

**Dual
Credit
Memorandum of
Understanding (MOU)
between**

**KENTUCKY COMMUNITY AND TECHNICAL
COLLEGE SYSTEM**

and

**KENTUCKY DEPARTMENT OF
EDUCATION**

I. Introduction and Purpose

The Kentucky Community and Technical College System (KCTCS) and the Kentucky Department of Education (KDE) mutually support the attainment of dual credit coursework for high school students. This Memorandum of Understanding (MOU) underscores the dedication of both agencies to improving the educational attainment of Kentucky citizens and reinforces the collaboration necessary to achieve this level of success.

Improving the educational attainment of Kentucky citizens is key to ensuring the State's long-term success. The State commits significant resources across the educational spectrum to develop and implement strategies to address this critical issue. Providing secondary students dual credit opportunities is a proven educational strategy with the capacity to complement and maximize the chances of success of our educational initiatives. Effective dual credit systems have impacts both at the secondary and postsecondary levels and provide the opportunity for collaboration.

II. Definition of a Dual Credit Course

A dual credit course shall be a course of study developed in accordance with KRS 164.098 in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study. Dual credit courses may be delivered at a high school or at a post-secondary institution and taught by a post-secondary faculty member or a high school teacher approved by a post-secondary institution. Dual credit courses offered to eligible high school students shall include both career and technical education dual credit courses within a State-approved career pathway leading to an industry recognized credential and general education dual credit courses. Developmental education and First Year Experience courses are not eligible dual credit courses.

III. State-approved Career Pathway

A KDE approved Career Pathway is a pathway recognized by both the secondary school and the participating postsecondary institution (PPI) and leads to a degree in a regionally appropriate business/industry sector and/or an industry-recognized credential.

IV. KCTCS Dual Credit Course Offerings

All KCTCS participating postsecondary institutions (PPI) shall work together with schools and districts to provide courses in general education and career and technical education courses in a regionally appropriate career pathway to all eligible students graduating from high school.

- a. Dual credit courses must meet the same student learning outcomes as equivalent courses at KCTCS colleges. KCTCS college's grading policy will apply to dual credit courses and be used by the secondary school awarding credit.
- b. All existing college deadlines (including dropping, adding and withdrawing from college courses) shall apply for all dual credit and dual credit scholarship students.
- c. College credit shall be awarded upon the student's completion of the dual credit course requirements and will become part of the student's official college transcript. The award of college credit will be in compliance with appropriate accreditation standards for KCTCS colleges.
- d. High school credit shall be awarded at the end of the term by the secondary school upon successful completion of the course. The award of high school credit will be in compliance with KDE standards.

A minimum of three general education courses and three career and technical education (CTE) in a career pathway should be available to all eligible students over the course of their secondary career.

If a secondary school provides access to only the minimal number of dual credit course options, the dual credit courses should be limited to general education courses outlined in the Kentucky Council on Postsecondary Education's (CPE) General Education Transfer Policy and General Education Transfer Policy Implementation Guidelines and courses that lead to a single career pathway and program of study.

The course requirements for secondary students enrolled in dual credit courses at a secondary school will be equal to those of college students enrolled at the KCTCS college. Students will receive an official course syllabus by the first or second day of the college course. The syllabus will include:

- a. Course requirement information, including the official description, course prerequisites, course content, grading policy, attendance requirements, course completion requirements/performance standards, and other related course information.
- b. Criteria to be used in evaluating the student's performance, a course grading system that includes specific expectations with relative weights, and the requirement that the grades described in the *KCTCS Catalog* will be used.

VI. Awarding of Dual Credit

College credit will be awarded for courses taken for dual credit with a KCTCS college upon the student's completion of the course requirements and will become part of the student's official college transcript. The

award of college credit will be in compliance with appropriate accreditation standards for the KCTCS college.

- a. All KCTCS institutions will recognize credit awarded under this agreement as stated in KCTCS policy and according to accreditation requirements.
- b. College credit awarded pursuant to this agreement will be applied to KCTCS program requirements in an applicable postsecondary program that the KCTCS college is approved to offer.

VII. Dual Credit Rate

Any PPIs offering dual credit coursework shall charge no more than the Dual Credit Tuition Rate Ceiling, which is defined to be equal to one-third of the Kentucky Community and Technical College System in-state hourly tuition rate, for each and every dual credit course it offers, regardless of the number of dual credit courses an individual student elects to take. No additional fees may be charged to a student by a PPI, including but not limited to special equipment charges, laboratory fees, and other additional charges.

