



TEXAS TECH UNIVERSITY

From here, it's possible.

## Dual Credit Partnership Between TTU Online and TTU K-12 Memorandum of Understanding

This Memorandum of Understanding (MOU) establishes the requirements under which high school students from **Texas Tech University K-12 (TTU K-12)** may be allowed to enroll in college-level self-paced courses offered through **Texas Tech Online (TTU)** and receive college credit and high school credit simultaneously.

### A. Purpose

This agreement will give full-time students at TTU K-12 an opportunity to earn a high school diploma and a college degree in six years through enrollment in the new TTU K-12 College Preparatory Academy. Students would also have the option to take individual dual-credit courses.

### B. Eligible Courses and Course Materials

1. Courses offered for dual credit must be identified by TTU as core academic courses, field of study, foreign language courses, or workforce education courses leading to a workforce certificate program.
2. All dual-credit course instruction and materials, including TTU-approved textbooks, must be identical to those used for the same courses taught on TTU campuses.
3. Public universities may not offer remedial and developmental courses for dual credit.
4. See "Attachment A" Crosswalk for courses offered through Texas Tech University.

### C. Student Eligibility

1. Must be a currently enrolled, full-time TTU K-12 High School student.
2. Demonstration of Academic Eligibility:

Students must demonstrate college readiness by meeting the established TSI Assessment benchmarks or qualify for an exemption. Below are the TSIA benchmarks that are valid 5 years from the date the benchmark was met:

**TSI Initial assessment benchmarks: Assessments taken before 1/11/21.**

- Mathematics: a minimum score of 350
- Reading: a minimum score of 351
- Writing: a minimum score of 340 on the multiple-choice section with an essay score of 4-8 **or** a score less than 340 on the multiple-choice section, a diagnostic level of 4-6, and an essay score of 5-8

**TSIA2 revised assessment benchmarks: tests taken on or after 01/11/21:**

- Mathematics: a minimum score of 950 or less than 950 and a diagnostic level 6
- ELAR (English language arts, writing and reading): a minimum score of 945 on the multiple-choice section with an essay score of 5-8, or less than 945 on the multiple-choice section, a diagnostic level of 5 or 6, and an essay score of 5-8

**A student shall be exempt from taking the TSIA if the student met the following benchmarks before 2/15/23:**

- scored an ACT college prep assessment composite score of 23 with a minimum of 19 on the English test. With these scores, the student shall be exempt from both Reading and Writing sections of the TSIA.
- scored an ACT college prep assessment composite score of 23 with a minimum of 19 on the mathematics test. With these scores, the student shall be exempt from the Math section of the TSIA.
- taken the SAT administered March 2016 and later and earned a minimum score of 530 in Mathematics shall exempt the Math section of the TSIA.
- served for at least 3 years preceding enrollment, is a veteran, on active-duty, or a student who is or has served as a member of a reserve component of the U.S. armed services.
- transferred from another institution having satisfactorily completed college-level coursework; or
- enrolled in a certificate program of one year or less (Level One certificates) at a public institution.

**A student shall be exempt from taking the TSIA if the student meets the following benchmarks on or after 2/15/23:**

- a combined score of 40 on the English and Reading (E+R) tests shall be exempt for both reading and writing or ELAR sections of the TSI Assessment.
- A score of 22 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no composite score.
- Scores from both the ACT administered prior to February 15, 2023, and the ACT administered after February 15, 2023, are allowable if the benchmarks set forth in the first two bullets of this list are met.

