

GEMINI 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 (hereafter TMC or the College) premises shall be provided in accordance with the terms and conditions of the Memorandum of Understanding (hereafter MOU)

B. DEFINITION OF DUAL CREDIT PROGRAM

Thomas More's "Dual Credit Program" 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. 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 document includes general information regarding the eligibility and approval and information on approval of instructors to teach dual credit courses, teachers working toward dual credit credentialing, procedures for approval of dual credit courses, and procedures for approval of students to participate in dual credit courses.

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 Listing of Current Authorized Dual Credit Courses (Appendix A).

All approved courses shall be listed in Appendix A and may be amended as mutually agreed. Appendix A 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 and 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. Courses held off-site (other than TMC) shall follow established District/School site time blocks.

3. Student Eligibility

A candidate for dual credit is eligible for consideration if s/he:

- 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,
- meets college requirements to enroll as a dual credit student (**students will have two credits in English, Mathematics, Science, and Social Studies; have an overall grade point average of 3.5 or better in the above combined credits; have submitted a completed application and a high school transcript**),
- makes payment concurrent with TMC and school district requirements,
- maintains a 2.0 GPA in Thomas More courses to continue participation in dual credit courses.

Students not meeting the above requirements may be admitted to the program with joint approval of the Vice President of Academic Affairs and the student's guidance counselor.

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 7 hours of dual credit during an academic term (**pending College approval**). Once enrolled, students will have an official academic record at Thomas More College.

5. Course Requirements

The course requirements for high school students enrolled in dual credit courses shall be equal to those of traditional 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

All students will be approved by designated District/School personnel and enroll in dual credit courses via the College's on-line application. Students will indicate a "non-degree seeking" status on the application. Additionally, parent and child will be required to sign a Disclosure Statement (Appendix C), and FERPA Waiver, attached.

7. State Reporting

The College and the District/School shall retain educational records in accordance with federal reporting and 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 traditional 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 the Dual Credit Program. The MOU specifies:

- A. Approval of Instructors to Teach Dual Credit Courses for Districts/Schools
- B. Teachers Working toward Dual Credit Credentialing
- C. Procedures for Approval of Dual Credit Courses
- D. 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) with 18 credits of graduate coursework in the discipline of those courses. Qualifications required by academic departments may vary.

The District/School must contact TMC's Dual Credit Coordinator (DCC) the selection of instructors.

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

Approval of an instructor is documented on the Faculty Credential Analysis form. The Faculty Credential Analysis form must be approved by the department chairperson and submitted to the Office of Academic Affairs.

B. Teachers Working toward Dual Credit Credentialing

The teacher shall:

1. Submit payment **(\$1250.00 per class)** in accordance with the agreement established between the District/School and the College;
2. Be responsible for purchasing their own textbooks for each course;
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. Procedures to Request New Dual Credit Course(s)

The District/School shall submit to the College/DCC section A of New Dual Credit Course Approval Form (Appendix B) for formal approval. The request will specify:

- Course subject and title
- Expected number of students (determined by school)
- Location of course delivery
- Instructor for course delivery
- Instructor's graduate transcript

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

- TMC Course Number
- Course Syllabus
- Approval of Instructor
- Student eligibility requirements (placement test scores for ENG & Mathematics Courses) as appropriate
- Minimum enrollment

The DCC shall communicate with the District/School any items of concern regarding the request.

The DCC (per Department approval) shall complete Section B of the New Dual Credit 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. Procedures for Approval of Students to Participate in Dual Credit Courses

Based on the student eligibility requirements listed on the student on-line application 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 the on-line application indicating the courses (from the list of approved courses) they are requesting. The student and the student's parent or guardian shall sign the Disclosure Form (Appendix C) in acknowledgement of the responsibilities delineated on the form.

