

**MEMORANDUM OF UNDERSTANDING**

**Panola College Dual Enrollment Program**

Panola College (herein called the “College”) and Martinsville ISD (herein called the “School District) enter into the following Memorandum of Understanding (MOU), which supersedes all previous agreements, versions and addenda.

**TERM**

The MOU shall be in effect for one year from August 15, 2024 to August 14, 2025.

**OVERVIEW**

The College is committed to serving students and communities through collaborative work with school district’s in the College’s service area. A major initiative promoting a college-going and college graduation culture is the Panola College Dual Credit Program, which complies with the rules set forth by the State of Texas [TAC title 19, Chapter 4, Subchapter D, Rule §4.84 Section (a)] for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students.

**MOU PURPOSE**

The purpose of the MOU is to outline the roles and responsibilities of the College and the School Districts that participate in Dual Credit.

**DUAL ENROLLMENT PROGRAM DEFINITIONS:**

**Dual Credit**, endorsed by the State of Texas, is a system whereby an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and the high school. Since the college courses are being utilized to award dual credit, the content and rigor are parallel to what is taught to other college students and utilize the same curriculum and policies. These college courses, academic or career/technical, apply toward high school graduation and a college degree or certificate.

**Concurrent Enrollment**, as defined by Panola College, is a system whereby a student enrolls in more than one educational institution (including a high school and public institution of higher education). Concurrent enrollment students earn course credit from each distinct educational institution and is not dual credit.

**COLLABORATION:**

It is mutually recognized that the College and the School District have certain objectives in common, namely: (a) education and training students in preparation for further education and future employment, (b) providing residents of the District with the highest quality of educational opportunities, and (c) ensuring accessibility to education in the most economical means possible.

## DUAL CREDIT ALIGNMENT WITH STATE GOALS:

Goal 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.

- Collaboration of Information Sessions for Students and Parents, such as:
  - Dual Credit Parent Night Meetings on High School Campuses as scheduled by ISD
  - College Recruiters in Dual Credit High Schools
  - Dual Credit/Early College HS Information Sessions and Orientations
  - Dual Credit Website [panola.edu/admissions/dual-credit](http://panola.edu/admissions/dual-credit)

Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.

- Enrollment in Postsecondary after High School
  - Articulation Agreements
  - Transfer Equivalency Training

Goal 3: All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.

- Pathways
- Advising Plans and Online Degree Plans
- Education of counselors

Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.

- Professional Developments for Instructors/Curriculum Support
- Evaluate course rigor/facilities/instruction

The College and School District agree as follows:

- The College and School District officials will work collectively to provide the necessary information to ensure that an effective college course schedule is created and maintained for dual credit.
- The College and School District officials agree to meet (at the request of the ISD) no later than February 28 to construct the schedule for the following academic year. Adjustments to the schedule will be made as needed. The College reserves the right to cancel courses due to low enrollment.
- Maximum course enrollment is strongly encouraged to promote the best possible learning environment.
  - The course minimum for college courses taught, during the day, by dual credit instructors is 15 students per section.
  - Lower enrollments will result in prorated instructor pay.
- The School District will appoint liaison(s) with the authority to approve courses and certify student eligibility.

- A crosswalk will be provided for core courses; however, the School Districts are responsible for assuring that the College course offered for dual credit meets the Texas Essential Knowledge and Skills (TEKS) for the District's course.
- The College will maintain a Dual Credit Webpage that contains up to date information concerning the benefits and costs of dual credit, including enrollment and fee policies. Enrollment forms can be found on the Dual Credit Webpage.
- IHE will attend student/parent meetings scheduled by the ISD as requested.
- Signed MOUs will be posted on the IHEs website.
- The College will offer Dual Credit orientations and Canvas training for first-time students enrolling in dual credit courses.
- The College will offer Dual Credit trainings in an effort to assist ISD counselors.

