



**Angelo State – Abilene Independent School District Presidential Scholars Off-Site Dual Credit  
Memorandum of Understanding (MOU)**

The purpose of the Academic Off-Site Dual Credit Memorandum of Understanding (MOU) is to facilitate the cooperation between Angelo State University, a member of the Texas Tech University System, hereinafter referred to as “ASU” and Abilene Independent School District, hereinafter referred to as “AISD” in the provision of instruction of academic dual credit courses at AISD.

Texas Higher Education Coordinating Board Strategic Plan Goals addressed in this MOU are:

- Goal 1 – 60% of Texans ages 25-34 by 2030 will have a certificate or degree;
- Goal 2 – At least 550,000 students in 2030 will complete a certificate, associates, bachelor’s or master’s from an institution of higher education in Texas;
- Goal 3 – All graduates from Texas public institutions of higher education will have completed programs with identified marketable skills; and
- Goal 4 – Undergraduate student loan debt will not exceed 60% of first-year wages for graduates of Texas public institutions.

AISD Liaison – High School Counselor

ASU Liaison – The Director of Admissions via the Assistant Director of Admissions

**Admission requirements:**

To be eligible for admission to ASU under the Off-Site Dual Credit Enrollment Program, individuals must meet the following admission requirements:

- a. Be a current high school student at AISD.
- b. Have a “B” (3.0 on a 4.0 scale or an 80 out of 100) overall high school average; or
- c. Be in the top half of class; or
- d. Recommended by the high school principal or high school counselor. The student and the school counselor must fill out the dual credit admission recommendation documentation.

**Admission process:**

- a. Student will submit the dual credit admission application to ASU.
- b. AISD will submit official transcripts of high school records for each student applying.
- c. Each student must submit a dual credit agreement form signed by the student, parent/guardian.

**Enrollment process:**

- a. ASU will provide a list of students that have applied and been admitted. This list will include the student’s ASU Campus ID.
- b. Admitted AISD students must pass the section of the STAAR or Texas Success Initiative (TSI) assessment that corresponds to the enrolled course, unless exempt, and provide TSI Assessment scores to ASU.

- c. AISD will provide a list to ASU of the students enrolled in each course to include name and the ASU Campus ID assigned to the student. Students must meet TSI and prerequisite requirements to enroll in courses.

**Academic Advising:**

ASU will provide academic advising services to students enrolled in ASU dual credit courses.

**Tuition and Fees:**

Each student will be charged the ASU dual credit tuition rate of \$50.00 a semester credit hour.

**Scholarships and Payment:**

- a. Each student will receive a scholarship from ASU to cover 100% of the ASU dual credit tuition for up to three courses per fall and spring semester when taught by a high school instructor. Courses delivered through distance education do not qualify for the scholarship.
- b. Scholarships are not available for summer semesters.
- c. The scholarship of up to three lecture courses is for each semester and cannot be rolled over to another semester or academic year or summer term.
- d. Students electing to enroll in more than three courses will be charged the ASU dual credit tuition which will be paid by the school district and/or the student by the ASU defined payment deadline. Failure to pay for courses not covered by the scholarship will result in the student being dropped/withdrawn from the dual credit course.
- e. If a student has made any payment(s) and then drops a course or withdraws completely, the refund will be calculated based on the refund schedule in the ASU catalog, with the maximum being the amount the student paid.
- f. The scholarship will be posted by census day for enrolled students.
- g. In the case of a refund, any tuition and fees paid by scholarship will be issued back to ASU.
- h. Students withdrawing or dropping a class will not be required to remit payment on the scholarship.

**Record Keeping:**

- a. ASU will train AISD dual credit faculty how to use the ASU portal, RamPort, to enter official grades.
- b. AISD dual credit faculty will enter the official grades in ASU's grading system by the deadline shown on the ASU academic calendar.
- c. Dual credit faculty will participate in the assessment of courses every other year.
- d. Dual credit faculty will prioritize learning objectives for each course each semester.
- e. For online courses taught by ASU instructors, ASU will provide access to course grades to the high school administration. Meaningful grades will be available at 3, 6, 9, and 12 weeks in the semester.
- f. Dual credit faculty will participate in the IDEA evaluation system and complete the Objective Selection Forms (OSFs) by the deadlines provided by ASU.

