

Appendix 10 – Dual Credit Instructor Articulation Agreement



Dual Credit Instructor Agreement

(as agreed to by TSD, NKNSD, and NSVSD Superintendents May 16, 2018)

Congratulations! You have been approved to teach dual credit courses for the 2018-2019 academic year.

To maintain approval as a Dual Credit instructor with TBCC, and to comply with other state requirements, by signing below, you agree to:

- Attend required dual credit/TSTC meetings during the 2018-2019 academic year. I understand that stipends will be provided to compensate instructors for their time and attendance on a per-meeting basis, and that participation by all is critical for the success of the project.
- Submit my course syllabus, following the TBCC Syllabus Template, by the end of the first week of the term.
- Submit final grades for my course to TBCC through the MyTBCC portal by the same deadline date that my high school requires grades to be submitted by for each term. Grades must follow the college grading guidelines, with no +/- grades and no incompletes. Only grades of A, B, C, D, or F will be accepted.
- Comply with federal FERPA regulations regarding transmittal of student information, including grades.
- Use TBCC Course Learning Outcomes as the instructional guide for my course, to ensure equivalency with the college course.
- Administer TBCC student course evaluations to all students before the end of the course.
- Ensure that dual credit students are held to comparable grading standards as those expected of students enrolled in the college courses.
- Assess student achievement of student course learning outcomes using the TBCC process, and submit the completed form to the Office of Instruction before the end of the first week after course completion.

I understand that failure to follow these requirements will result in withdrawal of my approval as a TBCC Dual Credit instructor.

Signature

High School

Date