

2017 – 2018

**Memorandum of Agreement for Dual Credit Courses Between
Kentucky State University And
Central High School and Jefferson County Board of Education
1130 West Chestnut Street, Louisville, KY 40203**

Kentucky State University (“KSU” or the “University”) hereby enters into this Memorandum of Agreement (the “Agreement or the “MOA”) with _____ Central _____ Secondary school (the “Secondary school”) to provide (university) credit to qualifying students who are properly enrolled in and successfully complete courses approved by Kentucky State University. These courses will be offered when University staff and resources permit and when requested by the Secondary school. The Secondary school agrees to follow the guidelines related to qualifications of staff, eligibility of students, and course syllabi.

Definitions

For the purposes of this agreement, the following terms are defined:

Dual Credit (DC): Defined in KRS 164.002(6) as a college-level course of study offered to a secondary school student who is concurrently enrolled in secondary school and at KSU with credit awarded by both institutions. A secondary school student will simultaneously earn both secondary and transcribed college credit toward a postsecondary degree of credentials upon successful completion of course requirements. KSU is responsible for the academic integrity of the courses for which postsecondary credit will be awarded. The definition is consistent with the Kentucky Revised Statute 164.002 and KSU’s Administrative Policies and Procedures.

Dual Enrollment (DE): Defined as a college-level course of study offered to a secondary school student who is concurrently enrolled in secondary school and at KSU. However, credits for courses taken at the post- secondary level do not have to be awarded for a concurrent course at the secondary level.

Secondary School: Defined as any public or private secondary school, local education agency, and home- schools.

Concurrent Enrollment Instructor (CEI): Defined as a certified secondary school teacher who has a Masters Degree and completed a minimum of 18 hours of graduate coursework in their subject area. It is up to the secondary school to verify that a CEI meets the necessary Education Professional Standards Board (EPSB) certification requirements. Written Documentation of said verification must be submitted to Kentucky State University Office of Academic Affairs for affirmation of compliance with institutional accreditation required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Eligibility:

Courses accepted for Dual Credit/Dual Enrollment toward an undergraduate credential at KSU must be college- level coursework relevant to the credential awarded and must meet KSU standards for content, quality, and rigor pursuant to the requirements of the SACSCOC. Dual Credit/Dual Enrollment courses must be equivalent to the same courses offered at KSU in course content, competencies, and learning outcomes as evidenced in the required syllabi components.

Eligible courses for Dual Credit/Dual Enrollment under this Agreement include courses for which all of the following criteria can be documented:

- Required courses or technical electives that apply to one of the programs of study offered at KSU.
- Courses that are specified in an agreement between KSU and the partner secondary school and outlined in appendices to this MOA.
- Courses that are taught by college faculty or a concurrent enrollment instructor approved by KSU as having appropriate credentials to serve as college instructors in accordance with requirements for university SACS accreditation. (SACS 3.7.1 and NACEP F1). (NOTE: This would not be considered part of the KSU Faculty member's regular 12 credit-hour per semester teaching load for which they are contractually-compensated)
- Courses in which KSU's curricula are taught and for which student learning competencies and outcomes as well as course descriptions are aligned between KSU and the secondary school. (SACS 3.4.10)
- Courses for which syllabi are approved by KSU and provided to students enrolled in Dual Credit/Dual Enrollment courses on the first or second day of the college course. (SACS 3.4.10)
- Courses for which formal mechanisms exist for the evaluation of faculty effectiveness and student success as approved by KSU. (SACS 3.7.2 and NACEP E1)

A secondary school student may be eligible to receive KSU Dual Credit/Dual Enrollment by:

- a. Completing the KSU online application to be enrolled as a KSU/DCE non-degree seeking student in the course(s) for which they wish to receive credit (NACEP S1).
- b. Participating in a Dual Credit/Dual Enrollment course under a locally developed memorandum of agreement.

Terms of this agreement are as follows:

A. Dual Credit/Dual Enrollment Course Requirements

- The course requirements for secondary students enrolled in Dual Credit/Dual Enrollment courses at a secondary school will be equal to those of degree seeking students enrolled at KSU.
- Students will receive an official course syllabus by the first or second day of the college course. The syllabus will include:
 1. 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 as required by the university.
 2. 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 *KSU's Catalog* will be used.

B. Dual Credit/Dual Enrollment Delivery Methods

Courses may be delivered at the university, at the local secondary school or another site not

at the secondary school, online, in a virtual environment, or in a delivery method that utilizes a hybrid combination of these delivery methods.

