

**Memorandum of Understanding
Dual Credit Academic Agreement
Between
Burnham Wood Charter School District
and
Sul Ross State University**

This Dual Credit Institutional Agreement is entered into and between Sul Ross State University (“University”), a member of the Texas State University System, and Burnham Wood Charter School District, either a Texas independent school district contracting on behalf of its high school(s), or a private high school, or a home-schooled student (“School”), to facilitate the cooperation between the University and the School in the provision of dual credit courses for the School.

Purpose

In accordance with the rules and regulations of the Texas Higher Education Coordinating Board (THECB), Sul Ross State University offers college credit courses in approved core curriculum courses for dual credit high school students. If the School approves these college courses for dual credit, high school students meeting both the School and University admission requirements may enroll in these courses and may receive college and high school credit simultaneously.

Dual Credit Program Goals

As outlined in the Sul Ross State University Plan: Strategies for the Second Century 2017-2022, under the section Strategies—Goal 1: Promote Growth in Academic, Research, and Artistic Excellence; Objective 1: Develop new or build on existing learning programs (including distance education programs) to create expanded opportunities to “learn by doing” across the curriculum,, emphasizing tangible skills for lifelong learning and preparations to contribute to 21st century society; Strategy 6: Improve technical support in distance learning to include online/web based learning and teleconference instruction, the dual credit program agrees to provide opportunities and build relationships with area and state wide districts.

The University will provide informal sessions to inform all students and parents of the benefits and enrollment requirements.

The University and the School will post the most current dual credit program information including the MOU to their respective websites.

The University and the School will host regular, as needed, sessions for high school counselors regarding any changes to the Texas Administrative Code, the University availability of offerings, or any changes needed to the MOU.

The University and the School will assist the students in the successful transition to and acceleration through postsecondary education.

The University and the School will ensure the students receive academic and college readiness advising with access to academic student support services.

The University's selection process for faculty will ensure that the quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.

Eligible Courses

Dual Credit specific core curriculum courses, lower-level foreign language courses, and major specific courses on the official course inventory for Sul Ross State University are available for dual credit.

The availability of eligible dual credit courses each semester is determined by the availability of University resources, including but not limited to open seats in on-campus sections, faculty, smart rooms (for delivery of two-way interactive video), and compatible meeting times. The University will email proposed course schedules to allow the opportunity for schedule adjustments (particular classes, days, and times).

The School is responsible for determining that the dual credit course meets the essential skills and knowledge required by the Texas Education Agency.

*All courses are 3 credit hours unless noted otherwise.

Crosswalk for Sul Ross State University and the School/District

Please refer to the University's website for a comprehensive list of the University's course inventory. It is the School/District's responsibility to identify and map a crosswalk for all University courses and the school/district equivalent.

Student Eligibility for Dual Credit Enrollment

A high school student is eligible to enroll in dual credit courses if they:

1. Meet their high school or district's dual credit requirements.
2. Satisfy course prerequisites.
3. Obtain permission from both their school and a parent/guardian.
4. Provide proof of bacterial meningitis vaccination or exemption if the student is attending classes on the University campus.
5. Demonstrate college readiness as defined in the TSIA requirements below or qualify for an exemption under Texas Success Initiative provisions.

Academic Dual Credit Eligibility (TSI Requirements)

For courses requiring TSI college readiness in English Language Arts and Reading (ELAR):

- **TSIA2 ELAR:** Score 945+ with at least 5 on the essay or score below 945 with an essay score of 5+ and a Diagnostic score of 5-6.
- **STAAR EOC English III:** Minimum score of 4000.
- **ACT:** Composite score of 23 (before Feb 15, 2023) or 40 (after Feb 15, 2023) on the English and Reading tests.
- **SAT:** Minimum EBRW score of 480 (after 03/05/2016).

For courses requiring TSI college readiness in mathematics:

- **TSIA2 Mathematics:** Minimum score of 950, or below 950 with a Diagnostic score of 6.
- **STAAR EOC Algebra II:** Minimum score of 4000.
- **ACT:** 19 (before Feb 15, 2023) or 22 (after Feb 15, 2023) on the math test.
- **SAT:** Minimum score of 530 on the math test (after 03/05/2016).

Courses Not Requiring TSI Scores: Fine Arts and Communication courses.

Note: All math, English, and intensive reading courses require passing TSI scores.

College Connect Courses

Students who do not pass TSIA in ELAR or Math can enroll in College Connect ENG 1301 or MATH 1314 if they meet these minimum requirements:

College Connect English 1301 Placement:

- Score 910-944 on CRC with an Essay of 5-8, or
- Score 945-990 on CRC

College Connect Math 1314 Placement:

- Score 943-949 on CRC, with Algebra I completed.

