



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

Seymour Learning Center  
200 Stadium Drive  
Seymour, TX 76380  
940.889.3133

## **Memorandum of Understanding**

### **Dual Credit Courses**

#### **CITY VIEW JR SR 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. 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 provide to the VC Early College Start Coordinator an up-to-date (dual credit waiver form) listing of students (full name and student ID) and 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 dual credit waiver of institutional service fees and the posting of VC scholarship awards and tuition assistance from the high schools).

C. 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 edition of the Lower Division Academic Course Guide Manual as adopted by the Texas Higher Education Coordinating Board (THECB) or
- b. college-level workforce education courses contained in the current edition of the Workforce Education Course Manual as adopted by the THECB.

B. Academic Transfer courses offered for dual credit will be limited to those courses contained in the VC Core Curriculum and Foreign Language courses.

C. Career and Technical Courses taught at the high school must have the necessary supplies and equipment necessary to teach the student learning outcomes.



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- a. If the course is taught at the high school by a college qualified high school instructor, the CTE lab fees are waived. However, all other fees are applied.
  - b. If the course is taught at the college, then lab and other fees are applied.
  - c. Tuition would follow the same guidelines as academic dual credit costs.
- D. 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.
- E. VC may not offer developmental courses for dual credit.

### III. Student Eligibility

- 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:
- I. 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
    - a. Mathematics = TSIA2 scores of 950 or diagnostic score of 6
    - b. 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
  - II. 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)
    - a. Mathematics = 350
    - b. Reading = 351
    - c. Writing = 340 AND essay score of 4 or essay score of 5
  - III. 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	Expiration Date from the day the test is taken
SAF (Taken after March 5, 2016)	Not required	480 (Critical Reading Score)	530	5 years
ACT	23 and	19	19	5 years



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- IV. 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 II STAAR/EOC	4000
PSAT	460 Evidence Based Reading & Writing
PLAN	Composite of 23 with a 19 or higher in English
ACT Aspire	435

Eligibility scores for MATH Instrument/Exam	Minimum Score
Algebra I 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.
PSAT	510 MATH
PLAN	Composite of 23 with a 19 or higher in MATH
ACT Aspire	431

- B. A student who is enrolled in a certificate program of one year or less (Level certificate, 42 or fewer semester credit hours).
- C. 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.
- D. Students who are enrolled in private or non-accredited secondary schools or who are home-schooled must satisfy paragraph (A) of the Student Eligibility subsection.
- 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.).



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- F. Vernon College will not limit:
- the number of dual credit courses or hours in which a student may enroll while in high school;
  - the number of dual credit courses or hours in which a student may enroll each semester or academic year;
  - 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 Early College Start Coordinator if you have questions on a student's eligibility.

### **IV. Location and Composition of Classes**

- 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.
- For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, VC shall comply with applicable rules and procedures for offering courses at a distance as set forth by the Texas Higher Education Coordinating Board. In addition, dual credit courses taught electronically shall comply with the Board's adopted Principles of Good Practice for Courses Offered Electronically.
- When dual credit courses are offered to a high school through Interactive Television (ITV), connections for the course will be coordinated through the Region 9 Educational Service Center. The high school shall be responsible for providing a classroom proctor for the course.
- Dual credit classes may be composed of dual credit students only or of dual credit (high school) students and regular college credit students.

### **V. Faculty Selection, Supervision, and Evaluation**

- All instructors, regardless of the student composition of the class, will be employees of VC.
- 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.



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- C. VC shall supervise and evaluate instructors of all courses using the same or comparable procedures used for all faculty employed by the college.
- D. 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).

## ***VI. 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. For high school GPA purposes, Vernon College will provide numerical grades to the high school at the end of the semester once final grades have been verified. The grade report will include each dual credit student's name, VC student ID and each dual credit course in which the student was enrolled.
- D. VC will follow the rules and regulations of The Family Educational Rights and Privacy Act (FERPA) when working with students and their parents.
- 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).



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## VII. 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 (Student Services Handbooks & Manuals).
- 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.
- 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.



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- 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.

### **VIII. 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](mailto: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.



