2019 – 2020

Memorandum of Agreement for dual credit and dual enrollment courses between Kentucky State University

And

_____	_____
Secondary School (s)	Address

Kentucky State University ("KSU" or the "University") hereby enters into this Memorandum of Agreement (the "Agreement or the "MOA") with_____ Secondary school (the "Secondary school") to provide college credit to qualifying students who are properly enrolled in and who successfully complete courses approved by Kentucky State University. These courses will be offered when University staff and resources permit and when requested by the Secondary school. The Secondary school agrees to follow the guidelines related to qualifications of staff, eligibility of students, and course syllabi.

Definitions

For the purposes of this agreement, the following terms are defined:

Dual Credit (DC): Defined in KRS 164.002(6) as a college-level course of study offered to a secondary school student who is concurrently enrolled in secondary school and at KSU with credit awarded by both institutions. A secondary school student will simultaneously earn both secondary and transcripted college credit toward a postsecondary degree of credentials upon successful completion of course requirements. KSU is responsible for the academic integrity of the courses for which postsecondary credit will be awarded. The definition is consistent with the Kentucky Revised Statute 164.002 and KSU's Administrative Policies and Procedures.

Dual Enrollment (DE): Defined as a college-level course of study offered to a secondary school student who is concurrently enrolled in secondary school and at KSU. However, credits for courses taken at the post-secondary level do not have to be awarded for a concurrent course at the secondary level.

Secondary School: Defined as any public or private secondary school, local education agency, and home-schools.

Concurrent Enrollment Instructor (CEI): Defined as a certified secondary school teacher who has obtained a MA/MS and completed 18 hours of graduate course work in their subject area. It is up to the secondary school to verify that a CEI meets the necessary Education Professional Standards Board (EPSB) certification requirements.

Eligibility:

Courses accepted for Dual Credit/Dual Enrollment toward an undergraduate credential at KSU must be college-level coursework relevant to the credential awarded and meet KSU standards for content, quality, and rigor pursuant to the requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC). Dual Credit/Dual Enrollment courses must be equivalent to the same courses offered at KSU in course content, competencies, and learning outcomes as evidenced in the required syllabi components.

Students: Must have a 2.5 GPA and meet specific course requisites.

Eligible courses for Dual Credit/Dual Enrollment under this Agreement include courses for which all of the following criteria can be documented:

- Required courses or technical electives that apply to one of the programs of study offered at KSU.

- Courses that are taught by college faculty or a concurrent enrollment instructor approved by KSU as having appropriate credentials to serve as college instructors for the purposes of SACS-COC accreditation. (SACS-COC 6.1 and NACEP F1)
- Courses in which KSU's curricula are taught and for which student learning competencies and outcomes, as well as course descriptions, are aligned between KSU and the secondary school. (SACS-COC 8.1)
- Courses for which syllabi are approved by KSU and provided to students enrolled in Dual Credit/Dual Enrollment courses on the first or second day of the college course. (SACS-COC 8.1)
- Courses for which formal mechanisms exist for the evaluation of faculty effectiveness and student success as approved by KSU. (SACS-COC 6.1 and NACEP E1)

A secondary school student may receive KSU Dual Credit/Dual Enrollment by:

a. Completing the KSU online application to be enrolled as a KSU/DCE non-degree seeking student in the course(s) for which they wish to receive credit (NACEP S1)

b. Participating in a Dual Credit/Dual Enrollment course under a locally developed memorandum of agreement

Terms of this agreement are as follows:

A. Dual Credit/Dual Enrollment Course Requirements

- The course requirements for secondary students enrolled in Dual Credit/Dual Enrollment courses at a secondary school will be equal to those of degree-seeking students enrolled at KSU.
- Students will receive an official course syllabus by the first or second day of the college course. The syllabus will include:

1. Course requirement information, including the official description, course prerequisites, and course content, grading policy, attendance requirements, course completion requirements/performance standards and other related course information.

2. Criteria to be used in evaluating the student's performance, a course grading system that includes specific expectations with relative weights, and the requirement that the grades described in *KSU's Catalog* will be used.

