

ACC ALVIN COMMUNITY COLLEGE

College and Career Pathways Memorandum of Understanding (MOU) 2021-2022 Academic Year

The partnership agreement for the Dual Enrollment program between Living Stones Christian High School and Alvin Community College (ACC) is designed to allow high school students to enroll in college courses for the awarding of both high school credit, college certificate and/or associate degree credit.

Eligible Courses

- a. The ISD is responsible for determining that the ACC course(s) approved for dual course credit meets the Texas Essential Knowledge and Skills (TEKS) required by the Texas Education Agency (TEA). ACC will assess courses offered for Dual Enrollment and will approve them through the curriculum approval process as required by the Texas Higher Education Coordinating Board (THECB).
- b. Dual Enrollment courses will be at the collegiate level and more academically advanced than courses taught at the high school level.
- c. Each Dual Enrollment course is equivalent to the corresponding course offered at the ACC main campus including curriculum, materials, instruction, rigor and the methods for student evaluation.
- d. Dual Enrollment courses must be identified as college level core academic courses in the current edition of the Lower Division Academic Course Guide Manual (ACGM) or as college level workforce courses in the current edition of the Workforce Education Course Manual (WECM).
- e. Courses offered for Dual Enrollment are in ACC's approved undergraduate course inventory.
- f. Developmental and remedial courses are not offered for Dual Enrollment.
- g. Specific course offerings will be determined collaboratively by ACC and the designated high school. Refer to Appendix I for the approved courses for 2021-2022.

Student Eligibility Requirements

- a. A high school student is eligible to enroll in academic Dual Enrollment courses if the student:
 - (A) demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative as set forth in §4.57 of this title (relating to College Ready Standards) on relevant section(s) of an assessment instrument approved by the Board as set forth in §4.56 of this title (relating to Assessment Instrument); or
 - (B) demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in §4.54 of this title (relating to Exemptions, Exceptions, and Waivers).
- b. A high school student is also eligible to enroll in academic dual enrollment courses that require demonstration of TSI college readiness in reading, writing, and/or mathematics under the following conditions:
 - (A) Courses that require demonstration of TSI college readiness in reading and/or writing:
 - (i) if the student achieves a minimum score of 4000 on the English II State of Texas Assessment of Academic Readiness End of Course (STAAR EOC); or

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- (ii) if the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):
 - 1. a score of 460 on the evidence-based reading and writing (EBRW) test on a PSAT/NMSQT exam administered on or after October 15, 2015; or
 - (iii) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.
 - (B) Courses that require demonstration of TSI college readiness in mathematics:
 - (i) if the student achieves a minimum score of 4000 on the Algebra I STAAR EOC and passing grade in the Algebra II course; or
 - (ii) if the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):
 - 1. a score of 510 on the mathematics test on a PSAT/NMSQT exam administered on or after October 15, 2015; or
 - (iii) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.
- c. A high school student is eligible to enroll in workforce education dual enrollment courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate and shall not be required to provide demonstration of college readiness.
- d. A high school student is eligible to enroll in workforce education dual enrollment courses contained in a Level 2 certificate or applied associate degree program under the following conditions:
 - (A) Courses that require demonstration of TSI college readiness in reading and/or writing:
 - (i) if the student achieves a minimum score of 4000 on the English II STAAR EOC; or
 - (ii) if the student achieves a PSAT/NMSQT Reading and Writing score of 460; or
 - (iii) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.
 - (B) Courses that require demonstration of TSI college readiness in mathematics:
 - (i) if the student achieves a minimum score of 4000 on the Algebra I STAAR EOC and passing grade in the Algebra II course; or
 - (ii) a score of 510 on the mathematics test on a PSAT/NMSQT exam administered on or after October 15, 2015
 - (iii) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.
 - (C) A student who is exempt from taking TAKS or STAAR EOC assessments may be otherwise evaluated by an institution to determine eligibility for enrolling in workforce education Dual Enrollment courses.
- e. The high school agrees to make the ACC Director of Assessments an Institutional Reporter for the TSI exam to ensure test scores are properly transferred into the ACC system for admissions. Furthermore, any ISD student taking the TSIA on an ISD campus automatically authorizes ACC retrieval of the scores for the purpose of enrolling into Alvin Community College.

