

# Memorandum of Understanding and Articulation Agreement

– Dual Credit Class Offerings –

## *Ector County ISD and Odessa College*

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This Memorandum of Understanding and Articulation Agreement (Agreement) between Ector County ISD (District/High School) and Odessa College District (College) is designed to allow high school students an opportunity to earn dual high school credit and college credit. The *Texas Education Code*, Chapter 9, Subchapter H, *Partnerships between Secondary Schools and Texas Public Two-year Associate Degree-Granting Institutions* establishes authority and rules for two-year associate degree-granting institutions to enter into agreements with secondary schools to offer courses that grant credit toward the student's high school curriculum requirements and college-level credit. Dual Credit Requirements are identified/outlined in Chapter 4, Subchapter D, *Dual Credit Partnerships Between Secondary Schools and Texas Public Colleges*, §4. 85.

The following conditions apply to this agreement in accordance with Texas Higher Education Coordinating Board Rules and Regulations, §4. 84:

### *Purpose*

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The Purpose of this Agreement is to facilitate the cooperation between the College and the School District in the provision of dual credit college courses for qualified students.

### *Eligible Courses*

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1. Only courses as permitted by TAC 19, Part 1, CH4, Subchapter D, §4. 85 (a) identified as college-level academic courses in the current edition of the College Catalog or as college-level workforce education courses in the current edition of the Workforce Education Course Manual (WECM) may be used for dual credit.
2. Courses approved for dual credit for an individual student must be applicable to a college or university certificate or degree.

### *Student Eligibility and Course Load.*

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1. To be eligible for enrollment in a dual credit course included in a program for which college readiness is required, the high school student must present a passing score on a Board-approved college readiness assessment instrument in at least one area (mathematics, reading, writing) as deemed relevant by the College for the intended dual credit course in which the student shall enroll.

2. For students seeking enrollment in a dual credit course included in a college certificate program of one year or less, eligibility **may** be established by achieving at least the passing standard on the English/Language Arts and/or Mathematics sections (as applicable) of the tenth grade Texas Assessment for Knowledge and Skills (TAKS) test established by the State Board of Education. A student who has received an exemption from taking the TAKS test **may** qualify to enroll in a dual credit course by presenting a passing score on the Board approved college-readiness assessment instrument in at least one area (mathematics, reading, and writing) as deemed relevant by the College for the intended dual credit course in which the student shall enroll. A student who is exempt from taking TAKS may be otherwise evaluated by an institution to determine eligibility for enrolling in workforce education dual credit courses.
  
3. To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e. g., minimum score on a specified placement test, minimum grade in specified previous course, etc.).
  
4. To be eligible for enrollment in a dual credit course, students must have at least junior year high school standing. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by grade-point average, PSAT scores, or other assessment indicators) may be approved by the high school principal and the chief academic officer of the college.
  
5. The class load of a high school student shall not exceed two college courses per semester. However, under special circumstances that indicate a student with exceptional academic abilities is capable of college-level work, based on such factors as grade-point average, ACT or SAT scores, and other assessment indicators, the high school principal and the chief academic officer of a public two-year associate degree-granting institution may grant exceptions to this requirement and allow the student to enroll in *collegeNow Academy* (Appendix A).

#### *Student Responsibility.*

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As well as abiding by Ector County ISD Code of Conduct, students must also abide by the Odessa College Code of Conduct. The Student Code of Conduct is available on-line at the Odessa College website, [www.odessa.edu](http://www.odessa.edu).

#### *Location of Class.*

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For the purpose of this agreement, dual credit courses may be taught on the college campus (OC) on the high school campus(s) in the ISD, or online and include all modes of delivery of classes by Odessa College. Scheduling of classes will be aligned with the master schedule at the high school campus(s) as applicable.

#### *Composition of Class.*

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For the purpose of this agreement, dual credit courses may be composed of dual credit students only or of dual and College credit students. This agreement will include all Odessa College semesters. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed only under one of the following conditions:

1. The course involved is required for completion under the State Board of Education Recommended or Distinguished Achievement High School Program graduation requirements,
2. The high school credit-only students are College Board Advanced Placement students, or
3. The course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.

