

# Deep East Texas College & Career Alliance (DETCCA)

## Dual Credit Student Handbook

*Revised July 27, 2020*



IN PARTNERSHIP WITH

**Lamar Institute of Technology and Stephen F. Austin State University**

**Burkeville Independent School District**

**Jasper Independent School District**

**Kirbyville Consolidated Independent School District**

**Newton Independent School District**

**Spurger Independent School District**

**Woodville Independent School District**

**Amy Haden, DETCCA Director**

**[amy.haden@jasperisd.net](mailto:amy.haden@jasperisd.net)**

**(409) 382-1020**

Welcome back to another exciting school year! We are delighted to have you at DEEP EAST TEXAS COLLEGE & CAREER ALLIANCE (DETCCA). Our first cohort of students were trailblazers and the tradition of commitment to excellence and success has been set in motion.

We are excited that you have chosen DETCCA as your educational institution. High school and college are a time for growth, change and evolution for yourself and your family. During your time at DETCCA, we will be here to provide you with the resources and support you need to have a successful transition. DETCCA plans events throughout the academic year to support your learning experiences. We want you to be successful and engaged while attending DETCCA and we will do everything we can to keep you on the right track. Your talents and skills are what will help you to heighten the experiences of college while in high school. At DETCCA, you will find a comprehensive array of student services. We also know that it is important for your family, high school and DETCCA to work together so that this transition is an inspired experience. Several family-oriented activities will take place throughout the school year to keep everyone updated with happenings at DETCCA.

We are glad to have you and your family as part of DETCCA. We want you to know our mission is to provide you with the opportunity to develop the scholastic, technical, social and life-long skills essential for academic and personal success. With the help and cooperation of all stakeholders, this will be a great and rewarding school year.

Welcome to DETCCA!

Dreaming Big,

*DETCCA Leadership Team*

**Ann Gardener**

Superintendent of Schools  
Burkeville ISD

**John Seybold**

Superintendent of Schools  
Jasper ISD

**Michelle Barrow**

Superintendent of Schools  
Newton ISD

**Georgia Slayer**

Superintendent of Schools  
Kirbyville CISD

**Morgan Wright**

Superintendent of Schools  
Spurger ISD

**Lisa Meysembourg**

Superintendent of Schools  
Woodville ISD

**Miranda Phillips**

Dean of Strategic and  
Workforce Initiatives  
Lamar Institute of Technology

**Janet Tareilo, Ed.D.**

Stephen F. Austin State  
University

**Karen Kipp**

Board President  
Higher Education and  
Technology Foundation

## **FAMILY COMMITMENT FOR THE DEEP EAST TEXAS COLLEGE & CAREER ALLIANCE**

The undersigned family, an applicant for admission to the Deep East Texas College & Career Alliance (DETCCA), hereby contracts with and commits to the following:

1. We (I) have carefully reviewed the “Deep East Texas College & Career Alliance Student Handbook.”
2. We (I) understand that, our (my) student has the opportunity to take academic courses up to 60 hours and CTE courses for industry recognized, TEA approved certifications.
3. In order for our (my) student to have a successful career at DETCCA, we (I) fully commit to the following:
  - a) We (I) will make sure our (my) student is at school on time every day, being absent only for illness or emergencies;
  - b) We (I) will make arrangements to pick up our (my) student whenever he/she is assigned an after school or Saturday tutorial;
  - c) We (I) will always notify ISD, DETCCA and college instructor when our (my) student is absent, and we will make sure all make-up work is completed;
  - d) We (I) will make sure our (my) student follows my campus, district, LIT, and SFASU and DETCCA Student Handbook and Code of Conduct;
  - e) We (I) will make sure that our (my) student follows the prescribed code of conduct regarding entering public spaces at DETCCA and interacting with DETCCA students;
  - f) We (I) will always make ourselves (myself) available to our (my) student and to the high school and college staff, and we (I) will address any concerns they might have;
  - g) We (I) will help our (my) student in the best way we (I) can;
  - h) We (I) will partner with the ISD, DETCCA and college staff and make sure that our (my) student completes all assignments by assigned date;
  - i) We (I) will check grades online using the Blackboard (LIT)/BrightSpace (SFASU) and/or review our (my) student’s progress report;
  - j) We (I) will communicate with our (my) student and staff regularly regarding progress, goals, questions, comments, and concerns;
  - k) We (I) will maintain accurate contact information with the school by reporting any changes in address or telephone numbers immediately;
  - l) We (I) understand that, if our (my) student breaks any listed policy and is removed from the class, our (my) student’s continued enrollment at DETCCA may be in jeopardy;
  - m) We (I) understand that our (my) student will not be permitted to withdraw from a course(s) without approval from the DETCCA Director, high school counselor, and LIT/SFASU adviser or we (I) risk of reimbursement for tuition/fees.
4. We (I) understand that if we (I) fail to comply with this contract, our (my) student may be denied the privilege of enrollment in DETCCA.

