

Dual Credit
Memorandum of Agreement
between
Elizabethtown Community and Technical College
and
Marion County High School

I. Purpose

Providing secondary students dual credit opportunities is a proven educational strategy with the capacity to complement and maximize the chance 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. This agreement will serve as an addendum to the Memorandum of Understanding (MOU) between the Kentucky Community and Technical College System (KCTCS), and the Kentucky Department of Education (KDE). **All policies established in the MOU shall be followed at all times.** All Dual Credit and Dual Credit Scholarship policies shall be followed at all times. Participants are expected to know and follow current policies as well as all future versions thereof. The purpose of this MOA is to allow for local decision making, to permit customization and to provide flexibility within the constraints of the MOU.

II. Student Eligibility

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 participating postsecondary institution.
- Meet the postsecondary institution's dual credit requirements for admission.
- Be admitted to the participating postsecondary institution as a dual credit student.
- Meet the postsecondary 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 postsecondary institution's application for admission and a dual credit form.

III. Registration Procedures

High School Students must meet postsecondary admissions requirements. All students must be admitted to and enrolled or accepted for enrollment at Elizabethtown Community and Technical College and complete the college's dual credit application. Students must meet KCTCS requirements for placement into college credit-bearing course(s) and any program specific requirements for courses of study that align to a career pathway. The college shall not apply additional admissions requirements to dual credit students beyond those that apply to all students enrolling in the same course and program.

IV. Cost

The cost of a dual credit course is 1/3 of the per credit hour tuition amount charged by KCTCS for in-state students. The discounted dual credit course tuition rate applies to all dual credit offered to students attending a Kentucky high school by a participating college. Dual credit students cannot be charged anything more than the dual credit tuition rate ceiling per credit hour, including any additional fees, for any dual credit course it offers to any Kentucky public or nonpublic high school student per HB 206.

While the tuition rate for dual credit is non-negotiable, other expenses are appropriate for negotiation with the Local School District concerning dual credit students. These include, but are not limited to, the following:

- Cost of textbooks, digital content, or eResources.
 - **ECTC will not be responsible for cost of textbooks, digital content, or eResources.**
- Liability or insurance charges.
 - **Liability or insurance charges will be accepted by the institution housing/hosting the course.**
- Barnes and Noble charges.
 - **ECTC will not accept liability for Barnes and Noble charges.**
- Lab charges. (According to the Governor's Executive Order, "No additional fees may be charges by Elizabethtown Community and Technical College, including but not limited to special equipment charges, laboratory fees, and other additional charges".)
 - **ECTC will not accept liability for any associated lab/course fees taught by any entity other than ECTC.**
- Professional development requirements for dual credit faculty.
 - **ECTC will make available all PD opportunities for dual credit faculty that we have for our full-time and part-time employees.**

Please identify the expenses that support course instruction and identify which party is responsible for covering the costs. Textbooks, digital content, or eResources are required for most courses. Designate how these will be funded in the table below. Additionally, there are charges associated with operating a college course (e.g. Professional liability insurance, KNAT testing charges, etc.). Delineate how these will be funded in the table below.

Expense	Responsible Party		
	ECTC	Marion County High School	Student
Textbooks		X	
Digital Content		X	
eResources		X	
Insurance		X	
Professional Certification testing		X	

The KHEAA High School Submission deadline is immaterial to KCTCS or college deadlines. All students, faculty and administrators shall meet the KCTCS and college deadlines, including:

- enrollment
- add/drop
- withdrawing from college courses
- submission of grades

KCTCS and our colleges must adhere to these institutional deadlines to ensure the Elizabethtown Community and Technical College is in compliance with regulatory requirements that are independent of this MOU.

C. Repeated Coursework

Repeated coursework is not allowed under the DCS program. Students who want to repeat a course are not prohibited from doing so, but any repeated course will be at a student's own expense. In that instance, students will pay the same discounted dual credit tuition rate as other coursework.

D. Successful Completion

KCTCS is required to return to KHEAA fifty percent (50%) of the dual credit tuition rate for students who do not successfully complete a DCS course. A student is unsuccessful if the student does not receive a D- or higher in the college course **and** the secondary course. Postsecondary grades of W and E are not considered successful completion. In the event KCTCS must return 50% of the dual credit tuition rate for an unsuccessful course completion, KCTCS will not charge students to recover the cost of the returned tuition.

Indicate who is responsible for negotiated costs related to unsuccessful students:

- ☒ Elizabethtown Community and Technical College
- ☒ Marion County High School

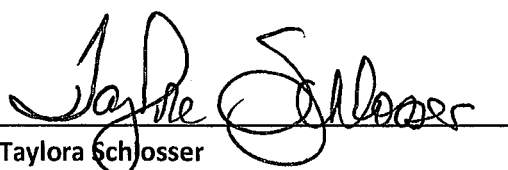
VII. Approvals

Any negotiated items must be included in this Memorandum of Agreement (MOA) between Elizabethtown Community and Technical College and the Marion County High School. The contact and signatory person for negotiations and MOA is the college president/CEO.

The following list of courses are approved to be offered as dual credit between Elizabethtown Community and Technical College and Marion County High School, pending the Southern Association of College and Schools Commission on Colleges (SACSCOC) site approval.

Prefix	Course Number	Credit Hours	Course Title	Site (Mark all that apply)		
				KCTCS Campus	BCHS Campus	Online
COM	181	3	Public Speaking			X

The agreement should be signed by August 7th, 2017, and is effective with signatures below for the 2017/2018 academic year. A copy of the executed MOA shall be submitted to the KCTCS Chancellor's office within two weeks of signature. Any changes made to this document shall be submitted to the KCTCS Chancellor's office within two weeks of signature on the revised MOA.


 Taylora Schlosser
 Superintendent
 Marion County Public Schools

9/1/17
 Date

 Dr. Juston Pate
 President/CEO
 Elizabethtown Community and Technical College

 Date