

Dual Credit Partnership Agreement
Between
Dallas Baptist University (DBU)
And
Denton Calvary Academy

This Agreement will serve as the instructional partnership between Dallas Baptist University (DBU) and Denton Calvary Academy and shall be approved and signed by the governing boards or designated authorities of those participating parties.

Elements of Partnership Agreement:

- Eligible courses
- Student eligibility requirements
- Admissions procedures for Dual Credit status
- Location of class
- Deadline requirements
- Student Composition of class
- Faculty selection, supervision, and evaluation
- Course curriculum, instruction, and grading
- Academic policies and student support services
- Attendance/ Absence
- Tuition & Fees
- General

Eligible Courses

DBU as an institution is not required to offer specific Dual Credit courses for high school students every semester. Any classes offered must be approved DBU courses listed in the current *Undergraduate Catalog* and must be designated General Studies courses. Any course exceptions must be individually approved by all parties, including the University Provost's office, the Associate Academic Dean, Deans of Colleges, and Professors.

Student Eligibility Requirements

- To be eligible for enrollment in a Dual Credit course offered by DBU, students must hold a minimum of 3.0 GPA on their high school transcript and demonstrate college readiness.
- Students must have written permission from a parent/legal guardian and their high school liaison.

- Students must meet all the University's regular prerequisite requirements designated for that course.
- It is required that the high school host an information session for all students and parents involved in Dual Credit, where DBU faculty, staff, or administration will present information to prepare students and parents for college level education and expectations and to familiarize them with Student Services.
- Students enrolled in a Dual Credit class for the first time at DBU are required to complete an orientation in Blackboard for New Dual-Credit students introducing them to the Blackboard Learning Management System.
- Students must abide by the DBU Student Code of Conduct to remain eligible for participation in this program.

Admissions Procedures for Dual Credit Status

Admissions Procedures for Dual Credit Status

Dual Credit at DBU is designed for academically eligible high school students who desire to attend DBU while still enrolled in high school or home school. The University offers dual enrollment courses in the high school setting, online through the Honors Scholars Academy, and at the main campus. To apply for admission to DBU, dual credit applicants must submit the following:

1. Application – Dual credit students must submit the Application for Dual Enrollment available at <https://whydbu.dbu.edu/honors-scholars-academy.html>
2. GPA Requirement – Dual credit students must have a minimum cumulative high school GPA of 3.0. Applicants failing to meet minimum GPA requirements may appeal for exemption. The appeal must be submitted to the Office of Undergraduate Admissions.
3. Transcript or Roster Verification – Students wishing to take courses online or at the DBU campus may submit a transcript to demonstrate fulfillment of the class standing and GPA requirements. Students taking dual credit courses at partner high schools may meet this requirement through a roster signed by the high school counselor and submitted to DBU. The roster must clearly state each student listed is in high school (9th grade or higher) and has a cumulative GPA of 3.0 or higher.
4. Registration – Students taking dual credit courses at partner high schools will arrange course registration with their high school counselor or designated representative. The counselor will submit a cumulative roster to the University's dual credit coordinator in the Office of Undergraduate Admissions. Students taking courses online or at the DBU campus will coordinate registration with the University's dual credit coordinator.

Location of Class

DBU's Dual Credit courses must be taught either online through Blackboard, DBU's Learning Management System, or on the high school campus. If the class is taught on the high school campus, Dual Credit courses will be taught exclusively to high school students. Dual Credit courses that are taught asynchronously online, will be taught to high school students as well as college students. No more than 12 credit hours of unique DBU courses may be offered on the high school campus. (This restriction does not apply to asynchronous online courses.) Each course making up the 12 hours may be offered multiple times without exceeding the 12-hour limit.

Deadline Requirements

Partnering schools must adhere to all Dual Credit course deadlines set forth by DBU. This includes the following:

- Course offerings.
 - The final schedule of courses requested by the partnering school must be submitted by the designated University deadline.
 - If the school requests changes to the final schedule of courses after the designated deadline, DBU will make every effort to accommodate the request; however, there will be no guarantee that the request for changes will be met. It will be the partnering school's responsibility to make proper adjustments to its schedule.
- Registration requirements.
 - Partnering schools, parents, and participating students will be responsible for submitting all required documentation for registering for Dual Credit courses by the designated DBU deadline. This includes the following:
Application for Dual Enrollment, high school transcripts, Dual Credit Payment Agreement, and registration forms. All students must be enrolled as Dual Credit or pay full tuition as a traditional student.

Student Composition of Class

Dual Credit course class size shall not exceed the capacity limit as set by the college. Exceptions shall be approved by the Provost.

