



Office of Instructional Services

Vernon Campus
4400 College Drive
Vernon, TX 76384
940.552.6291

Century City Center
4105 Maplewood Ave.
Wichita Falls, TX 76308
940.696.8752

Skills Training Center
2813 Central Expressway E
Wichita Falls, TX 76302
940.766.3369

www.vernoncollege.edu

Memorandum of Understanding

Dual Credit Courses

Benjamin High School and Vernon College

I. *Vernon College and High School Relationship*

- A. The high school will designate a point of contact that will act as the liaison between the high school and Vernon College (VC) and disseminate all program materials and information regarding enrollment, registration, and student support services.
- B. VC will provide academic supports and guidance to include academic advisement and career services to help students align degree/certificate with future career, work plans or transfer plans to universities.
- C. For planning purposes, high schools:
 - a. will participate in offering spring projections for fall classes and fall projections for spring classes to facilitate course availability and scheduling;
 - b. will adhere to all published and/or communicated VC deadlines;
 - c. will adhere to VC registration, scholarship and sponsorship processes communicated by the Dual Credit Coordinator.
 - d. will provide to the VC Dual Enrollment Coordinator an up-to-date list of students with full name, student ID, and TSDS number as well as the dual credit courses in which they wish to enroll at least two weeks prior to the first day of class in both the fall and spring semesters (to facilitate the posting of VC scholarship awards and tuition assistance from the high schools)
- D. VC will provide to the high school a list of VC contacts to help coordinate all dual credit enrollments and facilitate advising, registration, testing, special accommodations, and other student support services.

II. *Eligible Courses*

- A. Courses offered for dual credit by Vernon College (VC) must be identified as:
 - a. College-level academic courses contained in the current VC Core curriculum and Foreign Language or
 - b. college-level workforce education courses contained in the current edition of the Workforce Education Course Manual as adopted by the THECB.
- B. Dual Credit courses taught at the high school must have the necessary supplies and equipment necessary to teach the student learning outcomes.
 - a. If the course is taught at the high school by a college qualified high school instructor, the CTE lab fees are waived.
 - b. Tuition would follow the same guidelines as academic dual credit costs.
- C. Workforce Education courses offered for dual credit will be limited to those courses contained in the VC course inventory and which lead directly to a degree or certificate in a program offered by VC.
- D. VC may not offer developmental courses for dual credit.

III. *Student Eligibility*



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- E. Students will have Internet and library access through the high school, as well as the normal VC library and Internet services.
- F. Tutoring Centers are available to high school students in remote locations. To arrange this service for students, students should contact the Tutoring Center Coordinator:

Vernon Location:

(940) 552-6291 ext. 2309
Wright Library (Room 217)
4400 College Drive, Vernon, TX 76384

Wichita Falls Location:

(940) 696-8752 ext. 3257
Century City Center, (Room 111)
4105 Maplewood Ave, Wichita Falls, TX 76308

- G. The Academic Integrity Policy and Student Grievance Procedures are available in the current year VC Student Handbook.
- H. Most college courses require additional work outside of class including materials received and/or submitted via the Internet.
- I. Students are responsible for completing all course work and meeting deadlines for any graded activity.
- J. The usernames and passwords used to access online courses and any student related materials/records must be kept strictly confidential. Unauthorized use of a specific student's password constitutes a breach of security and a breach of the Vernon College Academic Integrity policy. Students may receive lower grades and/or be withdrawn from the class with a grade of "F" as a result of the unauthorized use of usernames and/or passwords.

IX. Vernon College ADA Statement

Vernon College defines a dual credit class as "A college-level class delivered and controlled by the college, utilizing SACSCOC credentialed full-time faculty and/or adjunct faculty and/or high school faculty that meet SACSCOC credentials; which the high school permits qualified high school students to enroll in for the opportunity for dual credit." As the student participates and completes the college-level course, the grades are provided to the high school and the high school awards dual credit to the high school student for the appropriate corresponding high school class. The student is not participating in a high school class.

K-12 Individual Education Plans (IEP) and ARD agreements/plans are not applicable to the high school students enrolled in a college-level class. High school students enrolled in college-level classes for the opportunity for dual credit should request appropriate accommodations from the college just as any other college student. After the request for accommodations has been filed, the college will follow its' processes and practices for the high school student just as it would any other college student that requests appropriate accommodations in accordance with the Americans with Disabilities Act (ADA). If students



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or parents are concerned about college level appropriate accommodations, they should strongly consider the pros and cons of participation in the college's classes offered for dual credit opportunities.

