



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

Burkbournett 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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- A. A high school student is eligible to enroll in academic dual credit courses in the ninth, tenth, eleventh or twelfth grade if the student:
- a. demonstrates college readiness as required by the course by achieving the minimum passing standards under the provisions of the Texas Success Initiative Assessment (TSIA2) as set forth in [Rule 4.54 of Title 19 of the Texas Administrative Code](#)
 - i. Mathematics = TSIA2 scores of 950 or diagnostic score of 6
 - ii. English Language Arts (ELAR) = TSIA2 scores of 945 AND essay score of 5 or diagnostic score of 5 or 6 AND essay score of 5
 - b. or demonstrates that he or she is exempt under the provisions of the TSI Assessment as set forth in [Rule 4.54 of Title 19 of the Texas Administrative Code](#); (test taken before January 11, 2021)
 - i. Mathematics = 350
 - ii. Reading = 351
 - iii. Writing = 340 AND essay score of 4 or essay score of 5
 - c. or by demonstrating dual credit eligibility with one of the below exemptions (scoring the minimum exemption standard for each of these tests):

Name of Test	Composite Score	English/Verbal Score	Math Score
SAT (Taken after March 5, 2016)	Not required	480 (Critical Reading Score)	530
ACT (before Feb. 14, 2023)	23	19	19
ACT (after Feb. 15 th , 2023)	N/A	English + Reading 40	Mathematics 22

- d. or by demonstrating eligibility with scores from the below tests (scoring the minimum exemption standard for each of these tests):

Eligibility scores for ELAR – ENGLISH Instrument/Exam	Minimum Score
ENGLISH III STAAR/EOC	4000
Eligibility scores for MATH Instrument/Exam	Minimum Score
Algebra II STAAR/EOC	4000 + a passing grade in Algebra II* *the high school is responsible for validating that the student has met the passing grade required by the high school in Algebra II.



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- B. A student who qualifies as “non-degree seeking,” defined under 19 TAC 4.53(h) no later than the end of the second regular semester or semester in which the student reaches 15 credit hours (TEC 51.9685).
- C. A student who is enrolled in a certificate program of one year or less (Level I certificate or Occupational Skills Award, 42 or fewer semester credit hours).
- D. An eligible high school student who enrolls in a dual credit course requiring TSI completion in reading, writing, or mathematics during their junior year under the STAAR EOC provisions shall not be required to demonstrate further evidence of eligibility to enroll in dual credit courses in the twelfth grade.
- E. To be eligible for enrollment in a dual credit course offered by VC, students must meet all the college's regular prerequisite requirements designated for that course (e.g., minimum grade in a specified previous course, programmatic eligibility requirements, etc.).
- F. Vernon College will not limit:
 - a. the number of dual credit courses or hours in which a student may enroll while in high school;
 - b. the number of dual credit courses or hours in which a student may enroll each semester or academic year;
 - c. the grade levels at which a high school student may be eligible to enroll in a dual credit course.

Student eligibility scores (TSIA2/EOC/ACT/SAT) are subject to change throughout the term of this MOU. Please check with the VC Dual Credit Coordinator if you have questions on a student's eligibility.

IV. Location and Composition of Classes

- A. Dual credit courses may be taught on the VC campus or site, on the high school campus, or via distance learning through an online/hybrid, TEAMS, or Interactive Television (ITV) format.
- B. Classes may be composed of dual credit high school students or a combination of dual credit high school students and regular college students.
- C. Transportation to and from Vernon College is the responsibility of the School District and/or Student.

V. Technology Requirements

- A. All college courses whether face to face or online require the use of the college learning management system, Canvas, as well as additional programs/learning resources to complete course requirements. Therefore, students will need technology in order to access these systems. Should the student have a device (computer, tablet or laptop) checked out by the ISD, they will need to ensure the appropriate programs/learning resources are accessible.
- B. To ensure academic integrity and compliance with institutional standards, Vernon College requires proctored testing in all online and hybrid courses. To meet this requirement, the College utilizes the following proctoring options:



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- a. Honorlock – An online, remote proctoring service that allows students to complete exams in a secure, monitored virtual environment. The Chromebook extension and training will be provided by VC.
- b. Face-to-Face Proctoring – In-person testing conducted at approved Vernon College testing centers or other authorized proctoring locations.
- c. Faculty will determine the appropriate proctoring method(s) for their courses.
- C. The VC Dual Enrollment Coordinator will need internet access to Vernon College resources in order to properly advise and register Dual Credit students when at the high schools.

