



Angelo State – Glen Rose 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 Glen Rose Independent School District, hereinafter referred to as “GRISD” in the provision of instruction of academic dual credit courses at GRISD.

GRISD Liaison – High School Counselor

ASU Liaison – The Director of Admissions via the Assistant Director of Admissions

Admission requirements:

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 in the school district who has completed the sophomore or junior year. Students who have not yet completed their sophomore or junior year will require special permission from their high school counselor or principal in order to enroll in dual credit courses.
- b. Have a 3.0 overall high school average (on a 4.0 scale) or be in the top half of class, or recommended by the high school principal or high school counselor. The student and counselor must fill out the dual credit admission appeal documentation. Students with below a 2.5 GPA (on a 4.0 scale) will not be considered for admission.

Admission process:

- a. Student will submit the dual credit admission application to ASU.
- b. GRISD will submit official transcripts of high school records for each student applying.
- c. Each student must submit a dual credit agreement form signed by the student, parent/guardian, and school representative.

Enrollment process:

- a. ASU will provide a list of students that have applied and been admitted. This list will include the student’s ASU Campus ID. The list will be sent via email in a password protected Excel file.
- b. Admitted GRISD students must pass the section of the STAAR or Texas Success Initiative (TSI) assessment that corresponds to the enrolled course, unless exempt, and provide TSI Assessment scores to ASU.
- c. GRISD will provide a list to ASU of the students enrolled in each course to include name and the ASU Campus ID assigned to the student. The list will be sent via email in a password protected Excel file. Students who are not admitted should not be on the list to register.

Students who are not TSI eligible should not be on the registration list for courses requiring TSI eligibility.

Tuition and Fees:

Each student will be charged the ASU dual credit tuition and fees rate.

Scholarships:

- a. Each student will receive a scholarship from ASU to cover 100% of the ASU dual credit tuition and fees.
- b. The scholarship will be posted by census day for enrolled and attending students.
- c. Any tuition and fee refunds will be issued back to ASU.
- d. Students withdrawing from a class will not be required to remit payment on the scholarship.

Record Keeping:

- a. ASU will train GRISD dual credit faculty how to use the ASU portal, Ramport, to enter official grades.
- b. GRISD dual credit faculty will enter the official grades in Ramport by the deadline shown on the ASU academic calendar.

Textbooks:

Process for selecting and supplying dual credit course textbooks will be determined by the school district. ASU will not provide students or instructors with textbooks.

Faculty and Course selection, supervision, and evaluation:

- a. GRISD will recommend the faculty for each dual credit class offered at any GRISD High Schools. Recommendations must be submitted with transcripts showing all graduate-level coursework taken. This request must be submitted every academic year.
- b. All approved instructors must submit all undergraduate and graduate official transcripts to ASU to be held in their faculty record prior to courses being taught.
- c. Dual credit instructors must provide ASU with a curriculum vita (CV) by the deadline provided by ASU.
- d. Eligible faculty must have completed a master's degree and eighteen hours of graduate-level credit in the field for which they will be teaching. ASU will have final approval of dual credit faculty.
- e. ASU will have final approval of courses.
- 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.
- i. Dual credit instructors will provide students with a syllabus conforming to ASU guidelines.

Location and composition of dual credit classes:

- a. GRISD will provide classroom space for courses delivered at all GRISD High Schools.
- b. Dual credit courses at all GRISD High Schools are composed of dual credit students only.
- c. Exceptions for a mixed class that includes dual credit and high school credit-only students may be allowed only under one of the following conditions:
 - i. If the course involved is required for completion under the State Board of Education Recommended or Distinguished Achievement High School Program graduation requirements and the high school involved is otherwise unable to offer such a course to a non-dual credit student.
 - ii. If the high school credit-only students are College Board Advanced Placement students.
 - iii. If the student is not eligible to enroll in dual credit courses and no other courses are available for the student to take.
- d. When an individual high school reaches the point where thirty 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, ASU is required to submit a prospectus for delivery of more than fifty percent of credit toward a degree three months in advance of courses being offered. Following SACSCOC approval, GRISD will be considered an ASU "off-site location". GRISD is then subject to SACSCOC visits.

Academic Policies and Student Support Services:

- a. Regular academic policies and procedures applicable to regular college courses will also apply to dual credit courses.
- b. ASU is responsible for ensuring timely and efficient access to such services and learning materials (*e.g.*, library resources) for which students may be eligible.

Length of the course:

- a. Each dual credit course offered at GRISD will follow the ASU academic calendar.
- b. 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. GRISD will notify ASU of any drops and/or changes in a dual credit student status within one week of the change.
- 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 be dropped from 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.

