

**MOU**  
**(Memorandum of Understanding)**  
**Dual Credit Academic Agreement**  
**Between**  
**Alpine Independent 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 Alpine ISD, 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 21<sup>st</sup> 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 student support services to bridge them successfully into college course completion.

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**

Core curriculum courses and lower level foreign language courses on the official course inventory for Sul Ross State University are eligible 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 School agrees to collaborate with the University to develop an appropriate dual credit course schedule prior to the start of each semester, preferably at the same time the University course schedules are developed. Emails will be sent by the University to inform the School of approaching deadlines, so the School may have the opportunity to request/suggest particular classes, days, and times.

Remedial and developmental courses are not available for dual credit.

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.

### **Sequence of Courses**

Eligible dual credit courses may be taken in any sequence with the following exceptions:

#### **English**

1. ENG 1301
2. ENG 1302 or 2311
3. All other ENG core courses

#### **Spanish**

1. SPAN 1411 (4 sch)
2. SPAN 1412 (4 sch)
3. SPAN 2311
4. SPAN 2312

#### **Math**

1. MATH 1314
2. MATH 1316

#### **Chemistry**

1. MATH 1314
2. CHEM 1311
3. CHEM 1312

#### **Physics**

1. PHYS 1301
2. PHYS 1302

\*The University will NOT allow any overrides for prerequisite courses.

**Crosswalk for Sul Ross State University and the Alpine ISD**

<b>SRSU Course</b>	<b>Alpine ISD Course</b>
ENG 1301 Composition I	English III or IV 1st half
ENG 1302 Composition II	English III or IV 2nd half
ENG 2311 Technical and Business Writing	Research/Technical Writing
MATH 1332 Contemporary Mathematics	Discrete Mathematics for Problem Solving
MATH 1314 College Algebra	Pre-Calculus
MATH 1316 Plane Trigonometry	Independent Study in Math
MATH 1342 Elementary Statistics	Statistics
MATH 2413 Calculus I (4 sch)	Independent Study In Mathematics
ASTR 1303 Stars and Galaxies	Astronomy
ASTR 1304 Solar System	Earth and Space Science
BIOL 1306 Biology for Majors I	Scientific Research & Design
BIOL 1307 Biology for Majors II	Scientific Research & Design
BIOL 1311 General Botany	Scientific Research & Design
BIOL 1313 General Zoology	Scientific Research & Design
BIOL 2301 Anatomy & Physiology	Anatomy & Physiology
BIOL 2302 Anatomy & Physiology II	Anatomy & Physiology
BIOL 2321 Microbiology	Medical Microbiology
CHEM 1311 General Chemistry I	Chemistry A
CHEM 1312 General Chemistry II	Chemistry B
GEOL 1303 Physical Geology	Advanced Plant and Soil Science
GEOL 1304 Historical Geology	Scientific Research & Design
GEOL 1305 Environmental Geology	Scientific Research & Design
IT 1309 Power Technology	Electrical Technology I
NRM 1301 Horticulture	Advance Plant and Soil
NRM 2303 Principles of Conservation Biology	Introduction to Renewable Energy
NRM 2305 Soils	Advanced Plant and Soil Science
PHYS 1301 College Physics I	Physics A
PHYS 1302 College Physics II	Physics B
ENG 2312 Writers of the American West	Reading
ENG 2315 Environmental Literature	Reading
ENG 2322 British Literature I	English IV 1st half
ENG 2323 British Literature II	English IV 2nd half
ENG 2327 American Literature I	Independent Study In English
ENG 2328 American Literature II	Independent Study In English
ENG 2331 World Literature	Independent Study In English
ENG 2341 Forms of Literature	Literary Genres
HIST 2301 World History to 1500	World History A
HIST 2302 World History since 1500	World History B
MAS 2301 Intro to Mexican-American Studies	Ethnic Studies:Mex American Studies
CJ 1301 Intro to Criminal Justice	Principles of Law, Public Safety