VI. Faculty Selection, Supervision, and Evaluation

- A. All instructors, regardless of the student composition of the class, will be employees of Vernon College.
- B. Dual credit courses taught at the high school must have a minimum of 12 students per section for the instructor to receive full pay. If less than 12, the instructor pay will be prorated accordingly.
- C. All instructors will meet or exceed the VC policy for faculty credentials, including the recommended credentialing guidelines of the Southern Association of Colleges and Schools Commission on Colleges and the THECB, as dictated by the discipline/program.
 - a. Embedded instructors at the high school, who meet the credentials above, will be limited to course offerings less than 49% of the certificate/degree offered at the high school.
- D. VC shall supervise and evaluate instructors of all courses using the same or comparable procedures used for all faculty employed by the college.
- E. High school instructors serving as VC adjunct instructors must adhere to all VC instructional and administrative procedures as outlined in the VC Employee Handbook or as directed by their VC Division Chair. These include but are not limited to:
 - a. adoption of VC approved course syllabi including student learning outcomes;
 - b. timely submission of certified rosters and final grades;
 - c. timely submission of student artifacts, including signature assignments, which are used for the institutional assessment of student achievement of the state mandated core objectives;
 - d. completion and timely submission of End of Semester Course Reviews (ESCR).

VII. Course Curriculum, Instruction, and Grading

- A. All courses, regardless of the student composition of the class, will offer equivalent learning experiences with respect to curriculum, instructional time, materials and methods, and method/rigor of student evaluation.
- B. High school students are considered college students when they enroll in a VC course. VC final semester letter grades are available to each student through the College's online student information system. Students are encouraged to contact the course instructor with any grade concerns during the semester.
- C. Letter and numerical grades will be provided to the high school at the end of the semester upon verification of final grades.



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- D. Dual Credit students are covered under the Family Educational Rights and Privacy Act, FERPA. While, FERPA gives parents rights to their children's educational records in grades K-12, those rights transfer to the student once they enroll at a college or university. Under this law, Vernon College may not share certain information with anyone, including parents, without written consent of the student. For full FERPA guidelines, refer to the VC General Catalog.
- E. High School students requesting special accommodations while enrolled in dual credit courses must follow VC procedures. All requests for special accommodations shall be made to the VC PASS Department/Office for Students with Disabilities (OSD).

VIII. Academic Policies and Student Support Services

- A. Students, not high school representatives such as counselors or parents, are individually responsible for absence notices, grade discrepancies, success in the class and communicating with VC faculty or staff. Students are required to adhere to VC policies and procedures as published in the current VC General Catalog and the current VC Student Handbook. Both resources can be found on the Vernon College website.
- B. Behavioral, discipline, and conduct issues of students enrolled in dual credit classes which are delivered to non-VC controlled facilities (high schools), are under the high school's supervision and will be handled by administrators of the physical campus which the student attends.
- C. VC highly recommends careful consideration of enrolling in dual credit classes if a student is involved in a large number of extra-curricular activities.
- D. Students enrolled in dual credit courses will have access to the same student support services as other VC students. Support services include but are not limited to admissions, advising, counseling, library, and special services. All available student support services can be found in the [VC Student Handbook](#).
- 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](#).



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- 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 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



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- 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
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		

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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
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

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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
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

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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 Education Coordinating Board and approved for appropriations in the 88th Legislative Session.
- b. The ISD will be responsible for the cost of course fees, textbooks, and supplies for student eligible for the FAST program who enroll in dual credit classes. Vernon College "College Connections" and/or "Catching the Future" Scholarship dollars may be reallocated to cover a portion of the cost of course fees, textbooks, and/or supplies. NOTE: Inclusive Access (electronic) book fees will appear on the student billing statement.
- c. If the original status of a dual credit student is reported as FAST eligible and subsequently it is determined by TEA that the student is not FAST eligible, the dual credit student/ISD is responsible for the cost of tuition, course fees, textbooks, and/or supplies.

- C. Third-party billing arrangements must be made with the Business Office at (940) 552- 6291 ext. 2212 prior to registration. Financial assistance awards, including the reduced dual credit tuition waiver, will be posted within the Financial Aid Office.



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XII. Period of Agreement and Notice of Modification/Termination

This Agreement will become effective when signed by all parties. The agreement may be amended at any time by mutual agreement of the parties and will be reviewed on an annual basis and updated as necessary. Either party may terminate this agreement by providing written notification at the end of the current semester in which students are enrolled.

Dusty R Johnston 7-28-26
Dr. Dusty Johnston Date
President, Vernon College

Jack Wilson 6/15/26
ISD/CISD Superintendent Date

Shana Drury 7-28-26
Shana Drury Date
Vice President of Instructional Services

Anna Armendy 6/23/26
ISD/CISD Principal Date