



Dual Credit Partnership Memorandum of Understanding Academic Years: 2023-2024 & 2024 -2025

This Memorandum of Understanding (MOU) establishes the requirements under which high school students from SANGER ISD may be allowed to enroll in college-level courses at North Central Texas College and receive college credit and high school credit simultaneously.

Philosophy

North Central Texas College offers collegiate level courses for simultaneous college and high school credit for eligible students in its college service area. NCTC promotes access to academic and workforce education courses while ensuring that the content of the courses and the expectations for student performance are truly of a collegiate nature. In areas of transcription, credit, application, or content, Dual-credit courses are not differentiated from other college-level courses.

Student Eligibility

- A. **Sanger High School** students should meet and maintain all academic and behavioral requirements and who are recommended by the high school principal/counselor are eligible to enroll in dual-credit courses.
- B. **Demonstration of Academic Eligibility:**
Students are required to be assessed and college ready for reading, writing, and mathematics skills prior to enrollment based on THECB requirements.
- C. Home school and private school students are eligible to enroll under dual credit provisions. These students shall meet the same standards and eligibility requirements as public-school students.
- D. A high school student is eligible to enroll in workforce education dual credit courses if the student demonstrates that he or she has achieved the eligibility requirements.
- E. To be eligible for dual-credit courses, high school students are required to have a minimum high school grade point average (GPA) equivalent of "C" or higher as certified by the high school principal or counselor. High schools may set a higher standard.
- F. To remain eligible, students must complete each course with minimum grade of "C"
 - a. If a student fails to make a "C" or higher in each course attempted, they will not be permitted to register for one long semester. The student will be eligible to reenroll after a break of enrollment for one long semester and after gaining approval through their high school counselor. Summer I and Summer II constitute a long semester.
- G. To be eligible for dual-credit courses, high school students must exhibit the maturity and social behavior control necessary to be engaged in relevant course content conversations. Students with prior disciplinary or attendance problems, as defined by The Texas Education Code, Section 25.92 Minimum Attendance for Class Credit, are not eligible to enroll in college classes.

Dual Credit Loads

- A. High school students may enroll in the number of classes appropriate to their needs with an institutional upper limit of 18 hours per long semester without appropriate approval according to NCTC's student handbook. A load of 12 hours per long semester should be considered advanced by most metrics for Dual Credit students.

Admission Requirements

- A. Students must submit the following to NCTC for admission:
 - a. Application for admission
 - b. Current high school/college transcript
 - c. Official test scores
 - d. Bacterial Meningitis for face to face courses at NCTC.
 - e. Dual Credit Registration Form

Exceptions to Bacterial Meningitis Vaccination Requirement

- B. A student is not required to submit evidence of receiving bacterial meningitis vaccination if a student meets any of the following criteria:
 - a. Student is 22 years of age or older by the first day of the start of the semester
 - b. Student is enrolled only in online or other distance education courses
 - c. Student is enrolled in continuing education course that is less than 360 contact hours
 - d. Student is enrolled in a dual credit course which is taught at a public or private facility not located on a higher education institution
 - e. Student is incarcerated in a Texas prison

Student Responsibilities

General

- A. A Dual Credit course is a college course in all respects. The curriculum and teaching methods are the same as used in other college courses. Students will be expected to conduct themselves as a college student, and follow regular academic policies applicable to courses taught at the college's campuses also apply to Dual Credit courses. While taking courses through NCTC, the student must adhere to all college policies and regulations contained in the college catalog, student handbook, and course syllabus.
- B. To prepare for college course assignments, all college students should expect to invest at least as much time out of class as in class reading and studying. All students should schedule more study time when they have an exam or when projects are due.
- C. High school courses may not address the same controversial issues or subject matter as a college course, so Dual Credit students should be prepared to participate in adult/college level class discussions.
- D. The instructor is available to answer any questions a student may have. If students have any concern about their performance in the course or are not sure of an assignment, the student should speak with the instructor.
- E. The student should pay careful attention to the instructor's system for assigning grades. The instructor's grading system is covered in the course syllabus which is distributed at the beginning of each course.
- F. The students should not expect to repeat work in order to improve a grade.
- G. The students should not expect to do extra work to bring up a low grade.
- H. The students should not expect to receive extra credit for attendance.
- I. High school extra-curricular activities may conflict with Dual Credit courses. Students are responsible for all materials related to the course whether or not they are in class the day the information is given or the assignment is made. Students will need to talk to their instructor to make arrangements for receiving handouts, classroom information, obtaining lecture notes, or turning in work. Parents and student should seriously discuss priorities before and during enrollment in a Dual Credit course.

