

MEMORANDUM OF UNDERSTANDING

Between

Northeast Texas Community College

and

Pittsburg High School

1. Purpose and Authority

a. This Memorandum of Understanding ("MOU") is entered into by and between Northeast Texas Community College ("NTCC") and Pittsburg High School ("ISD") for the purpose of establishing the terms and conditions under which eligible high school students may enroll in NTCC dual and/or concurrent credit courses and earn college credit while completing high school requirements.

b. This MOU is executed in accordance with the Texas Education Code, applicable rules of the Texas Higher Education Coordinating Board (THECB), including Chapter 4, Subchapter D (Dual Credit Partnerships), and all other applicable federal and state laws and regulations.

2. No Partnership or Joint Venture

a. Nothing in this MOU is intended to, nor shall it be construed to, create a legal partnership, joint venture, agency, or employment relationship between NTCC and ISD. Each party shall remain an independent entity responsible for its own acts, omissions, employees, and obligations.

3. Designated Contacts

a. Each party shall designate a primary contact to coordinate all matters related to dual credit.

Communications to NTCC regarding
dual credit shall be directed to:

Jennifer Sumrow
Director of Dual Credit
jsumrow@ntcc.edu
903-434-8257

Communications to ISD regarding
dual credit shall be directed to:

Stacey Stuard
PHS Counselor
ssuard@pittsburgisd.net
903-856-3646

4. General Eligibility Requirements

a. High school students are eligible to enroll in dual or concurrent credit courses under this MOU if the student meets one or more of the following college readiness requirements, in accordance with the Texas Success Initiative (TSI) and applicable state law:

- i. TSI College Readiness: The student demonstrates college readiness by achieving the minimum passing standards established under the provisions of the Texas Success Initiative.

- ii. TSI Exemption through SAT or ACT: The student demonstrates exemption from state-mandated testing by meeting the qualifying standards on a nationally recognized college readiness assessment, as follows:
 - 1. SAT: Minimum score of 480 on the Evidence-Based Reading and Writing section and minimum score of 530 on the mathematics section (no combined score accepted).
 - 2. ACT: Combined score of 40 on the English and Reading sections and a minimum score of 22 on the mathematics section.
- b. SAT and ACT scores used for TSI exemption purposes must be no more than five (5) years old from the date of testing.
- c. Students enrolled in TSI-waived Level I certificate courses are not required to meet the minimum college readiness testing standards described above. Enrollment in such courses must be approved by both the ISD and NTCC, in accordance with applicable state law, institutional policy, and program requirement.
- d. NTCC shall adhere to The Texas Higher Education Coordinating Board standards related to all TSI requirements and or dual credit student eligibility guidelines.

5. Student Eligibility and Enrollment

- a. Eligible high school students may enroll in dual or concurrent credit courses upon written approval of the high school principal or designee and upon meeting NTCC admission and General Eligibility Requirements (Para 4).
- b. Students must submit required documentation, including an official high school transcript, and comply with Texas Success Initiative (TSI) requirements or applicable exemptions, in accordance with state law and NTCC policy.
- c. Students enrolled in non-traditional programs must meet NTCC admission and assessment/testing requirements prior to enrollment.

6. Eligible Courses and Availability

- a. Dual credit courses offered under this MOU shall consist of college-level core curriculum courses, general education (GE) and college-level career and technical education (CTE) courses leading to a Level I certificate, or college-level foreign language courses approved by NTCC and ISD.
- b. Developmental or remedial courses are not eligible for dual credit. Non-credit continuing education courses may be available but are not eligible for state dual credit funding unless otherwise authorized by law.
- c. The ISD shall collaborate with the NTCC Director of Dual Credit, or designee, to support the planning and scheduling of an appropriate number of dual or concurrent credit courses and course sections. The availability and feasibility of offering specific courses shall be determined through coordination among appropriate NTCC and ISD administrators, faculty, and staff, and shall be subject to enrollment demand, instructor availability, facilities, and applicable institutional and state requirements.

- d. Dual credit courses offered on an NTCC campus shall be open to both eligible high school students and regularly enrolled college credit students, unless otherwise restricted by program requirements or institutional policy.
- e. Dual credit courses offered at off-campus locations, including high school campuses, may be limited to dual credit students only when such courses are planned in coordination with appropriate NTCC faculty and administrators and local high school personnel, and when enrollment levels of dual credit students support the feasibility of offering the course.

