

MOU
(Memorandum of Understanding)
Dual Credit Academic Agreement
Between
Eagle Pass ISD
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 Eagle Pass ISD, 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.

***All courses are 3 credit hours unless noted otherwise.**

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 (4 sch)
2. SPAN 1412 (4 sch)
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 allow any overrides for prerequisite courses.

Crosswalk for Sul Ross State University and Eagle Pass ISD

SRSU Course	Eagle Pass ISD Course
ENG 1301 Composition I	Independent study in English
ENG 1302 Composition II	Independent study in English
ENG 2311 Technical and Business Writing	TBD
MATH 1332 Contemporary Mathematics	TBD
MATH 1314 College Algebra	Independent study in Mathematics
MATH 1316 Plane Trigonometry	TBD
MATH 1342 Elementary Statistics	Statistics
MATH 2413 Calculus I (4 sch)	TBD
ASTR 1303 Stars and Galaxies	TBD
ASTR 1304 Solar System	TBD
BIOL 1306 Biology for Majors I	TBD
BIOL 1307 Biology for Majors II	TBD
BIOL 1311 General Botany	Scientific Research and Design
BIOL 1313 General Zoology	Scientific Research and Design II
BIOL 2301 Anatomy & Physiology	TBD
BIOL 2302 Anatomy & Physiology II	TBD
BIOL 2321 Microbiology	TBD
CHEM 1311 General Chemistry I	TBD
CHEM 1312 General Chemistry II	TBD
GEOL 1303 Physical Geology	TBD
GEOL 1304 Historical Geology	TBD
GEOL 1305 Environmental Geology	TBD
IT 1309 Power Technology	TBD
NRM 1301 Horticulture	TBD
NRM 2303 Principles of Conservation Biology	TBD
NRM 2305 Soils	TBD
PHYS 1301 College Physics I	TBD
PHYS 1302 College Physics II	TBD
ENG 2312 Writers of the American West	TBD
ENG 2315 Environmental Literature	TBD

ENG 2322 British Literature I	Independent study in English
ENG 2323 British Literature II	TBD
ENG 2327 American Literature I	Independent study in English
ENG 2328 American Literature II	TBD
ENG 2331 World Literature	TBD
ENG Forms of Literature	TBD
HIST 2301 World History to 1500	World History Studies
HIST 2302 World History since 1500	World History Studies
MAS 2301 Intro to Mexican-American Studies	TBD
CJ 1301 Intro to Criminal Justice	TBD
MUS 1309 American Music	TBD
PHIL 1301 Intro to Philosophy	TBD
PHIL 2302 Intro to Formal Logic	TBD
PHIL 2306 Introduction to Ethics	TBD
PHIL 2307 Intro to Social and Political Philosophy	TBD
PHIL 2316 Classical Philosophy	TBD
PHIL 2321 Philosophy of Religion	TBD
WS 2301 Women's & Gender Studies	TBD
WS 2302 Intro to Masculinity & Gender Studies	TBD
ART 1301 Art Appreciation	Art I, Art Appreciation
FA 1302 Music Appreciation	TBD
FA 1315 Fine Arts Appreciation	TBD
MUSI 1308 Music Literature I	TBD
MUSI 1312 Music Theory II	TBD
THEA 1310 Intro to Theatre	TBD
HIST 1301 History of the United States to 1877	United States History Studies to 1877
HIST 1302 History of the United States since 1877	United States History Studies since 1877
PS 2305 Federal Government	United States Government
PS 2306 State Government	Special Topics in Social Studies
ANSC 2312 Current Issues in Ag	
ANTH 1301 Cultural Anthropology	TBD

ECON 2301 Principles of Macroeconomics	Economics
ECON 2302 Principles of Microeconomics	Economics Advanced Studies
GEOG 1302 World Regional Geography	TBD
GEOG 2302 Geography of the US and Canada	TBD
PSYC 1302 Intro to Psychology - Psychology	Psychology
SOCI 2303 Intro to Sociology - Sociology	Sociology
COMM 1310 Fundamentals of Speech Communication	Independent Study in Speech
COMM 1311 Intro to Speech Communication	Independent Study in Speech
COMM 1315 Public Speaking	Communication Applications
COMM 1320 Business and Professional Communication	Professional Communications
SPAN 1411 Beginning Spanish I (4sch)	Languages other than English Level I
SPAN 1412 Beginning Spanish II (4sch)	Languages other than English Level II
SPAN 2311 Intermediate Spanish I	TBD
SPAN 2312 Intermediate Spanish II	TBD

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.
5. If the student will only be enrolling in online or other distance learning courses, the student must complete and submit the “Bacterial Meningitis Online/Distance Learning Exemption Request” form

The School agrees to provide the students assistance in completing the enrollment process. The School and student are responsible for ensuring that the complete packet is submitted before the deadlines. Any packets received after the deadline will not be accepted. Once the completed packets have been submitted, the University will register the students in the dual credit classes.

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.

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. The School representative must initiate the drop. Students will not be allowed to drop a course without the School’s consent.

Deadlines

All paperwork completed by students must be submitted by:

For fall semesters—date to be determined by Dual Credit Coordinator

For spring semesters— date to be determined by Dual Credit Coordinator

Only completed packets will be accepted and the deadline to submit those to the registrar will be two weeks after the student deadline.

A complete packet includes:

1. Completed Dual Credit Early Admission Course Approval
2. High school transcript
3. Bacterial meningitis vaccine or state exemption form **or online/distance learning exemption**

4. Completed the Apply Texas online application.

5. Test scores sent to Sul Ross State University & printed copy

Returning Students:

1. Completed Dual Credit Early Admission Course Approval

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, online.

Student Composition of Class

Dual credit courses may be composed of dual-credit students only or of dual and college credit students.

Dual Credit Faculty and Dual Credit ISD Liaison Responsibilities

In support of the partnership with Eagle Pass ISD and SRSU, Dual Credit Faculty Responsibilities will include:

- Establishing a mechanism (i.e. Blackboard, email) for communications with Eagle Pass ISD 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 Eagle Pass ISD 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 Eagle Pass ISD 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.
- Dual credit faculty MUST provide a numerical grade at the end of each semester sent directly to the Dual Credit Liaison for each dual credit student.

In support of the partnership with Eagle Pass 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.

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, 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.

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.

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:

Date

Date