Attendance

- A. Dual credit students are expected to attend class. Students must follow the instructor's attendance policy as outlined in the course syllabus. If students will be out of class for an official school function, the high school must notify the NCTC instructor prior to the absence. Students must also notify the instructor prior to the absence and should be aware that approval of make-up work is at the instructor's discretion.
- B. Generally speaking, colleges do not distinguish between an excused or unexcused absence, an absence is defined as "a student not being in class."
- C. Missing more than one week of class will negatively affect student's grade. NCTC instructors reserve the right to withdraw students from courses for excessive absences. Students should be aware of the instructor's policy as stated in their syllabus.
- D. Students who miss more than one week of class due to high school suspension, assignment to alternative education and/or expulsion may be withdrawn from the college course.

Withdraw Policies

- A. If a student wishes to withdraw from a Dual Credit course, they must first discuss the matter with their high school counselor. It is the high school's responsibility to place the student in an alternative high school course to ensure necessary credits for high school graduation.
- B. Dual Credit students are exempt from Senate Bill 1231 that limits the number of withdrawals of college students to 6 total courses during their undergraduate career.
- C. It is the student's responsibility to submit an official withdrawal form to the NCTC Admission/Registrar's office by the published deadline.

Transcripts and Grades

- A. Students taking dual credit courses on the NCTC campus or online are responsible for requesting an official transcript from NCTC to be sent to the high school in order to ensure accuracy of transcript grade and high school grade.
- B. NCTC is responsible for maintaining a dual credit student's college transcript. All courses will be identified on the college transcript as college-level course.
- C. The local ISD is responsible for maintaining the student's high school transcript.
- D. If a student wishes to appeal a grade, they must follow the NCTC grade appeal/change of grade policy as published in the current NCTC Student Handbook.

Costs

- A. Students enrolling in dual-credit courses must pay all tuition and fees according to the tuition and fee payment schedule established by North Central Texas College for the academic year.
- B. Failing to make payment may result in course being dropped and additional fees assessed for reinstatement. Students are not guaranteed reinstatement.
- C. All dual-credit students are responsible for purchasing their own textbooks and other required course materials.
- D. Students who qualify for Free or Reduced Lunch Program at the high school may be eligible for tuition and fee waivers at NCTC for up to two courses (or up to 6 semester credit hours). Written verification will be required each school year.
- E. Any Dual Credit student, including those who qualify for Free and Reduced Lunch tuition waiver, exceeding the initial six semester credit hours will be subject to the regular tuition rates based on residency.

Provision of NCTC Services

Faculty

- A. Instructors shall submit employment applications and official transcripts to NCTC instructional deans prior to employment.
- B. Instructors shall be evaluated in the same manner as other regular NCTC faculty, including classroom visitation by NCTC supervisors.
- C. Instructors shall be paid at the NCTC faculty rate and are expected to meet the same work requirements as those of all NCTC adjunct faculty.
- D. Instructors will meet the minimum requirements specified by the Commission on Colleges of the Southern Association of Colleges and Schools – Commission on Colleges.
- E. It is the policy and practice at NCTC to ensure that all faculty possess the appropriate academic preparation, training, and experience to teach in a community college setting. All faculty at NCTC will meet or exceed the minimum credentialing requirements of accrediting bodies and state agencies. This policy applies to all full-time and adjunct faculty on all campuses and in all learning environments (e.g. on-line, face-to-face, off-campus, etc.).
 - a. If questions arise in areas of credentialing, please consult NCTC's Provost for clarification. A district may want to contact NCTC for clarification on qualifications prior to making offers to ISD faculty members to determine if the ISD faculty member meets SACS credentialing standards.
 - b. Faculty members employed on a full-time basis with the school district who teach a dual credit course under this MOU inside or outside of their regular duty hours with the school district are considered employees of NCTC for the purposes of the dual credit course. As employees of NCTC, such faculty

will be paid directly from NCTC for services rendered under this Agreement in accordance with NCTC adjunct faculty compensation plan and are subject to the same agreements and obligations as all other NCTC faculty members.

