

ACC ALVIN COMMUNITY COLLEGE

College and Career Pathways Memorandum of Understanding (MOU) 2022-2023 – 2024-2025 Academic Years

The partnership agreement between Alvin (ISD) and Alvin Community College (ACC) encompasses both dual enrollment and college readiness designation as defined by both House Bill 5 (HB5) and the Texas College Bridge. The dual enrollment program is designed to allow high school students to enroll in college courses for the awarding of both high school credit, college certificate and/or associate degree credit. House Bill 5 provides the opportunity for the school district to partner with at least one institution of higher education (IHE) to develop and provide courses in college preparatory mathematics and English language arts to prepare students for success in entry-level college courses. Texas College Bridge provides an on-line platform for students to achieve college readiness.

Dual Enrollment

Eligible Courses

- a. The ISD is responsible for determining that the ACC course(s) approved for dual course credit meets the Texas Essential Knowledge and Skills (TEKS) required by the Texas Education Agency (TEA). ACC will assess courses offered for dual enrollment and will approve them through the curriculum approval process as required by the Texas Higher Education Coordinating Board (THECB).
- b. Dual enrollment college courses will be at the collegiate level and more academically advanced than courses taught at the high school level.
- c. Each dual enrollment course is equivalent to the corresponding course offered at the ACC main campus including curriculum, materials, instruction, rigor and the methods for student evaluation.
- d. Dual enrollment college courses must be identified as college level core academic courses in the current edition of the Lower Division Academic Course Guide Manual (ACGM) or as college level workforce courses in the current edition of the Workforce Education Course Manual (WECM).
- e. Courses offered for dual enrollment are in ACC's approved undergraduate course inventory.
- f. Developmental and remedial courses are not offered for dual enrollment.
- g. Specific course offerings will be determined collaboratively by ACC and the designated high school. Refer to Appendix I for the approved courses for the respective academic year.

Student Eligibility Requirements

- a. A high school student is eligible to enroll in academic Dual Enrollment courses if the student:
 - (A) demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative as set forth in §4.57 of this title (relating to College Ready Standards) on relevant section(s) of an assessment instrument approved by the Board as set forth in §4.56 of this title (relating to Assessment Instrument); or
 - (B) demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in §4.54 of this title (relating to Exemptions, Exceptions, and Waivers).
- b. A high school student is also eligible to enroll in academic dual enrollment courses that require demonstration of TSI college readiness in reading, writing, and/or mathematics under the following conditions:

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- (A) Courses that require demonstration of TSI college readiness in reading and/or writing:
 - (i) if the student achieves a minimum score of 4000 on the English II State of Texas Assessment of Academic Readiness End of Course (STAAR EOC); or
 - (ii) if the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):
 - 1. a score of 460 on the evidence-based reading and writing (EBRW) test on a PSAT/NMSQT exam administered on or after October 15, 2015; or
 - (iii) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.
- (B) Courses that require demonstration of TSI college readiness in mathematics:
 - (i) if the student achieves a minimum score of 4000 on the Algebra I STAAR EOC and passing grade in the Algebra II course; or
 - (ii) if the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):
 - 1. a score of 510 on the mathematics test on a PSAT/NMSQT exam administered on or after October 15, 2015; or
 - (iii) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.
- c. A high school student is eligible to enroll in workforce education dual enrollment courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate and shall not be required to provide demonstration of college readiness.
- d. A high school student is eligible to enroll in workforce education dual enrollment courses contained in a Level 2 certificate or applied associate degree program under the following conditions:
 - (A) Courses that require demonstration of TSI college readiness in reading and/or writing:
 - (i) if the student achieves a minimum score of 4000 on the English II STAAR EOC; or
 - (ii) if the student achieves a PSAT/NMSQT Reading and Writing score of 460; or
 - (iii) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.
 - (B) Courses that require demonstration of TSI college readiness in mathematics:
 - (i) if the student achieves a minimum score of 4000 on the Algebra I STAAR EOC and passing grade in the Algebra II course; or
 - (ii) a score of 510 on the mathematics test on a PSAT/NMSQT exam administered on or after October 15, 2015
 - (iii) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.
 - (C) A student who is exempt from taking TAKS or STAAR EOC assessments may be otherwise evaluated by an institution to determine eligibility for enrolling in workforce education Dual Enrollment courses.

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- e. The high school agrees to make the ACC Director of Testing Center an Institutional Reporter for the TSI exam to ensure test scores are properly transferred into the ACC system for admissions. Furthermore, any AISD student taking TSIA on an AISD campus, automatically authorizes ACC retrieval of scores for the purpose of enrolling into Alvin Community College.
- f. Students are required to complete the Apply Texas Application and meet all ACC admission requirements.
- g. Students and parents must sign an ACC Early Admission Contract (Appendix II). ACC reserves the right to update this document as needed.
- h. ACC and the ISD will work to create a cross-walk that reflects the agreed grade level recommendations for each college course offered.
- i. Students must attend the ACC Dual Enrollment Orientation.

ACC Dual Enrollment Academic Standards

- a. Dual Enrollment students must maintain a 2.0 cumulative grade point average (GPA). The college cumulative GPA is calculated at the completion of each semester. Students whose college cumulative GPA is below 2.0 will be placed on probation and may be subject to suspension from enrolling in additional Dual Enrollment courses for one long semester (Fall or Spring). Students placed on probation or suspension will meet with their ACC Advisor to complete a Dual Enrollment Academic Improvement Plan. If the semester GPA remains below 2.0 they may be suspended from taking Dual Enrollment courses.
- b. Once reinstated after the long semester of probation, if the dual enrollment student falls below a 2.0 for a second time, the student will be permanently suspended from the dual enrollment program.
- c. If a student requests enrollment in courses that exceed 16 semester college credit hours in a 16 week semester, ACC requires recommendation and approval from an ACC Academic Advisor, high school counselor and ACC's Vice-President of Instruction prior to enrollment.
- d. All dual enrollment students shall be declared under the A.A. General Studies degree program. Exceptions may include: 1) students desiring to earn/complete the associate's degree will be declared as A.A. General Studies- Dual Degree; 2) students seeking a technical level 1 certificate in a workforce program.

