

DUAL CREDIT PARTNERSHIP MEMORANDUM OF UNDERSTANDING (MOU)

Between

HILL COLLEGE

And

COVINGTON INDEPENDENT SCHOOL DISTRICT

In accordance with the Texas Administrative Code and Texas Higher Education Coordinating Board (Chapter 4, Subchapter D, Dual Credit Partnerships between Secondary Schools and Texas Public Colleges), Hill College offers college-level academic and workforce career and technical education course options to independent school districts (ISDs) for dual credit. After the appropriate college-level courses are approved for dual credit, high school students meeting Hill College requirements may register in the courses to receive college and high school credit simultaneously, thus developing a bridge between secondary and postsecondary education (TEC 28.009; TAC C-1). To facilitate effective communication between each respective ISD and Hill College, each party to this agreement will appoint a contact person to coordinate all activities related to dual credit. Communications with Hill College regarding dual credit should be directed to the college's dual credit representative.

Dual Credit Admission/Registration. Students, upon written permission of the high school principal (or designee), may apply for dual credit admission. Dual credit students must submit the following documents prior to registration: Hill College Dual Credit/Concurrent Permission Form, high school transcript, qualifying college readiness scores, official college transcript(s) from any other colleges attended prior to registration.

1. Eligible Courses

- A. All courses offered for dual credit by Hill College will be either college-level academic courses, identified from the current edition of the Texas Higher Education Coordinating Board Lower-Division Academic Course Guide Manual or college-level workforce career and technical education courses, identified from the current edition of the Workforce Education Course Manual.
- B. A college course offered for dual credit must be: (A) in the core curriculum of the public institution of higher education providing the credit; (B) a career and technical education course; (C) a foreign language course; or (D) a college pathway course that satisfies specific degree plan requirements leading to the completion of a board approved certificate, Associate of Arts, Associate of Science, Associate of Applied Science, or Field of Study.
- C. Developmental or remedial courses may not be offered for dual credit. ISD is encouraged to partner with Hill College (as required by House Bill 5, 83rd Texas Legislature) to develop and provide courses in college preparatory mathematics and English language arts to prepare student for success in entry-level college courses (See HB 5 MOU and College Connect below)
- D. The ISD will work closely with the Hill College dual credit representative to ensure that the college offers sufficient requested courses and/or sections. The feasibility of offering specific courses will be negotiated by Hill College and high school personnel. (TAC C-4)
- E. A complete list of dual credit courses taught within this school district, as well as a crosswalk, will be maintained

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at least a 2.0 to remain in good standing and demonstrate satisfactory performance in college-level coursework. Students who do not achieve satisfactory progress will be placed on scholastic probation for the next long semester and may be registered provisionally. Credit will be awarded according to state, local, and institutional policies in effect at the time of registration.

3. Location of Classes

- A. Dual credit courses may be taught on one of Hill College's campus/centers, online, through distance learning, or on the high school campus. [TAC 19, Part 1, Chapter 4, Subchapter D, 4.85(c)]
- B. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit/concurrent credit courses taught electronically, Hill College shall comply with applicable rules and procedures relating to distance education and off-campus instruction. In addition, dual credit courses taught electronically shall comply with the Texas Higher Education "Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically" and Hill College's standards for distance education courses.

4. Composition of Class

- A. Courses offered on any Hill College campus/center will be open to both eligible dual credit high school students and college credit students.
- B. Dual credit classes planned at any approved off-campus site in collaboration with the appropriate college faculty, staff, and local high school personnel will be available to dual credit students only and only if the number of dual credit students is justifiable.
- C. Only under the rare circumstances listed below will classes at an approved off-campus site such as a high school be permitted to include both dual credit students and non-dual credit high school students. Such mixed classes may be allowed under one of the following conditions:
 - i. If the course involved is required for completion under the State Board of Education High School Program graduation requirements and the high school is otherwise unable to offer such a course;
 - ii. If the mixed class is limited to high school honors students, College Board Advanced Placement or International Baccalaureate, dual credit/concurrent students, and/or regular college credit students, all of whom will be taught the college-level course. Students not registered for college credit by the official census date of the class will not be awarded college credit.
 - iii. If the course is a career and technical/workforce education course and the high-school credit-only students are eligible to earn articulated college credit.
- D. It is the responsibility of the ISDs' high school principal to certify to Hill College that the requirements for class composition have been met, and it is the responsibility of Hill College to verify that classes taught follow this section. Further, should it be determined that this section has been violated, at the sole discretion of Hill College, Hill College may deny credit to any single student and/or all students who participated in an unapproved mixed class.

