

Lamar State College Orange and The Institute - Rockwall Co-Enrollment Agreement 2025-2029

This co-enrollment agreement is made by and between Lamar State College Orange (LSCO) and the [Career Institute - The Institute - Rockwall](#) (herein referred to as Institute). The purpose of this Agreement is to allow eligible students to enroll in courses from Lamar State College Orange (LSCO) and receive credit for courses from their respective Institute and LSCO. The following terms and conditions shall govern the eligibility and enrollment of the students, and the administration of the Institute and college courses offered via co-enrollment, effective August 1, 2026, or upon the date of the execution of this agreement.

I. General Information.

The content of this co-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: Institute and LSCO will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of co-enrollment, including enrollment and fee policies.

GOAL 2: Co-enrollment programs will assist Institute students in successfully transitioning to and accelerating through postsecondary education.

GOAL 3: Co-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 co-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 Responsibilities – 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://www.lSCO.edu/admissions/how-to-apply/>); LSCO co-enrollment brochures; LSCO updates and emails disseminated to Institute administrators, counselors, and teachers; and LSCO conducted workshops and presentations. Lamar State College Orange offers workshops to Institute counselors that provide detailed information on developing and implementing co-enrollment programs with LSCO.

Institute District, Charter Institute, or Home Institute Responsibilities – Current information pertaining to the benefits, costs, and enrollment procedures for co-enrollment will be posted on the Institute's website. The Institute will also be responsible for marketing co-enrollment opportunities by disseminating information and updates provided by LSCO to prospective students and parents. The Institute agrees to allow and support counselors and other Institute personnel's participation in workshops and informational sessions conducted by LSCO. The Institute agrees to display LSCO marketing materials in classrooms used for co-enrollment courses. LSCO will furnish materials to partner

II. Eligible Courses.

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

1. Courses eligible for awarding of LSCO co-enrollment for Institute students are limited to those within the LSCO cosmetology, barbering, esthetician, nail, and related curriculum. These courses are identified in the current edition of the Workforce Education Course Manual (WECM) and limited core curriculum courses within the LSCO cosmetology, barbering, esthetician, nail, and related degree programs as identified as college level academic courses in the current edition of the lower Division Academic Course Guide Manual (ACGM).
- 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 Institute must request, in writing, to offer a co-enrollment course on the Institute campus. The request must include the course
 - a. title,
 - b. rubric,
 - c. dates for each course offering,
 - d. meeting times, and
 - e. instructional faculty member (See Section IX for faculty criteria),Requests must be submitted to the Dean of Workforce and Corporate Partnerships.
 2. Submission timeline: fall semester= first working day in June; spring and semesters=first working day of October.
 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 Institute, the Division of Statewide Partnerships will communicate the course list to the appropriate Dean or Associate Dean to coordinate access to the syllabi or any additional course and program expectations.
- D. Academic credit courses may be provided at the Institute or at an LSCO campus for students to enroll as part of the degree; regular tuition and fees will be assessed for core curriculum/ACGM courses
- E. Noncredit courses offered at the Institute or LSCO campus approved by will be eligible for co-enrollment status; noncredit courses as part of the cosmetology, barbering, ethician, nail, or lash program will be taught by Institute faculty and provided free of tuition and fees
- F. LSCO's College Catalog provides degree plans online that can be accessed by the Institute, students and potential students - <https://www.lSCO.edu/programs/index.php>

III. Student Eligibility.

1. Noncredit and WECM Course(s): Students applying for Co-enrollment course(s) are not required to be TSI complete. However, students will be required to meet TSI requirements for applicable AAS degree courses and degree programs.
 - a. TSI score requirements in the tables below are subject to change. TSI score requirements are 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

- b. **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

IV. Admissions, Advising, and Registration.

A. Advising Sessions.

- LSCO personnel will provide the Institute Administrator and counselors with necessary information concerning the co-enrollment course(s) for scheduling and registration of students.
- LSCO personnel and Institute counselors will assist students in selecting courses that will satisfy applicable Institute and college requirements for the students' intended and allowable program.
 - LSCO will host informational sessions on the Institute campus for students and parents that explain how co-enrollment courses will satisfy both their Institute requirements and college requirements.

- B. LSCO and the Institute agree to review eligible programs under the Public Services/Cosmetology pathway. The review will evaluate the postsecondary pathways and credentials that LSCO offers to best serve the needs of the Institute and community employers.

- C. LSCO will provide a student application checklist that will identify the steps in completing the application process. The student 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 enrolling in a degree program. If the Institute does not conduct its TSI Testing, Institute District personnel should coordinate required testing with the LSCO Testing Center at (409) 882-3330 or testingcenter@lsco.edu or a locally approved testing vendor.

- E. The 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. Students who do not qualify for an exemption must be immunized no later than ten days before the first-class day. All students under the age of 22 attending classes at LSCO must comply with this requirement.

