



**Dual Credit Partnership Memorandum of Understanding**  
**Academic Years: 2024-2025 and 2025-2026**  
**Lewisville Independent School District**

This Dual Credit Partnership Agreement between North Central Texas College (NCTC or the college/College) and the Independent School District (ISD) is designated to allow high school students to earn high school and college credit (workforce or transfer college-level courses).

This agreement is written in accordance with Texas Administrative Code (TAC) Title 19, Part 1, Chapter 9, Subchapter H pertaining to partnerships between secondary schools and public two-year colleges as well as TAC Title 19, Chapter 4, Subchapter D concerning dual credit.

**PROGRAM GOALS**

Dual credit partnership goals align with the statewide goals collaboratively developed between Texas Higher Education Coordinating Board (THECB) and Texas Education Agency (TEA). These goals provide guidance to institutions of higher education (IHEs) and independent school districts (ISDs) on components that must be in place to ensure quality dual credit are provided to Texas high school students. College and School agree to post the MOU on their respective websites.

Statewide Goal	Partnership Goal	Strategy
<p><b>STATEWIDE GOAL 1:</b>  <i>ISD's and IHEs will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.</i></p>	<p><b>Partnership Goal 1:</b>            Documentation summarizing collaboration and outreach efforts of IHE and secondary school partners will be readily available and posted.</p>	Secondary school partners and IHE dual credit webpages reflect the most current dual credit program information including enrollment policies and FAST information. IHE Dual Credit Success Coaches hold Parent/Student information sessions at various times throughout semesters prior to students enrolling in dual credit. IHE provides secondary school partners marketing brochures, posters and pathway information.
<p><b>STATEWIDE GOAL 2:</b>  <i>Dual Credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.</i></p>	<p><b>Partnership Goal 2:</b>            Enrollment analysis in and persistence through postsecondary education coursework gathered and reviewed by both secondary school partners and IHE.</p>	IHE provides enrollment data for secondary school partners based on semester by semester and year by year information for their review and to use in determining coursework moving forward.
<p><b>STATEWIDE GOAL 3:</b>  <i>All dual credit students will receive academic and college readiness advising and will have access to student support services to bridge them successfully into college course completion.</i></p>	<p><b>Partnership Goal 3:</b>            Secondary school partners provide IHE Dual Credit Success Coaches an area designated for face to face advising and assisting with locations of support services for students.</p>	IHE provides dual credit student visits by Success Coaches to secondary school and access to support services including, but not limited to libraries, electronic library resources, tutorial services, academic accommodations, assessment, admissions, and academic advisement. Email links to all services are provided to students and secondary school advisors as well as posted in the learning management system, Canvas.
<p><b>STATEWIDE GOAL 4:</b>  <i>The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses</i></p>	<p><b>Partnership Goal 4:</b>            IHE ensures that dual credit courses offered on any campus and taught by embedded or full-time faculty are equivalent in curriculum, materials, instruction, method and rigor.</p>	All faculty teaching dual credit courses are required to meet the same standards, reviews, and approval procedures used by the IHE. Faculty attend professional development opportunities provided by the IHE throughout the year.

**1. ELIGIBLE COURSES**

Dual credit courses must be identified as:

- a. College-level academic courses in the current Lower Division Academic Course Guide (ACGM) or as college-level workforce education courses in the current Workforce Education Course Manual

- (WECM), but limited to those which lead directly to a certificate or degree in a program offered by NCTC
- b. NCTC Core Curriculum and Foreign Language courses
  - c. The college and ISD shall collaborate to determine the course offerings for their students.
  - d. Each ISD will transfer offerings into a course crosswalk accompanying the Memorandum of Understanding (MOU). Course crosswalks can be revised yearly throughout the term of the MOU.
  - e. The college shall approve all courses in the dual credit program before implementation.
  - f. Developmental courses are not offered for dual credit