5. Faculty Selection, Supervision, and Evaluation

Faculty for a dual credit course will be approved and employed by Hill College. The instructor must meet credential requirements of Hill College and minimum requirements as specified by the Southern Association of Colleges and

- C. Textbooks should be identical to those approved for use by Hill College. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of Hill College and the vice president of student learning and success. Other instructional materials for dual credit/concurrent courses must be identical or at an equivalent level to materials used by Hill College.
- D. Courses which result in college-level credit will follow the standard grading practices of Hill College, as identified by college policy, and as identified in the appropriately approved course syllabus. The grades used in college records are A (excellent), B (above average), C (average), D (below average), F (failure), I (incomplete), W (withdrawn), WC (withdrawn COVID). The lowest passing grade is D. Grade point averages are computed by assigning values to each grade as follows: A= 4 points, B = 3 points, C= 2 points, D = 1 point, and F = 0 points. Grading criteria may be devised by Hill College and the ISD to allow faculty to award high school credit only or high school and college credit depending on student performance.
- E. Faculty, who are responsible for teaching dual credit/concurrent classes, are responsible for keeping appropriate records, certifying census date rosters, providing interim grade reports, certifying final grade reports at the end of the semester, certifying attendance, and providing other reports and information as may be required by Hill College and/or the School District. Faculty and students of dual credit classes are expected to use the LMS for Hill College and/or the approved LMS for the ISD for all grades, reports, assignments, etc. Academic Policies and Student Support Services Hill College.
- F. It is the policy and procedure of Hill College to provide reasonable accommodation for qualified students with documented disabilities. Hill College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations to afford equal educational opportunity and enable participation in and benefits from educational programs and activities. Students must provide appropriate documentation, complete an accommodation request form and submit it to the Academic Advising and Success Center. Every effort will be made to identify needs and provide reasonable academic accommodations needed.
- G. If for any reason, it becomes necessary for a student who has registered for a Hill College class to withdraw or drop from the class, Hill College and the ISD agree it is the responsibility of the student to officially withdraw or drop the college course.
- H. A student may add or drop a course prior to the official census date for the course. Students who drop before the official college census date will not receive a grade; tuition and fees will be refunded according to the Hill College approved refund schedule.
- I. A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the last day to withdrawal a class of a term as designated in the college academic calendar. Dual credit students attending class on or off campus may initiate a drop, withdrawal resignation form through the Hill College Dual Credit Office or Advising and Success Center. If attending class off campus at a high school, the student should notify his/her high school representative and complete the form. A student who discontinues class attendance and does not officially withdraw from the course on or before the last day will receive the earned grade for the course based on the grading criteria identified in that course's syllabus. This grade will go on the student's permanent high school and college transcripts. (TACC-6)
- J. If at the end of a semester there are overdue books or materials belonging to a Hill College library, each library will take steps consistent with their policies and procedures to ensure that the past due books and/or materials are returned as expediently as possible. Upon return of the material to the lending library, the student's account will be cleared of any obligation.

table below, Hill College agrees to charge only non-FAST-eligible students' tuition and have waived all fees for all dual credit students as indicated on the Hill College website. The Hill College Board of Regents reserves the right to change the policies and procedures of Hill College without notice, including tuition and fees in accordance with the cost of instruction and state laws. The ISD agrees to pay for the cost of textbooks and required course supplies for all FAST-eligible students.

FAST-Eligible Students - Economically Disadvantaged	Non-FAST-Eligible Students
Tuition = \$0 per credit hour	Tuition = \$55 per credit hour
Fees= \$0 per credit hour	Fees= \$0 per credit hour
Books= Paid by ISD	Books= Paid by student/ISD
Supplies= Paid by ISD	Supplies= Paid by student/ISD

D. Non-FAST-eligible dual credit students must pay tuition at the time of registration as mandated by Hill College policy.

E. If the ISD is to be responsible for payment either in part or in full of a student's tuition, textbooks, and supplies, Hill College agrees to bill the school district when Hill College receives the documentation of FAST eligibility from the state. The ISD agrees to settle all account receivables with Hill College within 30 days of the billing date. Students whose tuition and fees are not paid by the official college census day of the class will be dropped from the college roll and must be removed from the class in accordance with Section 4 of this agreement. Students are billed separately by Hill College for costs not paid by ISD. For payments not paid for or at the responsibility by the ISD, students and families will be held responsible to pay for tuition, textbooks and supplies.

F. Textbooks adoptions will be provided by Hill College. Hill College will provide open educational resources (OER's) or low-cost textbooks for as many disciplines as possible. As adoptions are made, Hill College will commit to a three-year adoption period.