**DUAL CREDIT/EARLY ADMISSION PERMISSION FORM:**

Each semester, a Dual Credit/Early Admission Permission Form must be used to document all students' requests for enrollment in college courses and follow the review and approval process established by the College and School District. The form must contain signatures of the student, parent/guardian, and designated School District official. All completed request forms must be turned into the Dual Credit Office prior to the last day of registration. ISDs are responsible for marking EA Forms as Dual Credit/College Credit and as ISD Pay/Student Pay/FAST.

**ELIGIBLE COURSES:**

College courses that are academic or technical and that simultaneously allow students to earn credit toward a postsecondary degree or certificate and high school graduation are eligible for dual credit. College classes can be taken to meet elective or core course requirements at the high school. Classes offered in the high school setting must conform to the College's academic standards.

- The college courses will comply with the rules and regulations of the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC).
- All college courses will adhere to the description and content of the course as defined in the current edition of either the Academic Course Guide Manual (ACGM) or the Workforce Education Course Manual (WECM).
- Courses will provide advance academic instruction and content that provides the student the opportunity to master the Texas Essential Knowledge and Skills (TEKS) for the appropriate High School course.
- Developmental Education courses and KINE/PHED courses are not approved for dual credit. **Panola College offers a College Connect course for high school students in the areas of math and English for students who have not passed the TSI.** College Connect students must be approved for the program by the Dual Enrollment office. Requirements for that course will be distributed to HS counselors and dual credit coordinators.

- The School District is responsible for guaranteeing Dual Credit students are enrolled in the correct courses prior to the Official Reporting Date. A list of students and schedules will be sent out prior to ORD. **See attached calendar**
- Panola College is not responsible for ensuring students admitted into this program are taking the appropriate courses to meet graduation requirements. It is recommended that the student discuss course options with their high school counselor or home school administrator.

**LOCATION OF CLASS AND TEACHING ENVIRONMENT:**

- Courses will be taught on a college campus/site, at the high school, or online/hybrid.
- High School Campus courses:
  - The College will work with the School District to ensure that the School District’s facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction that includes the following:
    - School District will ensure College faculty and dual credit students have appropriate access to all available instructional resources and essential technology,
    - School Districts shall permit access to the College’s electronic learning resources when the course is taught at the School District, and
    - School Districts offering science courses shall meet the laboratory safety standards and have material/equipment that comply with the Colleges current science program requirements.
  - The College will clearly define the contact hours, curriculum and grading for college courses taught on a high school campus.
  - Any program/course offering requested by a high school to be offered on their site must be approved by processes outlined in the Dual Credit Program Approval. A copy of the approval form and approval process is attached.
- **Online courses:**
  - Dual credit instructors must use the College’s approved Learning Management System (Canvas).
  - The College will comply with the THECB’s adopted Principles of Good Practice for courses offered electronically.
  - The School District will provide a proctored testing environment for its students.
  - The School District may provide a proctor for online courses at the expense of the School District. Each proctor will meet requirements set by the College.
  - Proctors and Facilitators should not assist students with assignments or exams.
  - School District personnel should not email instructors directly or through the student’s email.
  - Students should never use any other ID other than their own. Photo IDs are required.
  - Facilitators and proctors must acknowledge and sign the Panola College Distance Learning Dual Credit Institution Test Proctor Agreement.
  - Test proctoring/facilitating rights could be jeopardized if regulations are not met by proctors and/or facilitators.

- **Teaching Environment:**

- The School District will ensure that the classroom environment is conducive to college-level learning by:
  - designating a classroom for the college classes, and
  - assuring that minimal interruptions take place while the college course is in session.

## **SCHOOL CALENDARS**

- When there are differences in calendar schedules and the College is not in session, the School District is responsible for student supervision.
- When there are differences in calendar schedules and the School District is not in session, the student is responsible for attending the college course(s).
- College or School District closures due to situations such as inclement weather or environmental issues will be honored without penalty to the students.
- Students are expected to abide by both College and School District calendars when participating in dual credit and concurrent enrollment.
- A copy of the 2023-2024 College calendar is included in the appendix.