*This commitment was signed as part of the initial Deep East Texas College & Career Alliance dual credit program application and orientation process and a copy is on file.*

## STUDENT COMMITMENT FOR THE DEEP EAST TEXAS COLLEGE & CAREER ALLIANCE

The undersigned applicant for admission to the Deep East Texas College & Career Alliance hereby contracts with and commits to the School as follows:

1. I have carefully reviewed the Deep East Texas College & Career Alliance Overview;
2. I understand that I have the opportunity to take up to 60 college credit hours to earn an associate degree or CTE courses to earn certificates or certifications;
3. In order to have a successful career at Deep East Texas College & Career Alliance, I fully commit to the following:
  - a. I will always be kind and treat others with respect;
  - b. I will attend school every day and arrive to all classes on time;
  - c. I will attend after school and Saturday tutorials whenever they are assigned;
  - d. I will take advantage of appropriate learning and/or enrichment opportunities offered outside of the school day by DETCCA and/or LIT/SFASU (seminars, symposia, guest lecturers etc.);
  - e. I will complete all assignments and homework to the best of my ability and turn them in by the assigned due date. In addition, I will approach learning challenges with persistence and best efforts;
  - f. I will seek academic help in class and in tutorials as needed;
  - g. I will abide by all rules of my ISD, LIT and/or SFASU and behave appropriately in response to the high standards of DETCCA;
  - h. If I make a mistake, I will tell the truth and accept responsibility for my actions;
  - i. I will value and respect the opinions of high school and university staff members;
  - j. When I disagree, I will try to present my opinion in a logical, coherent manner guided by sound reasoning and understanding of all the issues involve;
  - k. I will not be permitted to withdraw from a course(s) without approval from the DETCCA Director, high school counselor, and LIT/SFASU adviser or we (I) risk complete reimbursement for tuition/fees (See pages 19-20 of LIT Course Catalog);
  - l. I will keep in regular communication with my adviser/mentor concerning my progress in my college courses;
  - m. I hereby grant DETCCA permission to use my LIT and/or SFASU login and password to obtain records in order to accurately record high school credit for my courses. This information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations which prohibit any further disclosure of this information without specific written consent. FERPA website information for LIT <https://www.lit.edu/Student-Success/Online-Orientation/Student-Services/FERPA> and <http://www.sfasu.edu/registrar/345.asp>.
  - n. I hereby grant permission for my counselor and/or Success Coach to have access to my LIT and/or SFASU login and password to access my college records and allow to confer with my professors.
4. I understand that if I fail to comply with this contract, I may be denied the privilege of enrollment in DETCCA.

*This commitment was signed as part of the initial DETCCA application and orientation process and a copy is on file.*

07.27.2020

# Deep East Texas College & Career Alliance

## MISSION STATEMENT

It is the mission of the Deep East Texas College & Career Alliance that within four years, students will complete an individual learning path (IEP) demonstrating commitment to self, peers and community, graduating with up to 60 hours toward an associate's degree, an Institutional Award or Level I certificate to be prepared and admitted to a bachelor's degree program or enter the workforce.

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07.27.2020

**Note:** My ISD Student Handbook and Code of Conduct apply to Deep East Texas College & Career Alliance students as well. The items listed herein are IN ADDITION to those found in the ISD Student Handbook and Code of Conduct.

Lamar Institute of Technology: <https://www.lit.edu/pdf/5462/catalog-and-handbook-2018-2019.pdf>

Stephen F. Austin State University: <http://www.sfasu.edu/documents/student-handbook.pdf>

Burkeville ISD: <https://www.burkevilleisd.org/student-parent-resources--3>

Jasper ISD:

<https://www.jasperisd.net/site/handlers/filedownload.ashx?moduleinstanceid=4336&dataid=5177&FileName=9-20-18%20current%20JISD%20District%20Wide%20Student%20Handbook%2018-19%20SCC%20Dress%20Code.pdf>

<https://www.jasperisd.net/site/handlers/filedownload.ashx?moduleinstanceid=4336&dataid=5529&FileName=JISD%20District%20Student%20Handbook%2018-19%20SCC%207-25-2018.pdf>

Kirbyville CISD: <http://www.kirbyvillecisd.org/docs/district/forms%20%20policies/2018-19%20student%20handbook.pdf?id=7000>

[http://www.kirbyvillecisd.org/docs/district/forms%20%20policies/2017-2018%20student%20code%20of%20conduct%20english%20with%20index%20mscoc%20\(july%202017\).pdf?id=1786](http://www.kirbyvillecisd.org/docs/district/forms%20%20policies/2017-2018%20student%20code%20of%20conduct%20english%20with%20index%20mscoc%20(july%202017).pdf?id=1786)

Newton ISD: [https://s3.amazonaws.com/scschoolfles/404/student\\_handbook\\_18-19\\_final\\_copy\\_1.pdf](https://s3.amazonaws.com/scschoolfles/404/student_handbook_18-19_final_copy_1.pdf)  
[https://s3.amazonaws.com/scschoolfles/404/stcodecond\\_2017-18\\_2.pdf](https://s3.amazonaws.com/scschoolfles/404/stcodecond_2017-18_2.pdf)

Spurger ISD: <https://www.spurgerisd.org/student-handbook-and-code-of-conduct/>

Woodville ISD: <http://woodvilletx.appteqy.us/o/district/page/student-code-of-conduct-discipline-policies>

## ACADEMIC SUPPORT

Students must continue to attend tutorials each week at the student's high school campus until the grade in that class is **above 75**. These free tutorials are mandatory and are necessary to ensure the student gains the extra instruction needed to be successful. Failure to attend these tutorials will result in a disciplinary action. These tutorial sessions are to help students be successful!

