



**Memorandum of Understanding
between
Angelo State University
and
Howard College**



Ram Ready Computer Science Partnership

This Memorandum of Understanding (MOU) is made and entered by and between Howard College hereinafter called "HC" and Angelo State University, an institution of higher education of the State of Texas and a member of the Texas Tech University system, hereinafter called "ASU".

Texas Higher Education Coordinating Board Strategic Plan Goals addressed in this MOU are:

Goal 1 – 60% of Texans ages 25-34 by 2030 will have a certificate or degree;

Goal 2 – At least 550,000 students in 2030 will complete a certificate, associates, bachelor's or master's from an institution of higher education in Texas;

Goal 3 – All graduates from Texas public institutions of higher education will have completed programs with identified marketable skills; and

Goal 4 – Undergraduate student loan debt will not exceed 60% of first-year wages for graduates of Texas public institutions.

Whereas ASU is dedicated to service the educational needs of the citizens of the state of Texas as a part of its mission statement, and

Whereas HC is dedicated to fulfilling its mandate to serve the educational needs of the citizens of its service area, and

Whereas ASU and HC are supportive of cooperative attempts to meet these educational needs, and

Whereas ASU and HC enter into this agreement in order to offer cooperatively a greater range of educational opportunities to the citizens of the state of Texas.

Therefore, and in consideration of the foregoing and in further consideration of the mutual benefits, the Parties hereto agree as follows:

ARTICLE I
COMPUTER SCIENCE CO-ENROLLMENT PROGRAM

The Ram Ready Computer Science program allows HC computer science students to co-enroll at HC and ASU simultaneously leading to an associate's degree at HC and courses to be applied to the Bachelor of Science in Computer Science, Bachelor of Applied Arts and Sciences in Computer Science or Bachelor of Science in Cybersecurity at ASU. The co-enrollment program allows HC computer science students to take courses not offered at HC and to stay on-track to enter ASU's Computer Science or Cybersecurity program.

Program Marketing

ASU will provide HC with program marketing materials to display and distribute to prospective students. HC will send communication to students about the program. HC will allow an ASU admissions counselor to visit classrooms and group meetings to discuss program opportunities. HC and ASU will maintain webpages with information about the Ram Ready Computer Science program including steps to apply and enroll. HC and ASU will collaborate to develop the page and include links to the other institution's site.

Co-Enrollment Admission

Students participating in Ram Ready Computer Science should be currently enrolled at HC as a degree-seeking student. Students will apply to ASU as a transient student. Students must submit an HC transcript to ASU showing that they are in good academic standing. Students will be required to pay the ASU transient application fee or submit documentation qualifying them for an application fee waiver. Students will be admitted to ASU as a transient student if the student is in good academic standing at HC.

Course Enrollment

Following admission to the Ram Ready Computer Science program, students must be advised by an academic advisor at HC and by an ASU academic advisor to ensure the student is on track to meeting the HC degree requirements and taking the necessary courses to transfer to ASU. HC and ASU will identify a process to share student enrollment information and develop a procedural document to update as process improvements are made.

ASU and HC advisors will work collaboratively to identify the sequencing of courses needed for students to remain on a track to graduate and transfer into a computer science program. These courses will be published in the HC-ASU transfer guide for computer science program (Appendix A). The transfer guides will be reviewed annually by both institutions and agreed upon by March 31 for the following academic year.

ASU Degree-Seeking Admission

At the conclusion of the co-enrollment program and completion of an associate's degree, the student must apply to ASU as a transfer student using the Apply Texas application. Students will have their ASU application fee waived.

Transfer into any Computer Science or Cybersecurity program within the Department of Computer Science will be subject to the following regular ASU admission provisions:

1. The student will have graduated from HC with an associate's degree, or
2. The student will have earned a minimum of twelve academic semester credit hours with a cumulative grade point average of at least 2.0 on a 4.0 scale.

Courses listed in the Texas Common Course Numbering System Guide will transfer to ASU as indicated in the guide. Other HC academic courses will transfer as non-equivalent work unless they are validated as substitutes for specific ASU courses by mutual agreement between appropriate ASU and HC personnel.

