

## **Memorandum of Understanding for UT Tyler Dual Credit Program The University of Texas at Tyler and University Academy**

The University of Texas at Tyler (UT Tyler) and University Academy are partnering to provide eligible high school students with the opportunity to enroll in UT Tyler courses and receive simultaneous academic credit from the UT Tyler and University Academy. Results of the dual credit courses will be noted on transcripts from both institutions.

Students will be eligible to participate in dual credit courses if they meet state eligibility requirements (THECB Title 19, part 1, Chapter 4, Subchapter D, Rule 4.85) and the admission requirements of UT Tyler's dual credit program.

UT Tyler and University Academy are committed to ensuring the success of dual credit students by aligning our dual credit program with the following statewide dual credit goals.

1. UT Tyler and University Academy will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit. Examples of information shared and provided include: a) an inventory of the dual credit courses offered and their alignment with the UT Tyler general education undergraduate core and academic major requirements; b) tuition and fee schedules; c) documentation of how dual credit courses influence students' federal aid opportunities; and d) sample timelines to complete a baccalaureate degree with and without dual credit courses. UT Tyler will post documentation of materials on the UT Tyler website enabling easy access for University Academy administration, parents, and students. University Academy will share these resources with students and parents.
2. UT Tyler will provide dual credit students with supports for a successful transition to UT Tyler such as a Canvas course for students and parents, degree plan for the desired major, etc.
3. UT Tyler will provide dual credit students with services and supports to enhance their opportunities for successfully completing a course and make timely progress toward earning a baccalaureate degree. These services include supports such as: academic advising, tutoring, and supplemental instruction.
4. UT Tyler will work to ensure the quality and rigor of dual credit courses by working regularly with the dual credit teacher/facilitator, reviewing instruction provided by UT Tyler faculty and administrators, initiating consistent communication between UT Tyler faculty and University Academy administrators and instructors, seeking feedback from University Academy administrators, and utilizing student evaluations to ensure high quality levels for all students.

### **Courses**

UT Tyler and University Academy will grant simultaneous credit for the course(s) listed in Appendix A. Delivery methods for the dual credit courses are also outlined in Appendix A.

UT Tyler will ensure the courses offered to University Academy students are equivalent to other sections of courses with respect to the content, materials, instructional activity, contact time, standard of grading, and method/rigor of evaluation of student performance. The syllabi for the course will be developed by UT Tyler faculty in the academic department/school and approved by the chairperson/director of the department/school.

### **Course Structure**

Online courses will be taught through a partnership with a faculty member at UT Tyler and an instructor at University Academy. The UT Tyler faculty will serve as the official instructor of record and will

provide the content of the course. The high school instructor will serve as a facilitator to deliver content and assist students with application and comprehension of material. The UT Tyler faculty or support staff and University Academy instructor will communicate regularly to ensure students are learning the course content. The course will be delivered via UT Tyler's Learning Management System (Canvas) and the students and University Academy instructor/facilitator will have access to the respective course shell.

In the event that the University Academy teacher has been credentialed according to the requirements for The University of Texas at Tyler's standard, the dual credit course will be taught online or in a face-to-face setting. The credentialing requirements align with The Commission on Colleges of the Southern Association of Colleges and Schools requirements. The credentialed teacher will be required to assign and submit the student work and grading for all undergraduate general core curriculum assignments at the conclusion of each course as appropriate.

### **Tuition, Fees, and Financial Responsibilities**

UT Tyler's tuition rate per student enrolled in a dual credit course is \$99 per semester credit hour. University Academy is responsible for the amount of the tuition, along with the cost of any required textbooks for each student enrolled in a UT Tyler dual credit course. This amount must be remitted to UT Tyler by University Academy on or before the last day of the semester (as published in the University's annual academic calendar available via the following URL:

<https://www.uttyler.edu/academics/academic-calendar/>.

