



## **Memorandum of Agreement**

Eastern Kentucky University  
*For Office of Academic Affairs Use Only*

**AGREEMENT NUMBER: CEO001**

College/Unit: Academic Affairs  
Department: Office of the Provost  
Program: Dual Credit and ECU Now!

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# **Memorandum of Agreement Between Eastern Kentucky University, a Participating Postsecondary Institution in the KY State Dual Credit Scholarship Program, and Marion County Schools For EKU Dual Credit**

## **I. Purpose**

The purpose of this Memorandum of Agreement (MOA) is to assign the responsibilities of the agreement's designated parties and to outline the conditions of a joint curricular venture between Eastern Kentucky University (EKU) and Marion County Schools involving participation in dual credit.

## **II. General Information**

EKU is a Participating Postsecondary Institution (PPI) in the KY State Dual Credit Scholarship Program.

Dual credit is a college course for which a high school student receives high school credit at the same time. Qualifying high school students can take classes offered by EKU and receive college credit from EKU and high school credit from their schools. It involves a partnering between Kentucky high schools and EKU for the academic success of dual credit participants.

The EKU Dual Credit Program is for specially qualified high school students. This program provides the opportunity for juniors and seniors to enroll in EKU courses at reduced tuition rates.

This MOA further defines in the sections below the curricular relationship between Eastern Kentucky University and Marion County Schools for delivering dual credit courses.

## **III. Recruitment, Admission, and Advisement of Students**

### **A. Recruitment of Students.**

Marion County Schools will be responsible for identifying and recruiting students for dual credit.

EKU will provide Marion County Schools with appropriate promotional literature, ECU admission policies, dual credit guidelines, eligibility, tuition rates and relevant materials regarding the applicability of college credit.

In all cases, the nature of the cooperative arrangement between ECU and Marion County Schools will be accurately presented in recruitment materials.

**B. Admission of Students.**

All students participating in dual credit will be admitted to the University based on the admission requirements for dual credit as outlined by the Dual Credit Program Guidelines specified in the current ECU Undergraduate Catalog.

In order to be eligible to participate in ECU Dual Credit, high school juniors/seniors must meet or exceed the academic standards specified within the Dual Credit Program Guidelines.

Students who do not meet ECU Dual Credit criteria, and who are not enrolled in the ECU Dual Credit course(s), may not participate in the dual credit course(s) for high school credit only.

**C. Advising of Students.**

ECU will be responsible for advising students regarding ECU courses and how they apply to general education and majors at ECU. Students in the program will attend specific advising sessions and register for courses during a specified timeframe just prior to the beginning of an academic semester. Advising and registration sessions will be available on each of ECU's campuses.

Students should be aware that enrollment in an ECU course through dual credit establishes an academic history at ECU and that any financial obligation while on campus (e.g. unpaid parking tickets, unpaid fines, etc.) will result in a hold on any further activity, such as enrollment in classes or receipt of transcripts, until such obligations are met.

Marion County Schools will be responsible for ensuring the fulfillment of state-mandated educational requirements for completion of high school.

**IV. Enrollment in Courses**

- A. Dual credit students are granted enrollment in courses at ECU according to the Dual Credit Guidelines outlined in the current ECU Undergraduate Catalog. The number of courses in which a student may enroll is determined by the Dual Credit Guidelines as stated in the ECU Undergraduate Catalog as well as course availability at specific locations.
- B. Only students admitted as Dual Credit students will be permitted to enroll in ECU courses at the Dual Credit reduced tuition rates.

- C. Marion County Schools must adhere to the add/drop procedures for dropping the course as outlined by the ECU Undergraduate Catalog.

## **V. Awarding and Transcribing of Credit and Degrees**

### **A. Determination of Academic Credit.**

ECU determines the amount and level of credit for its own courses.

Marion County Schools is responsible for ensuring that each course aligns with state curriculum and testing requirements.

### **B. Awarding and Transcribing of Academic Credit.**

ECU will award and transcript credit to dual credit students in accordance with its current policies.

Marion County Schools will determine and record credit for dual credit courses in such a way as to accurately reflect the nature of the experience or in a way that is appropriate to meet state and/or local requirements. Per the Kentucky Dual Credit policy, "The postsecondary institution's grading policy will apply to dual credit courses and be used by the secondary school awarding credit."

## **VI. Program Curriculum and Assessment**

### **A. Curriculum Development and Review.**

ECU is solely responsible for the development of the curriculum for its own courses. Therefore, the courses will use the syllabus, textbook, and assessments as determined by ECU.

Marion County Schools is solely responsible for the development and delivery of any additional curriculum necessary to meet state curriculum and testing requirements.

