

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

Philosophy

Western Texas College offers collegiate level courses for simultaneous college and high school credit for eligible students. WTC promotes access to academic and workforce education courses while ensuring the content of courses and expectations for student performance are truly collegiate in nature. In areas of transcription, credit, application, or content, dual-credit courses are not differentiated from other college-level courses.

Statewide Dual Credit Goals

1. Independent school districts and institutions of higher education will 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.
 - The ISD and WTC collaborate to host informational sessions for students and parents/guardians about the dual credit program, upon the request of the ISD. The WTC website displays information about dual-credit programs including dual-credit costs, enrollment procedures, and policies.
2. Dual-credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.
 - Dual-credit students are eligible and encouraged to continue working toward an associate of science degree, associate of arts degree, associate of applied science degree, or certificate programs following completion of secondary education. A course equivalency crosswalk is provided to the WTC dual-credit department by the ISD.
3. All dual-credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.
 - WTC provides academic and career and technical education degree plans for all programs offered through the institution. WTC collaborates with ISD's to offer academic advising for dual-credit students. Dual-credit students are offered student support services to bridge successfully into college course completion.
4. The quality and rigor of dual-credit courses will be sufficient to ensure student success in subsequent courses.
 - There is no distinction between regular WTC college course rigor and dual credit course rigor. Student learning outcomes, instruction, and course materials remain the same regardless of student demographic. Full-time faculty and adjuncts teaching dual-credit, are evaluated each year by respective division chairs. This evaluation includes a classroom observation and a review of grade distributions. Student learning outcomes are also assessed each year.

Student Eligibility

- A. Snyder High School students should meet and maintain all academic and behavioral requirements. Those recommended by the high school principal/counselor are eligible to enroll in dual-credit courses. Signed permission of the student's parent/guardian is required.
- B. Demonstration of Academic Eligibility:
 - Students are required to be assessed and college ready for reading, writing, and mathematics prior to enrollment based on the Texas Higher Education Coordinating Board's (THECB) requirements and requirements set forth by WTC
 - Dual credit students with fewer than 15 hours who declare they are non-degree seeking can waive the TSIA2 placement exam.
- C. A high school student is eligible to enroll in workforce education courses if the student demonstrates that he or she has achieved the eligibility requirements for a particular certificate or program.
- D. To be eligible for dual-credit courses, high school students are required to have a minimum 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.
- E. It is highly recommended a student be in 'good standing' in order to continue dual-credit enrollment. Information regarding academic standing is available on the WTC website.

Dual Credit Enrollment Recommendations:

- WTC does not recommend first time dual credit students take more than 6 hours their first semester.
 - WTC does not recommend dual credit students with a GPA below 2.0 take more than 6 hours per long semester.
 - WTC does not recommend dual credit students with a GPA between 2.0 and 2.5 take more than 9 hours per long semester.
 - WTC does not recommend dual credit students with a GPA between 2.5 and 3.25 take more than 12 hours per long semester.
 - Any student requesting to take more than 15 hours in a long semester will require permission from the Dean of Instructional Affairs prior to enrollment.
- * Please refer to the WTC course catalog for other enrollment policies as well as scholastic probation/suspension.

Admission Requirements

- A. Students must submit the following to the WTC dual-credit office for admission:
 - a. Application for admission
 - b. Current high school/college transcript (if courses at another institution)
 - c. Official test scores
 - d. Dual-credit registration form
 - e. Proof of Bacterial Meningitis vaccine - ONLY FOR STUDENTS TAKING ON-CAMPUS COURSES

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 classes. Students will be expected to conduct themselves as college students, and regular academic policies applicable to courses taught at the college's campus also apply to dual-credit courses. While taking courses through WTC, the student must adhere to all college policies and regulations contained in the college catalog, handbook, and course syllabus.
- B. College courses require a minimum of 45-48 hours of instruction for three (3) hours of college credit. To prepare for college course assignments, all college students should expect to invest at least as much time out of class as in class in reading and/or 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 a student has any concerns about his/her performance in the course or is not sure of an assignment, the student should contact 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 in order to ensure they receive the appropriate handouts, info, or notes, and to arrange for turning in work. Parents and students should seriously discuss priorities before and during enrollment in a dual-credit course.
- J. Dual Credit students with diagnosed disabilities may be eligible for services from WTC. These students must provide documentation of the disabilities and be determined eligible for services by WTC's ADA committee. Eligibility for services at the high school level does not always ensure students will qualify for services at the college level. If accommodations are provided, these may differ from accommodations provided by the high school. Should it be determined a student is eligible for services, it is the student's responsibility to request these accommodations be shared with instructors at the beginning of each term or semester.
- K. All Dual Credit students will receive various WTC logins and access. WTC technology users shall not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language, email messages, and /or material, including broadcasting unsolicited/unwanted email messages (SPAM), or impersonating other users. WTC discrimination and harassment policies extend to communications via the technology infrastructure or otherwise.