- taken the SAT administered March 2016 and later and earned a minimum score of 530 in Mathematics shall exempt the Math section of the TSIA.
  - taken the SAT administered March 2016 and later and earned a minimum score of 480 on the Evidence-Based Reading and Writing test for an exemption in the reading and writing sections of the TSIA.
  - served for at least 3 years preceding enrollment, is a veteran, on active-duty, or a student who is or has served as a member of a reserve component of the U.S. armed services.
  - transferred from another institution having satisfactorily completed college-level coursework; or
  - enrolled in a certificate program of one year or less (Level One certificates) at a public institution. Student Access to TSIA Scores
3. To be eligible for dual-credit courses, high school students must have a minimum high school grade point average (GPA) equivalent of "B" or higher (3.0 on a 4.0 scale) as certified by the high school principal or counselor.
  4. To remain eligible, students must complete each course with a minimum grade of "C"
    - a. If a student fails to make a "C" or higher in each course attempted, they will not be permitted to register for one semester. The student will be eligible to reenroll after a break of enrollment for one semester and after gaining approval through their high school advisor.
  5. To be eligible for dual-credit courses, high school students must exhibit the maturity and social behavior control necessary to be engaged in relevant course content conversations. Students with prior disciplinary or attendance problems, as defined by The Texas Education Code, section 25.92 Minimum Attendance for Class Credit, are not eligible to enroll in college classes.

#### **D. Location Of Class**

Dual-credit classes are taught online asynchronous and are self-paced.

#### **E. Student Composition**

College courses taught for dual credit may be composed of:

- Dual-credit students only

#### **F. Faculty Selection, Supervision, and Evaluation**

1. The university shall select instructors for dual credit courses. These instructors must be regularly employed faculty members of the college or

must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges) and approval procedures used by the college to select faculty responsible for teaching the same courses at the main campus of the college.

2. The university shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus.
3. All instructors must meet the minimum requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
  - a. The university shall select, supervise, and evaluate instructors for courses that result in the award of college dual credit.
  - b. Instructors must meet the same standards, review, evaluation, and approval procedures the university uses to select faculty responsible for teaching the same courses on campus.

#### **G. Course Curriculum, Instruction, and Grading**

1. The university shall ensure that a college course taught for dual credit is equivalent to the corresponding course offered on campus concerning the curriculum, materials, instruction, method, and rigor of student evaluation. These standards must be maintained regardless of the student composition of the class.
2. College courses for dual credit must meet the appropriate contact hours required for each course.
3. The only official grades currently assigned at TTU are mid-term and final course number grades. All course-grading conventions are stipulated in each instructor's course syllabus. Students are responsible for managing their status in their college course(s) and reporting progress to their advisor. Students may obtain their current grade or course standing by the gradebook method outlined in their course syllabi. Grades provided by students should only be used as an academic check for intervention purposes and to monitor student success.
4. If a student wishes to appeal a grade, they must follow the TTU grade appeal/change of grade policy as published in the current TTU Student Handbook.

#### **H. Academic Policies and Student Support Services**

1. Regular academic policies applicable to self-paced courses taught at TTU also apply to college courses taught for dual credit. These policies include syllabus

distribution, communication of grading policies to students, conflict resolution, and final course grade challenges.

2. See “Attachment B” for detailed information in the Self-Paced Courses Program.

### **I. Transcription of Credit**

1. For dual credit courses, college credit will be transcribed at the end of the academic year in which the student's successful completion of the course(s) has occurred. Students are responsible for requesting an official transcript from TTU to be sent to the high school to ensure the accuracy of the transcript grade and high school grade.
2. TTU is responsible for maintaining a dual credit student's college transcript. All courses will be identified on the college transcript as college-level courses.
3. The local ISD is responsible for maintaining the student's high school transcript.

### **J. Funding**

Applicable state funding for dual credit courses will be available to TTU K-12 based on the current funding formula in statute and TEA funding rules.

### **K. Responsibilities**

#### **1. TTU K-12 Responsibilities**

- a. Verify student eligibility and student enrollment information to TTU Online.
- b. Provide academic advising services, admissions counseling, enrollment information, and semester course scheduling.
- c. Assist students with scheduling TSI Assessments.
- d. Appoint an “instructional coach” to provide academic support and communications for self-paced dual-credit courses.
- e. Certify that each course offered for dual credit meets the Texas Essential Knowledge and Skills (TEKS) requirements of a high school course for graduation, as specified by the Texas Education Agency.
- f. Students transferring degree credit to TTU are eligible for degree credit for the courses listed in the attached Academic Crosswalks (Attachment A) under this Agreement. Although not covered by this Agreement, transfer of additional coursework may be possible.
- g. Provide communication regarding TTU dual credit/self-paced courses and procedure updates.
- h. Post information about the Program and dual credit opportunities on the TTU-

K12 website.

