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TEXAS WOMAN'S UNIVERSITY

Dual Credit Partnership Agreement
Between
Prestonwood Christian Academy
And
Texas Woman's University

Memorandum of Understanding for Academic Years 2024-2025 and 2025-2026

Texas Woman's University ("TWU") and Prestonwood Christian Academy hereby enter into the following Partnership Agreement, which allows currently enrolled high school students an opportunity to concurrently enroll in college courses at TWU. This Agreement is written in accordance with Title 19, Chapter 4, Subchapter D of the Texas Administrative Code (TAC) pertaining to partnerships between secondary schools and Texas public colleges.

TWU and Prestonwood Christian Academy agree to enter into a partnership to award concurrent course credit. Concurrent credit (dual credit) allows high school students to be awarded both high school and college credit for courses offered by TWU applicable toward a TWU degree. Dual Credit requirements are outlined in the Texas Administrative Code Title 19, Chapter 4, Subchapter D, Dual Credit Partnerships Between Secondary Schools and Texas Public Colleges, § 4.84.

The following conditions apply to this agreement in accordance with Texas Higher Education Coordinating Board rules and regulations, § 4.84:

1. Purpose
    a. The purpose of this agreement is to facilitate the cooperation between the TWU and Prestonwood Christian Academy in the provision of dual credit college courses for qualified students.
2. Eligible Courses
    a. Only courses permitted by 19 TAC, Part 1, CH4, Subchapter D, §4.85 may be used for dual credit, including:
        i. College-level academic courses in the undergraduate course inventory of TWU
        ii. College-level academic courses in the TWU undergraduate core curriculum
        iii. College-level academic courses offered as a foreign language
    b. TWU and Prestonwood Christian Academy will collaborate to optimize course alignment with State-mandated Texas Essential Knowledge and Skills (TEKS) and high school graduation requirements. All instruction and materials used in the dual credit course will be at a level equivalent to those used for equivalent university credit-only courses.

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c. Courses approved for dual credit must be applicable to a TWU undergraduate degree but may not be applicable to an undergraduate degree at another post-secondary institution.

3. Student Eligibility
   a. Prestonwood Christian Academy students who meet all academic and behavioral requirements are eligible to enroll in dual credit courses offered by TWU and the partner district.
   b. Students must meet the following eligibility requirements:
      i. Meet established admissions requirements at TWU as well as appropriate prerequisites for any course.
      ii. Comply with the state-mandated Texas Success Initiative (TSI) requirements.
      iii. Complete the TWU Dual Credit Permission form acquiring the appropriate school and parental signatures.
      iv. Submit payment associated with enrolling in a dual credit college course(s).
   c. Students are required to demonstrate college readiness by achieving the minimum passing standards under THECB rule:
      i. College Readiness or Exemption
         1. Texas Success Initiative Assessment (TSIA) ***or***
            a. Minimum Reading Score of 351
            b. Minimum Math Score of 350
            c. Writing score of 340 & 4 on the essay ***or*** less than 340 ***and*** ABE LVL 4 ***and*** 5 essay.
            d. TSIA2 minimum Math 950; or less than 950 and Diagnostic Level 6
            e. TSIA2 minimum English Language Arts & Reading (ELAR) 945 M/C and 5 Essay; or less than 945 M/C and Diagnostic Level 5, and 5 Essay.
         2. SAT administered prior to March 5, 2016 (combined 1070 with minimum of 500 on critical reading and/or math) ***or***
         3. SAT administered on or after March 5, 2016 (EBRW 480 and/or math 530) ***or***
         4. ACT (composite score of 23 with minimum of 19 on English and/or math) ***or***
         5. Algebra II STAAR EOC (4000) ***or***
         6. English III STAAR EOC (2000)
      ii. Dual Credit Waiver
         1. Reading and/or Writing
            a. English II STAAR EOC (4000) ***or***

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b. PSAT (combined score of 107 with minimum of 50 on critical reading ***or***
c. PLAN composite score of 23 with a 19 or higher in English ***or*** an English score of 435 on the ACT-Aspire.

2. Mathematics
   a. Algebra I STAAR EOC (4000) plus a passing grade in Algebra II course ***or***
   b. PSAT (combined score of 107 with minimum of 50 on math ***or***
   c. PLAN composite score of 23 with a 19 or higher in mathematics ***or*** a mathematics score of 431 on the ACT-Aspire

d. Home school and private school students are eligible to enroll in dual credit courses under the same provisions and college readiness requirements.
   i. Students who attend dual credit courses on the TWU campus are advised to obtain a TWU student ID card.
   ii. Comply with the bacterial meningitis requirement.
e. Students must demonstrate behavioral eligibility by exhibiting appropriate levels of maturity and social behavior necessary for enrollment in a college-level course.

4. Student Expectations and Responsibilities
   a. General
      i. Students enrolling in dual credit courses should understand that dual credit courses are college courses in all respects. The curriculum and instructional methods will be the same as used in college courses of the same nature at the TWU main campus.
   b. Costs
      i. Students enrolling in dual credit courses through TWU must pay all associated dual credit tuition and fees according to the tuition and fee pay schedule identified on the academic calendar. Failure to meet the payment deadline may result in all registered courses being dropped and additional fees assessed for reinstatement.
      ii. Dual credit students are responsible for all costs associated with enrolled courses, including textbooks and other required course materials. Open Education Resources (OER) may be considered in each course offered.
      iii. Students who qualify for Free Lunch Program in the district may be eligible for tuition and fee waivers through TWU for up to six (6) semester credit hours with written documentation each academic term.
   c. Registration and Withdrawal
      i. It is the responsibility of the student to complete all requirements and forms necessary for registration before the identified deadline. It is also the responsibility of the student to complete the registration process for

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identified dual credit courses in which the student plans to enroll each term.

ii. If a student wishes to withdraw from a dual credit course, they must complete the required add/drop form and prior approval and required signatures from dual credit instructors, high school counselor, and the identified university official. Dual credit students are subject to the deadlines identified by the TWU academic calendar.

iii. Dual credit students are exempt from SB 1231 which limits the number of withdrawals of undergraduate students to a total of six (6) courses.

iv. Readiness measures are subject to change according to the Texas Higher Education Coordinating Board rule.