Reverse Transfer

Reverse transfer is the process of awarding an associate's degree to students who begin their education at one institution, transfer to another institution, and complete their associate's degree requirements while working toward a bachelor's degree. At the conclusion of every semester where the student is co-enrolled in HC and ASU courses, ASU will send an official ASU transcript to HC for this purpose, strictly adhering to all privacy regulations and ensuring compliance with House Bill 3025. HC will review the ASU courses and apply them to the student's associate's degree. Students must be in good financial standing and have no other holds for the ASU transcript to be sent to HC.

Transferring Courses to ASU

At the conclusion of the co-enrollment program and completion of an associate's degree, HC will send the student's official transcript to the ASU admission's office to be processed with the student's transfer application. ASU will transfer the HC courses and apply them to the student's Computer Science or Cybersecurity degree. Students must be in good financial standing and have no other holds for the HC transcript to be sent to ASU.

Course Delivery

ASU will offer computer science and other major support courses identified in the transfer guide to Ram Ready Computer Science students. Courses may be offered in face-to-face classes but students in this program will have the opportunity to complete the courses synchronously (attend remotely during posted class times.) ASU and HC will work collaboratively to identify dates and times that will accommodate students' schedules and ability to participate synchronously. ASU may also use Acadeum to help students' complete courses that do not work with their HC schedules.

Student Support Services

HC will provide support services to students enrolled in HC courses including tutoring, advising, and library services. ASU will also provide support services to students enrolled in ASU courses including computer science course tutoring, online library services, and academic advising. Tutoring for computer science courses and academic advising will be provided by the Freshman College and Computer Science Department. Co-enrolled students will have physical access to the ASU library, HC library, and access to all virtual databases. HC will provide adequate physical library resources to co-enrolled students who are unable to physically access the ASU library.

Textbooks and Software

Students are responsible for purchasing any required textbooks and course materials for their ASU courses prior to the first day of classes. Students can find more information regarding required textbooks/materials on the class syllabus. Per the Texas Education Code Title 3 TEC, §51.9705 (2009), a student of this institution is not under any obligation to purchase a textbook, and may opt out of fees, from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Tuition/Fees and Payment

Students will be responsible for the HC tuition and fees for the courses enrolled through HC. Students will be responsible for the ASU tuition and fees rate for the course(s) enrolled through ASU. Students are required to pay their account balances to each institution directly by the published deadlines and in accordance with the institution's payment policies. Students may receive a 1098-T Tuition Statement from both HC and ASU. The institutions will communicate to one another when a student has been dropped due to non-payment.

Financial Aid Consortium Agreement

Ram Ready Computer Science co-enrolled students are eligible to participate in a financial aid consortium agreement between ASU and HC. Eligible students will receive financial aid from HC as their Home Institution. ASU and HC will develop and maintain a financial aid consortium agreements procedural document that will identify a mechanism for exchanging student enrollment and financial aid information, the steps needed to execute the award for students, and responsible parties for each step in the process. The institution financial aid representatives and advisors will meet periodically to discuss process improvement and update the procedural documents accordingly.

Scholarships

Once an HC student enrolls as a transfer and degree-seeking student at ASU, they can qualify for the ASU Distinguished Transfer scholarship. As long as funds are available, scholarship amounts are based on the number of transferable hours and grade point average earned and are renewable based on award criteria. Students can also apply for general scholarships according to the published priority deadlines. Scholarship criteria is subject to change on an annual basis.

Students are not eligible for ASU scholarships while classified as a transient, non-degree seeking student during the period of their co-enrollment.

FERPA

Both HC and ASU agree to abide by the limitations on re-disclosure of personally identifiable information from student records as set forth in The Family Educational Rights and Privacy Act ("FERPA") 34 CFR, §99.3. HC represents, warrants, and agrees that they will: (1) hold the FERPA Records in strict confidence and will not use or disclose the FERPA Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by ASU in writing; (2) safeguard the FERPA Records according to commercially reasonable administrative, physical, and technical standards that are no less rigorous than the standards by which HC protects its own confidential information; and (3) continually monitor its operations and take any action necessary to assure that the FERPA Records are safeguarded in accordance with the terms of this Agreement.

