

**PALO ALTO COLLEGE  
COLLEGE PROCEDURES**

Procedure Number: S 32.3  
Procedure Title: Dual Credit Memorandum of Understanding  
Relevant Board Policy:  
Originating Unit: Recruitment Center  
Maintenance Units: Vice President of Student Affairs &  
Vice President of Academic Affairs

- I. Purpose: The Memorandum of Understanding articulates Dual Credit Program expectations for each of the program stakeholders (Alamo Colleges, Palo Alto College, and the Independent School District High School).
  
- II. Procedure Statement:
  - A. Identify the appropriate MOU template: ISD, Home school or Private Charter. MOU templates are located on the main Alamo Colleges website at: [Alamo Colleges Legal Services Contract Forms](#).
  
  - B. Obtain the following information to complete the appropriate template:
    1. Vice President of Academic Affairs contact information.
    2. Vice President of College Services contact information.
    3. Independent School District contact information as needed.
    4. High School contact information by Independent School District (as needed).
    5. Courses to be taken for Fall and Spring semesters.
  
  - C. Submit MOU to the following persons for review, approval and signature (as needed) in the following order:
    1. Coordinator of Recruitment
    2. Dean of Student Affairs
    3. Vice President of Student Affairs
    4. Vice President of Academic Affairs
    5. Vice President of College Services
    6. College President
  
  - D. Prepare and send MOUs with cover letter via certified mail to the appropriate ISD/Home/Private school for review and approval by May 15th.
  
  - E. When both sets of original MOUs are returned from ISD/Home/Private School, the Recruitment Center will forward to the Vice President of College Services for processing and submission to Legal Services.

F. When both sets of original MOUs are returned from Legal Services, one original is sent via certified and mail to the ISD/Home/Private school and one is kept on file in the Office of College Services.

G. A copy of the original will be filed and stored in the PAC Recruitment Center.

Issued: February 21, 2011

Approved: Ana M. Guzman  
President