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- f. Students are required to complete the Apply Texas Application and meet all ACC admission requirements.
- g. Students must meet all ACC's regular prerequisite requirements designated for the course selected for enrollment (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
- h. Students and parents must sign an ACC Early Admission Contract (Appendix II). ACC reserves the right to update this document as needed.
- i. ACC and the ISD will work to create a cross-walk that reflects the agreed grade level recommendations for each college course offered.
- j. Students must attend the ACC Dual Enrollment Orientation.

ACC Dual Enrollment Academic Standards for Enrollment

- a. Dual Enrollment students must maintain a 2.0 cumulative grade point average (GPA). GPAs below a 2.0 will result in the student being placed on academic probation. During academic probation, a student will not be allowed to enroll in any college classes for the subsequent long semester. During the semester of probation, Dual Enrollment students may only retake classes in which a grade of 'D' or 'F' was earned.
- b. Once reinstated after the long semester of probation, if the Dual Enrollment student falls below a 2.0 for a second time, the student will be permanently suspended from the Dual Enrollment program.
- c. If a student requests enrollment in courses that exceed 16 semester college credit hours in a 16-week semester, ACC requires recommendation and approval from an ACC Academic Advisor, high school counselor, and ACC's Vice-President of Instruction prior to enrollment.
- d. All dual enrollment students shall be declared under the A.A. General Studies academic pathway. Exceptions may include: 1) students desiring to earn/complete the associates will be declared as A.A. General Studies - Dual Degree; 2) students seeking a technical level 1 certificate in a workforce program.

Location of Class

- a. Dual Enrollment college courses will be offered on the high school campuses, the ACC main campus, and any/all off campus instructional sites, online, or some combination thereof.
- b. Enrollment in a dual enrollment college course delivered in an online format requires a review of expectations and requirements with the student and parent/guardian to determine appropriateness of the delivery method.
- c. Dual Enrollment courses taught electronically by ACC shall comply with applicable rules and procedures in the Texas Administrative Code relating to Approval of Distance Education Courses and Programs for Public Institutions and Approval of Off-Campus and Self-Supporting Courses and Programs for Public Institutions along with the THCEB's Principles of Good Practice for Courses Offered Electronically.

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- d. Dual Enrollment college courses taught on the high school campus shall be taught in a classroom that is, at a minimum, equipped with a computer, projector, projection screen, dry erase board, and an elmo (or similar device known by an alternate name).
- e. The partnering school shall ensure that ACC professors have access to the classroom upon arrival and shall have an identified space to offer office hours to assist students outside of the classroom.
- f. Dual Enrollment college classes held at an ISD campus during the school day will adhere to the high school daily schedule except as requested and approved by the campus administrator or facilities manager and ACC administrators. ACC faculty shall not be expected to adjust scheduled classroom instruction to accommodate bell schedule changes.
- g. The ISD assumes full responsibility for its facilities, real and personal property (including technology), without limitation, and the purchase, maintenance, operation, and disposal of such. ACC assumes full responsibility for its facilities and real and personal property (including technology), including, without limitation, the purchase, maintenance, operation, and disposal of such.

Student Composition of Class

- a. Dual Enrollment courses may be composed of dual enrollment students only or of dual and college credit students. Classes must have an enrollment of 10 or more to be staffed by ACC.
- b. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed only under one the following conditions:
 - (A) if the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course;
 - (B) if the high school credit-only students are College Board Advanced Placement students; or
 - (C) if the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.