VIII. Kentucky Dual Credit Scholarship Program Requirements

Students are eligible to receive the Dual Credit Scholarship for two successfully completed dual credit courses; meaning, they receive both secondary and postsecondary credit upon completion of an approved dual credit course. The Dual Credit Scholarship awards shall be equal to the Dual Credit Tuition Rate Ceiling. Dual Credit Scholarship funds may not be used for remedial, developmental or First Year Experience coursework.

Local Education Authorities (LEAs) will notify The Kentucky Higher Education Assistance Authority (KHEAA) of students enrolled in dual credit coursework. Students will apply for the dual credit scholarship through KHEAA and indicate when and where the scholarship will be used. KCTCS, working with the PPI, will identify which course/s students will receive the scholarship for to KHEAA. KHEAA notifies students, high schools and postsecondary institutions of award/denial status and will distribute scholarships for each eligible dual credit course for eligible students to KCTCS within the limits of available funding for the Dual Credit Scholarship Program. KCTCS will return 50% of the scholarship to KHEAA for any dual credit course a student does not successfully complete within 30 days of the end of the semester. Students cannot be charged for unsuccessful completion. Students may repeat a course, but the repeated course is no longer scholarship eligible.

IX. Student Eligibility

a. Dual Credit Non-Scholarship

To enroll and obtain college credit in a dual credit course a student must:

- Be a student in a participating secondary school. Exceptions may be considered for other

students if recommended by the school faculty and approved by the Chief Academic Officer at the KCTCS college. KCTCS colleges, at their discretion, may also provide dual credit to eligible students in private secondary schools and home school settings.

- Meet KCTCS' dual credit requirements for admission.
- Be admitted to the KCTCS college as a dual credit student.
- Meet KCTCS requirements for each program's placement into college credit-bearing courses or courses in programs of study that align to a career pathway.
- Complete the KCTCS college's application for admission and the college's dual credit form.
- Meet all existing college deadlines (including dropping, adding and withdrawing from college courses).

b. Kentucky Dual Credit Scholarship

To qualify for the Dual Credit Scholarship, a student must:

- Be a Kentucky resident;
- Be enrolled in a public or private Kentucky public high school, or be homeschooled, in grades 11 or 12;
- Be enrolled, or accepted for enrollment in an approved dual credit course at a participating Kentucky post-secondary institution;
- Meet postsecondary admissions requirements;
- Meet all existing college deadlines (including dropping, adding and withdrawing from college courses) and
- Have completed a 30-minute college success counseling session delivered by high school personnel.

c. Dual Enrollment, Non-Scholarship, Non-Dual Credit

Students who do not fall under a dual credit agreement and take courses that are not eligible dual credit courses are dual enrollment students. These students must:

- Adhere to admission requirements required of KCTCS students.

Colleges that have high school students independently attending college classes on campus (dual enrollment) should charge full tuition for these students but may apply college scholarships.

XI. Dual Credit Class Types

Regardless of the type of class in which a dual credit student is enrolled, the class should be taught using the same standards as regular college classes and students should receive equivalent student services, regardless of where or how the class is delivered. There are three types of dual credit classes that are addressed in these procedures. Each is described below:

- a. **Dual Credit classes with only dual credit students enrolled.**
These classes are often taught at the high school, locally operated Career and Technical Centers, or Area Technical Centers. All students in the class are receiving credit from both KCTCS and their high school.
- b. **Classes with dual credit students and college students.**
These classes are typically taught on the college campus, where dual credit students are in classes with students who are only receiving college credit.
- c. **Classes with dual credit students and other high school students.**
Although these classes occasionally exist at the secondary sites, they should only be considered when there is a lack of resources or students necessary to offer sections with only dual credit students. According to SACSCOC President, Dr. Belle Wheelan, if a dual credit course includes students not taking the course for college credit, institutions should be prepared to offer a compelling explanation as to how the “collegiate level” of the course is ensured.

