



## **MEMORANDUM OF UNDERSTANDING Between Ranger College and Zephyr High School**

### ***AGREEMENT TO OFFER COLLEGE CREDIT COURSES CONCURRENTLY WITH HIGH SCHOOL CREDIT COURSES***

**RANGER COLLEGE** will offer courses for college credit on the high school campus or the college campus. Students enrolled in these courses may earn college credit and high school credit concurrently.

#### **TERM**

**This MOU shall be in effect from August 19, 2024 to August 17, 2025.**

#### **ENROLLMENT CRITERIA**

Students will be required to complete the corresponding section of the TSI (Texas Success Initiative) assessment instrument before enrolling in coursework at Ranger College unless they are enrolling in a Level 1 certificate program only. Students will be eligible to begin coursework with Ranger College the summer following their eighth-grade year upon meeting the following conditions:

1. The student is considered a high school freshman and has taken at least one section of the TSI or has another qualified exemption (SAT, ACT, STAAR, etc. score).
2. The student has passed the required area of the TSI, (Reading, Writing, or Mathematics), which relates to the course or courses in which the student desires to enroll, or the student must have a qualified exemption (SAT, ACT, STAAR, etc. score).
3. Any eligible high school student may enroll in dual credit courses with approved ACT or SAT scores.
4. The student obtains approval from the school district official assigned to allow enrollment in dual credit coursework (Counselor, Superintendent, Principal, or Assistant Principal). They may enroll at any high school grade level 9<sup>th</sup> through 12<sup>th</sup> as allowed by the school district official.
5. No student may enroll for more than five courses of three to four hours' credit each (including concurrent enrollment at Ranger College, another college, distance learning through telecommunications, and/or correspondence) without the approval of the Vice President of Instruction. Normally, approval for an overload is given only if the student has completed a minimum of 12 semester hours with a GPA of 3.0 for the previous semester. Special consideration may be given to students who can complete graduation requirements during their last semester.
6. During a summer term, no student may enroll in more than seven semester hours without the approval of the Vice President of Instruction. Students seeking admission under this provision are required by state law to comply with the Texas Success Initiative requirements.

#### **ADMISSIONS PROCEDURES**

To be admitted, students will complete general admissions requirements and the high school will provide official transcripts and test scores of the students to the Registrar's Office at Ranger College. The written permission of the student's parent/guardian is required before the first day of the starting semester. (Appropriate forms will be provided.)

## **TRANSCRIPTION OF COLLEGE CREDIT**

Students will earn college credit appropriate for the course(s), which will be transcribed upon a student's successful completion of the course. Credit for Ranger College courses will be granted following the student's graduation from high school.

## **ACADEMIC POLICIES & PROCEDURES**

The same academic policies and procedures that apply to regular RC college courses and students will also apply to dual credit courses and students.

- A. Students are subject to the rules of conduct, plagiarism, and disciplinary standards published in the College catalog and are subject to the penalties defined by such standards.
- B. Any discipline issues including academic dishonesty during college course instruction must be reported immediately to the Associate Vice President (AVP) of Dual Credit.

## **INSTRUCTION: Scope, Roles, Responsibilities, Quality, Rigor**

- A. College courses require a minimum of 45-48 hours of instruction.
- B. Courses offered for dual course credit must be identified as college-level academic courses in the current edition of the community college Lower-Division Academic Course Guide Manual (ACGM) or as college-level technical courses in an approved Associate of Applied Science (AAS) Degree, a certificate program, or Occupational Skills Award (OSA). Please see Exhibit A for the course equivalency crosswalk if applicable.
- C. Instruction and materials for dual course credit must be at the equivalent level of the instruction and materials used for the same course taught on the main campus of the College. Course syllabi for these courses are the same as used throughout the college.
- D. Remedial and developmental courses may not be offered for dual course credit.
- E. The College shall select instructors of dual credit courses. These instructors must be regularly employed faculty members of the college or must meet the same standards including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and approved procedures in policy used by the College to select all faculty members.
- F. When an instructor employed concurrently by the high school partner and Ranger College teaches a dual credit course for Ranger College, the manner of compensation will be determined by the public school and the College. The amount of adjunct instructor compensation will be determined by Ranger College. The adjunct pay scale can be found in the Ranger College **Faculty Handbook**. The instructor must participate in a College orientation session annually. Public school instructors teaching for Ranger College report to the appropriate dean or his/her designee as dual credit adjunct faculty. Ranger College requires formal assessments of student learning outcomes of its educational programs. Public school instructors will provide the appropriate dean with the required assessments of student learning outcomes and acceptable thresholds of demonstrated student learning along with evidence of seeking improvement based on the analysis of the results as requested.
- G. College regulations regarding curriculum, syllabi, supervision of instructors, evaluation of instruction and instructors, course requirements, and student attendance will be in effect for all dual credit courses.

