

MOU
(Memorandum of Understanding)
Dual Credit Academic Agreement
Between
Ft. Davis Independent School District
And
Sul Ross State University

This Dual Credit Institutional Agreement is entered into and between Sul Ross State University (“University”), a member of the Texas State University System, and Ft. Davis Independent School District, either a Texas independent school district contracting on behalf of its high school(s), or a private high school, or a home-schooled student (“School”), to facilitate the cooperation between the University and the School in the provision of dual credit courses for the School.

Purpose

In accordance with the rules and regulations of the Texas Higher Education Coordinating Board (THECB), Sul Ross State University offers college credit courses in approved core curriculum courses for dual credit high school students. If the School approves these college courses for dual credit, high school students meeting both the School and University admission requirements may enroll in these courses and may receive college and high school credit simultaneously.

Dual Credit Program Goals

As outlined in the Sul Ross State University Plan: Strategies for the Second Century 2017-2022, under the section Strategies—Goal 1: Promote Growth in Academic, Research, and Artistic Excellence; Objective 1: Develop new or build on existing learning programs (including distance education programs) to create expanded opportunities to “learn by doing” across the curriculum,, emphasizing tangible skills for lifelong learning and preparations to contribute to 21st century society; Strategy 6: Improve technical support in distance learning to include online/web based learning and teleconference instruction, the dual credit program agrees to provide opportunities and build relationships with area and state wide districts.

The University will provide informal sessions to inform all students and parents of the benefits, costs, enrollment requirements and fee policies.

The University and the School will post the most current dual credit program information including the MOU to their respective websites.

The University and the School will host regular, as needed, sessions for high school counselors regarding any changes to the Texas Administrative Code, the University availability of offerings, or any changes needed to the MOU.

The University and the School will assist the students in the successful transition to and acceleration through postsecondary education.

The University and the School will ensure the students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.

The University's selection process for faculty will ensure that the quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.

Eligible Courses

Core curriculum courses and lower level foreign language courses on the official course inventory for Sul Ross State University are eligible for dual credit.

The availability of eligible dual credit courses each semester is determined by the availability of University resources, including but not limited to open seats in on-campus sections, faculty, smart rooms (for delivery of two-way interactive video), and compatible meeting times. The School agrees to collaborate with the University to develop an appropriate dual credit course schedule prior to the start of each semester, preferably at the same time the University course schedules are developed. Emails will be sent by the University to inform the School of approaching deadlines, so the School may have the opportunity to request/suggest particular classes, days, and times.

Remedial and developmental courses are not available for dual credit.

The School is responsible for determining that the dual credit course meets the essential skills and knowledge required by the Texas Education Agency.

Sequence of Courses

Eligible dual credit courses may be taken in any sequence with the following exceptions:

English

1. ENG 1301
2. ENG 1302 or 2311
3. All other ENG core courses

Spanish

1. SPAN 1411
2. SPAN 1412
3. SPAN 2311
4. SPAN 2312

Math

1. MATH 1314
2. MATH 1316

Chemistry

1. MATH 1314
2. CHEM 1311
3. CHEM 1312

Physics

1. PHYS 1301
2. PHYS 1302

*The University will NOT waive course prerequisites.

Crosswalk for Sul Ross State University and Ft. Davis ISD

SRSU Course	Ft. Davis ISD Course
ENGL 1301 Composition I	English III, first semester
ENGL 1302 Composition II	English III, second semester
ENGL 2322 British Literature I	English IV, first semester
ENGL 2323 British Literature II	English IV, second semester
HIST 1301 History of U.S. to 1877	Social Studies Advanced Studies, first semester
HIST 1302 History of U.S. since 1877	Social Studies Advanced Studies, second semester

Student Eligibility

A high school student is eligible to enroll in dual credit courses if the student:

1. Meets high school or school district requirements for taking a dual credit class
2. Meets any required course prerequisites
3. Obtains permission from School and a parent or guardian to take the course(s), and
4. Demonstrates college readiness by passing relevant sections of the TSI college readiness assessment test (TSIA) as set forth in Texas Administrative Code Title 19 Rule §4.57; or
5. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in Texas Administrative Code Title 19 Rule §4.54 (relating to Exemptions, Exceptions, and Waivers).

A high school student is also eligible to enroll in academic dual credit courses that require demonstration of TSI college readiness in reading, writing, and/or mathematics under the following conditions:

Courses that require demonstration of TSI college readiness in reading and/or writing:

1. If the student achieves a score of 4000 on the English II State of Texas Assessment of Academic Readiness End of Course (STAAR EOC); or
2. If the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the reading test; or
3. If the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.