Faculty Selection, Responsibilities, Evaluation, Supervision, and Compensation

Faculty Selection

- a. ACC will select Dual Enrollment instructors meet the same standards and approval process used to select faculty teaching the same classes on the main campus. These standards include the minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other relevant accrediting agencies.
- b. The High School may submit Faculty Recommendation forms to the ACC Director of College and Career Pathways by May 1st to recommend a teacher who has been identified as a prospective Dual Enrollment faculty member (Appendix III). ISD Faculty Recommendations will be accepted on an individual basis after May 1st.

The college will assess the credentials and qualifications of all prospective Dual Enrollment instructors using its standard procedures. All official transcripts and pertinent documents must be

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- submitted prior to the initial term of teaching and will be maintained in the ACC Human Resources office. ACC must approve all instructors prior to instruction as well as any changes in teaching assignments.
- c. All online Dual Enrollment instruction will be provided by ACC faculty.
 - d. ACC will supervise and evaluate Dual Enrollment instructors using the same or comparable procedures used for faculty at the main campus.
 - e. All faculty teaching dual enrollment college courses, to include full-time, adjunct and ISD teachers, shall attend the ACC Dual Enrollment Faculty Orientation. Adjunct and ISD instructors are encouraged to attend department meetings and professional development as determined by the ACC Dean or Department Chair.

Faculty Responsibilities

- a. ACC Faculty teaching on the high school campus shall:
 - 1. Attend ACC Dual Enrollment Faculty Orientation.
 - 2. Arrive on time for all courses and ensure that time in the classroom meets the expected contact hour requirements.
 - 3. Submit grades to the ISD point person as agreed.
 - 4. Be accessible to students outside of the classroom period.
 - 5. Return graded material and provide feedback in a timely manner.
 - 6. Wear ACC identification at all times.
 - 7. Take attendance daily following the approved process.
 - 8. Input grades into the ACC system.
 - 9. Submit Census Rosters to the ACC Dean and/or Department Chair in accordance to ACC policies.

ACC Faculty teaching on the high school campus will comply with relevant procedures and rules established by the district to govern student, faculty, and staff conduct and safety-except where otherwise noted in this agreement.

- b. Approved ISD Dual Enrollment Faculty shall:
 - 1. Attend ACC Dual Enrollment Faculty Orientation.
 - 2. Teach the college course according to the standards as set forth by the THECB, ACC and specific department.
 - 3. Attend any professional development sponsored by appropriate ACC department, if possible.
 - 4. Remain in contact with the Dean and/or Department Chair.
 - 5. Grade all assignments according to ACC's grading policies.
 - 6. Input grades into the ACC system as agreed by the high school and the college.
 - 7. Return graded material and provide feedback in a timely manner.
 - 8. Submit Census Rosters to the ACC Dean and/or Department Chair in accordance to ACC polices.

Faculty Supervision and Evaluation

- a. ACC shall supervise and evaluate instructors of Dual Enrollment courses using the same or comparable procedures used for faculty at the main ACC campus.

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Compensation & Academic Calendar

- a. Approved ISD Dual Enrollment Faculty teaching Dual Enrollment courses will do so as part of their regular high school teaching assignment and will be responsible for following all applicable high school and collegiate regulations and procedures.
- b. In compensation for the additional work involved with teaching Dual Enrollment, the college will stipend approved ISD Dual Enrollment Faculty using the following schedule:
 1. \$600 per-course, per term for a 3-or 4-credit hour semester course.
 2. Any additional compensation can be viewed in Appendix IV.
- c. Full time faculty will be compensated per their contract.
- d. Adjunct instructors will be compensated based on the rate for the course.
- e. The ACC Dual Enrollment Academic Calendar will closely follow the ACC Academic Calendar. (Appendix V).

