

## PALO ALTO COLLEGE COLLEGE PROCEDURES

Procedure Number: S 32.5  
Procedure Title: High School Programs – Adding a School  
Relevant Board Policy: N/A  
Relevant SACSCOC Policy:  
Originating Unit: Palo Alto College Office of High School Programs  
Maintenance Unit: Vice President of Academic Success and Vice President of Student Success

- I. Purpose: This process establishes partnerships, high schools that are interested in offering Palo Alto College (PAC) courses and ensures that new partners are added to the PAC service area in accordance with Alamo Colleges guidelines and [H.B. 505 Sec. 130.008](#)

II. Procedure Statement:

- A. The Department of High School Programs will network with schools in the PAC assigned Alamo Colleges Service Area. If a school from outside the PAC assigned Alamo College Service Area approaches the Department of High School Programs to offer concurrent enrollment courses, the Coordinator will verify that the territory is not assigned to another Alamo College (e.g. Warren H.S. is assigned to Northwest Vista College).
1. If a school is assigned to another one of the Alamo Colleges and requests to partner with PAC for unique programs not offered at the “Home” college, the Department of High School Programs will communicate with home college to form a partnership with the school.
- B. The Department of High School Programs will coordinate a meeting between PAC representatives and appropriate ISD/HS officials.
- C. The Department of High School Programs will discuss the concurrent enrollment programs with the prospective high school along with the roles of each stakeholder. The programs include:
1. **Dual Credit Program (DC)** - Eligible high school students earn college credit for certain high school courses. Students may take courses in the 42-Hour Core Curriculum listing or from the Professional and Technical Education (PTE) programs.
  2. **Early College High School (ECHS)** - High school students earn a high school diploma and an associate degree (or up to two years of credit toward a bachelor's degree).

3. **Pathways in Technology Early College High School and Industry Cluster Innovative Academies (P-TECH/ICIA)** - Provides students with a seamless path from high school to post-secondary education to employment. Students earn a high school diploma and work credentials, including certifications and licenses, and education credentials, which include educational certificates, diplomas, and degrees.
4. **Texas Science, Technology, Engineering and Mathematics (T-STEM)** - Academies are rigorous secondary schools focusing on improving instruction and academic performance in science and mathematics-related subjects and increasing the number of students who study and/or enter STEM careers.

The high school will complete the Alamo College District Request for Proposal (RFP) Process for partnership approval. (Dual Credit program only does not require an RFP) In addition, the high school must follow the Texas Education Agency (TEA) designation process.

- D. For Dual Credit Programs: approval from the PAC President a request for MOU will be sent to the High School Programs District Office. This will initiate the process to have the MOU fully executed. Refer to procedure *S 32.3 Memorandum of Understanding*.
- E. For ECHS/P-TECH and/or T-STEM Programs: approval from the Alamo College District will be determined. Upon approval, the PAC President will acknowledge the partnership through signature and a request for MOU will be sent to the High School Programs District Office. This will initiate the process to have the MOU fully executed. Refer to procedure *S 32.3 Memorandum of Understanding*.

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