

**Dual Credit
Memorandum of Agreement
between
Hopkinsville Community College
and
Trigg County Public School System**

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 an 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.** 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 Memorandum of Agreement (MOA) is to allow for local decision making, to permit customization, and to provide flexibility within the constraints of the MOU.

II. Dual Credit Courses

A dual credit course is a college-level course of study developed in accordance with KRS 164.098 in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study. Developmental education and remedial 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 between institutions.

Dual credit courses are Hopkinsville Community College catalogued courses and approved through the regular course approval process. These courses have the same departmental designation, course number, title, and credits, and adhere to the same course description and course content as those delivered on the Hopkinsville Community College campus. Faculty liaison site visits will take place to ensure that courses offered at the high school are offered with the same rigor as those offered on the Hopkinsville Community College campus.

Dual Credit courses should be meaningful to students and the pathway they are enrolled in. Dual credit courses should be useful for a student when they transfer to postsecondary institutions and count towards the credential they are working towards.

List the courses that are approved to be offered as dual credit between Trigg County Public School System and Hopkinsville Community College in Attachment A of this MOA. Courses not included in the MOA must be approved by the Chief Academic Officer prior to receiving dual credit status.

III. Student Eligibility

To enroll and obtain college credit in a dual credit course at KCTCS, a student must:

- Be a high school junior or senior. Exceptions may be considered for freshman and sophomore high school students if recommended by the secondary education partner, and approved by

the Chief Academic Officer at the KCTCS college.

- 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.

IV. Registration Procedures

High school students must meet postsecondary admissions requirements. All students must be admitted to and enrolled or accepted for enrollment at Hopkinsville Community College and complete the college's dual credit application. **Dual Credit students are classified as non-degree seeking students. However, all non-degree seeking students, including dual credit students, must meet course pre-requisites.** 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.

V. Academic Policies

All regular academic policies that apply to courses taught at Hopkinsville Community College shall also apply to dual credit courses taught on the high school campus, including:

- Enrollment;
- Add/drop deadlines;
- Withdrawing from college courses; and
- Submission of grades.

Hopkinsville Community College must adhere to these institutional deadlines to ensure the college is in compliance with regulatory requirements that are independent of this MOA.

VI. Student Fees and Payments

Per HB 206, tuition for a dual credit course is 1/3 of the per credit hour tuition charged by KCTCS for in-state students. Colleges cannot charge eligible dual credit students anything more than the dual credit tuition rate ceiling per credit hour, including fees.

While the tuition rate for dual credit is non-negotiable, other expenses are appropriate for negotiation with [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; and
- 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.

VII. Kentucky Dual Credit Scholarship

The Kentucky Higher Education Assistance Authority (KHEAA) is the agency responsible for administration of the Dual Credit Scholarship (DCS) 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 V of this agreement, remedial, developmental, and FYE are not approved courses, and therefore, do not qualify for DCS funds.

KHEAA will notify KCTCS of students that have been awarded scholarships at a KCTCS institution. KCTCS, working with Hopkinsville Community 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 DCS, 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. 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.

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

Indicate who is responsible for negotiated costs related to unsuccessful students:

☐ College _____
☒ Secondary Institution: **Trigg County Public School System**

VIII. School Responsibilities

Individual and joint responsibilities of secondary and postsecondary institutions are defined in CPE's Dual Credit Policy (found at: <http://cpe.ky.gov/policies/dualcredit.html>).

IX. Approvals

Any negotiated items must be included in this MOA between Hopkinsville Community College and Trigg County Public School System. The contact and signatory person for negotiations and MOA is the college president/CEO.

The agreement should be signed by July 31, 2018 and is effective with signatures below for the 2018-2019 academic year. A copy of the executed MOA shall be submitted to the KCTCS Chancellor's office so the dual courses outlined in this agreement can be added to the approved dual credit course table in PeopleSoft.

Local School District Signature Authority
Superintendent

Date

Dr. Alissa Young
President/CEO
College Name

Date

Appendix A

Dual Credit Course Offerings

Please use the table below to indicate what dual credit courses will be offered. If needed, use the third column to distinguish which secondary schools will be offering the course in partnership with the college. Add rows as necessary.

KCTCS Course Prefix	Course Description	Local High School
Eng 101	Writing I	
Eng 102	Writing II	
Eng 161	Introduction to Literature	
Math 126	Technical Math and Alegbra	
Mat 150	College Algebra	
Mat 155	Trigonometry	
Sta 220	Statistics	
Cit 105	Introduction to Computers	
Soc 101	Introduction to Sociology	
Psy 110	Psychology	
His 108	History before 1865	
His 109	History after 1865	
His 101	World Civilization before 1865	
His 102	World Civilization after 1865	
Bio 130	Aspects of Human Biology	
Bio 114	Biology I	
Bio 115	Biology I Lab	
BIO 137	Human Anatomy and Physiology I	
Bio 139	Human Anatomy and Physiology II	
Bio 112	Introduction to Biology	
Bio 113	Introduction to Biology Lab	
NAA 100	Nursing Assistant Skills I	
CAD 100	Intro to Computer Aided Drafting	
CAD 200	Intermediate Computer Aided Drafting	
Brx 120	Basic Blueprint Reading	
CLA 131	Medical Terms from Greek & Latin	
AHS 120	Medical Terminology	

Appendix B

Dual Credit Course Offerings

Use the table below, to indicate who will be responsible for what expense. Add columns and rows as needed.

Expense	Responsible Party		
	College	Local School District	Student
Eng 101			X
Eng 101			X
Eng 102			X
Eng 161			x
Math 126			X
Mat 150			X
Mat 155			X
Sta 220			X
Cit 105			X
Soc 101			X
Psy 110			X
His 108			X
His 109			X
His 101			X
His 102			X
Bio 130			X
Bio 114			X
Bio 115			X
BIO 137			X
Bio 139			X
Bio 112			X
Bio 113			X
NAA 100			X
CAD 100			X
CAD 200			X
Brx 120			X
CLA 131			X
AHS 120			X