



MEMORANDUM OF UNDERSTANDING

Temple College Dual Credit Program(s)
2018-2019 (FY19)

COLLEGE DISTRICT:	INDEPENDENT SCHOOL DISTRICT (ISD):
Temple College (TC)	Killeen Independent School District

The institutions named above seek to expand access to higher education and workforce training in their local communities through college credit, certificate, or non-certificate courses agreed upon by the institutions.

Both parties agree to adhere to the policies and procedures of each organization, to work expediently to resolve any situations in which the institutional policies or procedures may conflict, and to review the relationship represented in the MOU each year.

TYPE OF AGREEMENT

- ❑ Restricted high school courses for eligible high school students only, offered on high school campus via face-to-face or electronic delivery.
- ❑ High school students, with ISD or parental permission, may take TC courses at TC campus or Center(s) via face-to-face or electronic delivery.

GENERAL PROVISIONS/ TEMPLE COLLEGE DUAL CREDIT PROGRAM

DEFINITIONS

Dual Credit programs at TC include:

- Dual Credit enrollment – A process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school. While dual credit courses are often taught on the secondary school campus to high school students only, applicable sections of these Texas Higher Education Coordinating Board rules, §4.84(a) and §4.85(a), (b), (g), (h), (i) of this title (relating to Dual Credit Partnerships), also apply when a high school student takes a course on the college campus and receives both high school and college credit. Dual credit is also referred to as concurrent course credit; the terms are equivalent. This differs from how the term “concurrent enrollment” is used (see below).
- Concurrent enrollment – dual (or concurrent) enrollment refers to a circumstance in which a student is enrolled in more than one educational institution (including a high school and a college). College courses taken by students through concurrent enrollment receive college credit but college credit is not typically approved or accepted for high school (dual credit) credit by an ISD. *Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.83.*
- Articulated Credit – A course that is part of an Articulation Agreement between an ISD and TC. Credit is awarded after high school graduation, and after the student enrolls at TC and successfully completes six (6) hours of college credit further

meeting all requirements of the Articulation Agreement.

STUDENT ELIGIBILITY

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. A high school student is eligible to enroll in academic dual credit courses if the student:
 - 1.1. demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative as set forth in *Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter C; Rule §4.57* of this title (relating to College Ready and Adult Basic Education (ABE) Standards) on relevant section(s) of an assessment instrument approved by the Board as set forth in *Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter C; Rule §4.56* of this title (relating to Assessment Instrument); or
 - 1.2. demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth *Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter C; Rule §4.54* of this title (relating to Exemptions, Exceptions, and Waivers).
 - 1.3. A high school student is also eligible to enroll in academic dual credit courses that require demonstration of TSI college readiness in reading, writing, and/or mathematics under the following conditions:
 - 1.3.1. Courses that require demonstration of TSI college readiness in reading and/or writing:
 - 1.3.1.1. if the student achieves a Level 2 final recommended score, as defined by the Texas Education Agency (TEA), on the English II State of Texas Assessment of Academic Readiness End of Course (STAAR EOC); or
 - 1.3.1.2. if the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the reading test; or
 - 1.3.1.3. 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.
 - 1.3.2. Courses that require demonstration of TSI college readiness in mathematics:
 - 1.3.2.1. if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra I STAAR EOC and passing grade in the Algebra II course; or
 - 1.3.2.2. if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra II STAAR EOC; or
 - 1.3.2.3. if the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the mathematics test; or
 - 1.3.2.4. 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.
2. A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute and shall not be required to provide demonstration of college readiness or dual credit enrollment eligibility.
 - 2.1. A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 2 certificate or applied associate degree program under the following conditions:
 - 2.1.1. Courses that require demonstration of TSI college readiness in reading and/or

writing:

- 2.1.2. if the student achieves a Level 2 final recommended score, as defined by TEA, on the English II STAAR EOC; or
- 2.1.3. if the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the reading test; or
- 2.1.4. 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.
- 2.2. Courses that require demonstration of TSI college readiness in mathematics:
 - 2.2.1. if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra I STAAR EOC and passing grade in the Algebra II course; or
 - 2.2.2. if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra II STAAR EOC; or
 - 2.2.3. if the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the mathematics test; or
 - 2.2.4. 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.
- 2.3. 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 credit courses.
- 2.4. Students who are enrolled in private or non-accredited secondary schools or who are home-schooled must satisfy paragraphs (1) - (4) of this subsection.
- 2.5. To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
- 2.6. An institution may impose additional requirements for enrollment in courses for dual credit that do not conflict with this section.
- 2.7. An institution is not required, under the provisions of this section, to offer dual credit courses for high school students.
3. All students enrolled in college courses are subject to all College policies and procedures.
4. Students enrolled through Killeen ISD must have the final approval of Killeen ISD Department of Curriculum and Instruction prior to notification of the student.
5. Total enrollment of Killeen ISD students may not exceed 120 without prior consent of Killeen ISD Department of Curriculum and Instruction.
6. Upon meeting entrance requirements, high school students may enroll in dual credit courses that are listed as approved for dual credit in this document.
7. Killeen ISD will fund the senior year for the 2017-18 junior cohort. Any subsequent cohorts entering the program will be partially funded by Killeen ISD. The residual balance will be funded by the student.
8. Tuition and fees for the 2017-18 junior cohort will be fully funded by Killeen ISD for the courses in the approved program of study, not to exceed four courses per semester. Students will be billed for any additional courses.
9. Tuition and fees for any subsequent cohorts entering the program will be partially funded by Killeen ISD for the courses in the approved program of study, not to exceed four courses per semester. Students will be billed for any additional courses.
10. Killeen ISD will pay \$90 per SCH for any subsequent cohorts entering the program effective the 2018-2019 school year and beyond.
11. Students will be billed directly for all tuition, fees, and books that exceed the conditions listed in provisions 6 through 10.

TUITION AND FEES:

2018-2019 Academic Year: In-district tuition at Temple College is \$97 per SCH. Out-of-district is \$169 per SCH. Non-resident \$333 per SCH. Killeen ISD and Temple College have agreed upon a fee of \$129 per SCH for classes taken at the Texas Bioscience Institute for the 2018-2019 academic year.

Tuition and fee charges that are to be paid at registration are due at that time. Registration is not complete until all payments have been made. Other charges are due upon request.

Tuition and fees may not be waived for any student for the following types of courses: audited courses, non-credit courses, and developmental education courses. Dual credit students taking strictly online delivered courses will receive the dual credit tuition discount including the waiving of fees, but have to pay the out-of-district tuition rate if student residence is not established within the taxing district. **Note: Students may also be subject to paying any differential tuition or fee costs associated with or charged to special courses (example: Medical Terminology).**

FACULTY QUALIFICATIONS

Faculty Selection, Supervision, and Evaluation.

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. 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 Commission on Colleges) and approval procedures used by the college to select faculty responsible for teaching the same courses at the main campus of the college.
2. The college shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the college.
 - 2.1. All instructors must meet the minimum requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
 - 2.2. The College shall select, supervise, and evaluate instructors for courses that result in the award of college dual credit.
 - 2.3. Instructors must meet the same standards, review, and approval procedures used by the College to select faculty responsible for teaching the same courses at a main campus or Center of TC.
 - 2.4. Instructors, even if employed by and paid by the ISD, must be supervised in instructional matters by the TC Department Chair and must meet all administrative and evaluation requirements.
 - 2.5. Official transcripts of instructors must be kept on file at the College.

LOCATION AND STUDENT COMPOSITION OF CLASSES

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. Dual credit classes must be taught on the college campus, or on the high school campus, or via distance learning. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, public colleges shall comply with applicable rules and procedures for offering courses at a distance. Dual credit courses may be composed of dual credit students only or of dual and college credit students. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed only under one of the following conditions:
 - 1.1. 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.

- 1.2. If the high school credit-only students are College Board Advanced Placement students.
- 1.3. If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.

SERVICES FOR STUDENTS WITH DISABILITIES

Temple College abides by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which states: “No otherwise qualified person shall, on the basis of a disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic or other postsecondary education aid, benefits, or services.” In order for students with disabilities to receive accommodations from TC, students must provide TC’s Office of Student Accommodations with current (within three years of enrollment at TC) documentation of disability. Documentation consists of a statement or evaluation from a recognized medical professional. The Individualized Education Plan used for public school students may not substitute for the documentation specified above. High school personnel will make students aware that if a student has a documented disability that may influence their performance and for which they may require accommodations, the student must register (self-identify) with and provide documentation of their disability to the Office of Student Accommodations at Temple College.