Online tutoring is available to all DETCCA students free of charge and can assist in finding subject-specific tutoring services. The LIT Brainfuse, online tutoring (**See Appendix A**) is available for LIT students and SFASU online resources information can be accessed from this website link: <http://www.sfasu.edu/aarc/online-resources>.

Weekly grade checks are conducted with each student to help them monitor his/her classes by the high school counselor and DETCCA Success Coach. These grade checks will occur using the Blackboard (LIT) or Bright Space (SFASU).

Each DETCCA student will be assigned to a high school counselor at his/her campus. In addition, a DETCCA College & Career Readiness Success Coach will assist with IHE academic advising and weekly grade checks.

## ATTENDANCE

All DETCCA students will follow the attendance policy for ISD, Higher Education Center and IHE classes as stated in the ISD Student Handbook. In addition, all dual credit classes will follow the attendance policy as stated in your course syllabi. SFASU attendance policy:

<file:///C:/Users/tareiloj/AppData/Local/Microsoft/Windows/INetCache/IE/TO009USQ/class-attendance-6.7.pdf>

If you are absent, the student needs to bring a note the following day of class with explanation of absence. Absence from class is strongly discouraged! In the event of an absence from a dual credit course the absentee policy for makeup work will be followed according to the LIT and/or SFASU Student Handbook. **The original due date will be observed for all assignments.** The student should send an email to the dual-credit instructor explaining why he/she was not in class that day. The high school and college calendars may differ in terms of start and end dates of the semester and student holidays. Dual credit college classes during the ISD Spring Break will adhere to the IHE/dual credit calendar and compliance with attendance policy stated in the course syllabi may result in a lowered grade, failure or removal from the course.

## AWARDING CREDIT FOR COURSES

LIT and/or SFASU will award credit for courses for which Dual Credit Course that have been approved. These courses will have been evaluated and approved through the official LIT and SFASU curriculum approval process in accordance with Texas Higher Education Coordinating Board requirements and TEA requirements for high school graduation and shall be at a college level. Dual credit will only be awarded for courses aligned and approved as reflected on LIT and SFASU's grading specifications before credit will be awarded.

## **BLACKBOARD/BRIGHTSPACE**

Blackboard (LIT) and Bright Space (SFASU) are similar to a website for each of your dual credit college classes. It is a very helpful place to get important class information, posts and updates from your instructors. Learn how to use Blackboard [https://help.blackboard.com/Filter/Student/College\\_or\\_University](https://help.blackboard.com/Filter/Student/College_or_University) and BrightSpace <https://www.sfactl.com/brightspace>.

Need help? Contact the LIT Helpdesk at (409) 839-2074 or [helpdesk@lit.edu](mailto:helpdesk@lit.edu) or SFASU Helpdesk at (936)468-7277 or [helpdesk@sfasu.edu](mailto:helpdesk@sfasu.edu).

## **CHARACTER**

You represent DEEP EAST TEXAS COLLEGE & CAREER ALLIANCE, LIT, SFASU and your ISD. Your character is to be extraordinary. You have been given a very special opportunity as a student in the DETCCA. You have the opportunity to earn a Certificates, or up to 60 college hours and/or Associate's Degree by the time you graduate high school. We expect you to conduct yourself with dignity and respect for your surroundings, instructors, and fellow students at all times.

## **CONSEQUENCES**

As stated in the expectations section, consequences result from poor decision-making concerning attendance, character, academics, and discipline. Any one or any combination of the following consequences could occur for a DETCCA student:

- Consequences listed in the discipline management plan of your high school;
- Behavior contract for DETCCA;
- Removal from the LIT/SFASU College class;
- Removal from DETCCA;
- Denial of credit for attendance;
- Assigned mandatory academic tutorials until grade approved; and
- Meetings with the Administration of DETCCA.

These decisions will be made on a case -by-case basis with the collaboration of your high school principal and DETCCA Director.

## **COURSES OF STUDY**

DETCCA, LIT and SFASU shall provide a course of study that enables a participating student to receive a high school diploma and either 60 hours toward an associate's degree, an Institutional Award, Level I certificate, and or 60 college hours towards a baccalaureate degree during grades 9-12. LIT and SFASU will give credit for courses successfully completed for dual credit and earned on the core curriculum requirements. DETCCA students will receive an academic degree plan upon the completion of a career and program of study interest inventory. Enrollment in courses outside of the student's selected degree plan will require approval from DETCCA and LIT and/or SFASU prior to enrollment in the course.



## DAILY SCHEDULE

Students may begin entering the building at 7:30 a.m. In the event that a dual credit course finishes early, students must find an appropriate location on campus to utilize this time academically. At the end of the day, students should board buses or vehicles promptly, clearing the building by 11:25 a.m.

