

**MEMORANDUM OF AGREEMENT  
FOR THE HIGH SCHOOL DUAL CREDIT PROGRAM  
BETWEEN**

**UNIVERSITY OF LOUISVILLE  
AND  
JEFFERSON COUNTY PUBLIC SCHOOLS  
2014-2015**

**Introduction and Purpose**

This Memorandum of Agreement, effective this 10<sup>th</sup> day of February in the year 2015 provides post-secondary education credit for students who complete coursework designated as dual credit by the University of Louisville (U of L) and Jefferson County Public Schools (JCPS). Established to promote U of L's mission and to maintain its commitment to community development, the dual credit program cultivates partnerships with area schools to provide high quality, college-level educational experiences for high school students. The parties agree to work together to ensure program equity and quality. To that purpose, a steering committee comprising both U of L and JCPS personnel will oversee the program's operation. This agreement is a component of the JCPS COLLEGE NOW! initiative.

For purposes of this agreement, dual credit is defined consistent with KRS 164.002 as a college level course of study in which a high school student receives credit from both the high school and post-secondary institution in which the student is enrolled upon completion of a single class or designated program of study.

This agreement specifies student eligibility, faculty credentialing, eligible courses, credits, withdrawal procedures, grading, program evaluation, and costs.

**Agreement**

**1. Student Eligibility**

To enroll in the dual credit program, the student must be a high school junior or senior, unless an exception is approved by the Executive Director of the U of L Office of Admissions or appropriate academic department chair, have a 3.0 cumulative grade point average (GPA), and meet the requirements for admission as set forth below.

**A. English**

Students enrolling in dual credit courses with U of L in English must have a 3.0 cumulative GPA, and must also meet minimum standards for acceptance as a U of L high school visiting scholar:

**English 101 Introduction to College Writing** (one of the following):

- Reading sub score on ACT of 20
- Reading sub score on SAT of 480

- Reading sub score on PSAT of 50
- Reading sub score on PLAN of 19
- Exception: Students with a reading sub score of 19 on the ACT may become eligible by submitting a writing sample to be evaluated by the U of L English Dual Credit Coordinator

## **B. Math**

Students enrolling in dual credit courses with U of L mathematics must have a 3.0 cumulative GPA in their math courses, and must also satisfy the following criteria:

### **Math 109 Elementary Statistics and Math 111 College Algebra (one of the following):**

- Mathematics sub score on ACT of 21
- Mathematics sub score on SAT of 500
- Mathematics sub score on PSAT of 50
- Exception: Students with the mathematics sub scores of 20 on the ACT, 480 on the SAT or 48 on PSAT are eligible to take the UofL Math Placement Exam and if they score 11 or higher, they are eligible as well.

### **Math 190 Precalculus (one of the following):**

- Mathematics sub score on ACT of 23
- Mathematics sub score on SAT of 540
- Mathematics sub score on PSAT 55
- Earned a passing grade in Math 111
- Exception: Students with the mathematics sub scores of 22 on the ACT, 520 on the SAT or 53 on PSAT are eligible to take the UofL Math Placement Exam and if they score 16 or higher, they are eligible as well.

## **C. Humanities and Other General Education Courses**

Students taking other dual credit courses should meet minimum grades of eligibility for English 101. U of L reserves the right to change or add student eligibility requirements based on the rigors of the course being offered.

## **D. Exceptions**

Exceptions to minimum grading standards must be approved by the Executive Director of the U of L Office of Admissions. In addition, English and Math exceptions to grading standards as well as exceptions to class type must be approved by the respective department chairs. Other subject area exceptions must have the support of the University as well as the particular subject area chair.

## **2. Teacher/Instructor Eligibility**

High school faculty will submit transcripts and curriculum vitae to U of L for approval of qualifications to teach dual credit courses. The qualifications for teaching these courses will be the same as those required for teaching the campus-based sections of the same course.

A secondary school teacher desiring to offer courses for dual credit through U of L must have a Master's degree in the content area or a Master's degree in any area with at least eighteen (18) credit hours in the content to be taught. The teacher must be approved as an adjunct instructor for U of L by the chairperson of the department in which the course is offered, before the teacher may teach a certified dual credit course. In addition, those who wish to teach English 101 must take English 602, and they must also participate in a U of L designed orientation prior to offering a course.

