

Dual Enrollment Partnership Agreement
Academic Years: 2025-26 and 2026-27

Victoria College (VC), an institution of higher education (IHE), in the County of Victoria, in the State of Texas, and the Texas Online Preparatory School (TOPS), TOPS is a no-cost, public online Texas school, that serves students across the state. TOPS online school is affiliated with Huntsville ISD, an independent school district in the State of Texas. The parties agree to enter a partnership to offer dual credit courses to eligible students, which will allow them to earn college credit while simultaneously granting credit toward their high school graduation requirements. This Memorandum of Understanding (MOU) shall be in effect for the academic years listed above unless both parties agree to amend this agreement. The specific responsibilities of Victoria College (VC) and the partnering district are defined in this agreement.

This MOU incorporates by reference all dual enrollment requirements defined in the Texas Administrative Code (TAC) and VC accreditation requirements established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). **Appendix A** details roles and responsibilities for each institution. VC is focused on student success and will work with the high school personnel to select courses that lead to the completion of a degree and/or certificate and are transferable to Texas public four-year institutions.

Definitions: When used in this MOU, the following words and terms shall have the following meaning unless the context clearly indicates otherwise.

- Dual enrollment is a system under which a student is enrolled at multiple educational institutions (a high school [HS] and a public institution of higher education [IHE]). When a dual enrollment system student enrolls in courses, that student earns appropriate course credit from each distinct educational institution that offers the course. Dual enrollment is not equivalent to dual credit.
- Dual credit is a system under which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and the high school. Neither the location nor the course modality determines dual credit qualification. Awarding high school credit is the sole responsibility of the high school.
- Early admissions is a system under which an eligible high school student enrolls in college courses and only earns college credit for the courses.

Student Eligibility: To be eligible for enrollment in a concurrent credit course, the high school student must

- Attend a Dual Credit Information (DCI) session with parents or guardians.
- Meet all requirements for Dual Enrollment (DE) admission to VC as listed in the Guide to Dual Enrollment & Early Admission and the current college catalog, as well as other requirements that may be imposed by the school district.
- Be eligible to participate in the Dual Enrollment Program upon meeting the ISD's current readiness metrics. Recommended minimum passing scores for the Texas State Initiative Assessment 2.0 (TSIA 2.0) established by the Texas Higher Education Coordinating Board (THECB) and other forms of college readiness are listed in **Appendix B**. If a HS is a testing site for TSIA 2.0, the student must complete a TSI Retrieval Form (found on the VC Admissions website) and submit scores to the College Access Department.

- ISDs must establish and share their readiness requirements with VC for registration purposes, **Appendix C**.
- Be enrolled in grades 9-12. This includes the summer before the 9th grade year, with confirmation of passing to the 9th grade.

Course Eligibility and Alignment:

College-level academic courses must comply with the THECB and SACSCOC regulations. Eligible courses must be recognized as college-level academic courses adhering to descriptions and content defined in the current editions of the Academic Course Guide Manual (ACGM) or technical courses listed within the Workforce Education Course Manual (WECM), either leading to marketable skills, awards, certificates, or degrees. The faculty and administration of VC and TOPS have reviewed the curriculum requirements and standards for each college course listed in **Appendix D** and determined that successful completion of the identified courses will provide mastery of the knowledge and skills set out by the TEA for the related high school course(s). This review included the knowledge and skills required by the TEA for high school courses, descriptions from the ACGM, the WECM, and the departmental course syllabi for the college courses.

Eligible courses must provide advanced academic instruction that enables students to master the Texas Essential Knowledge and Skills (TEKS) at a deeper level than the equivalent high school course. Remedial and developmental education courses are not approved for dual credit. For a full list of all dual credit courses offered by VC with dual credit pricing and a guarantee of free educational resources, see **Appendix D**. Each high school retains final authority on the courses offered to its students. Any course not listed in **Appendix D** may have course-related costs and is subject to traditional tuition and fee schedules.

Course Curriculum, Grading, & Transcription of Credit:

Dual enrollment courses will replicate the college courses offered to college credit students, including curriculum, materials, instruction, grading, and rigor. VC will ensure that grading for these courses adheres to the same standards and scale as for all other students. Students enrolled in college courses are considered college students. The College Access Department will send numerical grade reports to the high school regularly throughout 16-week semesters, including mid-term and final course grades. VC will not issue "fail" notices to districts for UIL purposes.

