

**Memorandum of Understanding for UT Tyler Dual Credit Program**  
**The University of Texas at Tyler and [REDACTED] Homeschool**

Online courses will be taught by a faculty member at UT Tyler and a parent(s) or guardian(s) at [REDACTED] Homeschool. The UT Tyler faculty will serve as the official instructor of record and will provide the content of the course. The homeschool 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 [REDACTED] Homeschool 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.

### **Funding**

Fees for tuition, required textbooks, and additional course fees (if applicable) for course(s) for the 2023-2024 academic year are the responsibility of the student/homeschool. The student/school 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 [REDACTED] Homeschool. As noted in Texas statute, a 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 high school transcripts, and official scores on the Texas Success Initiative (TSIA) 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 [REDACTED] Homeschool by November 30, 2023.

### **Application Process**

UT Tyler staff will work with the [REDACTED] Homeschool parent(s) and guardian(s) 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 December 1, 2023.

### **Course Selection Process**

[REDACTED] Homeschool students and parent(s)/guardian(s) will determine appropriate courses, 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. [REDACTED] Homeschool personnel must work with UT Tyler staff and advisors to determine that each student meets the prerequisites for the courses selected. [REDACTED]

Homeschool should also make sure to discuss with the student 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 [REDACTED] Homeschool 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 <http://www.uttyler.edu/catalog/>.

### **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 <https://www.uttyler.edu/academics/academic-calendar/>. In addition, tuition due dates and refund policies follow the UT Tyler schedule each semester, which can be found at <http://www.uttyler.edu/catalog/tuition/index.php>.

### **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 2023-2024 academic year or until one or both parties deem it necessary to terminate upon thirty (30) days prior written notice.

AS SIGNED BY:

 Homeschool

  
Signature

\_\_\_\_\_  
Title

11-6-23  
Date

University of Texas at Tyler

  
Signature

  
Title

11/13/2023  
Date

Appendix A: [REDACTED] Homeschool Proposed Courses and Delivery Methods:

College Course	High School Equivalent Course	College Credit Hours	Tuition	Duration of course	Delivery Method*
PHYS 1303	Introduction to Astronomy	3	\$297	Spring 2024	2
ENGL 2363	World Literature Through the Renaissance	3	\$297	Spring 2024	1
CHEM 1330	Culinary Chemistry	3	\$297	Spring 2024	2

**Delivery Methods**

1. ***UT Tyler Campus:*** A UT Tyler faculty member serves as the Instructor of Record on UT Tyler’s campus and students are responsible for reporting to the location for class meetings.
2. ***Online or Hybrid Dual Credit (UT Tyler faculty):*** Online or hybrid dual credit course taught at the high school with UT Tyler faculty as instructor of record and high school teacher as facilitator/coach. This method also includes hybrid courses with online content and face-to-face requirements at either 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.