**DUAL CREDIT MEMORANDUM OF UNDERSTANDING**

**Between Thomas More College and**

**Boone County School District**

**TERMS OF AGREEMENT**

**PART 1 – GENERAL PROVISIONS**

**A. SCOPE**

Dual credit courses provided off Thomas More College (TMC) premises shall be provided in accordance with the terms and conditions of the Memorandum of Understanding (hereafter MOU)

**B. DEFINITION OF DUAL CREDIT PROGRAM**

“Dual Credit Program” means a program that allows high school students to enroll in college-level courses offered by a college and simultaneously to earn credit toward high school graduation and a postsecondary degree or certificate. These courses may be academic, but not remedial or developmental. Specific to this program, courses are offered at locations other than TMC campuses.

**C. PURPOSES**

The primary purposes of a dual credit program are to increase the educational options and opportunities for high school students and increase the overall quality of instruction and learning available through secondary schools fundamentally, dual credit programs allow students to earn credit at the secondary and postsecondary levels simultaneously.

This MOU with TMC seeks to establish a framework that facilitates proper and effective implementation of dual credit programs at district and building levels. This framework includes student eligibility, courses to include in a dual credit program, advising, and uniform administrative procedures in compliance with SACSCOC guidelines.

**D. ELIGIBILITY AND APPROVAL OVERVIEW**

**1. Eligible Courses**

College courses that are academic but not remedial or developmental and that simultaneously earn credit toward high school graduation and a postsecondary degree or certificate shall be eligible for dual credit.

Dual credit courses may be taken as elective high school credits. Dual credit courses may satisfy the requirements of high school core courses when the department standards and benchmarks are met and curriculum is aligned to meet postsecondary requirements.

The District/School in collaboration with the College shall determine the academic courses eligible for dual credit by completing the Dual Credit New Course Approval Form.

All the approved courses shall be listed in the appendix of the MOU and may be amended as mutually agreed. The appendix shall contain the higher education transfer agreement guidelines, course subject and number, course title, and location of course delivery. The District/School shall annually submit the appendix to the College.

**2. Academic Quality of Dual Credit Courses**

College courses eligible for dual credit shall meet the rigor for postsecondary credit and be congruent with the college’s normal offerings. Classes offered in high school settings shall conform to college academic standards. Faculty for all dual credit courses shall be approved by the appropriate department at the College thus, meet all SACSCOC credentialing requirements.

Dual credit courses may be offered at high schools, at the College, and off-campus centers as determined by the District/School in collaboration with the College. Upon the agreement of the District/School and the College, courses may be offered at high school sites. In these instances, courses shall follow established District/School site time blocks.

**3. Student Eligibility**

A candidate for dual credit is eligible for consideration if he or she:

1. Obtains permission from the District/School representative or member of the individualized education program team and parent or guardian, prior to enrolling in a dual credit course based on the student’s prior coursework and academic/career pathway;
2. Places college ready per KY guidelines; and
3. Meets any department or college requirements to enroll as a dual credit student including acceptable scores on course placement tests;
4. Makes payment in concert with TMC and school district requirements.

**4. Approval to Participate**

Approval for students to participate in dual credit courses shall be by the District/School and a Department/College representative on a course-by-course basis based on the student’s eligibility as specified above. A student may not enroll in more than 18 hours of dual credit during an academic term.

**5. Course Requirements**

The course requirements for high school students enrolled in dual credit courses shall be equal to those of regular college students. Course requirement information shall include the course prerequisites, student learning outcome, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.

**6. Required Forms**

The College’s Basic Data Form (paper or on-line) must be completed by all students when they first intend to enroll in dual credit courses and submit to designated District/School personnel. Students will indicate a “non-degree seeking” status. In addition, the Dual Credit Request Form shall be used to document a request for student enrollment in a dual credit course and the review and approval process within the District/School and College. The form appears at the end of this MOU.

**7. State Reporting**

The College and the District/School shall retain educational records in accordance with KY statutes and record retention regulations. High school transcripts and College transcripts will note the course and appropriate grade.

**8. Liabilities of Parties**

Dual credit status shall neither enhance nor diminish on-campus liabilities for the District/School and College. Management of risk liabilities shall be in accordance with the District/School and University policies and codes of conduct.

Personal liabilities for the student shall be equal to those of regular College students.

**PART 2 – SPECIFIC PROVISIONS OF AGREEMENT**

The MOU specifies the means by which TMC and partner Districts/Schools will provide opportunities for high school students who wish to participate in dual credit programs. The MOU specifies:

1. Approval of Instructors to Teach Dual Credit Courses for Districts/Schools
2. Procedures for Approval of Dual Credit Courses
3. Procedures for Approval of Students to Participate in Dual Credit Courses

The following provisions outline the specific responsibilities and duties that apply to the District/School, the College, and students participating in the dual credit program. Provisions are also included regarding the instructor credentialing processing for dual credit content preparation.