Attendance

- A. Students must follow the attendance policy outlined in the course syllabus. If students will miss class for an official school function, the high school must verify the absence with the WTC instructor. 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 excused and unexcused absences.
- C. Missing more than a few classes or assignments will negatively affect a student's grade. WTC instructors reserve the right to withdraw students from the course for excessive absences.

Withdrawal Policies

- A. If a student wishes to withdraw from a dual-credit course, they must first discuss it 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 study.
- C. It is the student's responsibility to submit an official dual-credit drop form available online.

Transcripts and Grades

- A. Students taking dual credit courses on the WTC campus or online are responsible for requesting an official transcript from WTC be sent to the high school in order to ensure accuracy of transcript grade and high school grade.
- B. WTC is responsible for maintaining a dual-credit student's college transcript. All courses will be identified on the college transcript as college-level courses and will be transcribed immediately following completion of each semester.
- 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 WTC grade appeal/change of grade policy published in the current catalog.

Costs

- A. Students enrolling in dual-credit courses will be responsible for all tuition and fees as prescribed by the Snyder ISD dual-credit policy.
- B. Failure to make payment may result in course(s) being dropped and additional assessment of fees.

- C. All dual-credit students are responsible for acquiring their own textbooks and other course materials based on the high school's dual-credit policy.
- D. In-district students who qualify for the Free or Reduced Lunch Program at the high school may be eligible for tuition and fee waivers. Written verification will be required each semester.
- E. Tuition and fees rate(s) are standard unless other arrangements are made with an ISD. Tuition and fees rate(s) are indicated below:

DUAL CREDIT TUITION/FEES \$52 per hour plus a one time \$40 fee	*FEES NOT INCLUDED:
3 HOURS - \$196.00*	Distance learning fee for dual credit courses is \$25 per course (Online or ITV courses only) On-campus dual credit courses may have additional lab fees.
4 HOURS - \$248.00*	
5 HOURS - \$300.00*	
6 HOURS - \$352.00*	
7 HOURS - \$404.00*	
8 HOURS - \$456.00*	
9 HOURS - \$508.00*	
10 HOURS - \$560.00*	
11 HOURS - \$612.00*	
12 HOURS - \$664.00*	

Provision of WTC Services

Faculty

- A. Embedded instructors will meet the minimum education requirements specified by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).
- B. Embedded instructors shall be evaluated in the same manner as other regular WTC faculty, including classroom visitation by WTC supervisors.
- C. Embedded instructors are expected to meet the same work requirements as those of all WTC adjunct faculty.
- D. Potential embedded adjunct faculty members will follow the hiring process established for all WTC faculty.
- E. It is the policy and practice at WTC to ensure all faculty possess the appropriate academic preparation, training, and experience to teach in a community college setting. All faculty at WTC 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 (online, face-to-face, embedded, etc.)
 - a. If questions arise in areas of credentialing, please consult WTC's Dean of Instructional Affairs for clarification. A district should contact WTC for clarification on qualifications to determine if an ISD faculty member meets SACS credentialing standards.
 - b. 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 WTC for the purposes of the dual-credit course. As employees of WTC, such faculty will be paid according to the services rendered according to the agreement made between WTC and the faculty member.

Student Services

- A. WTC will provide dual-credit students full access to WTC libraries and electronic databases at the same levels as all students.
- B. Upon request, WTC will provide tutorial assistance on the college campus and online or face-to-face academic advising and/or counseling to ensure applicability and transferability of student courses.
- C. WTC will work with the ISD's staff to develop a coherent plan of courses and experiences that enables students to successfully meet the goals outlined for the dual-credit program or other programs (P-TECH, Pathways, Early College HS, etc.) offered by the ISD. These plans will ensure continuity for higher levels of certification and/or degree.
- D. WTC does provide an online test proctoring service. This service may require verification of a student's identity prior to beginning the exam. Should a student decide to utilize this service rather than a testing center or ISD proctor, the student may incur a cost.