Course Curriculum, Instruction, and Grading

- a. ACC shall ensure that a Dual Enrollment course and the corresponding course offered at the main campus of the college are equivalent with respect to the curriculum, materials, instruction, and method/rigor or student evaluation. These standards must be upheld regardless of the student composition of the class.
- b. Grading procedures will respect both high school and college timetables and guidelines; grading scales will be pro-rated under guidelines established between the high school and the college. High school instructors will be responsible for entering grades in the high school's system; college instructors will collaborate with the appointed high school personnel to ensure that grades are submitted according to the agreed upon schedule (Appendix VI).
- c. ACC Instructors will provide numerical grades during the semester for classes taught on the high school campus only. Students enrolled in evening, online or classes on off-site campuses are responsible for submitting the ACC transcript to the high school to receive the high school credit. The high school shall assign a numerical value to the alpha grade recorded on the ACC transcript, according to the district policy.
- d. Approved ISD Dual Enrollment Faculty are required to submit grades into the college database.
- e. The grade reported in the high school system should be equivalent to the alpha grade posted on the college transcript.
- f. As part of this formal agreement, the ISD and ACC agree to exchange student data, to include directory and/or academic data, related to the ACC Dual Enrollment program and senior recruitment.

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Academic Policies and Student Support Services

- a. All regular ACC policies, academic expectations, and disciplinary rules applicable to courses taught at ACC's main campus must also apply to Dual Enrollment courses.
- b. Students in Dual Enrollment courses are eligible to utilize the same or comparable support services that are afforded to college students on the main campus. ACC is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible. To assist, the ISD agrees to provide the assigned ACC Advisor Skyward/ISD portal access with all permissions deemed necessary to provide academic and scheduling support.
- c. Dual Enrollment students shall receive advising at the completion of 15 and 30 hours of college coursework. In an intentional effort to ensure transferability of dual enrollment courses, students on the A.A. General Studies academic pathway will receive advising utilizing the Field of Study and/or the intended university's transfer guide, to select core and elective courses.
- d. Students placed in an alternative school or facility due to disciplinary reasons exceeding one week, will be automatically withdrawn from all Dual Enrollment college courses and assigned a "W" for each course. Students remaining enrolled during the one-week placement are responsible for all assignments missed and will be held to any grading penalty incurred due to the attendance policy of the course(s). Students may appeal the automatic withdrawal by contacting the ACC Vice-President of Student Services for review.

ACC will notify the high school regarding disciplinary and academic violations if the disciplinary action will affect the student's Dual Enrollment status; however, ACC reserves the right to immediately address disruptive or dangerous behavior as per college policy.

- e. Dual Enrollment students requiring Americans with Disability Act (ADA) accommodations must self-identify and meet directly with the ACC Student Accessibility Services (SAS). Dual Enrollment college courses will not recognize high school modifications. Through partnership with the ISD, ACC will work with the ISD 504 specialist to provide college accommodations and any specialized equipment needed to support the student. The cost may be split if applicable. ACC SAS will not provide personnel on the high school campus to carry out any services but will work with the high school Special Services department to meet the needs of the students.
- f. Students entering a semester on homebound status should enroll in online classes only. Students enrolled in a college class on the high school campus who require homebound status during the semester may:
 - i. Withdraw from the college course if prior to the published withdrawal deadline.
 - ii. Receive permission from the faculty member to continue under his/her guidelines. Students are responsible for all assignments missed and will be subject to any grading penalty incurred due to the attendance policy of the course(s).
 - iii. Receive an incomplete grade in the class if the faculty member deems it appropriate.
- g. Civil Rights Compliance, complaints about student conduct, and student discipline will be addressed by the ACC Vice President of Student Services following the ACC policies and procedures.
- h. Academic grading concerns should be addressed within one calendar year to professor, Department

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Chair, Dean or Vice President of Instruction.