**Textbooks:**

Process for selecting and supplying dual credit course textbooks will be determined by the school district for courses taught at the high school. Textbooks for online courses will be selected by the ASU instructor. However, when possible ASU faculty will utilize open source textbooks for online courses. In

courses where open source are not available ASU will adhere to a three (3) year book adoption policy for online dual credit courses. Additionally, ASU will provide a one year notification of a book adoption change for online dual credit courses. School districts are not required to purchase textbooks from the ASU bookstore. Online faculty will make every effort to utilize an open source textbook when possible.

ASU will not provide students or instructors with textbooks.

**Faculty and Course selection, supervision, and evaluation for face to face instruction:**

- a. AISD will recommend the faculty for each dual credit class offered at any AISD High Schools. Recommendations must be submitted with transcripts showing all graduate-level coursework taken.
- b. All approved instructors must submit all undergraduate and graduate official transcripts to ASU to be held in their faculty record prior to courses being taught.
- c. Dual credit instructors must provide ASU with a curriculum vita (CV) and course syllabus by the deadline provided by ASU.
- d. Eligible faculty must have completed a master's degree and eighteen hours of graduate-level credit in the field for which they will be teaching. ASU will have final approval of dual credit faculty.
- e. ASU will have final approval of courses.
- f. ASU will designate personnel to supervise and evaluate the instructors of the dual credit course(s) using the same or comparable procedures used for faculty on the ASU campus.
- g. Dual credit instructors will be responsible for providing instruction for the minimum contact hours required for the dual credit course(s) (e.g. a 3 semester-hour course requires a minimum of 48 contact hours).
- h. Dual credit instructors will adhere to student learning assessment requirements for their courses and report assessment data according to ASU core assessment requirements.
- i. Dual credit instructors will provide students with a syllabus conforming to ASU guidelines.

**Location and composition of dual credit classes:**

- a. AISD will provide classroom space for courses delivered at all AISD High Schools.
- b. Dual credit courses at all AISD High Schools are composed of dual credit students only.
- c. Exceptions for a mixed class that includes dual credit and high school credit-only students may be allowed only under one of the following conditions:
  - i. 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 to a non-dual credit student.
  - ii. If the high school credit-only students are College Board Advanced Placement students.
  - iii. If the student is not eligible to enroll in dual credit courses and no other courses are available for the student to take.
- d. When an individual high school reaches the point where thirty semester credit hours of different courses are made available to their students, ASU is required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) three months in advance of courses



being offered. Once a high school reaches sixty semester credit hours, ASU is required to submit a prospectus for delivery of more than fifty percent of credit toward a degree twelve months in advance of courses being offered. Following SACSCOC approval, AISD will be considered an ASU "off-site location". AISD is then subject to SACSCOC visits.

- e. AISD may elect to have ASU deliver a course via web based delivery. ASU will provide meaningful 3 weeks, 6 weeks, and 9 weeks grade reports for students enrolled in online/web based courses.

**Academic Policies and Student Support Services:**

- a. Regular academic policies and procedures applicable to regular college courses will also apply to dual credit courses.
- b. ASU is responsible for ensuring timely and efficient access to such services and learning materials (e.g., library resources) for which students may be eligible.

**Length of the course:**

- a. Each dual credit course offered at AISD will follow the ASU academic calendar.
- b. Year-long courses can be offered at the request of the ISD. These courses will begin on the first day of the ASU Fall semester and end on the last day of the ASU Spring semester.

**Changes in student status throughout semester:**

- a. AISD will notify ASU of any drops and/or changes in a dual credit student status within one week of the change and by the published deadlines.
- b. ASU will process the change and update the student's ASU records within one week of receipt of change.
- c. ASU is the official custodian of the student's dual credit record.
- d. The census day class roster is the official document of students enrolled in dual credit course(s).
- e. Students not listed on the ASU census day roster will not be eligible to receive a grade in the dual credit course(s).