- F. All faculty must be interviewed by NCTC staff before consideration is given to allow them to teach dual credit. They must also be evaluated regularly by NCTC for instructional quality.

Student Access and Services

- A. NCTC will provide dual credit students full access to NCTC libraries and electronic data bases at the same levels as all students.
- B. Upon request, NCTC will provide tutorial assistance on the college campus or online academic advising and counseling.

Communication

- A. NCTC will notify ISD in a timely manner if enrollment does not meet the minimum enrollment consideration in order to allow time for alternative scheduling arrangements.
- B. NCTC will communicate letter and numeric midterm and final grades each semester for students to the ISD.
- C. Faculty will comply with midterm progress report schedule and report progress with a numeric grade.
- D. At the end of each semester, NCTC Dual Credit Department will submit a final grade report for ISD. This report will include both numeric and letter grade for students.
- E. NCTC and ISD acknowledge that the ISD is subject to the Family Educational Rights and Privacy Act (20 U.S.C. 12332(g)) ("FERPA"), which federal law and supporting regulations generally address certain obligations of an educational agency or institution that receives federal funds regarding disclosure of personally identifiable information in education records.
 - a. The Parties agree that NCTC is a "school official" under FERPA and has a legitimate educational interest in personally identifiable information from education records because NCTC:
 - i. (1) provides service or function for which the District would otherwise use employees;
 - ii. (2) is under the direct control of the District with respect to the use and maintenance of education records; and
 - iii. (3) is subject to the requirement of FERPA governing the use and re-disclosure of personally identifiable information from education records.
 - b. The Parties expect and anticipate that NCTC may receive identifiable information in education records only as an incident of service or training that NCTC provides to the ISD or its students pursuant to this MOU.
- F. NCTC will collaborate with the ISD on outreach campaigns regarding Dual Credit programs.

Location and Student Composition of Dual-Credit Classes

- A. Dual-credit classes may be taught on the ISD campus, online, NCTC campus, or another mutually agreed upon location.
- B. It is the student's responsibility to provide their own transportation to the location where classes are being held.
- C. All dual credit courses must have a minimum enrollment of 20 students for a 48 hour, 3 credit hours course or its equivalent regardless of having an embedded instructor or not.

Other Provisions

- A. The district will:
 - a. Appoint a liaison officer who is responsible for facilities, supplies, support of faculty, and communications for dual-credit courses taught onsite at the high school.
 - b. Maintain an atmosphere which promotes a collegiate environment for classes. This includes: adequate classroom facilities, limited disruptions for announcements, pep rallies, and other high school related activities, and support in students' course attendance.
 - c. Provide security or police for safety and protection of students and staff when classes are held on a high school campus.

- B. Dual credit classes will follow the NCTC academic calendar. If the school calendar is different from that of NCTC, the ISD will ensure that classroom and facilities are available or other arrangements are made for the scheduled college class.
 - a. The local high school Board of Trustees will:
 - a. Certify that each course offered for dual-credit meets the Texas Essential Knowledge and Skills (TEKS) requirements of a high school course for graduation, as specified by the Texas Education Agency.
 - b. The ISD superintendent will:
 - a. **Submit Addendum 1**, a list of the approved crosswalk of courses and high school equivalent/credit for the current school year. For science laboratory courses, an additional addendum regarding laboratory facilities, materials, resources, and laboratory fees must be included.
 - b. **Submit Addendum 2-?**, a list of dual credit services and/or MOUs in effect between the ISD and other institutions of higher education in full disclosure.

Eligible Courses and Course Materials

- A. Courses offered for dual-credit must be identified by NCTC as core academic courses, field of study, or foreign language course, or workforce education course leading to a workforce certificate program.
- B. All dual-credit course instruction and materials, including NCTC-approved textbooks, must be identical to that used for the same courses taught on NCTC campuses.

Funding

- A. State funding for dual-credit courses will be available to both the ISD and NCTC based upon the current agreement between the Commissioner of Education and the Commissioner of Higher Education.

University Interscholastic League (UIL) Eligibility

- A. NCTC assumes no responsibility for loss of eligibility for high school students enrolled under this program to participate.