The information related to ADA accommodations at Vernon College is in the Vernon College Catalog, the Vernon College Student Handbook, and on the Vernon College website.

The PASS Department Director/Office for Students with Disabilities (OSD) Coordinator is available on the Vernon campus and the Century City Center location. Students may contact by phone at 940-552-6292 ext. 2307 or email:

Rachel White at rwhite@vernoncollege.edu

High school students enrolled in college-level classes for the opportunity for dual credit are encouraged to take advantage of all student support services offered by Vernon College including tutoring, academic coaching, student success series, counseling, academic advising, and career counseling.

X. Transcription of Credit

- A. School districts are responsible for associating PEIMS and TEKS requirements with college classes offered as dual credit. The VC instructor will provide the appropriate syllabi and course outline.
- B. Below is a list of Core Curriculum Courses offered by Vernon College: (Please use the table to show your high school equivalencies).

Vernon College Academic Course	High School Course	College Hours
ENGL 1301- Composition I		3
ENGL 1302- Composition II		3
SPCH 1315 - Public Speaking		3
ENGL 2322 - British Literature I		3
ENGL 2323 - British Literature II		3
ENGL 2327 American Literature I		3
ENGL 2328 - American Literature II		3
ENGL 2332 - World Literature I		3
ENGL 2333 - World Literature II		3
HIST 2311 - Western Civilization I		3
HIST 2312 - Western Civilization II		3
HIST 1301 - United States History I		3
HIST 1302 - United States History II		3
HIST 2301 - Texas History		3
GOVT 2305 - Federal Government		3
GOVT 2306 - Texas Government		3
ECON 2301 - Principles of Macroeconomics		3
ECON 2302- Principles of Microeconomics		3
PSYC 2301- General Psychology		3
PSYC 2314 - Lifespan Growth & Development		3
SOCI 1301 - Introductory Sociology		3
MATH 1314 - College Algebra		3



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Memorandum of Understanding

MATH 1414 – College Algebra with Review	3
MATH 1316 - Plane Trigonometry	3
MATH 1324 – Math for Business	3
MATH 1332 – Contemporary Mathematics	3
MATH 1342 – Elementary Statistical Methods	3
MATH 2413 – Calculus	4
BIOL 1308 – Biology for Non-Science Majors I	4
BIOL 1108 – Biology for Non-Science Majors Lab I	
BIOL 1309 – Biology for Non-Science Majors II	4
BIOL 1109 – Biology for Non-Science Majors Lab II	
BIOL 1311 – General Botany	4
BIOL 1111 – General Botany Lab	
BIOL 1313 – General Zoology	4
BIOL 1113 – General Zoology Lab	
BIOL 1322 – Nutrition & Diet Therapy	3
BIOL 2301 – Anatomy & Physiology I	4
BIOL 2101 – Anatomy & Physiology Lab I	
BIOL 2302 – Anatomy & Physiology II	4
BIOL 2102 – Anatomy & Physiology Lab II	
BIOL 2320 – Microbiology for Non-Science Majors	4
BIOL 2120 – Microbiology for Non-Science Majors Lab	
CHEM 1305 – Introductory Chemistry I	4
CHEM 1105 – Introductory Chemistry I Lab	
CHEM 1311 – General Chemistry I	4
CHEM 1111 – General Chemistry Lab I	
CHEM 1312 – General Chemistry II	4
CHEM 1112 – General Chemistry Lab II	
PHYS 1301 – College Physics I	4
PHYS 1101 – College Physics I Lab	
PHYS 1302 – College Physics II	4
PHYS 1102 – College Physics II Lab	
PHYS 1303 – Stars and Galaxies	4
PHYS 1103 – Stars and Galaxies Lab	
PHYS 1304 – Solar Systems	4
PHYS 1104 – Solar Systems Lab	
PHYS 1315 – Physical Science I	4
PHYS 1115 – Physical Science Lab I	
ARTS 1301 – Art Appreciation	3
ARTS 1303 – Art History I	3
ARTS 1304 – Art History II	3
DRAM1310 – Theater Appreciation	3
DRAM 2366 – Film Appreciation	3
MUSI 1306 – Music Appreciation	3
EDUC 1100 – Learning Framework or	1
PSYC 1100 – Learning Framework	
EDUC 1301 – Introduction to Teaching Profession	3
EDUC 1300- Learning Framework	3



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BUSI 1301 – Business Principles	3
CRIJ 1301 – Introduction to Criminal Justice	3
PHED 1301 – Foundations of Kinesiology	3
SPAN 1411- Beginning Spanish I	4
SPAN 1412- Beginning Spanish II	4