- F. Institute counselors and/or the person responsible for co-enrollment on the campus will:
1. Advise students and disseminate co-enrollment program information.
 2. Provide course descriptions and course syllabi.
 - ~~3.~~ Facilitate required LSCO Applications, including their dissemination, completion, and submission 30 days prior to the start date.
 - a. Provide instruction and guidance in completing and submitting the LSCO Applications/forms required for registration of both credit and noncredit courses, including the student's social security numbers, depending on the student's enrollment preference.
 - b. Identify students that may require additional documents (ex., immigrants).
 4. The Institute will connect students with the LSCO Accessibility Coordinator for those students requesting accommodations no later than two weeks prior to the beginning of the semester.
 5. Proof of residency is required for Institute students registering for co-enrollment credit classes at LSCO. Students must meet the residency requirements; 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.

V. Course Curriculum, Instruction, and Grading.

A. Curriculum.

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

B. Curriculum Alignment.

1. The defined sequence of courses for the Associate of Applied Science (AAS) degree is contained with the LSCO online College Catalog. A defined sequence of courses for the noncredit programs will be provided to the Institute.
2. The Dean of Workforce and Corporate Partnerships or designated personnel and the Institute Administrator will review and compare the Workforce Education Course Manual

(WECM) to determine the courses that can be provided by the Institute students for the intended purpose of this Agreement.

3. The Institute shall facilitate time for embedded adjunct 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 Institute will monitor the quality of instruction in all courses to ensure compliance with standards established by the state, The Commission on Colleges and Universities, Lamar State College Orange, and the Institute.

C. Instruction.

1. Schedule.
 - a. Co-enrollment courses taught by embedded adjunct faculty will be taught in accordance with the LSCO schedule and calendar.
 - b. All courses taught for co-enrollment credit and noncredit must meet the minimum instructional minutes required by the Texas Higher Education Coordinating Board.
2. College embedded adjunct faculty must comply with all applicable rules governing attendance, classroom management, and record-keeping while conducting courses on the Institute campus.
3. Courses offered via embedded instruction (Institute provided instruction at the local Institute campus) must meet the rigor and equipment requirements of LSCO. The Institute site will become an Off-Campus Instruction Site (OCIS) in accordance with The Commission on Colleges and Universities guidelines and approval. The Institute 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 for LSCO's credit courses as outlined in the course syllabus; and for LSCO's noncredit grading practices –S for successful and U for unsuccessful.
2. Final grades for students shall be submitted electronically by the embedded adjunct faculty member teaching co-enrollment courses according to the LSCO Grade Reporting Process, the LSCO Academic Calendar, and the Institute grading calendar.

E. Physical and Cyber Security.

1. The Institute is responsible for providing a healthy, safe, and secure environment to all students and staff. The Institute will be responsible for providing a statement about its current comprehensive safety plan and crisis communication plan, including how the Institute disseminates emergency procedures and other health and safety-related procedures.
2. The Institute shall describe their dedicated police force structure, other security officer presence on their campus, or use of local law enforcement agencies.
3. The Institute shall disclose any open or recently closed investigations by the Office of Civil Rights for possible violations alleging sexual violence.
4. The Institute will be responsible for providing a statement about their current Cybersecurity plan and/or protocols. The information above shall be furnished as soon as

possible utilizing the Off-Campus Instructional Site Information Technology Resources Questionnaire (Appendix C).

VI. Transcription of Credit.

- A. Approved co-enrollment noncredit courses shall be used to fulfill Institute graduation requirements.
 - 1. Students will earn a U (unsuccessful), S (successful) for all noncredit courses taken for co-enrollment.
 - 2. Upon completion of noncredit (CEU) course work provided by the Institute college credit can be articulated and applied to the AAS degree with student consent.
- B. All ACGM college credit courses offered at the Institute will meet the guidelines for transferability of credit under the Texas Higher Education Coordinating Board; all WECM courses offered at the Institute may meet guidelines for transferability (students should check with institution before transferring).

VII. Co-Enrollment Program Policies.

- A. Embedded adjunct instructors teaching on the Institute campus during regular Institute hours may be required to attend LSCO organizational meetings.
- B. The Institute Director shall communicate and ensure that Institute-embedded adjunct instructors teach co-enrollment courses in accordance with the conditions of this Agreement.

VIII. Faculty Selection, Supervision, and Evaluation.

- A. Selection.
 - 1. Co-enrollment faculty members must meet the minimum criteria specified by LSCO and the Commission on Colleges and Universities.
 - 2. Procedure to assign embedded adjunct faculty for Institute co-enrollment:
 - a. The potential Institute embedded adjunct faculty must complete an employment application with LSCO and provide copies of the appropriate credentials that shall include official college transcripts. The Administrator of the Institute must submit a written recommendation for the adjunct. 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 co-enrollment 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 co-enrollment course(s).
 - 3. Notification of changes of faculty assignments at the Institute should be discussed no later than 30 days prior to the start date.

This change includes LSCO faculty being replaced by local Institute embedded adjunct faculty or its converse of local Institute's being replaced by LSCO faculty.