- h. FERPA Compliance and Data Sharing
 - i. When a student is enrolled concurrently in a Dual Enrollment program with ACC and the high school, the parties may disclose the educational record regarding the student in accordance with United States Code, 34 CFR 99.34.
 - ii. The high school is aware that once a student is enrolled in an ACC course, he/she is under post-secondary rules of the Family Educational Rights and Privacy Act (FERPA) and ACC will not release student's records to parents or legal guardians without the student's Authorization to Release Student Records allowing such disclosure.
 - iii. ACC acknowledges that the high school may release FERPA-protected information to the parent or legal guardian if requested.
- i. Title IX of the Education Amendment of 1972 prohibits discrimination on basis of sex. Dual Enrollment students should complete a Title IX Discrimination Complaint form to the Vice President of Student Success (VPSS) should they feel subjected to sexual harassment by an ACC faculty or staff member, student or visitor.

Transcription of Credit

- a. The district and ACC credit should be immediately transcribed upon completion of the required in the course. ACC will provide alpha grades for students enrolled in evening, summer, online or classes taken on off campus instructional sites at the end of the semester. The high school shall assign a numerical value to the alpha grade recorded on the ACC transcript, according to their district policy.
- b. A student may withdraw from a college course prior to the printed withdrawal deadline by following the withdrawal procedures as outlined in the ACC Dual Enrollment Handbook and in agreement with the high school counseling department policies and/or procedures.

Funding

- a. Dual Enrollment students will be charged tuition and fees approved by the ACC Board of Regents as demonstrated on the Dual Enrollment Fee table (Appendix VIII).
- b. Any required textbooks or additional resources needed, shall be the responsibility of the student.
- c. State funding for Dual Enrollment courses will be available to both the high school and to the college, based on the current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board (THECB).
- d. ACC may claim funding for all students enrolled in college core curriculum, foreign language, and/or career and technical education courses that lead to an earned degree or certificate.

House Bill 5 – College Readiness

In accordance with the 83rd Legislature of the State of Texas House Bill No. 5, Section 10 and as written into the Texas Education Code (TEC) 28.014, the school districts will partner with at least one institution of higher education to develop and provide courses in college preparatory mathematics and English language arts to prepare students for success in entry-level college courses. The courses must be designed for students in the 12th grade who have demonstrated (through assessments or coursework) that they are not ready to perform entry-level college coursework. A student who successfully

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completes such a course is exempt from the requirements of the Texas Success Initiative in that content area at the partnering higher education institution.

- a. Students enrolled in the college-preparatory Math or English course should be identified based on:
 - i. TSI scores indicate that the student is not ready to perform entry-level college coursework;
 - ii. STAAR EOC scores does not meet college readiness standards
- b. Students enrolled should be seniors only.
- c. The District shall provide a notice to each student who has not demonstrated college readiness and to the parent or guardian, regarding the benefits of enrolling in the college preparatory courses College personnel will not be expected to communicate with parents.
- d. A student who successfully completes a college preparatory course under TEC 28.014 is exempt for a period of twenty-four (24) months from the date of high school graduation with respect to the content area of the course. The student must enroll in the student's first college-level course in the exempted content area in the student's first year of enrollment in the IHE that has partnered with the school district only.
- e. ACC and the District curriculum specialist (i.e. Department Chair, Dean, District Specialist, etc.) will review the curriculum and instruction standards for the courses annually to ensure the most critical Texas College and Career Readiness (CCRS) standards are met (does not exclude any other skills from being addressed within each course):
 - Math – Numeric Reasoning, Algebraic Reasoning, Geometric Reasoning, Measurement Reasoning, Statistical Reasoning, and Functions.
 - English – Writing, Reading, Research, Key Cognitive Skills and Foundational Skills.The evaluation may include, but is not limited to, disaggregated attendance and retention rates, satisfactory progress in the course(s), state assessment results, SAT/ACT, TSI readiness of the students in the course(s). Performance will be monitored by the IHE and reported biannually to the School District.
- f. ACC and the District curriculum specialist will identify, create, and facilitate pre- and post- assessment protocols and define what will constitute "successful completion".
- g. Grading of student work that determines college readiness will be granted by representatives of the District, outlined and agreed upon with ACC. For a student to be declared college-ready, the following condition must be met:
 - i. The student must have achieved a 70+ final average in the course. Twenty percent of the final average will be based on the final exam for the course.
- h. ACC and the District will agree on a method to indicate enrollment and grade earned in the college preparatory course on the high school transcript. For the purposes of this agreement, the ISD has agreed to denote enrollment and grade in the College Preparatory course on the transcript. In addition, the ISD shall provide the partnering college with the list of students enrolled in said sections to assist the college with providing adequate admissions and advising support.
- i. ACC and the District will clearly communicate and advertise to students the need to enroll into ACC as a full or part time student within twenty-four (24) months of completing the course to earn the TSI exemption. Should the time elapse, students will be considered "new" students for TSI purposes and must demonstrate college-readiness via the TSI assessment, other exemption, or successful completion of Developmental Education coursework.