Note: College Connect students attend 3 hours of college-level instruction and 2 hours of academic support weekly. A grade of "C" or better clears their TSI status.

TSI Preparation

SRSU provides a TSIA Bootcamp Packet for Math and/or ELAR for participating ISDs for teacher and student use.

District Responsibilities

The School agrees to provide the students with assistance in completing the admission, enrollment, and registration process. The School and student are responsible for ensuring that all required paperwork is submitted before the deadlines. Any packets received after the deadline will not be accepted. Once the completed paperwork has been submitted, the University will register the students in the dual credit classes.

If a student wishes to have a schedule change, it must be done so by the School Liaison who will then submit any necessary paperwork to the University.

If a student drops a course or stops attending classes, it is the responsibility of the School to notify the University as soon as possible in order to withdraw the student without any repercussions. The School representative must initiate the drop. Students will not be allowed to drop a course without the School's consent.

Students enrolled in dual credit courses will be permitted to use personal wireless communication devices during the school day solely for instructional purposes directly related to

their dual credit coursework. Approved uses include accessing digital textbooks, submitting assignments, communicating with college instructors, or participating in online learning platforms required by Sul Ross State University.

Deadlines

All paperwork completed by students must be submitted by the deadlines as published in the University's academic calendar and provided to the school.

Dual Credit Liaisons

Dual credit liaisons are school district contacts that serve as the contact person for the dual credit program on that high school campus. This individual may handle course scheduling, computer lab scheduling for online courses, troubleshooting, etc.

School districts must also assign an in-classroom learning facilitator for courses taught via Distance Learning. Facilitator responsibilities will be mutually agreed upon between each facilitator and course instructor. Course instructors will provide progress reports periodically, as defined by the ISD or as requested by the liaison or facilitator.

The school district will provide dual credit liaison and in-classroom facilitator contact information to the Dual Credit Coordinator.

Location of Classes

Dual credit courses may be offered on the University campus, the School campus, or online via our Learning Management System (LMS), Blackboard.

Student Composition of Class

Dual credit courses may be composed of dual-credit students only or of dual and regularly enrolled college students. The decision to allow non-dual credit high school students into a dual credit course on a high school campus must be approved by the University Provost and must meet one of the following conditions:

1. The course involved is required for completion under the State Board of Education Recommended or Distinguished High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
2. The high school credit-only students are College Board Advanced Placement or International Baccalaureate students.

Dual Credit Faculty and Dual Credit ISD Liaison Responsibilities

Dual Credit Faculty Responsibilities include:

- Establishing a mechanism (i.e., Blackboard, email) for communications with ISD dual credit liaison and classroom facilitator.
- Provide a detailed syllabus outlining expectations, requirements, attendance policy, and grading policy and communicate any changes in the syllabus (i.e., test dates, assignments, and assignment due dates) to the dual credit liaison.
- Inform ISD when planning to be absent or delayed to class.
- Allow absences for school-required state exams and other school related activities (with prior notice), technological issues, or ISD school closures without penalty.
- Provide critical student information when needed as allowed by FERPA rules. This will include informing the liaison of a student's failure to meet expectations, including but not

limited to, potential for a failing grade, excessive absences, and/or unacceptable classroom behavior.

- Dual credit faculty will work with the ISD Liaison and/or classroom facilitator to provide updates on progress if requested by the school in a timely manner.

Dual Credit Liaison responsibilities include:

- Give prior notice to the appropriate Dual Credit Faculty of student absences due to school-related activities.

Faculty Selection, Supervision, and Evaluation

The University shall select instructors for dual credit courses. These instructors must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges) and approval procedures used by the University to select faculty responsible for teaching the same courses at the main campus.

When a dual credit course is offered on the ISD School campus, the instructor must adhere to the University-provided curriculum and syllabus. Teaching materials and/or experiential exercises may be supplemented, but substitutions **MUST** be approved in advance by the University. The University will supervise and evaluate ISD instructors using the same or comparable procedures used for all faculty.

Course Curriculum, Instruction, and Grading

High school and adjunct instructors agree to adhere to the curriculum provided by Sul Ross State University for dual credit courses. The syllabus and curriculum materials are integral components of the dual credit program and shall not be modified without prior approval from the department chair at Sul Ross State University. Dual credit courses must consistently meet the University's established standards for curriculum, materials, instruction, and the method and rigor of student evaluation. These standards apply uniformly, regardless of the student composition or class location. Any proposed changes to the curriculum or syllabus require timely submission to the department chair for review and approval, ensuring alignment with Sul Ross State University's academic standards and objectives.

Academic Policies and Student Support Services

Regular University academic policies apply to dual credit classes. These policies include, but are not limited to, the distribution of syllabi, the appeal process for disputed grades, the drop policy, and grading policies. These policies may be found in the University catalog and are included herein by reference.