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### IX. 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
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
SOCI 1301– Introductory Sociology		3
MATH 1314– College Algebra		3
MATH 1414 – College Algebra with Review		3
MATH1316 – Plane Trigonometry		3
MATH 1332– Contemporary Mathematics		3
MATH 1342– Elementary Statistical Methods		3
BIOL 1408 – General Biology I		4
BIOL 1409 – General Biology II		4
BIOL 1411 – General Botany		4
BIOL 1413 – General Zoology		4
BIOL 2401 – Anatomy & Physiology I		4
BIOL 2402 – Anatomy & Physiology II		4
BIOL 2420 – Microbiology for non-science majors		4
CHEM 1406 – Introductory Chemistry I		4





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CHEM 1411 – General Chemistry I	4
CHEM 1412 – General Chemistry II	4
PHYS 1403 – Stars and Galaxies	4
PHYS 1404 – Solar Systems	4
PHYS 1415 – Physical Science I	4
ARTS 1301 – Art Appreciation	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	1
PHED 1164 – Introduction to Physical Fitness & Wellness (Equivalent to KINE 1164)	1

Vernon College Career & Technical Course	High School Course	College Hours
AGRI 1419 – Introductory Animal Science		4
AGAH 1453 – Beef Cattle Production		4
AGCR 1407 – Ranch Management		4
LEAD 1100 – Workforce Development		1

C. Advanced Technical Credit/ Career and Technical Education. Requirements and course crosswalk provided below: (Please see attachment #1, pages 1-3 for program and course information).

- i. Courses in an articulated coherent sequence of at least two courses may be taken at any grade level (9–12) as long as the final course in the articulated coherent sequence is taken in Grade 11 or 12.
- ii. Courses taken in the eighth (8th) grade will not be eligible for Advanced Technical Credit.
- iii. Students must score 80% or above in each articulated credit course.
- iv. All high school courses must include enhanced content equivalent to the college courses indicated, and are a minimum of one (1) high school credit unless otherwise noted.



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- v. To fulfill SACS requirements, instructors eligible to teach ATC courses must hold a bachelor degree in the teaching discipline, or a minimum of an associate degree and demonstrated competencies (operationalized at least 3 years relevant and verifiable work experience and certifications if applicable) directly related to the teaching discipline. Instructors must be considered ATC eligible. (see below link for information on how to obtain eligibility). Other course-specific requirements noted in the Crosswalk.  
<https://www.atctexas.org/teachers>

- D. VC agrees that the high school will determine whether or not to award high school credit in the event that college credit is not awarded.

### X. 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.
- 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, course fees, 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) 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 88<sup>th</sup> 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.



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- c. NOTE: If a student is eligible for free and reduced lunch (educationally/ economically disadvantaged) for the first time in the fall semester, they will not be eligible for the FAST funding according to THECB rules. THECB and TEA will certify eligible students utilizing data from the 4 most previous years.

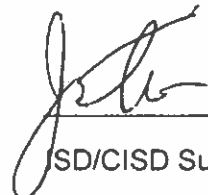
- C. Dual Credit Waiver Form: To receive the reduced dual credit tuition waiver, the high school is responsible for providing a list with the student name, ID#, and approved courses the student is to be registered for each semester to the VC Early College Start Coordinator. The form must be provided prior to the semester by the given deadline.
- D. 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.

### ***XI. 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 petition to end the agreement. Such petition must be submitted at least one semester in advance and cannot be terminated while a school semester is in progress. This petition must be made by the Vernon College President or the Superintendent. Either position must be notified of the petition and aware of the termination.

  
Dr. Dusty Johnston  
President, Vernon College

Date

  
SD/CISD Superintendent

Date

  
Shana Drury  
Vice President of Instructional Services

Date

  
Kim Williams  
ISD/CISD Principal

Date



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### Automation and Electrical Technology (7 SCH)

ELPT 1411 Basic Electrical Theory (4) Career and Technical Education/ Education Technology II ELECTEC2 13005700

ITNW 1325 Fundamentals of Networking Technologies (3) Career and Technical Education / Networking NETWORK 13027400 or Networking/Networking Lab NETWRLAB 13027410