## 2. **STUDENT ELIGIBILITY REQUIREMENTS**

- a. A high school student (9<sup>th</sup>-12<sup>th</sup> grades) is eligible to enroll in dual credit courses if the student:
  - i. Demonstrates college readiness by achieving the Texas Success Initiative ("TSI") minimum passing standards as set forth in 19 Texas Administrative Code § 4.57 on relevant assessment instrument section(s) approved by the THECB in 19 Texas Administrative Code § 4.56
  - ii. Demonstrates that the student is exempt under the TSI provisions as set forth in 19 Texas Administrative Code § 4.54.
- b. A high school student is also eligible to enroll in academic and/or Level II workforce dual credit courses if they achieve the minimum score for TSI college readiness in reading, writing, and/or mathematics as set forth in 19 Texas Administrative Code § 4.85 on other approved assessments for dual credit student eligibility requirement.
- c. A high school student is eligible to enroll in workforce education dual credit courses in a postsecondary Level I certificate program, or a program leading to a credential of less than a Level I certificate, at a public junior college or public technical institution and shall not be required to demonstrate college readiness or dual credit enrollment eligibility.
- d. All students enrolled in secondary public (accredited or non-accredited), private, or home school are required to demonstrate college readiness or demonstrate a TSI exemption or submit another approved dual credit eligibility assessment.

*Student eligibility scores (TSIA2/EOC/ACT/SAT) are subject to change throughout the term of the MOU based on Texas law or regulations.*

- e. Students must have a high school minimum grade point average (GPA) equivalent of a "C" or higher to be eligible for academic or CTE dual credit courses.
  - i. To remain eligible for dual credit courses each semester, students must complete each course with minimum grade of "C"
  - ii. Should a student fail to make a "C" or higher in each course attempted, they will not be permitted to register for one long semester. The student will be eligible to reenroll after a break of enrollment for one long semester and after gaining approval through their high school counselor; Summer I and Summer II constitute a long semester.
- f. Student requirements to be eligible in a Dual Credit Fire/EMT program are based on Fire/EMT Advisory Board decisions: general GPA, submissions of recommendation, few discipline or attendance issues and clinical site requirements. Each ISD selection process will specifically be related to the Advisory Board requirements, but not limited to and posted on the ISD webpage.

- i. To remain eligible in the Fire/EMT program, students must complete each course with a numeric grade of a 75 or higher.
  - ii. Should a student fail to make a 75 or higher in each course the student will be removed from continuing in the program.
  - iii. Should a student receive complaints from partnering Fire Departments, EMT Units or Clinical Sites as described in the FIRE/EMT Handbook they will be administratively removed from continuing in the program. If the student is a FAST recipient the ISD will remain responsible for paying all costs.
- g. Students with prior disciplinary or attendance problems, as defined by The Texas Education Code, Section 25.092 Minimum Attendance for Class Credit, are not eligible to enroll in college classes.
- h. Students must meet all regular College prerequisite requirements designated for a course

### 3. **ADMISSION REQUIREMENTS**

The ISD shall submit to NCTC all required admission documents in a timely manner to ensure student enrollment.

- a. Application for admissions
- b. Current high school/college transcript
- c. Official test scores or proof of exemption for non CTE courses
- d. Bacterial Meningitis Immunization for face to face classes at NCTC or Dual Credit Fire/EMT Program
- e. Dual Credit Registration Form

### 4. **DUAL CREDIT LOADS**

High School students may enroll in the number of classes appropriate to their needs with an institutional upper limit of 18 hours per long semester, with the understanding that a load of 12 hours per long semester should be considered advanced by most metrics for Dual Credit students. Dual credit programs will assist the ISD students in successful transition to and acceleration through postsecondary education.