Each student's college transcript will show grades on VC's standard grading scale as outlined in the catalog. VC acknowledges the high school's role in awarding high school credit and agrees that the high school will decide whether to grant high school credit if college credit is not awarded. The high school will transcript the appropriate credit immediately after students complete their courses and will determine how grades impact the high school GPAs. **Accurate PEIMS coding for dual credit classes is the responsibility of each partnering high school and or school district.**

Faculty Selection, Supervision & Evaluation:

VC is responsible for faculty selection, supervision, and evaluation, ensuring that the instructional quality of the dual enrollment program is maintained. Faculty for dual enrollment courses at VC will adhere to the same standards as all other college faculty, meeting the quality and rigor required by SACSCOC. The Executive Vice President, Chief Academic Officer, and the respective dean will select personnel, including regular, adjunct faculty, and public-school teachers, who will be considered adjunct faculty and must comply with departmental policies, such as submitting employment applications, official transcripts, and participating in interviews and evaluations. In compliance with TEC §22.0834, the district must review and obtain appropriate criminal history record information for faculty.

The College will pay the salaries of all dual-credit instructors, even when an instructor is also an employee of the high school. High school dual credit faculty will be compensated according to current college policy for classes meeting minimum enrollment criteria, with compensation for lower enrollments prorated. VC will provide the high school faculty member with course content, curriculum guidelines, materials, and sample syllabi. Faculty will use their assigned VC email address for all official college communications, including grade reporting and access to the Pirate Portal. They are also responsible for reporting absences, verifying rosters, meeting course learning outcomes, accessing Canvas, and completing required reports. Faculty are expected to assist students academically and direct them to appropriate support services. The VC Human Resources office may be contacted for more information on the hiring process.

Location, Size, and Student Composition of Classes:

Courses may be conducted at the college, at the high school(s), a Victoria College center, or online. When the course is offered at the college, the college will provide facilities (a classroom with desks and a place for telecommunications equipment) and other equipment as needed. When the course is offered at the high school, the high school will provide facilities and equipment as needed.

Unless other arrangements have been made, the school district and college agree to the following statements regarding the provision of facilities and communications lines.

- a. When the courses are offered via telecommunications, originating from the college campus and going to a high school campus, the college is responsible for facilities and equipment to deliver the course, and the school district is responsible for ensuring that there are adequate facilities, equipment, and communication lines to receive the course.
- b. For courses offered via telecommunications, originating from the college campus and going to a college center, the college is responsible for the equipment to deliver and to receive the course, and the center is responsible for providing adequate facilities and communication lines to receive the course.
- c. Each site must have a responsible adult serve as a proctor to facilitate instruction in both real-time remote and online classes. The college will not agree to deliver a course to an unsupervised location. The proctor must not be currently enrolled as a dual credit student or in courses they are the proctors for and must be present during the entire class period to supervise the students, distribute instructional materials, proctor exams, report/troubleshoot problems that may occur with the real-time remote equipment, and manage the classroom. The proctor is responsible for obtaining the college class roster from his/her counselor and verifying that it matches the high school's roster. Any changes to the roster must be made within the first two class days and communicated to the college faculty member teaching the class. A handbook and professional development will be provided to all proctors; an agreement must be signed and returned to the College Access Department.
- d. When college science courses are offered at a high school, the high school will ensure students have appropriate access to all available instructional resources and essential technology. The high school must meet the laboratory safety standards and have materials/equipment that comply with the college science program requirements.

- e. When a live course is taught at a site other than the college campus, the class may be composed of dual credit and non-dual credit students. A mixed class may be allowed under one of the following conditions:
 - a. If the course involved is required for completion under the State Board of Education Recommended or Distinguished Achievement High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
- f. The college determines maximum class size and maintains the right to accept or reject new students during the add/drop period.
- g. The high school must ensure that the classroom environment supports college-level learning.

Academic Policies & Attendance Reporting:

Course performance will be recorded permanently on the student's academic record. VC's academic policies, including those related to grade appeals, course drops, attendance, and grading communication, apply to all college courses, including dual credit courses.

The VC academic calendar, which includes student holidays, will govern this partnership agreement. For real-time remote classes sent to remote classrooms, the school district must provide the college with a copy of its calendar, including district holidays, no later than the first-class day of each semester. If the school district's spring break does not align with the college's, dual credit students must follow the college calendar. Dual credit students at VC must also adhere to the college calendar and take final exams as scheduled unless permission for an alternate arrangement has been granted by the college. VC adjunct faculty can submit an alternate schedule to align with the high school calendar, but this must be approved by the division dean before the course begins and is only applicable when courses are taught on the high school campus. The college will attempt to accommodate the district's holiday schedule (excluding spring break) and other school-sanctioned activities by making recorded class sessions available in an alternate format for viewing. However, high school students must comply with the college's attendance policy, and instructors may count students absent if they are not present, regardless of the availability of recorded sessions. Accessing course materials in an alternate format does not count as attendance. Dual enrollment students are responsible for notifying their college instructors if they are expected to miss any classes and are responsible for the attendance policies within the course syllabus.

