ANGELO STATE UNIVERSITY

Angelo State – Bridgeport Independent School District Presidential Scholars Off-Site Dual Credit
Memorandum of Understanding (MOU)

The purpose of the Academic Off-Site Dual Credit Memorandum of Understanding (MOU) is to facilitate the cooperation between Angelo State University, a member of the Texas Tech University System, hereinafter referred to as "ASU" and Bridgeport Independent School District, hereinafter referred to as "BISD" in the provision of instruction of academic dual credit courses at BISD.

Texas Higher Education Coordinating Board Strategic Plan goals addressed in this MOU are:
Goal 1 – 60% of Texans ages 25-34 by 2030 will have a certificate or degree;
Goal 2 – At least 550,000 students in 2030 will complete a certificate, associates, bachelor's or master's from an institution of higher education in Texas;
Goal 3 – All graduates from Texas public institutions of higher education will have completed programs with identified marketable skills; and
Goal 4 – Undergraduate student loan debt will not exceed 60% of first-year wages for graduates of Texas public institutions.

BISD Liaison – High School Counselor
ASU Liaison – Director of Dual Credit Operations

Admission Requirements and Student Eligibility:
To be eligible for admission to ASU under the Off-Site Dual Credit Enrollment Program, individuals must meet the following admission requirements:

a. Be a current high school student at BISD; and
b. Meet one of the following criteria:
    i. Have a "B" (3.0 on a 4.0 scale or an 80 out of 100) overall high school average; or
    ii. Be in the top half of class; or
    iii. Attend an early college high school; or
    iv. Recommended by the high school principal or high school counselor. The student and the school counselor must fill out the dual credit admission recommendation documentation to be considered for admission.

Students may be required to meet additional requirements to enroll in specific courses (see the Enrollment Process section for additional information).

Dual Credit Admission Process:

a. Student will submit the ASU dual credit admission application.
b. BISD will submit official high school transcripts for each student applying.
c. Each parent/guardian must submit a dual credit agreement form (available electronically and in paper format).

Enrollment Process:

a. ASU will provide the high school counselor contact a list of students who have applied and been admitted. This list will include the student's ASU Campus ID.
b. BISD will provide a list to ASU of the students enrolled in each course using a process developed by ASU.
c. Students must meet prerequisite requirements to enroll in courses. If prerequisites are unable to be met, the school district may provide proof of equivalent criteria for ASU to consider for enrollment eligibility.

d. BISD will ensure students are aware of their enrollment in ASU dual credit courses in alignment with their high school course schedule.

Eligible Courses:

a. BISD may only provide ASU dual credit courses offered as part of the ASU Core Curriculum, courses classified as Modern Languages, or select courses included in the Texas Fields of Study. Specific course selections to offer to students is at the discretion of BISD.
b. Online dual credit course offerings depend upon instructor and course availability.
c. High school representatives must submit a request annually for courses taught online. ASU will confirm if courses offered on the high school campus will remain the same as previous years or if changes to the course offerings are needed. ASU will communicate course request deadlines to high school counselors.
d. ASU will track course requests to ensure compliance with SACSCOC policies to notify the accrediting agency when particular thresholds are met. (See Location and Composition of Courses section.)

Tuition/Fees and Financial Assistance:

a. Each student will be charged the ASU dual credit tuition rate as indicated in the ASU Global Fee Document.
b. ASU participates in the Financial Aid for Swift Transfer (FAST) Program through the State of Texas. To qualify for financial assistance through the FAST Program, students must meet the educationally disadvantaged criteria identified by the state. ASU will determine students' eligibility for the FAST Program through a system provided by the state. High schools must provide ASU with TSDS ID numbers for each student to verify eligibility for the FAST program.
c. Students who owe a balance may request to be placed on a payment plan and may be charged a payment plan fee.
d. ASU may provide financial assistance to students who do not qualify for the FAST program but who have extenuating circumstances. High school administrators may submit requests to ASU for financial assistance. ASU administrators will review these requests and notify school officials of their decision. Financial assistance may only be provided to the extent that funds are available and must be requested every semester.

Record Keeping:

a. ASU will train off-site dual credit instructors how to enter official grades.
b. Off-site dual credit instructors will enter the official grades in ASU's grading system by the deadline shown on the ASU academic calendar.
c. Off-site dual credit instructors will participate in the assessment of core courses every other year following ASU's assessment calendar. ASU will notify instructors of core assessment deadlines and processes.
d. Off-site dual credit instructors will prioritize learning objectives for each course each semester.
e. For online courses, ASU will provide access to course grades to the high school administration. At the request of the high school, meaningful grades will be available at 3, 6, 9, and 12 weeks in the semester.

