



LAMAR STATE COLLEGE PORT ARTHUR
and
BOB HOPE CHARTER SCHOOL
EARLY COLLEGE HIGH SCHOOL
MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (“MOU” or “Agreement”) is by and between **LAMAR STATE COLLEGE PORT ARTHUR**, a member of the Texas State University System, (“LSCPA”), and the **BOB HOPE CHARTER SCHOOL**, a Texas public charter school (“BHHS ECHS”), located in Jefferson County in Texas with an effective date of July 1, 2023. Individually, LSCPA and Bob Hope Charter School are referred to herein as “Party” and collectively as “Parties.” Students who participate in the Dual Credit Partnership (the Partnership) may concurrently receive high school and college credit upon satisfactory completion of the requirements of the courses.

WHEREAS LSCPA and Bob Hope Charter School desire to continue an early college high school program operated at the campus of LSCPA and at a Bob Hope Charter School facility and

WHEREAS the Parties intend to submit an application to continue the program to the Texas Education Agency (“TEA”) as required by that agency.

NOW THEREFORE, for the mutual promises and covenants contained herein and other good and valuable consideration, the Parties agree as follows:

- I. Eligible Courses, Coursework, and Instruction
 - A. Three types of courses shall be offered under this MOU.
 1. Courses contained in the LSCPA transfer Core Curriculum;
 2. College-level technical courses part of approved Associate of Applied Science (AAS) degree or certificate programs and described in the current edition of the *Workforce Education Course Manual*.
 3. Courses contained in the *Lower Division Academic Course Guide Manual* (ACGM).
 - B. The course for which college credit is awarded shall provide advanced academic instruction beyond, or in greater depth than, the essential elements.
 - C. Instruction and materials for dual credit courses conducted at BHHS ECHS must be at the equivalent level of the instruction and materials used for the identical course taught on the LSCPA campus.
 - D. LSCPA and BHHS will collaborate to select appropriate college courses for students participating in the BHHS ECHS. All college courses will satisfy at least one high school graduation requirement and will be listed on each student’s high school transcript.
- II. Student Eligibility Requirements
 - A. Potential students shall be selected by Bob Hope Charter School’s selection process and enrolled at Bob Hope Charter School.

- B. Within the limits mandated by state law, current state testing regulations, and LSCPA requirements, the selection of students who want to participate in the dual credit partnership will be left to the discretion of Bob Hope Charter School administrators, the School Counselor, and the Director of Dual Credit program.
 - C. High school students must meet requirements for admission to LSCPA and achieve college-readiness standards (when applicable).
 - D. The number of courses taken by each student in a semester is at the discretion of the Director of Dual Credit Programs, the student, and the BHHS ECHS administrators, and the School Counselor.
 - E. Students must be registered prior to the official census date (12th class day in the fall and spring semesters and 4th class day for summer terms).
- III. Location and Student Composition of Classes
- A. BHHS ECHS courses can be taught on-line, on-campus, or at BHHS ECHS by faculty employed by LSCPA or by faculty employed by BHHS ECHS.
 - B. Dual credit courses designed for academic transfer will be composed solely of students enrolled for college credit.
- IV. Faculty Qualifications, Selection, Supervision, and Evaluation
- A. Instructors of academic transfer courses must meet the guidelines for faculty qualifications of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). BHHS ECHS instructors who are designated as college faculty must provide official transcripts to LSCPA to demonstrate their qualifications to teach at the collegiate level. Transcripts must be provided directly from the university to LSCPA and must not bear the phrase "issued to student."
 - B. Instructors of career and technical education courses must have work experience in the field and appropriate academic preparation per LSCPA guidelines.
 - C. LSCPA shall approve, supervise, and evaluate instructors for courses resulting in dual credit.
- V. Grades, Grading Criteria, and Progress Reports
- A. For courses taught by LSCPA faculty, LSCPA will submit progress reports and final grades to BHHS ECHS on a schedule to be determined prior to the beginning of each semester.
 - B. LSCPA shall determine the level of work required for awarding college credit, and BHHS ECHS shall determine the level of work required for awarding high school credit. BHHS ECHS shall be solely responsible for determining if or to what extent dual credit courses will count as honors courses for the purpose of calculating students' high school grade point averages for graduation or class ranking.
 - C. LSCPA shall provide the documents and assistance needed for BHHS ECHS to equate high school courses to college courses and to identify the course credits to be earned by a student participating in dual credit.
 - D. For courses taught by BHHS ECHS faculty, BHHS ECHS faculty are responsible for verifying class rosters on the deadlines set by the Registrar,