<b>MUS 1309 American Music</b>	<b>Music Studies Music Appreciation I</b>
<b>PHIL 1301 Intro to Philosophy</b>	<b>Special Topics In Social Studies 1st time taken</b>
<b>PHIL 2302 Intro to Formal Logic</b>	<b>Special Topics In Social Studies 2nd time taken</b>
<b>PHIL 2306 Introduction to Ethics</b>	<b>Special Topics In Social Studies 3rd time taken</b>
<b>PHIL 2307 Intro to Social and Political Philosophy</b>	<b>Special Topics In Social Studies 4th time taken</b>
<b>PHIL 2316 Classical Philosophy</b>	<b>Social Studies Advanced Studies 1st time taken</b>
<b>PHIL 2321 Philosophy of Religion</b>	<b>Social Studies Advanced Studies 2nd time taken</b>
<b>WS 2301 Women's &amp; Gender Studies</b>	<b>Special Topics In Social Studies 1st time taken</b>
<b>WS 2302 Intro to Masculinity &amp; Gender Studies</b>	<b>Special Topics In Social Studies 2nd time taken</b>
<b>ART 1301 Art Appreciation</b>	<b>Art I Art Appreciation</b>
<b>FA 1302 Music Appreciation</b>	<b>Music Studies, Music Appreciation I</b>
<b>FA 1315 Fine Arts Appreciation</b>	<b>Art I Art Appreciation</b>
<b>MUSI 1308 Music Literature I</b>	<b>Music Studies Music Composition</b>
<b>MUSI 1312 Music Theory II</b>	<b>Music Studies Music Theory</b>
<b>THEA 1310 Intro to Theatre</b>	<b>Theatre I</b>
<b>HIST 1301 History of the United States to 1877</b>	<b>United States History A</b>
<b>HIST 1302 History of the United States since 1877</b>	<b>United States History B</b>
<b>PS 2305 Federal Government</b>	<b>United States Government</b>
<b>PS 2306 State Government</b>	<b>Special Topics in Social Studies 1st time taken</b>
<b>ANSC 2312 Current Issues in Ag</b>	<b>N/A</b>
<b>ANTH 1301 Cultural Anthropology</b>	<b>Specialized Topics in Science 1st time taken</b>
<b>ECON 2301 Principles of Macroeconomics</b>	<b>Economics with Emphasis on the Free Enterprise System and its Benefits</b>
<b>ECON 2302 Principles of Microeconomics</b>	<b>Economics Advanced Studies 1st time taken</b>
<b>GEOG 1302 World Regional Geography</b>	<b>Social Studies Advanced Studies 1st time taken</b>
<b>GEOG 2302 Geography of the US and Canada</b>	<b>World Geography Studies</b>
<b>PSYC 1302 Intro to Psychology - Psychology</b>	<b>Psychology</b>
<b>SOCI 2303 Intro to Sociology - Sociology</b>	<b>Sociology</b>
<b>COMM 1310 Fundamentals of Speech Communication</b>	<b>Communication Applications</b>
<b>COMM 1311 Intro to Speech Communication</b>	<b>Communication Applications</b>

<b>COMM 1315 Public Speaking</b>	<b>Public Speaking I</b>
<b>COMM 1320 Business and Professional Communication</b>	<b>Public Speaking II</b>
<b>SPAN 1411 Beginning Spanish I (4sch)</b>	<b>Languages Other than English Level I Span</b>
<b>SPAN 1412 Beginning Spanish II (4sch)</b>	<b>Languages Other than English Level II</b>
<b>SPAN 2311 Intermediate Spanish I</b>	<b>Languages Other Than English Level III</b>
<b>SPAN 2312 Intermediate Spanish II</b>	<b>Languages Other Than English Level IV</b>

### **Student Eligibility**

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

1. Meets high school or school district requirements for taking a dual credit class
2. Meets any required course prerequisites
3. Obtains permission from School and a parent or guardian to take the course(s), and
4. Demonstrates college readiness by passing relevant sections of the TSI college readiness assessment test (TSIA) as set forth in Texas Administrative Code Title 19 Rule §4.57; or
5. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in Texas Administrative Code Title 19 Rule §4.54 (relating to Exemptions, Exceptions, and Waivers).
6. Proof of bacterial meningitis vaccine or state exemption form (on University campus students only).

