

**ADDENDUM TO
DUAL CREDIT MEMORANDUM OF UNDERSTANDING**

BETWEEN

BROOKS ACADEMY

AND

**PALO ALTO COLLEGE
ALAMO COLLEGES DISTRICT**

This Addendum supplements the 2020-2023 Dual Credit Memorandum of Understanding (herein referred to as “MOU”) between PALO ALTO COLLEGE (herein referred to as “the College”), a college of the ALAMO COLLEGE DISTRICT (herein referred to as “Alamo Colleges District”), and the BROOKS ACADEMY (herein referred to as the “School District”), a Texas Independent School District contracting on behalf of its High Schools (herein referred to as the “School”). Collectively the partners are referred to as “Parties.” The Parties enter into this Agreement under the general provisions of the Interlocal Cooperation Act, Texas Government Code Chapter 791.

The purpose of this Addendum is for the College to offer courses to high school during the Summer term through the High School Programs Summer Opportunity (herein referred to as “Summer Opportunity”).

The supplementation by this Addendum applies only to the Summer term. Should there be an irreconcilable conflict between this Addendum and the MOU, the terms of this Addendum shall prevail, but only during the Summer term.

1. TERM

The Initial Term of this addendum shall be June 1, 2020 – August 31, 2023. The College will define all deadlines for the actions defined in this agreement which will be communicated to the School through the College’s Office of High School Programs. The College reserves a right of cancellation by written notice delivered to School on or before March 15 of any year of the Term.

2. QUALIFICATIONS FOR PARTICIPATION

- a. School students who were enrolled in college courses where they received credit for the courses from both the College and School during the academic year preceding the summer semester (herein referred to as (“Students” and “Dual Credit,” respectively) are eligible to participate in the Summer Opportunity.
- b. Students will have the option of enrolling in the parts of term defined as Summer Session 1 and Summer Session 2 (herein referred to as “Summer Term”), for a maximum of two (2) unique college courses throughout the duration of the Summer Term. Students must not have graduated from high school prior to enrolling in said courses.
- c. Students participating in the Summer Opportunity are limited to enrolling in courses listed in the College’s Core Curriculum Selection List and applicable to the Student’s selected degree plan.

The College's Core Curriculum Selection List may be accessed at <https://mypaccatalog.alamo.edu/content.php?catoid=194&navoid=13005>. Exceptions apply to Students participating in the Alamo Academies, an ECHS or P-TECH programs.

- d. Summer Opportunity courses will be limited to those offered on the College campus facilities or online by faculty employed by the College during the Summer Term.
- e. All courses offered during the Summer Opportunity must have a current approved Course Agreement in effect between the Parties.
- f. Should a School Student wish to participate in the Summer Opportunity despite the School electing non-participation, the College will consider agreeing directly as to that Student for which their School has a current approved Course Agreement.

3. INSTRUCTIONAL MATERIALS

- a. The School District will provide all required course materials, including textbooks, syllabi, course packets, and other materials needed for enrollment to classes for high school graduation credit and college-level texts.
- b. Course agreements for the identified courses during the Summer Opportunity must be current and on file. The Course Agreement Form includes the Instructional Materials (IM) required for each course.

4. REGISTRATION AND ENROLLMENT PROCESS

- a. Schedule of operation:
 - Location of Summer Opportunity:
Palo Alto College
1400 W. Villaret Blvd.
San Antonio, Texas 78224
 - Days and Hours of Operation: Schedules for identified courses will be provided to the School District's Administrative contact by the College Office of High School Programs.
- b. The College's Office of High School Programs will enroll eligible students into Summer Opportunity courses.
- c. The enrollment period for available seats for the Summer Opportunity will be during the last week in May of each year beginning 2021.
- d. The School will be required to submit the roster with the participating Students by **May 1st** of each year for the Summer Term (Summer Opportunity) beginning 2021.
- e. Students must meet all of the course prerequisites to enroll in the Summer Opportunity courses. Failure to meet the course prerequisites will disqualify students from enrollment in requested courses.
- f. Confirmation form of vaccination against Bacterial Meningitis for all participating Students must

be submitted with the student enrollment list.