Secondary school teachers also must be willing to have their work reviewed by a U of L coordinator and/or faculty member on a regular basis. This review will include observation of the dual credit classroom, curriculum review, and a sampling of their students' work, and prior approval of final exams. JCPS teachers who become adjunct instructors in order to teach dual credit courses may receive tuition remission for themselves as funds are available. Dual credit instructors and students, as well as administrators and counselors, should become familiar as soon as possible with the university, department, and program policies and guidelines that are associated with the particular course they are teaching or taking or administering, with the understanding that all parties are subject to those same policies and guidelines.

## **3. Curriculum**

Courses offered through the dual credit program will present a rigorous curriculum and will introduce qualified students to college-level work for which they may earn both high school and college credit. Course material, textbooks, and assignments will follow the U of L course design, objectives, and assessment outcomes. Curriculum alignment before instruction begins will ensure that the dual credit teacher is able to cover both U of L and high school core content in the chosen course. U of L faculty reserves the right to determine which courses are eligible for dual credit and what course content should be covered. JCPS shall determine whether and how the school will count the dual credit course with respect to graduation requirements.

## **4. Credit**

Students enrolling in and completing a dual credit course will obtain a college transcript. The grade will be automatically recorded on their student record at U of L. The student must request a copy of his/her transcript to forward the grade to another college. U of L has articulation agreements with most other public institutions in Kentucky to accept dual credit coursework. Students should check with universities outside Kentucky to determine if they will accept U of L dual credit courses.

## 5. Withdrawal from Course

If a participating student is not able to successfully complete the required coursework, the student may submit a letter requesting to be withdrawn from the course as long as it is within program defined deadlines. A "W" will appear on the student's record, but this will not affect his/her grade point average. Reimbursements of course fees follow the University schedule. Students who want to withdraw after the defined deadlines must petition the respective U of L department.

The effective withdrawal date is the date on which the withdrawal is processed in the Student Records System. This date is used in calculating any applicable reimbursement. The instructor will give the student a grade based on their class records or the grade will revert to an "F" without proper withdrawal from the class.

### Deadlines to Withdraw from Course:

#### *Semester/Trimester Courses*

#### *Semester Deadlines*

<b>Fall Semester Courses</b>	<b>November 21</b>
<b>Spring Semester Courses</b>	<b>April 21</b>
<b>Year-long Courses</b>	<b>February 21</b>

#### *Trimester Deadline*

<b>First to second trimester course</b>	<b>November 13</b>
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**\*NOTE: There will be no classes accepted for the second to third trimester.**

## 6. Grading

All U of L academic courses will become part of the student's permanent record. Student records generated pursuant to this agreement will be retained and disseminated in accordance with the Family Educational Rights and Privacy Act. Only students will be allowed access to their own college grades and records. To obtain student's grades or records, parents/guardians must have a release form completed and signed by the student.

Students will receive grades for dual credit based on the U of L grading scale. Secondary school teachers will communicate this grading scale to students, parents, and the school community on a routine basis. The grading scale should appear in the course syllabus and be posted in the

classroom. High school credit will also be awarded by the secondary school upon successful completion of the course requirements.

## **7. Program Evaluation and Follow Up**

High school faculty teaching dual credit courses will be evaluated consistent with the manner in which U of L evaluates its instructors. Classroom visits by U of L dual credit personnel and faculty will provide one avenue for ensuring that instructors teach appropriate content at appropriate levels for college credit. Student portfolio review will also provide a means for determining content coverage and student mastery of that content.

A key component of program evaluation is determining participant access to post-secondary education after high school, as well as student success with their pursuit of post-secondary education. The program's continuance will depend, in part, on the results of data, including rates of transition to post-secondary education and the number of students who require preparatory classes before pursuing additional coursework.

## **8. Tuition and Fees**

All students will be required to pay a non-refundable, one-time \$50 application fee. Checks should be made payable to the University of Louisville. Once a student pays this application fee, he/she does not have to pay it again in order to take additional courses or apply to the University as an incoming college student. Participation in dual credit classes, however, does not guarantee student acceptance to the University.