- H. Dual credit faculty will follow grading criteria as stated in the RC department approved syllabus. The School District shall direct students who would like to appeal their course grade to follow the College's grade appeal process.
- I. Dual Credit Faculty will use only College approved textbooks and supplemental materials for instruction.
- J. Dual Credit Faculty will submit all required reporting documents such as roster verification, submission of grades, and artifacts by the deadline set by the College.
- K. Dual credit classes will follow the Ranger College Academic Calendar. Final exams must be proctored and given on College approved dates. No early final exams will be allowed.
- L. Dual Credit Faculty are expected to identify students in their classes in need of academic assistance and direct them to the appropriate college or school district support services.
- M. The school district will provide dual credit students a classroom environment that is conducive to college-level learning. The district partner will provide a class facilitator for ITV and online courses to support the learning environment and provide support to students.

**The ISD Will:**

- 1. Notify all parents of students enrolled in grade nine or above of the dual credit programs available through Ranger College, both academic and career/technical. Further, parents should be made aware of funding available for dual credit courses.
- 2. Participate in the FAST Program and adhere to all requirements of the program.
- 3. Partner with Texas College Bridge for College Prep opportunities.
- 4. Ensure that all high school students wishing to participate in dual credit courses complete applications for admission to the College and all other required paperwork, including any Texas Success initiative (TSI) requirements that must be satisfied.
- 5. Ensure that all students complete a Dual Credit Registration Form and obtain the necessary signatures.
- 6. Assume the cost of student textbooks and course materials/supplies for all FAST-eligible students. To reduce textbook costs, Ranger College will utilize Open Educational Resources when possible.
- 7. Provide appropriate classroom facilities for dual credit courses taught on high school property, including computer lab access and learning resources access, such as library resources.
- 8. Provide the College with all student admission documentation by the required due dates.
- 9. Provide a contact person who will fulfill the duties of a Dual Credit Coordinator who will:
  - a. Assist students with obtaining TSI exemption records;
  - b. Assist students in completing all required admissions documents;
  - c. Provide academic advising to students who enroll in a dual credit course under the program before the student begins a course.
  - d. Deliver to the College in a timely manner all required paperwork including student transcripts, requests for exceptions, test scores and enrollment documents;
  - e. Serve as liaison with students, parents and high school personnel;

- f. Facilitate the operation of the Dual Credit program to ensure the smooth and timely operation of the process.

**Ranger College will:**

1. Educate high school personnel, parents, and students on requirements for academic degrees and workforce certificates/degrees.
2. Participate in the FAST Program and adhere to all requirements of the program.
3. Partner with Texas College Bridge for College Prep opportunities.
4. Work with high school personnel to determine which dual credit courses will be taught on the high school campus and online.
5. Hire the faculty or recommend a current high school teacher who is qualified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines and Ranger College's faculty competence policy to teach a particular class on the high school campus. The appropriate College department chair and divisional dean will supervise and evaluate all dual credit instructor(s).
6. Provide the dual credit instructor with a copy of the common syllabus with common course student learning outcomes for that course, a copy of the textbook, and all other appropriate teaching materials. To reduce textbook costs, Ranger College will utilize Open Educational Resources when possible.
7. Ensure that regular academic policies and student support services applicable to courses taught by the college also apply to dual credit courses. These policies include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus is distributed, etc. A full list of academic policies and student support services can be found in the Ranger College Academic Catalog. Link to webpage for current academic catalog: <https://www.rangercollege.edu/academics/academic-catalogs/academic-catalog.php#gsc.tab=0>
8. Determine course curriculum, instruction, and grading standards, and at the end of each course, provide the ISD with a numerical grade for each dual credit student registered for the course. A complete transcript of college coursework will be provided when requested.

**MONITORING GRADES**

Students may monitor their academic progress through the Canvas Grade Center (or other online learning management system) during the semester. Final grades will be available at the end of the semester in Campus Connect.

**CLASS COMPOSITION**

State Law states that dual credit courses may be composed of dual credit students only or dual and college credit students. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed only according to one of the following conditions:

- A. If the course involved is required for completion under the State Board of Education Recommended or Distinguished Achievement High School Program Graduation requirements and the high school involved is otherwise unable to offer such a course.
- B. If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.
- C. If the high school credit-only students are College Board Advanced Placement students.

## **SOURCES OF FUNDING: INCLUDING TUITION & FEES**

Regular dual credit tuition, fees, and textbook charges will be assessed for the course(s) and are the responsibility of the student, unless paid by the high school, and are payable directly to the College by the specified deadline. *With the exception of FAST-eligible students, only the College may waive tuition and fees for a student enrolled in a course for which the student may receive credit.* The College may claim funding for all students enrolled in a dual credit course. Transportation will be the responsibility of the student unless provided by the high school.