The University will provide academic student support services as follows:

1. Students will be given access to the University library and internet (Lobo Online, email, Blackboard), accorded appropriate privileges, and have adequate library resources convenient for use at the site where dual credit courses are offered.
2. Students enrolled in dual course credit will be provided adequate academic support services including academic advising and career counseling through the University Lobo Den.

Student Code of Conduct

All students enrolled at the University must abide by the standards outlined in the *SRSU Student Handbook*. The handbook can be located on the SRSU website or through the Office of Student Life.

Transcription of Credit

The University will transcript college credit hours earned immediately upon the student's completion of the performance required in the course and report the official college grade to the ISD School registrar. Letter grades only will be awarded for college credit.

Transfer of Courses

SRSU approved core curriculum courses are readily transferable to other public institutions of higher education in Texas. However, since each college has its own policy regarding the transferability and applicability of courses, each student as well as the School, is strongly advised to check with the transferring college or university he/she plans to attend to determine the transferability of SRSU courses.

Texas public colleges and universities generally transfer courses which have common course numbers and designations. For example: ENGL 1301 is a common course that all Texas public colleges and universities carry. If a course does not carry the same number or designation at the transferring institution, it may not transfer. The student should contact that receiving institution for confirmation. A quick reference guide for compatibility within institutions can be located in the Texas Common Course Numbering System (TCCNS), available at <https://www.tccns.org/>. TCCNS equivalent courses are also designated in the SRSU catalog.

Private and out-of-state institutions will decide which courses will transfer individually. The student must contact the private or out-of-state institution to determine if a course will transfer and how it will be applied.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

SRSU administration, counselors, staff, and instructors **are allowed** to communicate with the individual student as well as the dual credit high school liaisons which include the high school counselor, high school administration, and the facilitator regarding student progress, grades, student schedule, student attendance, etc.

SRSU employees are **not allowed** to discuss individual students with anyone, including parents, without a signed FERPA Waiver. SRSU staff will communicate with the high school, where parents may request information from the high school staff regarding students' dual credit courses.

Academic Regulations

SRSU courses offered as dual credit by SRSU faculty or embedded high school faculty, regardless of where they are taught, follow the SRSU academic calendar, syllabus requirements, course outline, grading procedure, FERPA regulations, communication between students,

parents, and ISD administrators, and other instructional and evaluative policies and procedures. Exceptions to this must be approved by the appropriate administrative entities.

District employees and parents shall not influence the grading policies, grading procedures, or other instructional policies of SRSU faculty who teach college courses as dual credit.

Dual credit students may withdraw (drop) from all courses and receive a grade of "W" at any time during the semester on/prior to SRSU's official drop deadline specified in the academic calendar which can be accessed from SRSU's website. A grade of "F" will be assigned for courses dropped after the deadline specified in the academic calendar. For students who wish to drop a class, it is the student's responsibility to contact the high school liaison before withdrawing from a course. It is the student's and the School's responsibility to verify that the official withdrawal has been initiated and completed.

If a student receives a grade below 'C' in any dual credit course, both the student and the high school agree to initiate an appeal process to seek approval for the student's continued participation in dual credit classes. The appeal will be made to the dual credit program, and both the student and the high school commit to abide by any plan of action recommended by the dual credit program to address academic challenges and support the student's success in future dual credit courses.

The maximum allowable dual credit hours will be determined by the University.

Funding

The School will agree to identify and certify participating students who are eligible for funding through THECB's FAST program.

The University agrees to provide institutional scholarships for non-FAST eligible students that will offset their cost of attendance.

The University will not provide textbooks, other instructional support materials, or transportation.

Dual Credit Transfer Scholarship

- The Scholarship does not require an application.
- An eligible student must have attended Sul Ross State University and passed a minimum of six credit hours in Dual Credit courses.
- Any student deemed eligible is awarded the Dual Credit Continuing Education Scholarship automatically beginning their first term at Sul Ross State University.
- The award is a one-time \$1000 scholarship that will be applied evenly between the Fall and Spring semester.
- To qualify for the scholarship, a student must enroll full-time at Sul Ross State University within the academic year following high school graduation or home school certificate.

This Dual Credit Academic Agreement may be altered with written approval by the Superintendent and President or their designees, at least 30 days in advance of the agreement period.

This agreement will become effective on the date both parties agree to accept the conditions set forth in this document and until such time a mutual agreement is made to alter or terminate.

Signature:

Bernardo Cantens

Bernie Cantens, Ph.D.
Executive Vice President & Provost

Feb 11, 2026

Date

Joe E. Gonzales

Dr. Joe E. Gonzales
Superintendent

2-5-25

Date