Depending on the delivery method of the dual credit course, UT Tyler may reimburse University Academy for the cost of instruction:

- If the delivery method for the course is on the UT Tyler campus, fully online or hybrid with a UT Tyler faculty member teaching the course, UT Tyler retains the full amount of tuition remitted by University Academy for each dual credit student enrolled in the course.
- If the course is taught on a University Academy campus by an appropriately-credentialed University Academy teacher (selected, supervised, and evaluated by UT Tyler, as required by Texas Administrative Code Rule §4.85 (e)(1) and (2)), UT Tyler will reimburse University Academy for the cost of delivering the dual credit course, calculated at a rate of \$99 per semester credit hour, per student enrolled in the course.

University Academy dual credit students must adhere to UT Tyler payment dates and deadlines for any additional fees incurred by the student, including but not limited to transcript fees. Students should be made aware that UT Tyler will not release a transcript, if the student has a financial hold on their account (i.e., owes money to the University).

### **Student Eligibility**

To be eligible for admission to the UT Tyler's dual credit program, an applicant must be a registered student at University Academy. As noted in Texas statute, a high school student is not limited to registering for a certain number of credit hours per semester and students in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades are eligible to participate upon completion of the application for admission and appropriate registration documents. However, students should understand that all courses taken may not apply to the degree plan for their intended major due to misalignment of course selection. In addition, students and their parents should understand that all dual credit courses count toward a student's lifetime allotment of federal financial aid. Students are required to submit an application and course(s) request list, official high school transcripts, and official scores on the Texas Success Initiative (TSI) and/or additional scores (ACT, SAT, STAAR, PSAT) in order to be eligible to enroll in courses. Students must meet college readiness standards in certain sections of the TSI depending on the course(s) in which they wish to enroll.

### **Minimum Enrollment**

UT Tyler reserves the right to request a minimum enrollment for each course depending on course demand and availability of UT Tyler faculty. Minimum enrollment requirements may differ among departments depending on staffing needs. Minimum enrollment requirements (if applicable) will be communicated to University Academy by the end of April, 2021.

### **Application Process**

UT Tyler staff will work with the University Academy administration and school counselor to ensure all paperwork is accurate and completed in a timely fashion for students to engage in the required orientation and coursework.

### **Course Selection Process**

University Academy must work with the students and parents to determine appropriate courses. School counselors, parents, and each student should carefully use the dual credit course inventory information and degree plan information based upon the student's intended major provided by UT Tyler to ensure that the courses taken are appropriate for the student's academic and career goals. University Academy personnel must work with UT Tyler staff and advisors to determine that each student meets the prerequisites for the courses selected. University Academy should also make sure to discuss with the student and parent that the course is appropriate and aligns with the degree requirements for the student's desired major.

### **Student Services**

The dual credit courses will follow traditional university procedures in faculty selection, course content, course evaluation, transcription of credit. Students will have access to online and on-campus academic support services including tutoring, advising, and library resources. Dual credit students are also held to the same university policies regarding academic integrity and behavior as traditional students.

### **Academic Policies**

Regular academic policies applicable to courses taught at UT Tyler must also apply to dual credit courses for University Academy students. Policies include the appeal process for disputed grades, drop policy, syllabus distribution, academic suspension/probation policies, and grade replacement policies. More information regarding UT Tyler academic policies can be found at <https://catalogs.uttyler.edu/en/2020-2021/Catalog/Undergraduate-Academic-Policies>.

### **Dates and Deadlines**

Dual credit students must adhere to the dates and deadlines with regard to application, registration, adding/dropping/withdrawing from courses, and assignments. Pertinent dates and deadlines will be provided on the course syllabus as required by policy. All dates and deadlines for the Academic Calendar can be found on the UT Tyler website at <http://www.uttyler.edu/academics/academic-calendar.php>. In addition, tuition due dates and refund policies follow the UT Tyler schedule each semester, which can be found at <http://www.uttyler.edu/catalog/tuition/index.php>.

**High School Instructor/Administrator Training**

All high school faculty acting as facilitators and/or instructor of record for UT Tyler dual credit must attend a required workshop on the UT Tyler campus in order to connect with UT Tyler faculty and receive current information pertaining to the successful operation of UT Tyler dual credit courses. This includes, but is not limited to, Canvas training, entering grades, managing rosters, and college advising. In addition, the high school instructor of record and/or facilitator must provide the content covered in course sections taught by UT Tyler faculty.