### 5. **DUAL CREDIT COURSE LOCATIONS**

- a. Dual-credit classes may be taught on the ISD campus, online, NCTC campus, or another mutually agreed upon location.
- b. It is the ISD or student's responsibility to provide transportation to the location where classes are being held.
- c. NCTC classes at the high school that contain a "lab" component will have the same equipment, specifications and consumables provided as the college would. Before a lab course can be offered at the high school, the designated NCTC Division Chair or Dean will evaluate the proposed "lab" location to ensure it meets the college minimum standards. The high school will be responsible for maintaining the upkeep and storing consumables and non-consumables related to the "lab" course.
- d. High school classrooms where NCTC faculty are sent in to teach dual credit courses, the ISD will ensure the classrooms are:
  - i. Located in an area promoting a college environment with minimized disruptions
  - ii. Available for the entire allotted instructional class time

- iii. Equipped for college level instruction with computer equipment or docking abilities, projection, and internet access that aligns with the college and State of Texas standards to ensure comparable delivery of instruction as on a college campus.
- e. Security will be provided for students and college staff by the ISD when classes are held at a high school campus.
- f. Security will be provided for students and college staff by NCTC when classes are held at an NCTC campus.
- g. Any ISD location where dual credit courses are held, the district will appoint a designated liaison who will act as a contact in regards to facilitate support for faculty, supplies and general communication with students.
- h. Dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught via distance education, NCTC shall comply with TAC Title 19, Part 1, Chapter 2, Subchapter J (relating to Approval of Distance Education for Public Institutions).

**6. STUDENT COURSE COMPOSITION**

- a. Dual credit courses at the ISD may include only dual credit students or both dual and college credit students if taught on NCTC campus or online.
- b. All dual credit embedded courses must have a minimum enrollment of 15 students. Workforce CTE courses may have exceptions to the minimum number of students as they are limited by space and teacher-to-student ratio for safety.

**7. FACULTY SELECTION, SUPERVISION AND EVALUATION**

- a. Potential instructors shall submit employment applications and official transcripts to NCTC Human Resources prior to employment.
- b. All faculty must be interviewed by NCTC personnel before consideration is given to allow them to teach dual credit.
- c. It is the policy and practice at NCTC to ensure that all faculty possess the appropriate academic preparation, training, and experience to teach in a community college setting. All faculty at NCTC will meet or exceed the minimum credentialing requirements of accrediting bodies and state agencies. This policy applies to all full-time and adjunct faculty on all campuses and in all learning environments (e.g. on-line, face-to-face, off-campus, etc.). A district may want to contact NCTC for clarification on qualifications prior to making offers to ISD faculty members to determine if the individual meets SACS credentialing standards. If questions arise in areas of credentialing, the Dual Credit Department or Division Administration can be contacted for clarification.
- d. All NCTC faculty and employees who will have direct contact with students will pass the criminal history background check and requirements of Texas Education Code 22.0834, and will provide any information needed by the ISD to run said criminal history check. Reimbursement for fingerprinting will be paid by the ISD after the faculty member provides the original receipt to the district before the last day of August for Fall semester and before the last day of January for the spring semester.
- e. Embedded faculty members employed on a full-time basis with the ISD, who teach a dual credit course under the MOU inside or outside of their ISD regular duty hours are considered employees of NCTC for the purpose of the dual credit course and must adhere to all college instructional and administrative procedures as outlined in the NCTC Employee Handbook or as directed by their NCTC Division Chair.

These include, but are not limited to:

- i. NCTC department approved text or OER
  - ii. NCTC approved course syllabi
  - iii. Follow NCTC calendar
  - iv. Timely submission of certified rosters within NCTC deadlines
  - v. Timely submission of midterm and final numeric and letter grades for both 8-week and 16-week courses within NCTC deadlines.
  - vi. Participation in professional development
  - vii. Participation in department meetings
  - viii. Evaluations by NCTC supervisors, including classroom visitation in the same manner as other regular NCTC faculty.
  - ix. Use the college learning management system Canvas
- f. The College may remove and/or replace any Instructor who fails to meet the College procedures and requirements.
- g. NCTC will pay the ISD a flat stipend rate for embedded classes. Embedded classes are sections taught by ISD teachers with appropriate credentials to be employed by NCTC.
- i. \$1,950 for an embedded instructor's first class section, per semester with 15 students or more
  - ii. \$1,450 for each embedded instructor's sections after the first with 15 or more students per semester
  - iii. \$500 for each embedded instructor's section after the first with 10-14 students per semester.
  - iv. Below 10 students the section will not make

**8. COURSE CURRICULUM, INSTRUCTION AND GRADING**

NCTC shall ensure that a dual credit course offered at a high school is at least equivalent in quality to the corresponding course offered at an NCTC campus with respect to academic, rigor, curriculum, materials, instruction and methods of student evaluation. These standards must be upheld regardless of the student composition of the class, location and mode of delivery.