Term and Termination

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- a. This agreement will remain in effect until the end of ACC's academic year, including summer. It will automatically renew for additional terms unless sooner terminated.
- b. Notwithstanding any other provision of this agreement, either Party shall have the right to terminate this agreement for convenience upon thirty (30) calendar days' written notice to the other Party.
- c. This agreement will become effective on the date the last party executes the agreement and will remain in effect until such time as mutual agreement is made to modify or terminate.

Miscellaneous

- a. This agreement may only be amended by mutual written agreement of both parties.
- b. This agreement shall be governed by the laws of the State of Texas, without regard to choice of law principles. In the event of any suit or action arising from this agreement, the parties consent to mandatory and exclusive jurisdiction of the courts in Brazoria County, Texas.
- c. Should any provision of this agreement be held by a court to be unenforceable, such provision shall be modified by the court and interpreted so as to best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this agreement shall remain in full force and effect.
- d. Nothing in this agreement shall be construed as a waiver or relinquishment of any governmental immunities or defenses on behalf of either party, its trustees, officers, employees, and agents as a result of the execution of this agreement or performance of the functions or obligations described herein.
- e. Neither party may assign its interest in this agreement without the written permission of the other party.
- f. The failure of either party hereto to exercise the rights granted them herein upon the occurrence of any of the contingencies set forth in this agreement shall not in any event constitute a waiver of any such rights upon the occurrence of any such contingencies.

By: Peggy Sinclair
High School Principal

Date: 7-28-21

By: Robert G. Edley
ACC President

Date: 7/29/2021

Appendix

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I. 2021-2022 Approved Dual Enrollment Course Listing (attached)

II. Early Admission Contract

III. ISD Faculty Recommendation Form

IV. ACC 2021-2022 Academic Calendar

- Dual Enrollment courses taught in the fall semester will follow ACC's academic calendar, with classes beginning on Monday, August 23rd.
- Dual Enrollment courses taught in the spring semester will follow ACC's academic calendar, with classes beginning on Tuesday, January 18th.
- Dual Enrollment final exams will be the week printed on the calendar.
- Dual Enrollment grades will be due on the date printed on the calendar.

V. Grade Reporting for 2021-2022

For the 2021-2022 Academic School year, ACC Dual Enrollment Staff will submit grades to LSCS at the end of each academic semester upon request.

VI. Transcription of Credit for Students taking courses outside of the school day

1. Students must submit a copy of the ACC Transcript (official or unofficial) directly to the high school Registrar. The transcript shall be signed by the ACC Advisor and/or a High School Counselor.
2. ACC will not submit grades to the high school for classes taken outside of the school day unless requested.

VII. Dual Enrollment 2021-2022 Tuition and Fee schedule

Dual Enrollment Tuition and Fee Schedule		
Student	Class Location	Students Pay
Living Stones Christian High School	Living Stones Christian High School Property Locations	\$25 per credit hour + Registration Fee
Living Stones Christian HS- Individually Registered	Online/ACC Campus	*In-District Tuition and All Fees
Dual Enrollment Courses- Cohort Agreement	Alvin Community College Campus Locations	*In-District Tuition + Registration Fee + Course/Lab Fee (if applicable)

*\$47 per credit hour