Faculty Selection, Supervision, and Evaluation

- DBU shall select instructors of Dual Credit courses. These instructors must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges) and approval procedures used by DBU to select faculty responsible for teaching the same courses at DBU. DBU shall supervise and evaluate on a regular basis instructors of Dual Credit courses using the same or comparable procedures used for faculty at the main campus of the college.
- All instructors of Dual Credit courses must adhere to the policies provided by Dallas Baptist University in the “Adjunct Faculty Orientation Folder” as well as all departmental initiatives set forth by DBU that may be implemented throughout the year.
- Faculty members employed on a full-time basis with Denton Calvary Academy who teach a dual credit course under this MOU inside or outside of their regular duty hours with the Honors Scholars Academy are considered employees of DBU for the purposes of the dual credit course. As employees of DBU, such faculty will be paid directly from DBU for services rendered under this Agreement in accordance with DBU adjunct faculty compensation plan and are subject to the same agreements and obligations as all other DBU faculty members.
- All new instructors of Dual Credit courses are required to complete New Adjunct Blackboard Training.
- A partnering school may request that one of its own instructors be appointed by DBU as a Dual Credit instructor. Those who possess DBU’s required qualifications are invited to complete the application and return it with a resume, a pastor’s reference letter describing church membership and involvement, copies of any earned certificates, and a copy of transcripts for each degree earned.
- A Dual Credit instructor will be a DBU faculty member subject to all policy and procedures set forth by the University.
 - High School adjunct instructors will attend all mandatory DBU Faculty Workshops and departmental in-service trainings.
 - The DBU Master Syllabus for each course must serve as the foundational instructional document. The Dual Credit faculty member may add to but may not revise or delete any course Learner-Centered Outcome. The Dual Credit faculty member may add to but may not revise or delete any required assessments for the course.

- High School adjunct instructors shall adhere to guidance regarding assessment requirements and expectations provided by the Department Chair for their discipline.

Course Curriculum, Instruction, and Grading

- The college shall ensure that a Dual Credit course and the corresponding course offered at the main campus of the college are identical with respect to the learner-centered outcomes, curriculum, materials, instruction, and method/rigor of assessment and student evaluation. These standards must be upheld regardless of the student composition of the class.
- College credit will be earned by students according to the grading and academic credit policies published in the Dallas Baptist University *Undergraduate Catalog*. High school credit will be awarded by the High School according to its own published grading and academic credit policies. If a student fails to earn high school credit, he or she is required to complete the high school's credit recovery process or to retake the high school course.

Academic Policies and Student Support Services

- Regular academic policies applicable to courses taught at DBU must also apply to Dual Credit courses. General academic policies are outlined in the current DBU *Undergraduate Catalog*. Policies include but are not limited to academic conduct policies, program outcomes, appeal process for disputed grades, drop policy, suspension, and the communication of grades, etc.
- The grade a Dual Credit student earns in any Dual Credit course at DBU becomes a part of the student's permanent college transcript and is reflected in the college Grade Point Average of the student if he or she matriculates at Dallas Baptist University. For Dual Credit courses that are transferred to another institution, that institution's policies regarding the transfer of grades affecting GPA will apply.
- Students in Dual Credit courses are eligible to utilize the same or comparable support services that are afforded to all DBU students. DBU 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.
- Students taking dual credit classes through Dallas Baptist University are subject to the rights and responsibilities specified in the DBU Student Handbook. The DBU Student Handbook is available to all students on Blackboard.

- Students who violate the DBU “Student Code of Conduct,” the “Academic Conduct Policy,” or the “Honor Code,” will be subject to the University’s disciplinary processes, which may run parallel to, or differ from, those of their high schools. This means that it is possible for high school students enrolled in DBU classes to face disciplinary actions administered by both the high school and University for the same offense.
- Students enrolled in dual credit are also subject to the University’s sexual misconduct policy (www.dbu.edu/title-ix). Multiple federal and state laws and regulations govern higher education policies and processes related to sexual misconduct, and these may differ from policies at a high school. Dual credit students will receive multiple notifications of the content of this policy through email and Blackboard postings.
- A student needing accommodations may request such an accommodation to assist them in the educational programs and activities of DBU. Accommodations are provided through Disability and Accommodation Services (DAS). DBU is not required or able to provide the level of disability support services required by some school systems. Therefore, a Dual Credit student requiring disability support services may have differing levels of assistance from the partnering school and DBU. For a Dual Credit student to receive disability support services at DBU, the student must contact DAS and set up a meeting with the Director of Student Services. DBU’s DAS will then review documentation and will produce one or more official college accommodations letters for the Dual Credit student. The letters will be given to the Dual Credit student and to the student’s Dual Credit respective faculty members. Accommodations required by state law or high school policy exceeding those applicable to DBU, if any, shall be the responsibility of the partnering school. At all times, the DAS representative and the partnering school will keep each other informed of requests for accommodations and accommodation complaints regarding Dual Credit students.