**9. ACADEMIC AND STUDENT SUPPORT SERVICES**

Advising

- a. The College shall provide dual credit students with access to services and facilities that college students have on the College's campuses.
- b. The ISD and the College shall establish common advising strategies and terminology related to dual credit and college readiness, provide for endorsements described by Texas Education Code § 28.025(c-1), and identify tools to assist school counselors, students, and families in selecting endorsements and college courses offered by the College.

ADVISORS: ISD Liaison: Designated Counselor or College and Career Specialist  
NCTC Dual Credit Success Coach

- c. The College shall require a student enrolled in a dual credit course to file a degree plan with the college no later than the second regular semester's end or term immediately following the semester or term in which the student earned a 15 or more cumulative semester credit hours total for dual credit courses successfully completed by the student.
- d. ISD Campus Liaisons will be employed and paid by NCTC.
  - i. Fall Semester liaisons at Lewisville, Marcus, Flower Mound High Schools and Tech West Career Center

- ii. Spring Semester liaisons at Lewisville, Marcus, Flower Mound, High Schools Tech West Career Center, Killough and Harmon High Schools
- e. ISD Campus Liaison will
  - i. Maintain webpage for Designated Campus with information related to NCTC Dual Credit processes
  - ii. Schedule parent/student information sessions
  - iii. Communicate via email, telephone and social media with parents/students
  - iv. Schedule and assist students with Apply Texas applications
  - v. Attend scheduled liaison meeting if requested
  - vi. Assist the District's testing coordinator in scheduling and administering the TSIA2 assessment
  - vii. Maintain activity log/calendar of all dual credit events for review of NCTC Administration or SACSCOC
  - viii. Work with NCTC Dual Credit Success Coach to ensure students are ready to register by gathering all essential documents
  - ix. Work with NCTC Director of Dual Credit to schedule course offering for each upcoming semester/year

#### Career Services

The college center for student career services is dedicated to helping students explore college majors and associated careers, research employers, and prepare for interviews.

#### Learning Tools

- a. Each campus provides a learning center to extend learning beyond the classroom. Those include libraries, study aids, tutoring and testing centers.
- b. Dual credit students are eligible to utilize the same comparable academic and instructional support services that are afforded college students such as counseling, advising, disability services and library resources, which can be accessed online or in person on an NCTC campus.
- c. Students will have access to internet and library through the ISD and on all college campus locations.

### **10. DISABILITY SERVICES**

- a. NCTC is dedicated to providing the least restrictive environment for all students and promotes equity in academic access by providing reasonable accommodations as required by the Rehabilitation Act of 1973, Title V 504 and 508, the Americans with Disabilities Act of 1990 and the American with Disabilities Amendment Act.
- b. Student accommodations or services approved and provided by the ISD are not transferable to the college or the college course.
- c. Students with disabilities are encouraged to register with an NCTC campus Office for Students with Disabilities (OSD) as early as possible to help ensure accommodations are in place before the semester start. Students request accommodations for a disability in a College course must contact the College's Disability Services Office each semester to register for or renew accommodations for College courses. Seeking college accommodations is the student's responsibility. If the student does not make a request for accommodation and actively participate in the accommodation discussion as needed, the student will not receive an accommodation.
- d. Instructors must receive an approved accommodation letter via College email before students can use their College-approved accommodation in the Instructor's course.