**1<sup>st</sup> Period: 7:45 a.m. – 8:30 a.m.**

**2<sup>nd</sup> Period: 8:40 a.m. – 9:25 a.m.**

**3<sup>rd</sup> Period: 9:35 a.m. – 10:20 a.m.**

**4<sup>th</sup> Period: 10:29 – 11:20 a.m.**

## DEGREE PLAN

A degree plan is a list of courses and requirements that college students must successfully complete in order to receive their certificates or degrees. See Appendix D for Associate Degree; and Appendix E for CTE Course Sequence. In accordance with SB 25, dual credit students enrolled in an associate or bachelor's degree program at an institution of higher education shall file a degree plan with the institution after the 12<sup>th</sup> class day but before the end of the semester or term immediately following the semester or term in which the student earns a cumulative total of 30 or more semester credit hours for coursework successfully completed.

## DISCIPLINE & SAFETY

Discipline from your high school affects your participation in DETCCA. You cannot get the information you need if you are assigned In School Suspension (ISS), Out of School Suspension (OSS) or Discipline Alternative Education Program (DAEP). Remember, ISS, OSS and DAEP do not count as an "excused" absence from your dual credit college classes. You are expected to be on your best behavior as a member of the DETCCA. If you have a disciplinary consequence from your high school, there also could be consequences with DETCCA. You will not be allowed to attend dual credit courses if placed in ISS or DAEP. All Individual Education Plans (IEPs) and Behavior Intervention Plans (BIPs) will be implemented as appropriate.

## DROP/WITHDRAWAL PROCESS

If you need to drop a dual course, you must submit a completed and signed DETCCA Application for Drop or Withdrawal Form through their high school counselor prior to the last day to drop or withdraw. The high school counselor will provide these dates each semester prior to course registration, as dates vary depending on course length and start date. If you wish to drop a class prior to the course census date, you must submit a Drop Form (obtain form from high school counselor). After the course census date, you must submit an Application for Withdrawal. A course withdrawal will show as a grade of "W" on the college transcript and will not impact the GPA. Students who do not officially drop/withdraw a course, but stop attending, will be treated as still enrolled. This may result in failure of the class and/or loss of funds. It is important that you officially drop/withdraw a course using one or both of the procedures outlined above. You cannot withdraw after the published withdrawal date. It is important that the high school counselor is informed of and signs the form for any course addition, withdrawal, or drop. Withdrawal from the college course does not result in withdrawal from the high school course or DETCCA. Dropping a college course requires academic advisement and written approval from LIT/SFASU adviser, ISD counselor, ISD principal and DETCCA director. Academic supports are an important part of the DETCCA. Refer to the section on **Academic Supports** for more information.

## DUAL CREDIT CLASSES EXPECTATIONS

Students in the DETCCA Program exemplify the highest expectations for success. The behaviors listed below are a few behaviors that will assist a student in his/her success.

- Pay attention to the instructor. Use class time wisely.
- Do all assigned work and study ahead. Begin to prepare for exams a week in advance.
- Prepare homework the same day that is assigned.
- Study each subject at least four days each week (Study each subject 30-90 minutes each day).
- Rewrite class notes and outline text material (notetaking, organized binders and notecards required for all college courses).
- Form study groups and participate actively in the study sessions.
- Make use of the instructors' tutoring schedule and other tutorial services provided for additional help— do not hesitate to ask for help and don't wait until the last minute.
- Questions or concerns must be known to the Director or Success Coach of DETCCA.
- Follow instructor's guidelines for use of technology, including cell phones.
- **Be disciplined and responsible for your own learning.**

## ELIGIBILITY FOR DUAL CREDIT COURSES

Students that are in good standing and enrolled in the school district may register for dual enrollment courses. To qualify for dual credit student must:

- Get approval from the high school counselor;
- Complete necessary requirements for school district;
- Apply for dual enrollment classes at Apply Texas ([https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX));
- Student attend an academic session with an adviser from LIT or SFASU;
- Parent/Guardian **must** attend information session and return all necessary documents; and

## EXPECTATIONS

Expectations are very high for our DEEP EAST TEXAS COLLEGE & CAREER ALLIANCE students for character, academics, attendance, and discipline. Students cannot learn in a college environment without attentiveness to their actions and the consequences their actions carry. We expect each DETCCA student to be a leader among his or her peers and an example to others of good character. The student will follow all the rules and regulations of your ISDs Student Code of Conduct as well as the DETCCA Code of Conduct. Your conduct and reputation should be above reproach as a representative of your ISD and as a DETCCA student—this is our expectation of you.

## GRADING PERIOD AND POLICIES

DETCCA students are expected to meet academic standards for coursework completed at LIT and SFASU. All grade points earned by a student will be included in the computation of the current semester grade point average. DETCCA shall follow the weighted policies as determined by each school district. In the case of a repeated course, the local school policy will be used to determine the computation.

Good Standing, Early Academic Alert, Mandatory Intervention, and Academic Suspension are determined each regular (Fall or Spring) semester as indicated in the LIT and SFASU's Academic Catalog. Continued enrollment in DETCCA will be evaluated according to the process developed by DETCCA, LIT and SFASU. Dual Credit semester grades and grading policies shall be governed by LIT and SFASU's policies and procedures except as otherwise indicated in this section. (See Page 60 of LIT Course Catalog and SFASU Satisfactory Academic Progress Policy: <http://www.sfasu.edu/admissions-and-aid/financial-aid/maintaining-aid/satisfactory-academic-progress-policy-sap>)

DETCCA students struggling to maintain a passing grade may be advised by the instructor or the high school counselor to withdraw from the college course in order to avoid future problems related to admissions, financial aid, and scholarships.

