

Big Spring High School

Memorandum of Understanding with Howard College Re: Concurrent Dual Credit

Student enrollment in dual credit courses at Big Spring High School is a privilege and an opportunity for students to receive collegiate instruction and credit while attending Big Spring High School. This opportunity is afforded to students at Big Spring High School, but it comes with expectations that must be met by the student.

Student Requirements for Dual Credit Enrollment:

- Students must be in good standing with high school credits, EOC scores, and attendance to sign up for college courses.
- ALL requirements for Howard College admission must be met.
 - Complete Apply Texas application for Howard College (***must be completed by May 14th***)
 - BSHS Online Dual Credit Registration Form (***due May 14th***)
 - BSHS Dual Credit Agreement (***due May 14th***)
 - Howard College Student/Parent Agreement (***due May 14th***)
 - \$50.00 deposit paid to BSHS for general courses. (***due May 14th***)
 - \$100.00 deposit paid to BSHS for Cosmetology. (***due May 14th***)
 - Proof of Bacterial Meningitis shot (only for students attending classes AT Howard College) (***due July 29th***)
 - TSI test (if applicable) (passing scores must be turned in to counselor ***by July 29th***)
- Students who want to drop a course must visit with their grade level counselor to do so.
- High school accommodations do not automatically carry over for college classes. Students must speak to the Howard College ADA representative each semester, before classes start, to see what accommodations can be made for college classes. This must be done before the start of every semester as they do not carry from one semester to another.

Fees related to Dual Credit Enrollment:

- Big Spring High School will cover the fees for the courses from the **approved** dual credit list taken during the school calendar year. These courses are listed on the attached BSHS Dual Credit Offerings page included with this agreement form.
- Big Spring High School **will not** cover any of the fees for mini, flex, and/or summer courses even if they are offered during our school calendar year.
- Students who take courses outside of the approved course offerings or outside of the calendar school year will be required to register and pay on their own. These courses **will not** be included on the student's high school transcript or calculated in their GPA.
 - *In order to take courses outside of the approved course offerings, students must speak to the designated BSHS Howard College Counselor (at H.C.) to register. Payment for these classes is due a minimum of **FIVE BUSINESS DAYS** before the class starts. If registering the week before classes start, payment is due when registering.*
- In accordance with the Texas Education Code mandating necessary instructional minutes, Big Spring ISD requires all students to be physically in attendance for a minimum of 5 periods each day. Big Spring High School encourages all dual credit students to visit with their high school counselor prior to registering/completing any college course(S) in order to ensure an optimal educational experience while enrolled at BSHS.
- Students who **fail** a course or **drop** a course **will be required to reimburse BSHS for course fees before enrolling in any future dual credit courses.**

- Students who want to drop a course must visit with their grade level counselor to do so.
- Due to the high cost of the kit for cosmetology, a \$100.00 deposit is due. This is non-refundable if cosmetology is dropped or failed **along with a repayment of \$976.00 for costs incurred**. If not repaid, there will be a hold placed on the transcript and diploma until it is repaid.
- Some courses have state testing fees, etc. (C.N.A. and Cosmetology for example). If the course has these, the student will need to pay these prior to the first day of class.

Student Expectations:

- Stay up to date with all requirements of the course (assignments, reading, projects, etc)
- Communicate with the instructor about any issues that may prevent completion of course requirements.
- Students are expected to pass all dual credit courses in which they are enrolled with no less than a 70 grade average. Note: Dual credit courses are weighted and treated as honors courses.

Textbooks:

- Students will acknowledge the book they receive for the course(s), new or used, is in good condition--clean, lightly marked and in fully resellable condition.
- Students agree to return the same book(s) lightly marked and fully resellable condition on or before the return due date.
- Students accept all responsibility for risk of loss and agree to pay replacement cost and fees if the book(s) listed are not returned by the due date, for any reason.
- Students will acknowledge that if the book(s) are not returned by the return due date, their student record is subject to an academic hold, which will prevent the ability to enroll in courses, add and/or drop a course, the release of transcripts, and receipt of diploma.
- Students agree that Big Spring High School reserves the right to deny future opportunities to use Big Spring High School college textbooks should they fail to adhere to the terms and conditions stated above in this section.
- BSHS only supplies textbooks for courses that are on the approved courses list, any textbooks/codes/supplies/etc. needed for courses outside of the BSHS approved list must be purchased by the student. HC requires textbooks the first week of class.
- Students who **fail** a course or **drop** a course **will be required to reimburse BSHS for any online access fees before enrolling in any future dual credit courses.**

I certify that I have read and understand the terms of this agreement (Memorandum of Understanding for Dual Credit Enrollment). I understand my responsibilities and requirements to enroll in dual credit courses at Howard College via Big Spring High School.

Student Name (printed) _____ Student ID _____

Student Signature _____ Date _____

Parent Signature _____ Date _____