PART 3 – RESPONSIBILITIES AND DUTIES

A. RESPONSIBILITIES AND DUTIES OF THE COLLEGE

1. Designate a representative to review and sign the completed New Dual Credit Course Approval Form with the understanding that only the form endorsed by all parties shall constitute a dual credit approval request for instructor and class approval;
2. Determine, in collaboration with the District/School, the required academic standing of each student eligible to participate in the Dual Credit Program;
3. Collaborate with the District/School to reach agreement on admission and registration of eligible dual credit students for the stated term;

4. 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;
5. Provide advisement to review the appropriateness of each student's enrollment in a course prior to registration in terms of academic readiness, age requirements, and programmatic issues; exceptions will be made for students not meeting minimum requirements with joint approval of the guidance counselor, the Vice President of Academic Affairs, and the Dual Credit Coordinator;
6. Provide course placement evaluation service (GPA/ACT scores if applicable to course) to ensure compliance with course prerequisites;
7. 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;
8. Inform students of course requirement information which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, grade appeal process, technology services, library services, and other related course information;
9. Advise parents of federal Family Educational Rights and Privacy Act (FERPA) rules;
10. Advise parents and the District that students must comply with the Thomas More College Saints Community Standards, including Title IX and the College's Sexual Misconduct Policy along with other institutional policies, and provide access to the policies and procedures;
11. Approve faculty, syllabus, and key assessments (associated with institutional core assessment) for all dual credit courses;
12. Track progress of dual credit enrolled students on the issue of academic performance and 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. Provide passwords and user id's for each student to the school, and the school will be responsible for distributing them to the students;
15. Release, at the request of the student, official College transcripts in accordance with the College's transcript request practices;
16. Make arrangements for approved instructors to access and collaborate on appropriate faculty development pertaining to the courses being taught, provide access to pertinent College policy trainings (i.e. Title IX training), provide access to College grading policies;
17. Employ a method of evaluation of dual credit faculty (by College faculty or by school faculty);
18. 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;
19. Provide access to course evaluations for the students at the end of each course.

B. RESPONSIBILITIES AND DUTIES OF THE DISTRICT/SCHOOL

1. Designate a representative to collaborate with the College to reach agreement on admission and registration of eligible dual credit students for the stated semester;
2. Designate a representative to review and sign the completed New 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 Dual Credit Coordinator;
3. Determine, in collaboration with the College, the required academic standing for students eligible to participate in the Dual Credit Program;
4. 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;
5. Provide information and orientation to students about opportunities to participate in Dual Credit Programs during student advisement;
 6. 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;
 7. Verify identity of students by submitting individual Disclosure Forms (Appendix C) and class rosters to the College;
 8. Inform students of course requirement information which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
 9. 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);
 10. Inform students in need of accommodations or other arrangements of the need to speak directly with the disabilities coordinator at the College;
 11. Furnish an official high school transcript to the College;
 12. Work collaboratively with the College to submit a student's request for a change in registration according to College policies and within officially published deadlines (e.g. add, drop, withdrawal);
 13. Communicate 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 not receive credit for any dual credit class for which the student failed or withdrew. The dual credit course grade will appear on the student high school transcript and as appropriate entered by a faculty member of the District;
 14. Record, unchanged, the grade given to the dual credit student by the College on each student high school transcript;
 15. Retain educational records in accordance with KY statutes and record retention regulations;
 16. The District/School agrees to cooperate with the College in complying with the investigation responsibilities of its policies and procedures and should not interfere with such investigation responsibilities.

C. RESPONSIBILITIES AND DUTIES OF STUDENTS AND PARENTS

1. 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;
2. 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;
3. Meet the prerequisites and requirements of the course(s) to be taken;
4. Complete the on-line application form.
5. Return applicable forms requested, required signatures, a current high school transcript, and any assessment results to the District/School representative;
6. Submit tuition payments in accordance with TMC's published deadlines;
7. Obtain approval for enrolling in the Dual Credit Program each semester by acquiring all necessary signatures on all applicable forms;

8. Register for courses during the College's standard registration periods (Note: enrollments shall not be permitted after the close of posted late registration);
9. 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
10. Comply with the Thomas More College /Saints Community Standards, including Title IX and the College's Sexual Misconduct Policy 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 services 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 **(\$56.00 per credit hour)** in accordance with the agreement established between the District/School and the College;
2. Use their own resources to purchase textbooks (syllabi will provide textbook titles, high school counselors will provide resources to assist students in purchasing or renting textbooks);
3. Return unused course supplies to the District/School when the student completes the course or withdraws from the course (as required by district);
4. Arrange transportation to the site of the dual credit course. Depending upon the time and course location, the 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

A. TERMS AND CONDITIONS

The term of this MOU is for 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.