## **FINANCIAL AID FOR SWIFT TRANSFERS (FAST)**

As part of House Bill 8, The FAST program allows **eligible** students to enroll at no cost to the student in dual credit courses with Ranger College. For students not eligible for FAST, a maximum rate of \$55 per credit hour will be set, regardless of taxing district status. The FAST Program also applies to any Eligible students who enroll in summer semesters as well as the December and May mini-semesters. Further information and updates related to HB 8 and the FAST Program will be communicated to ISD's as needed.

## **IDENTIFICATION OF FAST STUDENTS**

Ranger College and the ISD will work together to establish a procedure for identifying all students eligible to enroll at no cost in dual credit courses, IE: FAST-eligible students. Additional procedures will be established to ensure the accurate and timely exchange of information necessary to identify these students.

## **TEXTBOOKS AND OTHER COURSE MATERIALS**

As of Fall 2024, most textbooks for dual credit courses will make use of free resources or will be covered by the ISD. Some courses may still have a textbook cost or require other course materials. Students should consult with the instructor's syllabus for accurate course requirements. Students who are FAST-eligible, cannot assume the costs of textbooks and other course materials. It is the responsibility of the ISD to cover those costs.

## **ATTENDANCE**

Students are required to maintain regular and punctual attendance in class and laboratories to meet the required number of contact hours per semester. Absences, dismissal of classes, and early release (except in emergency or inclement weather, when permitted by applicable law, or when related to state-mandated assessment days) shall be avoided.

## **LIBRARY & LEARNING RESOURCES**

Students will have access to the College library, high school library and learning resources, and any public libraries which have an agreement with the College.

## **ADVISING & COUNSELING**

Academic advising and counseling will be primarily provided by the high school counselor. Training and support for counselors will be provided by the Ranger College Dual Credit Department. Counseling and advising are also available to students through the College as necessary and requested by the high school and/or by the student.

## **DISABILITY SERVICES**

For a student to receive disability support services at Ranger College, the school district counselor must provide a copy of the student's current 504 plan to the ADA compliance officer, (which is the Ranger College Counselor). Ranger College is neither able nor required to provide the level of disability support services required by the public-school system; therefore, a student requiring disability support services may have differing levels of assistance from the school district and college. The Ranger College disability accommodations may include special testing arrangements, readers, scribes, and note-taking services.

## **SAFETY**

The safety and security of the students are the responsibility of the high school district unless the student is attending a class(es) on one of the College's campuses.

## **FACILITIES**

Unless otherwise agreed to, classes will be taught in facilities provided by the public school.

## **RECORDS**

Each party will be responsible for maintaining student records and records pertaining to the Program in conformity with the Texas Record Retention laws and the federal Family Education Rights and Privacy Act ("FERPA") (20 USC §1232g; 20 CFR Part 99). Each Party designates the other Party as its agent with a legitimate educational interest in students' education records for purposes of FERPA, and each Party agrees in its capacity as such agent to comply with the FERPA requirements set forth, without limitation, at 20 CFR 99.33. Each party shall institute policies and procedures reasonably designed to ensure that its employees and agents comply with these and all other federal and state laws, including, without limitation, FERPA, governing the rights of students concerning educational records, and shall protect student education records against accidental or deliberate disclosure to unauthorized persons.

**The high school agrees that once a student graduates, the high school will send Ranger College a copy of the student's final transcript.**

## **ALIGNMENT WITH DUAL CREDIT STATEWIDE GOALS**

The Ranger College Dual Credit Department has set goals that align with statewide dual credit goals as specified in The Texas Education Code, Section 28.009 (b-1) and (b-2) and Texas Administrative Code, Section 4.84.

- A. Ranger College has implemented purposeful and collaborative outreach efforts to inform all dual credit students and parents of the benefits and costs of dual credit, including enrollment and fee policies by:
  - a. Hosting information sessions for students and parents on the benefits and costs, at the ISD partner locations as requested by the ISD.
  - b. Posting dual credit program information, including enrollment and fee policies, on the dual credit web page located on rangercollege.edu.
  - c. Hosting dual credit information sessions for high school counselors at the Fall and Spring Counselor meetings.
  - d. Collaborating with the ISD on marketing campaigns for dual credit.
- B. Ranger College will assist high school students in the successful transition to and acceleration through postsecondary education.
- C. Dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.
- D. The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.

**RENEWAL OF MOU**

This agreement will be reviewed annually by both parties.

Whanda Funnell Zephyr ISD  
Superintendent or designee, ISD

Date: 5/14/2024

Dorothy L. Lifered  
President or designee, Ranger College

Date: 5/14/24