

**Dual Credit
Memorandum of Agreement
between
Jefferson Community and Technical College (JCTC)
and
Jefferson County Board of Education (JCPS)
Academic Year 2018 - 2019**

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 Jefferson 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 Jefferson 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 Jefferson Community and Technical College campus.

Dual Credit courses should be meaningful to students and the pathway in which they are enrolled. Dual credit courses should be useful for a student on transfer to a postsecondary institution and matriculate to the selected credential.

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 Jefferson Community and Technical College and complete the college's dual credit application.

Dual Credit students are classified as non-degree seeking students. However, all nondegree 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 Jefferson Community and Technical College shall also apply to dual credit courses taught on the high school campus, including:

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

Jefferson 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. Therefore, failure to follow administrative requirements and deadlines may result in JCPS instructors no longer qualifying to teach dual credit courses for Jefferson Community and Technical College.

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. Please see Appendix A – 1 for specific negotiated payment details.

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 II 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 Jefferson 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 the student's own expense. In that instance, students will pay the same discounted dual credit tuition rate as other coursework.

D. Unsuccessful Completion

Financial responsibility for DCS tuition returned to KHEAA is as follows:

- Jefferson Community and Technical College will be responsible for the cost of the DCS tuition returned to KHEAA for all unsuccessfully completed scholarship courses offered at JCPS high school campuses.
- JCPS will be responsible for the cost of the tuition returned to KHEAA for all unsuccessfully completed scholarship courses offered at Jefferson Community and Technical College campuses and through their online courses and will reimburse Jefferson Community and Technical College for this cost. Jefferson Community and Technical College will invoice JCPS by high school listing unsuccessfully completed scholarship courses for each student.

JCTC will report to JCPS the unsuccessful recipient list for which JCPS is responsible by May 20, 2019 with payment due in 30 days.

VII. School Responsibilities

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

Neither party shall discriminate against any student, instructor, employee or other person because of race, color, national origin, age, religion, marital or parental status, political status, political affiliation or beliefs, sex, sexual orientation, gender, identity, gender expression, veteran status, genetic information, or disability.

Per Federal guidelines, students with an Individual Education Plan will receive documented services when taking Dual Credit courses on the high school campus with a high school instructor. Students taking courses at JCTC will be connected to the Accessibility Resource Center (ARC).

IX. Approvals

All negotiated items have been included in this MOA between Jefferson Community and Technical College and JCPS. The contact and signatory person for negotiations and MOA is the college president.

Martin Pollio, Ed.D.
Superintendent
Jefferson County Public Schools

Date

Ty Handy
President
Jefferson Community and Technical College

Date

10-23-18

Appendix A – 1
JCPS Butler Traditional High School
Dual Credit Course Offerings List
and Responsible Party Acknowledgement
2018 - 2019

JCTC Dual Credit Course Offerings at Butler Traditional High School

KTCs Course Prefix	Course Description	Local High School
POL 101	American Government	Butler Traditional High School

Responsibility Party Acknowledgement – Butler Traditional High School

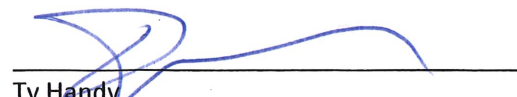
If the secondary school indicates that the student pays tuition, the secondary school should not collect tuition on behalf of the student and pay such to the College. JCTC will bill students directly.

Expense	Responsible Party		
	JCTC	Butler Traditional High School	Student
Transportation	N/A		
Textbooks	N/A		
Digital Content	N/A		
High School Classroom Consumables	N/A		
Tuition beyond Kentucky Dual Credit Scholarship	N/A		
Professional Liability Insurance	N/A	N/A	
KNAT testing	N/A		



William Allen
Principal
Butler Traditional High School

11/14/18
Date



Ty Handy
President/CEO
Jefferson Community and Technical College

10-23-18
Date

Appendix A – 2
JCPS Central High School
Dual Credit Course Offerings List
and Responsible Party Acknowledgement
2018 - 2019


JCTC Dual Credit Course Offerings at Central High School

KCTCS Course Prefix	Course Description	Local High School
AHS 115	Medical Terminology	Central High School

Responsibility Party Acknowledgement – Central High School

If the secondary school indicates that the student pays tuition, the secondary school should not collect tuition on behalf of the student and pay such to the College. JCTC will bill students directly.

Expense	Responsible Party		
	JCTC	Central High School	Student
Transportation	N/A		
Textbooks	N/A		
Digital Content	N/A		
High School Classroom Consumables	N/A		
Tuition beyond Kentucky Dual Credit Scholarship	N/A		
Professional Liability Insurance	N/A	N/A	
KNAT testing	N/A		


 Raymond Green
 Principal
 Central High School

11/14/18
 Date


 Ty Handy
 President/CEO
 Jefferson Community and Technical College

10-23-18
 Date

Appendix A – 6
JCPS Marion C. Moore High School
Dual Credit Course Offerings List
and Responsible Party Acknowledgement
2018 - 2019

JCTC Dual Credit Course Offerings at Marion C. Moore High School

KCTCS Course Prefix	Course Description	Local High School
ENG 101	Writing I	Marion C. Moore High School
ENG 102	Writing II	Marion C. Moore High School
HIS 109	History of the United States Since 1865	Marion C. Moore High School

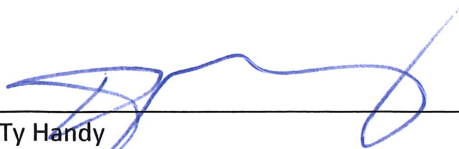
Responsibility Party Acknowledgement – Marion C. Moore High School

If the secondary school indicates that the student pays tuition, the secondary school should not collect tuition on behalf of the student and pay such to the College. JCTC will bill students directly.

