



Home School Dual Credit Partnership Memorandum of Understanding

This Memorandum of Understanding (MOU) establishes the requirements under which home school students may be allowed to enroll in college-level courses at North Central Texas College (NCTC) and receive college credit and high school credit simultaneously.

Philosophy

North Central Texas College offers collegiate level courses for simultaneous college and high school credit for eligible students in its college service area. NCTC promotes access to academic and workforce education courses while ensuring that the content of the courses and the expectations for student performance are truly of a collegiate nature. In areas of transcription, credit, application, or content, Dual-credit courses are not differentiated from other college-level courses.

Student Eligibility

- A. Home School Dual Credit students should meet and maintain all academic and behavioral requirements requisite to basic student performance delineated in the institutional catalog and the student code of conduct in the student handbook and other private school requirements delineated by the State. To be eligible for any dual-credit courses, high school students must exhibit the maturity and social behavior necessary to be enrolled in a college-level course and must maintain that level of maturity and social behavior while enrolled.
- B. To be eligible for dual-credit courses, homeschool students are required to have a minimum high school grade point average (GPA) equivalent of "C" or higher.
- C. To remain eligible, students must complete each college course with a minimum grade of "C."

If a student fails 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. Summer I & Summer II constitutes a long semester.

Dual Credit Loads

- A. 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 without appropriate approval according to NCTC's student handbook. A load of 12 hours per long semester should be considered advanced by most metrics for Dual Credit students.

Student Responsibilities

General

- 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. Students will be expected to conduct themselves as a college students, and follow regular academic policies applicable to courses taught at the college's campuses also apply to Dual Credit courses. 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.
- B. 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.
- C. 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.
- D. The instructor is available to answer any questions a student may have. If students have any concern about their performance in the course or are not sure of an assignment, the student should speak with the instructor.
- E. The student should pay careful attention to the instructor's system for assigning grades. The instructor's grading system is covered in the course syllabus which is distributed at the beginning of each course.
- F. The students should not expect to repeat work in order to improve a grade.
- G. The students should not expect to do extra work to bring up a low grade.
- H. The students should not expect to receive extra credit for attendance.
- I. While taking courses through NCTC, the student must adhere to all college policies and regulations, contained in the college catalog, student handbook, class schedule, and course syllabus.

Attendance

- A. Dual credit students are expected to attend class. Students must follow the instructor's attendance policy as outlined in the course syllabus. Students must 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.

Withdraw Policies

- A. Dual Credit students are exempt from Senate Bill1231 that limits the number of withdrawals of college students to 6 total courses during their undergraduate career.
- B. It is the student's responsibility to submit an official Dual Credit withdrawal form to the NCTC Admission/Registrar's office by the published deadline.

Costs

- A. Students enrolling in dual-credit courses must pay all tuition and fees according to the tuition and fee payment schedule established by North Central Texas College upon registration based on the approved tuition and fees schedule for each year.
- B. Failing to make payment may result in course being dropped and additional fees assessed for reinstatement. Students are not guaranteed reinstatement.
- C. All dual-credit students are responsible for purchasing their own textbooks and other required course materials.

Provision of NCTC Services

Student Access and Services

- A. NCTC will provide dual credit students full access to NCTC libraries and electronic data bases at the same levels as all students.
- B. Upon request, NCTC will provide tutorial assistance on the college campus or online academic advising and counseling.

Eligible Courses and Course Materials

- A. Courses offered for dual-credit must be identified by NCTC as core academic courses or workforce education courses leading to a workforce certificate program.

 Dr. Andrew Fisher
 Provost
 North Central Texas College

____/____/____

 (Name)
 Educational Representative and Responsible
 Person for the Administration of Home School
 Program

 (Print Name)
 Educational Representative and Responsible
 Person for the Administration of Home School
 Program

Print full name of student(s):

