



## **Dual Credit Partnership Memorandum of Understanding Academic Years: 2017-2018 & 2018 -2019**

This Memorandum of Understanding (MOU) establishes the requirements under which high school students from Northwest ISD may be allowed to enroll in college-level courses at North Central Texas College and receive college credit and high school credit simultaneously.

### **Philosophy**

North Central Texas College offers collegiate level courses for simultaneous college and high school credit for eligible students in its college service area. NCTC promotes access to academic and workforce education courses while ensuring that the content of the courses and the expectations for student performance are truly of a collegiate nature. In areas of transcription, credit, application, or content, Dual-credit courses are not differentiated from other college-level courses.

### **Student Eligibility**

- A. Northwest ISD school students should meet and maintain all academic and behavioral requirements and who are recommended by the high school principal/counselor are eligible to enroll in dual-credit courses.
- B. Demonstration of Academic Eligibility:  
Students are required to be assessed for reading, writing, and mathematics skills prior to enrollment.  
Appropriate scores as approved by THECB:
  - a. ACT: composite score of 23 with 19 on English and\or math.
  - b. SAT: no composite - 530 math and\or 480 Reading and Writing (EBRW)
  - c. STAAR /EOC: English II score of 2000 with 4000 cumulative
  - d. TSI Assessment (preferred test):  
Reading 351minimum  
Writing 363 with 4 on essay or 5 on essay  
Math 350 minimum
  - e. PLAN and PSAT: scores as determined by THECB

C. Home school and private school students are eligible to enroll under dual credit provisions. These students shall meet the same standards and eligibility requirements as public school students.

D. A high school student is eligible to enroll in workforce education dual credit courses if the student demonstrates that he or she has achieved the eligibility requirements.

E. To be eligible for dual-credit courses, high school students are required to have a minimum high school grade point average (GPA) equivalent of "C" or higher as certified by the high school principal or counselor. High schools may set a higher standard.

a. To remain eligible, students must complete each course with minimum grade of "C"

1. If a student fails to make a "C" or higher in each course attempted, they will not be permitted to register for one long semester. The student will be eligible to reenroll after a break of enrollment for one long semester and after gaining approval through their high school counselor. Summer I and Summer II constitute a long semester.

b. Demonstration of Behavioral Eligibility: To be eligible for dual-credit courses, high school students must exhibit the maturity and social behavior necessary to be enrolled in a college-level course and must maintain that level of maturity and social behavior while enrolled. Students with prior disciplinary or attendance problems, as defined by The Texas Education Code, Section 25.92 Minimum Attendance for Class Credit, are not eligible to enroll in college classes.

## **Dual Credit Loads**

A. High school students may enroll in the number of classes appropriate to their needs with an institutional upper limit of 18 hours per long semester without appropriate approval according to NCTC's student handbook. A load of 12 hours per long semester should be considered advanced by most metrics for Dual Credit students.

## **Admission Requirements**

- A. Students must submit the following to NCTC for admission:
- a. Application for admission
  - b. Current high school transcript
  - c. Official test scores
  - d. Bacterial Meningitis for face to face courses at NCTC.
  - e. Dual Credit Registration Form

### **Exceptions to Bacterial Meningitis Vaccination Requirement**

B. A student is not required to submit evidence of receiving bacterial meningitis vaccination if the student meets any of the following criteria:

- a. Student is 22 years of age or older by the first day of the start of the semester

- b. Student is enrolled only in online or other distance education courses
- c. Student is enrolled in continuing education course that is less than 360 contact hours
- d. Student is enrolled in a dual credit course which is taught at a public or private K facility not located on a higher education institution
- e. Student is incarcerated in a Texas prison

