



Part I: General Information

Navarro College is pleased to propose a joint partnership effort with Blooming Grove Independent School District for the 2018-2019 academic year, hereafter referred to as "the I.S.D.," to provide high school students an opportunity to take selected college-level academic and/or career and technical courses for both high school credit and for college credit. Students must meet requirements established by the Texas Higher Education Coordinating Board (THECB) and the Texas Education Association as outlined in the Texas Administrative Code Rule 4.85:

Eligible Courses

- Courses offered for college credit must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual (ACGM) adopted by the Texas Higher Education Coordinating Board or as college-level workforce education courses in the current edition of the Workforce Education Course Manual (WECM) adopted by the Texas Higher Education Coordinating Board.
- Students may only receive dual credit for courses listed in the Navarro College core curriculum, foreign languages, WECM courses applicable to certificates or degrees, and courses specifically allowed by the THECB.
- Public colleges may not offer remedial and developmental courses for dual credit.

Student Eligibility

- High school students must demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative to be eligible for enrollment in a dual credit course offered by a public college. Please reference the Dual Credit Testing Requirements for detailed score information.
- A student may enroll in workforce education college courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute in the eleventh and/or twelfth grade and shall not be required to provide any additional demonstration of college readiness. Students enrolling in a Level 2 certificate or applied associate degree program must demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative.
- Ninth and tenth grade students with demonstrated outstanding academic performance and capability may be eligible to begin both academic and technical college courses. Students must meet the following requirements prior to enrollment:
 - Must possess an overall 85 or higher average, or equivalent GPA in the year preceding enrollment in college coursework.
 - Must be TSI complete in both TSI Writing and Reading or TSI Math and have successfully met the Texas Success Initiative (TSI) requirements (Reading and Writing, OR Math) for the desired college course.

Dual Credit Admissions

- The following requirements for admission must be met:
 - Complete an application for Navarro College through Apply Texas.
 - Complete both a Parent Permission Form and Dual Credit Permit to Register Form and obtain all appropriate approvals and signatures from the high school official.
 - Provide a current high school transcript.
 - Provide applicable test score reports to meet current college readiness standards and dual credit eligibility.
 - Provide a vaccination record indicating a current bacterial meningitis vaccination. (If courses are taken at the Navarro College campuses)
- Students must meet all the College's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.) to be eligible for enrollment in a college course offered by a public college.
- Navarro College may impose additional requirements for enrollment in courses for dual credit that do not conflict with this section.

Location of Class

- College courses for dual credit may be taught on the college campus, on the high school campus, or via distance education. In addition, college courses taught electronically shall comply with the Navarro College Standards for Quality Online Course Design and Instruction.

Composition of Class

College courses taught for dual credit may be composed of:

- Dual credit students only
- Dual and college credit students
- Dual credit and high school credit-only students only under one of the following conditions:
 - If the course involved is required for completion under the State Board of Education and the high school involved is otherwise unable to offer such a course.
 - If the high school credit-only students are College Board Advanced Placement (AP) students.
 - If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit. Please reference the Navarro College Articulated Credit Policy for more information and criteria for students seeking articulated credit.

Faculty Selection, Supervision, and Evaluation

- Faculty members employed on a full-time basis with the school district who teach a college course under this MOU inside or outside of their regular duty hours with the school district are considered employees of Navarro

College for the purposes of the college course taught for dual credit and are required to meet all other Navarro College adjunct faculty requirements.

- The College shall approve instructors of college courses taught for dual credit. These adjunct faculty members of the College must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges) and approval procedures used by the College to select faculty responsible for teaching the same courses at Navarro College.
- The College will supervise and evaluate instructors of college courses taught for dual credit using the same procedures used for faculty at Navarro College.

Course Curriculum, Instruction, and Grading

- The College shall ensure that a college course taught for dual credit and the corresponding course offered at Navarro College are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be upheld regardless of the student composition of the class.
- College courses taught for dual credit, regardless of location, will start and end with Navarro College's semester dates. Faculty will follow the College's calendar for all course planning, curriculum, and grading.
- College courses taught for dual credit must meet the appropriate contact hours required for each course taught.
- Final course grades must be submitted on the College's schedule.

Academic Policies and Student Support Services

- Regular academic policies applicable to courses taught at Navarro College also apply to college courses taught for dual credit. These policies include, but are not limited to, syllabus distribution, communication of grading policies to students, course drops, academic integrity, scholastic probation and suspension, student/instructor conflict resolution, and final course grade challenges.
- High school students in college courses are eligible to utilize the same support services that are afforded all Navarro College students. The College is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.

Transcription of Credit

- For dual credit courses, both high school and college credit should be transcribed immediately upon a student's completion of the college course.

Part II: Responsibilities of Navarro College

1. A Navarro College administrator or full-time faculty member may visit dual credit classes for evaluation purposes.

2. Navarro College will conduct an orientation session for I.S.D. faculty teaching Navarro College courses as needed.
3. Appropriate Navarro College faculty and/or administrators may review major examinations in each course to determine whether students are required to master the skills and concepts identified in the course syllabus.
4. Navarro College is responsible for maintaining a college transcript for each student. All courses will be identified on the college transcript as regular college-level courses.
5. Navarro College will work with the high school administration to determine which courses will be offered for dual credit and will review the list of dual credit courses annually.
6. Navarro College reserves the right to set a minimum number of students for enrollment in each course section. If the minimum is not met, Navarro College reserves the right to cancel the course offering.
7. All reasonable accommodations for disability services and special needs must be approved by the Navarro College Disability Services Office.
8. Navarro College is responsible for maintaining the confidentiality of all student information and records as required by the Family Educational Rights and Privacy Act (FERPA). Students who wish to allow parents or guardians to access grades or other student information must complete the Navarro College Student Record Release Form available in the Dual Credit Handbook or the Navarro College Office of Admissions.
9. Navarro College reserves the right to deny continued enrollments for students who display unsatisfactory academic progress.
10. Navarro College reserves the right to deny enrollment or readmission for students who violate the Navarro College Student Code of Conduct.