## **IDENTIFICATION CARDS**

Students will be issued a district ID card, DETCCA student and a LIT and/or SFASU ID card. The cost for a LIT ID is \$5.00 and SFASU is \$6.00. Students are required to have their ID cards with them during school hours and at the Center. This ID card entitles students to free admission to LIT and SFASU athletic events, fine arts activities as well as use of the LIT and SFASU libraries and the computer labs. Students are required to have their ID cards for any testing in the LIT and SFASU testing centers, and gain entrance to any LIT and SFASU computer labs. The loss of a student ID card will result in a fee will be accessed for a replacement card.

## **INCLEMENT WEATHER**

District superintendents will check the weather and road conditions. If the student's ISD is cancelling classes or will have a "late start," the superintendent will text other superintendents and Ms. Joslin to notify the teachers of students/districts who will not be in attendance.

If the inclement weather occurs during the school day, while students are at the Center, Ms. Joslin and the involved superintendents will exchange information to make the decision about early dismissal; or holds until the weather-related issue passes.

Students and staff regularly practice safety drills including active shooter and tornado duck and cover.

If inclement weather prevents students from attending classes, the student is to contact their professor and complete necessary assignments.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways: Local Media, Email, an automated calling system, text messages, and social media.

## **PLAGIARISM**

Plagiarism means the appropriation of another's work or idea and the unacknowledged incorporation of that work or idea in one's own written work offered for credit. Plagiarism is prohibited and violation of this policy can have a student removed from LIT and/or SFASU.

Please read the rules and consequences regarding plagiarism link and page numbers listed below. DEEP EAST TEXAS COLLEGE & CAREER ALLIANCE and LIT and SFASU have the same policy regarding it.

(LIT's Course Catalog: Pages 65-66) SFASU's website: <http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf>

**Academic Integrity:** It is the aim of the DETCCA, LIT and SFASU instructors to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present, as his or her own, any work that he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and is prohibited.

**Cheating:** Complete honesty is required of the student in the presentation of any and all phases of course work. Dishonesty of any kind on examinations, quizzes, or assignments is considered cheating and is prohibited.

Common examples of cheating include the following:

- Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs;
- Using materials during a test that are not authorized by the test administrator;
- Collaborating with another person or persons during an examination or in preparing academic work without authorization;
- Knowingly and without authorization, using, buying, selling, stealing, soliciting, copying, or possessing in whole or in part, the contents of an administered test by any means;
- Substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or the preparation of academic work to be submitted for academic credit; and
- Purchasing or otherwise acquiring or submitting as one's work any research paper or writing assignment prepared by another individual or entity.

All DETCCA students will sign a School Honesty Policy as indicated in the district and college and university handbooks.

## TEXTBOOKS

Students are responsible for purchasing textbooks and needed supplies for each college course enrolled.

## TSIA COMPLIANCE

The Texas Success Initiative Assessment (TSIA) is a state mandated program designed to help determine college readiness in the general areas of reading, writing, and mathematics (Texas Administrative Code Chapter 4, Subchapter C). The program assists students in identifying type of courses or interventions to be prepared for college level course work.

All students must complete all three sections of the TSI Assessment (TSIA) as a diagnostic tool to determine reading, writing, and mathematics basic skills. Performing their best on the test will affect the amount of time and tuition cost students will have to spend on preparing for many LIT and SFASU's programs and courses. Students may retest on TSIA at any time.

Students may qualify for a TSIA exemption or waiver if they meet certain criteria, such as SAT, PSAT, and STAAR test scores. Please refer to **Appendix B** for TSIA college readiness scores, exemptions, and waivers.

If students are required to take the TSIA, several options are available for students to review and prepare for the test. Spending a short time reviewing information about the test and the type of questions students can expect may assist them in maximizing performance on the exam.

Students will be advised based on the results of their TSIA scores and the courses they plan to take.

## TUITION AND FEES

Students enrolled in dual credit courses under the Dual Credit Program are responsible for paying tuition and fees. Both LIT and SFASU have reduced tuition and fees for Dual Credit students. Payments will be paid directly to the individual institution (LIT or SFASU). Current tuition and general fees and payment schedule in Appendix C.

# Deep East Texas College & Career Alliance

## FAMILY/STUDENT HANDBOOK ACKNOWLEDGMENT

This is to certify and acknowledge that we have received a copy of the **Deep East Texas College & Career Alliance Handbook**. We have carefully read, fully understand, and agree to abide by the policies and procedures outlined in the handbook. We understand that policies may be subject to changes throughout the year and that it is our responsibility to be aware of the online updates located on the Deep East Texas College & Career Alliance webpage. We understand failure to comply with all policies, procedures and guidelines in this Dual Credit Handbook, the District Code of Conduct, and/or LIT and SFASU's code of conduct may result in disciplinary action up to and including removal from the dual credit program for a period of one to four years.

