



**LAMAR STATE COLLEGE PORT ARTHUR
AND
PORT ARTHUR INDEPENDENT SCHOOL DISTRICT FOR MEMORIAL
HIGH SCHOOL AND MEMORIAL CAREER AND TECHNOLOGY
EDUCATION (CATE)**

DUAL CREDIT MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) describes the Lamar State College Port Arthur (LSCPA) and Port Arthur Independent School District for Memorial High School (MHS) and Memorial Career and Technology Education (CATE) Dual Credit Partnership and is valid for mutually agreed-upon courses. Students who participate in the Dual Credit Partnership (the Partnership) may concurrently receive high school and college credit upon satisfactory completion of the requirements of the courses.

- I. Eligible Courses, Coursework, and Instruction
 - A. Three types of courses shall be offered under this MOU.
 1. Courses contained in the LSCPA transfer CORE Curriculum;
 2. College-level technical courses part of approved Associate of Applied Science (AAS) degree or certificate programs and described in the current edition of the *Workforce Education Course Manual*.
 3. Courses within the following rubrics contained in the *Lower Division Academic Course Guide Manual (ACGM)*: ACCT (Accounting); BCIS (Business Computer Information Systems); BUSI (Business); COSC (Computer Science); and CRIJ (Criminal Justice).
 - B. The course for which college credit is awarded shall provide advanced academic instruction beyond, or in greater depth than, the essential elements.
 - C. Instruction and materials for dual credit courses conducted at MHS or CATE must be at the equivalent level of the instruction and materials used for the identical course if the course were taught on the LSCPA campus.
- II. Student Eligibility Requirements
 - A. Potential students shall be enrolled in high school and shall have approval of the high school principal or other school official designated by the school superintendent.
 - B. Within the limits mandated by state law, current state testing regulations, and

LSCPA requirements, the selection of students who want to participate in the dual credit partnership will be left to the discretion of MHS or CATE administrators, faculty, and school counseling staff.

- C. High school students must meet requirements for admission to LSCPA and achieve college-readiness standards (when applicable).
- D. The number of courses taken by each student in a semester is at the discretion of the Director of Dual Credit Programs, the student, and the MHS or CATE administrators, faculty, and school counseling staff.
- E. Students must be registered prior to the official census date (12th class day in the fall and spring semesters and 4th class day for summer terms).

III. Location and Student Composition of Classes

- A. Dual credit courses can be taught on-line, on-campus, or at MHS or CATE by faculty employed by LSCPA or by faculty employed by MHS.
- B. Dual credit courses designed for academic transfer will be composed solely of students enrolled for college credit and/or advanced placement credit.
- C. Career and technical education dual credit courses identified as part of an approved Associate of Applied Science (AAS) degree or certificate program may also include high school students pursuing high school credit only.
- D. If dual credit courses taught on the high school campus by MHS or CATE faculty include students receiving high school credit only or advanced placement credit only, a copy of the syllabus, assignment requirements, and schedule for the students receiving high school credit or advanced placement credit only must be submitted to the Director of Dual Credit Programs by the census date (12th class day in the fall and spring semesters and 4th class day for summer terms).

IV. Faculty Qualifications, Selection, Supervision, and Evaluation

- A. Instructors of academic transfer courses must meet the guidelines for faculty qualifications of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). MHS or CATE instructors who are designated as college faculty must provide official transcripts to LSCPA to demonstrate their qualifications to teach at the collegiate level. Transcripts must be provided directly from the university to LSCPA and must not bear the phrase "issued to student."
- B. Instructors of career and technical education courses must have work experience in the field and appropriate academic preparation per LSCPA guidelines.