Part III: Responsibilities of the Dual Credit Instructor

1. The instructor is responsible for providing any necessary employment documents and official college transcripts to the appropriate Navarro College dean or department chair.
2. The instructor shall meet all the same requirements and guidelines as Navarro College adjunct faculty.
3. Each course must be taught using and conforming to the Navarro College course syllabus for each specific course.
4. The instructor is responsible for verifying the accuracy of the Navarro College class roster and reporting discrepancies to the Registrar's Office prior to the census date.
5. The instructor is responsible for teaching the material outlined in the College course syllabus and departmental requirements.

6. The instructor will adhere to the policies and practices of Navarro College. This includes using the approved departmental syllabus, textbook, and other related materials. The high school text may serve as a supplement, if necessary, to meet the TEKS requirements.
7. Faculty members teaching a dual credit course must record student grades into Navarro College's system in accordance with the College calendar and deadlines.
8. Faculty are required to inform students of course standing, grades, etc., and must comply with all Navarro College departmental and grading policies.
9. Faculty are encouraged to report progress or potential problems to the I.S.D. as requested.
10. Dual credit instructors will attend Convocation and/or departmental meetings each fall and spring semester. New instructors will also need to attend Canvas training as well as any training provided by the department regarding topics such as publisher materials. Competency evaluations may be required when teaching a career and technical dual credit course. Any instructor teaching hybrid or online classes must complete Canvas training and be approved for online or hybrid courses prior to teaching them. Information about upcoming Canvas training is provided by Office of Media Integration.

Part IV: Responsibilities of the School District

1. The high school is responsible for maintaining the high school transcript.
2. The I.S.D. must provide all final, official high school transcripts for graduating seniors who have completed coursework with Navarro College.
3. The I.S.D. will provide Navarro College personnel with a school calendar (including teacher in-service days, holidays, and special events).
4. The I.S.D. must provide Navarro College faculty teaching courses on the high school campus with an overview and orientation to the high school facility and procedures.
5. The I.S.D. is responsible for covering all course time outside of the College calendar and regular meeting dates and times.
6. The high school must provide an adequate college learning environment and equipped classroom facilities for each dual credit course taught on the high school campus.
7. The I.S.D., a stakeholder in student success, will communicate issues and concerns to the appropriate dean in a timely manner.
8. The high school will establish the weighted value of college-credit courses in determining high school class rank and honor graduates.
9. Schedule changes for students enrolled in the Dual Credit Program must be finalized by the end of the first week of class.

10. The I.S.D. will provide Navarro College personnel a proposed course offering schedule and anticipated enrollment per course *by the end of April* for planning the upcoming school year.
11. The I.S.D. will provide Navarro College meeting dates and times for each scheduled college course section taught on the high school campus.
12. The I.S.D. will provide professional-level personnel, as needed, to assist with enrollment and advisement of dual credit students.
13. Dual credit students must have access to all online student resources provided by the College. The Navarro College website and NC library resources must not be blocked by the I.S.D.
14. The I.S.D. will schedule dual credit courses in a manner that minimizes student absences due to school related activities.
15. The I.S.D. will minimize interruptions during scheduled dual credit courses.

Part V: Responsibilities of the Student

1. All students in the program must have written approval from the high school principal or counselor as well as the student's parent or guardian.
2. In order for college credit to be awarded, the student must be registered for the course and required tuition must be paid by the stated deadline.
3. Students anticipating completion of a certificate or degree must provide an updated current high school transcript and meet the graduation requirements as outlined in the Navarro College Admissions and Records policies and procedures. The student is responsible for applying for graduation. This includes monitoring the Navarro College student email and following instructions regarding any additional graduation requirements.
4. Students will be required to have the necessary college textbooks and course materials. These may be purchased by the student or provided by the I.S.D.
5. The student will be expected to adhere to all policies of Navarro College and the I.S.D.
6. Navarro College expects all students to do their own schoolwork at all times. Any student found in violation of academic integrity is subject to instructional consequences as defined in the course syllabus or departmental handbook and may include any of the following: a grade of zero, course failure, or removal from a program.
7. The student is required to use all Navarro College student portals and will keep all Navarro College passwords and access codes confidential.
8. Students are responsible for keeping up with their progress in their college courses and communicating with their instructors for any clarifications, questions, or concerns.

- 9. Maintaining eligibility in University Interscholastic League (UIL) activities is the responsibility of the student.
- 10. High school students are not eligible for federal financial aid.

Part VI: Signatures of Authorization

With the understanding that this Dual Credit Program is being offered to assist students, Navarro College and the I.S.D. agree to the above.

APPROVAL SIGNATURES:

Carol Jones
Navarro College Administrator Signature

Janice Lee
ISD Administrator Signature

7/31/18
Date