



School Based Scholars
MEP 272 - nkusbs@nku.edu
Nunn Drive
Highland Heights, Kentucky 41099
schoolbasedscholars.nku.edu

July 1, 2019

ATTN: Randy Poe and Henry Webb
Ignite Institute
8330 US Highway 42
Florence, KY 41042

Dear Dr. Poe and Dr. Webb,

Northern Kentucky University is pleased to partner with the Ignite Institute to bring college classes to your high school students through the School-Based Scholars (SBS) Program.

Enclosed, please find a Memorandum of Agreement (MOA) between Northern Kentucky University and the Ignite Institute for the 2019-20 academic year.

Please sign the enclosed MOA and send a copy to catchenj1@nku.edu or you can mail it to:
NKU School-Based Scholars
MEP 401
Nunn Drive
Highland Heights, KY 41099

If you have any questions or concerns, please don't hesitate to reach out to me. If you would like to meet to develop any new dual-credit strategies for future school years, please also feel free to reach out.

Thank you for the opportunity to work with your school district this upcoming year!

Sincerely,

A handwritten signature in blue ink that reads "James Catchen". The signature is stylized with a large, looped "J" and a cursive "Catchen".

James Catchen
Assistant Director, School-Based Scholars
(859) 572-5498; catchenj1@nku.edu
<http://nkusbs.nku.edu>

**Dual-Credit Memorandum of Agreement
between
Northern Kentucky University
and
Ignite Institute**

I. Purpose

This Memorandum of Agreement (MOA) establishes a collaborative relationship between Northern Kentucky University (NKU) and Ignite Institute to offer dual-credit opportunities for secondary school students who meet the requirements for admission into NKU's School-Based Scholars Program. This agreement incorporates by reference the stipulations included in KY HB 206 (2017), which continues the Kentucky Dual-Credit Scholarship (DCS) Program and is managed by the Kentucky Higher Education Assistance Authority (KHEAA).

II. Definition of Dual-Credit Program

Northern Kentucky University's Dual-Credit Program, School-Based Scholars (SBS), allows high school students to enroll in college-level courses offered by a college and simultaneously earn credit towards high school graduation and/or a postsecondary degree (these courses may be academic, but not remedial or developmental). Students must also meet course prerequisites. Specific to the SBS program, courses may be offered at a high school or a designated NKU campus.

III. Participation in the Dual-Credit Program

a. Admissions Policy

The following groups of students are eligible for this program if they meet the following requirements:

1. High school juniors and seniors:
 - Must have a high school unweighted GPA of 3.0 or higher.
 - Must have a composite ACT score of 20 or higher.
 - Students who do not have an ACT score may submit an equivalent SAT score.
 - Students who do not have an ACT or SAT score may be admitted into the program with their GPA and a letter of recommendation from an educator certifying their belief in the applicant's academic and emotional capability to participate in college courses; however, eligible courses will be limited based on prerequisites for individual courses.
 - Must meet any course prerequisites.
2. High school sophomores:
 - Must have a high school unweighted GPA of 3.0 or higher.
 - Must meet any course prerequisites.
 - Must only take courses offered at their high school unless granted an exception as noted below.

Students must complete a School-Based Scholars application packet (online application, disclosure, transcript and test scores). However, completed School-Based Scholars application packets do not guarantee admission into the program. All applications will be reviewed by the School-Based Scholars office. A copy of the disclosure form is provided in Appendix A.

Admission exceptions:

- All requirements in this policy for dual-credit participation are the requirements for NKU. If a high school wishes to impose additional requirements for participation in dual-credit courses, those requirements will be enforced.
- Students who have a GPA between 2.8 and 3.0 and/or a composite ACT score of 18 or 19 (or its equivalent) may apply for the program and submit a letter of recommendation from an educator certifying their belief in the applicant's academic and emotional capability to participate in college courses for admission consideration.
- If a high school student enters into the SBS program without an ACT score and upon taking the ACT receives an ACT composite score of less than 18, they may be permitted to continue in the program as long as their course grades continue to meet the C or better requirement and the high school counselor or other designated school official is willing to submit a letter verifying that they will regularly check in with the affected student to monitor their course progress. Students must still meet any course prerequisites.
- Sophomore students will be limited to only taking classes offered at their high school.
 - Public or private high school sophomores who wish to take an online or on-campus course must petition the Vice Provost for Undergraduate Academic Affairs by submitting with their application a letter of recommendation from their high school's principal certifying their approval for the applicant to participate and a letter of recommendation from a high school educator certifying their belief in the sophomore applicant's academic and emotional capability to participate in college courses. These documents should be submitted with each student's application to the SBS program. Students must still meet any course prerequisites.
- High school freshmen are unable to participate in the School-Based Scholars program, unless:
 - They petition the Vice Provost for Undergraduate Academic Affairs by submitting with their application a letter of recommendation from their high school's principal certifying their approval for the student to participate and a letter of recommendation from a high school educator certifying their belief in the freshman applicant's academic and emotional capability to participate in college courses. These documents should be submitted with the student's application to the SBS program. Students must still meet any course prerequisites.

b. Continued Enrollment

Once in the program, students must earn a grade of C or better in each of their classes to progress to the next semester prior to high school graduation. In certain circumstances, students who fall below this requirement may petition the SBS program for continued enrollment.