5. ACADEMIC POLICIES

- a. The academic policies of the School District and College shall apply to all students enrolled in the Summer Opportunity as applicable.
- b. Students are expected to meet academic standards (including academic progress) for College coursework. Semester grades and grading policies shall be outlined in each instructor's course syllabus. College grades are awarded on a 4.0 scale at the College. The School will convert the college course grades according to its grading procedures.
- c. Students who begin any semester term in Good Academic Standing, but fail to maintain a cumulative institution GPA of 2.0 or higher are placed on Academic Probation. Notification of probationary status is communicated electronically through students' ACES email addresses. Academic Probation status is cleared when students earn both term and cumulative 2.0 institution GPA and returns to Good Academic Standing. Students who fail to earn a minimum term institution GPA of a 2.0 while on Academic Probation (cumulative institution GPA remains below 2.0) will be placed on Academic Dismissal. The College Catalog provides details on the Academic Standing Policy. Academic policies are accessible on the College's eCatalog website at:
<https://mypaccatalog.alamo.edu/content.php?catoid=173&navoid=10926>.

6. ADMINISTRATIVE SUPERVISION

- a. During the Summer Opportunity, the School District will provide at least one staff member with administrative authority to be identified and be available to address concerns related to the Summer Opportunity, including, but not limited to student emergencies, registration, drops prior to the census date, course withdrawals and grade submissions.
- b. The School District will provide the College the contact information of the administrative contact supervising the Summer Opportunity by May 1st of each academic year.

7. COMMUNICATION

- a. School District personnel, counselors, and administrators will be responsible for all communication with parents. Any questions or concerns from parents regarding matters pertaining to College courses or other related areas must be submitted to the College Office of High School Programs by School District staff assigned to the Summer Opportunity.

8. STUDENT SAFETY

- a. When on the College campus, Students will follow the policies and procedures of the College to ensure the safety and well-being of the fellow classmates, faculty, staff and visitors.

9. PROGRAM EVALUATION

- a. The Parties agree to evaluate the effectiveness of the Summer Opportunity and will receive an end-of-term progress report to the School District Superintendent, College President and Alamo Colleges District Chancellor by October 1st each year the Summer Opportunity is provided. The

evaluation may include, but is not limited to, disaggregated attendance and retention rates, persistence, completion, and satisfactory progress in college courses.

10. FISCAL

- a. The School District will provide the participating Students all required Course Materials (textbooks and electronic materials) and will be billed for applicable Instructional Materials charges embedded in courses requiring electronic materials in accordance with the College respective course agreement.
- b. The School District will act as the fiscal agent for purposes of this MOU, including student fees. Based on School District policies, the School District may recover fees incurred by students.
- c. Any transportation and applicable food services required for Students participating in the Summer Opportunity will be provided by the School District.
- d. All personal fines, late fees, parking tickets, etc. incurred by Students at the College are the student's individual responsibility.
- e. The School District will pay \$100 per student, per course to the Alamo Colleges District. The official student enrollment count will be taken on the course sections' census date. The Alamo Colleges District Business Office will communicate with the School District Business Office to provide an invoice for courses and Instructional Materials charges by the third week of June for Summer Session 1 and the third week of July for Summer Session 2. Each of these invoices are to be paid net 45 days from the date of the invoice.
- f. School District's failure to meet its financial responsibilities as the fiscal agent during the Summer Opportunity will result in a College's refusal of enrollment of its Students for the Spring semester of the next Academic Year after determination of payment default and may be subject to outside collection agency action.
- g. Tuition promotions, incentives or discounts, including this Summer Opportunity, vary during each academic year. All current promotions are published on the Alamo Colleges District web site at: www.alamo.edu, and are available in printed or electronic formats. Applicability of said for students enrolled in Dual Credit programs, Early College High School or Alamo Academies must be verified at the time of enrollment.
- h. This section replaces the fiscal section of the 2020-2023 Dual Credit MOU in its entirety.

11. TRANSPORTATION

The School District will provide for such student transportation as may be required to and from the College as required under State law, each pursuant to applicable School District rules and procedures.

12. FOOD SERVICES

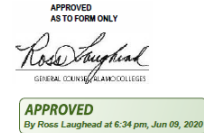
The School District will provide for all student meals as required by State and Federal law and School District rules and procedures. Students participating in the Summer Opportunity may purchase food from College food service facilities when on the College campus.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by its duly authorized officer, to become effective as of the date stated above.

SERVICING COLLEGE / ALAMO COLLEGES DISTRICT

By: *Robert Garza* Jun 29, 2020
[Robert Garza \(Jun 29, 2020 11:12 CDT\)](#)

Dr. Robert Garza Date
Palo Alto College



By: *George Railey* Jun 30, 2020
[George Railey \(Jun 30, 2020 07:02 CDT\)](#)

Dr. George Railey, Jr. Date
Vice Chancellor for Academic Success

BROOKS ACADEMY

By: *lisa schutz* Jun 23, 2020
[lisa schutz \(Jun 23, 2020 11:03 CDT\)](#)

Ms. Lisa Freeman Schutz Date
Superintendent of Schools