## **Student Responsibilities**

### *General*

- A. A Dual Credit course is a college course in all respects. The curriculum and teaching methods are the same as used in other college courses. Students will be expected to conduct themselves as a college students, and follow regular academic policies applicable to courses taught at the college's campuses also apply to Dual Credit courses. While taking courses through NCTC, the student must adhere to all college policies and regulations contained in the college catalog, student handbook, and course syllabus.
- B. To prepare for college course assignments, all college students should expect to invest at least as much time out of class as in class reading and studying. All students should schedule more study time when they have an exam or when projects are due.
- C. High school courses may not address the same controversial issues or subject matter as a college course, so Dual Credit students should be prepared to participate in adult/college level class discussions.
- D. The instructor is available to answer any questions a student may have. If students have any concern about their performance in the course or are not sure of an assignment, the student should speak with the instructor.
- E. The student should pay careful attention to the instructor's system for assigning grades. The instructor's grading system is covered in the course syllabus which is distributed at the beginning of each course.
- F. The students should not expect to repeat work in order to improve a grade.
- G. The students should not expect to do extra work to bring up a low grade.
- H. The students should not expect to receive extra credit for attendance.
- I. High school extra-curricular activities may conflict with Dual Credit courses. Students are responsible for all materials related to the course whether or not they are in class the day the information is given or the assignment is made. Students will need to talk to their instructor to make arrangements for receiving handouts, classroom information, obtaining lecture notes, or

turning in work. Parents and student should seriously discuss priorities before and during enrollment in a Dual Credit course.

### *Attendance*

- A. Dual credit students are expected to attend class. Students must follow the instructor's attendance policy as outlined in the course syllabus. If students will be out of class for an official school function, the high school must notify the NCTC instructor prior to the absence. Students must also notify the instructor prior to the absence and should be aware that approval of make-up work is at the instructor's discretion.
- B. Generally speaking, colleges do not distinguish between an excused or unexcused absence, an absence is defined as "a student not being in class".
- C. Missing more than one week of class will negatively affect student's grade. NCTC instructors reserve the right to withdraw students from courses for excessive absences. Students should be aware of the instructor's policy as stated in their syllabus.
- D. Students who miss more than one week of class due to high school suspension, assignment to alternative education and/or expulsion may be withdrawn from the college course.

### *Withdraw Policies*

- A. If a student wishes to withdraw from a Dual Credit course, they must first discuss the matter with their high school counselor. It is the high school's responsibility to place the student in an alternative high school course to ensure necessary credits for high school graduation.
- B. Dual Credit students are exempt from Senate Bill 1231 that limits the number of withdrawals of college students to 6 total courses during their undergraduate career.
- C. It is the student's responsibility to submit an official withdrawal form to the NCTC Admission/Registrar's office by the published deadline.

### *Transcripts and Grades*

- A. Students taking dual credit courses on the NCTC campus or online are responsible for requesting an official transcript from NCTC to be sent to the high school in order to ensure accuracy of transcript grade and high school grade.
- B. NCTC is responsible for maintaining a dual credit student's college transcript. All courses will be identified on the college transcript as college-level course.
- C. The local ISD is responsible for maintaining the student's high school transcript.
- D. If a student wishes to appeal a grade, they must follow the NCTC grade appeal/change of grade policy as published in the current NCTC Student Handbook.

### *Costs*

- A. Students enrolling in dual-credit courses must pay all tuition and fees according to the tuition and fee payment schedule established by North Central Texas College for the academic year.
- B. Failing to make payment may result in course being dropped and additional fees assessed for reinstatement. Students are not guaranteed reinstatement.
- C. All dual-credit students are responsible for purchasing their own textbooks and other required course materials.
- D. Students who qualify for Free or Reduced Lunch Program at the high school may be eligible for tuition and fee waivers at NCTC for up to two courses (or up to 6 semester credit hours). Written documentation will be required each school year.
- E. Any Dual Credit student, including those who qualify for Free and Reduced Lunch tuition waiver, exceeding the initial six semester hours will be subject to the regular tuition rates based on residency.

### **Provision of NCTC Services**

#### *Faculty*

- A. Instructors shall submit employment applications and official transcripts to NCTC instructional deans prior to employment.
- B. Instructors shall be evaluated in the same manner as other regular NCTC faculty, including classroom visitation by NCTC supervisors.
- C. Instructors shall be paid at the NCTC faculty rate and are expected to meet the same work requirements as those of all NCTC adjunct faculty.
- D. Instructors will meet the minimum requirements specified by the Commission on Colleges of the Southern Association of Colleges and Schools – Commission on Colleges.
- E. It is the policy and practice at NCTC to ensure that all faculty possess the appropriate academic preparation, training, and experience to teach in a community college setting. All faculty at NCTC will meet or exceed the minimum credentialing requirements of accrediting bodies and state agencies. This policy applies to all full-time and adjunct faculty on all campuses and in all learning environments (e.g. on-line, face-to-face, off-campus, etc.).