Student grievance and complaint procedures are outlined in the current catalog and handbook. Dual enrollment students should regularly log into the Pirate Portal to access Canvas, student email, and monitor their registration status, grades, billing statements, and other important educational records.

Student Conduct Policies:

Students must comply with registration, attendance, academic policies, and the code of conduct specified in the VC catalog and student handbook, as well as adhere to the college's academic calendar, including important registration and withdrawal dates and deadlines. Failure to attend classes according to the college schedule, or being suspended, placed in an alternative program, or expelled, may result in losing the opportunity to earn college credit. Any non-instructional issues will be managed according to school district policy, and the district will provide placement for students who withdraw from the course.

Student Support Services:

Dual credit students will receive the same access to academic, career, and transfer advising, as well as disabilities services, technology support, and library resources as other college students. Students needing accommodations must self-report to the Disabilities Advisor, who will provide accommodations in line with Section 504 of the Federal Rehabilitation Act and the Americans with Disabilities Act, without altering the course content. Dual credit instructors must implement these approved accommodations as part of the instruction. When courses are taught at the high school, the Disabilities Advisor will coordinate accommodations with the high school special education counselor. However, it is the responsibility of high school personnel and the student to contact the college's Disabilities Advisor. High school staff will support college personnel with enrollment, registration, and various support services such as pathway advising, Apply Texas, FAFSA, and scholarships, and will provide a computer lab or suitable area for these activities as outlined in Appendix B. Dual enrollment students can access academic support services through VC, including counseling, the Total Learning Center supports, learning assistance, library services, and proctored testing. All VC students, including dual enrollment students, may also use JP's Market food pantry while actively enrolled.

Graduation Recognition:

Graduating dual credit high school students who have completed 18 or more semester college hours at Victoria College will be awarded designated VC Cords that may be worn during the high school commencement ceremony with permission from their high school.

Payment & Financial Support:

Students enrolled in any term are responsible for payment of books, supplies, and/or course material for all courses. Students are responsible for accessing the college's academic calendar, which will include information such as the add/drop deadline and refund policies.

Scholarship opportunities can be found on the VC website. Scholarship awards are visible in students' Pirate Portal accounts.

VC participates in the Texas FAST program, which offers dual credit courses at no cost to qualifying students. Dual credit students not meeting the established criteria for FAST, ISD sponsorship, or taking a course not meeting established criteria for ISD sponsorship or FAST will pay the dual enrollment tuition and fees according to the tuition and fee payment schedule established by Victoria College for the academic year. Ultimately, students are responsible for their tuition and fees.

Invoicing:

Victoria College will invoice the high school or organizations that sponsor students once enrollment is complete, and a letter of intent is on file for the applicable charges. The high school will provide the appropriate payment to be paid net 45 days after the applicable ORD.

Recognition of Higher Education Partner:

The school district will recognize Victoria College as its primary higher education partner when reporting and publicizing high school students' completion of dual credit courses, degrees, or certificates. The school district will recognize Victoria College as its primary higher education partner when the school district advertises and/or publicizes the benefits of or opportunities for dual credit, including but not limited to academic designations, awards received, or tuition saved. The school district is encouraged to collaborate with the Victoria College Marketing and Communication Department on advertising and publicity.

Marketing & Publications:

Marketing and promotion of dual enrollment events and initiatives such as ApplyTexas drives, dual credit information sessions (DCI), FAFSA and Scholarship application assistance nights, and others will be the shared responsibility of both entities.

Title IX of the Education Amendments 1972:

The school district will comply with Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.) and its implementing regulations as stated in the Local Board Policy FFDA – Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence and the School District Title IX policy in resolving incidents and complaints.

Non-Discrimination:

The College prohibits discrimination, including harassment and sexual misconduct, against any employee, applicant for employment, student, or applicant for admission on the basis of any protected class or any other basis prohibited by law. Protected classes at the college include race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law.

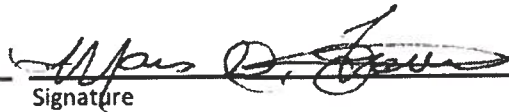
FERPA:

Both entities will adhere to the Federal Family Educational Rights and Privacy Act (FERPA). FERPA Policy guarantees students certain rights with respect to their educational records, including the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Both entities will present information regarding FERPA to students and parents during all presentations and student appointments. Under FERPA, the high school has academic privilege while the student is still in high school. While the student is enrolled in dual credit classes, VC can communicate with high school officials regarding testing, academic records, billing/payments, scholarships, grades, and TPEG.