APPROVED

TMC Representative Name

District/School Representative Name

TMC Representative Title

District/School Representative Title

TMC Representative Signature

District/School Representative Signature

Date

Date



THOMAS MORE COLLEGE

APPENDIX A

Current Authorized Dual Credit Courses and Locations of Delivery

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

School: _____

District: _____

| Subject/Field | Prefix | Course Number | Credit Hours | Course Title | Site |
|---------------|--------|---------------|--------------|------------------------------------|---------------------|
| Education | EDU | 101 | 3 | (Sample) Introduction to Education | Pendleton County HS |
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APPENDIX B

THOMAS MORE COLLEGE NEW DUAL CREDIT COURSE APPROVAL FORM

School: _____ District: _____

Requests that the following course be considered for The Dual Credit Program at Thomas More College:

Subject/Content: _____ Course Title: _____

Location of course delivery: _____ Expected number of students: _____

Proposed Instructor of Course: _____

*Include Instructor's Graduate Transcript with this Form.

District/School Representative Name

District/School Representative Title

District/School Representative Signature

Date

APPROVED

- TMC Course Number: _____
- Course Title: _____
- Instructor: _____
- Student eligibility requirement(s): _____
- Minimum enrollment: _____
- Location of delivery: _____
- Syllabus attached

TMC Representative Name

TMC Representative Title

TMC Representative Signature

Date



THOMAS
MORE
COLLEGE

APPENDIX C
Thomas More College Gemini Dual Credit Program
Disclosure Statement

By applying for the Thomas More College Gemini Dual Credit Program I understand:

1. In order to continue as a student in Thomas More College's Gemini Dual Credit Program, I must earn a grade of C- or better in each of the courses I take. Failure to do so will result in removal from the program for the following semester, though an appeal is possible (see Thomas More College "Grade Policy" for details).
2. For the Dual Credit Program, Thomas More College does not bill families until after any state financial aid/scholarship funding has been processed. The state usually completes its processing by mid-semester so the bills would not be sent out until after mid-October:
 - a. By signing this document, students and parents accept the financial responsibility incurred by registering for and taking dual-credit classes and that failure to pay can result in accumulated debt for classes taken and, at the very least, difficulty in sending Thomas More College transcripts to other institutions.
 - b. Thomas More College has agreed to participate in the Kentucky Dual Credit Scholarship Program which means that the tuition rate will be based on the one credit tuition for the state Community College System (KCTCS) times the number of credit hours for each course. The tuition for 2018-2019 is \$162.00 per class (\$54/credit hour).
3. Students are responsible for purchasing the appropriate textbook(s) for their course(s) prior to the beginning of each semester. It is expected that Thomas More College will provide the necessary information to the high school liaisons in time for this to take place.
4. Each student is responsible for setting up and checking his/her Thomas More College email throughout the semester. Information on how to set up the email is on a related document or by emailing helpdeskticket@thomasmore.edu.
5. Prior to each semester, each student will receive registration, billing/payment and textbook information through an orientation or letter. Students are responsible for providing their parents with this information.
6. Thomas More College Gemini Dual Credit courses are college level classes and may contain mature content not typical in a high school setting. By agreeing to this disclosure statement, each parent and student understands that students may be exposed to mature content as part of courses in the Thomas More curriculum.
7. By signing this disclosure statement, the parent and child agree to the disclosures noted above and give their permission to TMC to release grades, performance information, and other educational information to the student's parents/guardians and to _____ High School in conjunction with the Gemini Dual Credit Program.
8. **Photo Release:** Students may be photographed in conjunction with participation in the Thomas More College Gemini Program or events at Thomas More College. *Please indicate your preference below by checking one of the boxes:*
 - ☐ I, _____, hereby grant TMC and the Gemini program permission to copyright, publish, and/or use in any form pictured of my child taken in connection with the Gemini program for any lawful purpose associated with the College.
 - ☐ I, _____, hereby DO NOT grant Thomas More College and/or the Gemini Program permission to copyright, publish, and/or use in any form pictures of my child taken in connection with the Gemini Program for any lawful purpose associated with the College.

Student Name (Printed)

Signature of Student

Date

Parent/Guardian Name (Printed)

Signature of Parent/Guardian

Date