Textbooks and Course Materials:

a. Students who qualify for the FAST Program must not incur any expenses for textbooks or other course materials.
b. ASU will not provide students enrolled in courses with an off-site instructor with textbooks or access codes. The school district can determine if the students or school will supply students with any required textbooks or other materials. If the school district requires students to purchase their own course materials, the school must ensure that students who qualify for the FAST Program do not incur any expense for their course materials. In this case, the school district must supply the student with course materials at no cost to the student. ASU will not purchase textbooks or other course materials for students taking courses with an off-site instructor.
c. The process for selecting and supplying dual credit course textbooks will be determined by the school district for courses taught by the off-site dual credit instructor on the high school campus.
d. Textbooks and other course materials for online courses will be selected by the ASU instructor. ASU faculty will utilize no-cost open educational resources for online courses. If extenuating circumstances require the purchase

of materials for an online course, ASU will ensure that FAST program students will not incur the cost of any materials by providing financial assistance to cover the cost of materials.

e. School districts and students are not required to purchase textbooks from the ASU bookstore.

Faculty and Course Selection, Supervision, and Evaluation of Off-Site Instruction:

a. BISD will recommend the faculty for each dual credit class offered at any BISD High School. Recommendations must be submitted with transcripts showing all graduate-level coursework. The Provost and Vice President for Academic Affairs, or designee, will review course requests and corresponding instructor transcripts to determine if requested instructors meet the necessary credentials to teach dual credit courses and approve qualifying requests.
b. Eligible off-site instructors must have completed a master's degree and eighteen (18) hours of graduate-level credit in the field for which they will be teaching.
c. Approved off-site dual credit instructors must submit all undergraduate and graduate official transcripts to ASU to be held in their instructor record prior to courses being taught.
d. Dual credit instructors must upload a curriculum vita (CV) and course syllabus which follow ASU guidelines to a designated location by the deadline provided and ensure students are provided access to this information. ASU academic departments will review syllabi to reasonably ensure all ASU policies are followed and may contact off-site instructors with concerns or needed modifications. Dual credit instructors will follow ASU's approved course descriptions, course objectives, learning outcomes, and departmental grading policies for each course.
e. Dual credit instructors must review and approve census rosters following the 12th class day to confirm students' enrollment. Instructors must thoroughly review their enrollment roster and ensure all students from the high school are enrolled and students not in the course have been removed from the roster.
f. ASU will designate personnel to supervise and evaluate the instructors of the dual credit course(s) using the same or comparable procedures used for faculty on the ASU campus.
g. Dual credit instructors will be responsible for providing instruction for the minimum contact hours required for the dual credit course(s) (e.g. a 3 semester-hour course requires a minimum of 48 contact hours).
h. Dual credit instructors will adhere to student learning assessment requirements for their courses and report assessment data according to ASU core assessment requirements.
i. Student evaluation of dual credit courses delivered will be conducted every semester to include the effectiveness and efficiency of delivery, academic resources available and student services provided. As with campus-based courses, records of evaluations and analyses of evaluations must be used proactively in the enhancement of course offerings. Off-site dual credit instructors should encourage student participation in course evaluations.

Location and Composition of Dual Credit Classes

a. BISD will provide classroom space for courses delivered at all BISD high schools.
b. When an individual high school reaches the point where thirty (30) semester credit hours of different courses are made available to their students, ASU is required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) three months in advance of courses being offered. Once a high school reaches sixty semester credit hours (60), ASU is required to submit a prospectus for delivery of more than fifty percent of credit toward a degree twelve months in advance of courses being offered. Following SACSCOC approval, BISD will be considered an ASU "off-site location". BISD is then subject to SACSCOC visits.
c. BISD must provide ASU with an electronic copy of their campus emergency plan.
d. BISD may request to have ASU deliver a course via web-based delivery as courses are available and in accordance with deadlines.
e. BISD will ensure facilities are satisfactory for providing instruction and support services. ASU may schedule a site visit to review facilities and request facility update reports from the school district.
f. In compliance with Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85, the school district may not enroll both dual credit and non-dual credit students in the same section unless creation of a high school credit only class is not financially viable and only under the following conditions:

i. The course is required for completion under State Board of Education high school graduation requirements, and the school is otherwise unable to offer such a course; or
ii. The high school credit-only students are College Board Advanced Placement or International Baccalaureate students.

