

Murray State University
Dual Credit Partnership Agreement
2019/2020 Academic Year

- Status as Postsecondary Partner in the dual credit scholarship program
 - When a high school student enrolls in a Murray State University dual credit course through Racer Academy, the high school enters into a partnership with the university.
- Costs involved in Racer Academy
 - 2019/2020 Tuition = \$58.00 per credit hour
 - Students are responsible for all tuition not covered by the Governor's scholarship/Work Ready Scholarship.
 - Tuition will not be charged to scholarship students who withdraw/drop/fail a class.
- Admission requirements
 - Applicants must be a high school junior or senior.
 - Applicants must have a minimum cumulative GPA of 3.0 or rank in top half of class.
 - Applicants must submit the following:
 - Racer Academy/Thoroughbred Academy Application for Admission.
 - High School Transcript.
 - Students taking courses with prerequisite requirements must submit their ACT or SAT Test scores from the testing agency or posted on the high school transcript. Minimum scores required are:
 - For ENG 105: English ACT = 18; Reading ACT = 20; Writing and Language SAT = 480; Reading SAT=480
 - For Math Courses: Math ACT = 19; Math SAT =500
- The following information and more can be found on the Murray State University Racer Academy web page <http://www.murraystate.edu/RacerAcademy>
 - How to apply for admission
 - Admission requirements
 - Admission checklist
 - A list of Racer Academy course offerings
 - How to use Canvas
 - How to find your password
 - Racer Academy forms
 - Racer Academy Student Handbook
 - And more!

- Important Dates and Deadlines
 - Deadline to apply for admission into Racer Academy for Fall 2019 is September 25th, 2019 and for Spring 2020 is January 15th, 2020.
 - Note that students taking classes on the MSU main campus or being taught by MSU faculty must apply for admission by the add deadline in the MSU academic calendar so they will be enrolled in their classes by the first day of the MSU semester.
 - Deadline to withdraw from/drop a full-semester Fall 2019 class is November 22nd, 2019. The deadline to drop a Spring 202 class can be found on the following webpage after January 1, 2020.
<http://www.murraystate.edu/academics/RegistrarsOffice/CalendartsAndSchdeuling/AcademicCalendars.aspx>
 - Use the Withdrawal/Drop Form found here under Racer Academy Forms & Help Tools on the Racer Academy webpage.
<http://www.murraystate.edu/RacerAcademy>
Important: Students who stop attending class (or who never attended a class in which they were enrolled) without withdrawing/dropping the class will earn a failing grade in that class. This failing grade will remain on their permanent college transcript and could keep them from receiving college scholarships.
 - Final grades must be entered into MyGate no later than 10:00 a.m. Monday, December 16th for Fall 2019 classes and 10:00a.m. Monday, May 11th for Spring 2020 classes even if the high school semester has not ended yet. These dates must be considered when planning the courses in question.
- Distribution of grades:
 - Grades for MSU courses taught by teachers within the high school will be submitted to the high school by the teachers.
 - Grades for MSU courses taught by MSU faculty/adjuncts will be gathered by the Provost Office and distributed to the high school counselor who has requested the grades. It is important that each high school identify the school employee who will receive student grades by emailing the name and contact information to
msu.raceracademy@murraystate.edu
 - Grades for MSU Courses by Racer Academy of Agriculture should be requested from David Black dblack3@murraystate.edu
- Faculty Requirements:
 - Instructors of record must have either:
 - a master's degree in the content area or
 - a master's degree in another area and a minimum of 18 graduate credit hours in the content area.

- FERPA regulations
 - Once a high school student begins taking college classes FERPA regulations apply to that student. Therefore, each student must give permission for MSU to share educational, financial, and behavioral information with high school officials. Students can find instructions on how to provide this consent by clicking on the *Consent to Release* button on the MSU Academic Advising webpage. <http://www.murraystate.edu/academic-advising/>

- Academic Honesty

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

Violations of Academic Honesty include:

Cheating - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

Fabrication and Falsification - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

Multiple Submission - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

Plagiarism - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

If the disciplinary action results in the awarding of a grade of *E* in the course, the student(s) may not drop the course.

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Institutional Diversity, Equity and Access. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

- **NON-DISCRIMINATION POLICY AND STUDENTS WITH DISABILITIES:**

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.

MSU Policy Statement

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, age, veteran status, or disability in employment or application for employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.

In particular and without limiting the preceding and pursuant to and consistent with the requirements of Title VI of the Civil Rights Act of 1964 and its regulations 34 CFR 100 et seq.; Section 504 of the Rehabilitation Act of 1973 and its regulations 34 CFR 104; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq., and its regulations 34 CFR 106 et seq; and the Age Discrimination Act of 1975 and its regulations 34 CFR 110, Murray State University does not discriminate on the basis of race, color, national origin, sex, handicap, or age in its educational programs and activities. This non-discrimination in education programs and activities extends to employment and admissions and to recruitment, financial aid, academic programs, student services, athletics, and housing. Murray State is required by Title IX and 34 CFR part 106 not to discriminate on the basis of sex and the prohibition against sex discrimination specifically includes a prohibition of sexual harassment and sexual violence.

For information regarding nondiscrimination policies contact the Executive Director of IDEA/Title IX Coordinator, Camisha Duffy, Office of Institutional Diversity, Equity and Access, 103 Wells Hall, Murray, KY 42071. Telephone: 270-809-3155 (Voice) 270-809- 3361 (TDD).

Students with Disabilities

Students requiring special assistance due to a disability (temporary or permanent) should contact the MSU Office of Student Disability Services immediately for assistance with accommodations. For more information, students with disabilities should contact the Office of Student Disability Services, Ken Ashlock, 423 Wells Hall, Murray, KY 42071. Telephone: 270-809-2018 (Voice) 270-809- 5889 (TDD).

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.

Seneca H.S.
Name of High School

Kimberly N. Morales

High School Official
Printed Name

Kimberly N. Morales

High School Official
Signature

Superintendent *KOB*

Rena Duncan

Rena Duncan, Ph.D.
Associate Provost for Undergraduate Education
Murray State University