C. Career and Technical Education. Requirements and course crosswalk provided below:

Vernon College Career & Technical Course	High School Course	College Hours
AGRI 1309- Computers in Agriculture		3
AGRI 1131 – The Agricultural Industry		1
AGRI 1419 – Introductory Animal Science		4
AGMG 1311 – Introduction to Agribusiness	Agribusiness Management and Marketing AGRBUSMM 13000900 OR Agribusiness Management and Marketing/Agricultural Lab. And Field Experience AGRBUSLAB 13000910	3
AGCR 1407 – Ranch Management	Range Ecology and Management RECOMGT 13001600 OR Range Ecology and Management/Agricultural Laboratory and Field Experience RECOMGLAB 13001610	4
AGRI 1407 – Agronomy		4
ITSW 1304- Introduction to Spreadsheets		3
BUSG 1303 – Principles of Finance	Practicum in Business Management 13012205	3
BUSI 1301 – Business Principles		3
ACNT 1311- Introduction to Computerized Accounting	Business Management 1301200	3
ACNT 1313- Computerized Accounting Applications	Intro to Computerized Accounting 13016700	3
ELPT 1411- Basic Electrical Theory		3
HART 1401- Basic Electrical Theory for HVAC	Education Technology II ELECTEC2 13005700	4
ELPT 1441- Motor Controls		4
ELPT 2419- Programmable Logic Controllers I		4
ELPT 1457- Industrial Wiring		4
ELMT 2433- Industrial Electronics	Manufacturing Engineering Technology I 13032900	4
RBTC 1405- Robotic Fundamentals	Manufacturing Engineering Technology II 13032950	4
PHRA 1301 – Introduction to Pharmacy (Seniors only)		3
PHRA 1305 – Drug Classification (Seniors only)	Pharmacology PHARMC13020950	3
ITNW 1325 – Fundamentals of Networking Technologies		3
ITSY 1442- Information Technology Security	Networking NETWORK 13027400 or Networking/Networking Lab NETWRLAB 13027410	3



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CPMT 1351- IT Essentials		4
ITNW 1309- Fundamentals of Cloud Computing		3
SLPS 2330- Security of Computers and Data		3
CRIJ 1306 – Court Systems & Practices		3
CRIJ 2313 – Correctional Systems & Practices	Court Systems and Practices 13029600	3
CRIJ 2328 – Police Systems & Practices		3
WLDG 1317- Introduction to Layout and Fabrication	Correctional Services 13029700	3
WLDG 1337 – Introduction to Welding Metallurgy		3
WLDG 1313 – Introduction to Blueprint Reading for Welders		3
WLDG 1428- Introduction to Shielded Metal Arc Welding (SMAW)		3
WLDG 1430- Introduction to Gas Metal Arc Welding	Welding II WELD2 13032400 OR Welding II/Welding II Lab WELDLAB2 1303241 WELDLAB2 13032410	4
WLDG 1434- Introduction to Gas Tungsten Arc Welding		4
WLDG 1435- Introduction to Pipe Welding		4
LEAD 1100 – Workforce Development w/Critical Thinking		4

XI. Funding

A. Traditional Dual Credit Student:

- a. Students not attending a Wilbarger County ISD, who are NOT eligible for the FAST program and who enroll in dual credit classes will be charged \$55/SCH tuition plus \$45/SCH institutional service fee for a total of \$100/SCH for each dual credit class in which they register.
 - i. NOTE: Dual Credit students will not be charged course or special fees.
- b. The ISD will determine the level of financial support they will provide to students who are not eligible for FAST that are enrolled in Vernon College courses. The ISD will note the percentage/dollar amount paid toward the costs associated with: tuition, textbooks, and/or supplies.
- c. Select funding source(s) that apply to the ISD:
 - ☐ College Connection Scholarship
 - ☐ Catching the Future Scholarship
 - ☐ ISD Contribution
 - ☐ Other:

B. FAST program Dual Credit Student:

- a. All students eligible for free and reduced lunch (educationally/ economically disadvantaged) for the current year or any of the previous 4 academic years who subsequently enroll in dual credit courses will receive the course at no costs through the Financial Aid for Swift Transfer (FAST) program developed by the Texas Higher



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necessary. Either party may terminate this agreement by providing written notification at the end of the current semester in which students are enrolled.

Dusty Johnston 8-12-26 Brenda Moffatt 5-19-26
Dr. Dusty Johnston Date ISD/CISD Superintendent Date
President, Vernon College

Shana Drury 8-12-26 N/A
Shana Drury Date ISD/CISD Principal Date
Vice President of Instructional Services