C. Grading for Dual Credit/Dual Enrollment Courses

The KSU grading policy will apply to college courses offered for Dual Credit/Dual Enrollment under this agreement. All grades earned for university credit by the student in a Dual Credit/Dual Enrollment course will be transcribed by KSU and included in calculation of cumulative grade point average.

D. Awarding of Dual Credit/Dual Enrollment

1. University credit will be awarded for courses taken for Dual Credit/Dual Enrollment upon the student's completion of the course requirements and will become part of the student's official university transcript. The awarding of university credit will be in compliance with the appropriate accreditation standards of the SACSCOC.
2. Secondary school credit will also be awarded by the secondary school upon successful completion of the course. The award of secondary school credit will be in compliance with state standards.

E. Credentialing and Evaluation

1. *Concurrent Enrollment Instructor Credentialing:* A secondary instructor who requests authorization to teach a Dual Credit/Dual Enrollment course as a concurrent enrollment instructor must provide official college transcripts and curriculum vita directly to the content area coordinator/chair and to the Dual Credit Coordinator. All documents must also be submitted to the KSU Office of Academic Affairs for evaluation and archival purposes. Initial transcripts can be unofficial during the verification process on what courses can be taught as a concurrent enrollment instructor. However, official transcripts are required and must be submitted to KSU Office of Academic Affairs prior to teaching a concurrent enrollment course.
2. *Faculty Evaluation:* KSU will conduct evaluations for concurrent enrollment instructors in a manner consistent with its guidelines for evaluation of KSU adjunct faculty.
3. *Student Evaluation of Faculty:* Student evaluations for all concurrent enrollment instructors will be conducted each semester for each course offered for Dual Credit/Dual Enrollment in a manner consistent with the guidelines for the student evaluation for all KSU faculty and courses.

F. Disability Services:

Secondary students participating in DCE need to follow KSU policies to register with Disability Services. Accommodations at the Secondary school level

1. For classes held at the secondary school location, the secondary school will provide the accommodation. KSU will adhere to the accommodations assigned by the secondary school as long as those accommodations are within the scope of the accommodations the University would normally provide, are not in conflict with those typically provided for students attending KSU as degree

seeking students, and do not compromise or diminish the integrity of KSU academic standards.

2. If in doubt, the secondary school professional assigned to provide the accommodation(s) should contact KSU Disability Services 502-597-5076.

Accommodations at KSU Campus

For classes held at the KSU location, the university office of Disability Services provides the accommodations that are within the scope of the accommodations the University would normally provide.

G. Kentucky Higher Education Assistance Authority (KHEAA) Dual Credit Scholarship Program

The purpose of the program is to ensure Kentucky public secondary school students have access to free dual credit coursework so, they may acquire the education and skills needed to succeed in the workforce.

KHEAA is the state agency responsible for administration of the Dual Credit Scholarship Program. As a KHEAA Dual Credit Scholarship Program participating institution, KSU fees reflect the agreed upon adherence to the maximum ceiling cap on per credit hour cost. See tuition schedule in Section K (Tuition) below.

Program specifics: Student Eligibility - To be eligible for Dual Credit Scholarship (DCS), a student must be:

- A Kentucky resident
- Enrolled in a Kentucky public secondary school, private school, or Kentucky homeschool
- Matriculating in grades 11 or 12
- Concurrently (simultaneously) enrolled in an eligible dual credit course at a participating postsecondary institution which meets
- Meet university course eligibility requirements
- Complete a 30-minute college success counseling session each year of scholarship eligibility.

Award and Application

- All eligible students may be awarded funds for up to, but no more than, two (2) courses during their secondary school academic career.
- Award is equal to the dual credit course charged by the participating college or university as per the tuition cap established by KHEAA.
- Eligible dual credit course: A course offered to an eligible secondary school student that is either a career and technical education dual credit course within a state-approved career pathway leading to an industry recognized credential, or a general education dual credit course.
- Each secondary school will submit to KHEAA the names and demographics of eligible, participating juniors and seniors. KHEAA will use the email

listed on infinite campus to contact students directly.