A high school student is also eligible to enroll in academic dual credit courses that require demonstration of TSI college readiness in reading, writing, and/or mathematics under the following conditions:

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

- TSIA2 ELAR: ELAR College Readiness Classification Test score in the range of 945-900 and a score of at least 5 on the Essay Test, or an ELAR score below 945 with an essay score of 5 or higher, and an ELAR Diagnostic Test score of 5 or 6
- STAAR EOC English II: Minimum score of 4000 OR
- PSAT/NMSQT Evidence-Based Reading and Writing (EBRW), administered on or after 10/15/2015: Minimum score of 460 OR
- PLAN: Composite score of 23, and English score of 19 or higher OR
- ACT: Combined score of 40 on the English and Reading tests OR
- SAT: Minimum score of 480 on the EBRW administered on or after 03/05/2016

For courses that require TSI college readiness in mathematics:

- TSIA2 Mathematics: Minimum score of 950, or a score below 950 and a Diagnostic level of 6
- STAAR EOC Algebra I: Minimum score of 4000 OR
- PSAT/NMSQT Mathematics, administered on or after 10/15/2015: Minimum score of 510 OR
- PLAN: Composite score of 23, and math score of 19 or higher OR
- ACT: Minimum score of 22 OR - SAT: Minimum of 530 on the mathematics test administered on or after 03/05/2016

### **District Responsibilities**

The School agrees to provide the students assistance in completing the enrollment 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.

### **Deadlines**

All paperwork completed by students must be submitted by the published deadlines determined by Dual Credit Coordinator. Deadlines will be 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 might handle course scheduling, computer lab scheduling for online courses, troubleshooting, etc. Upon the request of the liaison, the instructor will provide updated progress. The liaison's responsibilities in the classroom will be determined between each liaison and the instructor.

If the school district has a designated dual credit liaison, please send that individual's contact information to the Dual Credit Coordinator.

### **Location of Classes**

Dual credit courses may be offered on the University campus, the School campus, over two-way interactive video, online.

### **Student Composition of Class**

Dual credit courses may be composed of dual-credit students only or of dual and college credit 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**

In support of the partnership with Alpine ISD and SRSU, Dual Credit Faculty Responsibilities will include:

- Establishing a mechanism (i.e. Blackboard, email) for communications with Alpine ISD dual credit liaison.
- 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 Alpine 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 Alpine 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 Alpine ISD Liaison to provide updates on progress if requested by the school in a timely manner.

In support of the partnership with Alpine ISD and SRSU, the Dual Credit Liaison responsibilities will 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 of 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 School campus, the instructor must provide the University with a syllabus at least 30 days before the first class day. The Department Chair and the Dean of the College for the course subject must both review and approve the syllabus. If the syllabus does not meet the University's academic standards, the Department Chair or designated faculty member will assist the instructor in modifying the syllabus. The University will supervise and evaluate these instructors using the same or comparable procedures used for faculty at the main campus of the college.

## **Course Curriculum, Instruction, and Grading**

The 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, irrespective of the student composition or the location of the class. 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 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 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**

For dual credit courses, 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 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 in order 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 to 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.

In the event that 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 School.

## Funding

The University will offer courses eligible for dual credit at a designated tuition rate of \$50 per semester credit hour with an additional fee of \$50 per semester hour for dual credit when a University faculty/employee is the instructor (e.g. \$300 per student per three credit hour course). The ISD will be fully responsible for all aforementioned tuition & fee costs and will not charge students for any portion of those costs.

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

The University does not supply text books or other instructional support materials.


Transportation will not be provided by the University.

The University will invoice the school district within 30 days of the official census date of each semester net of any scholarship assistance provided. The invoice will include a listing of all students enrolled in all billable classes. The School will have up to 15 business days to appeal any registrations for that semester and up to 30 days to pay the tuition amount.

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 as mutual agreement is made to alter or terminate.

Signature:

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

Date

5/8/24

  
\_\_\_\_\_  
Dr. B. Michelle Rinehart  
Superintendent

Date

5-6-2024