Grade appeal process:

- Students who receive a grade of C- or lower must sit out the following semester and then apply for reinstatement using the SBS Reinstatement Application. Students may obtain a copy of the application by contacting the SBS office at nkusbs@nku.edu. This process is designed to give students the opportunity to improve their skills in the high school toward their college readiness so they can be successful in future dual-credit classes. It is also aimed at preventing students from doing further harm to their college GPAs.
 - Students who wish to appeal the SBS program's decision have the following options available, which are consistent with the University's policies:
 - Grade Appeal – Students who believe their final course grade is inaccurate, or based on factors that were not included in the grading policy, may appeal the

grade. Students must initiate the appeal of the grade no later than fifteen (15) working days after the last date for faculty to submit grades. Each appeal should be addressed to the faculty teaching the course(s) in question. The grade appeal process is outlined entirely in the NKU Undergraduate Course Catalog. To be considered, the grade appeal must meet one or more of the following conditions:

- The method for determining the final course grade conflicts with the grading policy per the course syllabus or other announced grading policies.
 - There is an alleged mathematical error in calculating the final course grade.
 - There is evidence that the final course grade is based on something other than performance in the course.
- Repeating Courses – Students who receive a “D+,” “D,” or “F” in any of their SBS courses may petition the SBS program to permit them to retake that specific course if it is offered. Petitions may be emailed to nkusbs@nku.edu and must address why each student believes they had academic difficulties in that course and why they believe they will be successful in the course while retaking it. If a student chooses to retake the course in which they received the aforementioned grades, they will only be permitted to retake that course upon reentry into SBS.
 - Students may refer to the policy on “Repeating a Course” in the NKU Course Catalog at:
<http://nku.catalog.acalog.com/content.php?catoid=9&navoid=622&hl=%22grade+appeal%22&returnto=search#repeating-a-course>
 - Repealing SBS decisions on program removal – Students who wish to contest their removal from the SBS program due to their grades not meeting SBS policy may petition the SBS program to permit them to continue in the program. Petitions may be emailed to nkusbs@nku.edu and should address why the student believes they had academic difficulties in that course, why they believe the decision to be removed from the program should be overturned, and why they believe they will be successful in the SBS program upon reinstatement. At that time, the Vice Provost for Undergraduate Academic Affairs will make a determination on their status and notify the student and designated school counselor at the high school prior to the start of the following semester.

IV. Dual-Credit Courses

a. Course Offerings

Northern Kentucky University and Ignite Institute have agreed to work collaboratively to provide the following course schedule during the fall 2019 and spring 2020 semesters:

<u>Class Location</u>	<u>Days</u>	<u>Times</u>	<u>Fall 2019 Course</u>	<u>Spring 2020 Course</u>
Ignite	TBD	TBD	EDU 104 – Orientation: Education Profession/Program	EDU 305 – Introduction to Education
Ignite	TBD	TBD	STA 205 – Introduction to Statistical Methods (1)	EDU 316 – Racism and Sexism in Education Institutions
Ignite	TBD	TBD	STA 205 – Introduction to Statistical Methods (1)	EDU 300 – Human Growth and Development

Additionally, students are permitted to take courses online or on NKU's campus.

For any courses in the NKU Teaching and Learning Career Pathway (TES), please see Attachment B for additional information.

For students taking courses at their high school, an orientation will be scheduled at the high school for students to receive their username and any password, registration, tuition, textbook, and email information. An additional orientation for on-campus courses will be held prior to the start of the fall and spring semesters. An additional orientation for online courses will be held prior to the start of the fall semester. All on-campus and online students will receive the orientation presentations, materials and student handbook prior to the start of class via their NKU emails.

Once students are enrolled in a course, they will have an official academic record at NKU. After each add or drop deadline during the fall and spring semesters, the SBS office will send a roster of registered NKU dual-credit students to a designated high school counselor at each high school with the expectation that the rosters will be verified with the high school's records and the school districts will submit any changes to KHEAA, as necessary.

NKU reserves the right to cancel a class that does not meet enrollment targets or alter the proposed course list based on faculty availability.

b. Academic Quality

Dual-credit courses taught in the high school, both by an NKU faculty or an NKU-credentialed high school faculty, shall meet the rigor for postsecondary credit and be congruent with the University's normal offerings. Classes offered in the high school settings shall conform to the University's academic standards. Faculty for all dual-credit courses shall be approved by the appropriate department at the University and meet all SACSCOC credentialing requirements. Qualifications required by academic departments may vary.