Addendum

- A. This MOU may be amended through addendum as indicated below signatures and is considered mutually agreed upon if provided before signatures.
- B. Check Below:


This MOU does have a provided addendum. Those documents include:

- 1) High School Crosswalk
- 2) _____
- 3) _____

Signed:

Dr. Bruce King
 Dr. Bruce King
 Provost
 North Central Texas College

1/30/2023
 Date


 Superintendent

2/13/2023
 Date

2023-2025 Crosswalk SHS/ NCTC

MACHINING					
YEAR 1					
#13032500	Precision Metal Manufacturing I (Fall)	1	Fund. of Comp. Numerical (MCHN 2303)	3	
			Basic Machine Shop (MCHN 1338)	3	
#13032500	Precision Metal Manufacturing I (Spring)	1	Reading for Machining Trades (MCHN 1302)	3	
			Machine Shop 2 (MCHN 1341)	3	
SUMMER					
#13001000	Mathematical Applications in Agriculture, Food, and Natural Resources	1	Machine Shop Mathematics (MCHN 1343)	3	Receive Level 1 Certification after summer Machine Math course. (10 weeks)
YEAR 2					
#13032610	Precision Metal Manufacturing II + Lab (Fall)	1.5	Intro to CAD (DFTG 1309)	3	
			Operation of CNC Turning Centers (MCHN 2431)	4	
#13032610	Precision Metal Manufacturing II + Lab (Spring)	1.5	Operation of CNC Machining Centers (MCHN 2434)	4	
			Intro to Metallurgy (METL 1301)	3	
SUMMER 2					
	No High School Credit given as it is taken AFTER high school graduation	0	Advanced CNC Machining (MCHN 2435)	4	Receive 2nd Level 1 Certification after completion of summer classes (10 weeks)
			Intro to Computer Aided Machining (MCHN 1326)	3	
COSMETOLOGY					
YEAR 1					
#13025100	Intro to Cosmetology (Fall)	1	Orientation to Cosmetology (CSME 1401)	4	
			Fundamentals of Cosmetology (CSME 1405)	4	
#13025210	Cosmetology 1 w/Lab (Spring)	3	Intro to Haircutting and Theory (CSME 1410)	4	
#N1302531	NailCare and Enhancements (Spring)	2	Nail Enhancement (CSME 2530)	3	
YEAR 2					
#13025050	Principles of CosmoDesign & Color (Fall)	1	Principles of Haircoloring and Theory (CSME 2501)	5	
#N1302533	Esthetics (Fall)	2	Principles of Skin Care (CSME 1348)	3	
#13025310	Cosmetology II w/Lab (Spring)	3	Cosmetology Applications and Theory (CSME 2472)	4	
			Preparation for License (CSME 2541)	5	
LAW, PUBLIC SAFETY, CORRECTIONS AND SECURITY					
#13029200	Principles of Law, Public Safety (Fall)	1	Principles of Law, Public Safety, (CRIJ 1301)	3	ELAR TSIA 2.0
#13029700	Corrections Practices (Spring)	1	Corrections Practices (CRIJ 2313)	3	ELAR TSIA 2.0
#13029550	Criminal Investigation (Fall)	1	Criminal Investigation (CRIJ 1306)	3	ELAR TSIA 2.0
#13029600	Court Systems (Spring)	1	Court Systems (CJSA 1342)	3	ELAR TSIA 2.0