- i. TTU K-12 is responsible for determining dual credit course costs for district students, invoicing, and collecting payment from students or guardians.
- j. TTU K-12 will pay TTU for each dual credit course a full-time student completes within (30) calendar days of receipt of the invoice date.

2. **TTU Responsibilities**

- a. TTU will ensure that all its courses related to this Agreement are taught by qualified faculty holding appropriate and acceptable degrees and/or credentials as outlined by the Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC”) Comprehensive Standards or appropriate regional accreditation standards.
- b. TTU will ensure that all dual credit courses are equivalent to the curriculum, materials, attendance requirements, instruction method, and rigor offered at the university’s main campus. The quality and rigor of the dual credit courses will be sufficient to ensure student success in subsequent courses.
- c. TTU will provide contact information for a TTU coordinator to TTU-K12 and will update this information as personnel changes occur. The coordinator will be responsible for providing support to TTU-K12 personnel as needed as well as keeping them abreast of any changes or additions to the catalog of available courses
- d. TTU will communicate midterm grades each semester for students to the ISD.
- e. At the end of each semester, a TTU representative will submit a final grade report for TTU K-12. This report will include both numeric and letter grades for the students.

3. **Mutual and coordinated responsibilities.** The parties agree to:

- a. Point of Contact. To designate an individual responsible for maintaining the Agreement as a central point of contact.
  - (1) TTU designee: Brian Still, Ph.D., (806) 742 – 5944, brian.still@ttu.edu
  - (2) TTU-K12 designee: Scott Lucas, M.Ed., (806) 834-1085, scott.lucas@ttu.edu
- b. Communication and marketing. To cooperate in communicating information about this Agreement.
- c. Course and Academic Crosswalks.
  - i. The Crosswalks in Attachment A outline the course-by-course equivalency of courses and/or specific programs. Crosswalks outlining additional courses approved after the initial execution of this Agreement will be added and identified as updates or amendments to this document and signed by the approving personnel of each party.

## L. General Terms

1. Costs. TTU K-12 agrees to reimburse TTU Online for the cost of the self-paced courses in the amount:
  - a. \$1014 per 3 credit hour course
  - b. \$1352 per 4 credit hour course
  - c. \$1690 per 5 credit hour course
2. Term. This Agreement begins on the date of last signature and expires five (5) years from that date.
3. Extension. The parties may extend this Agreement for up to five (5) optional one (1) year terms, if they agree in writing at least sixty (60) days prior to the expiration date or the expiration of the then current extended term.
4. Termination. Either party may terminate this Agreement early upon one hundred and twenty (120) days prior written notice to the other party.
5. Consequences of Termination. If the Agreement is terminated early, neither party has any obligation toward the other upon the effective date of termination, except that the parties agree to permit any students already enrolled at TTU under the terms of this Agreement to graduate.
6. Use of Data. Throughout the term of this Agreement, and upon termination, each party shall be solely responsible for data in its possession, and neither party shall have the authority to access, use, or disclose transferred data for purposes other than those outlined in this Agreement. The parties agree to abide by applicable laws with respect to access, use, disclosure, and/or disposal of data.
7. Family Education Rights and Privacy Act ("FERPA"). Both parties acknowledge a legal obligation to maintain the confidentiality and privacy of its student records in accordance with applicable law and regulations, specifically FERPA. Both parties agree to comply with all FERPA requirements and safeguard student information.
8. Governing Law. This Agreement and all the rights and obligations of the parties hereto will be construed, interpreted, and governed by the laws of Texas. Lubbock County, Texas, will be the proper place of venue for any legal action or proceeding arising out of this Agreement or enforcement of any provision in this Agreement.
9. No waiver of sovereign immunity. The parties specifically agree that neither the execution of the Agreement by TTU nor any other conduct, action or inaction of any

representative of TTU relating to the Agreement constitutes or is intended to constitute a waiver of TTU's or the state's sovereign immunity to suit