In addition, NKU will provide a faculty liaison for newly-credentialed high school faculty for every semester that they teach a new course for NKU in the SBS program. All high school faculty (or a designated high school representative) will be required to attend a Faculty Development Day held at NKU by the SBS program each school year or the proposed course may be cancelled.

V. Negotiated Costs and the KY Dual-Credit Scholarship (DCS)

a. Tuition Rate

The tuition rate for all eligible participating SBS students from any Kentucky school district will be set at one-third of the KCTCS hourly tuition rate (2019-2020 rate TBD), the dual-credit tuition rate ceiling as prescribed within the KY HB 206 (2017).

NKU's Student Account Services department will send an electronic bill to the SBS students' NKU email addresses prior to the start of the semester. All students are expected to pay their tuition by the first day of classes. Students who are receiving the Kentucky Dual-Credit Scholarship will be reimbursed for those funds once KHEAA dispenses the DCS funds to NKU. Students who do not earn the DCS and fail to pay their tuition could face the inability to register for future classes and/or request transcripts.

Ignite Institute will be responsible for transmitting all data required by the Kentucky DCS Program to KHEAA and following all procedures necessary to administer the DCS. NKU will be responsible for transmitting enrollment verification and final grade reports to KHEAA at the end of each semester, in accordance with the DCS procedures.

b. Related Course Expenses

According to KY HB 206 (2017), the Participating Institution (NKU) "charges no more than the dual-credit tuition rate ceiling per credit hour, including any fees, for any dual-credit course it offers." The following additional charges associated with operating a college course will be allocated as follows and agreed upon by NKU and Ignite Institute:

Expense	Responsible Party	
	NKU	Ignite Institute
Laboratory and other fees associated with specific courses	X	
Professional liability insurance	For NKU faculty	For Ignite Institute faculty

Participating high school students will be responsible for the cost of textbooks, digital content, or eResources unless otherwise covered by the Ignite Institute.

c. Unsuccessful Students

Per KY HB 206, the DCS will only reimburse 50% of the cost of tuition for students who do not successfully complete any course in which students were to receive the DCS. Although the university incurs costs associated with teaching the course regardless of student performance, the remaining 50% will be absorbed by the university.

VI. Approvals

The agreement is effective with signatures below for the 2019/2020 academic year.

Randy Poe
Superintendent
Boone County Schools

Date

Henry Webb
Superintendent
Kenton County Schools

Date



Ashish Vaidya
President
Northern Kentucky University


Date

Appendix A: Disclosure Statement

By applying for the NKU School-Based Scholars (SBS) Program, I agree to and understand:

1. In order to be eligible for continued enrollment in the program, students must earn a grade of C or better in each of their courses. Failure to meet this standard will result in removal from the program for the following semester. **In some cases, this may occur with little notice.**
2. Tuition must be paid in full by the first day of class each semester. Tuition varies each year. The SBS program recommends paying by the first day of class and receiving a refund later if your student receives scholarship money from KHEAA. *Please refer the SBS website (<http://nkusbs.nku.edu>) for the current SBS tuition rate and payment information.*
 - a. **By signing this disclosure statement, students and parents accept the financial responsibility incurred by taking dual-credit classes and that failure to pay can result in accumulated debt for classes taken as well as difficulty in sending NKU transcripts to other institutions.**
 - b. **NKU is striving to be a paperless institution; as such, paper bills and orientation materials WILL NOT be mailed home; they will be posted to each student's myNKU account and emailed to the his/her NKU email account.**
3. Students are responsible for purchasing the correct textbook(s) for their courses prior to the start of the semester.
4. Each student is responsible for setting up and checking his/her NKU Email throughout the semester.
 - a. *Instructions on how to do so are available on the SBS website (<http://nkusbs.nku.edu>).*
5. Prior to each semester, the SBS office will provide each student (either with an index card or email) with registration, billing/payment, and textbook information at an orientation event held at his/her respective high school. Students are responsible for providing their parents with this information.
 - a. *In the event that a student loses this information between that orientation and the start of classes, parents/students can refer to the SBS website (<http://nkusbs.nku.edu>) for a copy of this information – follow the button for “Current Students”.*
6. SBS courses are college level courses and may contain mature content not typical in a high school environment. By submitting this disclosure, each parent and student understands that students may be exposed to mature content as part of each NKU course's curriculum.
7. Each student is responsible for reading and understanding the NKU SBS Handbook found on the SBS website. This handbook covers all policies and procedures for participation in the SBS Program.
8. While in the SBS program, students may be surveyed to obtain information about their interests and experience to enhance the SBS college experience as well as connect students with NKU programs, faculty, and students.
9. **By signing this disclosure statement, the parent and child agrees to the aforementioned disclosures and give their permission to NKU to release grades, performance information, and other educational information to the student's parents/guardians and to _____ high school in conjunction with the SBS program.**
10. **Photo Release:** Students may be photographed in connection with their participation in the SBS program or events at NKU. *Please indicate your preference below by checking the appropriate box:*
 - ☐ I, _____, hereby grant NKU and the SBS program permission to copyright, publish and/or use in any form pictures of my child taken in connection with the SBS program for any lawful purpose associated with the University.
 - ☐ I, _____, hereby **DO NOT** grant NKU and the SBS program permission to copyright, publish and/or use in any form pictures of my child taken in connection with the SBS program for any lawful purpose associated with the University.