Location of Class

- a. Dual enrollment college courses will be offered at Alvin ISD campuses, the ACC main campus and any/all off campus instructional sites, online, or some combination thereof.
- b. Enrollment in a dual enrollment college course delivered in an online format requires a review of expectations and requirements with the student and parent/guardian to determine appropriateness of the delivery method.
- c. Dual enrollment college courses taught electronically by ACC shall comply with applicable rules and procedures in the Texas Administrative Code relating to Approval of Distance Education Courses and Programs for Public Institutions and Approval of Off-Campus and Self-Supporting Courses and Programs

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for Public Institutions along with the THCEB's Principles of Good Practice for Courses Offered Electronically.

- d. Dual Enrollment college courses taught on Alvin ISD campus shall be taught in a classroom that is, at a minimum, equipped with a computer, projector, projection screen, dry erase board, and an Elmo (or similar device known by an alternate name).
- e. The partnering school shall ensure that ACC professors have access to the classroom upon arrival and shall have an identified space to offer office hours to assist students outside of the classroom.
- f. Dual Enrollment college classes held at Alvin ISD campuses during the school day will adhere to the high school daily schedule except as requested and approved by the campus administrator or facilities manager and ACC administrators. ACC faculty shall not be expected to adjust scheduled classroom instruction to accommodate bell schedule changes.
- g. AISD assumes full responsibility for its facilities, real and personal property (including technology), without limitation to the purchase, maintenance, operation, and disposal of such. ACC assumes full responsibility for its facilities and real and personal property (including technology), including, without limitation, the purchase, maintenance, operation, and disposal of such.

Student Composition of Class

- a. Dual Enrollment college courses may be composed of dual enrollment students only or of dual and college credit students when offered in the evening or on the ACC campus. Classes offered on the AISD campuses must have an enrollment of 10 or more to be staffed by ACC.
- b. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed only under one of the following conditions:
 - (A) if the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course;
 - (B) if the high school credit-only students are College Board Advanced Placement students; or
 - (C) if the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.

Faculty Selection, Responsibilities, Evaluation, Supervision, and Compensation

Faculty Selection

- a. ACC will select dual enrollment instructors that meet the same standards and approval process used to select faculty teaching the same classes on the main campus. These standards include the minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other relevant accrediting agencies.
- b. AISD may submit Faculty Recommendation forms to the ACC Director of College and Career Pathways by May 1st to recommend a teacher who has been identified as a prospective Dual Enrollment faculty member (Appendix III). ISD Faculty Recommendations will be accepted on an individual basis after May 1st.

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The college will assess the credentials and qualifications of all prospective dual enrollment instructors using its standard procedures. All official transcripts and pertinent documents must be submitted prior to the initial term of teaching and will be maintained in the ACC Human Resources office. ACC must approve all instructors prior to instruction as well as any changes in teaching assignments.

- c. All online dual enrollment instruction will be provided by ACC faculty.
- d. ACC will supervise and evaluate dual enrollment instructors using the same or comparable procedures used for faculty at the main campus.
- e. All faculty teaching dual enrollment college courses, to include full-time, adjunct and ISD teachers, shall attend the ACC Dual Enrollment Faculty Orientation. Adjunct and ISD instructors are encouraged to attend department meetings and professional development as determined by the ACC Dean or Department Chair.

Faculty Responsibilities

- a. ACC Faculty teaching on the high school campus shall:
 - 1. Attend ACC Dual Enrollment Faculty Orientation
 - 2. Arrive on time for all courses and ensure that time in the classroom meets the expected contact hour requirements.
 - 3. Submit grades to the ISD point person as agreed.
 - 4. Be accessible to students outside of the classroom period.
 - 5. Return graded material and provide feedback in a timely manner.
 - 6. Wear ACC identification at all times.
 - 7. Take attendance daily following the approved process.
 - 8. Input grades into the ACC system.
 - 9. Submit Census Rosters to the ACC Dean and/or Department Chair in accordance to ACC policies.

ACC Faculty teaching on the high school campus will comply with relevant procedures and rules established by the district to govern student, faculty, and staff conduct and safety-except where otherwise noted in this agreement.

- b. Approved ISD Dual Enrollment Faculty shall:
 - 1. Attend ACC Dual Enrollment Faculty Orientation.
 - 2. Teach the college course according to the standards as set forth by the THECB, ACC and specific department.
 - 3. Attend any professional development sponsored by appropriate ACC department.
 - 4. Remain in contact with the Dean and/or Department Chair.
 - 5. Grade all assignments according to ACC's grading policies.
 - 6. Input grades into the ACC system as agreed by the high school and the college.
 - 7. Return graded material and provide feedback in a timely manner.
 - 8. Submit Census Rosters to the ACC Dean and/or Department Chair in accordance to ACC policies.

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Faculty Supervision and Evaluation

- a. ACC shall supervise and evaluate instructors of dual enrollment college courses using the same or comparable procedures used for faculty at the main ACC campus.