Expense	Responsible Party		
	JCTC	Marion C. Moore High School	Student
Transportation	N/A		
Textbooks	N/A		
Digital Content	N/A		
High School Classroom Consumables	N/A		
Tuition beyond Kentucky Dual Credit Scholarship	N/A		
Professional Liability Insurance	N/A	N/A	
KNAT testing	N/A		


 Rob Fulk
 Principal
 Marion C. Moore High School

11-14-18
 Date


 Ty Handy
 President/CEO
 Jefferson Community and Technical College

10-23-18
 Date

Appendix A – 7
JCPS Pleasure Ridge Park High School
Dual Credit Course Offerings List
and Responsible Party Acknowledgement
2018 - 2019

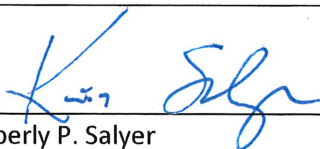
JCTC Dual Credit Course Offerings at Pleasure Ridge Park High School

KCTCS Course Prefix	Course Description	Local High School
BIO 112	Introduction to Biology	Pleasure Ridge Park High School
BIO 113	Introduction to Biology Lab	Pleasure Ridge Park High School
ENG 101	Writing I	Pleasure Ridge Park High School
ENG 102	Writing II	Pleasure Ridge Park High School
HUM 120	Introduction to Humanities	Pleasure Ridge Park High School
MAT 150	College Algebra	Pleasure Ridge Park High School
MAT 160	Pre-Calculus	Pleasure Ridge Park High School

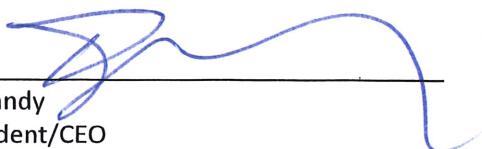
Responsibility Party Acknowledgement – Pleasure Ridge Park High School

If the secondary school indicates that the student pays tuition, the secondary school should not collect tuition on behalf of the student and pay such to the College. JCTC will bill students directly.

Expense	Responsible Party		
	JCTC	Pleasure Ridge Park High School	Student
Transportation	N/A		
Textbooks	N/A		
Digital Content	N/A		
High School Classroom Consumables	N/A		
Tuition beyond Kentucky Dual Credit Scholarship	N/A		
Professional Liability Insurance	N/A	N/A	
KNAT testing	N/A		


 Kimberly P. Salyer
 Principal
 Pleasure Ridge Park High School

Date 11-14-18


 Ty Handy
 President/CEO
 Jefferson Community and Technical College

Date 10-23-18

Appendix A – 8
JCPS Southern High School
Dual Credit Course Offerings List
and Responsible Party Acknowledgement
2018 - 2019


JCTC Dual Credit Course Offerings at Southern High School

KCTCS Course Prefix	Course Description	Local High School
BIO 112	Introduction to Biology	Southern High School
BIO 113	Introduction to Biology Lab	Southern High School
ENG 101	Writing I	Southern High School
ENG 102	Writing II	Southern High School

Responsibility Party Acknowledgement – Southern High School

If the secondary school indicates that the student pays tuition, the secondary school should not collect tuition on behalf of the student and pay such to the College. JCTC will bill students directly.

Expense	Responsible Party		
	JCTC	Southern High School	Student
Transportation	N/A		
Textbooks	N/A		
Digital Content	N/A		
High School Classroom Consumables	N/A		
Tuition beyond Kentucky Dual Credit Scholarship	N/A		
Professional Liability Insurance	N/A	N/A	
KNAT testing	N/A		


 Tyler Shearon
 Principal
 Southern High School

11.13.18
 Date


 Ty Handy
 President/CEO
 Jefferson Community and Technical College

10-23-18
 Date

Appendix A – 10
JCPS Western High School
Dual Credit Course Offerings List
and Responsible Party Acknowledgement
2018 - 2019

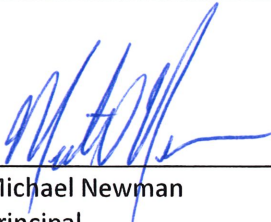
JCTC Dual Credit Course Offerings at Western High School

KCTCS Course Prefix	Course Description	Local High School
CUL 100	Introduction to Culinary Arts	Western High School

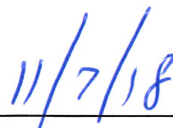
Responsibility Party Acknowledgement – Western High School

If the secondary school indicates that the student pays tuition, the secondary school should not collect tuition on behalf of the student and pay such to the College. JCTC will bill students directly.

Expense	Responsible Party		
	JCTC	Western Traditional High School	Student
Transportation	N/A		
Textbooks	N/A		
Digital Content	N/A		
High School Classroom Consumables	N/A		
Tuition beyond Kentucky Dual Credit Scholarship	N/A		
Professional Liability Insurance	N/A	N/A	
KNAT testing	N/A		



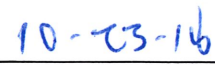
 Michael Newman
 Principal
 Western High School



 Date



 Ty Handy
 President/CEO
 Jefferson Community and Technical College



 Date