5. Instructional Calendar
    a. Dual credit courses offered on the partner high school campus will follow the TWU academic calendar and administrative policies for reporting and grading.
6. Location of Class
    a. Dual credit courses will primarily be taught at the partner high school or other mutually agreed upon facility.
    b. Dual credit courses may be taught on one of TWU's campuses when appropriate.
7. Student Composition of Classes
    a. Dual credit courses offered at Prestonwood Christian Academy must be comprised solely of dual credit students and may not include high school students not enrolled in dual credit courses.
        i. Dual credit courses may be comprised of dual credit students and College Board Advanced Placement students; however, the dual credit curriculum must take precedence.
        ii. Dual credit courses must have a minimum of five (5) students for class enrollment each semester.
    b. Dual credit courses will be scheduled in accordance with the dual credit institutional policy, with exceptions to those approved by the Vice Provost for Curriculum and Strategic Initiatives at TWU.
8. Faculty Selection, Supervision, and Evaluation
    a. The instructors for a dual credit course may be employed by TWU. The TWU instructor for dual credit must meet credential requirements of TWU and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Instructors shall submit a letter of interest, all official transcripts, and required employment applications to TWU academic colleges prior to employment.
    b. Instructors will be supervised and evaluated by their academic department with the same standard as regular adjunct faculty and be subject to classroom visitation and instructional and outcomes assessment.
    c. Instructors are required to attend the annual TWU Instructors Training.

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   d. Instructors will be paid according to the dual credit instructional rate identified in the dual credit policy and are expected to meet the same work requirements as regular TWU adjunct faculty.

9. Course Curriculum, Instruction, and Grading
   a. TWU will ensure that a dual credit course and the corresponding course offered at the main campus of the college are equivalent with respect to the curriculum, materials, instruction, contact hours, course maximum, and method/rigor of student evaluation, regardless of the student composition of the class.
   b. All dual credit course instruction and materials, including TWU approved textbooks, must be identical or of the same standard as those used for the same course offered at the TWU main campus. Open Educational Resources (OER) may be available for dual credit courses offered.
   c. Students will be expected to meet all requirements of the dual credit course and will receive letter grades on their TWU transcript.
   d. If a student wishes to appeal a grade, they must follow the TWU grade appeal policy as outlined in the undergraduate catalog.
10. Academic Policies and Support Services
   a. TWU academic policies will apply to dual-credit students. These policies include, but are not limited to, the appeal process for disputed grades, the TWU drop policy, the communication of grading policy to students, the syllabus distribution schedule, etc.
   b. Dual credit students may utilize the same support services that are available to other TWU students including but not limited to academic advising, career counseling, disability services for students, learning resources (e.g. TWU libraries, electronic resources), and student success services (e.g. tutoring services, academic coaching).
   c. Senate Bill (SB 25) requires that dual credit students file a degree plan with the University no later than the end of the second regular semester immediately following the semester in which the student earned a cumulative total of 15 or more credit hours.
   d. Advising pre-enrollment will be conducted by the assigned Prestonwood ISD counselor and post-enrollment advising can be done by the coordinator of academic transitions at TWU.
11. Transcription of Credit
   a. TWU will transcript college credit awarded immediately upon the student's completion of course requirements and the submission of final grades by the dual credit instructor.
   b. Students are responsible for requesting official transcripts from TWU to ensure accuracy of transcript grade and high school grade.
12. Funding

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a. The State funding for dual credit courses will be available to both Prestonwood Christian Academy and Texas Woman's University as provided under TAC Chapter 4, Subchapter D, Section 4.85 (i).

13. Other Provisions
    a. A TWU representative will provide the district with a final grade report for all students enrolled in dual credit courses for the academic year or as needed upon request.
    b. As needed TWU will provide the district with data and reports related to the dual credit program and ongoing student success.
    c. As needed Prestonwood Christian Academy will provide Texas Woman's University with requested data as needed and available regarding students in the dual credit program.
    d. Prestonwood Christian Academy will host a dual credit meeting for incoming TWU dual credit students prior to their first enrollment as a TWU dual credit student.
    e. A Prestonwood Christian Academy counselor or representative will attend a minimum of one (1) dual credit professional development a year for program updates and review of University policies and procedures.
14. General
    a. All provisions of the Agreement are subject to change if or as the Texas Higher Education Coordinating Board rule is amended.
    b. Agreements will be reviewed and renewed every two years for the duration of the partnership or at the request of the school district.
15. Termination of Agreement
    a. It is agreed that either Party may terminate this Agreement effective thirty (30) days after the receipt of written notification.

SIGNATURES ON FOLLOWING PAGE

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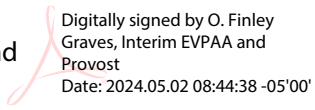
Approval Signatures:

Prestonwood Christian Academy	Texas Woman's University
DocuSigned by: 5889CBFBDF6F4B9...	O. Finley Graves, Interim EVPAA and Provost  Digitally signed by O. Finley Graves, Interim EVPAA and Provost Date: 2024.05.02 08:44:38 -05'00'
G. ALAN MONK Printed Name	Dr. O. Finley Graves
TREASURER Title	Interim Executive Vice President for Academic Affairs and Provost
4/26/2024 | 10:12 AM CDT Date	Date