Communication

- A. WTC Faculty will communicate course grades continuously via the online platform.
- B. WTC and the ISD acknowledge the ISD is subject to the Family Educational Rights and Privacy Act (20 U.S.C. 12332(g), FERPA), in which federal law and supporting regulations generally address certain obligations of an educational agency or institution that receives federal funds regarding disclosure of personally identifiable information in education records.
 - a. The parties agree that WTC is a "school official" under FERPA and has a legitimate educational interest in personally identifiable information from education records because WTC:
 - i. Provides service or function for which the District would otherwise use employees;
 - ii. Is under the direct control of the District with respect to the use and maintenance of education records; and
 - iii. Is subject to the requirements of FERPA governing the use and re-disclosure of personally identifiable information from education records.
 - b. The Parties expect and anticipate that WTC may receive identifiable information in education records only as an incident of service or training that WTC provides to the ISD or its students pursuant to this MOU.
 - c. College personnel, including faculty, may communicate concerns regarding attendance, assignments, grades, credit hours, GPA, etc. to ISD employees that have an educational interest in the success/college-readiness of dual-credit students.
- C. WTC will collaborate with the ISD on outreach campaigns regarding dual-credit programs.

Schedule, Location, and Student Composition of Dual-Credit Classes

- A. Dual-credit classes will follow the WTC academic calendar. If the ISD calendar is different from that of WTC, the ISD will ensure that classrooms and facilities are available or other arrangements are made for the scheduled college class.
- B. Dual-credit classes may be taught on the ISD campus, online, WTC campus, via A/V equipment, or any other mutually agreed upon location.
- C. It is the ISD and/or student's responsibility to provide transportation to the location where classes are held.

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. 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.
 - c. Provide a qualified facilitator and/or proctor that will be present at all times in an interactive or webcasted course and available to monitor online courses. Facilitators and proctors are expected to regularly communicate with instructor(s).
 - d. Ensure all dual credit distance courses will have student exams proctored by a test proctoring service provided by WTC, an approved testing center, or a designated proctor from the high school that has gone through proctor training and signed a proctor agreement with WTC.
 - e. Continuously monitor and verify that a student completing online coursework is the student registered for that course. In addition, prior to administering an exam, the ISD assumes responsibility for verifying the identity of the student taking the exam and verifying the student's enrollment for the course in which they are testing.
- B. 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 (TEA).
- C. The ISD superintendent will:
 - a. Complete and submit a Memorandum of Understanding with WTC every three years and sign/complete addendum(s) to the agreement when necessary.

Courses and Course Materials

- A. Courses offered for dual-credit must be identified by WTC as core academic courses, field of study, foreign language, or workforce education courses leading to a workforce certificate program.
- B. All dual-credit course instruction and materials, including WTC-approved textbooks, must be identical to those used for the same courses taught on the WTC campus.
- C. Reasonable effort will be made to maintain use of the same edition of textbooks as long as the WTC bookstore can ensure availability.

Funding

- A. The ISD is required to set up payment arrangements with WTC to ensure funding is in place for the dual-credit program.
- B. Western Texas College opted into the Financial Aid for Swift Transfer (FAST) Program. The ISDs will be responsible for the books, access codes, and supplies.

University Interscholastic League (UIL) Eligibility

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

Addendum

A. This MOU may be amended through an addendum as indicated below signatures and is considered mutually agreed upon if provided before signatures.

B. Check Below:

_____ This MOU does not have an addendum.

_____ This MOU does have a provided addendum. Those documents include:

- 1) _____
- 2) _____
- 3) _____

Signed:

 6 / 10 / 2024
Stephanie Ducheneaux **Date**
Vice President for Academic Affairs
Western Texas College

Dr. Jessica Gore
Superintendent
Snyder ISD

 / /
Date

MOU Addendum between Western Texas College ("College") and Snyder High School ("School District")

Effective Date: _____

This Addendum supplements the Dual Credit Memorandum of Understanding between the College and the School District dated _____.

The purpose of this Addendum is to establish the terms and financial responsibilities associated with the assignment of a college faculty member to provide on-site dual credit instruction.

The College shall assign a credentialed faculty member who meets all institutional, state, and accrediting-body requirements to teach dual credit courses, provided the assignment is consistent with the faculty member's course load requirements.

Because the assignment of a college faculty member to the High School creates costs beyond those normally incurred by the College, the School District agrees to reimburse the College for costs associated with the faculty assignment.

The school district agrees to pay for travel expenses, teaching expenses and a small class fee if applicable.

Travel reimbursement will be \$20 per trip.

Teaching reimbursement will be \$45 per day.

The small class fee, if applicable, will be \$125 for each student below the minimum of 10 students.

The College will invoice the School District at the end of each semester.

This reimbursement amount will be reviewed when the term of the original MOU ends. This reimbursement is separate and apart from the tuition and fees owed for student enrollment.