### **B. Curriculum Delivery.**

ECU is responsible for the delivery of its own curriculum.

Courses will be delivered based on ECU's academic calendar.

### **C. Assessment of Program and Learning Outcomes.**

ECU is responsible for the assessment of student learning outcomes for all ECU courses. Grades will be recorded on ECU's academic calendar.

## **VII. Facilities, Instruction and Instructional Resources, and Student Support Services.**

### **A. Facilities.**

Dual credit students will attend courses on ECU's Richmond or regional campuses or, when approved, at the students' high school, online or via E-Presence (online interactive video communication).

**B. Instruction and Instructional Resources**

Courses offered for dual credit will be open to all ECU students except when offered in a high school. Students enrolled in dual credit will have the rights and privileges of other Eastern Kentucky University students for the following services: ECU library, ECU tutoring services, and ECU advisor.

**C. ECU Facilities.**

ECU will grant dual credit students access to the same campus facilities as it grants to students enrolled at ECU subject to and in accordance with all ECU facilities use policies with the exception of residential facilities within ECU's control, the Counseling Center and the Student Health Center. Additionally, students under the age of sixteen (16) are not permitted to use the Fitness and Wellness Center. ECU will provide an ECU email account and an ECU Blackboard account.

**VIII. Tuition, Fees and Financial Aid**

**A. Tuition and Fees.**

Dual credit students are permitted to enroll in courses at ECU according to the Dual Credit Guidelines as specified in the ECU Undergraduate Catalog and at the dual credit tuition rate specified for the academic year, in accordance with the KY State Dual Credit Scholarship Program, as approved by the ECU Board of Regents at their April meeting. Depending upon student qualifications, tuition may be further discounted (per scholarships identified in the ECU Undergraduate Catalog).

Repeated courses will not be covered by ECU Dual Credit scholarships.

While dual credit participants have their course tuition reduced or waived, this waiver does not cover the cost of textbooks or parking permits, if applicable.

**B. Financial Aid.**

Federal and State financial aid, beyond the KY State Dual Credit Scholarship through KHEAA, is not available to dual credit students.

Students' financial aid, upon entering college as freshmen, may be adversely affected by substandard grades earned as dual credit students.

**IX. Record Keeping**

ECU is responsible for maintaining student academic and financial records for dual credit students enrolled in college courses. Marion County Schools is responsible for maintaining student academic records for its students.

EKU students have a secure web account (EKU Direct), where their academic records may be found. Once midterm and final grades have been submitted by EKU instructors, students may login to EKU Direct to see and/or print their grades at will. To have EKU course credit count toward high school graduation requirements, students may print a copy of their EKU grades from EKU Direct. In that this agreement establishes a partnership with Marion County Schools, it is understood that EKU can communicate student information, including mid-term and final grades, to the high school with no violation of FERPA.

Due to federal privacy rules, EKU cannot release student academic information to parents unless given written permission by the student. Students may choose to set up a Web-4-Parent view only account. Parents with access to this account are able to login to EKU direct with the EKU generated ID and password to view the screens that the student has given permission for them to see.

#### **X. Grievances**

Grievances regarding any aspect of the dual credit program will be addressed to EKU and handled by adherence to its policies.

#### **XI. Terms, Review, Renegotiation, and Termination of MOA**

##### **A. Terms of the MOA.**

This Memorandum of Agreement is in effect from the date signed by duly designated officers of both parties to the agreement. It shall be in effect for three years following the date of signature.

##### **B. Periodic Review of the MOA.**

This MOA will be reviewed at least every three years.

##### **C. Renewal and Renegotiation of the MOA.**

Changes in EKU policy or Marion County Schools policy may require a renegotiation of terms and conditions prior to the renewal date.

##### **D. Termination of the MOA**

Either institution may terminate this agreement with adequate notice. Adequate notice is defined as providing sufficient time to implement the teach-out agreement outlined below. Termination of the agreement may occur if changes in any of the following make it impossible to continue cooperatively offering courses: the mission of either EKU or Marion County Schools, funding, state or federal regulations, or policies of accrediting bodies of either institution.

##### **E. Teach-Out Agreement**

In the event that the decision is made to terminate this curricular venture, every effort will be made to accommodate students, faculty, and staff so as to minimize the disruption of their academic course of study or their professional careers. Students already enrolled in courses at the time the MOA is terminated will be permitted to complete their courses.

**EASTERN KENTUCKY UNIVERSITY**

\_\_\_\_\_  
Vice Provost for Academic Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

**MARION COUNTY SCHOOLS**

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Date