



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. Students enrolled in these courses may earn college credit and high school credit concurrently.

TERM

This MOU shall be in effect from August 17, 2020 to August 16, 2021.

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 a parent or legal guardian.
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 home 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. (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 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 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 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 all faculty members.
- F. 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.
- G. Dual credit faculty will follow grading criteria as stated in the department approved syllabus. Students who would like to appeal their course grade will follow the College's grade appeal process.
- H. Dual credit classes will follow the Ranger College Academic Calendar. Final exams must be proctored and given on College approved dates unless otherwise designated by the Vice President of Instruction. No early final exams will be allowed.
- I. The home school will provide dual credit students an environment that is conducive to college-level learning.

ACADEMIC FREEDOM

Dual credit courses are college courses and will present a variety of opinions and views. Ranger College supports academic freedom for both faculty members and students so they can engage in intellectual debate without fear of censorship or retaliation.

Faculty members receive guidance in relation to academic freedom. Ranger College asks them to be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy and they are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. However, they shall not attempt to force on their students a personal viewpoint intolerant of the rights of others to hold or express diverse opinions. Ranger College also asks that they always make clear that the views they express are their own.

MONITORING GRADES

Students may monitor their academic progress through the Blackboard 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.

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 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.

ATTENDANCE

Students are required to maintain regular and punctual attendance in class and laboratories to meet the required number of contact hours per semester.

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 are available. Home school students and parent or legal guardians may contact the dual credit department or other advisors for support.

DISABILITY SERVICES

For a student to receive disability support services at Ranger College, the home school 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 home school unless the student is attending a class(es) on one of the College's campuses.

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 home school agrees that once a student graduates, the home 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 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 of dual credit courses.
 - 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 home school partners once per academic year.
- 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.

Home School
Representative

Date: _____

President or designee,
Ranger College

Date: _____