## **11. STUDENT EXPECTATIONS and RESPONSIBILITIES**

- a. A Dual Credit course is a college course in all respects. The curriculum and teaching methods are the same as used in other college courses.
- b. All NCTC college courses whether face to face or online require the use of the college learning management system Canvas as well as additional programs to complete course requirements. Therefore, students will need technology in order to access the systems. Should the student have a device (computer, tablet or laptop) checked out by the ISD, they will need to ensure the appropriate programs are accessible.
- c. While taking courses through NCTC, the student must adhere to all College policies and regulations contained in the college catalog, student handbook, and course syllabus.
- d. Students will be responsible for completing a Title IX module in the learning management system Canvas.
- e. To prepare for college course assignments, all college students should expect to invest at least as much time out of class as in class reading and studying. All students should schedule more study time when they have an exam or when projects are due.
- f. High school courses may not address the same controversial issues or subject matter as a college course, so Dual Credit students should be prepared to participate in adult/college level class discussions.
- g. The students should not expect to repeat work, receive extra credit or do additional work in order to improve a grade.
- h. High school extra-curricular activities may conflict with Dual Credit courses. Parents and students should seriously discuss priorities before and during enrollment in a dual credit course. Students are responsible for all materials related to the course whether or not they are in class the day the information is given or the assignment is made. Students will need to talk to their instructor about arrangements for receiving handouts, classroom information, obtaining lecture notes, or turning in work.
- i. Students requesting special accommodations while enrolled in dual credit courses must schedule a meeting with the NCTC Office for Students with Disabilities (OSD) prior to the beginning of the semester they are enrolled in.
- j. Students must maintain a "C" or better in each Academic or CTE course to continue in the dual credit program the following semester. Specialty programs such as Fire/EMT and Cosmetology require a numeric grade of 75 or better in each course, each semester to continue in the program the following semester.

## **12. ATTENDANCE**

- a. Dual credit students are expected to attend class. Students must follow the instructor's attendance policy as outlined in the course syllabus. If students will be out of class for an official school function, the high school must notify the NCTC instructor prior to the absence. Students must also notify the instructor prior to the absence and should be aware that approval of make-up work is at the instructor's discretion.
- b. Generally speaking, colleges do not distinguish between an excused or unexcused absence, an absence is defined as "a student not being in class."

- c. Missing more than one week of class will negatively affect student's grade. NCTC instructors reserve the right to withdraw students from courses for excessive absences. Students should be aware of the instructor's policy as stated in their syllabus.
- d. Students who miss more than one week of class due to high school suspension, assignment to alternative education and/or expulsion may be withdrawn from the college course.
- e. NCTC should be notified if a student is assigned to alternative education or suspension.

**13. WITHDRAWAL FROM COURSES**

- a. If a student wishes to withdraw from a dual credit course, they must first discuss the matter with their high school counselor. It is the high school's responsibility to place the student in an alternative high school course to ensure necessary credits for high school graduation.
- b. Dual credit students are exempt from Texas Education Code Section 51.907 that limits the number of withdrawals of college students to 6 total courses during their undergraduate career.
- c. It is the student's responsibility to submit an official withdrawal form to NCTC if the high school grants permission by the college published deadline each semester.

**14. TRANSCRIPTION OF CREDIT**

- a. NCTC shall transcribe the respective credit immediately upon a student's completing the required course.
- b. NCTC will communicate letter and numeric midterm and final grades each semester for students to the ISD.
- c. If a student wishes to appeal a grade at the end of a semester, they must follow the NCTC grade appeal/change of grade policy as published in the NCTC Student Handbook deadline.
- d. The local ISD is responsible for maintaining the student's high school transcript.
- e. School districts are responsible for creating a crosswalk of course equivalency for each high school course and its associated college course, including number of credits that may be earned for each course offered as dual credit.
- f. The approved course crosswalk will be published on the high school website each academic year and the college will post a link to each ISD's high school dual credit webpage.

**15. Tuition, Fees, Textbooks and Supplies**

Dual Credit Financial Aid for Swift Transfers (FAST) Students (does not apply to private or homeschool students):

- a. NCTC will pay tuition for all students identified as educationally/economically disadvantaged by ISD PEIMS code 01, 02 or 99 within 4 years of taking a dual credit course and confirmed by THECB based on TEA data.
- b. ISD's will be responsible for checking the PEIMS 01, 02 or 99 status for FAST students over the 4-year period prior to taking dual credit.
- c. FAST applies to all semesters a student is eligible to enroll: Fall, Winter, Spring, May and Summers.

