



**LAMAR STATE COLLEGE PORT ARTHUR  
and  
TEKOA ACADEMY OF ACCELERATED STUDIES S.T.E.M. SCHOOL**

**DUAL CREDIT ENROLLMENT MEMORANDUM OF UNDERSTANDING**

This memorandum of understanding (MOU) describes the Lamar State College Port Arthur (LSCPA) and Tekoa Academy of Accelerated Studies S.T.E.M. School (Tekoa) 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 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); 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 Tekoa 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 chief executive officer.
  - 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 Tekoa 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 Tekoa administrators, faculty, and school counseling staff.
- E. Students must be registered prior to the official census date (12<sup>th</sup> class day in the fall and spring semesters and 4<sup>th</sup> 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 Tekoa by faculty employed by LSCPA or by qualified instructors employed by Tekoa.
- B. Dual credit 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. Tekoa 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 wording "issued to student."
- B. Instructors of technical education 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. LSCPA will submit progress reports, 6-week grades, and final grades to Tekoa 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 Tekoa shall determine the level of work required for awarding high school credit. Tekoa 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 Tekoa to equate high school courses to college courses and to identify the course credits to 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 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 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 in dual credit courses regardless of location or instructional modality. Tekoa 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 an invoice to Tekoa Charter High School on the official census date of each semester that reflects the cost of tuition incurred by the high school students. Tekoa will pay LSCPA for tuition from this invoice.

IX. Faculty Salaries

- A. If a dual credit class is taught by an instructor from LSCPA, 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, Tekoa 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 Tekoa must be scheduled in accordance with the course prerequisites identified in the official LSCPA catalog.
- XI. Textbooks and Transportation
- A. Tekoa will be responsible for textbooks and course supplies.
  - B. LSCPA will not be responsible for transporting Tekoa dual credit students to or from either campus.
- XII. Alignment with Statewide Goals Established by HB 1638, 85<sup>th</sup> Legislature
- A. Goal 1: Create collaborative outreach efforts
    - 1. Tekoa 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. Tekoa and LSCPA will conduct informational sessions for students and parents on dual credit opportunities, benefits, and cost.
    - 3. Tekoa 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.
  - C. Goal 3: Provide college advising and student support services to promote success

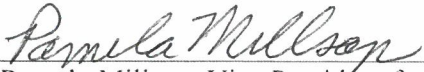
1. LSCPA will host an annual counselor's event to provide school counselors with information to support the advising of dual credit students.
  2. High school students enrolled in dual credit courses will have access to instructional support services including advising, tutoring, and library resources.
  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: Tekoa and LSCPA will cooperate to ensure the quality and rigor of all dual credit courses.
1. Dual credit instructors at Tekoa will meet the same credentialing standards as all other LSCPA teaching faculty.
  2. Dual credit instructors at Tekoa 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 Tekoa 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 Tekoa 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 Tekoa must create Core Curriculum 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

For Lamar State College Port Arthur:

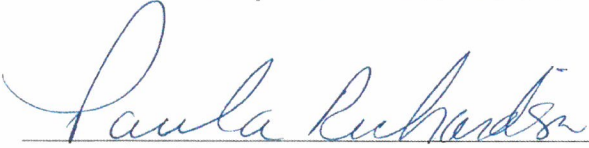
  
\_\_\_\_\_  
Dr. Pamela Millsap, Vice President for Academic Affairs

8-18-2020  
Date

  
\_\_\_\_\_  
Dr. Betty Reynard, President

8/18/2020  
Date

For Tekoa Academy of Accelerated Studies S.T.E.M. School:

  
\_\_\_\_\_  
Dr. Paula Richardson, Chief Executive Officer

8/10/20  
Date