Student Name (Printed)

Signature of Student

Date

Email Address

Signature of Parent/Guardian

Date

Attachment B: NKU Teaching and Learning Career Pathway (TES)

I. Teaching and Learning Career Pathway

Northern Kentucky University's Department of Teacher Education and Ignite Institute desire to establish a mutually beneficial partnership to develop an NKU Teaching and Learning Career Pathway at Ignite Institute. The Teaching and Learning Career Pathway was established by the Kentucky Department of Education to support the recruitment of a diverse and effective educator workforce in the Commonwealth. The partnership will involve providing pre-admission courses as part of NKU's TES Program.

This Memorandum of Agreement covers the period from the signing of the MOA, when implementation of the courses will begin, until the end of the 2019-20 academic year. It is the intention of this partnership for the NKU Teaching and Learning Career Pathway that the dual credit courses will be offered as part of the TES Program every year.

Specifically, the following NKU Teaching and Learning Career Pathway and TES Program courses will be offered on site at Ignite Institute:

- Orientation to Education Professions/Programs (EDU 104, 1 credit hour)
- Introduction to Education (EDU 305, 2 credit hours)

Three additional courses in the NKU Teaching and Learning Career Pathway and TES Program will be offered online by NKU faculty members:

- Human Growth and Development (EDU 300, 3 credit hours)
- Racism and Sexism in Educational Institutions (EDU 316, 3 credit hours)
- Capstone Course (EDU 594, 3 credit hours)

The purpose of the NKU Teaching and Learning Career Pathway is to empower students with the knowledge, dispositions, and skills to be effective educators in a variety of disciplines and grade levels. Cooperative experience, internships, shadowing and mentoring opportunities provide depth and breadth of learning in the instructional program, and allow students to directly apply concepts learned in the classroom. We believe the hybrid teaching approach (on-site and online teaching) with Ignite Institute will enable the Teacher Education Scholars, Ignite Institute teachers, and NKU faculty to provide opportunities for hands-on teaching experience, sustain an interest in the profession, and help cultivate skills and dispositions to be successful educators.

a. Responsibilities of NKU

- Collaborate with the school district to identify key requirements to meet the Teacher Education Scholars requirements set forth by NKU:
 - See Admissions Criteria under "Admissions Policy"
- Minimum number of students per course: 15
- Admissions process for the NKU Teaching and Learning Career Pathway / Teacher Education Scholars Program:
 - See Admissions Criteria under "Admissions Policy"
- Provide a liaison between NKU and the school district
- Correspond with district superintendent, or designee, on NKU Pathway requirements, needs, and development
- Coordinate planning meetings with district/school administrators and educators

- Coordinate course scheduling of NKU Pathway courses with school district's master schedule
- Provide support to district/school administrators in the selection of educators to teach in the NKU Pathway
- Provide access and training to district/school educators teaching in the NKU Pathway regarding NKU course resources online for teaching, learning, and evaluation (e.g., Canvas and student course evaluation)
- Provide curriculum and instructional support for district/school educators teaching in the NKU Pathway
- Offer informal coaching through non-evaluative classroom observation of district/school educators teaching in the NKU Pathway
- Provide faculty instructors for online courses in the NKU Pathway
- Per NKU regulations on part-time faculty, the chair of NKU Department of Teacher Education, or designee, will evaluate once a year the teaching effectiveness of the district/school educators teaching in the NKU Pathway

b. Responsibilities of the School District

- Secure a physical space to conduct class with access to a projector and WIFI
- Select and support district/school educators who teach in the NKU Teaching and Learning Career Pathway
- Ensure district/school educators follow NKU policies set forth in course syllabus for the submission of midterm and final grades and the completion of course evaluations
- Provide feedback on the NKU Teaching and Learning Career Pathway
- Share expertise of school teachers/administrators on special topics in the NKU Pathway classes (arranged individually)

c. Mutual Responsibilities

- Data sharing on measurable impacts on student learning.
- Collaborate to conduct research.