High school officials will ensure students and parents understand that the instructor works directly with students, as opposed to the type of parent interventions one may be accustomed to at the high school level. Under FERPA guidelines, instructors are not required to discuss student performance or other student-related issues with parents.

Approved by:**Victoria College****School District Superintendent or Designee**

Signature



Signature

Cindy Buchholz

Print name

Marcus D. Forney

Print name

Executive Vice President –Chief Academic Officer

Title

Deputy Superintendent

Title

Date

9/15/25

Date

8/20/25



Appendix A

Course Schedules/Course Planning/Instruction

Victoria College will:

- Communicate with the HS liaison regarding course requests one semester before the term the course is requested.
- Notify dual enrollment students and HS counselor of any IHE closures due to inclement weather
- Email calendars of important dates at the beginning of each semester.

High School will:

- Submit course requests the semester before enrollment is needed. The requests for course(s), day(s), times, and modes must be submitted using the course request document or link sent from the college.
- Email school calendar of events to their assigned college access specialist.
- Follow VC academic calendar which includes student holidays. All DE students are responsible for notifying their college instructor of absences beforehand and following course policies noted in the course syllabus.

Data Sharing

Victoria College will:

- Collect, share, and review program and student data to assess the progress of the HS
- Regularly report course grades to HS counselor throughout 16-week semesters.

High School will: Collect, share, and review program and all student academic records & directory information to assess the progress of the HS

Facilities

Victoria College will:

- Contact the HS before the semester begins to learn where they will report for course instruction if VC course is taught at the HS
- Abide by HS policies as they pertain to dress code and campus safety procedures if VC instructor is teaching at the high school.

High School will:

- Provide VC with the necessary classroom space equipped for college-level instruction, including:
 - *Projector/display equipment*
 - *Multimedia equipment*
 - *Necessary lab & equipment*
 - *Internet access that lifts ISD's firewall restrictions upon request to view*
- Provide VC with technical support contact name and phone number.
- Provide VC instructor with facility rules and safety procedures and protocols, including any VC faculty or student restrictions.

Leadership Team

Victoria College will: Attend leadership meetings that are coordinated by the HS as requested. Include individuals with decision-making authority or someone with quick access to this person. Will ensure that the IHE liaison interacts directly and frequently with the HS campus staff and administrators.

High School will: Develop and maintain a leadership team focused on P-16 Leadership Initiatives that meets regularly to address issues of the DE Program.

Textbooks/Instructional Materials

Victoria College will: Provide the HS faculty members serving as adjuncts or proctors with relevant course materials and sample syllabi.

High School will: N/A

Student Support Services

Victoria College will:

- Assign a designated College Access Specialist to serve as an advisor for DE students.
- The specialist will be responsible for advising, degree planning, and registration of students.
- Provide information to HS about student events and activities sponsored by VC.

High School will:

- Provide times, physical space, and support for HS students to complete the VC enrollment process.
- Review the periodic grade reports and communicate with students regarding support services available and the last day to drop with a Q.
- Promote and inform dual enrollment students about VC events and activities.

Tuition and Fees/Billing

Victoria College will:

- Invoice ISD in a timely manner
- Invoice ISD after the third class day, which is the last day for roster changes for all students enrolled in courses.
- VC will not drop any dual credit students for non-payment if the ISD has stated that they are paying for the courses and has submitted a letter of intent. If a letter of intent is not on file by the Official Reporting Date (ORD), students will be dropped.

High School will: Submit a Letter of Intent to Pay (if applicable) to the Dean of College Access and Community Partnerships. The letter should include the students' first and last names, VC student ID, and the total amount to be paid for each student by the third day of class.

Curriculum

Victoria College will: Provide course-approved content, curriculum guidelines, materials, sample course outlines, and departmental standards set in the approved course syllabus.

High School will: Ensure HS faculty adhere to the college course-approved content, curriculum, materials, outlines, and standards established in the approved course syllabus.

Conduct and Safety

Victoria College will: Share VC policies with HS via VC Student Handbook

High School will: Ensure HS participants are aware of VC and ISD policies and where to review them online.

Marketing & Publications

Victoria College will: Provide marketing support, when appropriate, for events/initiatives such as Dual Credit Information sessions, FAFSA nights, scholarship assistance, and Apply Texas drives.

