

**Dual Credit
Memorandum of Agreement
between
Hazard Community & Technical College
and
Breathitt County School District**

DRAFT

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 Hazard Community and Technical 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 Hazard Community and Technical 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 Hazard Community and Technical 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 Breathitt County School District and Hazard Community and Technical 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. (Appendix A)

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 Hazard Community and Technical 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 Hazard Community and Technical 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.

Hazard Community and Technical 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 Breathitt County 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; and
- Classroom consumables.

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 (Appendix B). 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. Note, dual credit Professional Development costs for district faculty is the responsibility of the district.

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 Hazard Community and Technical 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 Hazard Community & Technical College
☐ Secondary Institution _____

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 Hazard Community and Technical College and Breathitt County School District. 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.

Phillip Watts
Superintendent Breathitt County School District

Date

Dr. Jennifer Lindon
President/CEO
Hazard Community & Technical College

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
ACC 201	Financial Accounting	Breathitt County School District
ACT 101	Fundamentals of Accounting I	Breathitt County School District
ADX 120	Basic Automotive Electricity	Breathitt County School District
ADX 121	Basic Auto Electricity Lab	Breathitt County School District
ADX 150	Engine Repair	Breathitt County School District
ADX 151	Engine Repair Lab	Breathitt County School District
AHS 105	Intro to Health Occupations	Breathitt County School District
AHS 115	Medical Terminology	Breathitt County School District
AHS 120	Medical Terminology	Breathitt County School District
ART 100	Intro to Art	Breathitt County School District
AUT 110	Brake Systems	Breathitt County School District
AUT 111	Brake Systems Lab	Breathitt County School District
AUT 290	Special Problems I	Breathitt County School District
AUT 291	Special Problems II	Breathitt County School District
AUT 292	Special Problems III	Breathitt County School District
BAS 120	Personal Finance	Breathitt County School District
BAS 160	Introduction to Business	Breathitt County School District
BIO 112	Introduction to Biology	Breathitt County School District
BIO 113	Introduction to Biology Lab	Breathitt County School District
BIO 124	Principles of Ecology	Breathitt County School District
BIO 137	Human Anatomy & Physiology I	Breathitt County School District
BIO 139	Human Anatomy & Physiology II	Breathitt County School District
BIO 150	Principles of Biology I	Breathitt County School District
BIO 151	Principles of Biology Lab I	Breathitt County School District
BRX 120	Basic Blueprint Reading	Breathitt County School District
CAD 100	Intro to Computer Aided Design	Breathitt County School District
CAR 126	Intro to Construction	Breathitt County School District
CAR 127	Intro to Construction - Lab	Breathitt County School District
CAR 140	Surveying & Foundations	Breathitt County School District
CAR 141	Surveying & Foundations-Lab	Breathitt County School District
CAR 190	Light Frame Construction I	Breathitt County School District
CAR 191	Light Frame Const. I-Lab	Breathitt County School District

CHE 140	Introductory General Chemistry	Breathitt County School District
CHE 145	Intro General Chemistry Lab	Breathitt County School District
CHE 170	General College Chemistry I	Breathitt County School District
CHE 175	Gen College Chemistry Lab I	Breathitt County School District
CHE 270	Organic Chemistry I	Breathitt County School District
CHE 275	Organic Chemistry Lab I	Breathitt County School District
CIT 105	Introduction to Computers	Breathitt County School District
CIT 111	Computer Hardware and Software	Breathitt County School District
CIT 130	Productivity Software	Breathitt County School District
CIT 160	Intro to Networking Concepts	Breathitt County School District
COM 181	Basic Public Speaking	Breathitt County School District
COM 252	Intro to Interpersonal Comm	Breathitt County School District
CRJ 100	Intro to Criminal Justice	Breathitt County School District
CRJ 208	Delinquency/Juve Justice Syst	Breathitt County School District
CRJ 216	Criminal Law	Breathitt County School District
DLC 100	Digital Literacy	Breathitt County School District
ECO 101	Contemporary Economic Issues	Breathitt County School District
EDP 202	Human Development & Learning	Breathitt County School District
EDU 201	Intro to American Education	Breathitt County School District
EET 154	Electrical Construction I	Breathitt County School District
EET 155	Electrical Construction I Lab	Breathitt County School District
ELT 110	Circuits I	Breathitt County School District
ELT 114	Circuits II	Breathitt County School District
ENG 101	Writing I	Breathitt County School District
ENG 102	Writing II	Breathitt County School District
ENG 161	Intro to Literature	Breathitt County School District
GLY 110	Environmental Geology	Breathitt County School District
GLY 111	Physical Geology Laboratory	Breathitt County School District
GLY 125	Geology of the National Parks	Breathitt County School District
GLY 130	Dinosaurs and Disasters	Breathitt County School District
HIS 108	History of the US Through 1865	Breathitt County School District
HIS 109	History of the US Since 1865	Breathitt County School District
HIS 240	History of Kentucky	Breathitt County School District
HMS 265	Working with Disabilities	Breathitt County School District
HSE 101	Introduction to Health Sciences	Breathitt County School District
HUM 135	Intro to Native American Lit	Breathitt County School District
IEC 120	Health, Safety and Nutrition	Breathitt County School District
ISX 100	Industrial Safety	Breathitt County School District
KHP 145	Concepts of Health and Fitness	Breathitt County School District
KHP 230	Human Health & Wellness	Breathitt County School District
MAT 110	Applied Mathematics	Breathitt County School District
MAT 146	Contemporary College Math	Breathitt County School District
MAT 150	College Algebra	Breathitt County School District
MIT 103	Medical Office Terminology	Breathitt County School District

MIT 104	Medical Insurance	Breathitt County School District
MIT 204	Medical Coding	Breathitt County School District
MUS 100	Intro to Music	Breathitt County School District
NAA 100	Nursing Assistant Skills I	Breathitt County School District
OST 105	Intro to Info Systems	Breathitt County School District
OST 110	Document Formatting & Intro to Word Processing	Breathitt County School District
POL 101	American Government	Breathitt County School District
PSY 110	General Psychology	Breathitt County School District
PSY 185	Human Potential	Breathitt County School District
PSY 223	Developmental Psychology	Breathitt County School District
REL 121	Introduction the New Testament	Breathitt County School District
REL 130	Intro to Comparative Religion	Breathitt County School District
SOC 101	Intro to Sociology	Breathitt County School District
SOC 152	Modern Social Problems	Breathitt County School District
SPA 101	Elemen Spanish I	Breathitt County School District
SPA 102	Elemen Spanish II	Breathitt County School District
STA 220	Statistics	Breathitt County School District
VCC 100	Intro to Visual Communication	Breathitt County School District
VCC 110	Design Concepts	Breathitt County School District
VCC 166	Photoshop Basics	Breathitt County School District
WLD 110	Cutting Processes	Breathitt County School District
WLD 111	Cutting Processes Lab	Breathitt County School District
WLD 151	Basic Welding A	Breathitt County School District
WLD 170	Blueprint Reading for Welding	Breathitt County School District
WLD 171	Blueprint Reading/Welding Lab	Breathitt County School District

Appendix B

Student Fees and Payments

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
Cost of textbooks, digital content, or eResources			X
Liability or insurance charges	WAIVED		
Barnes and Noble charges			X
Classroom consumables			X