## **FACULTY SELECTION, SUPERVISION, EVALUATION and DEVELOPMENT:**

The College has established an approval process for selecting and/or approving qualified School district faculty (those approved herein will be called “Dual Credit Instructor”) to teach college course(s) for dual credit. Each approved Dual Credit Instructor will be supervised by the College’s respective department chair or designee and be evaluated and monitored to ensure quality of instruction and compliance with the College’s policies and procedures, in accordance with the standards established by the State of Texas and the Southern Association of Colleges and School Commission on Colleges (SACS-COC).

- Full time faculty along with department chairs ensure quality instruction through adjunct trainings/orientations and mentoring. Adjuncts are paired with a full time instructor in their department at the adjunct orientation. The full time instructor remains their point of contact throughout the semester. The chair will keep them abreast of any updates. Adjuncts are evaluated in the same manner as full time faculty, both by an administrator and by their students.
- The College will collaborate with the School District to ensure the School District instructors applying to become Dual Credit Instructors meet the Colleges credentialing requirements, including individual department requirements.
- School District faculty approved as Dual Credit Instructors will be cleared by the College’s Office of Human Resources to teach college courses.
- Dual Credit Instructors will submit all required reporting documents such as roster verifications and submission of grades by the deadline set by the college.
- College and Dual Credit Instructors teaching college courses for dual credit will verify the first week class roster to validate all dual credit students are enrolled in the college course and refer

students not on the roster to the appropriate School District official/liaison. Any student not listed on the Official Verification (Census) Roster will not be enrolled in the college course.

- Dual Credit Instructors and College faculty teaching on the high school campus will notify the liaison on the high school campus when he/she is absent due to emergency or anticipates an absence. The liaison will then notify all appropriate officials.
- Dual Credit Instructors teaching hybrid or online courses must comply with Panola College training/certification requirements.
- The School District will allow release time from School District duties for all Dual Credit Instructors to attend College professional development days as needed.
- The School District shall ensure that the building principals/designee comply with all standards.

#### **CLASS CONFIGURATION:**

- It is highly recommended that dual credit courses taught on the high school campus consist of dual credit students only.
- College courses taught by College faculty on the College campus may consist of a combination of dual credit students and traditional college students.

#### **COURSE CURRICULUM:**

- Textbooks will be available in the College Store and online.
- The College will make every effort to utilize Open Educational Resources (OER) in an attempt to alleviate financial requirements.
- A syllabus will be provided for each course.

#### **HB 391:**

HB 391 requires a district or charter school to provide instructional materials to a student in printed format if the student does not have reliable access to technology at the student's home. HB 391 specifies that this requirement does not require a district/charter to purchase printed copies of materials that it would otherwise not purchase. A district/charter can comply with the law by providing the student with a printout of relevant electronic materials.

#### **INSTRUCTOR EMAIL:**

To accommodate exchange of information among the College, School District, and instructors, all instructors teaching college courses will receive e-mail accounts from their respective institutions. Instructors should monitor emails and respond professionally in a timely manner.

#### **ATTENDANCE:**

- The School District is responsible for notifying the College of dates that could interrupt class instruction (state testing).
- All dual credit students are expected to notify their instructor of scheduled absences at the class meeting prior to the expected absence. Students are responsible for making up work when absent.
- Dual credit students should avoid making appointments during their scheduled class time(s).

## **LIABILITIES OF PARTIES:**

Dual credit status shall neither enhance nor diminish on-campus liabilities for the College or School District. Management of risk and liabilities shall be in accordance with the College and School District policies and codes and conduct.

## **ACADEMIC POLICIES, STUDENT CONDUCT AND STUDENT SUPPORT SERVICES:**

Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit students.

- Course performance will be a part of students' permanent academic records at Panola College and the School District.
- Students are subject to the rules of conduct, plagiarism, and disciplinary standards published in the College catalog and are subject to the penalties defines by such standards.
- Any discipline issue including academic dishonesty must be reported to the School District and the Dual Enrollment Office within a week after the event.
- The School District will provide placement for students withdrawn from a course for any reason.
- Prior to registration the School District will encourage and assist students who need accommodations to contact Panola College Disabilities Services.
- Support services such as academic and college readiness advising, library services, labs and tutoring are available for utilization by all high school students enrolled at Panola College.