Compensation & Academic Calendar

- a. Approved ISD Dual Enrollment Faculty teaching dual enrollment college courses will do so as part of their regular high school teaching assignment and will be responsible for following all applicable high school and collegiate regulations and procedures.
- b. In compensation for the additional work involved with teaching dual enrollment, the college will stipend approved ISD Dual Enrollment Faculty using the following schedule:
 - 1. \$600 per-course, per term for a 1, 2, 3 or 4 credit hour(s) semester course.
 - 2. Any additional compensation can be viewed in Appendix IV.
- c. Full time faculty will be compensated per their contract.
- d. Adjunct instructors will be compensated based on the rate for the course.
- e. The ACC Dual Enrollment Academic calendar will follow the ACC academic calendar. (Appendix V).

Course Curriculum, Instruction, and Grading

- a. ACC shall ensure that a dual enrollment college course and the corresponding course offered at the main campus of the college are equivalent with respect to the curriculum, materials, instruction, and method/rigor or student evaluation. These standards must be upheld regardless of the student composition of the class.
- b. Grading procedures will respect both the district and college timetables and guidelines; grading scales will be pro-rated under guidelines established between the district and the college. High school instructors will be responsible for submitting grades according to ISD procedures; college instructors will collaborate with the appointed high school personnel to ensure that grades are submitted according to the agreed upon schedule (Appendix VI).
- c. AISD students taking college courses at ACC, an off-site ACC location, or online during the fall, spring, and summer semesters including summer and evening classes on AISD campuses will receive the standard alpha grade assigned by the college. Grades will be reported by ACC to AISD at the end of each semester. AISD shall assign a numerical value to the alpha grade recorded on the ACC transcript according to the district procedure/conversion chart. Courses taught by either AISD or ACC instructors during the fall and spring semester regular school day at their high school campus will receive a numerical grade (Appendix VII).
- d. Approved ISD Dual Enrollment Faculty are required to submit grades into the college database.
- e. As part of this formal agreement, the ISD and ACC agree to exchange student data, to include directory and/or academic data, related to the ACC Dual Enrollment program and senior recruitment.

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Academic Policies and Student Support Services

- a. All regular ACC policies, academic expectations, and disciplinary rules applicable to courses taught at ACC's main campus must also apply to dual enrollment college courses.
- b. Students in dual enrollment college courses are eligible to utilize the same or comparable support services that are afforded to college students on the main campus. ACC 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. To assist, the ISD agrees to provide the assigned ACC Advisor Skyward/ISD portal access with all permissions deemed necessary to provide academic and schedule support.
- c. Dual Enrollment students shall receive advising at the completion of 15 and 30 hours of college coursework. In an intentional effort to ensure transferability of dual enrollment courses, students on the A.A. General Studies academic pathway will receive advising utilizing the Field of Study and/or the intended university's transfer guide, to select core and elective courses.
- d. Students placed in an alternative school or facility due to disciplinary reasons exceeding one week will be automatically withdrawn from all dual enrollment college courses and assigned a "W" for each course. Students remaining enrolled during the one-week placement are responsible for all assignments missed and will be held to any grading penalty incurred due to the attendance policy of the course(s). Students may appeal the automatic withdrawal by contacting the Vice-President of Student Services for review.

ACC will notify the high school regarding disciplinary and academic violations if the disciplinary action will affect the student's dual enrollment status; however, ACC reserves the right to immediately address disruptive or dangerous behavior as per college policy.

- e. Dual enrollment college students requiring Americans with Disability Act (ADA) accommodations must self-identify and meet directly with the ACC Office of Student Accessibility Services (SAS). Dual enrollment college courses will not recognize high school modifications. Through partnership with the ISD, ACC will work with the ISD special services and/or 504 case managers to provide college accommodations and any specialized equipment needed to support the student. The cost may be split if applicable. ACC SAS will not provide personnel on the high school campus to carry out any services but will work with the high school Special Services department to meet the needs of the students.
- f. Students entering a semester on homebound status should enroll in online classes only. Students enrolled in a college class on the high school campus who require homebound status during the semester may:
 - i. Withdraw from the college course if prior to the published withdrawal deadline.
 - ii. Receive permission from the faculty member to continue under his/her guidelines. Students are responsible for all assignments missed and will be subject to any grading penalty incurred due to the attendance policy of the course(s).
 - iii. Receive an incomplete grade in the class if the faculty member deems it appropriate.
- g. Civil rights compliance, complaints about student conduct, and student discipline will be addressed by the ACC Vice President of Student Services following the ACC policies and procedures.
- h. Academic grading concerns should be addressed within one calendar year to professor, Department Chair, Dean or Vice President of Instruction.

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- i. FERPA Compliance and Data Sharing.
 - i. When a student is enrolled concurrently in a dual enrollment program with ACC and the high school, the parties may disclose the educational record regarding the student in accordance with United States Code 34 CFR 99.34.
 - ii. The district is aware that once a student is enrolled in an ACC course, he/she is under post-secondary rules of the Family Educational Rights and Privacy Act (FERPA), and ACC instructors will not release student's records to parents or legal guardians without the student's Authorization to Release Student Records allowing such disclosure.
 - iii. ACC acknowledges that the district may release FERPA-protected information to the parent or legal guardian if requested.
- j. Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex. Dual Enrollment students should complete a Title IX Discrimination Complaint form to the Vice President of Student Success (VPSS) should they feel subjected to sexual harassment by an ACC faculty or staff member, student or visitor.
- k. Regarding textbooks for technical courses purchased by the district, ACC agrees to maintain the same text for a minimum period of two years.