If questions arise in areas of credentialing, please consult NCTC's Provost for clarification. A district may want to contact NCTC for clarification on qualifications prior to making offers to ISD faculty members to determine if the ISD faculty member meets SACS credentialing standards.

- F. Faculty members employed on a full-time basis with the school district who teach a dual credit course under this MOU inside or outside of their regular duty hours with the school district are considered employees of NCTC for the purposes of the dual credit course. As employees of NCTC, such faculty will be paid directly from NCTC for services rendered under this Agreement in accordance with NCTC adjunct faculty compensation plan and are subject to the same agreements and obligations as all other NCTC faculty members.
- G. All faculty must be interviewed by NCTC staff before consideration is given to allow them to teach dual credit. They must also be evaluated regularly by NCTC for instructional quality.

#### *Student Access and Services*

- A. NCTC will provide dual credit students full access to NCTC libraries and electronic data bases at the same levels as all students.
- B. Upon request, NCTC will provide tutorial assistance on the college campus or online academic advising and counseling.

#### *Communication*

- A. NCTC will notify ISD in a timely manner if enrollment does not meet the minimum enrollment consideration in order to allow time for alternative scheduling arrangements.
- B. NCTC will communicate midterm grades each semester for students to the ISD.
- C. Faculty will comply with midterm progress report schedule and report progress with a numeric grade.
- D. At the end of each semester, NCTC Dual Credit Coordinator will submit a final grade report for ISD. This report will include both numeric and letter grade for students.

#### *Location and Student Composition of Dual-Credit Classes*

- A. Dual-credit classes may be taught on the ISD campus, online, NCTC campus, or another mutually agreed upon location.
- B. If taught at the high school, the dual-credit classes must be composed solely of dual-credit students, and may not include high school students not enrolled for dual-credit.
  - a. Exceptions for a mixed class may be made if the high school credit-only students are College Board Advanced Placement students. Mixed dual credit/AP class must be approved by Vice President of Instruction-at NCTC.
  - b. Or, if a CTE, career technology/college workforce education course is offered, high school credit only students are permitted if they are earning articulated college credit.
- C. All dual credit courses must have a minimum enrollment of 20 students for a 48 hour, 3 credit hours course or its equivalent.

*Other Provisions*

- A. The district will:
  - a. Appoint a liaison officer who is responsible for facilities, supplies, support of faculty, and communications for dual-credit courses taught onsite at the high school.
  - b. The district will provide an atmosphere which promotes a collegiate environment for classes. This includes: adequate classroom facilities, limited disruptions for announcements, pep rallies, and other high school related activities, and support in students' course attendance.
- B. Dual credit classes will follow the NCTC academic calendar. If the school calendar is different from that of NCTC, the ISD will ensure that classroom and facilities are available or other arrangements are made for the scheduled college class.
- C. The local high school Board of Trustees will:
  - a. Certify that each course offered for dual-credit meets the Texas Essential Knowledge and Skills (TEKS) requirements of a high school course for graduation, as specified by the Texas Education Agency.
- D. The ISD superintendent will:
  - a. Submit Addendum A, a list of approved courses and high school equivalent/credit for the current school year. For science laboratory courses, an additional agreement regarding laboratory facilities, materials, resources, and laboratory fees must be included.
  - b. Submit Addendum B, a list of dual credit services and/or MOUs in effect between the ISD and other institutions of higher education in full disclosure.

*Eligible Courses and Course Materials*

- A. Courses offered for dual-credit must be identified by NCTC as core academic courses, or foreign language course, or workforce education course leading to a workforce certificate program.
- B. All dual-credit course instruction and materials, including NCTC-approved textbooks, must be identical to that used for the same courses taught on NCTC campuses.

*Funding*

- A. State funding for dual-credit courses will be available to both the ISD and NCTC based upon the current agreement between the Commissioner of Education and the Commissioner of Higher Education.

*University Interscholastic League (UIL) Eligibility*

- A. NCTC assumes no responsibility for loss of eligibility for high school students enrolled under this program to participate.

Signed:

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Dr. Andrew Fisher  
Provost  
North Central Texas College

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Date

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Dr. Ryder Warren  
Superintendent  
Northwest ISD

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Date