meet the minimum requirements, the AVP will inform the Director of SACSCOC Reporting or the Institutional Accreditation Liaison. The AVP will contact the school district and work with them to formulate a plan to help bring the school district's facility to the minimum requirements. Upon agreement to the plan, the questionnaire will be signed and both the questionnaire and copy of the plan will be forwarded to the Director of SACSCOC Reporting or the Institutional Accreditation Liaison.

Off-Campus Instructional Site Information Technology Questionnaire
For {School Name}

Please answer the following questions limiting the scope as indicated in each section. Type your answers under each question expanding the document as needed. Many questions have example answers that should not be considered requirements but are only given as guidance for the type of expected answer. If you have any questions or are uncertain how to answer a question, please contact LSCO's IT Department (helpdesk@lsc.edu) and will help coordinate a response.

I. Personal Computers

Please limit answers to the PC's used in classrooms or labs that directly support classes taught as part of the dual enrollment program.

What make and model of PC's will be used in the classrooms or lab(s)?

What is the minimum processor, RAM, and hard drive specifications for the PC's that will be in use?

What is the minimum OS version?

What is the method of applying updates?

What anti-virus program(s) are installed?

How is the anti-virus program managed?

Is there any other security related software installed on the PC's?

Are the computers joined to an Active Directory domain?

Are group policies used to control certain aspects of PC configuration?

Who manages the desktop PC's?

Is there a periodic refresh cycle for replacing PC's?

Is there a scanner available in the lab or classroom for students use?

II. Bring Your Own Device (BYOD)

Please limit the responses to the students enrolled in the program and the types of devices and access they might have.

Are students issued a laptop or Chromebook for use at home or in the classroom?

Are students or employees allowed to connect personal devices to the campus network?

Is the security posture of student or employee owned devices checked before connection to the network is allowed?

What resources are the student or employee owned devices allowed to access?

III. Software

Please limit answers to the application software available in classrooms or labs that directly support classes taught as part of the dual enrollment program.

What productivity applications are installed?

What browsers are installed?

What PDF viewing or editing software is installed?

IV. Local Area Network (LAN)

Please limit the responses to the networking equipment that services the classrooms and labs used by students enrolled in the program.

What are the make and models of the network switches that connect directly to the classroom PC's (LAN access switches)?

What are the make and models of the core networking switches?

How is network traffic segmented?

Is the LAN monitored for capacity utilization?

Who manages the LAN?

Is access to network closets controlled/secured to authorized personnel only?

How is access controlled?

Is there documentation of request and approval of access?

Is there a periodic refresh cycle for replacing network equipment?

V. Wireless (Wi-Fi)

Please limit the responses to the wireless networking equipment that services the classrooms and labs used by students enrolled in the program.

Is there student access to Wi-Fi on campus?

What is the make and model of the Wi-Fi Access Points?

What is the authentication method for Wi-Fi?

VI. Wide Area Network (WAN)

Please limit the responses to the public facing Internet connection and equipment that services the campus used by students enrolled in the program.

What firewall is installed for protection at the edge of the network?

Are other firewalls installed to protect internal segments of the network?

How is the campus/network connected to the internet?

What is the connection speed?

Who is the internet service provider for commodity Internet?

What is the public IP address range used by the campus (provided by the ISP)?

Is there a secondary/failover Internet connection?

Is the WAN monitored for capacity utilization?

Has the network undergone a controlled penetration test (CPT) by a third party?

Who manages the firewall ruleset?

VII. Identity and Access Management

Answer these questions about computer or network access account management.

Are employees given unique accounts/usernames for accessing school resources?

Is two factor authentication required for employee logins? If so, for which services?

Are students given unique accounts/usernames for accessing school resources?

Is two factor authentication required for student logins? If so, for which services?

Are students required to use their account/usernames to login to classroom or lab computers?

Are students and/or employees required to change their password at regular intervals?

Are student accounts created using an automated process or manual process?

Are student accounts expired or deleted when they are no longer needed?

Is it done using an automated or manual process?

Are employee accounts created using an automated or manual process?

Are employee accounts expired or deleted when the employee is terminated?

Are IT system administrators (superusers) given a separate, elevated privilege account for use when managing systems?

Is use of elevated privilege accounts logged and monitored?

VIII. Compliance

Answer these questions relating to compliance with information technology and information security regulations, rules, and policies.

Is there a published set of Information Technology policies including Appropriate Use of Technology and Cybersecurity policies?

Is there a district cybersecurity plan? May we have a copy of it?

Who is the district cybersecurity coordinator?

Is there an Appropriate Use Policy or other IT Policy acknowledgement required at login?

Is there annual security awareness training for employees?

Is there training for employees handling confidential or regulated information?

Has the district undergone a cybersecurity compliance audit by an internal or external auditor? No

Name of School	
Questionnaire Completed by	
Phone	
Email	
Date completed	

For Lamar State College Orange Use Only	
Completed Questionnaire Received by:	Name: Title: Date:
Completed Questionnaire Reviewed by:	Name: Title: Date:
Completed Questionnaire Reviewed by:	Name: Title: Date:
Completed Questionnaire Reviewed by:	Name: Title: Date:
Plan of Action and Milestones Required:	Yes No Name: Date:
Plan of Action and Milestones Requested by:	Name: Title: Date:
Plan of Action and Milestones Agreed to by:	Name: Title: Date: