

**2020-2023
DUAL CREDIT MEMORANDUM OF UNDERSTANDING**

JUDSON ISD

AND

**ST. PHILIP'S COLLEGE
ALAMO COLLEGES DISTRICT**

ST. PHILIP'S COLLEGE (herein referred to as "the College"), a college of the ALAMO COLLEGE DISTRICT (herein referred to as "Alamo Colleges District"), and the JUDSON ISD (herein referred to as the "School District"), a Texas Independent School District contracting on behalf of its High Schools (herein referred to as the "School"), enter the following Memorandum of Understanding (herein referred to as "MOU") to facilitate the cooperation between the College and the School in the provision of instruction in which an eligible high school student (herein referred to as "Student") enrolls in college courses and receives credit for the courses from both the college and high school (herein referred to as "Dual Credit") for their School. Collectively the partners are referred to as "Parties." The Parties enter into this Agreement under the general provisions of the Interlocal Cooperation Act, Texas Government Code Chapter 791.

Each School will have a College from the Alamo Colleges District designated as its primary provider. Where courses are offered by a College from the Alamo Colleges District other than the

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- (A) the Workforce Education Course Manual or its successor adopted by the coordinating board; or
- (B) the Lower-Division Academic Course Guide Manual or its successor adopted by the coordinating board;
- (2) courses attempted and completed at the college that are not in the recommended core curriculum developed by the THECB under Section 61.822; and
- (3) dual credit courses, including courses for dual credit and college credit under Section 130.008, attempted and completed at the college.

4. DISABILITY SUPPORT SERVICES

College disability support services are provided to students attending classes at the College site or online and may include special testing arrangements, appropriate adaptive technologies, scribes, and note-taking services. The College is neither able nor required to provide the level of disability support services required by the public-school system. A Student enrolled in any dual credit course

[REDACTED]

[REDACTED]

requiring disability support services may have differing levels of assistance from School District and College. For a Student to receive disability support services at the College, the School counselor or student must provide a copy of the Student's current 504 plan to the College Disability Student Services (herein referred to as "DSS") office at College. Should the 504 plan not provide adequate information to determine the student's disability-related needs

[REDACTED]

[REDACTED]

[REDACTED]

- d. To adhere to the requirements set forth by legislative bills passed during the 86th Texas Legislative Session, Parties shall follow the reporting guidelines herein under Section 2 – Applicable Law.

8. PARENT INVOLVEMENT AND OUTREACH

[REDACTED]

[REDACTED]

f. An electronic version of the College FERPA Consent Form may be obtained at: [emics/academic-resources/student-forms/](https://www.college.edu/emics/academic-resources/student-forms/)

[REDACTED]

semester or term, immediately following the semester or term in which the Student earned

[REDACTED]

[REDACTED]

- b. A four-year crosswalk will be developed to demonstrate Students' progress toward their selected plan of study, including alignment of high school and college level courses. The selected plan of study will outline the required courses toward specific certificate programs, associate degrees, or a baccalaureate degree. The Student and College Advisor will meet and design a degree plan that will be submitted into the College's system of record.

- v. Development of recruitment and admission information presented in both English and Spanish.
 - vi. The College will require all Students to submit a Student/Parent Consent form upon entry into the program. The School will have each student and a parent or guardian sign the consent form defining the requirements and expectations of the Dual Credit program. The School will maintain all consent forms documents and provide an electronic copy of said to the College.
 - vii. To adhere to the requirements set forth by HB1638, the College and the School will implement purposeful outreach efforts to inform all students and parents of the costs and benefits of Dual Credit programming.
- b. Students must meet the Texas Success Initiative Assessment (TSIA) course and degree plan requirements and abide by the College's placement scores, policies, and prerequisite requirements.
 - c. The School is responsible for ensuring that all Students have up-to-date Bacterial Meningitis documents on file in their student records throughout time they participate in the Dual Credit program. The School will safeguard all vaccination documents and provide an electronic copy of said to the College upon request.

11. CURRICULUM

a. The School shall administer the TSIA college placement exam to all prospective Students or

[REDACTED]

refer Students interested in taking Dual Credit courses to the College's Testing Center, if the School is not a College Board testing site, or direct them to the College Board website.

[REDACTED]

[REDACTED]

into the College's official system of records. The College agrees to adhere to the confidentiality requirements of FERPA. The College will use students' TSIA assessment score data exclusively for official College business.

