

## **Memorandum of Understanding for UT Tyler Dual Credit Program The University of Texas at Tyler and Port Neches-Groves High School**

The University of Texas at Tyler (UT Tyler) and Port Neches-Groves High School are partnering to provide eligible Port Neches-Groves High School students with the opportunity to enroll in UT Tyler courses and receive simultaneous academic credit from the UT Tyler and Port Neches-Groves High School. Results of the dual credit courses will be noted on transcripts from both institutions.

Students will be eligible to participate in dual credit courses if they meet state eligibility requirements (THECB Title 19, part 1, Chapter 4, Subchapter D, Rule 4.85) and the admission requirements of UT Tyler's dual credit program.

UT Tyler and Port Neches-Groves High School are committed to ensuring the success of dual credit students by aligning our dual credit program with the following statewide dual credit goals.

1. UT Tyler and Port Neches-Groves High School will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit. Examples of information shared and provided include: a) an inventory of the dual credit courses offered and their alignment with the UT Tyler general education undergraduate core and academic major requirements; b) tuition and fee schedules; c) documentation of how dual credit courses influence students' federal aid opportunities; and d) sample timelines to complete a baccalaureate degree with and without dual credit courses. UT Tyler will post documentation of materials on the UT Tyler website enabling easy access for Port Neches-Groves High School administration, parents, and students. Port Neches-Groves High School will share these resources with students and parents.
2. UT Tyler will provide dual credit students with supports for a successful transition to UT Tyler such as a Canvas course for students and parents, degree plan for the desired major, etc.
3. UT Tyler will provide dual credit students with services and supports to enhance their opportunities for successfully completing a course and make timely progress toward earning a baccalaureate degree. These services include [PASS tutoring](#), [supplemental instruction](#), [Upswing online tutoring](#), [academic advising](#), and [library resources](#).
4. UT Tyler will work to ensure the quality and rigor of dual credit courses by working regularly with the dual credit teacher/facilitator, reviewing instruction provided by UT Tyler faculty and administrators, initiating consistent communication between UT Tyler faculty and Port Neches-Groves High School administrators and instructors, seeking feedback from Port Neches-Groves High School administrators, and utilizing student evaluations to ensure high quality levels for all students.

### **Courses**

UT Tyler and Port Neches-Groves High School will grant simultaneous credit for the course(s) listed in Appendix A. Delivery methods for the dual credit courses are also outlined in Appendix A.

UT Tyler will ensure the courses offered to Port Neches-Groves High School students are equivalent to other sections of courses with respect to the content, materials, instructional activity, contact time, standard of grading, and method/rigor of evaluation of student performance. The syllabi for the course will be developed by UT Tyler faculty in the academic department/school and approved by the chairperson/director of the department/school.

### **Course Structure**

Online courses will be taught through a partnership with a faculty member at UT Tyler and an instructor at Port Neches-Groves High School. The UT Tyler faculty will serve as the official instructor of record and will provide the content of the course. The Port Neches-Groves High School instructor will serve as a facilitator to deliver content and assist students with application and comprehension of material. The UT Tyler faculty or support staff and Port Neches-Groves High School instructor will communicate regularly to ensure students are learning the course content. The course will be delivered via UT Tyler's Learning Management System (Canvas) and the students and Port Neches-Groves High School instructor/facilitator will have access to the respective course shell.

In the event that the Port Neches-Groves High School teacher has been credentialed according to the requirements for The University of Texas at Tyler's standards, the dual credit course will be taught online or in a face-to-face setting. The credentialing requirements align with The Commission on Colleges of the Southern Association of Colleges and Schools requirements. The credentialed teacher will be required to assign and submit the student work and grading for all undergraduate general core curriculum assignments at the conclusion of each course as appropriate.

### **Funding**

Fees for tuition, required textbooks, and additional course fees (if applicable) for course(s) for the 2022-2023 academic year are the responsibility of the student/homeschool. The Port Neches-Groves High School student must adhere to UT Tyler dates and deadlines regarding payment of fees. Students will be responsible for the fee when requesting an official transcript. Students should also be aware that UT Tyler does not provide transcripts if the student has a financial hold (owes money to the University).

### **Student Eligibility**

To be eligible for admission to the UT Tyler's dual credit program, an applicant must be a registered student at Port Neches-Groves High School. As noted in Texas statute, a Port Neches-Groves High School student is not limited to registering for a certain number of credit hours per semester and students in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades are eligible to participate upon completion of the application for admission and appropriate registration documents. However, students should understand that all courses taken may not apply to the degree plan for their intended major due to misalignment of course selection. In addition, students and their parents should understand that all dual credit courses count toward a student's lifetime allotment of federal financial aid. Students are required to submit an application and course(s) request list, official Port Neches-Groves High School transcripts, and official scores on the Texas Success Initiative (TSI) and/or additional scores (ACT, SAT, STAAR, PSAT) in order to be eligible to enroll in courses. Students must meet college readiness standards in certain sections of the TSI depending on the course(s) in which they wish to enroll.

### **Minimum Enrollment**

UT Tyler reserves the right to request a minimum enrollment for each course depending on course demand and availability of UT Tyler faculty. Minimum enrollment requirements may differ among departments depending on staffing needs. Minimum enrollment requirements (if applicable) will be communicated to Port Neches-Groves High School by the end of July 1, 2022.

