McMurry University Dual Credit Academy

INTRODUCTION

This Agreement (MOU) is entered into on November 4, 2026 (date), by and between McMurry University ("McMurry") and Mansfield ISD ("Participant") in relation to the characteristic and administration of the McMurry Dual Credit Academy (DCA) whereby McMurry seeks to provide college-level courses as described herein to high school students. Participant agrees to comply with the requirements of the DCA program.

OVERVIEW

The DCA seeks to provide college-level courses in both a face-to-face modality and a flexible online delivery modality for high school students. Qualified high school instructors may be credentialed as university adjuncts to deliver face-to-face dual credit courses. Online courses in the DCA are offered via the TEL Education learning management system (LMS) platform to provide a robust offering of asynchronous courses to high school students and homeschool students. DCA courses are affordable at $200 for a three-credit course and $300 for a four-credit course. Additionally, DCA courses do not require course enrollment minimums for high school partners. The inherent flexibility and affordability of the McMurry DCA provides school districts, private high schools, and home schools with opportunities to expand their curriculum to students.

1. Purpose of Memorandum of Understanding (MOU)

The purpose of this MOU is to establish the roles and responsibilities of McMurry in providing dual credit courses to Mansfield ISD students and Mansfield ISD responsibility in participating in the DCA program.

2. Courses and Course Delivery

Online Courses

McMurry partners and contracts with TEL Education to deliver dual credit courses. TEL Education courses have been vetted and reviewed for quality and alignment with McMurry's curriculum, learning outcomes, and course design best practices. Courses offered for dual credit meet the highest standards of McMurry's faculty review.

Online Course Delivery

All TEL Education courses offered through the DCA are delivered in an online medium. The TEL LMS is a web-based solution that is accessible with any operating system and browser. Online courses are accessible through the university student portal: MyMcM. Upon admission, students will receive initial credentials and instructions for login.

Face-to-Face Courses

High school DCA partners may deliver face-to-face dual credit instruction with consent and approval of faculty and approval by McMurry. Qualifications and requirements regarding face-to-face dual credit instruction are included in section 3.

Online Course Schedules

Online DCA course offerings are posted to the McMurry DCA webpages. As a service to DCA partner schools, all online courses in the DCA catalog are offered every fall, spring, and summer semesters. Online courses are designed to be delivered over 15 weeks in the fall and spring and 10 weeks in the summer semester. The DCA course catalog is continually growing and future courses may be added to the DCA course schedule at the discretion of McMurry. The high school may allow eligible students approved for admission to enroll in any course offered through the DCA.

3. Face-to-Face Courses

The McMurry DCA provides partner schools with face-to-face dual credit instruction by credentialing high school instructors who meet McMurry's faculty qualification requirements.

Request to Offer Face-to-Face Dual Credit

Partner schools must notify the director of the DCA of their intent to offer face-to-face dual credit.

Faculty Qualifications and Course Approval

DCA adjunct faculty must satisfy all requirements and qualifications of McMurry. Eligible faculty must have 18 graduate hours in the discipline of instruction. Eligible individuals must submit a complete application for employment through McMurry's website under the Dual Credit Adjunct Faculty job listing. A complete application requires submission of college and university transcripts. Once a completed application for employment has been received by McMurry, the individual's transcripts will be evaluated by McMurry faculty for approval to teach dual credit. McMurry's approval process may take up to four weeks, and it is highly recommended that all application materials be submitted in a timely manner, well ahead of the intended semester of instruction. Approved adjunct DCA instructors will receive notification via email of their status and the McMurry courses they are approved to teach.

The approved DCA adjunct is solely responsible for completing all HR onboarding and payroll requirements.

DCA Adjunct Pay

The DCA adjunct pay rate will be determined using a tiered structure based on student enrollment in each section. Compensation for a section will correspond to the applicable tier in effect at the time of assignment, as outlined below:
1–14 students: Prorated at $100 per student
15–29 students: $1,500
30–49 students: $2,500
50+ students: $3,500
The university reserves the right to modify the DCA adjunct pay structure.

Training and Assessment Requirements

All university policies articulated in McMurry catalog and faculty handbook apply to approved DCA faculty. All approved DCA adjunct faculty are required to attend DCA Adjunct Instructor training prior to the semester they intend to deliver instruction. Furthermore, adjuncts are required to attend a training each year. Training will be conducted via video conferencing, and multiple days and times will be available. Individuals who fail to attend a training session may not be permitted to deliver dual credit courses.

4. Academic Policies and Procedures

Academic Instructional Calendar

DCA courses will follow McMurry's academic calendar. Course start dates, end dates, drop dates, withdraw dates, and grade reporting dates are posted in the university academic calendar.