### Automotive and Electrical Technology (13 SCH)

AUMT 1201 Introduction and Theory of Automotive Technology (2) Career and Technical Education / Automotive Technology II: Automotive Service AUTOTEC2 13039700

AUMT 1410 Automotive Brake Systems (4) Career and Technical Education / Automotive Technology II: Automotive Service AUTOTEC2 13039700

AUMT 1416 Automotive Suspension and Steering Systems (4) Career and Technical Education / Automotive Technology II: Automotive Service AUTOTEC2 13039700

ITSC 1301 Introduction to Computers (3) Career and Technical Education / Principles of Information Technology PRINIT 13027200

### Business Management (12 SCH)

ITSC 1301 Introduction to Computers (3) Career and Technical Education / Business Information Management I BUSIM1 13011400 OR Business Information Management I/Business Lab BUSMLAB1 13011410

MRKG 1311 Principles of Marketing (3) Career and Technical Education / Advanced Marketing ADVMTG 13034700

BMGT 1327 Principals of Management (3) Career and Technical Education / Business Management BUSMGT 13012100

ACNT 1325 Principals of Accounting (3) Career and Technical Education / Accounting 1 ACCOUNT1 1301660

### Computer and Information Sciences (6 SCH)

ITNW 1325 Fundamentals of Networking Technologies (3) Career and Technical Education / Networking NETWORK 13027400 or Networking/Networking Lab NETWRLAB 13027410

ITSE 1302 Computer Programming (3) Workforce / Computer Programming I COMPPRO1 13027600

### Farm and Ranch Management (10 SCH)

AGMG1311 Introduction to Agribusiness (3) Career and Technical Education / Agribusiness Management and Marketing AGRBUSMM 13000900 OR Agribusiness Management and Marketing/Agricultural Lab. And Field Experience AGRBUSLAB 13000910



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AGME 1315 Farm and Ranch Shop Skills I (3) Career and Technical Education / Agricultural Mechanics and Metal Technology AGMECHMT 13002200 OR Agricultural Mechanics and Metal Technology/Agricultural Laboratory and Field Experience AGMECMTLAB 13002210

AGCR 1407 Range Management (4) Career and Technical Education / Range Ecology and Management RECOMGT 13001600 OR Range Ecology and Management/Agricultural Laboratory and Field Experience RECOMGLAB 13001610

### Health Information Management (5 SCH)

HITT 1211 Health Information Systems (2) Career and Technical Education / Health Informatics HLTHINF 13020960

HITT 1305 Medical Terminology (3) Career and Technical Education / Medical Terminology MEDTERM 13020300 AND Principles of Health Science PRINHLSC 13020200 OR Health Science Theory HLTHSCI 13020400

### Heat, Ventilation, & Air Conditioning (4 SCH)

ELPT 1411 Basic Electrical Theory (4) Career and Technical Education / Electrical Technology II ELECTEC2 13005700

### Machining (4 SCH)

MCHN 1438 Basic Machine Shop I (4) Career and Technical Education / Precision Metal Manufacturing I PREMMAN1 13032500

### Medical Assisting (6 SCH)

MDCA 1309 Anatomy and Physiology for Medical Assistants (3) Career and Technical Education/ Anatomy and Physiology ANATPHYS 13020600

MDCA 1313 Medical Terminology (3) Career and Technical Education / Medical Terminology MEDTERM 13020300 and Principles of Health Science PRINHLSC 13020200 OR Health Science Theory HLTHSCI 13020400 OR Health Science Theory/ Health Science Clinical HLSCLIN 13020410

### Pharmacy Technician (3 SCH)

PHRA 1301 Introduction to Pharmacy (3) Career and Technical Education / Pharmacology PHARMC13020950

### Surgical Technology (2 SCH)

HPRS 1206 Essentials of Medical Terminology (2) Workforce / Medical Terminology MEDTERM 13020300 AND Principles of Health Science PRINHLSC 13020200 OR Health Science Theory HLTHSCI 13020400 OR Health Science Theory/Health Science Clinical HLSCLIN 13020410

### Welding (4 SCH)

WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) (4) Career and Technical Education / Welding II WELD2 13032400 OR Welding II/Welding II Lab WELDLAB2 1303241 WELDLAB2 13032410