[REDACTED]

will be responsible for developing and refining a clear and coherent academic program across the two institutions for curriculum alignment for Students participating in the Dual Credit program.

- e. The 86th Texas Legislative Session passed SB 25, which states each institution of higher education shall develop at least one recommended course sequence for each undergraduate participant in a program offered by the institution. Each recommended course sequence

The College will provide the School District and School the minimum number of instructional

[REDACTED]

[REDACTED]

minutes required to meet the contact hour requirement per course taught on the School site.

[REDACTED]

Similarly, Alamo Academies Students should not enroll in other Dual Credit courses outside the selected Alamo Academies degree plan to avoid being barred from completion of the Alamo

[REDACTED]

[REDACTED]

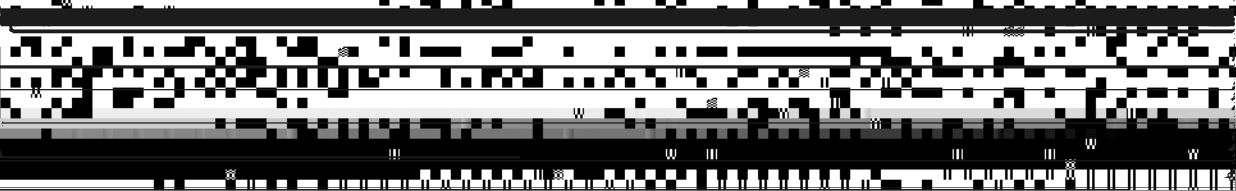
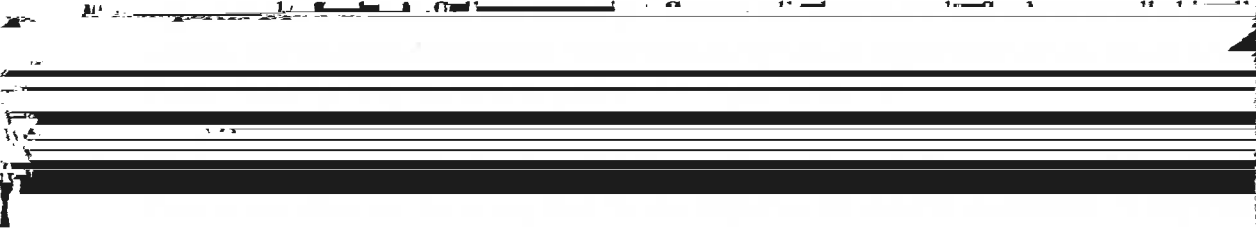
[REDACTED]

[REDACTED]

[REDACTED]

School District. Based on such assessment, the College Coordinator of High School Programs and the School Principal or designee will determine the forms of assistance and remediation that may be needed by a student in order to meet enrollment requirements for any college-level course.

- s. The College maintains a defined process for Students to withdraw from Dual Credit courses. Approval by the College or faculty of record is required to process Student withdrawal requests following the census date for the respective part of term. Once processed, the withdrawal will



classes. Failure to list a Student on the census roll by the College's deadline will result in the Student's ineligibility to receive a grade in the respective course.

- t. The College requires students to be officially enrolled by the part of term's census date, to meet the number of contact hours required for the respective course and to complete all required assignments to be eligible to receive credit in the form of a grade.
- u. The College maintains deadlines for drop requests from all courses. Students enrolled in a

- b. SB 1324 further states that a student enrolled in a multidisciplinary studies associate degree program must meet with an academic advisor to complete a degree plan and account for all remaining credit hours required for the completion of the degree program. The College staff and the Student must also account for the Student's transition to a particular four-year college

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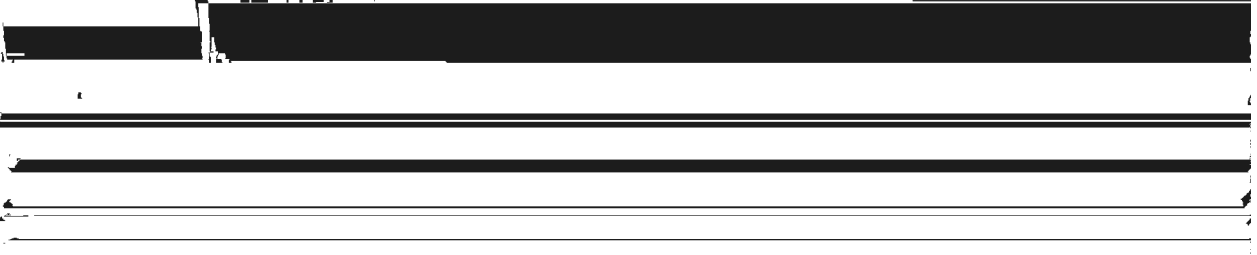
or major at the four-year college or university.