### **Application Process**

UT Tyler staff will work with the Port Neches-Groves High School administration and school counselor to ensure all paperwork is accurate and completed in a timely fashion for students to engage in the

required orientation and coursework. The deadline for submission of applications, transcripts, placement test scores, and registration forms is August 22, 2022 for the fall 2022 semester and January 9, 2023 for the spring 2023 semester.

### **Course Selection Process**

Port Neches-Groves High School must work with the students and parents to determine appropriate courses. School counselors, parents, and each student should carefully use the dual credit course inventory information and degree plan information based upon the student's intended major provided by UT Tyler to ensure that the courses taken are appropriate for the student's academic and career goals. Port Neches-Groves High School personnel must work with UT Tyler staff and advisors to determine that each student meets the prerequisites for the courses selected. Port Neches-Groves High School should also make sure to discuss with the student and parent that the course is appropriate and aligns with the degree requirements for the student's desired major.

### **Student Services**

The dual credit courses will follow traditional university procedures in faculty selection, course content, course evaluation, transcription of credit, student grading, and student support services. Students will have access to online and on-campus academic support services such as, tutoring, advising, and library resources. Dual credit students are also held to the same university policies regarding academic integrity and behavior as traditional students.

### **Academic Policies**

Regular academic policies applicable to courses taught at UT Tyler must also apply to dual credit courses for Port Neches-Groves High School students. Policies include the appeal process for disputed grades, drop policy, syllabus distribution, academic suspension/probation policies, and grade replacement policies. More information regarding UT Tyler academic policies can be found at <https://catalogs.utt Tyler.edu/en/2020-2021/Catalog/Undergraduate-Academic-Policies>.

### **Dates and Deadlines**

Dual credit students must adhere to the dates and deadlines with regard to application, registration, adding/dropping/withdrawing from courses, and assignments. Pertinent dates and deadlines will be provided on the course syllabus as required by policy. All dates and deadlines for the Academic Calendar can be found on the UT Tyler website at <http://www.utt Tyler.edu/academics/academic-calendar.php>. In addition, tuition due dates and refund policies follow the UT Tyler schedule each semester, which can be found at <http://www.utt Tyler.edu/catalog/tuition/index.php>.

### **Port Neches-Groves High School Instructor/Administrator Training**

All Port Neches-Groves High School faculty acting as facilitators and/or instructor of record for UT Tyler dual credit must attend a required workshop on the UT Tyler campus in order to connect with UT Tyler faculty and receive current information pertaining to the successful operation of UT Tyler dual credit courses. This includes, but is not limited to, Canvas training, entering grades, managing rosters, and college advising. In addition, the Port Neches-Groves High School instructor of record and/or facilitator must provide the content covered in course sections taught by UT Tyler faculty.



### Student Training

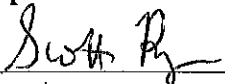
All dual credit students must complete a Canvas course designed exclusively for dual credit students prior to starting any UT Tyler dual credit courses. This orientation will provide important information such as strategies for success as a college student, understanding important policies and procedures for UT Tyler students, navigating in Canvas, contacting your UT Tyler faculty member, understanding higher education vocabulary, offices on campus, resources, and more.

### Timeline for MOU

This agreement shall remain valid for the 2022-2023 academic year or until one or both parties deem it necessary to terminate.

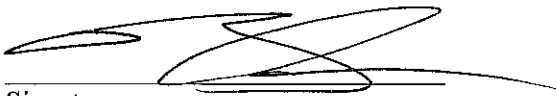
AS SIGNED BY:

**Port Neches-Groves High School  
Representative**

  
Signature

Principal  
Title


5/6/22  
Date

  
Signature

H.S. Curriculum Coordinator  
Title

5-6-22  
Date

**The University of Texas at Tyler Representative**

  
Signature

Provost and EVP for Academic Affairs  
Title

5/6/2022  
Date

Signature

Title

Date

College Course	Port Neches-Groves High School Equivalent Course	College Credit Hours	Tuition	Duration of course	Delivery Method*
			\$99 per credit hour (\$X, total)		
ENGL 1301	College Comp I	3	\$297	Fall	1
ENGL 1302	College Comp II	3	\$297	Spring	1
ENGL 2322	Engl Lit to the 1780s	3	\$297	Fall	1
ENGL 2323	Engl Lit 1780s to Present	3	\$297	Spring	1

Appendix A: PORT NECHES-GROVES HIGH SCHOOL Courses and Delivery methods:

**Delivery Methods**

1. ***Port Neches-Groves High School Campus:*** A credentialed Port Neches-Groves High School instructor teaches the course on the Port Neches-Groves High School campus and serves as the Instructor of Record. These courses are offered during Fall, Spring, or Year-Long terms. Some courses could be available during Summer terms.
2. ***Online or Hybrid Dual Credit (UT Tyler faculty):*** Online or hybrid dual credit course taught at the Port Neches-Groves High School with UT Tyler faculty as instructor of record and Port Neches-Groves High School teacher as facilitator/coach. This method also includes hybrid courses with online content and face-to-face requirements at either Port Neches-Groves High School or college campus. These courses are offered in Fall, Spring, or Year-Long terms. Some courses could be available online during Summer terms.