

MEMORANDUM OF UNDERSTANDING BETWEEN  
SAN JACINTO COMMUNITY COLLEGE DISTRICT AND  
LIFE CHRISTIAN ACADEMY – CONCURRENT AND DUAL CREDIT PARTNERSHIPS  
FOR LIFE CHRISTIAN ACADEMY STUDENTS

The purpose of this Memorandum of Understanding ("MOU") is to clarify the relationship and define the responsibilities of all parties in partnerships between Life Christian Academy ("High School") and San Jacinto Community College District ("College"). Before this partnership agreement is binding, it must be approved by the governing boards of both Life Christian Academy and the College.

**A. Individual Approval – Dual Credit/Early Admission (Conditional Admission Prior to High School Graduation)**

San Jacinto College conditionally admits high school students and allows them to enroll concurrently in college courses. Those students must meet these conditions:

- **Students classified as Juniors and Seniors Enrolled in High School**  
Students who are enrolled in high school and who are classified as juniors or seniors may be admitted to the College on a dual credit/early admission basis for concurrent enrollment, if they (1) submit an admission application; (2) submit a current high school transcript, (3) submit a written recommendation from their high school principal or designee; and (4) submit documentation verifying compliance with one of the following testing requirements:
  1. Students enrolling in a Degree Program must meet Texas Success Initiative (TSI) assessment requirements. Submit THEA, COMPASS, or other state-approved alternate test scores or provide proof of exemption from the TSI test based on appropriate TAKS, ACT, or SAT scores. If the student seeks enrollment in a course requiring a designated skill prerequisite, the student must submit a passing THEA, COMPASS, or other state-approved alternate test score on the section which relates to the designated skill prerequisite. If the course has no designated skill prerequisite, the student must still submit a passing score on one section of the THEA, COMPASS, or other state-approved alternate test.
  2. Students enrolling in a Waived Certificate Program must meet TSI assessment requirements. Submit scores from the THEA, COMPASS, or other state-approved alternative test for advisement and for compliance with skill prerequisites for courses. If the student seeks enrollment in a course requiring a designated skill prerequisite, the student must submit an appropriate test score to attain the skill level.

Students enrolling in a Waived Certificate Program who are exempt from TAKS and have not graduated from high school may take the ASSET or COMPASS test. Students must achieve these scores or higher in one of the three required sections:

ASSET	COMPASS
Reading – 35	Reading – 62
Or	Or
Writing – 35	Writing – 32
Or	Or
Numerical – 33	Pre-Algebra/ Numerical Skills – 25

These students are also subject to the guidelines in the Conditions of Dual Credit/Early Admission Enrollment for High School Students section.

- **Students Classified as Freshmen or Sophomores Enrolled in High School**

Students classified as freshmen or sophomores enrolled in high school must demonstrate exceptional academic ability to be admitted for concurrent enrollment. They must (1) submit an admission application; (2) submit a current high school transcript; (3) submit a written recommendation from their high school principal or designee; (4) receive approval from the Special Enrollment Services Committee; and (5) submit documentation verifying compliance with one of the following testing requirements: Submit passing THEA, COMPASS, or other state-approved alternate test scores in reading, writing, and mathematics, or provide proof of exemption from the THEA test based on appropriate TAKS, ACT, or SAT scores. These students are also subject to the guidelines in the Conditions of Dual Credit/Early Admission Enrollment for High School Students section.

**B. Conditions of Dual/Early Admission Enrollment for High School Students**

High school students may be admitted for concurrent enrollment under the following conditions:

1. High school students shall not be enrolled in more than two dual credit courses per term. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by grade point average, ACT or SAT scores, or other assessment indicators) may be approved by the principal or designee of the high school and the chief academic officer of the college.

2. To continue enrollment, students must complete courses as follows: If a student is enrolled in one course, a grade of C or better must be earned in that course to continue enrollment. If a student is enrolled in two courses, a grade of C or better must be earned in one of the courses to continue enrollment. If a C or better is not earned in both courses, future concurrent enrollment will be limited to one course in the next term enrolled. If the two courses are in the same subject code (rubric), students must earn grades of C or better in each course to continue in the subject code (rubric) in the next term. If juniors do not meet continued enrollment requirements in a specific subject code (rubric), they may reapply for enrollment as seniors. If continued enrollment requirements are met, students may enroll for a maximum of two courses.
3. Students may not enroll in private music lessons or courses for which they have not complied with TSI and met the course or skill prerequisites.
4. The College will not release official transcripts of students admitted on an early admission basis until they have been unconditionally admitted. When these students graduate from high school, they must arrange for official transcripts verifying graduation to be sent to the College. The College will release official transcripts only to institutions of higher education to which these students are seeking admission or scholarship awarding institutions.
5. Because any form of early admission is conditional, the College may impose additional limitations and requirements.

**C. Faculty Qualifications**

Instructors will be employees of the College, and will meet the qualifications as specified by the Commission on Colleges of the Southern Association of Colleges and Schools. Official transcripts and documentation of their course reviews will be kept on file at the College. Instructors will be evaluated according to the College's stated schedule, regardless of the location of instruction.

**D. Location and Student Composition of Classes**

Courses will be taught on a College campus, or at the High School campus, as agreed upon by the parties. Dual credit courses may be composed of dual credit students only or of dual and college credit students.

**E. Student Support Services**

Students enrolled in concurrent classes will have access to the College library, academic counseling and advising, computer laboratories, and all other facilities, with all the same privileges of other College students.

**F. Eligible Courses**

Courses offered for concurrent or dual credit will be those which are identified as college-level academic courses in the current edition of the *Lower Division Academic Course Guide Manual* or *Workforce Education Course Manual*. Textbooks, syllabi, and other instructional materials and procedures will be the same as those for the identical course taught at any other location.

**G. Transcribing of Credit**

College credit will be transcribed immediately upon a student's successful completion of the course requirements. The College will make no determination about the acceptance of a particular course for high school credit. The Academy will provide students with high school credit for any courses successfully completed by Academy students in the program. It is the student's responsibility to secure prior approval from the Academy regarding high school credit.

**H. Funding Provisions**

State funding will be available to the College. It is the responsibility of the Academy to promulgate a payment policy and communicate the policy to all students.

**I. Responsibility of Students**

Students who take college courses on the College campus will be treated no differently from other students. The College assumes no responsibility for their transportation. Withdrawals from classes, refund policies, discipline, and all other policies which apply to College students will also be applicable to Academy students.

**J. Responsibility for Payment**

Tuition and fees will be paid by the student(s) of the Academy. It is the responsibility of the student(s) to meet the deadlines for such payments. In addition, the student(s) must purchase all needed textbooks and supplies.

**K. Term**

This MOU will become effective on January 1, 2006, and will continue in full force and effect until one party gives the other one hundred eighty (180) days' written notice of termination, at which point the MOU will terminate at the end of the 180-day notice period.

We understand that by signing this MOU, neither institution is ceding local authority for program decisions.

WITNESS OUR HANDS BELOW.

**Life Christian Academy**

**San Jacinto Community College District**

By: \_\_\_\_\_  
Principal

By: \_\_\_\_\_  
Board Chairman

Date: 2-10-06

Date: 4-4-06

By: \_\_\_\_\_  
Registrar

By: \_\_\_\_\_  
Chancellor

Date: 2-10-06

Date: 4-7-06

By: \_\_\_\_\_  
Vice Chancellor of  
Instructional Programs

Date: 4-4-06