- d. NCTC will pay textbook costs for students identified as educationally/economically disadvantaged by ISD PEIMS code 01, 02 or 99 within 4 years of taking a dual credit course and confirmed by THECB based on TEA data.
- e. The ISD will be responsible for FAST students' supplies, plus any additional fees for specialty programs such as Cosmetology and Fire/EMT.
- f. It is possible THECB may locate additional students who were FAST eligible based on TEA data and as a result the ISD will be required to cover costs they are responsible for.
- g. It is possible based on TEA data THECB may deny FAST students the ISD identified as eligible and as a result either the student or ISD will be responsible for all costs.
- h. FAST students are NOT eligible to apply for NCTC Scholarships

Traditional Dual Credit Students:

- a. Any dual credit student not identified as a FAST recipient will pay the following tuition rate based on residency:

Cooke County Residents	\$25 per college credit	One 3 credit course such as HIST 1301 = \$75
Graham Residents	\$35 per college credit	One 3 credit course such as HIST 1301 = \$105
All Other Areas	\$55 per college credit	One 3 credit course such as HIST 1301 = \$165

- b. Students will pay all appropriate fees and purchase instructional support materials unless otherwise agreed upon by the ISD and college. Students will be responsible for textbooks and required course supplies for all courses including specialty programs.
- c. Traditional dual credit students are expected to pay in full or set up a payment plan at the time of registration.
- d. Failing to make payment may result in courses being dropped and reinstatement not guaranteed.
- e. ISD's and students must follow specified dual credit registration and payment procedures. Procedures and deadlines may be different than for non-dual credit students.
- f. Traditional Dual Credit students are eligible to apply for NCTC Scholarships.
- g. Tuition rates are subject to change based on Texas Legislation and NCTC Board of Regents policies.

Third Party Billing or Scholarships:

- a. Schools who pay all or a portion of costs for non-FAST students will be required to notify the Dual Credit Department in writing prior to enrolling students for the academic year in order to ensure students are not dropped from classes for nonpayment.
- b. NCTC will invoice an ISD based on the official day of enrollment. Payment by the school is due within 30 days following the receipt of such invoice.
- c. If payment from the ISD is not received within 30 days after the invoice due date, the student will be responsible for paying their unpaid balance and have a hold on their account preventing registration for future terms

- d. Educational Foundations, Rotaries or Chambers who intend to scholarship a student will need to notify the NCTC Scholarship Department as soon as possible to ensure students are not dropped from enrolled courses.

**16. SCHOOLS HOSTING FIRE/EMT PROGRAM**

- a. ISD and NCTC Fire/EMT Program Director will meet prior to beginning the program to discuss all procedures and requirements for the program.
- b. ISD will provide a classroom for in class teaching and skills necessary for the program.
- c. ISD will provide a locked area near the classroom for storage of all materials and gear students will use during the program. NCTC Fire/EMT Program Director will determine if the area's temperature and space is adequate prior to semester beginning.
- d. Students and parents will be required to attend an information session to ensure they fully understand the requirements to enter the program and the expectations within the program.
- e. Students will be required to follow through with additional program requirements other than the admissions requirements to be eligible to participate in the program.
- f. FAST students are eligible to apply and participate in the program if selected.

**17. CIVIL RIGHTS COMPLIANCE, TITLE IX, COMPLAINTS ABOUT STUDENT CONDUCT AND DISCIPLINE**

- a. The college and ISD have policies and procedures in place to receive, investigate, and promptly resolve student and employee complaints alleging civil rights or Title IX violations. Nothing in the MOU changes each parties' obligations to have in place and to utilize its own complaint resolution processes for students enrolled at the college or ISD including dual credit enrolled students. The College and the ISD shall each cooperate with any investigations conducted by the other.
- b. If a student enrolled in the dual credit program taught at the College engages in conduct that would result in disciplinary action against a College student, the College shall advise the School prior to the finalizing any disciplinary action against the student. However, the College may remove a student from the course or from the premises if the student engages in conduct that is disruptive, dangerous, or threatening to others, without prior communication with the School.