#### *Faculty Selection, Supervision, and Evaluation.*

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1. All instructors must be regularly employed faculty members of the College or meet the minimal requirements as specified by the Commission on Colleges of the Southern Association of Colleges and Schools and Odessa College. Instructors follow the same approval procedures used by the college to select faculty responsible for teaching the same courses at the main campus of the College.
2. Official transcripts of instructors must be kept on file at Odessa College in accordance with Odessa College's personnel policy.
3. The College shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty on the College's main campus.

#### *Course Curriculum, Textbooks, Instruction, and Grading.*

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1. The College will ensure that a dual credit course and the corresponding course offered at the main campus of the college are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be upheld regardless of the student composition of the class.
2. All instructors of Dual Credit classes will follow departmental guidelines set forth by the College department chair or respective Divisional Dean of Odessa College. Dual

credit instructors will be required to use the College's departmental syllabus and implement all Learning Outcomes if they appear on the syllabus.

3. Dual credit instructors will be required to use the College departmentally approved textbook(s) and any other materials as set by College departmental policies. These standards must be upheld regardless of the student composition of the class.
4. Odessa College dual credit instructors will provide ISD a numerical grade equivalent to the corresponding letter grade awarded to the student.
5. The College recognizes that certain of the District's students participating in these classes are also participating in UIL sanctioned activities. Accordingly, the College and all instructors will work with the District to ensure that numerical grades are provided on a timely basis. The parties acknowledge that certain reports may be due at a time when no college work has been performed by the student.

#### *Academic Policies and Student Support Services.*

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Regular academic policies applicable to courses taught at the College's main campus must also apply to dual credit courses. Odessa College policies are published in the official catalog available online. Students in dual credit courses are eligible to utilize the same support services that are afforded college students on the main campus.

#### *Transcription of Credit.*

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For dual credit courses, high school as well as college credit should be transcribed immediately upon a student's completion of the performance required in the course. It is the responsibility of the student upon completion of the course, to provide an official transcript to the ISD.

#### *Funding.*

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1. The state funding for dual credit courses will be available to both the District and the Colleges based upon the current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board.
2. All Odessa College required tuition and fees will be paid by the student to Odessa College unless paid by the District and stipulated under a separate agreement. No payment or reimbursement of tuition or fees will be made to the ISD from Odessa College.
3. Compensation of the dual credit instructors on the ISD campus will be the responsibility of the ISD unless stipulated under a separate agreement



This Agreement may only be modified in writing by the School Superintendent and the College President, or their designees, at least 30 days in advance of the modification.

This Agreement will become effective on the date the last party executes the Agreement and will remain in effect for two (2) years or until such time as mutual agreement is made to modify or terminate the Agreement

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Mr. Hector Mendez  
Superintendent  
Ector County ISD

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Dr. Gregory D. Williams  
President  
Odessa College

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Date

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Date

*CollegeNow Students must meet Texas Success Initiative requirements prior to enrollment  
All CollegeNow courses REQUIRE Tuition and Fees to be paid by the STUDENT unless otherwise agreed upon by  
the ISD*

*Tuition and fees are subject to change in Accordance with Odessa College Board Policy*

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## Appendix A

### Testing Requirements for Sophomores



To be eligible for enrollment in Odessa College *collegeNOW* Academy, sophomores must either take the COMPASS or THEA test. Both of these tests can be taken at the Odessa College Testing Center. The following test scores indicate college readiness.

#### Eligibility scores on the **THEA** test:

Reading .....230  
Math.....270  
Writing .....220 *or higher* **OR** 6 on *Written Essay*

#### Eligibility scores on the **COMPASS** test:

Reading .....81  
Math .....60  
Writing Skills (*Objective*)....59 *with a Written Essay score of 5*  
Written Essay.....6

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Mr. Hector Mendez  
Superintendent  
Ector County ISD

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President  
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