**A. Approval of Instructors to Teach Dual Credit Courses**

SACSCOC credential standards apply. Faculty teaching in undergraduate programs must hold a master’s degree in the content area of the requested course(s) or 18 credits of graduate coursework in the discipline of those courses. Qualifications required by academic departments may vary.

The District/School is encouraged to be in conversation with TMC’s Dual Credit Coordinator (DCC) regarding the selection of instructors.

Transcripts for instructor review and approval must be submitted to the DCC for course approval.

Approval of an instructor is documented on the Dual Credit New Course Approval Form discussed in A.

**B. Teachers Working toward Dual Credit Credential**

*The teacher shall:*

1. Submit payment **($1250.00 per class)** in accordance with the agreement established between the District/School and the College;
2. Return textbooks and unused course supplies to the District/School when the student completes the course or withdraws from the course (in accordance with E-Campus policy);
3. At this time TMC is offering graduate content preparation courses in English, History/Social Studies, and Mathematics. A minimum of 8 students is required per class.
4. Following the completion of dual credit credential through Thomas More College Districts/Schools/Teachers agree to offer dual credit courses only through Thomas More College for a minimum of 5 years.
5. Teachers will have the opportunity through TMC graduate programs to apply graduate content credit coursework to graduate and Rank 1 programs.

**C. Course Approval**

The District/School shall submit a request to the College for a Dual Credit Course to DCC. The request will specify:

* Course title, subject and description
* Location of course delivery
* Instructor for course delivery
* Instructor for the course (instructor resume is to be submitted with the course request)
* Expected number of students (determined by school)

This information can be submitted on a Dual Credit New Course Approval Form for informally to a College or Department

The College/Department will review the request and provide details to the DCC:

* TMC Course Number
* Course Syllabus
* Student eligibility requirements (academic preparation, pre-requisite courses, placement test scores) as appropriate
* Minimum enrollment
* Academic calendar including add/drop dates

The DCC shall also communicate with the District/School if there are any items of concern regarding the information submitted.

The District/School shall review the College course information and if it agrees to the requirements, complete Section A of the Dual Credit New Course Approval Form.

The DCC (per Department approval) shall complete Section B of the Dual Credit New Course Approval Form. **Note that College/Department approval is approval for the course to be taught by the instructor indicated in Section A. If a District/School wishes to have another individual teach an approved course, the College/Department must approve this.**

**D. Approval of Students to Participate**

Based on the student eligibility requirements listed on the Dual Credit New Course Approval Form and the career/academic interests, the District/School will determine students who are eligible to participate. The District/School shall provide evidence that students meet the eligibility requirements.

Students will complete a Dual Credit Request Form indicating the courses (from the list of approved courses) they are requesting. The student and the student’s parent or guardian shall sign the form in acknowledgement of the responsibilities delineated on the form.

The District/School representative shall sign for the form.

An admissions office from the College shall sign the form.