**Student Training**


All dual credit students must complete a Canvas course designed exclusively for dual credit students prior to starting any UT Tyler dual credit courses. This orientation will provide important information such as strategies for success as a college student, understanding important policies and procedures for UT Tyler students, navigating in Canvas, contacting your UT Tyler faculty member, understanding higher education vocabulary, offices on campus, resources, and more.

**Timeline for MOU**


This agreement shall remain valid for the 2021-2022 academic year or until one or both parties deem it necessary to terminate.

AS SIGNED BY:

**University Academy  
Representative**

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88349FAD91D541C...  
Signature  
Superintendent  
\_\_\_\_\_  
Title  
8/12/2021  
\_\_\_\_\_  
Date

**The University of Texas at Tyler Representative**

  
\_\_\_\_\_  
Signature  
Amir Mirmiran, Ph.D.  
- Provost and EVP for Academic Affairs  
\_\_\_\_\_  
Title  
8/20/21  
\_\_\_\_\_  
Date

## Appendix A: University Academy Courses and Delivery methods:

<b>College Course</b>	<b>High School Equivalent Course</b>	<b>College Credit Hours</b>	<b>Tuition</b>	<b>Duration of course</b>	<b>Delivery Method*</b>
HIST 1301	US History I	3	\$99 per credit hour (\$297, total)	Fall 2021	2
ENGL 1301	College Composition I	3	\$99 per credit hour (\$297, total)	Fall 2021	1 / 3
ENGL 1302	College Composition II	3	\$99 per credit hour (\$297, total)	Fall 2021	1 / 3
POLS 2305	Introductory American Government	3	\$99 per credit hour (\$297, total)	Fall 2021	2
MATH 2413	Calculus I	4	\$99 per credit hour (\$396, total)	Fall 2021	1 / 3
MATH 1342	Statistics I	3	\$99 per credit hour (\$297, total)	Fall 2021	1 / 3
CHEM 1311	General Chemistry I	3	\$99 per credit hour (\$297, total)	Fall 2021	1 / 3
CHEM 1111	General Chemistry I Lab	1	\$99 per credit hour (\$99, total)	Fall 2021	3
MUSI 1306	Music Appreciation	3	\$99 per credit hour (\$297, total)	Spring 2022	2
HIST 1302	US History II	3	\$99 per credit hour (\$297, total)	Spring 2022	2

ENGL 2323	English Lit from the 1780's to Present	3	\$99 per credit hour (\$297, total)	Spring 2022	1 / 3
ENGL 2363	World Lit from the Renaissance	3	\$99 per credit hour (\$297, total)	Spring 2022	1 / 3
ECON 1301	Intro to Economics	3	\$99 per credit hour (\$297, total)	Spring 2022	2
MATH 2312	Pre-Calculus	3	\$99 per credit hour (\$297, total)	Spring 2022	1 / 3
PHYS 1303	Intro to Astronomy	3	\$99 per credit hour (\$297, total)	Spring 2022	2
POLS 2306	Introductory Texas Politics	3	\$99 per credit hour (\$297, total)	Spring 2022	2

### Delivery Methods

1. **High School Campus:** A credentialed high school instructor teaches the course on the high school campus and serves as the Instructor of Record. These courses are offered during Fall, Spring, or Year-Long terms. Some courses could be available during Summer terms. See Tuition, Fees, and Financial Responsibility section above for a description of the financial model.
2. **Online or Hybrid Dual Credit (UT Tyler faculty):** Online or hybrid dual credit course taught at the high school with UT Tyler faculty as instructor of record and high school teacher as facilitator/coach. This method also includes hybrid courses with online content and face-to-face requirements at either high school or college campus. These courses are offered in Fall, Spring, or Year-Long terms. Some courses could be available online during Summer terms.
3. **UT Tyler Campus (UT Tyler Faculty):** A UT Tyler faculty member serves as the Instructor of Record on UT Tyler's campus and students are responsible for reporting to the location for class meetings.