Reference: Temple College Student Handbook.

ELIGIBLE COURSES

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. Courses offered for dual credit by public two-year associate degree granting institutions must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the Board or as college-level workforce education courses in the current edition of the Workforce Education Course Manual adopted by the Board.
2. Courses offered for dual credit by public universities must be in the approved undergraduate course inventory of the university.
3. Public colleges may not offer remedial and developmental courses for dual credit.
4. See “Attachment A” for courses offered through the Temple College and the Texas Bioscience Institute Dual Credit Program(s).

ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. Regular academic policies applicable to courses taught at the college's main campus must also apply to dual credit courses. These policies could include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus must be distributed, etc.
2. Students in dual credit courses must be eligible to utilize the same or comparable support services that are afforded college students on the main campus. The college 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.

TRANSCRIPTING OF CREDIT

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

For dual credit courses, high school, as well as college credit, should be transcribed immediately upon a student’s successful completion of the performance required in the course.

FUNDING

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. The state funding for dual credit courses will be available to both public school districts and colleges based on the current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board.
2. The college may only claim funding for students getting college credit in core curriculum, career and technical education, and foreign language dual credit courses. This provision does not apply to students enrolled in approved early college high school programs.

All public colleges, universities, and health-related institutions may waive all or part of tuition and fees for a Texas high school student enrolled in a course for which the student may receive dual course credit.

The details below will facilitate effective delivery of instruction and services.

Area	TC Responsibilities and other related information	ISD Responsibilities and other related information
Course Schedule	<p>Develop course schedule in collaboration with ISD representative.</p> <p>Mutually agree on policy to follow regarding the college operation of classes in cases of weather- related closing of schools, parent nights ("Back to School," etc.)</p> <p>Make appropriate arrangements for college classes to be conducted at the high school facility in the event that the ISD holiday calendar differs from the TC holiday calendar.</p>	<p>Develop annual scheduling plan and semester course schedules in collaboration with TC representatives.</p> <p>Mutually agree on policy to follow regarding the college operation of classes in cases of weather- related closings of schools, parent nights, ("Back to School," etc.)</p> <p>Make appropriate arrangements for college classes to be conducted at the high school facility in the event that the ISD holiday calendar differs from the TC holiday calendar.</p>
Class Size	<p>Each college class offered for dual credit at the TC Main Campus or Center must have an enrollment of a minimum of eighteen (18) students. Exceptions to enrollment minimum and maximum allotments require College (VP of Education Services) and or departmental approval.</p>	<p>Each college class offered for dual credit at a high school campus must have an enrollment of a minimum of eighteen (18) students. Exceptions to enrollment minimum and maximum allotments require College (VP of Education Services) and or departmental approval.</p>
Faculty	<p>See Faculty Qualifications Section above</p>	<p>Any ISD teacher wanting to qualify as a dual credit instructor for TC must submit a full application with transcripts to the TC Human Resources office and meet all requirements specified. (See Faculty Qualifications Section above)</p>