XII. Transferability of Credit

- a. All participating postsecondary institutions shall recognize dual credit general education courses pursuant to The General Education Transfer Policy and Implementation Guidelines and in accordance with accreditation requirements.
- b. All participating postsecondary institutions shall recognize credit awarded under this policy for career and/or technical dual credit coursework if the course has the same competencies and learning outcomes as that of a course offered at the receiving institution.
- c. All participating postsecondary institutions shall recognize credit awarded under this policy pursuant to the Kentucky Council on Postsecondary Education’s General Education Transfer Policy and General Education Transfer Policy Implementation Guidelines and in accordance with accreditation requirements.
- d. Career and technical dual credit courses shall be transferrable to any participating community and technical college offering those courses and shall be accepted as meeting requirements for a certificate, diploma, or associate degree within the related program of study.

XII. Additional Dual Credit Guidelines

- a. Tuition and other fees for dual credit courses will be outlined in writing and provided to each student, parent and/or guardian, and secondary school by the postsecondary institution prior to enrollment in such courses.
- b. Dual credit courses can vary in three dimensions – where they are taught, by whom they are taught, and when they are taught:
 - 1. Dual credit courses can be taught online or through other distance education methods or they can be taught face-to-face either on a college campus or at a secondary school or other mutually agreed upon and approved location.

2. Dual credit courses shall be taught by qualified and credentialed teachers and faculty.
 3. Dual credit courses can be offered during or outside the secondary school day.
- c. The dual credit tuition rate outlined above is the same regardless if the course is taught by a college instructor or a high school teacher.
 - d. Colleges may offer scholarships, such as the President's Scholarship or those provided by college foundations, local civic organizations, etc., but may not "waive" more than the 67% of the dual credit rate as outlined above.
 - e. Colleges who have agreements with high school CTCs or ATCs where students are bussed to the college campus to take dual credit technical courses are still eligible for SEEK dollars as outlined in agreements.
 - f. KCTCS policy and college deadlines shall apply to all dual credit students. These deadlines include:
 - enrollment
 - add/drop
 - withdrawing from college courses
 - submission of grades

The rationale for adhering to these deadlines is to ensure the PPI is in compliance with regulatory requirements.

XIII. Faculty Qualifications

- a. Secondary school faculty will be approved to teach dual credit courses by the local KCTCS college according to the faculty credentialing criteria established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Guidelines for Faculty Credentials and the local KCTCS college policy.
- b. Secondary school faculty will demonstrate, through appropriate documentation, compliance with KCTCS teaching qualifications. Appropriate documentation will include:
 - Official college transcripts;
 - A current vita, resume, or application showing teaching and work experience;
 - Official documentation of relevant work experience; and
 - Additional documentation sufficient for SACSCOC compliance.
- c. Secondary school faculty who are approved and teach dual credit courses will be paid by the secondary school.

XIV. Responsibilities

a. KCTCS Colleges

1. Work with other KCTCS and participating postsecondary institutions to determine dual credit needs in area schools and create a plan for providing at least the minimum accelerated learning opportunities and dual credit for all eligible students in each school.
2. Determine the dual credit courses offered by that college.
3. Ensure that all institutional policies apply to dual credit courses (e.g., drop/add dates,

student confidentiality, faculty/student relations, student identification for distance learning).

4. Monitor all dual credit courses offered to ensure that they have the same academic quality and rigor and meet the same student learning outcomes as courses offered on campus.
5. Promote dual credit opportunities to eligible secondary school students, parents, and secondary teachers and school administrators.
6. Provide assistance with the college application process as it relates to dual credit courses.
7. Provide information about dual credit courses to each interested secondary student.
8. Provide each secondary student participating in dual credit information about the course he or she is enrolling in and the benefits and risks of enrolling in such courses.
9. Register students in dual credit courses and maintain academic records, including grades and transcripts.
10. Ensure that each teacher or faculty member teaching a dual credit course uses a course syllabus approved by the postsecondary institution.
11. Conduct faculty evaluations for secondary teachers in a manner consistent with the public postsecondary institution's guidelines for evaluation of faculty and student evaluation of faculty.
12. Establish a formal strategy, consistent with the goals of the participating postsecondary institution's enrollment management plan, to recruit and matriculate students participating in dual credit courses.
13. Provide students and teachers of dual credit courses information about the transferability of credit for that course.
14. Align courses to career programs of study and college degree and credential requirements.
15. Create and communicate the process that will be used to implement dual credit courses at schools.
16. Provide secondary dual credit teachers best practice information for content delivery and use of instructional support systems.
17. Provide each student participating in dual credit an advisor who is responsible for maintaining contact; informing the student of significant dates, such as add/drop dates, first day and last day of class dates; grading policies; and monitoring student progress.
18. Provide detailed information to students in writing (i.e., a syllabus) consistent with the participating postsecondary institution policy. This information shall include the nature of the course and the expectations and requirements that correspond to its official catalog description. Course requirement information must include course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, information on adding and dropping courses, and other related course information.
19. Monitor student access, success, and enrollment in dual credit coursework.
20. Make sure admission requirements for dual credit students align with those for other students at the postsecondary institution.
21. Transcript college credit upon completion of a dual credit course.
22. Inform students and parents/guardians of tuition, fees, scholarships, and any fee waivers.
23. Work to create capacity for more secondary teachers to be credentialed to teach dual credit courses which will help assure access and affordability of dual credit programming.
24. Report data on dual credit courses to CPE for the monitoring of student access and