Student's Printed Name: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Family Representative's Printed Name: \_\_\_\_\_

Family Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed \_\_\_\_\_ by \_\_\_\_\_  
(Date) DETCCA Director

Parent/guardian attended dual credit orientation on \_\_\_\_\_ certified by \_\_\_\_\_  
Date

## STUDENT PHOTOGRAPHS, VIDEOS, AND/OR SOUND RECORDINGS OPT-OUT

A parent may withhold permission to have a student photographed, videotaped, and/ or audiotaped during school-sponsored activities, learning experiences, and/or media events. As the parent or guardian of the student identified above, I understand that if I opt-out, my child will not be included in pictures taken by school staff, students, or anyone outside the school, including commercial photographers and the media, nor will my child's picture be part of a school yearbook, memory book, memory video, sports team, club, or any other medium.

**Note:** This does not include videotaping by security cameras in school or on school buses.

If you do not want your child to be photographed, videotaped and/or audiotaped, check the box below and sign:

**DO NOT allow my child to be photographed, videotaped and/or audio taped during school-sponsored activities and/or learning experiences.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*I certify that the information I have provided is complete and correct to the best of my knowledge. I agree to abide by the policies, rules, and regulations set forth by DETCCA/LIT/SFASU. Pursuant to my rights under the Family Educational Rights and Privacy Act (FERPA), I consent to have my academic, financial, and disciplinary records released to DETCCA success coach and director, LIT, SFASU, my high school counselor and officials, and parent(s)/legal guardian(s).*

**Copy of this form will be on file at the Center Office.**

# Deep East Texas College & Career Alliance

## FAMILY/STUDENT HANDBOOK ACKNOWLEDGMENT

This is to certify and acknowledge that we have received a copy of the **Deep East Texas College & Career Alliance Handbook**. We have carefully read, fully understand, and agree to abide by the policies and procedures outlined in the handbook. We understand that policies may be subject to changes throughout the year and that it is our responsibility to be aware of the online updates located on the Deep East Texas College & Career Alliance webpage. We understand failure to comply will all polices, procedures and guidelines in this Dual Credit Handbook, the District Code of Conduct, and/or LIT and SFASU's code of conduct may result in disciplinary action up to and including removal from the dual credit program for a period of one to four years.

Student's Printed Name: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Family Representative's Printed Name: \_\_\_\_\_

Family Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT PHOTOGRAPHS, VIDEOS, AND/OR SOUND RECORDINGS OPT-OUT

A parent may withhold permission to have a student photographed, videotaped, and/ or audiotaped during school-sponsored activities, learning experiences, and/or media events. As the parent or guardian of the student identified above, I understand that if I opt-out, my child will not be included in pictures taken by school staff, students, or anyone outside the school, including commercial photographers and the media, nor will my child's picture be part of a school yearbook, memory book, memory video, sports team, club, or any other medium.

**Note:** This does not include videotaping by security cameras in school or on school buses.

If you do not want your child to be photographed, videotaped and/or audiotaped, check the box below and sign:

**DO NOT allow my child to be photographed, videotaped and/or audio taped during school-sponsored activities and/or learning experiences.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

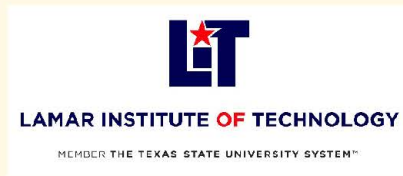
*I certify that the information I have provided is complete and correct to the best of my knowledge. I agree to abide by the policies, rules, and regulations set forth by DETCCA/LIT/SFASU. Pursuant to my rights under the Family Educational Rights and Privacy Act (FERPA), I consent to have my academic, financial, and disciplinary records released to DETCCA success coach and director, LIT, SFASU, my high school counselor and officials, and parent(s)/legal guardian(s).*

**Copy of this form will be on file at the Center Office.**

**Deep East Texas College & Career Alliance (DETCCA)**  
**Student Handbook Appendices**

**FREE** Online Tutoring!

**FREE** Writing Lab!



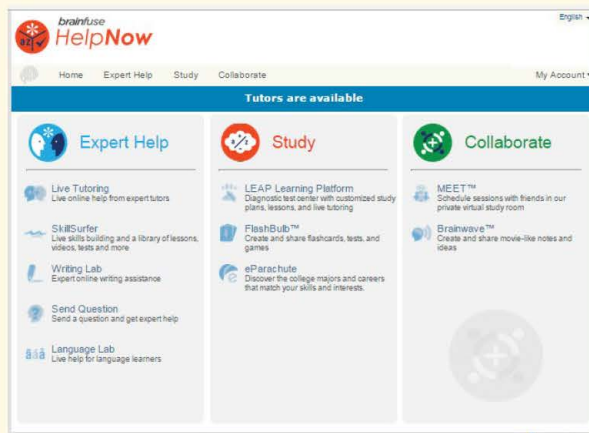
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- **Submit Your Writing** to our Online Writing Lab for a review.
- **Submit a Question** and receive a reply from a tutor.
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- **Create your own flashcards** and online quizzes/games to reinforce classroom learning.
- **Use eParachute to discover** your strengths and unique talents to map out your future career.
- **Form online study groups** or schedule live sessions with peers/faculty instructors using the Meet collaborative whiteboard (audio capable).
- **Record and email** video-like notes on the Brainfuse whiteboard.