ARTICLE II RESPONSIBILITIES OF THE PARTIES

ASU agrees to:

1. Communicate with HC faculty and staff to coordinate in-person and virtual visits with HC Ram Ready Computer Science students.
2. Maintain course equivalency tables on the ASU admissions website.
3. Develop and maintain transfer guides for fields taught at both institutions.
4. Coordinate meetings with faculty and administrators to discuss course equivalency, program changes, and support of students transferring to ASU.
5. When requested by a student, provide initial transcript evaluations for prospective transfer students prior to applying to ASU.
6. Provide academic advising assistance to prospective transfer students prior to admission to the university.
7. Educate appropriate faculty and staff regarding course equivalency and transfer guides.
8. Include the HC logo and articulation agreement on the ASU website.
9. On an annual basis, request a list of students who have completed 45 or more earned hours. This list should include directory information allowable by the Family Educational Rights and Privacy Act (FERPA).
10. Provide student records to HC for the purpose of reverse transfer, strictly adhering to all privacy regulations and ensuring compliance with House Bill 3025.

HC agrees to:

1. Provide a location for admissions counselors to visit with prospective transfer students, including classroom visits and student organization meetings. In addition, provide recruiters with the option to present virtually when they are unable to attend in-person.
2. Notify ASU Office of Admissions regarding changes in course inventory offered at the institution that may affect the course equivalency tables.
3. Distribute ASU transfer guides and display the marketing materials provided by ASU.
4. Participate in meetings with faculty and administrators to discuss course equivalency, program changes and support of students transferring to ASU.
5. Promote the availability of initial transcript evaluations for prospective transfer students prior to applying for admission.
6. Promote the availability of academic advising assistance to prospective transfer students prior to admission to the university.
7. Educate appropriate faculty and staff regarding course equivalency and transfer guides.
8. Include the ASU logo and articulation agreement on the HC website.
9. On an annual basis, provide a list of students who have completed 45 or more earned hours. This list should include directory information allowable by the Family Educational Rights and Privacy Act (FERPA).

**ARTICLE III
SEVERABILITY**

If any term or provision of this agreement is held to be invalid for any reason, the invalidity of that section shall not affect the validity of any other section of this agreement provided that any invalid provision is not material to the overall purpose and operations of this agreement. The remaining provisions of this agreement shall continue in full force and effect and shall in no way be affected, impaired, or invalidated.

**ARTICLE IV
AMENDMENT**

This agreement may be amended in writing to include any provisions that are agreed to by the contracting parties.

Notice to ASU shall be mailed to:

Cecilia Hernandez
Assistant Director of Admissions
Transfer & Military Affiliated Programs
Angelo State University
ASU Station #11014
San Angelo, Texas 76909-1014

Notice shall be mailed to:

Lanna Hubbard
Dean of Instruction
Howard College
3501 US HWY 67
San Angelo, Texas 76905

**ARTICLE V
VENUE**

This agreement shall be governed by and construed and enforced in accordance with the laws of the State of Texas. Venue will be in accordance with the Texas Civil Practice & Remedies Code and any amendments thereto.

**ARTICLE VI
ASSIGNMENT**

Neither party shall have the right to assign or transfer its rights to any third parties under this agreement without the prior written consent of the other party.

**ARTICLE VII
INDEPENDENT CONTRACTOR STATUS**

Nothing in this agreement is intended nor shall be construed to create an employer/employee relationship between contracting parties. The sole interest and responsibility of the parties is to ensure that the services covered by this agreement shall be performed and rendered in a competent, efficient, and satisfactory manner.

**ARTICLE VIII
ORIGINAL TERM, RENEWAL, AND TERMINATION**

This MOU becomes effective upon the date of the last approving signature and will remain in effect for one year. Thereafter, this MOU shall automatically renew on an annual basis for up to four years unless thirty (30) days written notice of intent to terminate the MOU is given by either party.

Angelo State University

Ronnie D. Hawkins, Jr.
Ronnie D. Hawkins, Jr., Lt Gen (ret), USAF
President
Angelo State University

05/07/24
Date

J. Mayer
Jamie Mayer (May 6, 2024 16:49 CDT)
Mrs. Jamie Mayer
Vice President for External Affairs
Angelo State University

5/6/2024
Date

Howard College

Cheryl Sparks 6/7/24
Dr. Cheryl Sparks
President
Howard College
Date