## **HB 449:**

If a student is ineligible to reenroll in a postsecondary educational institution for a reason other than an academic or financial reason, the institution shall notate on the student's transcript that the student is ineligible to reenroll in the institution for a reason other than an academic or financial reason.

## **STUDENT ELIGIBILITY:**

- The College requires School District partners to follow all College enrollment procedures and guidelines for dual credit students.
- All high school students are eligible for dual enrollment by meeting the college readiness standards under the provisions of the Texas Success Initiative (TSI) and prerequisites for the course as defined by the College. A list of TSI requirements by course is **attached**.
- There is no limit to the number of courses a high school student can enroll in during a fall or spring semester; however, careful evaluation of other obligations should be considered.
- Specific exceptions to eligibility are defined in TECB 4.85 (b).

## **SB 25:**

SB 25 Requires a student enrolled in a course for joint high school and college credit under Section 130.008 at a public junior college to file a degree plan with the college not later than: 1) the end of the second regular semester or term immediately following the semester or term in which the student earned a cumulative total of 15 or more semester hours of course credit for dual credit courses successfully

completed by the student; or 2) if the student begins the first semester or term at the college with 15 or more semester credit hours of course credit for dual credit courses successfully completed by the student, the end of the student's second regular semester or term at the college.

- Panola College applicants file a degree plan upon admission. Plans are updated as needed through advising.

**ADVISING:**

The College and the School District shall offer comprehensive college advising services for Dual Credit students consisting of a general advising module, group advising and face to face advising. Academic advising for each student includes interpretation of test scores, development of an educational plan, selection of courses, confirmation of final coursework, application for graduation and interpretation of the transfer process. ISD Counselors are an extension of the dual credit advising plan, however, students are welcome to visit with Panola College advisors at any time. All students will select a pathway/degree plan at the completion of 15 semester credit hours.

**DISABILITY SERVICES:**

- The College and the School District will adhere to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008. Accommodations for a Dual Credit student will be reviewed after the student has requested accommodations through the Panola College website. The Disabilities Support Services Coordinator may coordinate class accommodations with the college faculty pending the outcome of the review. Contact with Disability Services is the responsibility of the student. [panola.edu/student-services/student-support/disability-support-services](http://panola.edu/student-services/student-support/disability-support-services)

**TRANSPORTATION:**

- Transportation to classes/College sites will follow District policy, which will determine whether the School District will provide transportation and/or allow students to drive their own vehicles.
- Students driving their own vehicles to the College campus must obtain parking permits.

**TRANSCRIPTION OF CREDIT:**

- The College as well as the high school should transcript a student's grades immediately upon completion of the performance required in the course. [THECB 4.85(h)]. Letter grades will be posted on the college transcript.
- Final numerical grades will be sent to the high school representative after all grades have been collected. In the event there is a discrepancy between alpha and numeric grades, the alpha grade (the grade on the Panola transcript) is official until verified with the instructor.
- The School District transcription of grades may differ from the College's based on Texas Education Association policies, specifically those relating to courses required to have the End of Course STAAR exams.



### RELEASE OF OFFICIAL TRANSCRIPTS:

- Before official transcripts are released, ISDs will send to the College an official transcript for any graduating senior with Panola College credits. The transcript must be received after the graduation date and must include the date of graduation. Once the transcript has been received by the College, each student transferring credits to another institution will need to complete a transcript request.
- **Students choosing to substitute prerequisites for courses with AP exams MUST transcript the prerequisite course (e.g., ENGL 1301 must be on the College transcript before students are enrolled in ENGL 1302).**

### ENROLLMENT AND TESTING:

- Dual credit students attending for the first time will:
  - apply to the College.
  - take any required placement tests and pay applicable fees, if required.
  - complete the Dual Credit/Early Admission Permission Form each semester.
  - complete other applicable assessments or forms.
  - supply proof of current Bacterial Meningitis before enrolling in on campus courses.
- All enrollment steps and required forms may be found on the College's dual credit website.
- The College's testing center will schedule appointments for testing on the College campus and/or the School District's campus.
- Cooperatively, the College and the School District will ensure students are registered and enrolled in classes. School Districts are responsible for checking schedules supplied by the College to assure proper enrollment.
- The College will provide a FALL orientation for first-time dual credit students.
- TSI Complete scores will be accepted for a period of five years from the test date.
- Students who are not TSI Complete in an area before January 11, 2021, must take the TSIA 2.0.