Reimbursement:

- a. ASU will reimburse GRISD two thousand dollars (\$2,000) per course/section with twenty (20) students or more.
- b. Courses/sections with less than twenty (20) students will be reimbursed at \$100 per student.
- c. The reimbursement will be based on the official enrollment count on the ASU census class day roster.
- d. 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.
- e. Seventy – five percent (75%) of the reimbursement will go to the dual credit instructor and twenty-five percent (25%) will go to GRISD.
- f. ASU will provide GRISD with the official enrollment roster each semester.
- g. GRISD 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.

Presentations:

GRISD will allow an ASU Admissions Counselor the opportunity to have a minimum of three classroom presentations to all dual credit students throughout the year. The Admissions Counselor will work with the Guidance Counselors in determining timing and presentation topics.

Provisions for MOU Implementation, Maintenance, and Revision:

Persons will be designated at ASU and GRISD to oversee the implementation 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 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 GRISD when termination of notice is given shall be permitted to complete their current courses at either ASU or GRISD'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
Glen Rose Independent School District
1102 Stadium Dr.
Glen Rose, TX 76043

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 in Tom Green County.

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:

Brian J. May

Date: 3/29/16

Dr. Brian J. May, President
Angelo State University

Wayne Rotan

Date: 4-7-16

Wayne Rotan, Superintendent
Glen Rose Independent School District



MEMORANDUM OF UNDERSTANDING (MOU) AMENDMENT

This amendment (“Amendment”) is entered into between Angelo State University (“ASU”) and Glen Rose Independent School District (“GRISD”). ASU and “GRISD” may be referred to singularly as a “Party” and collectively as the “Parties”. This Amendment incorporates by reference the attached MOU entitled “Academic Off-Site Dual Credit Memorandum of Understanding” executed on April 7, 2016.

THE MOU IS HEREBY AMENDED AS FOLLOWS:

- a. Each student will receive a scholarship from ASU to cover 100% of the ASU dual credit tuition and fees **FOR UP TO THREE (3) COURSES PER SEMESTER**.
 - 1. The scholarship will be posted by census day for enrolled and attending students.
 - 2. The scholarship of up to three (3) classes is for each semester and cannot be rolled over to another semester or academic year or summer term.
 - 3. Students electing to enroll in more than three (3) classes will be charged the ASU Dual Credit tuition and fees, which will be paid for by the school district and/or the student by the ASU defined payment deadline. Failure to pay for classes not covered by the scholarship will result in the student being “dropped/withdrawn” from the dual credit class.
 - 4. If a student has made any payment(s) and either drops a course or withdraws completely, the refund will be calculated based on the refund schedule in the ASU catalog, with the maximum being the amount the student paid.
 - 5. Students dropping a course will not be required to remit payment on the scholarship given.

To the extent the terms, provisions, covenants, or conditions in this Amendment are inconsistent with those in the MOU, the terms, provisions, covenants, or conditions in this Amendment shall control and be binding on the Parties upon full execution of this Amendment by the Parties’ authorized representatives. All other terms, provisions, covenants, and conditions in the MOU shall remain in full force and effect and shall not be superseded by this Amendment. This Amendment, together with the MOU, constitutes the entire agreement between the Parties with respect to the subject matter hereof.

ANGELO STATE UNIVERSITY

Brian J. May
Signature

Brian J. May
Print Name

President
Title

4/9/18
Date

D. O. Roth
Signature

G. Wayne Roth
Print Name

Superintendent
Title

4-13-18
Date



Memorandum of Understanding ADDENDUM

Angelo State – Glen Rose ISD Academic Off-Site 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 Glen Rose ISD, hereinafter referred to as “GRISD”.

Tuition and Fees:

Each student will be charged the ASU dual credit tuition and fees rate.

ASU Scholarships:

- a. Each student will receive a scholarship from ASU to cover 100% of the ASU Dual Credit Tuition and Fees for up to three (3) courses per semester.
- b. GRISD may provide students with stipends to cover additional courses based on eligibility determined by the district.
- c. ASU will invoice GRISD the entire amount for the balance of all students taking more than three (3) 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.
- d. GRISD will be responsible for collecting payment from students who will not receive a stipend. Students should make payment directly to GRISD.
- e. Students dropping a course covered by the ASU scholarship will not be required to remit payment on the scholarship given.
- f. If a student drops a course not covered by the ASU scholarship, the refund will be calculated based on the refund schedule in the ASU catalog, with the maximum being the amount GRISD paid. Refunds will be sent to GRISD.

Effective Date:

This MOU becomes effective upon the date of the last approving signature and will remain in effect for one year. This MOU will renew automatically every year for a period of four years unless 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 GRISD when termination of notice is given shall be permitted to complete their current courses at either ASU or GRISD'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
Glen Rose Independent School District
1102 Stadium Drive
Glen Rose, TX 76043

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 in Somervell County.


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:


Date: 8/17/18

Brian J. May, President Angelo State University


Date: 8-15-18

Wayne Rotan, Superintendent
Glen Rose ISD