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CAREER AND TECHNOLOGY COURSES					
WELDING					
YEAR 1					
#13032250	Intro to Welding (Fall)	1	Intro to Welding Using Multiple Processes (WLDG 1407)	4	
#13032300	Welding I (Spring)	1	Intern. Welding Using Multiple Processes (WLDG 2413)	4	
YEAR 2					
#N1303684	Blueprint Reading (Fall)	1	Intro to Blueprint Reading for Welders (WLDG 1313)	3	New course to be added
#13032300	Welding I (Fall)	1	Advanced Gas Metal Arc Welding (WLDG 2447)	4	
#N1303680	Occupational Safety & EnvTech (Spring)	1	Industrial Safety (OSHT 1320)	3	New course to be added
#12701410	Applied Mathematics for Technical Professionals (Spring)	1	Industrial Mathematics (TECM 1301)	3	
YEAR 3					
#13032410	Welding II w/Lab (Fall)	1.5	Intro to Pipe Welding (WLDG 1435)	4	
			Welding Codes and Standards (WLDG 1427)	4	
#13032410	Welding II w/Lab (Spring)	1.5	Advanced Flux Core Arc Welding (WLDG 2352)	3	
HVAC					
YEAR 1					
#13005800	HVAC I (Fall)	1	Refrigeration Principles (HART 1307)	3	
			Basic Electricity for HVAC (HART 1301)	3	
#13005600	Electrical Technology I (Spring)	1	EPA Recovery Cert. Preparation (HART 1356)	3	Receive Level 1 Certification after completion of Junior Year.
			Residential Air Conditioning (HART 1341)	3	
			Commercial Air Conditioning (HART 2341)	3	
YEAR 2					
#13005900	HVAC II (Fall)	2	Residential AC Systems Design (HART 2345)	3	
			Testing, Adjusting, Balancing HVAC Systems (HART 2358)	3	
#12701410	Applied Mathematics for Technical Professionals (Fall)	1	Industrial Mathematics (TECM 1301)	3	
#13005700	Electrical Technology II (Spring)	2	Commercial Refrigeration (HART 2342)	3	
			Heat Pumps (HART 2349)	3	
			Air Conditioning Codes (HART 2301)	3	

2023-2025 Crosswalk SHS/ NCTC

PEIMS CODE	SISD DUAL CREDIT COURSE	HS CREDIT	COLLEGE COURSE TITLE	CLG HOUR S	TSI REQUIREMENTS AND/OR PREREQUISITE
ACADEMIC COURSES					
ENGLISH					
#03220300	English III (Fall)	0.5	Composition I (ENGL 1301)	3	ELAR TSIA 2.0
#03220300	English III (Spring)	0.5	Composition II (ENGL 1302)	3	ENGL 1301
#03220400	English IV (Fall)	0.5	British Literature I (ENGL 2322)	3	ENGL 1302
#03220400	English IV (Spring)	0.5	British Literature II (ENGL 2323)	3	ENGL 1302
MATH					
#03101100	Honors PreCalculus (Fall)	0.5	College Algebra (MATH 1314)	3	Math TSI and Algebra II
#03101100	Honors PreCalculus (Spring)	0.5	Trigonometry (MATH 1316)	3	Math TSI and Algebra II
#03102530	AP Statistics (1st semester is AP, second semester could be dual credit)(Spring)	0.5	Elementary Statistical Methods (MATH 1342)	3	Math TSI and Algebra II
SCIENCE					
#03010200	AP Biology (Fall)	0.5	Biology for Science Majors I (BIOL 1406)	4	ELAR TSIA 2.0
#03010200	AP Biology (Spring)	0.5	Biology for Science Majors II (BIOL 1407)	4	BIOL 1406
#03020000	AP Environmental Science	0.5	Biology II (BIOL 2406)	4	ELAR TSIA 2.0
#13020600	Anatomy & Physiology (Fall)	0.5	Human Anatomy & Physiology (BIOL 2401)	4	ELAR TSIA 2.0
#13020600	Anatomy & Physiology (Spring)	0.5	Human Anatomy & Physiology (BIOL 2402)	4	BIOL 2401
SOCIAL STUDIES					
#03340100	AP US History (Fall)	0.5	United States History I (HIST 1301)	3	ELAR TSIA 2.0
#03340107	AP US History (Spring)	0.5	United States History II (HIST 1302)	3	ELAR TSIA 2.0
#03330100	AP Government	0.5	Federal Government (GOVT 2305)	3	ELAR TSIA 2.0
#03310301	AP Economics	0.5	Principles of Macroeconomics (ECON 2301)	3	ELAR TSIA 2.0
#03380001	Special Topics in Social Studies	0.5	Texas Government (GOVT 2306)	3	ELAR TSIA 2.0
#03350100	Psychology	0.5	General Psychology (PSYC 2301)	3	ELAR TSIA 2.0
#03370100	Sociology	0.5	Intro to Sociology (SOCI 1301)	3	ELAR TSIA 2.0
FINE ARTS					
#03500110	Art Appreciation	1	Art Appreciation (ARTS 1301)	3	ELAR TSIA 2.0
OTHER ELECTIVES					
N1290050	Introduction to College Transition	0.5	Learning Frameworks (EDUC 1300)	3	ELAR TSIA 2.0
#03241400	Speech	0.5	Public Speaking (SPCH 1315)	3	ELAR TSIA 2.0