



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
Fax 502-543-3608
www.bullittschools.org

TO: Mr. Jesse Bacon *JB*

FROM: Lee Barger, Director of CCR/Innovative Programs

DATE: October 24, 2018

RE: MOA - Elizabethtown and Community and Technical College

Attached, you will find a MOA between Elizabethtown Community and Technical College and Bullitt County Public Schools for the 2018-2019 school year. The purpose of this agreement is to set forth the terms and conditions for awarding dual credit to Bullitt County students who are enrolled in programs at Elizabethtown Community and Technical College.

- 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 freshmen and sophomore high school students if recommended by the secondary education partner, and approved by the Chief Academic Officer at the KCTCS college.
- Tuition for a dual credit course is $\frac{1}{3}$ of the per credit hour tuition charged by KCTCS.
- Dual credit students are responsible to pay for textbooks, digital content, eResources, insurance, professional certification training and other expendable items.

Please place this request for approval on the November board agenda.

Equal Education and Employment Institution

JB
10.24.18

**Dual Credit
Memorandum of Agreement
between
Elizabethtown Community and Technical College
and
Bullitt County Public Schools**

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 Elizabethtown 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 Elizabethtown 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 Elizabethtown 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 Bullitt County Public Schools and Elizabethtown 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.

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 Elizabethtown 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 Elizabethtown 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.

Elizabethtown 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 Bullitt County Public Schools 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 Elizabethtown 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:

✓Elizabethtown Community and Technical College
Bullitt County Public Schools

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 Elizabethtown Community and Technical College and Bullitt County Public Schools. 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.

Jesse Bacon
Superintendent
Bullitt County Public Schools

Date

Dr. Juston Pate
President/CEO
Elizabethtown Community and 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
ADX 120	Basic Automotive Electricity	
ADX 121	Basic Automotive Electricity Lab	
ADX 150	Engine Repair	
ADX 151	Engine Repair Lab	
DIT 180	Brakes	
DIT 181	Brakes Lab	
FPX 100	Fluid Power	
FPX 101	Fluid Power Lab	

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		
	ECTC	Bullitt County Public Schools	Student
Textbooks			X
Digital Content			X
eResources			X
Insurance			X
Professional Certification Testing			X

Home School by District

Institution Name: **ELIZABETHTOWN COMMUNITY AND TECHNICAL COLLEGE**

Effective Year: **2018-2019**

Agency: - All

Notes: - Enrollment count non duplicated

District: - All

- Enrollment Hours are duplicated

Consortium: - All

	Enrolled	Hours
Institution Name: ELIZABETHTOWN COMMUNITY AND TECHNICAL COLLEGE	0	26.80
Home School by District for ELIZABETHTOWN COMMUNITY AND TECHNICAL COLLEGE		
District no: 071		
Effective Year: 2018-2019		
School no: 015071015	0	2.00
School Name: BULLITT CENTRAL HS	0	2.00
Perkins Area: TRANSPORTATION, DISTRIBUTION AND LOGISTICS	0	2.00
Pathway Name: Diesel Brake Repairer/Special Problems Option	0	2.00

SUPERINTENDENT NAME

SUPERINTENDENT SIGNATURE