5. Faculty changes after the semester deadlines indicated above must be approved by LSCO in order to adhere to institutional workload policies.

B. Faculty Background Screening.

1. Embedded adjunct faculty who teach co-enrollment courses on the Institute campus may be required to undergo background screening conducted by the Institute district. The Institute will ensure the Institute district has screened all such employees before their teaching assignment.
2. Although the Institute 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 Institute campus.
3. LSCO will be responsible for the costs associated with background screening for LSCO faculty.
4. The Institute will be responsible for the costs associated with the background screening for Institute employees.

C. Faculty Evaluation.

1. Evaluation of LSCO embedded adjunct instructors on Institute 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 or program director.

IX. Academic Policies and Student Support Services.

A. Students with Disabilities.

1. The Institute is responsible for providing and funding reasonable accommodations for noncredit co-enrolled student(s). Students with disabilities who are enrolled in credit co-enrollment course must meet with LSCO's Accessibility Coordinator and comply with requirements to receive accommodations.
2. Nothing herein shall make LSCO a party to an accommodations plan, nor shall LSCO be given or required to have an accommodations plan with a noncredit co-enrollment student. LSCO's Accessibility Coordinator shall work with student and the Institute to determine accommodations that are approved by LSCO for credit courses only.

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 co-enrollment registrations with Institute Administrator at least one week before the first day of class.
 - b. Coordinate and confirm, with Institute co-enrollment contact, when a student drops or withdraws from a course.
2. The Institute will supervise a change in student enrollment status.

- a. Notify the Dean of Workforce and Corporate Partnerships or designee 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.
- b. Advise the student to contact LSCO advising to drop/withdrawal from credit classes
- c. Advise the student to contact LSCO financial aid before dropping/withdrawing from classes to check implications for awarded/receiving aid.

D. Suspension Policy.

1. When a student is suspended from the Institute for any reason, the student will not be permitted to attend co-enrollment classes and will be removed from all LSCO credit and noncredit classes.
2. The Institute Administrator will notify Dean of Workforce and Corporate Partnerships or designee 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 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 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 LSCO's Distance Learning course and program offerings through the use of web-based delivery systems currently including Blackboard Learn Ultra, Collaborate Ultra, 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.

X. Funding.

A. Tuition.

1. The student will pay tuition and fees as outlined by LSCO's Cost of Attendance - <https://www.lSCO.edu/admissions/aid/cost/index.php>.
 - a. Tuition and Fees are subject to change without notice by action of *The Texas State University System Board of Regents*.
2. The tuition rate is \$0.00 per continuing education unit (CEU)/noncredit for WECM courses that are taught by a Institute instructor at the Institute campus provided the courses are within the student's program of study.
3. LSCO reserves the right to cancel course sections with fewer than ten (10) students. A minimum enrollment of ten (10) may comprise students from multiple districts.
4. For programs requiring professional liability insurance, the Institute will pay the required professional liability insurance.

XI. Textbooks and Instructional Supplies.

A. Responsibility of Institute:

1. Supply students with basic instructional supplies and provide students with textbooks approved by LSCO for noncredit courses and access to textbooks for credit courses via the Gator Book Pack (fee assessed to the student).

B. Responsibility of LSCO:

1. Provide the embedded adjunct faculty or Institute Administrator 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 Institute will consider the use of free or low-cost open educational resources (OER) in courses offered under the program, if available.

XII. Financial Aid.

A. Responsibilities of the Institute:

1. Provide Institute students access to
 - a. LSCO's financial aid office via TEAMs, phone, or email to allow for financial aid support of AAS ACGM and WECM college credit courses.
 - b. LSCO's scholarship webpage for scholarship application submissions.

B. Responsibilities of LSCO:

1. Communicate the deadlines for FAFSA and scholarship applications.

2. Communicate any student discrepancies to the Institute for any student reported eligible for aid.

XIII. Termination and renewal of this memorandum of agreement.

- A. This Agreement shall commence on 9/1/2026 (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.

XIV. Amendments to this Agreement.

- A. Once signed by the Associate Vice President of Statewide Partnerships and the Institute Administrator, this agreement may be amended in writing and agreed upon by both parties.
- B. Written requests must be delivered to the Institute Administrator and the Associate Vice President of Statewide Partnerships thirty (30) days before the requested amendment is effective.

XV. Posting of this Agreement.

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

XVI. Contacts.

- A. This Agreement will be effective for two (2) years from the year the agreement is signed.
- B. For LSCO:

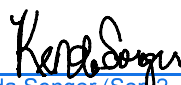
1. Associate Vice President of Statewide Partnerships

- C. For the Institute:



1. Institute Administrator

August 15, 2026



Renda Songer (Sep 02, 2026 16:20:58 CDT)

Kristin Tow-Walker, Associate Vice
President of Statewide Partnerships

Date

Renda Songer, Administrator
The Institute - Rockwall

Date