10. No assignment. Neither this Agreement, nor any rights or obligations are assignable or transferable unless the parties agree in writing.
11. Entire Agreement; Modifications. The Agreement supersedes all prior agreements, written or oral, between LCU and TTU and will constitute the entire agreement between the parties regarding the subject matter hereof.
12. Amendments. No modification or amendment to this Agreement will become valid unless agreed to in writing and signed by both parties. All amendments must be signed by the same person who signed this original Agreement or their successor(s).
13. Notice. Formal notice under this Agreement must also be written and delivered to the person or department named below: (1) by hand delivery, (2) by United States mail, or (3) by email. Notice will be effective upon physical delivery of the notice by messenger service; or four (4) business days after the date of mailing by certified mail, return receipt requested; or upon acknowledgement of notice by the email recipient, either by return receipt or reply email. If no email receipt or reply has been received by the sender within one (1) business day from emailing the notice, the notice is deemed incomplete, and sender must send notice by messenger or certified mail.



**If to TTU:**

Texas Tech Online  
1901 University Avenue  
#501  
Lubbock, TX 79410

**With a copy to:**

Texas Tech University  
Procurement Services  
Attn: Contracting  
PO Box 41094  
Lubbock, TX 79409  
contracting@ttu.edu

**If to TTU-K12:**

Texas Tech University – K12  
Attn: Superintendent  
Box 45095  
Lubbock, TX 79409

This Agreement shall take effect upon execution by all signatories.

IN WITNESS WHEREOF, the Institutions hereto have caused this Agreement to be executed by their authorized officers on the last day and year written below.

**Signatures:**

**Texas Tech University**

**Lawrence Schovanec**

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Lawrence Schovanec, Ph.D.  
President  
Jul 11, 2024

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Date

**Ronald Hendrick**

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Ronald Hendrick, Ph.D.  
Provost  
Jul 11, 2024

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Date

**Texas Tech University-K12**

**Brian Still**

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Brian Still, Ph.D.  
Vice Provost  
Jul 11, 2024

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Date

**Scott Lucas**

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Scott Lucas, M.Ed.  
Superintendent  
Jul 11, 2024

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Date

## Attachment A – Crosswalk: TTU-K12 School District to Texas Tech University

TTU Self-paced Courses	SCH	TTU K-12 Equivalent	C022 Service ID	HS credits	Focus Master
<b>English</b>	<b>9</b>				
ENGL 2311 - Technical Writing	3	Research and Technical Writing	03221100	0.5	F1003
ENGL 2388 - Film Studies	3	Independent Study in English	03221800	0.5	F1005
ENGL 2307 - Intro to Fiction	3	Literary Genres	03221500	0.5	F1007
<b>Math</b>	<b>21</b>				
MATH 1330 - Business PreCalc	3				
MATH 1331 - Business Calculus	3				
MATH 1320	3	Algebra 2	03100600		
MATH 1451 - Calculus I	3				
MATH 1452 - Calculus II	3				
MATH 2300 - Statistical Methods	3	Statistics	03102530		
MATH 1300 - Contemporary Mathematics	3				
<b>Life and Physical Science</b>	<b>23</b>				
BIOL 3320 - Cell Biology	3	Specialized Topics in Science	03060300	0.5	F1010
ZOOL 3303 - Basic Pathophysiology	4	Pathophysiology	13020800	1	
ZOOL 2404 - A & P II	4	Specialized Topics in Science	03060300	1	
NS 1410 - Science of Nutrition	3	Lifetime Fitness and Nutrition	13024500	0.5	F1012
NS 2310 - Science of Food	3	Advanced Culinary Arts	13022650	2	
NS 2380 - Cultural Aspects of Food	3	Special Topics in Social Studies	03380002	0.5	
NS 4220 - Medical Terminology	3	Medical Terminology	13020300	1	
<b>Language, Philosophy, and Culture<sup>3</sup></b>	<b>18</b>				

