

# MEMORANDUM OF AGREEMENT

OK AS TO FORM  
Rm 1-16-14

**Morehead State University  
And  
Jefferson County Board of Education  
(Ballard High School)**

## **Purpose Statement**

THIS MEMORANDUM OF AGREEMENT is between Morehead State University (MSU), 150 University Blvd. Morehead, KY 40351 and the Jefferson County Board of Education 3332 Newberg Rd. Louisville, KY 40218.

The parties hereby establish a dual credit program for students enrolled in and attending Ballard High School beginning in the 2013-14 academic year. Students who meet the criteria specified by Morehead State University and the Jefferson County Board of Education will have the opportunity to earn up to twenty-four (24) hours of college credit during their high school junior and senior years. This agreement will be updated annually during the high school Spring semester and could be expanded to fully meet the needs of the students at Ballard High School.

### **I. Morehead State University agrees to:**

1. Make the following University dual credit courses available, free of tuition, to eligible high school juniors and seniors:

Course

ART 109 Digital Foundations

Instructors

Prof. Gary Crume

- This is a 3 credit college course that equates to the Ballard High School course, Computer Illustration I, JCPS #4580441, linked to state code 480214 VCC 200.

2. Grant college credit and post the grade on the student's transcript at Morehead State University;
3. Identify and provide a MSU faculty mentor in the appropriate academic discipline to provide training, orientation, and collaboration with the Early College faculty through the academic year;
4. Assist and provide guidance to the high school faculty:
  - a. In the admission and registration process and posting of grades and;
  - b. In gaining access to the MSU system to electronically post grades;
  - c. In electronically entering information into Faculty 180 for University assessment;
5. Share academic information concerning grades and academic progress in dual credit classes with approved high school officials;
6. Provide educational enhancements that will be determined cooperatively between the Early College faculty, the high school principal and the Office of Adult and Early

## College Programs.

### **II. Jefferson County Board of Education (Ballard High School) agrees to:**

1. Identify and recruit eligible students and assist in completing the necessary MSU admission and registration forms, including Early College Registration Form, by the established MSU deadlines;
2. Provide SACS qualified instructors for the identified courses who have successfully passed a criminal background screening;
3. Ensure instructors provide the University with necessary documentation including official transcripts and any required human resources paperwork prior to the start of teaching;
4. Ensure Early College faculty (MSU Approved Ballard High faculty) teaching MSU classes complete online FERPA training prior to the beginning of the semester in order to enter grades electronically;
5. Follow the MSU curriculum guides, student learning outcomes in courses and assessment standards including additional guidelines and assessments for general education;
6. Ensure Early College faculty teaching MSU courses follow MSU grading policies and JCPS grading policies for the high school courses, procedures, guidelines, and timelines for awarding and submitting grades electronically in the courses;
7. Pay the high school instructor teaching the MSU course in accordance with Board policy;
8. Encourage Early College faculty to attend the MSU orientation session that will occur at the Morehead campus on June 11<sup>th</sup> or a designated site and recognize any PD or EILA hours earned as part of this training; this could also include departmental meetings, assessment workshops and professional development at the Morehead campus;
9. Provide the necessary textbooks, software, and/or fees/ supplies for the courses offered; this may also include the ability to view student tutorials located on different websites or computer programs;
10. Follow deadlines established by MSU related to student registration, grade submission, withdrawal, addition of courses, etc.;
11. Allow MSU monitoring of the program and mentoring by an MSU mentor;
12. Share program data with MSU; and
13. Pay a participation fee based on the following scale to MSU:
  - 1 course= \$500

### **III. The parties agree that students participating in this program must:**

1. Have a GPA of 3.0 or higher and a minimum 18 ACT composite score. A 21 ACT Plan composite can be used for admission purposes but will need qualifying benchmark scores to come from some other assessment such as KYOTE, Compass or ACT;
2. Have a junior or senior class standing;
3. Meet any course requirements or prerequisites such as ACT scores or increased scores set

- by the school district;
4. Complete the MSU Early College Application and Registration Form;
  5. Follow the policies and procedures of MSU and Ballard High School which may include an appeal policy for the Early College;
  6. Attend class on a regular basis;
  7. Maintain a HS GPA of 3.0 or higher and a MSU GPA of 2.5 or higher to continue enrolling in MSU classes as an Early College student; and
  8. Purchase any required books, educational supplies or materials that are not supplied by district.

Neither party shall discriminate on the basis of race, religion, natural origin, sex, disability, military status, age or any other protected class.

#### **IV. Designated Representatives:**

For MSU: Joel Pace  
Director, Adult and Early College Programs  
Morehead State University  
407 Ginger Hall  
Morehead, KY 40351  
606.783.2995  
606.783.9103 fax

For the Jefferson County Board of Education: Ken Talley, Ed. D  
Director, Career and Technical Education  
Jefferson County Public Schools  
3332 Newburg, Rd  
Louisville, KY 40218  
502.485.3045  
502.485.3523 fax

#### **V. Duration and Review**

This Memorandum of Agreement shall be effective from the date of its execution and shall be reviewed annually. Subject to revisions as are mutually agreeable at the time of annual review, the duration of the agreement shall be continuous. Either party may terminate the agreement at the end of any school year upon written notice to the designated representatives of at least six (6) months in advance.

IN WITNESS whereof, the parties hereto have caused their authorized officials to execute this agreement as of the dates set below:

Morehead State University:

By Wayne D. Andrews  
Wayne D. Andrews, President/ Date

Jefferson County Board of Education

By \_\_\_\_\_  
Donna Hargens, Superintendent/ Date

Ballard High School

By James C. Jury  
Jim Jury, Principal/ Date