Area	TC Responsibilities and other related information	ISD Responsibilities and other related information
Facility (when TC courses are offered at the ISD)	<p>Offer college credit courses at designated ISD High school(s).</p> <p>Work with designated ISD contact to relay instructional equipment and related requests.</p> <p>Comply with ISD facility guidelines.</p> <p>Other:</p>	<p>Provide TC with the necessary classroom space equipped for college-level instruction, including:</p> <ul style="list-style-type: none"> • Adequate board space • Data projector/display equipment • Internet access that lift's ISD firewall restrictions upon request <p>Designate official who will facilitate classroom instructional equipment/internet access requests from TC faculty.</p> <p>Provide TC the procedure for security of facility for during and at the end of class and all facility rules, including any TC faculty or student restrictions.</p> <p>Designate Special Room(s) Use (Computer Labs, etc.)</p> <p>Describe: Computer labs for writing assignments, final exams, group activities</p> <p>Other:</p>
Personnel	TC Director of Dual Credit Program and or the AVP of Academic Outreach and Extended Programs is to serve as primary contact(s) for ISD staff.	Designated official high school contact with who TC Director of Dual Credit Program and or the AVP of Academic Outreach and Extended Programs is to work.
Public Relations	Provides Dual Credit Program informational and promotional materials and TC staff support to high school/district contacts	
Support Services	<p>Arrange assessment, advising, and registration services to students.</p> <p>Arrange for ISD-specific orientation information to TC faculty who teach at the high school campus.</p> <p>Provide confirmation of courses schedules and class rolls to the high school as allowed by FERPA.</p> <p>Provide mid-term and final grades as allowed by FERPA.</p>	<p>Designate procedures to provide duplication services to TC faculty at the high school site.</p> <p>Distribute promotional materials to high school students related the TC dual credit program.</p> <p>Meet to plan logistics and on-site support for TC Courses taught at the high school location(s).</p> <p>Other:</p>
Services For Students With Disabilities	Provide accommodations for ISD students enrolled in TC classes taken on TC campus or Center location, based on student's self-reported documented disability.	

Area	TC Responsibilities and other related information	ISD Responsibilities and other related information
Student Records And Reporting	Provide mutually agreed-upon reports of student enrollment to designated ISD officials upon request as allowed by FERPA	
Other Conditions	Temple College will allow Killeen ISD students attending the Texas Bioscience Institute to only take an on-line course if the course is needed to complete an AA degree and no other substitute course is available. (see below)	Killeen ISD will allow students attending the Texas Bioscience Institute to only take an on-line course through TC if the course is needed to complete an AA degree and no other substitute course is available. (see below)

Texas Bioscience Institute (TBI)
Memorandum of Understanding *A PARTNERSHIP BETWEEN*
Temple College and Killeen Independent School District

(A) Student Eligibility Requirements

To be eligible for high school/college credit enrollment at Texas Bioscience Institute, all high school students must complete the Texas Bioscience Institute application form, meet Temple College entrance and testing requirements, be a rising high school Junior or Senior, and have completed high school Chemistry, Biology, and Algebra II with a minimum of a B average.

(B) Faculty & Staff Qualifications

(1) The Texas Bioscience Institute will use Temple College faculty and staff who meet the standards and requirements of the Commission on Colleges of the Southern Association of Colleges and Schools.

(2) The Texas Bioscience Institute staff will supervise and evaluate instructors of college-level curricula offered for college dual credit using the same procedures used for other Temple College faculty.

(C) Location and Student Composition of Classes for Dual Credit

Dual credit courses will be taught at the Texas Bioscience Institute unless otherwise stated or approved by Killeen ISD and Temple College.

(D) Student Services

Students enrolled at the Texas Bioscience Institute Center will be issued a Temple College identification (I.D.) card and given access to the college library, advising services and all other privileges associated with a Temple College I.D.

(E) Eligible Courses

(1) Courses offered are eligible for dual credit from Temple College and the participating school districts.

(2) Courses will be taught at the Texas Bioscience Institute campus, dependent upon sufficient enrollment and the availability of instructional staff: Killeen ISD and Temple College Joint approval for additional courses)-All additional courses not listed on the crosswalk (Attachment A-see below) may be offered with prior approval from both Killeen ISD and Temple College.

(F) Grading Criteria

Temple College grading and attendance policies and procedures will be followed for dual credit courses. Numerical grades will be reported to KISD.

(G) Academic Calendar

(1) The Texas Bioscience Institute campus will follow the instructional days determined by the Temple College academic calendar.

(2) The instructional days at the Texas Bioscience Institute shall be the same as for all Temple College courses.

(H) Transcribing of Credit

(1) High school credit should be transcribed upon a student's successful completion of the course.

(2) Temple College will post Dual Credit courses and grades on the Temple College Transcript.

(I) Funding

(1) Temple College will bill the Independent School District a consortium fee of \$150 per student (up to a maximum of 10 students or \$1500) to be part of the Texas Bioscience Institute.

(2) Temple College will bill the Independent School District or student for Dual Credit Courses following the tuition and fee schedule approved by the Temple College Board of Trustees (see appropriate Temple College Catalog).

