



**LAMAR STATE COLLEGE PORT ARTHUR
AND
PORT NECHES-GROVES HIGH SCHOOL**

DUAL CREDIT MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) describes the Lamar State College Port Arthur (LSCPA) and Port Neches-Groves High School (PNG) Dual Credit Partnership and is valid for mutually agreed-upon courses. 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.

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 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); and CRIJ (Criminal Justice).
- 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 PNG 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 PNG administrators, faculty, and school counseling 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 Director of Dual Credit programs, the student, and the PNG administrators, faculty, and school counseling 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 can be taught on-line, on-campus, or at PNG by faculty employed by LSCPA or by instructors employed by PNG.
- B. Dual credit courses designed for academic transfer will be composed solely of students enrolled for college credit and/or advanced placement credit.
- C. Career and technical education dual credit courses identified as part of an approved Associate of Applied Science (AAS) degree or certificate program may also include high school students pursuing high school credit only.
- D. If dual credit courses taught on the high school campus by PNG faculty include students receiving high school credit only or advanced placement credit only, a copy of the syllabus, assignment requirements, and schedule for the students receiving high school credit or advanced placement credit only must be submitted to the Director of Dual Credit Programs by the census date (12th class day in the fall and spring semesters and 4th class day for summer terms).

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). PNG 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 that result in the awarding of 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 PNG 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 PNG shall determine the level of work required for awarding high school credit. PNG 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 PNG to equate high school courses to college courses to identify the course credits that may be earned by a student participating in the Partnership.
- D. For courses taught by PNG faculty, PNG faculty are responsible for verifying class rosters on the deadlines set by the Registrar, monitoring daily attendance, and notifying the School Counseling Office if a student stops attending, drops/withdraws from the course, or decides to take a course for high school credit only after enrolling in a dual credit course.
- E. PNG School Counseling 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 PNG faculty, PNG faculty are responsible for electronically submitting grades to the Registrar by the published deadlines each semester.

IV Student Support Services

- A. Dual credit students 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 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.

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. PNG may claim whatever funding is normally provided by the Texas Education Agency (TEA) 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 PNG students prior to the official census date of each semester that reflect the cost of tuition incurred by the high school students. PNG students will pay LSCPA for tuition from the invoices. Students may be dropped from courses for nonpayment.

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, PNG 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 PNG must be scheduled in accordance with the course prerequisites identified in the official LSCPA catalog.

XI. Textbooks and Transportation

- A. PNG will be responsible for textbooks and course supplies for courses taught by PNG faculty. PNG students will be responsible for textbooks and course supplies for courses taught by LSCPA faculty.
- B. Neither LSCPA nor PNG will be responsible for transporting PNG 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. PNG 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. PNG and LSCPA will conduct informational sessions for students and parents on dual credit opportunities, benefits and costs.
- 3. PNG 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 degree 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.

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

- 1. LSCPA will host an annual counselors' 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 PNG will meet the same credentialing standards as all other LSCPA teaching faculty.
2. Dual credit instructors at PNG 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 PNG 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 PNG 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 PNG 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 PNG must create CORE Curriculum and Academic course assessments and evaluate student achievement on those assessments each semester, based on LSCPA 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

For Lamar State College Port Arthur:

Dr. Pamela Millsap, Vice President for Academic Affairs

Date

Dr. Betty Reynard, President

Date

For Port Neches-Groves High School:

Dr. Mike Gonzales, Superintendent

Date