- monitoring daily attendance, and notifying the School Counselor if a student stops attending, or drops/withdraws from the course.
- E. The BHHS ECHS School Counselor is responsible for notifying the Director of Dual Credit programs of adds, drops, and withdrawals by the published deadlines for such activities each semester.
 - F. For courses taught by BHHS ECHS faculty, BHHS ECHS faculty are responsible for electronically submitting grades to the Registrar by the published deadlines each semester.
- VI. Student Support Services
- A. BHHS ECHS students will have access to instructional support services including advising, tutoring, and library resources.
 - B. BHHS ECHS students shall be eligible to receive a college identification card.
 - C. BHHS ECHS students shall receive a student identification number (P#), username, and have access to all college online applications through the MyLSCPA portal.
- VII. Records and Credit Transcription Procedures
- A. LSCPA will issue class rosters to instructors for purposes of verifying information, official records, grade sheets, and reports. Any discrepancy(s) must be reported immediately to the School Counseling Office, the Director of Dual Credit programs, and the LSCPA Registrar.
 - B. Official college student records are maintained by the Office of Admissions and Records at LSCPA.
 - C. To receive college credit, students must register with LSCPA by the census date of the designated semester.
 - D. Instructors will enter final course grades electronically at the end of each semester in a manner prescribed by the Registrar.
 - E. BHHS ECHS will cooperate with LSCPA to request, collect, and maintain student records.
- VIII. Fiscal Matters
- A. Rules for Charging Students: Students enrolled in the BHHS ECHS will not be charged for costs associated with the Partnership for tuition and fees, textbooks, administration of a college placement exam, or fees required by LSCPA for other students enrolled in LSCPA. The responsibility for providing textbooks and for the payment of tuition, fees, transportation costs, and TSI testing shall be the responsibility of Bob Hope Charter School. Neither BHHS ECHS nor LSCPA will be responsible for costs associated with students re-taking a class to obtain a higher grade, or taking courses beyond the prescribed Associate of Applied Science or Associate of Arts degree plans. Students who re-take classes because of failure or to obtain a higher grade, as well as those who take classes beyond the prescribed degree plan will be responsible for all costs associated with the classes at the rate assigned to dual credit students not enrolled in the BHHS ECHS.
 - B. Tuition and Fees: Tuition and fees shall be determined by the Texas State University System Board of Regents and assessed accordingly.

- C. Tuition and fees will be waived for dual credit students who received free or reduced priced school lunch in any of the four years preceding the semester of dual credit enrollment. BHHS ECHS is responsible for providing a list of eligible students to LSCPA.
 - D. Tuition for dual credit students shall be assessed at the rate of \$45 per semester credit hour for all other students.
 - E. Textbooks and Instructional Materials: BHHS ECHS will apply to the Texas Education Agency for textbook waivers for college-level instructional materials. If the applications for textbook waivers are not successful, the BHHS ECHS will assume responsibility of providing college-level texts and supplemental materials required for classes to the BHHS ECHS students.
 - F. Fund Sources: Each Party is entitled to receive state funding based on current funding rules of TEA and THECB. BHHS ECHS has committed to the use of its local funds for instructional, administrative, and professional development costs beyond the expenditure of startup funds. In turn, LSCPA has agreed to provide 100% of the administrative, instructional, and support services for the college courses.
 - G. Fiscal Agent: The BHHS ECHS will act as the fiscal agent for the purposes of this MOU. Under this arrangement, the BHHS ECHS will be the recipient of BHHS ECHS local, state (TEA), and federal funds and will be acting as the intermediary for the BHHS ECHS.
- IX. Faculty Salaries
- A. If a dual credit class is taught by an instructor from LSCPA, then LSCPA will be responsible for all salary and benefits associated with the course.
 - B. If a dual credit class is taught by a high school instructor, BHHS ECHS will be responsible for all salary and benefits associated with the course.
- X. Sequence of Courses
- A. Dual credit students must follow the course prerequisites identified in the official LSCPA catalog.
 - B. Dual credit classes offered at BHHS ECHS must be scheduled in accordance with the course prerequisites identified in the official LSCPA catalog.
- XI. Textbooks
- A. BHHS ECHS will be responsible for textbooks and course supplies for all dual credit courses.
 - B. LSCPA agrees to an adoption period of 5 years for textbooks. Open Educational Resources will be used when appropriate. Some courses (primarily math and science) will require single-use access codes.
- XII. Governance
- A. Governing Structure: The governing structure of the Program includes a Steering Committee and Campus Planning and Advisory Committee (“CPAC”) at the BHHS ECHS campus. The composition of the CPAC, the roles and responsibilities of the CPAC members, and the authority of

the CPAC will be determined through collaboration of the Parties.