B. Dual Credit/Dual Enrollment Delivery Methods

Courses may be delivered at the university, at the local secondary school or another site not at the secondary school, online, in a virtual environment, or in a delivery process that utilizes a combination of these delivery methods.

C. Grading for Dual Credit/Dual Enrollment Courses

The KSU grading policy will apply to college courses offered for Dual Credit/Dual Enrollment under this agreement. All grades earned for college credit by the student in a Dual Credit/Dual Enrollment course will be transcripted by KSU.

D. Awarding of Dual Credit/Dual Enrollment

1. College credit will be awarded for courses taken for Dual Credit/Dual Enrollment upon the student's completion of the course requirements and will become part of the student's official college transcript. The award of college credit will comply with the appropriate accreditation standards for SACSCOC.

2. Secondary school credit will also be awarded by the secondary school upon successful completion of the course. The award of secondary school credit will be in compliance with state standards.

3. Dual credit students will not be allow to take in excess of 15 KSU credit hours per semester.

E. Credentialing and Evaluation

1. *Concurrent Enrollment Instructor Credentialing*: A secondary instructor wishing to teach a Dual Credit/Dual Enrollment course as a concurrent enrollment instructor must provide college transcripts and curriculum vita directly to the content area coordinator/chair and the Dual Credit Coordinator. All documents will be made available to the Office of Academic Affairs for review, approval, and storage. Initial transcripts can be unofficial during the verification process on what courses can be taught as a concurrent enrollment instructor.

2. *Faculty Evaluation:* KSU will handle evaluations for concurrent enrollment instructors in a manner consistent with its guidelines for evaluation of KSU adjunct faculty.

3. *Student Evaluation of Faculty:* Student evaluations for all concurrent enrollment instructors will be conducted each semester for each course offered for Dual Credit/Dual Enrollment in a manner consistent with the guidelines for the student evaluation for all KSU faculty and courses.

F. Disability Services:

A local school district is responsible for providing accommodations to ensure that the student received FAPE in the **dual-credit** courses taken through a local college.
Ky. OAG 17-021 (Ky.A.G.), 2017 WL 4325410.

G. Kentucky Higher Education Assistance Authority (KHEAA) Dual Credit Scholarship Program

The purpose of the program is to ensure Kentucky public secondary school students have access to free dual credit coursework so that they may obtain the education and skills needed to succeed in the workforce. KHEAA is the state agency responsible for administration of the Dual Credit Scholarship Program. As a KHEAA Dual Credit Scholarship Program participating institution our fees reflect the agreed upon adherence to the maximum ceiling cap on per credit hour cost. See tuition schedule in Section K (Tuition) below.

Program specifics: Student Eligibility -To be eligible for Dual Credit and Work Ready Scholarships, a student must:

- Be a Kentucky resident; and
- Be enrolled in a Kentucky public secondary school, private school or Kentucky homeschool; and
- Be in grades 11 or 12 (KHEAA), 9 – 12 (Work Ready); and
- Be concurrently (simultaneously) enrolled in an eligible dual credit and Work Ready courses at a participating postsecondary institution; and
- Meet university course eligibility requirements; and
- Complete a 30-minute college success counseling session each year of scholarship eligibility.

Award and application

- All eligible students may be awarded funds for up to but no more than two (2) courses during their secondary school academic career for KHEAA scholarship.
- All eligible students may be awarded funds for one course per semester, two per year, 9th thru 12th grades. Junior and Senior year - must exhaust KHEAA scholarship $s before accessing Work Ready $s.
- The award is equal to the dual credit course charged by the participating college or university as per the tuition cap established by KHEAA.
- Eligible dual credit course: A course offered to an eligible secondary school student

that is either a career and technical education dual credit course within a state-approved career pathway leading to an industry-recognized credential, or a general education dual credit course.