7. Location and Delivery of Instruction

- a. Dual credit courses may be offered on an NTCC campus, on the ISD campus, online (electronically), or through distance education, subject to THECB rules and NTCC policies governing off-campus and electronic instruction.

8. Faculty Selection, Supervision, and Evaluation

- a. All dual credit instructors shall be approved and employed by NTCC and must meet credentialing requirements established by NTCC and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- b. NTCC shall supervise and evaluate dual credit instructors using the same or comparable procedures used for NTCC faculty teaching the same courses on campus.
- c. NTCC shall ensure dual credit courses are equivalent in curriculum, rigor, instructional materials, and student assessment to corresponding courses offered on the NTCC campus.

9. Academic Policies and Student Support Services

- a. Regardless of location of the course, all dual credit students shall follow NTCC academic policies, including grading, attendance, add/drop, appeals, and syllabus requirements, as published in the NTCC Catalog.
- b. Dual credit students shall have access to appropriate academic advising, counseling, library resources, and other student support services consistent with THECB dual credit goals.
- c. NTCC shall provide orientation opportunities for dual credit students and parents. ISD is encouraged to obtain Family Educational Rights and Privacy Act (FERPA) waivers, as permitted by law, to allow appropriate sharing of student academic information.
- d. NTCC shall provide reasonable accommodation for qualified students with disabilities in accordance with applicable law.

10. Transcription of Credit

- a. College credit for dual or concurrent courses shall be transcript upon successful completion of course requirements.
- b. Prior to high school graduation, unofficial transcripts may be released upon request. Official NTCC transcripts will be released following receipt of an official high school transcript documenting graduation.

11. Academic Terms Covered by this MOU

- a. This Memorandum of Understanding governs dual and concurrent credit courses offered during the 2026-2027 academic year
- b. Course offerings, student eligibility, funding, and instructional delivery during each term shall be subject to NTCC policies, ISD approval, applicable state law, and availability of funding.

12. Approved Course Disciplines Covered for ISD Funding

- a. The ISD shall indicate the CTE and GE disciplines for which it agrees to assume financial responsibility for eligible dual or concurrent credit students under this Memorandum of Understanding. Selection is subject to NTCC approval, applicable law, funding availability, and program eligibility requirements.

Global Selection (Optional)

☒ All NTCC Dual Credit Courses

(Includes all career and technical education and general education disciplines listed below)

Discipline-Specific Selections *(Select only those disciplines the ISD agrees to fund)*

☐ All Career & Technical Education (CTE) <i>(Includes all CTE courses listed below)</i>	☐ All General Education Courses (GE) <i>(Includes all GE Courses listed below)</i>
☐ Accounting	☐ Anthropology
☐ Agriculture	☐ Art
☐ Auto Body Repair	☐ Biology
☐ Automotive Technology	☐ Chemistry
☐ Business Administration / Management	☐ Communications
☐ Computer and Information Sciences	☐ Economics
☐ Criminal Justice	☐ Engineering
☐ Culinary Arts	☐ English
☐ Education	☐ Environmental Science
☐ Electrical Occupations	☐ Geography
☐ Emergency Medical Services	☐ Geology
☐ Industrial Technology	☐ Government
☐ Medical Assistant	☐ History
☐ Medical Laboratory Technology	☐ Humanities
☐ Patient Care Technology	☐ Mathematics
☐ Welding	☐ Music
	☐ Philosophy
	☐ Physics
	☐ Psychology
	☐ Social Work
	☐ Sociology
	☐ Spanish
	☐ Speech
	☐ Theatre

- b. Courses or disciplines not selected above shall be the financial responsibility of the student unless otherwise agreed to in writing by the ISD and NTCC. Selection of a discipline does not guarantee course availability or student eligibility.