G. Students who officially withdraw from Hill College will have their tuition refunded according to the official refund policy schedule for all students. Tuition paid directly to Hill College by the ISD, sponsor, donor, or scholarship fund will be refunded to the source rather than directly to the student.

H. Hill College is not responsible for the transportation of dual credit students.

9. Defined Sequence of Courses

The most common dual enrollment courses taken in Texas are English 1301(Composition I), English 1302 (Composition II), History 1302 (United States History II), Government 2305 (Federal Government), History 1301(United States History I), Economics 2301(Principles of Macroeconomics), and Math 1314 (College Algebra). Dual credit courses taught exclusively to high school students on a high school campus or courses taught electronically must comply with the general rules for dual credit courses as well as the THECB's rules that apply to distance education and off-campus and self-supporting courses. In some cases, we have special AA or AAS programs that we offer to certain districts as well as technical certificates and PTECH opportunities with certain ISDs. In those cases, we will provide an appendix to outline those crosswalks and degree plans or certificates.

10. Student Conduct

A. Dual credit students will be required to adhere to college policies and procedures including student conduct as set forth in the Hill College policy manual and the Student Handbook while on a Hill College

college email, MyHC, the learning management system, and the library resources from the ISD computers.

C. Dual credit students may need access to devices capable of running a lock down browser, LMS, or other security programs, devices/internet access unrestricted by the ISD filter, as well as a webcam. Such access is vital for academic integrity measures, Internet-based course materials, research and course projects. Student resources are available on the Hill College campus to fulfill such needs should the student choose to implement them.

14. Term

The term of this MOU shall commence on the last date of the final signature on page 9 of this MOU and shall continue for a period of 24 months (about 2 years) or until terminated by either party. Either party may terminate this MOU, without cause, upon at least thirty (30) days prior written notice to the other party, with termination effective upon the expiration of the thirty (30) days or as mutually agreed to by the parties.

15. Hill College Navigator Presence and Responsibilities within ISD Partners

Hill College shall assign a designated Navigator to participating high school campuses in order to ensure consistent communication, coordinated support, and a seamless transition for students participating in dual credit and other early college initiatives. The Navigator will serve as the primary on-site liaison between Hill College and the ISD partner, maintaining a regular presence on campus as mutually agreed upon by both parties. The Navigator's responsibilities include, but are not limited to:

- A. Assisting prospective and current dual credit students with the admissions and enrollment process, including ApplyTexas completion, documentation submission, registration guidance, and general onboarding support.
- B. Providing timely information to students, families, counselors, and campus administrators regarding Hill College programs, deadlines, academic expectations, and institutional policies.
- C. Supporting dual credit student success by encouraging appropriate use of academic resources, monitoring communication pathways, and facilitating connections with faculty and college personnel when concerns arise.
- D. Collaborating with high school counselors and administrators to coordinate recruitment efforts, informational sessions, and student engagement activities.
- E. Serving as a conduit for communication between the ISD partner and Hill College to ensure clarity, alignment, and responsiveness in all matters related to dual credit and postsecondary transition.

The Navigator does not replace the role of high school counselors or administrators but complements existing services by providing specialized knowledge of Hill College processes and maintaining consistent institutional presence. This collaborative approach is intended to strengthen student support structures, enhance college readiness, and promote successful postsecondary enrollment outcomes.

The ISD partner agrees to support the effective implementation of the Navigator role. In addition to providing a consistent and appropriate workspace for confidential student meetings, the ISD partner will:

- A. Designate a primary point of contact (e.g., counselor or administrator) to coordinate scheduling, student access, and ongoing communication;
- B. Provide reasonable access to dual credit students during the school day for classroom visits and individual meetings;
- C. Assist in identifying and referring students who may benefit from additional support;
- D. Share relevant academic progress and attendance data, as permissible under applicable privacy laws, to facilitate proactive student support;
- E. Support communication efforts by promoting Navigator availability and services to students, families, and staff.

16. Optional Programs for Dual Credit

- A. **Structured Dual Credit** – This design for dual credit allows a student to take college credit classes while still having a more traditional high school experience as students will participate in extracurricular activities. Dual credit classes are offered in eight-week sessions starting in the 9th grade year where students will be core complete (45 credit hours) by the end of their senior year.

Approved by the Hill College District Board of Regents; executed by the Hill College District; and signed by its vice president of student learning and success



Dr. Shelley Pearson
Vice President of Student Learning and Success
Hill College
112 Lamar Drive
Hillsboro, TX 76645

Date

7-27-2026

Approved by the Covington ISD Board of Trustees; executed by Covington ISD; and signed by its superintendent.

Mr. Joel Blalock
Superintendent, Covington School ISD
501 N. Main Street
Covington, TX 76636

Date

7/20/26