Books and Supplemental Materials (online)

Online DCA courses do not require textbooks. All needed reading material, resources, and course content are included in the course modules and presented to students within the course as needed. Required materials will be included in the course fee for online courses. McMurry University reserves the right to change the books and supplemental materials for online dual credit courses.

Books and Supplemental Materials (face-to-face)
Participants who elect to deliver face-to-face dual credit through a qualified and McMurry-approved instructor are responsible for course resources. The DCA tuition only covers course resources for online courses. The faculty member may select the course material, textbook, or resources they deem necessary to deliver the dual credit course. McMurry will provide textbook recommendations at the request of the faculty or DCA partner school. When applicable, free open educational resources recommendations will be provided. Additionally, textbooks already in circulation at the partner DCA campus may be utilized to deliver dual credit assuming the text aligns with the McMurry course learning objectives.

Pre-semester Partner School Form
Partner DCA schools are required to submit a pre-semester form prior to every semester (fall, spring, and summer). The pre-semester form is available to partner schools in the counselor and administrator portal.

Application Procedure
Students who wish to enroll in DCA courses must first complete the undergraduate DCA application process and be admitted to McMurry as a DCA student. The DCA student application consists of an undergraduate application, high school transcript, and an endorsement from a high school counselor or dual credit administrator. McMurry relies upon high school professionals and staff to qualify students for DCA courses. While McMurry will review a student's high school GPA for admission, the high school or district may wish to impose additional standards to qualify students for DCA courses.

a. Students must complete a free undergraduate application at apply.mcm.edu/apply prior to their intended start term. On the application, students must select Dual Credit/Concurrent Enrollment as their intended student type.
b. A current high school transcript is required. Students may upload their transcript to their application portal. However, the preferred method to receive transcripts is through the counselor portal. High school counselors or other dual credit administrators can upload student transcripts electronically using the document upload tool found in the online counselor portal. Unofficial transcripts may be used for DCA admission but official transcripts are preferred. If unofficial transcripts are used for admission, an official transcript must be received by the start of the semester in which a student begins courses.
c. All DCA students must be endorsed for admission by their high school counselor or dual credit administrator. Counselors can endorse students individually using a simple online electronic form found in the counselor portal.

Students are responsible for completing the DCA application process in a timely manner prior to the start of the semester. Incomplete applications will not be reviewed by McMurry for admission, and students not admitted will not be permitted to enroll in courses.

Admission Standards and Student Eligibility
Completed applications will be reviewed on a rolling basis for admission. Admission criteria for DCA students is articulated in the McMurry catalog. It is recommended that admissible students have an unweighted 3.0 high school GPA on a 4.0 scale and an endorsement from their high school administrator or counselor to enroll in DCA courses. Students must be classified as a high school freshman, sophomore, junior, or senior to enroll in DCA courses.

Registration
Students approved for admission must submit a registration request form in their application portal each semester.

Any student who does not complete this form prior to the start of the semester will not be enrolled in courses. McMurry will not register students on their behalf.

We recommend students meet with a school counselor or administrator before selecting courses. The courses selected by the student on the registration request form will be the courses in which he or she is enrolled. A list of students and their classes will be sent to a school administrator prior to the start of each semester.
High school course rosters may be uploaded to the counselor portal to assist with registration. Supplying the DCA office with course rosters is for information sharing purposes only. Rosters do not replace student registration processes.

Course Drops or Withdrawals
To drop a course, students must submit an electronic dual credit course drop form. The form is posted to the student's application portal and MyMcM portal. School counselors and administrators may also access the form in the counselor and administrator portal. Drop requests via email or phone will not be accepted. The student is responsible for monitoring drop and refund dates.

Course Payment and Refunds
Students are responsible for timely payment of tuition that is not covered by their respective high school or school district. McMurry reserves the right to withdraw students for nonpayment after the published financial settlement deadline for each semester. Students may submit payment electronically through their MyMcM portal.

A course reinstatement fee of $50 will be assessed to any students who are withdrawn by McMurry due to nonpayment and are re-enrolled in courses. McMurry reserves the right to decline reinstatement after the published financial settlement date for the respective semester.

Course refunds for DCA courses will follow McMurry's refund schedule.

Course Load
Students may enroll in up to 12 hours per long semester and 12 hours in total for all summer semesters. Students may enroll in additional courses over the 12-hour limit with approval from high school personnel.

Academic Standards
Students must meet the academic standards for coursework at McMurry as defined by its catalog.

Academic Policies and Information
The McMurry catalog articulates academic policies regarding academic probation and suspension, grade appeals, adding and dropping courses, and withdrawal processes. These academic policies apply to and inform DCA students.

