

**Dual Credit  
Memorandum of Agreement  
between  
Big Sandy Community and Technical College  
and  
Pikeville Independent**

**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 BSCTC 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.

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 BSCTC, 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**

<b>Fall Semester</b>	<b>Action</b>	<b>Spring Semester</b>
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 college must adhere to these institutional deadlines to ensure that BSCTC is in compliance with regulatory requirements that are independent of this MOA.

### **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 \_\_\_\_\_
- ☒ X Secondary Institution \_\_\_\_\_

### **VII. Approvals**

Any negotiated items must be included in this Memorandum of Agreement (MOA) between BSCTC and the Pikeville Independent School System. The contact and signatory person for negotiations and MOA is the college president/CEO.

The agreement should be signed by August 7<sup>th</sup>, 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.

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Jerry Green, Superintendent  
Pikeville Independent Board of Education

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Date

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Dr. Sherry Zylka  
President/CEO  
Big Sandy Community and Technical College

\_\_\_\_\_  
Date