Student Support Services:

a. ASU is responsible for ensuring timely and efficient access to student support services including academic advising, tutoring, library, disability accommodations, and information technology support.
b. ASU will designate at least one employee to provide academic advising services to students enrolled in ASU dual credit courses. Advisor contact and degree plan information will be available on the ASU dual credit website, advertised in the Learning Management Systems (LMS), and communicated to students through email.
c. ASU will provide annual student support service training to off-site dual credit instructors, high school counselors, librarians, and other applicable high school employees.

Length of the course:

a. Each dual credit course offered at BISD will follow the ASU academic calendar.
b. Face-to-face year-long courses can be offered at the request of the ISD. These courses will begin on the first day of the ASU Fall semester and end on the last day of the ASU Spring semester.

Changes in student status throughout semester:

a. BISD will notify ASU of any drops and/or changes in a dual credit student status within one week of the change and by the published deadlines.
b. ASU will process the change and update the student's ASU records within one week of receipt of change.
c. ASU is the official custodian of the student's dual credit record.
d. The census day class roster is the official document of students enrolled in dual credit course(s).
e. Students not listed on the ASU census day roster will not be eligible to receive a grade in the dual credit course(s).

Granting college and high school credit:

a. In order to have a grade assigned, students must be enrolled at the beginning of the class and must be on the census day class roster as approved by the dual credit instructor.
b. Dual credit students will be subject to the same academic standing operating policies as all other ASU students. Students placed on suspension will not be allowed to enroll the semester following their suspension. Students performing poorly in dual credit course(s) will be counseled by the dual credit instructor and may drop the college-level course prior to the ASU drop deadline.
c. Dual credit instructors will assign grades by the deadline set by the ASU Registrar.
d. All ASU dual credit courses and grades earned will be placed on the ASU transcript.
e. Students will follow ASU's academic standing policy regarding academic probation and suspension. Courses taken through the ASU dual credit program will calculate into the ASU institutional GPA.
f. BISD will publish a course crosswalk available to their students, which includes the high school course title, ASU course title, college credit hours awarded, and how dual credit courses align with high school endorsements. ASU and BISD will collaborate to review ASU course descriptions and learning outcomes to determine how ASU courses align with high school courses and endorsements.
g. BISD and ASU will work together to provide students and families with resources and tools to/for select dual credit courses appropriately and understand course alignment with endorsements.

Reimbursement for Face-to-Face Instruction:

a. ASU will reimburse BISD five hundred dollars ($500) per course/section with five (5) students or more.
b. The reimbursement will be based on the official enrollment count on the ASU census 20th class day roster.

c. Instructors teaching year-long courses will only be paid for instruction of one course. The course will not be counted twice as a fall and spring course. Year-long courses will show on the fall enrollment for payment to the ISD.
d. BISD must provide at least Seventy – five percent (75%) of the reimbursement to the dual credit instructor. The remaining twenty-five percent (25%) of instructional reimbursement can be used at the discretion of BISD.
e. ASU will provide BISD with the official enrollment roster each semester.
f. BISD will send an itemized invoice based on the reimbursement rate and the dual credit enrollment to Angelo State University, Accounts Payable, ASU Station #11034, San Angelo, TX 76909 or accountspayable@angelo.edu. ASU shall make payment within thirty (30) days of the invoice being received.
g. If circumstances prohibit an off-site instructor from providing continuous instruction after the 20th class day, ASU reserves the right to adjust the reimbursement amount for that instructor. If ASU has already sent payment to the school district for the semester, ASU may invoice the school to return a prorated portion of that payment.

Assured Admission Policy:

a. BISD students who apply to ASU as college freshmen will be granted assured admission to ASU if the student has completed at least six (6) semester credit hours of ASU dual credit with a 3.0 GPA or higher.
b. Eligible students must submit all required application materials including an application for admission and an updated official high school transcript. ASU will waive the application fee.

Presentations and ASU Marketing:

BISD will allow ASU the opportunity to have a minimum of three (3) classroom presentations (in-person or virtually) to all dual credit students throughout the academic year. The ASU Office of Admissions will work with the high school counselor(s) in determining timing, presentation topics, guest presenters, and campus location of each of these presentations.

Title IX of the Education Amendments of 1972:

ASU and BISD will uphold the principles of Title IX of the Education Amendments of 1972 to ensure equal access and opportunity for students, faculty and staff without discrimination based on sex. ASU and the high school will collaborate to address Title IX matters as they arise. Duties of each party will be dependent on which has greater control over the situation/better ability to respond to the situation based on the course instructional method and venue of the alleged misconduct.

Provisions for MOU Implementation, Maintenance, and Revision:

Persons will be designated at ASU and BISD to oversee the implementation and continued execution of this MOU and to review the MOU annually.