Courses that require demonstration of TSI college readiness in mathematics:

1. If the student achieves a score of 4000 on the Algebra I STAAR EOC and passing grade in the Algebra II course; or
2. If the student achieves a score of 4000 on the Algebra II STAAR EOC; or
3. If the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the mathematics test; or
4. If the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.

Enrollment Process

In order to register for a dual credit class, the student must complete the following steps:

1. Apply for admission to the University, using the www.applytexas.org application process. The University will waive the application fee for dual credit students.
2. Complete the “Dual Credit Early Admission Course Approval” form and obtain the appropriate signatures.
3. Provide the university with a high school transcript and applicable test scores.
4. If the student will be attending a dual credit class on the University campus, meet the requirements of the Bacterial Meningitis Vaccination policy.

The School agrees to provide the students assistance in completing the enrollment process. This process must be completed prior to the first day of classes, and the University recommends that it be completed as early as possible. Once the process is complete, the University will register the students in the dual credit classes.

If a student drops a course or stops attending classes, it is the responsibility of the School to notify the University as soon as possible in order to withdraw the student without any repercussions.

If a student wishes to have a schedule change, it must be done so by the School who will then submit any necessary paperwork to the University.

Upon request, Sul Ross agrees to enroll one facilitator per course as an auditing student. The facilitator will have access to course materials and communications provided to all students through the online learning platform Blackboard.

Dual Credit Liaisons

Dual credit liaisons are school district contacts that serve as the contact person for the dual credit program on that high school campus. This individual might handle course scheduling, computer lab scheduling for online courses, troubleshooting, etc. Upon the request of the liaison, the instructor will provide updated progress. The liaison’s responsibilities in the classroom will be determined between each liaison and the instructor.

If the school district has a designated dual credit liaison, please send that individual’s contact information to the Dual Credit Coordinator.

Location of Classes

Dual credit courses may be offered on the University campus, the School campus, over two-way interactive video, and online.

Student Composition of Class

Dual credit courses may be composed of dual-credit students only or of dual- and college-credit students. The decision to allow non-dual credit high school students into a dual credit course on a high school campus must be approved by the University Provost and must meet one of the following conditions:

1. The course involved is required for completion under the State Board of Education Recommended or Distinguished High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
2. The high school credit-only students are College Board Advanced Placement or International Baccalaureate students.

Dual Credit Faculty and Dual Credit ISD Liaison Responsibilities

In support of the partnership with Ft. Davis ISD and SRSU, Dual Credit Faculty Responsibilities will include:

- Establishing a mechanism (i.e. Blackboard, email) for communications with FDISD dual credit liaison.
- Provide a detailed syllabus outlining expectations, requirements, attendance policy, and grading policy and communicate any changes in the syllabus (i.e. test dates, assignments, and assignment due dates) to the dual credit liaison.
- Inform FDISD when planning to be absent or delayed to class.
- Allow absences for school-required state exams and other school related activities (with prior notice), technological issues, or FDISD school closures without penalty.
- Provide critical student information when needed as allowed by FERPA rules. This will include informing the liaison of a student's failure to meet expectations, including but not limited to, potential for a failing grade, excessive absences, and/or unacceptable classroom behavior.

In support of the partnership with Ft. Davis ISD and SRSU, the Dual Credit Liaison responsibilities will include:

- Give prior notice to the appropriate Dual Credit Faculty of student absences due to school related activities.

Faculty Selection, Supervision, and Evaluation

The University shall select instructors of dual credit courses. These instructors must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges) and approval procedures used by the University to select faculty responsible for teaching the same courses at the main campus.

When a dual credit course is offered on the School campus, the instructor must provide the University with a syllabus at least 30 days before the first class day. The Department Chair and the Dean of the College for the course subject must both review and approve the syllabus. If the syllabus does not meet the University's academic standards, the Department Chair or designated

faculty member will assist the instructor in modifying the syllabus. The University will supervise and evaluate these instructors using the same or comparable procedures used for faculty at the main campus of the college.

Course Curriculum, Instruction, and Grading

Dual credit courses must meet University standards with respect to the curriculum, materials, instruction, and method and rigor of student evaluation. These standards must be met regardless of the student composition or the location of the class.

