

**Dual Credit
Memorandum of Agreement
between
Hazard Community and Technical College
and
Breathitt County Schools**

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 [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.
- Liability or insurance charges.
- Barnes and Noble charges.
- Lab charges.
- Professional development requirements for dual credit faculty.

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
Cost of Textbooks, digital or eResources	Student
Liability or Insurance Charges	Local School District
Barnes and noble charges	Student
Lab charges	Student

V. Approved Courses

Dual credit courses are college-level general education and technical education courses that simultaneously earn both secondary and transcribed college credit that count toward a postsecondary degree or credential. Developmental education courses are not eligible dual credit courses (in accordance with KRS 164.098). First Year Experience Courses are not eligible dual credit courses as they are not covered in the general education transfer policy and are not transferable from one institution to the next.

Hazard Community and Technical College (HCTC) will work with KCTCS to verify the approved dual courses offered between HCTC and Breathitt County Schools prior to August 1, 2017. The list will be vetted and approved by KCTCS and Kentucky Department of Education to ensure it meets dual credit course requirements.

VI. Kentucky Dual Credit Scholarship

The Kentucky Higher Education Assistance Authority (KHEAA) is the agency responsible for administration of the Dual Credit Scholarship (DSC) program. Students are eligible to receive the DCS for two successfully completed dual credit courses; meaning, they receive both secondary and postsecondary credit upon successful completion of an approved dual credit course. DCS awards shall be equal to the amount charged by a participating institution, not to exceed the Dual Credit Tuition Rate Ceiling. As referenced in Section IV of this agreement, remedial, developmental, and FYE are not approved courses, and therefore, do not qualify for DCS funds. DCS funds may not be used for remedial, developmental or First Year Experience (FYE) coursework.

KHEAA will notify KCTCS of students that have been awarded scholarships at a KCTCS institution. KCTCS, working with [College], will identify which course/s students will receive the scholarship for and communicate this to KHEAA. KCTCS will request DCS funding from KHEAA and credit each student's account appropriately.

A. Eligibility

To meet eligibility requirements for the DSC, a student must:

- Be a Kentucky resident;
- Be enrolled in a public or private Kentucky high school, or homeschooled, in grades 11 or 12;
- Be enrolled, or accepted for enrollment, in an approved dual credit course at a Kentucky Participating Postsecondary Institution (PPI);
- Meet postsecondary admission requirements; and
- Have completed a 30-minute college success counseling session delivered by high school personnel.

B. Timeline

Fall Semester	Action	Spring Semester
August 14	Start of KCTCS Semester	January 8
August 18-20	Last day for KCTCS students to add/drop	January 12-14
September 15	KHEAA High School Submission Deadline	January 30

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 [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:

☒ College Hazard Community and Technical College
☐ Secondary Institution _____

VII. Approvals

Any negotiated items must be included in this Memorandum of Agreement (MOA) between HCTC and Breathitt County Schools. The contact and signatory person for negotiations and MOA is the college president/CEO.

The agreement should be signed by September 30, 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.

Local School District Signature Authority
[Local School District Signature Authority Title]

Date

[Signatory Name]

President/CEO

College Name

Hazard
Community &
Technical

Date

9-13-17