Transcription of Credit

- a. The district and ACC credit should be immediately transcribed upon completion of the required course. AISD students taking college courses at ACC, an off-site ACC location, or online during the fall, spring, and summer semesters including summer and evening classes on AISD campuses will receive the standard alpha grade assigned by the college. Grades will be reported by ACC to AISD at the end of each semester. AISD shall assign a numerical value to the alpha grade recorded on the ACC transcript according to the district procedure/conversion chart. Courses taught by either AISD or ACC instructors during the fall and spring semester regular school day at their high school campus will receive a numerical grade
- b. A student may withdraw from a college course prior to the printed withdrawal deadline by following the withdrawal procedures as outlined in the ACC Dual Enrollment Handbook and in agreement with the high school counseling department policies and/or procedures.

Funding

- a. Dual enrollment college students will be charged tuition and fees approved by the ACC Board of Regents as demonstrated on the Dual Enrollment Fee table (Appendix VIII).
- b. Any required textbooks or additional resources needed shall be the responsibility of the student and/or the district.
- c. State funding for dual enrollment college courses will be available to both the high school and to the college based on the current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board (THECB).
- d. ACC may claim funding for all students enrolled in college core curriculum, foreign language, and/or career and technical education courses that lead to an earned degree or certificate.

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Alvin Community College Evening Access for General and Adult Learners

- a. Alvin Community College courses will be available to general population students during the afternoon/evening hours. Courses offered will be in accordance to what is agreed upon by the college and the district. (Appendix IX)
- b. Use of the Alvin ISD facilities by Alvin Community College is intended to better serve the residents of the local community with educational opportunities. Alvin Community College will communicate to the district and all other designated personnel the schedule of classes and identify specific areas to be utilized no less than 30 days prior to the start of class. Use of the campus for classes other than the dual enrollment coursework is limited to those proposed to Alvin ISD at least 30 days prior to use and approved by the campus administrator or facilities manager. Requested use of facilities for purposes other than approved dual enrollment are subject to Alvin ISD's Board policy for use of facilities.
- c. Students enrolling in ACC evening classes will only be allowed on the high school campus and have access to district property during the hours specified on the schedule. Alvin Community College students, staff and visitors will have limited building access. Access includes the preapproved instructional spaces and supporting amenities as requested and agreed in advance.
- d. Alvin ISD reserves the right to deny entry on the high school campus of faculty or students if it is determined that the faculty or student possess a serious threat to the campus. Staff, visitors and students not employed or registered with AISD will be required to sign in and have an approved badge for identification which may include a background check at the discretion of campus administration or AISD police.
- e. Evening students will adhere to all admission, tuition, conduct, and academic policies as set forth by the college. Alvin ISD shall have no input on such items governing a student's enrollment in ACC.
- f. Alvin Community College will provide evening students with access to student support services, to include but not limited to tutorials, library resources, and other services to support academic success.
- g. Alvin ISD and Alvin Community College will work together to ensure that facility and equipment requests to support ADA accommodations are available for evening students.
- h. Alvin Community College will hire and fund professors, staff and/or administrators in accordance with local policy and requirements of the Texas Higher Education Coordinating Board (THECB).
- i. As part of this agreement, Alvin ISD agrees to provide Internet access to both faculty and students attending evening classes. In addition, the district agrees to allow faculty access to various internet sites to be used as resources for instruction.
- j. Alvin Community College classes will adhere to the ACC Academic Calendar and class schedule, unless otherwise agreed upon by the district and the college.
- k. Alvin Community College will work with Alvin ISD to establish and maintain safety and conduct standards for students enrolling in evening courses. Safety and conduct standards will be published by Alvin Community College for all employees, faculty, and evening students conducting business on the Alvin ISD campus. The safety and conduct standards are to include a map of the building and/or a description of any areas restricted from use as well as exit routes in case of an emergency.
- l. Students enrolled in Alvin Community College on the Alvin ISD campus are required to adhere to

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regulations of both partner agencies. Failure to do so will subject the student to appropriate action taken by the partner agencies, including suspension and/or dismissal.

- m. In accordance to what is allowable and agreed upon, ACC will provide AISD with branding material to promote ACC's presence on the agreed shared space. This may be in the format of large graphic signs, banners, use of front entrance brick marquee, digital signage, and posters.

AISD will provide clear markers and signage directing faculty, staff and students to the assigned classrooms. AISD and ACC will work in collaboration to provide electronic marketing through both partnering websites, local newspapers, brick marquee, digital signage and any additional avenues available to promote the partnership. AISD agrees to provide electronic marketing such as website and social media announcements at no charge to ACC. Printed materials or other marketing expenses will be the responsibility of ACC.

House Bill 5 – College Readiness

In accordance with the 83rd Legislature of the State of Texas House Bill No. 5, Section 10 and as written into the Texas Education Code (TEC) 28.014, the school districts will partner with at least one institution of higher education (IHE) to develop and provide courses in college preparatory mathematics and English language arts to prepare students for success in entry-level college courses. The courses must be designed for students in the 12th grade who have demonstrated (through assessments or coursework) that they are not ready to perform entry-level college coursework. A student who successfully completes such a course is exempt from the requirements of the Texas Success Initiative in that content area at the partnering higher education institution.