**Brainfuse Login Directions**

1. Login to TSUS Blackboard.
2. On the Home Tab, Brainfuse is located under LIT Tools on the bottom left.
3. Click on the Brainfuse link under LIT Tools.
4. Click on the Brainfuse button to be connected directly to the Brainfuse system.



## TSIA Exemptions or Waivers

### Texas Success Initiative (TSI)

TSI is a state-mandated program designed by the Texas Higher Education Coordinating Board to help students succeed in their postsecondary studies. The program evaluates each student's abilities in the areas of mathematics, reading, and writing to determine college readiness. Students are then assigned into appropriate developmental coursework as necessary. TSI requirements apply to all students in Texas public colleges and universities.

### Exemptions from TSI

Using ACT and/or SAT scores

#### ACT (Composite, Math and English scores only)

- Math exempt: 23 Composite score plus 19 math
- Reading and Writing exempt: 23 Composite score plus 19 English

#### New SAT beginning March 2016

- Math exempt: 530 Math section
- Reading & Writing exempt: 480 Evidence-Based Reading/Writing score

### STAAR EOC

- Math exemption: Algebra II (2) 4000;
- Reading and Writing exemption: English III (3) 4000.

High Schools are not required to administer these particular end of course exams; therefore, students may not have taken these.

#### NOTES:

- The Writing sections of the ACT/SAT are not used in determining TSI exemption
- TSI exemption using ACT must meet both the subject score *and* the Composite score on the *same testing date*.
- If you took the SAT test prior to March 2016, contact the TSI office for score exemptions.
- Scores expire 5 years from testing date.

#### PARTIAL EXEMPTION

- It is possible to be exempt from TSI testing in math or in reading and writing only.
- It is possible to be totally exempt from TSI testing by combining partial exemptions.

### Waivers from TSI

Dual credit students may earn a temporary waiver from TSI testing.

- PSAT 510 Math; 460 Evident-Based Reading/Writing Score
- STAAR EOC – 4000 English II (2) – Reading/Writing
- STAAR EOC – 4000 Algebra I *plus* grade of “C” or higher in Algebra II course - Math

#### NOTES:

- Waivers are only valid while enrolled in dual credit classes and do not extend beyond dual credit eligibility. If a waiver is issued and dual credit student does not earn college credit in coursework applicable toward a TSI subject, student will need to meet TSI exemption requirements or take the TSI Assessment for the non-completed area(s) before registering for classes as a college student.
- College transcripts will be updated to reflect TSI college-readiness upon successful completion of coursework.

## Passing TSI Scores

Students not exempt or waived from TSI must submit passing TSI Assessment Scores

- Math 350
- Reading 351
- Writing\* 340 + 4 essay or 5 essay

There is a two-step process to obtaining TSI Assessment scores:

### 1. You must complete a Pre-Assessment Activity (PAA)

Go to [www.tsipreview.com/welcome/Stephen-F-Austin-University](http://www.tsipreview.com/welcome/Stephen-F-Austin-University) to take the PAA specifically designed for SFA. Go to <https://www.lit.edu/testing-center/tsi-pre-assessment> to take the PAA specifically designed for LIT. Once you finished the Pre-Assessment Activity, you will receive a Completion Certificate by email. PRINT OUT this certificate and put it in a safe place. You cannot test without this certificate! If you misplace your certificate and delete the mail, you will have to the PAA again to obtain another certificate. Testing centers cannot print out your Completion Certificate.

### 2. Take the TSI Assessment

- High School students should contact your high school counselor to see if the TSI Assessment is administered at your high school.
- Contact the testing center of your local college for testing availability
- Testing scores are required in ALL in indicated areas before your registration in classes can proceed.
- Scores from the TSI Assessment must be verified and on file with the TSI office prior to enrolling in any coursework.

NOTE: Colleges/Universities do not automatically receive TSI Assessment scores. It is the student's responsibility to submit score reports.

Want to practice and support websites for the TSI Assessment? Here are few websites you find helpful:

- [www.mometrix.com/academy/tsi-test](http://www.mometrix.com/academy/tsi-test)
- [www.mathhelp.com/tsi-math-test-prep](http://www.mathhelp.com/tsi-math-test-prep)
- [www.querium.com](http://www.querium.com)

Additional information may be found at:

- [www.sfasu.edu/tsi](http://www.sfasu.edu/tsi)
- <https://www.lit.edu/testing-center/tsi-assessment>

## 2020 FALL Dual Credit Payment Information

### ***Installment Plan Fee (Non-Refundable):***

- \$25.00 for each institution for each institution

### ***Lamar Institute of Technology (LIT)***

- \$50.00 per semester credit hour if ISD instructor
- Payment Schedule is as follows: <https://www.lit.edu/admissions/tuition-and-fees>
  - **No payment plan:** 100% paid by September 21
  - Eligibility for the Payment Plan – Students must pay 50% of Fall Tuition by September 11th.
    - September 11th – 50% of balance plus \$20 process applied
    - September 23<sup>rd</sup> – 25% of balance
    - October 23<sup>rd</sup> – Remaining 25% balance

### ***Stephen F. Austin University (SFASU)***

SFASU bills will be sent to students the first week of January 2020.