- c. Through the School counselor(s), each Student will receive advising on the five high school

[REDACTED]

the second full week of April. In the event Instructional Materials change for the term, the College will notify the School by the first full week of September.

- iv. The College and School will discuss the required Instructional Materials before agreeing to enroll students in the college section.



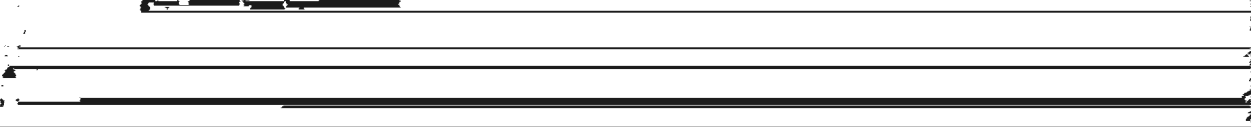
- d. Enrollment of Students in course sections comingled with post-secondary students is acknowledgement of agreement to required Instructional Materials Charges.

The designee of the College's Office of High School Programs will meet with the School District or School prior to enrolling students into courses and inform the School District of any courses that will have Instructional Materials Charges attached. Once Students are enrolled in the agreed-upon course sections, the School District assumes financial responsibility for courses and all course-related charges. The School District will be invoiced for the cost of the IM Direct.

The School will use the Course Agreement Forms to determine which Instructional Materials are applicable to each course. When the requirement for Instructional Materials Charges change for courses taught at the College, the College will notify the School and School District by the second full week of April for fall terms and by the last Friday of October for spring terms, unless the change in course occurs after said dates due to unforeseen circumstances. Enrolling students in classes is acknowledgement of required materials for a course. The School District will ensure that all Students, whether enrolled in courses at the School or the College, will have the required course materials by the first instructional day.

14. FACULTY

- a. All instructors teaching dual credit courses must meet the College's academic requirements as outlined by SACSCOC Faculty Credentialing requirements, as determined by the College. All instructors teaching dual credit classes at the School site must be approved and hired as faculty by the College prior to teaching dual credit courses. The faculty credentialing process used by the College for faculty on the College site will apply for faculty on the School site. The College will designate staff in the respective discipline to supervise and evaluate the faculty on the School site using the same or comparable procedures used with faculty on the College site.



- b. Faculty on the School site will be evaluated at least annually by the College or on a comparable schedule as Faculty on the College site.
- c. All Faculty, regardless of where the delivery of instruction occurs, must adhere

the College may not serve as a substitute to teach the remainder or any portion of a college course. If the instructor identified by the College to teach the remaining portion or any portion of the course is employed by the College, the School District will be responsible to pay the College for the compensation for the period of service of the identified instructor.

- e. Instructors teaching dual credit courses at the School will be either high school teachers credentialed by the respective College Faculty Chairs adhering to SACSCOC guidelines or faculty from the respective discipline at the College. The cost-sharing model approved by the

[REDACTED]

Alamo Colleges District Board of Trustees is based on which party pays the instructor. Please refer to Section 20 - Fiscal Matters herein. The School District is highly encouraged to

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

teachers approved by the College as adjunct instructors to teach dual credit courses. The School

leading to the student's goal, implications of taking college courses, and transferability of courses to upper level institutions for specific academic programs and degree applicability. The workshop will include terminology, career guidance, and resources similar to that used by the College Advisors. The intent of the sessions is for the School staff to provide structured guidance to students and their parents regarding decisions students will make that impact their college experience and accumulation of semester hours. Sessions may be delivered in either face-to-face or online formats.

Periodic update sessions may be required. Staff from the Colleges and the Alamo Colleges District will deliver the sessions and will work with the School District to identify the times for the sessions.

16. PROFESSIONAL DEVELOPMENT FOR ADJUNCT INSTRUCTORS FROM THE SCHOOL SITE

The College and School District will provide professional development opportunities to their respective faculty in accordance with their respective institutional policies. The College will provide professional development in critical thinking, leadership, student engagement, discipline-specific topics and other areas deemed necessary.