- a. Students enrolled in the college-preparatory Math or English course should be identified based on:
 - i. TSI scores indicate that the student is not ready to perform entry-level college coursework;
 - ii. STAAR EOC scores does not meet college readiness standards
- b. Students enrolled should be seniors only.
- c. The District shall provide a notice to each student who has not demonstrated college readiness and to the parent or guardian, regarding the benefits of enrolling in the college preparatory courses. College personnel will not be expected to communicate with parents.
- d. A student who successfully completes a college preparatory course under TEC 28.014 is exempt for a period of twenty-four (24) months from the date of high school graduation with respect to the content area of the course. The student must enroll in the student's first college-level course in the exempted content area in the student's first year of enrollment in the IHE that has partnered with the school district only.
- e. ACC and the District curriculum specialist (i.e. Department Chair, Dean, District Specialist, etc.) will review the curriculum and instruction standards for the courses annually to ensure the most critical Texas College and Career Readiness (CCRS) standards are met (does not exclude any other skills from being addressed within each course):
 - Math – Numeric Reasoning, Algebraic Reasoning, Geometric Reasoning, Measurement Reasoning, Statistical Reasoning, and Functions.
 - English – Writing, Reading, Research, Key Cognitive Skills and Foundational Skills.The evaluation may include, but is not limited to, disaggregated attendance and retention rates, satisfactory progress in the course(s), state assessment results, SAT/ACT, TSI readiness of the students

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in the course(s). Performance will be monitored by the IHE and reported biannually to the School District.

- f. ACC and the District curriculum specialist will identify, create, and facilitate pre- and post- assessment protocols and define what will constitute “successful completion”.
- g. Grading of student work that determines college readiness will be granted by representatives of the District, outlined and agreed upon with ACC. For a student to be declared college-ready, the following condition must be met:
 - The student must have achieved a minimum of 70 percent final average in the course. Twenty percent of the final average will be based on the final exam for the course.
- h. ACC and the District will agree on a method to indicate enrollment and grade earned in the college preparatory course on the high school transcript. For the purposes of this agreement, AISD has agreed to denote enrollment and grade in the College Preparatory course with an “\$” next to the course. In addition, the ISD shall provide the partnering college with the list of students enrolled in said sections to assist the college with providing adequate admissions and advising support.
- i. ACC and the District will clearly communicate and advertise to students the need to enroll into ACC as a full- or part-time student within twenty-four (24) months of completing the course to earn the TSI exemption. Should the time elapse, students will be considered “new” students for TSI purposes and must demonstrate college readiness via the TSI assessment, other exemption, or successful completion of Developmental Education coursework.

Texas College Bridge

- a. Both Alvin Community College and Alvin ISD have entered into an MOU agreement with Texas College Bridge to offer students the opportunity to complete college prep courses virtually.
- b. A copy of the MOU signed by Alvin Community College can be found in the Appendix X.

Statewide Goals and ACC Dual Enrollment Program Agreement

- a. Texas Education Code §28.009 requires the Texas Higher Education Coordinating Board (THECB) and the Texas Education Agency (TEA) to collaboratively develop statewide goals for Texas dual enrollment programs. The goals provide guidance for the institution of higher education and independent school district regarding components that must be in place to ensure quality dual enrollment programming is offered to Texas high school students. The statewide goals address enrollment in and acceleration through postsecondary education, performance in college-level coursework and strong academic advising practices.

The purpose of the Alvin Community College Dual Enrollment program is to provide highly motivated students the opportunity to simultaneously earn high school and college credit, as defined by the THECB and the agreement set forth between the college and the district. The statewide goals for dual enrollment programs address:

- i. A dual enrollment program’s achievement of enrollment in and acceleration through postsecondary education;
- ii. Performance in college-level coursework;
- iii. Effective bridge between secondary and postsecondary; and

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iv. Specific program goals aligned with statewide goals as cited in the chart below:

Statewide Goal	Partnership Goal	Metrics
Goal 1: Independent school districts and institutions of higher education will implement purposeful collaborative outreach efforts to inform all students and parents of the benefits and costs of dual enrollment, including enrollment and fee policies.	Goal 1: Information regarding dual enrollment opportunities will be available through the IHE and secondary school partner through various mediums and will be readily available to families.	The IHE and ISD websites provide access to the most current dual enrollment program information, including enrollment and fee policies.
Goal 2: Dual enrollment programs will assist high school students in the successful transition to and acceleration through postsecondary education.	Goal 2: Analysis of student enrollment in postsecondary after high school graduation and degree completion will be reviewed.	Student enrollment in postsecondary after high school.
Goal 3: All dual enrollment students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion	Goal 3: Through engaged, case-management advising, the IHE commits to providing ISD students with targeted advising and senior transition information.	Student enrollment in postsecondary after high school.
Goal 4: The quality and rigor of dual enrollment courses will be sufficient to ensure student success in subsequent courses.	Goal 4: All college courses offered for Dual Enrollment will follow the Program and Student Learning outcomes as defined.	Completion and success rates will be analyzed each semester.

Miscellaneous

- This agreement may only be amended by mutual written agreement of both parties.
- This agreement shall be governed by the laws of the State of Texas, without regard to choice of law principles. In the event of any suit or action arising from this agreement, the parties consent to mandatory and exclusive jurisdiction of the courts in Brazoria County, Texas.
- Should any provision of this agreement be held by a court to be unenforceable, such provision shall be modified by the court and interpreted so as to best accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this agreement shall remain in full force and effect.
- Nothing in this agreement shall be construed as a waiver or relinquishment of any governmental immunities or defenses on behalf of either party, its trustees, officers, employees, and agents as a result of the execution of this agreement or performance of the functions or obligations described herein.

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- e. Neither party may assign its interest in this agreement without the written permission of the other party.
- f. The failure of either party hereto to exercise the rights granted them herein upon the occurrence of any of the contingencies set forth in this agreement shall not in any event constitute a waiver of any such rights upon the occurrence of any such contingencies.
- g. This agreement will remain in effect until the end of ACC's academic year, including summer. It will automatically renew for additional terms unless terminated sooner.
- h. Notwithstanding any other provision of this agreement, either party shall have the right to terminate this agreement for convenience upon thirty (30) calendar days' written notice to the other Party.
- i. This agreement will become effective on the date the last party executes the agreement and will remain in effect until such time as mutual agreement is made to modify or terminate.