High School will: Advertise events and initiatives such as Dual Credit Information sessions, FAFSA nights, scholarship assistance, and Apply Texas drives.

Federal Family Educational Rights and Privacy Act

Victoria College will:

- Will adhere to the Federal Family Educational Rights and Privacy Act (FERPA). FERPA policy guarantees students certain rights with respect to their educational records, including the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- Will present information regarding FERPA to students and parents during all presentations and student appointments.
- Under FERPA, the HS has academic privilege while the student is still in HS. While the student is enrolled in dual credit classes VC can communicate with HS officials regarding testing, academic records, billing/payments, scholarships, grades, and TPEG.

High School will:

- Will inform students and parents of the FERPA regulations and the FERPA release.
- Ensure students and parents understand that instructors work directly with students, as opposed to the type of parent interventions one may be accustomed to at the HS level. Under FERPA, instructors are not required to discuss student performance or other student-related issues with parents without a FERPA Release.

Appendix B

Recommended Readiness Test Scores

CAN BE USED BEFORE OR AFTER HIGH SCHOOL GRADUATION	
Description	College Ready Scores
<i>ACT Scores are good for 5 years</i>	
English and Reading	40
Math	22
SAT after and including March 2016 <i>Scores are good for 5 years</i>	
Evidence-Based Reading & Writing	480
Math	530
TSI Assessment 2 - Jan. 11, 2021, and after	
Math	950
Math Score w/ ABE Option	Score <950 and DLM = 6
English, Language Arts, and Reading w/ Essay	945 & 5
English, Language Arts, and Reading w/ Essay	ELAR <945, DLL > 5, Essay 5

Appendix C

Additional Dual Credit Readiness Metrics assigned by Texas Online Preparatory School (TOPS)

Texas Higher Education Coordinating Board (THECB) requires passing college readiness scores for all students who have 15 or more credit hours.

☒

Texas Online Preparatory School (TOPS) will use the recommended standards for placement into college courses for students who have fewer than 15 credit hours

☐ Please list any other college readiness metrics Texas Online Preparatory School (TOPS) will use for student participation in dual credit.

Appendix D

JUMP START to College

Dual Credit Opportunities With Victoria College



3 times more
likely to graduate
in 4 years



Transferable to
Texas public
colleges &
universities



Cost
savings

American History

HIST 1301 HIST 2301
HIST 1302

Communication

ENGL 1301 ENGL 2311
ENGL 1302

Component Area Options

BCIS 1305 SPCH 1311
COSC 1301 SPCH 1315
EDUC 1300 SPCH 1318
MATH 1325

Creative Arts

ARTS 1301 DRAM 1310
ARTS 1303 MUSI 1306
ARTS 1304 MUSI 1310

Electives

ACCT 2301 CRIJ 1301 PSYC 2314
ACCT 2302 CRIJ 1306 SPAN 1411
BIOL 2401 ENGR 1201 SPAN 1412
BIOL 2402 ENGR 1304
BUSI 1301 MATH 2414
COSC 1436 MATH 2415

Government/Political Science

GOVT 2305 GOVT 2306

Language, Philosophy, & Culture

ENGL 2322 HUMA 1301
ENGL 2323 PHIL 1301
ENGL 2327
ENGL 2328

Workforce Training

BMGT 1307 CETT 1349 INTC 1343 PTAC 1410 WLDG 1421
BMGT 1327 EMSP 1160 INTC 1355 PTAC 1432 WLDG 2406
CETT 1302 EMSP 1501 INTC 2336 PTAC 2420 WLDG 2443
CETT 1325 HPRS 2300 PTAC 1302 PTAC 2438
CETT 1341 INTC 1301 PTAC 1308 PTAC 2446

Life & Physical Sciences

BIOL 1322 CHEM 1406 GEOL 1402
BIOL 1406 CHEM 1411 GEOL 1403
BIOL 1407 CHEM 1412 GEOL 1404
BIOL 1408 ENVR 1301 PHYS 1310
BIOL 1409 GEOL 1303 PHYS 1401
BIOL 2404 GEOL 1305 PHYS 1402
BIOL 2420 GEOL 1401

Mathematics

MATH 1314 MATH 1342
MATH 1316 MATH 2412
MATH 1324 MATH 2413
MATH 1332

Social & Behavioral Sciences

ECON 2301 PSYC 2301
GEOG 1303 SOCI 1301

View the High School Dual Enrollment Tuition & Fees in the Victoria College Catalog

(361) 582-2552

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VICTORIA COLLEGE

An Equal-Opportunity Institution