The School District will provide its faculty hired as College Adjunct Instructors the necessary time to participate in professional development identified by the College. College Adjunct Instructors and Faculty teaching on the College site shall engage in equivalent professional development. In

agreement on administration dates in order to appropriately manage disruptions of college courses and ensure contact-hour requirements are met

[REDACTED]

[REDACTED]

[REDACTED]

- a. The academic policies of the School District and College shall apply to all students enrolled in the Dual Credit programs as applicable.
- b. Students are expected to meet academic standards (including academic progress) for College coursework. Semester grades and grading policies shall be outlined in each instructor's course syllabus. College grades are awarded on a 4.0 scale at the College. The School will convert

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[REDACTED]

[REDACTED]

[REDACTED]

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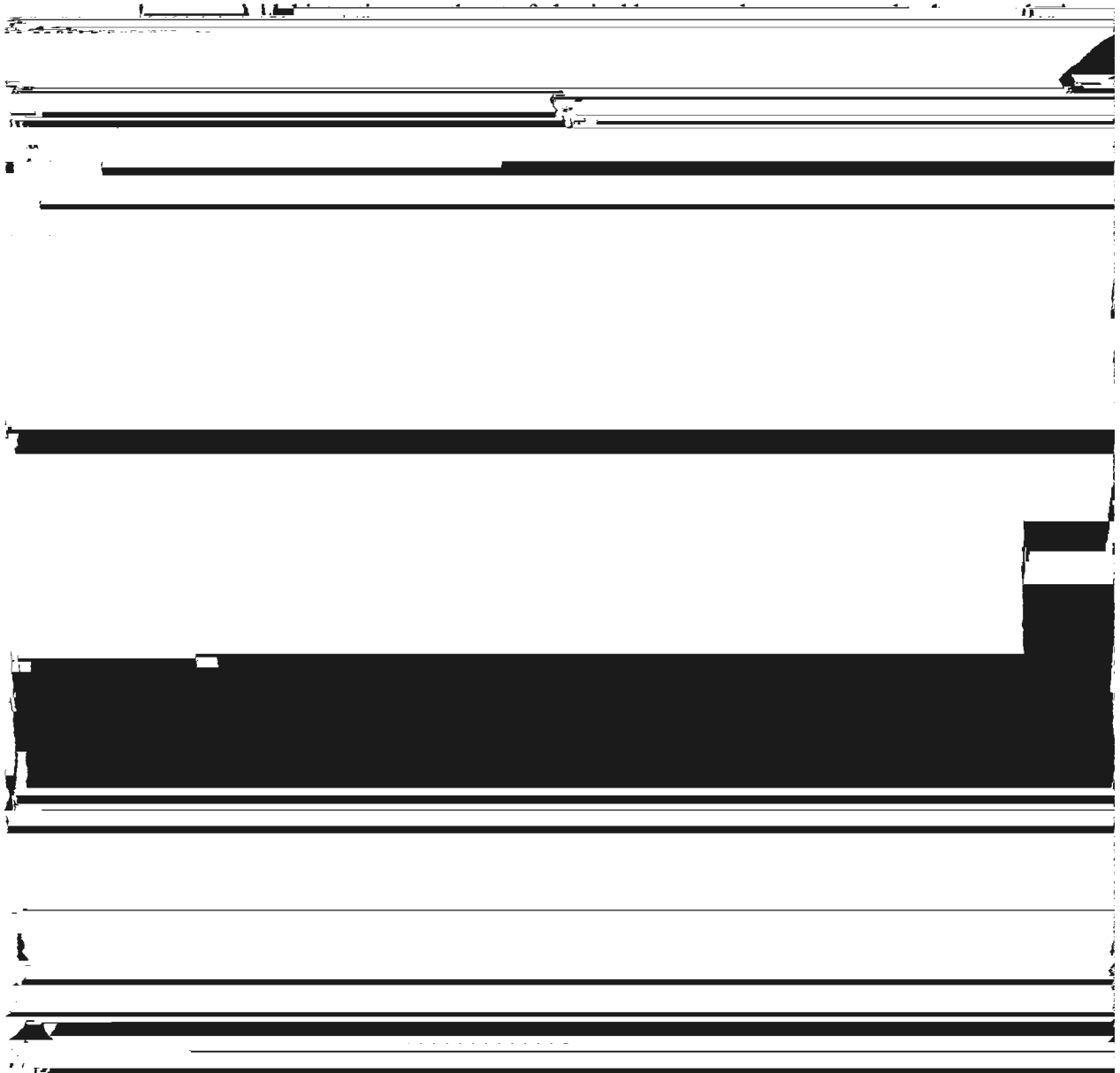
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[REDACTED]

list faculty teaching dual credit courses, and relevant courses taught to fulfill the requirements toward the selected degree plans for the School.