By: Carol Nelson
ISD Superintendent

Date: 7-18-2022

By: Robert J. Early
ACC President

Date: 8-9-2022

Appendix

- I. 2022-2023 Approved Dual Enrollment Course Listing
- II. Early Admission Contract
- III. ISD Faculty Recommendation Form
- IV. Study Hall Liaison Responsibilities & Compensation

ACC ALVIN COMMUNITY COLLEGE

College and Career Pathways Memorandum of Understanding (MOU) 2022-2023 – 2024-2025 Academic Years

- a. ISD Study Hall Liaison shall:
- Accept and post grades from ACC Faculty according to the AISD procedure
 - Provide a study hall environment for students on the days the ACC Faculty member is not scheduled to be on the high school campus
 - AISD Study Hall Liaisons used to submit grades for dual enrollment classes will receive \$300 each semester.

V. ACC 2022-2023 Academic Calendar

- Dual Enrollment courses taught in the fall semester will follow ACC's academic calendar, with classes beginning on Monday, August 22.
- Dual Enrollment courses taught in the spring semester will follow ACC's academic calendar, with classes beginning on Tuesday, January 17.
- Dual Enrollment final exams will be the week printed on the calendar.
- Dual Enrollment grades will be due on the date printed on the calendar.

VI. Grade Reporting for 2022-2023

For the 2022-2023 Academic School year, ACC Dual Enrollment Faculty will submit grades to AISD according to the agreed schedule below:

- 1st 6 weeks-Pass/Fail
- 1st 9 weeks-Pass/Fail
- End of 2nd 9 weeks-Pass/Fail (based on the numeric grade for the semester)
- End of 1st Semester-Numeric grade
- End of 3rd-9 weeks-Numeric grade
- End of 4th 9 weeks-Pass/Fail (based on the numeric grade for the semester)
- End of 2nd Semester-Numeric grade
- As requested by student for UIL eligibility purposes.

- VII. AISD students taking college courses at ACC, an off-site ACC location, or online during the fall, spring, and summer semesters including summer and evening classes on AISD campuses will receive the standard alpha grade assigned by the college. Grades will be reported by ACC to AISD at the end of each semester. AISD shall assign a numerical value to the alpha grade recorded on the ACC transcript according to the district procedure/conversion chart. Courses taught by either AISD or ACC instructors during the fall and spring semester regular school day at their high school campus will receive a numerical grade.

VIII. Dual Enrollment 2022-2023 Tuition and Fee schedule

Dual Enrollment Tuition and Fee Schedule		
Student	Class Location	Students Pay
Alvin ISD	Alvin ISD High Schools/JB Hensler	Course Fee (if applicable)

ACC ALVIN COMMUNITY COLLEGE

College and Career Pathways Memorandum of Understanding (MOU) 2022-2023 – 2024-2025 Academic Years

	College & Career Academy Locations Technical courses only Day or Evening	
Alvin ISD	Alvin Independent School District Property Locations Day or Evening	\$25/credit hour + Registration Fee Course Fee (if applicable)
AISD Dual Enrollment- Individually Registered	Online/ACC Campus	\$25/SCH + \$30 Registration Fee + \$45 Technology Fee + \$5 Security Fee

IX. Facilities Usage, Consumables and Replacement Agreement

- a. Effective 2018-2019 ACC will utilize both Shadow Creek High School for evening courses, as referenced in the MOU, for the community at large, as well as current AISD students.
- b. Consumables – Alvin Community College will be responsible for any consumables associated with evening classes. Consumables will be purchased by the college, inventoried and delivered to the appropriate campus. For shared consumables ACC will reimburse AISD each semester, based on student enrollment.
- c. Replacement – Replacement of any equipment will be subject to a thorough investigation. If caused by an evening attendee or faculty member by accident or during standard usage, ACC and AISD will split the cost of the repair at a prorated-per student price point. If caused by intentional negligence of a student or faculty member, the responsible institution will pay fees for the repair.

X. Texas College Bridge MOU



ALVIN COMMUNITY COLLEGE

Alvin ISD

Dual Enrollment Course List 2022-2023

www.alvincollege.edu/dualenrollment

Academic Core Courses - courses are transferrable to Texas colleges and universities.