Academic Policies and Student Support Services

Regular University academic policies apply to dual credit classes. These policies include, but are not limited to the distribution of syllabi, the appeal process for disputed grades, the drop policy, and grading policies. These policies may be found in the University Catalog and are included herein by reference.

The University will provide student support services as follows:

1. Students will be given access to the University library and internet (Lobo Online, email, Blackboard), accorded appropriate privileges, and have adequate library resources convenient for use at the site where dual credit courses are offered.
2. Students enrolled in dual course credit will be provided adequate academic support services including academic advising and counseling through the University Lobo Den.

Student Code of Conduct

All students enrolled at the University must abide by the standards outlined in the *SRSU Student Handbook*. The handbook can be located on the SRSU website or through the Office of Student Life.

Transcription of Credit

For dual credit courses, the University will transcript college credit hours earned immediately upon the student's completion of the performance required in the course and report the official college grade to the School registrar. Letter grades only will be awarded for college credit. Upon request, the University faculty will provide the high school with numerical grades for high school transcription.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

SRSU administration, counselors, staff, and instructors **are allowed** to communicate with the individual student as well as the dual credit high school liaisons which include the high school counselor, high school administration, and the facilitator regarding student progress, grades, student schedule, student attendance, etc.

SRSU employees are **not allowed** to discuss individual students with anyone, including parents, without a signed FERPA Waiver. SRSU staff will communicate to the high school, where parents may request information from the high school staff regarding students' dual credit courses.

Transfer of Courses

SRSU approved core curriculum courses are readily transferable to other public institutions of higher education in Texas. However, since each college has its own policy regarding the transferability and applicability of courses, to degree requirements, each student as well as the School, is strongly advised to check with the transferring college or university he/she plans to attend in order to determine the transferability of SRSU courses.

Texas public colleges and universities generally transfer courses which have common course numbers and designations. For example: ENGL 1301 is a common course that all Texas public colleges and universities carry. If a course does not carry the same number or designation at the transferring institution, it may not transfer. The student should contact that receiving institution for confirmation. A quick reference guide for compatibility within institutions can be located in the Texas Common Course Numbering System (TCCNS), available at <https://www.tccns.org/>. TCCNS equivalent courses are also designated in the SRSU catalog.

Private and out-of-state institutions will decide which courses will transfer individually. The student must contact the private or out-of-state institution to determine if a course will transfer and how it will be applied.

Academic Regulations

SRSU courses offered as dual credit by SRSU faculty or embedded high school faculty, regardless of where they are taught, follow the SRSU academic calendar, syllabus requirements, course outline, grading procedure, FERPA regulations, communication between students, parents, and ISD administrators, and other instructional and evaluative policies and procedures. Exceptions to this must be approved by the appropriate administrative entities.

District employees and parents shall not influence the grading policies, grading procedures, or other instructional policies of SRSU faculty who teach college courses as dual credit.

Dual credit students may withdraw (drop) from all courses and receive a grade of "W" at any time during the semester on/prior to SRSU's official drop deadline specified in the academic calendar which can be accessed from SRSU's website. A grade of "F" will be assigned for courses dropped after the deadline specified in the academic calendar. For students who wish to drop a class, it is the student's responsibility to contact the high school official before withdrawing from a course. It is the student's and the School's responsibility to verify that the official withdrawal has been initiated and completed.

All dual credit students must earn a grade of C or better in all college courses.

The maximum allowable dual credit hours will be determined by the School.

Funding

The University offers courses eligible for dual credit at a flat rate of \$50 per semester credit hour. The University does not supply text books or other instructional support materials.

The School will pay:

Tuition for core curriculum and lower level foreign language courses (\$50 per semester credit hour)

The parent/guardian will pay:

_____ Tuition for core curriculum and lower level foreign language courses (\$50 per semester credit hour)

If the School agrees to pay any portion of the tuition, the University will invoice the school district within 30 days of the official census date of each semester. The invoice will include a listing of all students enrolled in all billable classes. The School will have up to 15 business days to appeal any registrations for that semester and up to 30 days to pay the tuition amount.

This Dual Credit Academic Agreement may be altered with written approval by the Superintendent and President or their designees, at least 30 days in advance of the agreement period.

This agreement will become effective on the date both parties agree to accept the conditions set forth in this document and until such time as mutual agreement is made to alter or terminate.

Signature:

Robert Kinucan
Robert, Kinucan, Ph.D
Executive Vice President and Provost

Graydon Hicks
Graydon Hicks
FDISD Superintendent

10/21/19
Date

10-4-19
Date