- \$150.00 Zoom 3-hour course
- \$249.00 per online course
- Payment Schedule is as follows: [http://www.sfasu.edu/controller/businessoffice/payinfo\\_fall\\_spring.asp](http://www.sfasu.edu/controller/businessoffice/payinfo_fall_spring.asp)
  - August 23<sup>rd</sup> by 5 PM – Set up payment plan or pay full bill
  - September 25<sup>th</sup> by 5 PM – 33% plus \$25.00 process fee
  - October 23<sup>rd</sup> by 5 PM – Next installment of 33%
  - November 30<sup>th</sup> by 5 PM – Final installment

## Associate Degree in Interdisciplinary Studies for LIT

### Suggested Associate's Crosswalk

9th Grade						10th Grade					
ISD	CR	LIT	SCH	SFA	SCH	ISD	CR	LIT	SCH	SFA	SCH
Pre-AP ENG I/3220100	1					Pre-AP ENG II/3220200	1				
Pre-AP W GEO/3320100	1					WHIST/03340400	0.5				
Pre-AP ALG 1/3100500	1					Pre-AP GEOM/3100700	1				
Pre-AP IPC/3060201	1					Pre-AP BIO/3010200	1				
PATHCC1/N1290051	1	EDUC 1100 (F) PCC only in Spring	1	?		Elective	1				
ASL 1/03980100 or SPAN 1/03440100	1					ASL 2/03980200 or SPAN 2/03440200	1				
PEFOUND/PES00052 PEAA/PES00054	1					SOC03370100	0.5	SOCI 1301	3	SOC 137	3
ART I/03500100	2	ARTS 1301 (F) HUMA 1315 (S)	3 3	ART 280 ?	3	PUBSPKG1/03240900	0.5	SPCH 1315 (S)	3	COM 111	3
<b>TOTAL CREDITS</b>	<b>9</b>		<b>7</b>		<b>3</b>	<b>TOTAL Credits</b>	<b>8</b>		<b>6</b>		<b>6</b>

11th Grade						12th Grade					
ISD	CR	LIT	SCH	SFA	SCH	ISD	CR	LIT	SCH	SFA	SCH
AP Eng III/ APENGLANG/A3220100	0.5 0.5	ENGL 1301 (F) ENGL 1302 (S)	3 3	ENG 131 ENG 132	3 3	AP Eng IV/ APENGLIT/A3220200	0.5 0.5	ENGL 2321 ENGL 2326	3 3	? ?	
Elective	1					APMACECO/A3310200	0.5	ECON 2301	3	ECO 231	3
Elective	0.5					APUSGOVTT/A3330100	0.5	GOVT 2305	3	?	
Pre-AP ALG 2 3100600	1	MATH 1314 (F)	3	MTH 138	3	PRE CALC/3101100	1				
PHYSICS/3050000	1					Anatomy & Phys/ANATPHYS/3020600	1	BIOL 2301/2101 (F) BIOL 2302/2102 (S)	4 4	BIO 238/238L BIO 239/239L	4 4
Elective	1					Elective	1				
AP US HIST/A3340100	0.5 0.5	HIST 1301 (F) HIST 1302 (S)	3 3	HIS 133 HIS 134	3 3	APCPGOVTT/03380002	0.5	GOVT 2306 (F)	3	?	
SSADV1/33800001	0.5	PHIL 1301 (F)	3	PHI 153	3	MICECO/03380002	0.5	ECON 2302 (S)	3	ECO 232	3
<b>TOTAL CREDITS</b>	<b>7</b>		<b>18</b>		<b>18</b>	<b>TOTAL CREDITS</b>	<b>7</b>		<b>26</b>		<b>14</b>

<b>ISD Total Credits</b>	<b>31</b>
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	<b>LIT TOTAL Semester Credit Hours</b>	<b>57</b>	<b>SFA TOTAL Semester Credit Hours</b>	<b>41</b>
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Courses applied to Core Complete are highlighted

## CTE Course Sequences for LIT

LIT COURSE CATEGORY/TITLE	LIT Course Number	LIT Credit Hrs	Pre-Requisite	Secondary Course Title	PEIMS Service ID #	HS Credit
<b>Welding</b>						
Welding Safety Tools and Equipment/ Intro to Shielded Metal Arc Welding (SMAW)	WLDG 1323 (F)	3:00:00	None	Welding I or Welding II	13032410 or 13032400	2
	WLDG 1434 (S)	4:02:08				
<b>Certified Nurse Aide</b>						
Nurse Aide for Health Care	NURA 1301	3:02:02	Biology	Health Science Theory/ Health Science Clinical (HLSCLIN)	13020410	2
Clinical-Nursing Assitant/Aide	NURA 1160	1:00:06				
<b>Cyber Security</b>						
Computer Integration/ Linux Installation and Configuration	CPMT 2333 (F)/ ITSC 1316 (S)	3:02:04	None	Computer Maintenance/ Computer Maintenance Lab COMMTLAB	13027310	2
CCNA 1: Intorduction to Networks/ Information Technology Security	ITCC 1314 (F)/ ITSY 1342 (S)	3:02:04	None	Networking/ Networking Lab NETWRLAB	13027410	2

## Contact Information

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