19. STUDENT SAFETY

The Parties agree that when a Student attending a College facility expresses to any College



the effective date of this MOU will be executed. The protocol will prioritize ensuring that the Student does not pose a threat to self or others. The College will prioritize transitioning management of the issue to School District, the parent / guardian of the student or the most appropriate authority or entity to address the crisis at hand. Often the College Police Department

disciplinary action, including suspension and dismissal from the College, shall be in conformity with the Codes of student conduct of the Parties. All Students will be provided access to the Alamo Colleges District eCatalog, Student Code of Conduct, Student Handbook, and Title IX / Clery Act materials in the same manner as all other students enrolled in the College. For additional information on the College student conduct policies, please refer to the College's Catalog at

[REDACTED]

between the policies of School District and College, the Parties will collaborate to resolve any conflict.

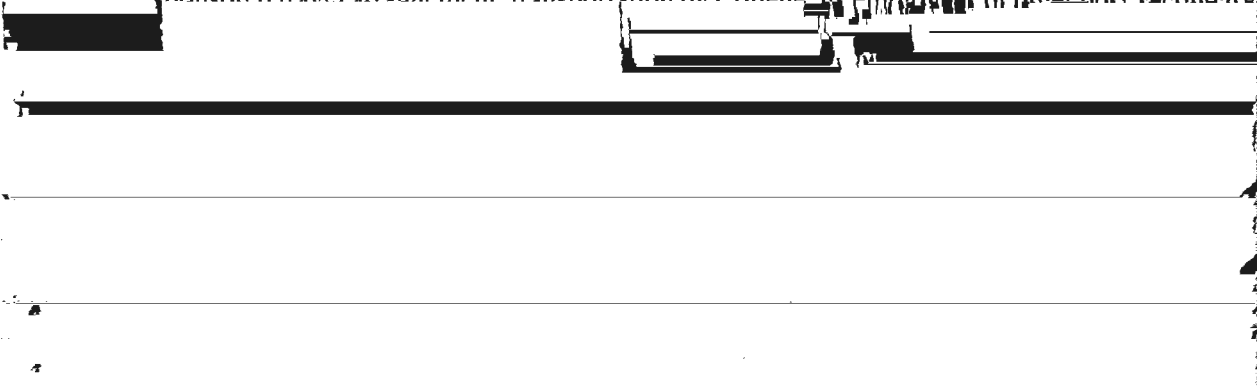
The School District and the College will inform one another of complaints against a Student. The party which receives a complaint of non-academic misconduct may investigate the complaint and reach a decision on responsibility for violations of the applicable student code of conduct, but must notify the other party of violations before they are issued. Students who are in violation of policies

[REDACTED]

23. EXTRACURRICULAR ACTIVITIES AND STUDENT ENGAGEMENT ACTIVITIES

- a. The School District may allow students to participate in high school activities as long as participation does not interfere with academic requirements of the dual credit courses.

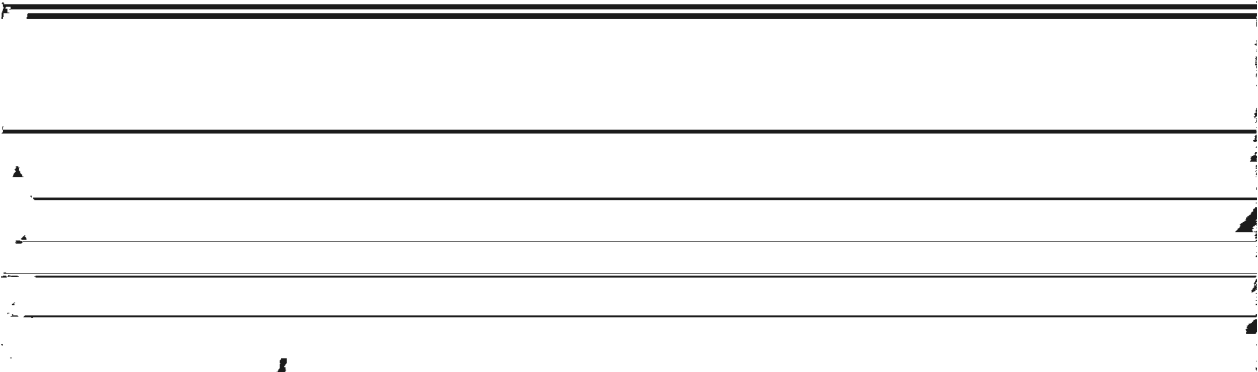
- b. Students may participate in age-appropriate activities on the College campus so long as participation does not interfere with the academic requirements of the School. From time to time, Students may be assigned to off-site academic course assignments which require the Student to travel to satisfy course objectives that could include, without limitation, museum visits or job-site internships. Students engaging in any College-related, off-site travel must be transported by a parent, guardian, parent/guardian written designee, or School District-sponsored travel arrangement; transportation by College, its employees or other post-secondary