ARAB 1501 - Arabic I	5	Arabic I	03110100	1	
SPAN 1501 - Span I	5	Spanish I	03440100	1	
SPAN 1502 - Span 2	5	Spanish II	03440200	1	
CHIN 3306 - Chinese Lang & Culture	3	Special Topics in Language and Culture - Chinese	11410000	0.5	F1014
<b>Creative Arts<sup>4</sup></b>	<b>6</b>				
<b><i>Choose One from the Following:</i></b>					
MUSI 1300 - Creating the Critical Listener	3	Music Appreciation IA	03155600	0.5	F1016
MUSI 2309 - Survey of Popular Music	3	Music Appreciation IB	03155600	0.5	F1018
<b>History</b>	<b>9</b>				
HIST 2300	3	US History 1A	03340100	0.5	F1020
HIST 2301	3	US History 1B	03340100	0.5	F1022
HIST 2310 - Texas History	3	Special Topics in Social Studies	03380002	0.5	
<b>Political Science</b>	<b>12</b>				
POLS 1301	3	Government	03330100	0.5	F1024
POLS 2306 - Texas Government	3	Special Topics in Social Studies	03380002	0.5	
POLS 2371 - Comparative Politics	3	Special Topics in Social Studies	03380002	0.5	
POLS 2361 - International Politics	3	Special Topics in Social Studies	03380002	0.5	
<b>Plant and Soil Sciences</b>	<b>3</b>				
PSS 2310 - Floral Design	3	Floral Design	13001800	1	
<b>Speech<sup>6</sup></b>	<b>0</b>				
<b>Major Courses</b>	<b>0</b>				
<b>Semester Credit Hours Transferred</b>	<b>101</b>				

## **Attachment B – Description of TTU Online Self-Paced Course Program**

A self-paced course is exactly what it sounds like – a course that students can complete at their own pace. These courses offer flexibility, allowing learners to progress through the material at a speed that suits their individual schedules and learning styles. At TTU Online, self-paced courses are accessible to students for 180 days (approximately six months) after payment is received. Within this period, students can complete the course as quickly as they wish. The open enrollment policy at TTU Online means that students can register for a course at any time, without the constraints of traditional enrollment deadlines or specific start dates.

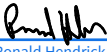
The self-paced courses at TTU Online are meticulously developed by Texas Tech University faculty, ensuring a high standard of education. Upon successful completion of all coursework, students are eligible to receive an official Texas Tech University transcript, which can be valuable for future educational or professional pursuits.

However, it's important to note that self-paced courses, also referred to as correspondence courses, are not included in the Department of Education's definition of regular university or college enrollment. Consequently, students enrolled in self-paced courses are not eligible for financial aid, including Pell Grants or student loans. As a result, all self-paced courses at TTU Online require 100% self-payment.

Moreover, enrollment in a TTU Online self-paced course does not grant you official Texas Tech University student status. This means students are not entitled to certain benefits associated with being a Texas Tech University student. These benefits include access to sporting events, student health services, assistance from various campus offices and departments, and official affiliation status. Additionally, completion of these courses does not confer alumni status, and participants will not be eligible for alumni benefits.

**Signature:**   
Scott Lucas (Jul 11, 2024 14:50 CDT)

**Email:** scott.lucas@ttu.edu

**Signature:**   
Ronald Hendrick (Jul 11, 2024 22:23 CDT)

**Email:** ron.hendrick@ttu.edu

**Signature:**   
Brian Still (Jul 11, 2024 20:31 CDT)

**Email:** brian.still@ttu.edu

**Signature:**   
Lawrence Schovanec (Jul 11, 2024 22:54 CDT)

**Email:** lawrence.schovanec@ttu.edu