

PALO ALTO COLLEGE COLLEGE PROCEDURES

Procedure Number: S 32.2
Procedure Title: High School Programs Course Agreement
Relevant Board Policy:
Relevant SACSCOC Policy:
Originating Unit: Department of High School Programs
Maintenance Units: Vice President of Student Success &
Vice President of Academic Success

- I. Purpose: The High School Programs (HSP) [Course Agreement](#) between Palo Alto College (PAC) and the participating Independent School District (ISD) or private school demonstrates that the academic standards at both the College and High School have been met or exceeded. Course Agreements are renewed every three year period.

II. Procedure Statement:

- A. Course Agreements for Dual Credit (DC) and Early College High School (ECHS) courses will be prepared by the Curriculum Lead at the ISD and Department Chair/Lead at Palo Alto College.
1. The proper name of the high school will be stated on the Course Agreement, (e.g. “South San” is to be written as “South San Antonio High School”).
 2. The college course and the high school course equivalent will be listed in the appropriate space provided. All information related to the course location, instructional materials, and type of credit will be verified and initialed by the Academic Chair and/or Leads at PAC.
 3. The required faculty credentials will be provided by the respective Academic Department.
 4. The ISD Curriculum Lead will provide a copy of the high school course equivalent TEKS for review by the Academic Department Chair and/or Lead at PAC.
 5. Academic departments will provide a departmental syllabi for all dual credit courses to include textbook information. Additionally, any faculty development requirements will be listed.
 6. Course Agreements will be sent to the HSP Office to ensure entire submitted packet contains the Course Agreement Form, syllabus, and high school TEKS.
- B. The Course Agreement packet for DC & ECHS courses will be sent to the appropriate Academic Chair and/or Lead for review and approval.
1. The Course Agreement packet will be forwarded to the respective Academic Departments for final approval.

2. The Academic Department will return the signed copies of the Course Agreement within ten days of receipt to the Department of High School Programs for processing and distribution.
3. A copy will be kept on file in the Department of High School Programs.
4. The Course Agreements will be emailed to the high school principal and curriculum specialist within ten days of receipt from the Academic Departments.
5. Agreements will also be sent to the Academic Departments and Vice Chancellor for Academic Success.

**Use of the Jaggaer system when available*

- C. Course Agreements for new Dual Credit courses or updates to existing dual credit courses will be created following the guidelines.
 1. If a high school wishes to offer courses that have not been articulated or there is a need to update an existing Course Agreement, then a new Course Agreement must be created and approved.
 2. All the Course Agreements will follow the same three year renewal period despite their time of creation.

Created: February 21, 2011

Date Updated/Approved: January 5, 2021

Approved:

(signed: Beth Tanner)

Vice President of Academic Success

(signed: Gilberto Becerra)

Vice President of Student Success

(signed: Dr. Robert Garza)

President