**PART 3 – RESPONSIBILITIES AND DUTIES**

1. **RESPONSIBILITIES AND DUTIES OF THE COLLEGE**
2. Designate a representative to review and sign the completed Dual Credit Request Form with the understanding that only the form endorsed by all parties shall constitute a dual credit approval request;
3. Determine, in collaboration with the District/School, the required academic standing of each student eligible to participate in the dual credit program;
4. Collaborate with the District/School to reach agreement on admission and registration of eligible dual credit students for the stated term;
5. Employ a method of qualifying the student for dual credit that demonstrates that the student has the appropriate skills and maturity to benefit from the instruction requested;
6. Provide advisement to review the appropriateness of each students enrollment in a course prior to registration in terms of academic readiness, age requirements, and programmatic issues;
7. Provide course placement evaluation serviced to ensure compliance with course prerequisites;
8. Provide information and orientation, in collaboration with the District/School, to the student and parent or guardian regarding the responsibilities of dual credit enrollment including academic rigor, time commitments, and behavioral expectations associated with taking College courses and the importance of satisfactorily completing the College credits attempted in order for dual credit to be awarded;
9. Inform students of course requirement information which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
10. Advise parents of federal Family Educational Rights and Privacy Act (FERPA) rules;
11. Approve faculty for all dual credit courses;
12. Track progress of dual credit enrolled students on the issue of academic performance an provide reports, as needed, to the District/School;
13. Retain the official transcript or grade report of the dual credit student that records the term of enrollment, courses/credits attempted, courses/credits completed, grades and grade point average earned;
14. Release, at the request of the student, official College transcripts in accordance with the College’s transcript request practices;
15. Make arrangements for approved instructors to access College tools and grade classes; and
16. Provide final grades to the District/School for each dual credit student with sufficient time for high school teachers to submit their final grades; this schedule shall be defined by the parties in the agreement and shall address the time frame appropriate for determining student graduation for high school.
17. **RESPONSIBILITIES AND DUTIES OF THE DISTRICT/SCHOOL**
18. Designate a representative to collaborate with the College to reach agreement on admission and registration of eligible dual credit students for the stated semester;
19. Designate a representative to review and sign the completed Dual Credit Request Form with the understanding that only a form endorsed by all parties shall constitute a dual credit approval request. Completed forms will be forwarded to the College representative;
20. Determine, in collaboration with the College, the required academic standing for students eligible to participate in the dual credit program;
21. Employ a method of qualifying the student for dual credit based on factors which may include academic performance review, assessments, advisement and career guidance, and therefore recommend enrollment at the College with evidence that the student has the appropriate skills and maturity to benefit from the instruction requested;
22. Provide information and orientation to students about opportunities to participate in dual credit programs during student advisement;
23. Provide information and orientation, in collaboration with the College, to the student and student’s family regarding the responsibilities for dual credit enrollment, including academic rigor, time commitments, and behavioral expectations associated with taking college courses and the importance of satisfactorily completing the college credits attempted in order for dual credit to be awarded;
24. Inform students of course requirement information which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
25. Provide appropriate accommodations and services for special education students while the students are enrolled in dual credit classes, including academic adjustments and auxiliary aids and services for eligible students across educational activities and settings (e.g. equipping school computers with screen-reading, voice recognition or other adaptive hardware or software and providing note-takers, recording devices, or sign language interpreters, or other adaptation as required by law);
26. Inform students in need of accommodations or other arrangements of the need to speak directly with the disabilities coordinator at the College;
27. Furnish an official high school transcript to the College if required by the College;
28. Work collaboratively with the College to submit a student’s request fore a change in registration according to College policies and within officially published deadlines (e.g. add, drop, withdrawal);
29. Collect and or make tuition payments in accordance with TMC’s published deadlines;
30. Make it clear to students that if they fail or withdraw from dual credit classes that they were intending to use to substitute for a high school requirement that they will have to make up those credits in order to graduate. The dual credit course grade will appear on the student high school transcript and as appropriate entered by the HS faculty member;
31. Record, unchanged, the grade given to the dual credit student by the College on each student high school transcript;
32. Retain educational records in accordance with KY statutes and record retention regulations.
33. **RESPONSIBILITIES AND DUTIES OF STUDENTS AND PARENTS**
34. Discuss potential dual credit courses with the appropriate District/School and College staff, including College admission and registration requirements, course requirements, credits to be attempted, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course;
35. Obtain course requirements for each course, including course prerequisite, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
36. Meet the prerequisites and requirements of the course(s) to be taken;
37. Complete the Dual Credit Request Form. Note that parents are also required to sign the Form;
38. Return the Dual Credit Request Form with the specific courses requested, required signatures, and if applicable, a current high school transcript, and any assessment results to the District/School representative;
39. Obtain approval for enrolling in the dual credit program each semester by acquiring all necessary signatures on the Dual Credit Request Form;
40. Register for courses during the College’s standard registration periods (Note: enrollments shall not be permitted after the close of posted late registration);
41. Discuss any request for a change in registration (add, drop, withdrawal) and complete all necessary forms and procedures with appropriate District/School and College staff; and
42. Comply with the College and District/School student code of conduct and other institutional policies.

**Rights and Privileges of Student**

*The right and privileges of STUDENTS participating in Dual Credit include:*

1. The use of TMC facilities and service required for course completion.
2. The right to appeal in writing to the District/School or College, as applicable, any decision pertaining to enrollment in the dual credit program.

**Financial Responsibility for Funding Dual Credit**

*The STUDENT shall:*

1. Pay tuition and fees **($52.00 per credit hour)** in accordance with the agreement established between the District/School and the College;
2. Return textbooks and unused course supplies to the District/School when the student completes the course or withdraws from the course (as required by district);
3. Arrange transportation to the site of the dual credit course. Depending upon the time and course location, he student may have to access transportation through the District/School if the dual credit course is offered during the school day.

**Confidentiality of Student Records**

1. Student educational records created as a result of the Agreement shall be retained and disseminated in accordance with FERPA requirements.
2. Participation in dual credit courses requires students and parent/guardian signatures on the Form for compliance with FERPA regulations.

**PART 4 – TERM AND FILING OF AGREEMENT**

1. **TERMS AND CONDITIONS**

The term of this MOU is 5 years from the signing date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. District/School, in collaboration with the College, may modify the list of dual credit courses in the Appendix of the MOU.

A completed MOU shall contain signatures from all parties and includes an Appendix developed collaboratively by the District/School and College that specifies eligible dual credit courses.

**B. FILING**

A fully executed copy of this MOU shall be submitted to the office of the Vice-President of Academic Affairs within 10 days of approval.

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**APPROVED**

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TMC Representative Name District/School Representative Name

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TMC Representative Title District/School Representative Title

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TMC Representative SignatureDistrict/School Representative Signature

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Date Date

**APPENDIX**

**Listing of Authorized Dual Credit Courses and Locations of Delivery**

This appendix shall contain the higher education TAG number, if applicable, course subject and number, course title, and location of course delivery.

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| Prefix | Course Number | Credit Hours | Course Title | Site |
| EDU | 101 | 3 | **SAMPLE:** Introduction to Education | Highlands HS |
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