13. Funding and Payment Responsibilities

- a. The Funding and Payment Responsibilities of this MOU are applicable to the following academic terms: (select all applicable terms)
- ☒ Fall 2026 Semester (16-week, 1st 8-week, and 2nd 8-week courses)
 - ☐ Dec Intersession
 - ☒ Spring 2027 Semester (16-week, 1st 8-week, and 2nd 8-week courses)
 - ☐ May 2027 Intersession
 - ☐ Summer 2027 Semester
- b. Dual credit tuition at NTCC is \$55 per semester hour for all courses. Books, digital content, differential fees, other fees and required course materials costs vary per course.
- c. Eligible State-Funded and Financial Aid for Swift Transfer (FAST) Students
- i. Students who qualify for state-funded dual credit programs, including the FAST program, shall incur no direct costs as required by law. Students qualify for FAST each term after NTCC receives verification from THC and TEA.
 - ii. The ISD shall be responsible for payment of books, digital content, required instructional materials, and applicable course and differential fees for all CTE course disciplines not covered by state-funded dual credit programs including the FAST program.
 - iii. The ISD shall be responsible for payment of repeat fees (3rd attempt is \$50 per credit hour) and independent study fees (\$50 per section) for all course disciplines. These are not covered by state-funded dual credit programs including the FAST program due to HB-8.
- d. Non-Eligible State-Funded/Financial Aid for Swift Transfer (FAST) Students
- i. The ISD will contribute \$60 per course, per student, per semester, toward the cost of dual credit enrollment, for course disciplines selected in Para 12.
 - ii. All additional tuition, books, digital content, required instructional materials, course fees, repeat fees, and independent study fees beyond the ISD-funded courses shall be the responsibility of the student.
- e. All payment obligations under this MOU are subject to applicable state law, funding availability, student eligibility, and NTCC billing and refund policies.

14. Compliance with Laws

- a. Both parties agree to comply with all applicable federal and state laws, regulations, accreditation standards, and institutional policies related to dual credit instruction.

15. Term and Termination

- a. This MOU shall become effective on the date it is fully executed by both parties and shall remain in effect through 2026-2027 academic year, unless terminated earlier.
- b. Either party may terminate this MOU upon written notice to the other party. Termination shall not affect students currently enrolled for the academic term, unless otherwise agreed by the parties.

16. Entire Agreement

- a. This MOU constitutes the entire understanding between the parties regarding dual credit instruction and supersedes any prior agreements or understandings related to this subject.

Signatures

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding by their duly authorized representatives.



Kristane Moore (Jul 16, 2026 14:07:13 CDT)

Signature

Kristane Moore

Title: Assistant Superintendent / Authorized Representative

Pittsburg High School

Date: Jul 16, 2026



Kevin Rose (Jul 20, 2026 08:03:49 CDT)

Signature

Kevin Rose

Title: President / Authorized Representative

Northeast Texas Community College

Date: Jul 20, 2026

Pittsburg Dual Credit MOU 2026-2027

Final Audit Report

2026-07-20

Created:	2026-07-14
By:	Jennifer Sumrow (jsumrow@ntcc.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAakLshC9_aXgQMW3Jyly2JX0kqd14DMOHS

"Pittsburg Dual Credit MOU 2026-2027" History

-  Document created by Jennifer Sumrow (jsumrow@ntcc.edu)
2026-07-14 - 9:39:20 PM GMT- IP address: 68.69.50.252
-  Document emailed to kmoore@pittsburgisd.net for signature
2026-07-14 - 9:40:14 PM GMT
-  Email viewed by kmoore@pittsburgisd.net
2026-07-14 - 9:40:57 PM GMT- IP address: 66.249.80.232
-  Signer kmoore@pittsburgisd.net entered name at signing as Kristane Moore
2026-07-16 - 7:07:11 PM GMT- IP address: 66.76.33.62
-  Document e-signed by Kristane Moore (kmoore@pittsburgisd.net)
Signature Date: 2026-07-16 - 7:07:13 PM GMT - Time Source: server- IP address: 66.76.33.62 - Signature Appearance Selected: TYPE
-  Document emailed to Kevin Rose (krose@ntcc.edu) for signature
2026-07-16 - 7:07:15 PM GMT
-  Email viewed by Kevin Rose (krose@ntcc.edu)
2026-07-20 - 1:03:21 PM GMT- IP address: 68.69.50.252
-  Document e-signed by Kevin Rose (krose@ntcc.edu)
Signature Date: 2026-07-20 - 1:03:49 PM GMT - Time Source: server- IP address: 68.69.50.252 - Signature Appearance Selected: DRAW
-  Agreement completed.
2026-07-20 - 1:03:49 PM GMT



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