college students is strictly prohibited.

24. STUDENT DATA SHARING

Parties agree to share student data for the purpose of administering and managing the participating Dual Credit programs. Parties agree to regularly share data not otherwise available to the other party to ensure that data is current and has integrity, as both Parties use data for enrollment into courses, state reporting, financial matters, Title IX matters, student conduct and other official business related to the participating Dual Credit programs. Each Party shall also promptly notify the other of any onsite or offsite behaviors of Students participating in any Dual Credit program



known to the Party which threaten or cause harm to others, including, without limitation, violence, threats, weapons, sexual assault, sexual contact of minors, and Title IX complaints.

Parties agree to adhere to the confidentiality requirements of FERPA and will encrypt the student

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

with respect to educational records, and shall protect student education records against accidental disclosure to unauthorized persons

involves a student as the accused or accuser, the Parties will agree on which party will undertake the investigation.

All Students will have access to AlamoCARES, a prevention, education and support program regarding dating violence, domestic violence, sexual assault, and stalking. Within the AlamoCARES site students will find information on rights granted by Title IX and other federal

<https://www.alamo.edu/about-us/compliance/title-ix/>

third full week of April for the Spring semester. Each of these invoices are to be paid net 45 days from the date of the invoice.

- g. School District's failure to meet its financial responsibilities as the fiscal agent will result in a College's refusal of enrollment of its Students for the next Academic Year after determination of payment default and may be subject to outside collection agency action.

- h. Tuition promotions, incentives or discounts vary during each academic year. All current promotions are published on the Alamo Colleges District web site at: _____, and are available in printed or electronic formats. Applicability of said for students enrolled in Dual Credit programs, Early College High School or Alamo Academies must be verified at the time of enrollment. Examples of promotional incentives include the "Summer Momentum Plan"

30. AMENDMENTS OR REVISIONS TO THE MOU

This MOU may only be amended by mutual written agreement of the Parties

31. TERMINATION OF THE MOU

Either Party may terminate this MOU through written notice to the other party given not later than

the last calendar day in December and to be effective for the ensuing academic fall semester. In the event of termination, the School District, School and College will prepare an agreeable plan of

35 ENTIRE AGREEMENT .

This MOU supersedes all prior agreements, written or oral, between College and School District

and constitutes the entire agreement or understanding between the Parties with respect to the

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

email confirmation of receipt.

School District:

Judson ISD
ATTN: Superintendent of Schools
8012 Shin Oak Drive
Live Oak, TX 78233
jball@judsonisd.org

St. Philip's College
ATTN: College President
1801 Martin Luther King Dr.
San Antonio, Texas 78203
aloston@alamo.edu

Alamo Colleges District:

Alamo Colleges District
ATTN: Vice Chancellor of Academic Success

[REDACTED]

43. RELATIONSHIP

The relationship of the School District and College shall, with respect to that part of any service or function undertaken as a result of or pursuant to this MOU, be that of independent contractors. Nothing contained herein shall be deemed or construed by the Parties, or by any third party, as creating the relationship of principal and agent, partners, joint venturers, or any other similar such relationship between the Parties.

Intending to be bound, the Parties sign below.

SERVICING COLLEGE / ALAMO COLLEGES DISTRICT



By: _____ Date _____
Dr. Adena Williams Loston
College President
St. Philip's College

By: _____ Date _____
Dr. George Railey, Jr.
Vice Chancellor for Academic Success

By: _____ Date _____
Janette Ball
St. Philip's College