- Each secondary school will submit to KHEAA the names and demographics of eligible, participating juniors and seniors. KHEAA will use the email listed on infinite campus to contact students directly.
- Students will register/login to their online MyKHEAA account at and complete an application identifying their college and semester preferences for the scholarship.
- KHEAA will notify students via email of their award or denial status once an application has been completed.
- Funds will be disbursed by KHEAA to the student's participating college or university within 30 days of receipt of enrollment verification from KSU.
- KSU will assign scholarship monies to student accounts eligible for the DCS.
- Students who successfully pass their dual credit course will receive full scholarship funds for the course. Successful completion of a dual credit course is defined as earning a passing letter grade (i.e., not including F, E, U, I or W). Students who do not pass are eligible for only 50% of the DCS funds. For the purpose of the DCS program, withdrawal from a course after the postsecondary institutions' drop/add period is treated the same as a failing grade.
- Districts will share reimbursement costs with KSU for students who receive a W or F as per the tuition and fees schedule in section K.

Dual credit courses offered to secondary school students eligible for the DCS must be truly dual credit and not dual enrollment courses. The course(s) must count for both college and secondary school credit if not, the course(s) are not eligible for DCS funds.

H. Kentucky State University responsibilities

1. Ensuring that all Dual Credit/Dual Enrollment courses are in alignment with courses offered on the KSU camps.
2. Advertising and promoting Dual Credit/Dual Enrollment opportunities among secondary school students, parents, and staff.
3. Providing KHEAA with student enrollment verification.
4. Ensuring per our agreement as participants in the Dual Credit Scholarship Program with KHEAA, not to exceed the ceiling cap established by KHEAA for tuition for dual credit courses.
5. Providing college applications and personnel to assist in the enrollment process and administering of placement assessments.
6. Creating a secure web based platform for timely and accurate sharing KSU and each partnering secondary school. The web-based platform will be used as a repository for student metadata including courses, student name, KDE and KSU ID number, address, phone, email, etc.
7. Providing information to students in writing and reasonable detail (i.e., a syllabus) by the first or second day of the college course concerning the nature and expectations of the course that corresponds to its official description. Course requirement information will include course prerequisites, course content, grading policy, attendance requirements, course completion requirements/performance standards, and other related course information.
8. Ensuring that all students log on to Blackboard by the second week of the course so that each student knows that he or she is enrolled for college credit in their perspective KSU course (s).
9. Registering students in the college course and maintaining academic records, including the grades and transcripts of courses completed.
10. Assisting concurrent enrollment instructors in the development of the course syllabus.
11. Conducting faculty evaluations for concurrent enrollment instructors in a manner consistent with college guidelines for evaluation of adjunct faculty and student

evaluation of faculty.

12. Ensuring professional development opportunities for concurrent enrollment instructors
13. Establishing a formal strategy consistent with the goals of the University's enrollment management plan to recruit and retain students who receive Dual Credit/Dual Enrollment pursuant to this MOA as a degree-seeking student who matriculates to the University.

I. Secondary school responsibilities

1. Using KSU course prefixes, numbers, and titles for all KSU Dual Credit/Dual Enrollment courses.
2. Providing concurrent enrollment instructor credentials required by SACSCOC prior to the start of the term in which the course starts and in time for faculty credential evaluation consistent with SACSCOC and KSU policy.
3. Providing at least 3 hours per week of supervised/proctored assistance for students enrolled in online dual credit courses and in compliance with secondary instructor certification requirements.
4. Advertising and promoting Dual Credit/Dual Enrollment opportunities among secondary school students, parents, and secondary school faculty.
5. Assists students in applying for the KHEAA DCS program and using assistive materials from KHEAA and KDE to provide the required 30-minute success counseling sessions for eligible students each year.
6. Assisting students and parents with tuition payment for dual credit courses not covered by the DCS scholarship.
7. Providing 50% tuition reimbursement to KSU, as per the tuition and fees schedule in section K, for DCS students who do not successfully pass their dual credit course.
8. Assist students with the online dual credit enrollment process in a timely manner.
9. Ensuring that all students log on to Blackboard by the second week of the course so that each student knows that he or she is enrolled for college credit in their perspective KSU course (s).
10. Entering required student metadata in a shared secure web based platform.
11. Uploading student secondary school transcripts and/or AP/CLEP/ACT/SAT/KYOTE results into a secure web based platform in order to verify course prerequisite requirements.
12. Submitting grades to the University's Registrar or designated Dual Credit/Dual Enrollment representative according to posted KSU deadlines.