Students will be responsible for course tuition costs, currently \$133.75 per credit hour. This translates to student fees for **Fall 2014 – Spring 2015:**

**\$401.25 for a three-hour course**

**\$535.00 for a four-hour course**

Tuition may vary from year-to-year in accordance with regular tuition increases. The application fee and tuition will be waived for students who receive free and reduced lunch. Such students must provide documentation that they are participating in the free and reduced lunch program when they submit their registration forms at the beginning of the semester. University scholarships and other waivers may be provided on a case-by-case basis for students who do not qualify for free and reduced lunch.

Each student will be assessed a separate \$8.25 per credit hour fee for use of the new student recreational center, and may incur additional costs for textbooks and related supplies. These fees and costs will not be waived. U of L will not pay course tuition fees retroactively.

Students whose accounts are not paid by the established semester deadlines may be subject to financial penalties and may have a financial hold placed on their records. Students placed on financial hold become ineligible for further registration and transcripts will not be released until the student account is paid in full. A late payment fee of \$50.00 may be assessed when student

accounts are not paid by the last day to drop/add for the semester. A return payment fee of \$25.00 may be assessed when payment is not honored by the bank on which it was drawn. If restitution is not made within 10 days of notification, the student may be subject to financial penalties and/or legal action.

Debtors who do not make satisfactory payment arrangements on their past due accounts may have their accounts placed with a billing service. If not paid through the billing service, the unpaid account may be forwarded to a collection agency. It is the policy of the University that unpaid accounts will be assessed the costs and expenses of collection, including attorney fees.

## **9. Term and Review**

This Memorandum of Agreement shall be effective as of the Effective Date and shall be reviewed and renewed annually, unless otherwise terminated as set forth below. Any revisions to this agreement must be in writing and signed by both parties. Either party may terminate the agreement at the time of the annual renew provided that the party desiring to terminate has given written notice of intent to do so at least ninety (90) days in advance.

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FOR DUAL CREDIT  
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AND  
JEFFERSON COUNTY PUBLIC SCHOOLS  
  
2014-2015**

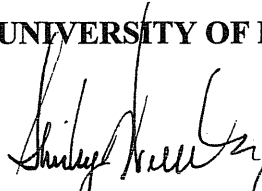
In testimony thereof, witness the duly authorized signatures of the parties here to:

**JEFFERSON COUNTY PUBLIC SCHOOLS**

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Donna Hargens, Ed.D.  
Superintendent

\_\_\_\_\_  
Date

**UNIVERSITY OF LOUISVILLE**

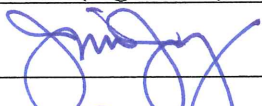

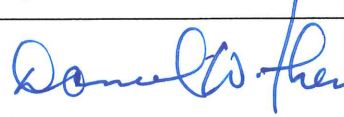

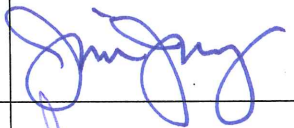
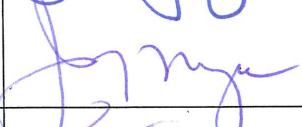
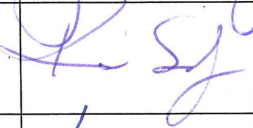
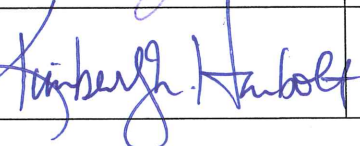
  
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Shirley C. Willihnganz, Ph.D  
Executive Vice President and University Provost

  
\_\_\_\_\_  
Date

UNIVERSITY OF LOUISVILLE  
HIGH SCHOOL DUAL CREDIT PROGRAM  
PARTICIPATING  
JEFFERSON COUNTY PUBLIC SCHOOLS

2014-2015

Signature Sheet

School	Receipt Name (Printed)	Receipt Name (Signature)	Position Title	Date Received
Ballard	Jim Jury		Principal	2/18/15
Butler	William M. Allen		Principal	1/7/15
Central	Daniel Withers		Principal	12/23/14
Jeffersontown	Marty Pollio		Principal	1/9/15
Male	Jim Jury		Principal	1/18/15
Manual	Jerry Mayes		Principal	1/29/15
PRP	KIMBERLY P. SACHER		Principal	1-6-15
Seneca	Kimberly N. Harbolt		Principal	12/23/14