- B. Steering Committee: Members of the Steering Committee includes representatives designated by the Bob Hope Charter School Chief Executive Officer and the President of LSCPA. The Steering Committee is charged with the overall oversight of the BHHS ECHS. Its responsibilities include:
- i. Developing and implementing the academic and professional policies as related to BHHS ECHS;
 - ii. Developing and implementing budgets and financial policies as related to BHHS ECHS;
 - iii. Ensuring adherence to applicable laws impacting the well-being of students enrolled in BHHS ECHS;
 - iv. Recommending the addition, revision, or deletion of courses or postsecondary workforce education programs; and
 - v. Formulating processes for identifying and strategies for providing support services to students enrolled in college courses who are experiencing academic difficulty.
- C. BHHS ECHS Administrative Team: In the event a vacancy should occur in the future, LSCPA will provide a representative to participate in the process of hiring the BHHS ECHS Campus Director. The Campus Director shall be an employee of Bob Hope Charter School. The Director of Dual Credit programs shall serve as the liaison with BHHS ECHS as it relates to the BHHS ECHS. The Director of Dual Credit Programs will cooperate with and facilitate communication between the BHHS ECHS and LSCPA. The Director of Dual Credit programs will meet with the BHHS ECHS Campus Director and other representatives as may be needed to support the BHHS ECHS.
- XIII. Alignment with Statewide Goals Established by HB 1638, 85th Legislature
- A. Goal 1: Create collaborative outreach efforts
1. BHHS ECHS and LSCPA will develop and implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits dual credit.
 2. BHHS ECHS and LSCPA will conduct informational sessions for students and parents on dual credit opportunities, and benefits.
 3. BHHS ECHS and LSCPA dual credit webpages will reflect the most current dual credit program information including enrollment and fee policies.
- B. Goal 2: Improve transition to and acceleration through postsecondary education
1. LSCPA will provide program maps for each academic program offered at the college. The program maps will provide degree sequence, prospective career options, and the applicable high school endorsement.
 2. LSCPA will provide webinars and workshops designed to help students succeed in college level course work.
 3. Program placed dual credit students (those working toward the completion of a credential) will receive additional career related support and coaching.
 4. LSCPA will provide BHS ECHS students and families with a detailed

course listing. The course listing will provide the name of the college course and the semester when the course will be taken.

5. BHHS ECHS shall designate at most five BHHS ECHS employees to receive MyLSCPA portal access. These designated employees will use this access to help students acclimate to the technology.
 6. Should BHHS ECHS discontinue the program, LSCPA will provide students already enrolled in the program with detailed plans for completing the post-secondary credential either via dual credit or after high school graduation.
- C. Goal 3: Provide college advising and student support services to promote success
1. LSCPA will host an annual counselor's event to provide school counselors with information to support the advising of dual credit students.
 2. Dual credit students will have access to instructional support services including advising, tutoring, and library resources.
 3. Dual credit students shall be eligible to receive a college identification card.
 4. Dual credit students shall receive a student identification number (P#), username, and have access to all college online applications through the MyLSCPA portal.
- D. Goal 4: Cooperate to ensure the quality and rigor of all dual credit courses
1. Dual credit instructors at BHHS ECHS will meet the same credentialing standards as all other LSCPA teaching faculty.
 2. Dual credit instructors at BHHS ECHS are required to complete the college's annual security awareness training and comply with requests from Information Technology Services.
 3. Dual credit instructors will be provided with MyLSCPA email addresses and accounts. Dual credit instructors at BHHS ECHS are required to check and respond to emails sent to MyLSCPA accounts.
 4. LSCPA will observe dual credit instructors annually.
 5. Dual credit instructors at BHHS ECHS are required to use the LSCPA syllabus template and post a syllabus for each course taught to the college's website.
 6. Dual credit instructors at BHHS ECHS are required to use the LSCPA faculty curriculum vitae template and post a curriculum vitae to the college's website.
 7. Dual credit instructors at BHHS ECHS must create Core Curriculum and Academic course assessments and evaluate student achievement on those assessments each semester, based on LSCPA's guidelines.

TERMS OF AGREEMENT

This MOU may be terminated in whole or in part by either party giving a full thirty days' notice in writing to the other party. The plans for termination shall include specific procedures to assure that there will be no adverse effect to the rights and privileges of students currently enrolled in the Partnership, as long as they are making progress toward completion of the course. The terms of this MOU may be modified upon mutual consent of the parties. Once executed, this MOU will remain in effect until either party requests its modification or termination.

APPROVAL SIGNATURES

Lamar State College Port Arthur:



Dr. Pamela Millsap, Vice President for Academic Affairs

7-11-23
Date



Dr. Betty Reynard, President

7-12-23
Date

For Bob Hope Charter School:



Dr. Bobby Lopez, Chief Executive Officer

7-17-23
Date

