



MEMORANDUM OF UNDERSTANDING **Between Ranger College and _____**

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 26, 2019 to August 25, 2020.

ENROLLMENT CRITERIA

Students will be required to complete the corresponding section of the TSI (Texas Success Initiative) assessment instrument prior to 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 an other 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 enrollment coursework (Counselor, Principal, or Assistant Principal). They may enroll at any high school grade level 9th through 12th 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 into the concurrent credit courses 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. Written permission of the student's parent/guardian is required. (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 which are applicable to RC regular 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 Director of Dual Enrollment.

INSTRUCTION: Scope, Roles, Responsibilities, Quality, Rigor

- A. College courses require a minimum of 45-48 hours of instruction.
- B. Courses offered for concurrent course credit must be identified as college-level academic courses in the current edition of the Community College Academic Course Guide Manual or as college-level technical course in an approved Associate of Applied Science (AAS) Degree or a certificate program. Please see Exhibit A for the course equivalency crosswalk if applicable.
- C. Instruction and materials for concurrent course credit must be at the equivalent level of the instruction and materials used for the identical 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 concurrent 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) and approved procedures used by the College to select faculty responsible for teaching the same courses at the main campus of the College.
- F. When an instructor of the high school teaches a concurrent 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 instructors must participate in a College orientation session. Public school instructors teaching for Ranger College report to the Vice President of Instruction or his/her designee as concurrent adjunct faculty.
- 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 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 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 to support the learning environment and provide support to students.

MONITORING GRADES

Students can monitor their academic progress through the Blackboard Grade Center 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.

WORKFORCE CONTINUING EDUCATION

Ranger College may offer workforce continuing education courses to dual credit students who are at least 16 years of age on the census date of the applicable course.

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. *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 concurrent credit course. Transportation will be the responsibility of the student, unless provided by the high school.

FINANCIAL AID

Ranger College is participating in an experimental Pell grant program for dual credit students. Students who wish to participate in the program must complete a FAFSA to determine eligibility. Not all students will qualify however, Ranger College encourages all students to consider participating in the program.

A Federal Pell Grant is awarded based on each student's financial need. Need is primarily based on Adjusted Gross Income (AGI) and family size, but other factors such as assets and the number of family members in college are also taken into account. The exact eligibility amount is calculated when the College receives and processes an Institutional Student Information Report (ISIR) from the U.S. Department of Education. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. The annual maximum and minimum awards are set by federal regulations. Pell Grant funds are based on the number of hours the student is enrolled in when the funds are disbursed. All other sources of aid will be given in addition to the Pell Grant.

Ranger College will provide information on the program to students, parents, and school personnel via meetings, written pamphlets, or other means. Students must maintain Satisfactory Academic Progress (as defined by the Financial Aid Office), minimum grade point average, and are subject to Withdrawal of Title IV regulations.

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 dual credit department. Counseling and advising is also available to students through the College as may be 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 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 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 with respect to 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 which align with statewide dual credit goals as specified in HB1638.

- 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.

 Superintendent,
 ISD

Date: _____

 President or Designee,
 Ranger College

Date: _____