- Students will register/login to their online MyKHEAA account, complete the application and select the desired institution(s) and semester(s) for the scholarship award.
- KHEAA will notify students via email of their award or denial status once an application has been completed.
- Funds will be disbursed by KHEAA to the student's participating college or university within 30 days of receipt of enrollment verification from KSU.
- KSU will assign scholarship monies to student accounts eligible for the DCS.
- Students who successfully pass their dual credit course will receive full scholarship funds for the course. Successful completion of a dual credit course is defined as earning a passing letter grade (i.e., not including F, E, U, I or W). Students who do not pass are eligible for only 50% of the DCS funds. For the purpose of the DCS program, withdrawal from a course after the postsecondary institutions' drop/add period is treated the same as a failing grade.
- As per the tuition and fees schedule in section K, districts will share with KSU the 50% tuition reimbursement costs for students who receive a W or F.

Dual credit courses offered to secondary school students eligible for the DCS must be truly dual credit and not dual enrollment courses. The course(s) must count for **both** college and secondary school credit. If not, the course(s) are not eligible for DCS funds.

H. Kentucky State University Responsibilities

1. Ensure that all Dual Credit/Dual Enrollment courses are in alignment with academic integrity requirements for all courses offered on the KSU camps.
2. Advertising and promoting Dual Credit/Dual Enrollment opportunities to secondary school students, parents, and staff.
3. Provide KHEAA with student enrollment verification.
4. Ensure, per our agreement as participants in the Dual Credit Scholarship Program with KHEAA, the institution will not exceed the ceiling cap established by KHEAA for tuition for dual credit courses.
5. Provide college applications and personnel to assist in the enrollment process and administering of placement assessments.
6. Create a secure web based platform for timely and accurate sharing between KSU and each partnering secondary school. The web-based platform will be used as a repository for student metadata including courses, student name, KDE and KSU ID number, address, phone, email, etc.
7. Provide information to students in writing and in reasonable detail (i.e., a syllabus) by the first or second day of the college course concerning the nature and expectations of the course that correspond(s) to its official description. Course requirement information will include course prerequisites, course content, grading policy, attendance requirements, course completion

requirements/performance standards, and other related course information.

8. Ensure that each student knows he or she is enrolling for college credit in a KSU course.
9. Register students in the college course and maintain academic records, including the grades and transcripts of courses completed.
10. Assist concurrent enrollment instructors in the development of the course syllabus.
11. Conduct faculty evaluations for concurrent enrollment instructors in a manner consistent with college guidelines for evaluation of adjunct faculty and student evaluation of faculty.
12. Ensure professional development opportunities for concurrent enrollment instructors.
13. Establish a formal strategy consistent with the goals of the University's enrollment management plan to recruit and retain students who are eligible to receive Dual Credit/Dual Enrollment, pursuant to this MOA, as a degree-seeking student(s) who matriculate to the University.

I. Secondary School Responsibilities

1. Use KSU course prefixes, numbers, and titles for all KSU Dual Credit/Dual Enrollment courses.
2. Provide concurrent enrollment instructor credentials required by SACSCOC prior to the start of the term in which the course begins and in time for faculty credential evaluation consistent with SACSCOC and KSU policy.
3. Provide at least three hours per week of supervised/proctored assistance for students enrolled in online dual credit courses and in compliance with secondary instructor certification requirements.
4. Advertise and promote Dual Credit/Dual Enrollment opportunities to secondary school students, parents, and secondary school faculty.
5. Assists students in applying for the KHEAA DCS program and using assistive materials from KHEAA and KDE to provide the required 30-minute success counseling sessions for eligible students each year.
6. Assist students and parents with tuition payment for dual credit courses not covered by the DCS scholarship
7. As per the tuition and fees schedule in section K, provide 50% tuition reimbursement costs to KSU for DCS students who receive a W or F in their dual credit course.
8. Complete the online dual credit enrollment process for students in a timely manner.
9. Enter required student metadata in a shared secure web-based platform.
10. Upload student secondary school transcripts and/or AP/CLEP/ACT/SAT/KYOTE results into a secure web-based platform in order to verify course prerequisite requirements.

11. Submit grades to the University's registrar or designated Dual Credit/Dual Enrollment representative according to KSU deadlines, but not to exceed December 20, 2017 for the fall semester and May 23, 2018 for the spring semester.

J. Joint Responsibilities

KSU and KHEAA, including all secondary school partners, will be responsible for the following Course Alignment Process:

- I. If it is determined that the proposed change will have an adverse effect on the awarding of secondary credit for Dual Credit/Dual Enrollment courses offered pursuant to this MOA then:
 - KSU will work with participating schools to identify appropriate content, standards, and rigor to be compliant with secondary graduation requirements as well as KSU academic program completion requirements.
- II. Advertisement for Secondary Student Parents
 - KSU and the partner secondary school are each responsible to provide advising for students and parents regarding Dual Credit/Dual Enrollment courses and the implications for the students' future collegiate enrollment and financial aid. This advising may include career counseling, university major program curricula requirements, as well as KSU matriculation and graduation requirements.
- III. Identification of Students Needing Financial Assistance
 - KSU and KHEAA shall collaborate on the development of a process to determine student eligibility for financial assistance.