**18. FERPA COMPLIANCE AND DATA SHARING**

- a. If a student is enrolled in a dual credit program, NCTC and the ISD may disclose an education record regarding the student as allowed by FERPA, including 34 CFR § 99.34.
- b. NCTC and ISD acknowledge both are subject to the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, and regulations in 34 CFR 99) ("FERPA"), which federal law and supporting regulations generally address certain obligations of an educational agency or institution that receives federal funds regarding disclosure of personally identifiable information in education records.
  - i. NCTC and the ISD are "school officials" under FERPA and has a legitimate educational interest in personally identifiable information from education records because NCTC:
    - (1) provides service or function for which the District would otherwise use employees
    - (2) under the direct control of the other party with respect to the use and maintenance of education records
    - (3) is subject to the requirement of FERPA governing the use and re-disclosure of personally identifiable information from education records.

- c. The ISD expects and anticipate that NCTC may receive identifiable information in education records only as an incident of service or training that NCTC provides to the ISD or its students pursuant to this MOU.
- d. The ISD acknowledges that, once a student is registered in a College course, the student will be under the Family Educational Rights and Privacy Act (FERPA) post-secondary rules and students are given the privacy rights in their educational records when enrolled in College courses, regardless of their age. Any release of the student's records to parents, legal guardians, or third parties by the College is at the College's sole discretion. However, if the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records send by NCTC to the high school. Additionally, NCTC may disclose personally identifiable information (pii) from the student's education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.
- e. The ISD and NCTC acknowledge that each has a legitimate educational interest in the students' educational records for FERPA purposes. Both shall ensure that its employees and agents comply with these and all other federal and state laws governing the dual credit students' rights to educational records and shall protect student education records against accidental or deliberate re-disclosure to unauthorized persons.

**19. UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL) ELIGIBILITY**

NCTC assumes no responsibility for loss of eligibility for high school students enrolled under this program to participate.

**20. TERM AND TERMINATION**

This MOU will become effective for the Fall 2024 term and remain in effect through Summer 2027. By law NCTC is required to have an active MOU before servicing your dual credit students for Fall 2024. Therefore, please return this MOU prior to August 1 to ensure the ISD's students remain enrolled for the fall semester It is agreed that either Party may terminate this MOU with a written notice to the other party within thirty (30) days of the effective date. In the event of termination mid semester, currently enrolled dual credit students would be permitted to complete their courses for that semester. No new dual credit registrations would be permitted for the current or future terms. Either Party may also terminate this MOU with written notice to the other Party immediately for breach. This MOU may also be terminated by mutual agreement of the Parties.

**21. LEGAL COMPLIANCE**

Both NCTC and the ISD shall operate the dual credit program and perform their obligations under this Agreement in compliance with the applicable federal, state, and local laws, implementing regulations, executive orders, interpreting authorities, and administrative rules and requirements, including, but not limited to, (a) the following federal statutes as may be amended: Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act; Title IX of the Education Amendments of 1974; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act; the Family Educational Rights and Privacy Act of 1974; and Title IV of the Higher Education Act of 1965; (b) the Texas Constitution; (c) Texas Education Code's applicable provisions; (d) state and federal laws regarding the reporting of any and all alleged child abuse, school-related crimes, and sexual molestation of students; (e) state record retention laws; (f) Title 19 of the Texas Administrative Code's applicable provisions, including, without limitation, Chapter 4, Subchapters D and Chapter 9, Subchapter H; (g) TEA guidelines and requirements, including, the Student Attendance Accounting Handbook and the Financial

Accountability System Resource Guide; (h) THECB guidelines and requirements; and (i) the rules, regulations, and requirements imposed by accrediting agencies applicable to either Party including, the Southern Association of Colleges and Schools. The Parties agree to operate the dual credit program in compliance with their respective applicable board policies and procedures.

