



LAMAR STATE COLLEGE PORTARTHUR
And
NEDERLAND HIGH SCHOOL

DUAL CREDIT ENROLLMENT MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) describes the Lamar State College-Port Arthur (LSCPA) and Nederland High School (NHS) Dual Credit Enrollment Partnership and is valid for mutually agreed-upon courses. Students who participate in the Dual Credit Enrollment Partnership (the Partnership) may concurrently receive high school and college credit upon satisfactory completion of the requirements of the courses.

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 that are 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 within the following rubrics contained in the *Lower Division Academic Course Guide Manual* (ACGM): ACCT (Accounting); BCIS (Business Computer Information Systems); BUSI (Business); COSC (Computer Science); CRIJ (Criminal Justice); and other mutually agreed upon courses from the 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 NHS must be at the equivalent level of the instruction and materials used for the identical course taught on the LSCPA campus.

II. Student Eligibility Requirements

A. Potential students shall be enrolled in high school and shall have approval of the high school principal or other school official designated by the school superintendent.

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 enrollment Partnership will be left to the discretion of NHS administrators, faculty, and guidance staff.

- 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 student and the NHS administrators, faculty, and guidance staff.
- 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. Dual credit courses may be taught on-line, on-campus, or at NHS by faculty employed by LSCPA or by instructors employed by NHS.
- B. Dual enrollment courses taught will be composed solely of students enrolled for college credit and/or advanced placement 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. NHS instructors who are designated as college faculty must provide official transcripts to LSCPA that prove their qualifications to teach at the collegiate level. Transcripts must be provided directly from the university to LSCPA and must not bear the wording "issued to student."
- B. Instructors of technical education must have work experience in the field and appropriate academic preparation.
- C. LSCPA shall approve, supervise, and evaluate instructors for courses that result in the awarding of dual credit.

V. Grades, Grading Criteria, and Progress Reports

- A. LSCPA will submit progress reports, 6-week grades, and final grades to NHS 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 NHS shall determine the level of work required for awarding high school credit. NHS 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' grade point averages for graduation or class ranking.
- C. LSCPA shall provide the documents and assistance needed for NHS to equate high school courses to college courses to identify the course credits that may be earned by a student participating in the Partnership.

IV Student Support Services

- A. High school students enrolled in dual credit courses will have access to instructional support services including advising, tutoring, and library resources.
- B. Dual credit students shall be eligible to receive a college identification card.
- C. Dual credit students shall receive a standard computer account including email.

VII. Records and Credit Transcribing 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 Director of Dual Credit Programs.
- 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.

VIII. Funding and Payment of Tuition and Fees

- A. LSCPA will claim and retain all state contact hour funding for all students enrolled for dual credit courses regardless of location or instructional modality. NHS may claim whatever funding is normally provided by the Texas Education Agency for educating high school students.
- B. The number of credit hours each student attempts in a given semester and not the course location will determine tuition and fees. LSCPA will not provide scholarship assistance for any tuition and fees.
- C. Tuition for dual credit students shall be assessed at the rate of \$50 per semester credit hour regardless of the location, instructor, or delivery method of the course.
- D. LSCPA reserves the right to change tuition and fees in keeping with acts of the Texas Legislature and the Texas State University System Board of Regents.
- E. LSCPA will provide invoices to NHS students prior to the official census date of each semester that reflect the cost of tuition incurred by the high school students. NHS students will pay LSCPA for tuition from the invoices.

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 NHS high school instructor, NHS 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 NHS must be scheduled in accordance with the course prerequisites identified in the official LSCPA catalog.

XI. Textbooks and Transportation

- A. NHS will be responsible for textbooks and course supplies for courses taught by NHS faculty. NHS students will be responsible for textbooks and course supplies for courses taught by LSCPA faculty.
- B. LSCPA and NHS will not be responsible for transporting NHS dual credit students to or from either campus.

XII. Alignment with Statewide Goals Established by HB 1638, 85th Legislature

- A. Goal 1: Create collaborative outreach efforts
 - 1. NHS and LSCPA will develop and implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.
 - 2. NHS and LSCPA will conduct informational sessions for students and parents on dual credit opportunities, benefits and cost.
 - 3. NHS 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.

C. Goal 3: Provide college advising and student support services to promote success

1. LSCPA will host an annual counselor's breakfast to provide school counselors with information to support the advising of students.
2. High school students enrolled in dual credit courses 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 standard computer account including email.

D. Goal 4: Ensure quality and rigor of dual credit courses

1. Dual credit instructors at NHS meet the same credentialing standards as all other LSCPA teaching faculty.
2. LSCPA will annually observe faculty teaching dual credit courses.
3. Dual credit faculty are required to use the LSCPA syllabus template and post a syllabus for each course to the college's website.
4. Dual credit faculty must conduct outcomes assessment of core curriculum Core Objectives as required by LSPA practices.

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

For Lamar State College-Port Arthur:

Pamela Millsap
Dr. Pamela Millsap, Vice President for Academic Affairs

3-5-2020
Date

Betty Reynard
Dr. Betty Reynard, President

3/5/2020
Date

For Nederland High School:

Dr. [Signature] K:J (Acting Sup.)
Dr. Robin Perez, Superintendent

3-6-2020
Date