5. Tuition, Fees, and Billing

Tuition
Tuition for DCA courses are $200 per three-credit hour course and $300 per four-credit hour course. Course materials are included in the course fee for online DCA courses. The university reserves the right to change tuition rates.

Fees
No additional fees are assessed for DCA students. The university reserves the right to change fees prior to the commencement of the academic year.

Billing

Students will be billed for DCA tuition unless alternate arrangements have been made by the school district and McMurry University. All student bills must be paid prior to the non-payment drop date published each semester. Unpaid bills must be resolved before a student may receive a college transcript. Registration holds may be placed on student accounts with unpaid balances to prevent subsequent registration until the student is in good financial standing with the university.

Third-Party Transcript Requests

McMurry University permits the school district or ISD to request individual or bulk transcripts on behalf of students with their consent. Official transcripts can be ordered online. The cost per transcript is $15. The university reserves the right to amend the transcript policy and change the transcript cost.

6. Communication and Data Sharing

The Family Educational Rights and Privacy Act (FERPA) allows protected student data to be exchanged between McMurry and Mansfield ISD for students who are dually enrolled without the consent of either the parents or the student under 34 CFR § 99.34. If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the school district, including records that McMurry disclosed. McMurry and Mansfield ISD are expected to meet FERPA requirements to maintain the privacy of student data. All communication regarding dual credit should be directed to dualcredit@mcm.edu.

7. MOU

The MOU remains in effect until any changes are deemed necessary. McMurry or Mansfield ISD may request changes to the MOU at any point by submitting a written amendment request to the appropriate organization representative.

8. General Provisions and Definitions for Agreement

Assignability

Neither party may assign its rights or duties under this Agreement without the prior written consent of the other parties.

Notice: Any notice, demand, or communication required, permitted, or desired to be given under this Agreement shall be deemed effectively given when delivered by email, or to the party at the following addresses:

McMurry:	***Participant:***
Grant Greenwood	Name
Vice President for Enrollment	Title _____
McMurry University	District/School Mansfield ISD
1 McMurry University, #278	Address _____
Abilene, TX 79697	City, State _____
325-793-4785	Phone _____
greenwood.grant@mcm.edu	Email _____

Enforceability

Should any provision of this Agreement be held invalid or unconstitutional by a government body or court of competent jurisdiction, that holding shall not diminish the validity of any other provision of this Agreement.

Governing Law

This Agreement shall be governed by and interpreted in accordance with the laws of the state of Texas. Venue for any dispute arising out of this Agreement shall be in Taylor County, Texas.

Compliance With Laws

The parties will comply with all applicable federal, state, and local laws, rules, and regulations in performing their obligations hereunder, including, but not limited to, complying with all applicable requirements of any accreditation authority. All activities relating to this Agreement shall be conducted in a manner that does not discriminate against any person on a basis prohibited by applicable law, including, but not limited to, race, color, national origin, religion, sex, age, veteran status, or disability.

Binding Effect

The provisions of this Agreement shall inure to the benefit of, and shall be binding upon the heirs, personal representatives, successors, assigns, estates, and legatees of each of the parties.

Multiple Copies

This Agreement and its Amendments, if any, shall be in writing and may be executed in multiple copies. Each multiple copy, if any shall be deemed an original, but all multiple copies together shall constitute one and the same instrument.

Waiver of Breach

The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or other provision.

Force Majeure

Each party shall be excused from any breach of this Agreement which is proximately caused by government regulation, war, strike, act of God, or other similar circumstance normally deemed outside the control of well-managed businesses.

Entire Agreement

This Agreement constitutes the Entire Agreement between the parties hereto with respect to the subject matter hereof and supersedes all previous or contemporaneous agreements, understandings, or negotiations between the parties.

9. Provisions for Agreement Implementation, Maintenance, and Revision

The Vice President for Enrollment at McMurry and the Dual Credit designee at Mansfield ISD will designate a contact person at each institution to oversee implementation of this Agreement.

10. Provisions for Agreement Initiation Renewal and Termination:

This MOU shall begin on the date of last signature. Either party may terminate this Agreement upon 180 days advance notice, in writing, to the other party. In the event this MOU is terminated, both institutions agree to make completion provisions for individual students participating in the program at the time of termination.

This Agreement shall not be modified or amended, except in a written instrument executed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate originals effective as of the date and year first above written.

McMurry University
Grant Greenwood, Vice President of Enrollment Management

Grant Greenwood
Signature

11/04/2026
Date

School/District:

Name and Title of Dual Credit Designee

Signature

Date