Effective Date:

This MOU becomes effective upon the date of the last approving signature and will remain in effect for one year. Thereafter, this MOU shall automatically renew on an annual basis for up to four years unless thirty (30) days written notice of intent to terminate the MOU is given by either party.

Termination:

Either party may terminate this MOU at any time, with or without cause, by giving the other party thirty (30) days written notice of its intent to terminate the MOU. However, students assigned at BISD when termination of notice is given shall be permitted to complete their current courses at either ASU or BISD's option.

Notices:

Official notices shall be mailed to:

Office of the President
Angelo State University

ASU Station #11007
San Angelo, TX 76909

Office of the Superintendent
Bridgeport Independent School District
2107 15th St.
Bridgeport, TX 76426

Venue:
This agreement shall be governed and enforced in accordance with laws of the State of Texas. Venue will be located in Tom Green County, Texas with dual credit courses taking place Wise County.

Limitations:
THE PARTIES ARE AWARE THAT THERE MAY BE CONSTITUTIONAL AND STATUTORY LIMITATIONS ON THE AUTHORITY OF ASU, AS A TEXAS STATE AGENCY, TO ENTER INTO CERTAIN TERMS AND CONDITIONS, AND TERMS AND CONDITIONS RELATED TO SUCH LIMITATIONS WILL NOT BE BINDING ON ASU EXCEPT TO THE EXTENT AUTHORIZED BY THE LAWS AND CONSTITUTION OF THE STATE OF TEXAS.

BISD Representation:
Pursuant to Executive Order No GA—48, and as applicable, BISD certifies that it, and, if applicable, its holding companies or subsidiaries, are not:

Listed in Section 889 of the 2019 National Defense Authorization Act - (NDAA); or
Listed in Section 1260H of the 2021 NDAA; or
Owned by the government of a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R. § 791.4; or
Controlled by any governing or regulatory body located in a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R. § 791.4.

Independent Contractor Status:
Nothing in this agreement is intended nor shall be construed to create an employer/employee relationship between contracting parties. The sole interest and responsibility of the parties is to ensure that the services covered by this agreement shall be performed and rendered in a competent, efficient, and satisfactory manner.

Approved by:

Ronnie D. Hawkins, Jr.

Date: 06/06/2025

Mr. Ronnie D. Hawkins, Jr., Lt Gen (ret), USAF,
President, Angelo State University

Date: 05/12/2025

P.J. Giamanco, Assistant Superintendent
Bridgeport Independent School District

Jamie Mayer (Jun 5, 2025 13:05 CDT)

Date: 06/05/2025

Ms. Jamie Mayer, Vice President for External Affairs
Angelo State University

ANGELO STATE UNIVERSITY

Memorandum of Understanding ADDENDUM

Angelo State – Bridgeport Independent School District Dual Credit

The purpose of the addendum to the Academic Off-Site Dual Credit Memorandum of Understanding (MOU) is to outline procedures for receiving payment of tuition and fees for students taking dual credit courses through Angelo State University, hereinafter referred to as "ASU", at Bridgeport Independent School District, hereinafter referred to as "BISD".

Tuition and Fees:

A. Each student will be charged the ASU dual credit tuition rate as indicated in the ASU Global Fee Document.
B. ASU participates in the Financial Aid for Swift Transfer (FAST) Program through the State of Texas. To qualify for financial assistance through the FAST Program, students must meet the educationally disadvantaged criteria identified by the state. ASU will determine students' eligibility for the FAST Program through a system provided by the state. ASU will not utilize information provided from the school to verify FAST funding eligibility.
C. BISD may provide students with stipends to cover other courses based on eligibility determined by the district.
D. ASU will invoice BISD the entire amount for the balance of all students taking dual credit courses per semester following the 20th class day of the semester. Payment for the entire balance should be received by ASU within 30 days of the billing date.
E. BISD will be responsible for collecting payment from students who will not receive a stipend and/or have a balance. Students should make payment directly to BISD.
F. If a BISD student drops a course, the refund will be calculated based on the refund schedule in the ASU catalog, with the maximum being the amount paid. Refunds will be sent to BISD.

Effective Date:

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Approved by:

Ronnie D. Hawkins, Jr.
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Date: 06/06/2025

Mr. Ronnie D. Hawkins, Jr., Lt Gen (ret), USAF,
President, Angelo State University

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Date: 05/12/2025

P.J. Giamanco, Assistant Superintendent
Bridgeport Independent School District

_____
Jamie Mayer (Jun 5, 2025 13:05 CDT)

Date: _____

Ms. Jamie Mayer, Vice President for External Affairs
Angelo State University