**Granting college and high school credit:**

- a. In order to have a grade assigned, students must be enrolled at the beginning of the class and must be on the census day class roster as approved by the dual credit instructor.
- b. Dual credit students will be subject to the same academic standing operating policies as all other ASU students. Students placed on suspension will not be allowed to enroll the semester following their suspension. Students performing poorly in dual credit course(s) will be counseled by the dual credit instructor and may be dropped from the college-level course prior to the ASU drop deadline.
- c. Dual credit instructors will assign grades by the deadline set by the ASU Registrar.
- d. All ASU dual credit courses and grades earned will be placed on the ASU transcript.
- e. Students will follow ASU's academic standing policy regarding academic probation and suspension. Courses taken through the ASU dual credit program will calculate into the ASU institutional GPA.

**Reimbursement for face to face instruction:**

- a. ASU will reimburse AISD \$1,500 per course/section with 20 students or more. Courses/sections with fewer than 20 students will be reimbursed at a rate of \$75 per student.
- b. The reimbursement will be based on the official enrollment count on the ASU census 20<sup>th</sup> class day roster.
- c. Instructors teaching year-long courses will only be paid for instruction of one course. The course will not be counted twice as a fall and spring course. Year-long courses will show on the fall enrollment for payment to the ISD.
- d. Seventy – five percent (75%) of the reimbursement will go to the dual credit instructor and twenty-five percent (25%) will go to AISD.
- e. ASU will provide AISD with the official enrollment roster each semester.
- f. AISD will send an itemized invoice based on the reimbursement rate and the dual credit enrollment to Angelo State University, Accounts Payable, ASU Station #11034, San Angelo, TX 76909 or [accountspayable@angelo.edu](mailto:accountspayable@angelo.edu). ASU shall make payment within thirty (30) days of the invoice being received.

**Presentations and ASU Campus Visits:**

AISD will allow ASU the opportunity to have a minimum of three classroom presentations to all dual credit students throughout the year. The Office of Admissions/Admissions Counselor will work with the high school counselor(s) in determining timing, presentation topics, and campus location of each of these presentations. The high school counselor will also coordinate with the ASU Office of Admissions to schedule an ASU campus visit during one of our predetermined ASU Dual Credit Days.

**Provisions for MOU Implementation, Maintenance, and Revision:**

Persons will be designated at ASU and AISD to oversee the implementation of this MOU and to review the MOU annually.

**Effective Date:**

This MOU becomes effective upon the date of the last approving signature and will remain in effect for one year. Thereafter, this MOU shall automatically renew on an annual basis for up to four years unless thirty (30) days written notice of intent to terminate the MOU is given by either party.

**Termination:**

Either party may terminate this MOU at any time, with or without cause, by giving the other party thirty (30) days written notice of its intent to terminate the MOU. However, students assigned at AISD termination of notice is given shall be permitted to complete their current courses at either ASU or AISD's option.

**Notices:**

Official notices shall be mailed to:

Office of the President  
Angelo State University  
ASU Station #11007  
San Angelo, TX 76909

Office of the Superintendent  
Abilene Independent School District  
241 Pine St.  
Abilene, TX 79604

**Venue:**

This agreement shall be governed and enforced in accordance with laws of the State of Texas. Venue will be located in Tom Green County, Texas with dual credit courses taking place in Tom Green County and Taylor County.

**Independent Contractor Status:**

Nothing in this agreement is intended nor shall be construed to create an employer/employee relationship between contracting parties. The sole interest and responsibility of the parties is to ensure that the services covered by this agreement shall be performed and rendered in a competent, efficient, and satisfactory manner.

**Approved by:**



Date: 6/17/19

Dr. Brian J. May, President  
Angelo State University



Date: 6/11/19

Dr. David Young, Superintendent  
Abilene Independent School District