progress to credential or degree.

b. Secondary School Responsibilities

1. Establish agreements with one or more postsecondary institutions to ensure that the minimum number of general education and career and technical courses are offered.
2. Use the participating postsecondary institution's course prefixes, numbers, titles, and descriptions for all dual credit courses.
3. Use a course syllabus approved by the postsecondary institution.
4. Ensure that each dual credit teacher receives professional development relevant to each course taught.
5. Provide program information and promote dual credit opportunities among eligible secondary students and their parents.
6. Monitor student access to and success in dual credit coursework.
7. Advise students of the transferability of credit for each dual credit course taken.
8. Record student participation in dual credit courses in the KDE student information system.
9. Use the faculty evaluation process for all dual credit teachers established by the postsecondary institution.
10. Meet accrediting and State reporting guidelines by:
 - Providing faculty credentials prior to the start of the term in which the course is offered according to the timeframe designated by the participating postsecondary institution.
 - Providing completed online applications or delivering completed written applications to the postsecondary institution's registrar or designated dual credit representative according to the timeframe designated by the participating postsecondary institution.
 - Submitting grades to the participating postsecondary institution's registrar or designated dual credit representative according to institutional guidelines.

c. Secondary and Postsecondary Institutions

1. Ensure course alignment. When a postsecondary institution changes the learning outcomes for a course offered as dual credit, the institution will notify the secondary schools involved. The secondary school will ensure that all courses approved for dual credit will incorporate any and all changes that occur.
2. Standardize the course numbering system for KCTCS career and technical education courses.
3. Maintain collaborations between educational partners to create and sustain career pathways.
4. Increase student access by promoting college and career readiness, providing degree and career pathway information, and providing dual credit information to all students and their families.
5. Provide interested dual credit students and their families the opportunities to learn and ask questions about dual credit. Information provided should include coursework, career pathways, college and career program materials that are based on student Individual Learning Plans (ILP), and the implications for the students' future collegiate enrollment

and financial aid. This information should promote matriculation to a participating postsecondary institution.

6. Provide information sessions for the students, parents, and guardians of dually enrolled students to meet with dual credit secondary and postsecondary staff. This session should include information regarding Family Education Rights and Privacy Act (FERPA) regulations.
7. Develop a process to determine student eligibility for financial assistance.
8. Provide an orientation program for all new secondary and postsecondary faculty teaching dual credit coursework. The program should be available to school administrators, teachers, faculty, and secondary and postsecondary coordinators of dual credit.
9. Monitor student access to and success in dual enrollment coursework.
10. Support and provide advisors and/or mentors at both the secondary and postsecondary levels to each dual credit participant. Students should be encouraged to confer with these advisors as they have questions related to dual credit or academic planning.
11. Make the secondary advisors responsible for students' course taking when schools have multiple educational partners offering dual credit.
12. Promote dual credit on school and postsecondary websites.
13. Ensure course rigor and the attainment of student learning outcomes.
14. Report on student participation and outcomes.

XV. Implementation of the Agreement


This agreement shall become effective upon signature of all parties and will be implemented for dual credit courses offered beginning Fall 2017.

XVI. Evaluation, Term, and Modification

This Memorandum of Understanding, as well as the accompanying local agreements, must be reviewed and evaluated annually. Any revisions to this memorandum must be in writing and signed by all parties.

Any exceptions from the stated guidelines for student participation, credit hour load and accumulation, and enrollment criteria must be approved by the respective KCTCS college president and the KCTCS Chancellor.

XVII. Signatures



Dr. Stephen Pruitt, Commissioner Date 8/2/17
Kentucky Department of Education



Dr. Jay Box, President Date 8/18/17
Kentucky Community and Technical College
System