J. Joint Responsibilities

KSU and KHEAA, including all secondary school partners, will be responsible for the following: Course Alignment Process

I. If it is determined that the proposed change will have an adverse effect on the award of secondary credit for Dual Credit/dual Enrollment courses offered pursuant to this MOA then:

- KSU will work with participating schools to identify appropriate content, standards, and rigor to be compliant with KSU course requirements, as well as, secondary graduation requirements.

II. Advertisement for Secondary Student Parents

- KSU and the partner secondary schools are each responsible to provide advising for students and parents regarding Dual Credit/Dual Enrollment courses and the implications for the students' future collegiate enrollment and financial aid. This advising includes career counseling and college program advising and promoting matriculation to KSU.

III. Identification of Students Eligible for Financial Assistance

- KSU and KHEAA shall collaborate in the development of a process to determine

student eligibility for financial assistance.

K. Tuition/Fees

As a KHEAA Dual Credit and Work Ready Scholarship Program participating institution, our fees reflect the agreed upon adherence to the ceiling cap (maximum) per credit hour cost listed in the charts below:

Descriptors and course cost information	Per hour cost	Per course
A. Students receiving dual credit or work ready scholarship monies: Per KSU's participation in the KHEAA dual credit scholarship program, course cost for all dual credit and specified work ready courses will be as follows.	$58	2hr = $116 3hr = $174 4hr = $232 5hr = $290
B. Students not receiving KHEAA DCS monies: Per KSU's response to SB 1; • **ENG 101 and Math 115** course cost will be as follows. • For all other courses, the $58 per credit hour will apply	$58	$60 2hr = $116 3hr = $174 4hr = $232 5hr = $290

Reimbursement Guidelines for KHEAA Dual Credit and Work Ready Scholarship Funds	Reimbursement amount
Students who do not successfully pass MAT 115 with an A, B, C, D: Per KSU's participation in the KHEAA dual credit scholarship program, KSU will reimburse KHEAA 50% of DCS tuition for the first 25% of students who receive a W or an F per course per secondary school. The remaining tuition reimbursement for students receiving a W or F will be the responsibility of partnering districts and or secondary schools.	$87
Students who do not successfully pass courses other than MAT 115 with an A, B, C, D: Per KSU's participation in the KHEAA dual credit scholarship program, reimbursement of 50% of KHEAA scholarship money for non-passing students will be shared equally between KSU and their partner districts/secondary schools.	$87

The Kentucky State University Board of Regents approves tuition.

L. Billing

All DCE students will pay tuition as detailed in sections G & K. Course tuition will be based on the type of DCE course and scholarship eligibility:

1. The last day for a dual credit or dual enrolled student to register for courses will be consistent with deadlines for KSU degree-seeking students.

2. Students who drop a dual credit or dual enrollment course after the last day to register are still responsible for course tuition and will receive a "W" as part of their permanent record.

3. Students enrolled in dual credit and dual enrollment courses will be individually billed for course tuition. Secondary schools wishing to be invoiced for DCE tuition must make arrangements with the KSU billing department.

- Students receiving dual credit or work ready scholarship funds, identifying KSU as their DCES college preference, will have their course (s) costs covered by scholarship funds.
- Students not receiving dual credit or work ready scholarship funds are responsible for paying course tuition in accordance with the deadlines set by KSU.

M. Transferability

Courses taken for Dual Credit/Dual Enrollment with KSU will become part of the student's official college transcript; and therefore, the earned credits will be accepted by KSU. The evaluation of courses when transferring to postsecondary institutions other than KSU is the purview of the receiving institution.

N. Termination

Either party may terminate this agreement at any time for cause or may terminate without cause on 30 days' written notice.

Have Seen and Agree To:

District Secondary school Principal signature

Superintendent signature

Kentucky State University President signature