The Parties agree to a mutual understanding to resolve issues or concerns that may arise in the course of this partnership that involve students, staff, and/or faculty. In the event a conflict or disagreement should arise in the interpretation or implementation of the obligations, terms and responsibilities of the Parties to this MOU, each Party shall designate administrative liaisons for the purpose of resolving concerns at both the campus (liaison must be a Principal or other designated high school campus administrator) and central administrative levels. If resolution is not found through those levels, a request may be made that the matter be handled through the Parties' respective legal counsel(s). If resolution is not found through those levels, a request may be made that the matter be handled by voluntary mediation through a mutually approved mediator within thirty (30) days of the selection of a mediator.

ADDENDUMS SUBMITTED BY ISD UPON RETURN OF THE MOU:

Crosswalk

Third-Party Billing Letter for Fire Program (if applicable)

Individuals signing below on behalf of NCTC and the ISD agree to execute this MOU according to its terms.



Dr. Lori Rapp  
Superintendent, Lewisville ISD

July 23, 2024

Date

*Dr. Bruce King*

Dr. Bruce King  
Provost, North Central Texas College

*July 24, 2024*

Date



## LISD Dual Credit Crosswalk

LISD COURSE	COLLEGE CRS#	NCTC & COLLIN COURSE	Credit Hours
English 3A Dual Credit	ENGL 1301	Composition I	3.0
English 3B Dual Credit	ENGL 1302	Composition II	3.0
English 4A Dual Credit	ENGL 1301	Composition I	3.0
English 4B Dual Credit	ENGL 1302	Composition II	3.0
IS Eng AE American Lit DC	ENGL 2327	American Lit I	3.0
IS Speech Communication AE DC	SPCH 1311 (Collin)	Intro to Speech Communication	3.0
IS Speech Interpersonal AE DC	SPCH 1318 (NCTC)	Interpersonal Speech Communication	3.0
IS Math College Algebra DC	MATH 1314	College Algebra	3.0
IS Math for Business DC	MATH 1324	Math for Business & Soc Sciences	3.0
IS Math Calculus for Business DC	MATH 1325	Calculus for Business & Soc Sciences	3.0
IS Math Contemporary Math DC	MATH 1332	Contemporary Math I	3.0
IS Math Elementary Statistics DC - Actual Name = SRM EL STAT DC	MATH 1342	Elementary Statistical Methods	3.0
IS Math Elementary Statistics DC	MATH 1342	Elementary Statistical Methods	3.0
Precalculus A DC	MATH 2412	Pre-Calculus Math	4.0
Precalculus B DC	MATH 1316	Plane Trigonometry	3.0
IS Math Calculus I	MATH 2413	Calculus I	4.0
Anatomy & Physiology A DC	BIOL 2401	Human Anatomy & Physiology I	4.0
Anatomy & Physiology B DC	BIOL 2402	Human Anatomy & Physiology II	4.0
Economics DC	ECON 2301	Principles of Macroeconomics	3.0
U.S. Government DC	GOVT 2305	Federal Government	3.0
World History DC	HIST 2321	World Civilization	3.0
SPTSS DC	GOVT 2306	Texas Government	3.0
U.S. History A DC	HIST 1301	U.S. History to 1865	3.0
U.S. History B DC	HIST 1302	U.S. History from 1865	3.0
Psychology DC	PSYC 2301	General Psychology	3.0
Sociology DC	SOCI 1301	Introduction to Sociology	3.0
Professional Communication DC	SPCH 1321	Business & Prof Communicaton	3.0



# LISD Dual Credit Crosswalk

<i>Chemistry A DC</i>	CHEM 1411	General Chemistry I (lecture & lab)	4.0
<i>Chemistry B DC</i>	CHEM 1412	General Chemistry II (lecture & lab)	4.0
SCI R&DES BM1 DC	BIOL 1406	Biology for Science Majors (Lecture & Lab)	4.0
SCI R&DES BM2 DC	BIOL 1407	Biology for Science Majors (Lecture & Lab)	4.0
SCI R&DES NBM1 DC	BIOL 1408	Biology for non-Science Majors (Lecture & Lab)	4.0