K. Tuition/Fees

As a KHEAA Dual Credit Scholarship Program participating institution, KSU fees reflect the agreed upon adherence to the ceiling cap (maximum) per credit hour cost listed in the chart below:

Descriptors and course cost information	Per hour cost	Per course
Students receiving dual credit scholarship monies: Per KSU's participation in the KHEAA dual credit scholarship program, course cost for all dual credit courses (service area and non-service area districts.)	\$54	\$162
Students <u>not</u> receiving KHEAA DCS monies: Per KSU's response to SB 1; ENG 101,102 and Math 115 course cost for service area districts and non-service area districts.	\$20	\$60
Per KSU's participation in the KHEAA dual credit scholarship program, course cost for courses not referenced above (service area and non-service area districts.)	\$54	\$162

Reimbursement Guidelines	Amount
Students who do not successfully pass MAT 115 with an A, B, C, D: Per KSU's participation in the KHEAA dual credit scholarship program, KSU will reimburse KHEAA 50% of DCS tuition for up to 25% of total student enrollment <i>per course per secondary school</i> . Secondary schools will be responsible for reimbursing the remaining 50% of KHEAA DCS monies for non-passing students.	\$81
Students who do not successfully pass courses <u>other than</u> MAT 115 with an A, B, C, D: Per KSU's participation in the KHEAA dual credit scholarship program, reimbursement of 50% of KHEAA scholarship money for non-passing students will be shared equally between KSU and their partner districts/secondary schools.	\$81

The Kentucky State University Board of Regents approves tuition.

L. Billing

All DCE students will pay tuition as detailed in sections G & K. Course tuition will be based on the type of DCE course and scholarship eligibility:

1. Parent/Student Release and Guarantee of Payment Form must be signed and collected by the end of the second week of classes for all DCE students under the age of 18.
2. The last day for a dual credit student to register for a dual credit course will be consistent with deadlines for KSU degree-seeking students: fall - August 25th and spring - January 19th.
3. Students who drop a dual credit course after the last day to register are still responsible for course tuition and will receive a "W" as part of their permanent record.
4. Students enrolled in dual credit courses will be individually billed for course tuition. Secondary schools wishing to be invoiced for DCE tuition must make arrangements with the KSU billing department.
 - Students receiving dual credit scholarship funds, identifying KSU as their DCS college preference, will have their dual credit course costs covered by DCS monies.
 - Students **not** receiving dual credit scholarship funds are responsible for paying dual credit course tuition no later than: Fall Semester- November 1st and Spring Semester - March 15th.

M. Important Payment and Schedule Dates for 2017-18 Fall and Spring Semesters

Due dates	Events	DCS and Non-DCS Students/Schools	Responsible Person(s)
Fall – Aug. 18 th , 2017 Spring – Jan. 12 th , 2018	Last date for regular registration	X	Students, Parents and Schools
Fall – Aug. 25 th , 2017 Spring – Jan. 19 th , 2018	Last date for add/drops without fines	X	Students, Parents and Schools
Fall – 1 st week of Sept. 2017 Spring – 1 st week of Feb. 2018	Enrollment verification sent to KHEAA	X	KSU Billing Office
Fall – Sept. 30 th 2017 Spring – Feb. 28 th 2018	Tuition payment deadline	Non-DCS	Students and Parents
Fall – Sept. 2017 Spring Feb. 2018	Scholarship monies applied to student accounts	DCS students	KSU Billing Office
Fall – Dec. 30 th 2017 Spring – May 30 th 2018	Districts reimburse KSU 50% of tuition for students receiving a W or F	DCS schools	Partner schools/districts

N. Transferability

Courses taken for Dual Credit/Dual Enrollment with KSU will become part of the student's official university transcript, when the earned credits are accepted by KSU. The evaluation of courses when transferring to postsecondary institutions other than KSU is at the discretion of and subject to the transfer credit criteria of the receiving institution.

O. Termination

Either party may terminate this agreement at any time for cause or may terminate without cause with 30 days' written notice.

Have Seen and Agree To:

Central High School
Secondary School


Principal signature

11/21/17
Date

Jefferson County
District

Acting Superintendent signature

Date


Kentucky State University President signature

11/7/17
Date