AISD Course Name	HS Credit	Campus	Grade Level	ACC Course Number	ACC Course Name	TSI/Pre-Req
Art I, Art Appreciation	1	AISD	9-12	ARTS 1301	Art Appreciation	R/W
Business Info Management I	1	AISD	9-12	BCIS 1305	Business Computer Applications	Admission Only
College Transitions	1	AISD	9-12	PSYC 1300	Learning Framework	Admission Only
French I	1	ACC	9-12	FREN 1411	Beginning French I	Admission Only
French II	1	ACC	9-12	FREN 1412	Beginning French II	1411 C+
French III	1	ACC	9-12	FREN 2311/2313	Intermediate French I	1412 C+
French IV	1	ACC	9-12	FREN 2312/2313	Intermediate French II	2311 C+
Theatre I, Theater Arts I	1	ACC	9-12	DRAM 1310/1351	Intro to Theater & Intro to Acting	*R/W
Independent Study Speech	0.5	AISD	9-12	COMM 1307	Intro to Mass Communications	Admission Only
Music Studies, Music App I	1	AISD	9-12	MUSI 1306	Music Appreciation	*R/W
Spanish I	1	AISD	9-12	SPAN 1411	Beginning Spanish I	Admission Only
Spanish II	1	AISD	9-12	SPAN 1412	Beginning Spanish II	1411 C+
Spanish III	1	AISD	9-12	SPAN 2311	Intermediate Spanish I	1412 C+
Spanish III	1	ACC	9-12	SPAN 2313	Spanish for Native/Heritage Speakers I	Placement Only
Spanish IV	1	ACC	9-12	SPAN 2312	Intermediate Spanish II	2311 C+
Spanish IV	1	ACC	9-12	SPAN 2315	Spanish for Native/Heritage Speakers II	2313 C+
Accounting I	1	AISD	10-12	ACCT 2301	Principles of Financial Accounting	M
Accounting II	1	AISD	10-12	ACCT 2302	Principles of Managerial Accounting	ACCT 2301
Communication Applications	0.5	AISD	10-12	SPCH 1315	Public Speaking	R
Human Growth & Development	1	AISD	10-12	PSYC 2314	Life-Span Growth & Development	R/W
Psychology	0.5	AISD	10-12	PSYC 2301	General Psychology	R/W
Sociology	0.5	AISD	10-12	SOCI 1301	Introduction to Sociology	R/W
Business Management	1	AISD	11-12	BUSI 1301	Business Principles	Admissions Only
Economics	0.5	AISD	11-12	ECON 2301	Principles of Macroeconomics	R/W
English III A & B	1	AISD	11	ENGL 1301/1302	Composition I & II	R/W
Government - American	0.5	AISD	11-12	GOVT 2305	Federal Government	R/W
Government - Texas SS Advance Studies	0.5	AISD	11-12	GOVT 2306	Texas Government	R/W
Math- College Algebra	1	AISD	11-12	MATH 1314	College Algebra	M
Independent Study in Math	1	AISD	11-12	MATH 2412	Pre-Calculus Math	MATH 1314
Math - Pre-Calculus	1	ACC	11-12	MATH 1342	Statistics	M
Math - Statistics	1	ACC	11-12	MATH 1342	Statistics	M
Math-Business & Social Sciences	1	AISD	11-12	MATH 1324	Business & Social Science	M
Independent Study in Math	1	AISD	11-12	MATH 1324	Business & Social Science	M
Math- Calculus Business & Social Sciences	1	ACC	11-12	MATH 1325	Calculus Business & Social Science	M
U.S. History to 1877	0.5	AISD	11-12	HIST 1301	United States History I	R/W
Special Topics in SS	0.5	AISD	11-12	HIST 1301	United States History I	R/W
U.S. History Since 1877	1	AISD	11-12	HIST 1302	United States History II	R/W
Philosophy – Special Topics in SS	0.5	ACC	11-12	PHIL 1301	Introduction to Philosophy	R/W
Chemistry or Scientific Research Design	1	ACC	12	CHEM 1411/1412	General Chemistry I & II	MATH 1314
English IV A & B	1	AISD	12	ENGL 1301/1302	Composition I & II	R/W
English IV A & B	1	AISD	12	ENGL 2322/2323	Survey of English Literature I & II	R/W
Environmental Systems	1	ACC	12	GEOL 1405	Environmental Science	R
Astronomy	1	ACC	12	ASTR 1403/1404	Stars & Galaxies/Solar System	Admission Only

Scientific Research Design I/II	2	AISD	12	BIOL 1406/1407	Biology for Science Majors	R
Anatomy & Physiology	1	ACC	12	BIOL 2401/2402	Anatomy & Physiology I/II	R
Math - Calculus Independent Study in Math	1	ACC	12	MATH 2413	Calculus I	MATH 2412
Physics or Scientific Research Design	1	ACC	12	PHYS 1401/1402	Physics I & II	R MATH 2412

***See Advisor**

- **TSI Status - M-Math; R-Reading; W-Writing**
- **Student must test before selecting course.**
- **Courses and pre-requisites are subject to change.**

Technical Courses - highly specialized coursework for the workforce. Not guaranteed to transfer to four-year institutions. Students should verify transferability with their college of choice.

AISD Course Name	HS Credit	Campus	Grade Level	ACC Course Number	ACC Course Name	TSI/Pre-Req
ECA/EMT CERTIFICATION (See ACC Advisor) - pre-requisites: high school Principles in Health Science and Health Science Theory.						
Senior Year						
Practicum in Health Science (ECA)	1	JBH	12	Fall-EMSP 1205	Emergency Care Attendant	Not Required
Practicum in Health Science (EMT)	1	JBH	12	Spring-EMSP 1160/1501	EMT Basic/Clinical	Not Required

PHARMACY TECH CERTIFICATE (See ACC Advisor) - pre-requisites: high school Principles in Health Science and Health Science Theory.						
Junior Year						
Practicum in Health Sci. (Phar Tech I)	2	JBH	11-12	Fall-PHRA 1301/1309/1305 Spring-PHRA 1315/1347/1441	Intro to Pharm/ Drug Classification/ Pharm Math I/ Pharm Math II/Pharm Term/Pharm Drug Therapy	Not Required
Senior Year						
Practicum in Health Sci. (Phar Tech II)	2	JBH	12	Fall-PHRA 1413/1449 Spring-PHRA 1345/1243/1261	Comm. Pharm Practice/ Intuitionl Pharm Practice/Compounding/Pharm Tech Review/Clinical I	Not Required

CULINARY ARTS Coursework towards Degree (See ACC Advisor)						
Junior Year						
Advanced Culinary Arts	2	JBH	11-12	CHEF 1205/1301 PSTR 1301	Sanitation & Safety/Basic Food Preparation/ Fundamentals of Baking	Not Required
Senior Year						
Practicum in Culinary Arts	2	JBH	12	CHEF 2201/HAMG 1321	Intermediate Food Prep/Intro to Hospitality Industry	Not Required

Course Listings are subject to change. Always refer to ACC Advisor and/or High School Counselor for updates.