(3) Temple College will bill students entering the program for the 2018-19 school year and beyond for Dual Credit Courses following the tuition and fee schedule approved by the Temple College Board of Trustees (see appropriate Temple College Catalog).

(J) Transportation and Textbooks

(1) Temple College does not provide transportation or textbooks for students.

(2) Killeen ISD will continue to provide transportation and textbooks to the 2017-18 junior cohort through their senior year in the program.

(3) Transportation is the responsibility of the student entering the program for the 2018-19 school year and beyond. It is the responsibility of each student to obtain a student vehicle parking permit for each vehicle that he/she intends to operate on campus or to have operated on his/her behalf on campus. The permits are free of charge and are available at the time of registration and subsequently are available at the Cashiers Office or from the Texas Bioscience Institute office manager. In order to obtain a student vehicle parking permit, the student must supply the vehicle's make, model, year, color, and license plate number.

(4) Killeen ISD will continue to provide textbooks to students enrolled in the program.

Dual Credit Memorandum Of Understanding:		Attachment A			
Partner: Killeen Independent School District					
Course Rubric	College Course Title Offered for Dual Credit	College Credit	High School Credit	PEIMS	High School Course
BIOL-1406	Biology for Science Majors I	4	0.5	03010200	Biology (A) or Scientific Research & Design
			0.5	13037200	
BIOL-1407	Biology for Science Majors II	4	0.5	03010200	Biology (B) or Scientific Research & Design
			0.5	13037200	
BIOL-2316	Genetics	3	0.5	1320700	TBD by TEA
BIOL-2401	Human Anatomy & Physiology I	4	0.5	13020600	Anatomy & Physiology
BIOL-2402	Human Anatomy & Physiology II	4	0.5	13020600	Anatomy & Physiology
BIOL-2420	Microbiology for Non-Science Majors	4	0.5	13020700	Medical Microbiology
BITC-1411	Introduction to Biotechnology	4	1.0	13036300	Biotechnology
BITC-1302	Biotechnology Laboratory Methods	3	1.0	13036400	Advanced Biotechnology
CHEM-1411	General Chemistry I	4	0.5	03040000	Chemistry (A) or Scientific Research and Design I/II
			0.5	13037200	
			0.5	13037210	
CHEM-1412	General Chemistry II	4	0.5	03040000	Chemistry (B) or Scientific Research and Design I/II
			0.5	13037200	
			0.5	13037210	
ENGL-1301	Composition I	3	0.5	03220300	English III A
			0.5	03220400	English IV A
ENGL-1302	Composition II	3	0.5	03220300	English II B
			0.5	03220400	English IV B
ENGL- 2322	British Literature I	3	0.5	03220300	English III A
			0.5	03220400	English IV A
ENGL-2323	British Literature II	3	0.5	03220300	English III B
				03220400	English IV B
MATH-1314	College Algebra	3	0.5	03100600	Algebra IIB or Pre-Cal (B) or Independent Study in Math: (X Time Taken)
			0.5	03101100	
			0.5	0310250X	
MATH-1442	Elementary Statistical Methods	4	0.5	0310250X	Independent Studies in Math (X Time Taken)
MATH-2412	Pre-Calculus	4	0.5	03101100	Pre-Calculus B,
			0.5	0310250X	Independent Studies in Math
MATH-2413	Calculus I	4	0.5	0310250X	Independent Studies in Math (X Time Taken),
			0.5	03101100	HS Pre Cal A
MATH-2414	Calculus II	4	0.5	0310250X	Independent Studies in Math (X Time Taken),
			0.5	03101100	HS Pre Cal B

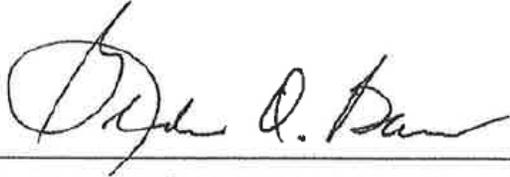
Authorizing
Signatures



Killeen ISD, President, Board of Trustees

February 13, 2018

Date



President, Temple College Board of Trustees or Designee

1-31-18

Date