Attendance/Absence

According to DBU academic policy, attendance in class is considered a necessary factor in the learning process. Therefore, students are expected to attend and participate in classes, and absences for all reasons must be kept to a minimum and should not exceed 25 percent of the total class time. Students are held responsible for all academic work required or performed during their absence regardless of the reasons for those absences. Students who register late are responsible for work missed. The policy concerning class attendance for individual courses, seminars, or other guided learning experiences will be determined by the faculty members in charge of such course, seminar, or learning

experience. NOTE: Students verified by the professor(s) as never attending, for each of the classes in which they are enrolled, will be subject to an automatic drop from these classes, which will result in the cancellation and return of any financial aid received.

Tuition & Fees

Students are eligible for Dual Credit tuition discounts for the credit hours enrolled per semester. Students must pay in full for classes before the first day of class. Additional individual course and registration fees may apply.

This agreement shall be in effect beginning Fall 2021.

General

- All provisions of the Agreement are subject to change if or as the Texas Higher Education Coordinating Board rule is amended.
- Compliance with Law. The Parties agree to operate the Dual Credit program and perform their obligations under this Agreement in compliance with the applicable federal, State, and local laws, and implementing regulations, including but not limited to, orders, interpreting authorities, and administrative rules and requirements, including, but not limited to Title IX of the Education Amendments of 1974 and the Family Educational Rights and Privacy Act of 1974 (“FERPA”).
- Termination. 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 Dallas Baptist University’s calendar for that semester. Notwithstanding the foregoing, no termination shall take effect with regard to students already enrolled in the Dual Credit program until such time as those students have completed their dual credit courses.
- FERPA. In accordance with Applicable Law, each Party will maintain student records and as may be necessary or advisable to operate the Dual Credit program; 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 FERPA. Each Party designates the other Party as its agent with a legitimate educational interest in students’ educational records for purposes of FERPA. 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. If either Party discloses any FERPA Records to an agent, the Party will require the agent to comply with restrictions and obligations that align with the restrictions and obligation imposed on the Party under FERPA and this Agreement, including requiring each agent to agree to the same restrictions.

Without prior written permission, no FERPA Records may be disclosed, sold, assigned, leased, shared or otherwise distributed to third parties by either Party or commercially exploited by or on behalf of the Parties.

- Relationship of the Parties: DBU and Denton Calvary Academy hereto are independent contractors and as such, at no time shall either party be considered partners or joint venturers or agents of the other. Without limitation on the generality of the foregoing, neither party may bind the other party to any agreement, obligation, or covenant of any kind, expressed or implied, without the bound party's prior written consent in each instance.
- Governing Law: This Agreement shall be governed by the laws of the State of Texas without regard to its conflict of laws principles. The parties hereby agree that any action arising out of this Agreement will be brought solely in any state or federal court located in Dallas County, Texas, Texas. Both parties hereby submit to the exclusive jurisdiction and venue of any such court.
- Entire Agreement; Modification: This Agreement, along with any other attachments specifically incorporated herein by reference, sets forth the entire agreement between the parties with respect to its subject matter and supersedes any prior agreements or communications between the parties, whether written or oral, relating hereto. No representation, inducement, or promise has been made or relied upon by either party in entering into this arrangement other than as specifically set forth herein. This Agreement may be modified only by a written amendment signed by an authorized representative of each party. To the extent that the terms hereof contradict any of the terms of any attachment hereto, the terms hereof shall govern, unless specifically set forth to the contrary in any such attachment.
- Amendment: The terms, conditions, covenants and other provisions of this Agreement may only be modified, amended, supplemented or otherwise changed by way of a written instrument (excluding e-mail or similar electronic transmissions) that specifically purports to do so and references this Agreement and that is physically executed by duly authorized representatives of the Parties.
- Waiver: No waiver of any term or right in this Agreement shall be effective unless made in writing and signed by an authorized representative of the

waiving party. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or modification of such provision, or impairment of its right to enforce such provision or any other provision of this Agreement thereafter. Any written waiver authorized on one occasion is effective only in that instance and only for the specific purpose stated, and does not operate as a waiver on any future occasion.

- No Third-Party Beneficiaries: This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever.

DALLAS BAPTIST UNIVERSITY

_____ Date: _____
Adam Wright, President

_____ Date: _____
Norma Hedin, Provost

_____ Date: _____
Jonathan Teat, Vice President for Administration and Enrollment

Andrea Chevalier _____ Date: *June 3, 2021*
Andrea Chevalier, Head of School