Student's Name: _____ DOB: _____

Student High School ID: _____ Student Phone: _____ Graduation Year: _____

ACC ID: _____

Email: (please print legibly) _____

High School (please select one):

- | | | |
|--|---|---|
| <input type="checkbox"/> Alvin High School | <input type="checkbox"/> Iowa Colony High School | <input type="checkbox"/> Shadow Creek High School |
| <input type="checkbox"/> Danbury High School | <input type="checkbox"/> Living Stones Christian School | <input type="checkbox"/> Turner C&C High School |
| <input type="checkbox"/> Glenda Dawson High School | <input type="checkbox"/> Manvel High School | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Home School | <input type="checkbox"/> Pearland High School | |

Early Admission Contract:

1. My student has permission to enroll in Dual Enrollment college courses; I am aware that participation in the program is voluntary, and that my high school student will be enrolled as a college student. I understand that disrespectful behavior and attitudes will not be tolerated, and that College rules and policies will apply to address such behavior.
2. College curriculum may include adult content and conversations.
3. I agree to pay the college tuition and fees for the college courses and purchase the required textbooks by the published deadlines.
4. Official college grades are reported in WebACCess each semester.
5. An Application for Admission, TSI Assessment scores (exemption or waiver), and this form must be received by ACC prior to registration for any Dual Enrollment college course. If any of these items are incomplete, the student will not be registered for Dual Enrollment college courses.
6. Students must withdraw from a Dual Enrollment college course with **the high school counselor and ACC Advisor**. A signature from the student is required to finalize any withdrawal from a Dual Enrollment college course.
7. Students taking Dual Enrollment college courses at ACC or over the summer are responsible for logging into WebACCess and printing their ACC transcript. All printed transcripts must have the assigned ACC Advisor's signature prior to submitting it to the high school Registrar's Office for high school credit. ACC will also provide these grades upon request of the high school.
8. Graduating seniors must submit an official ACC transcript to the colleges for which they are applying or plan to attend. Transcripts are \$7.50 each and can be ordered through WebACCess or in-person at the Admissions Office, located at ACC 3110 Mustang Rd. Alvin, 77511.
9. **Accommodations for Disabilities** in Dual Enrollment college courses will only be provided after the student has registered with ACC's Student Accessibility Services (SAS). Contact Student Accessibility Services at SAS@alvincollege.edu or 281.756.5701 to schedule an appointment. It is advised that this process be started 6 weeks prior to the first day of the course. High school accommodations will not be recognized in the Dual Enrollment college course.
10. I understand that once my student is registered in a Dual Enrollment college course he/she is under the rules of the Family Education Rights and Privacy Act (FERPA) and I will not have access to my student's records without his/her written permission (FERPA release form). A FERPA release form is available upon request and online and must be signed by the student in person with a photo ID. The FERPA release form gives the college representative permission to discuss the student's record with a guardian while the student is present.
11. I understand that core academic Dual Enrollment courses with a grade of C or higher are guaranteed to transfer to Texas Public Colleges and Universities, and that the transferability of the courses will depend on my major and the university I attend.
12. I understand that I should meet with an admission counselor for my college/university of choice before my junior year of high school to discuss transferability of Dual Enrollment courses into my intended major.

I have read and understand the Early Admissions Contract for enrollment at ACC. I authorize the exchange of grade/transcript data between the high school and ACC. Furthermore, I authorize and understand that the high school may utilize this data to communicate progression, graduation requirements, and/or other concerns with parents according to high school procedures.

Student Signature

Date

High School Signature

Date

Parent/Guardian Signature

Date

ACC Advisor Signature

Date



Alvin Community College is an Equal Opportunity Institution. If you have a disability, have questions about accessibility, need assistance or require special accommodations contact Student Accessibility Services at 281-756-5701 or SAS@alvincollege.edu. Accommodations for Dual Enrollment courses will only be provided once the student has registered with ACC's Student Accessibility Services.



Alvin Community College
Dual Enrollment
ISD Faculty Recommendation

Complete the form below to recommend an ISD Faculty instruction for any ACC college course. The form should be completed and submitted to the College & Career Pathways Office by May 1 prior to the fall semester.

High School/District: _____

High School Principal: _____

ACC Course to be taught: _____ School Year: _____

Teacher Information:

Name: _____

Phone: _____ Alt. Phone: _____

Email: _____

Physical Address: _____

(City) (State) (Zip)

Degree Information:

Associates: _____ Bachelors: _____ *Masters: _____

*To teach academic courses, professors must have a Master's degree **with/and** 18hrs of discipline specific coursework.

Does this teacher have 18hrs of graduate level coursework in the discipline they desire to teach?

If CTE recommendation, list experience that qualifies instructor to teach:

Number of years in the district: _____ Subject(s) taught: _____

Principal/Designee Signature: _____ Date: _____

I understand that if allowed to teach for the ACC Dual Enrollment program, I must attend the ACC Faculty Orientation and other ACC Professional Development required for the department? ☐ Yes ☐ No

Teacher Signature: _____ Date: _____

Attach unofficial copies of graduate transcripts and professional resume for review by the ACC Department Chair and Dean.

Date Received: _____ Approved/Denied: _____ Dean Initials: _____ Date: _____