### DUAL CREDIT INSTRUCTION COSTS:

- Tuition for dual credit **academic and technical** courses is **\$55 per credit hour**. An additional fee of \$15 per credit hour is added to courses taught through distance learning.
- Panola College has opted in to FAST (Financial Aid for Swift Transfer). The FAST Program passed during the 88th Legislature Session under HB(8).
- The FAST program provides funding to participating public institutions of higher education so they can offer dual credit courses to educationally disadvantaged students at no cost to these students.
- The Texas Education Code (TEC) defines "educationally disadvantaged" as those students eligible for the national free/reduced-price lunch program. A student who meets this requirement in any of the four school years prior to the academic year in which the student is enrolled in the eligible dual credit course may be eligible for the FAST program.

- By statute, the FAST program requires that eligible students at participating institutions incur no cost for their dual credit coursework. An eligible student will not pay tuition and fees for an eligible dual credit course. ISDs will be responsible for absorbing those costs, as outlined in the **ESTIMATED COURSE COST** sheet. Panola College offers numerous textbook free courses through OER (Open Educational Resources).
- **Books, supplies, and other course materials must also be provided at no cost to FAST eligible students. ISDs will be responsible for absorbing those costs, as outlined in the ESTIMATED ADDITIONAL COST column of the cost addendum.**
- Courses taken by students must align with their chosen pathway.
- In the event that a student marked as a FAST recipient on the Early Admission Form are not paid by the state, it will be the responsibility of the ISD to make payment to the college.

**PAYMENT FOR SERVICES:**

Course requests/payment responsibilities are indicated by the ISD on the **Early Admission Permission Form** for each student. **Students are officially deemed FAST eligible by TEA/THECB.**

- Student pay
- HS pay
- FAST eligible

**UNPAID STUDENT ACCOUNTS:**

If the School District allows students who have not paid tuition and fees to remain enrolled in a course, the School District assumes responsibility for monies associated with the students' tuition and fees.

**FUNDING:**

Both the College and the School District will report students for state funding purposes.

**DATA SHARING:**

To encourage student persistence, assess the Dual Enrollment Program, and to measure student-learning outcomes, the College and School District will exchange student information, grades and any other data, as permitted by law.

**RECOGNITION OF HIGHER EDUCATION PARTNER:**

When reporting and publicizing dual credit student completion of college courses, degree or certificates, the School District will recognize Panola College as their Higher Education partner. In addition, the School District will include the Panola College name and/or logo in all communications in which any College course is included.

**TERMS OF AGREEMENT:**

The terms of this agreement shall commence on August 15, 2024 and shall be renewed annually. This agreement may be amended by mutual written consent. Either party reserves the right to terminate the agreement with a 90-day written notice to the College's President or the School District's Superintendent.

**STATEMENT OF ACADEMIC CONTINUITY**

In the event of an emergency, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include, but are not limited to: Learning Management System (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor the Learning Management System (CANVAS) for each class for course-specific communication, and the main Panola College website, emails, and social media sites for important general information.

**AUTHORIZATION OF AGREEMENT:**

Each party represents and warrants to the other the execution of this agreement has been duly authorized and this agreement constitutes a valid and enforceable obligation of such party according to its terms.

**Martinsville Independent School District**

Will Caughen  
Print Name (School District Official)

Superintendent  
Print Title

Will Caughen  
Signature

6/17/24  
Date

**Billy Adams, Ed.D.**  
**Vice President of Instruction**

**Panola College**

[Signature]  
Signature

7-30-24  
Date

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**Attachments:**

2024-2025 Panola College Calendar

2024-2025 Final Exam Schedules

2024-2025 Estimated Cost Sheet

2024-2025 Core Curriculum Crosswalk