

# **DUAL CREDIT GEMINI MEMORANDUM OF UNDERSTANDING**

## **Between Thomas More University and Boone County School District:**

- Boone County High School
- Conner High School
- Boone County Early College
- Ignite Institute

### **TERMS OF AGREEMENT**

#### **PART 1 – GENERAL PROVISIONS**

##### **A. SCOPE**

Dual credit courses provided off Thomas More University (hereafter TMU or the University) premises shall be provided in accordance with the terms and conditions of the Memorandum of Understanding (hereafter MOU).

##### **B. DEFINITION OF DUAL CREDIT PROGRAM**

Thomas More’s “Dual Credit Program” allows high school students to enroll in college-level courses offered by a university and simultaneously to earn credit toward high school graduation and a postsecondary degree or certificate. These courses may be academic, but not remedial or developmental. Specific to this program, courses are offered at locations other than TMU campuses.

##### **C. PURPOSES**

The primary purposes of a Dual Credit Program are to increase the educational options and opportunities for high school students and increase the overall quality of instruction and learning available through secondary schools. Dual Credit Programs allow students to earn credit at the secondary and postsecondary levels simultaneously.

This MOU with TMU seeks to establish a framework that facilitates proper and effective implementation of Dual Credit Programs at district and building levels. This document includes general information regarding the eligibility and approval and information on approval of instructors to teach dual credit courses, teachers working toward dual credit credentialing, procedures for approval of dual credit courses, and procedures for approval of students to participate in dual credit courses.

##### **D. ELIGIBILITY AND APPROVAL OVERVIEW**

###### **1. Eligible Courses**

University courses that are academic but not remedial or developmental and that simultaneously earn credit toward high school graduation and a postsecondary degree or certificate shall be eligible for dual credit.

Dual credit courses may be taken as elective high school credits. Dual credit courses may satisfy the requirements of high school core courses when the department standards and benchmarks are met and curriculum is aligned to meet postsecondary requirements. The District/School in collaboration with the University shall determine the academic courses eligible for dual credit.

## **2. Academic Quality of Dual Credit Courses**

University courses eligible for dual credit shall meet the rigor for postsecondary credit and be congruent with the university's normal offerings. Classes offered in high school settings shall conform to university academic standards. Faculty for all dual credit courses shall be approved by the appropriate department at the University and meet all SACSCOC credentialing requirements.

Dual credit courses may be offered at high schools, at the University, and off-campus centers as determined by the District/School in collaboration with the University. Courses held off-site (other than TMU) shall follow established District/School site time blocks.

## **3. Student Eligibility**

A candidate for dual credit is eligible for consideration if s/he:

- Obtains permission from the District/School representative or member of the individualized education program team and parent or guardian, prior to enrolling in a dual credit course based on the student's prior coursework and academic/career pathway,
- Is Junior or Senior status,
- Meets college requirements to enroll as a dual credit student (**students will have two credits in English, Mathematics, Science, and Social Studies; have an overall grade point average of 3.5 or better in the above combined credits; have submitted a completed application and a high school transcript**),
- Makes payment concurrent with TMU and school district requirements,
- Maintains a 2.0 GPA (C not C-) in Thomas More courses to continue participation in dual credit courses.

Students not meeting the above requirements may be admitted to the program with joint approval of the Vice President of Academic Affairs and the student's guidance counselor.

## **4. Approval to Participate**

Approval for students to participate in dual credit courses shall be by the District/School and a Department/University representative on a course-by-course basis based on the student's eligibility as specified above. A student may not enroll in more than 7 hours of dual credit during an academic term. Once enrolled, students will have an official academic record at Thomas More University.

## **5. Course Requirements**

The course requirements for high school students enrolled in dual credit courses shall be equal to those of traditional college students. Course requirement information shall include the course prerequisites, student learning outcome, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.

## **6. Required Forms**

All students will be approved by designated District/School personnel and enroll in dual credit courses via the University's on-line application. Students will indicate a "non-degree seeking" status on the application. Additionally, parent and child will be required to sign a Disclosure Statement.

## **7. State Reporting**

The University and the District/School shall retain educational records in accordance with federal reporting and KY statutes and record retention regulations. High school transcripts and University transcripts will note the course and appropriate grade.

## **8. Liabilities of Parties**

Dual credit status shall neither enhance nor diminish on-campus liabilities for the District/School and University. Management of risk liabilities shall be in accordance with the District/School and University policies and codes of conduct.

Personal liabilities for the student shall be equal to those of traditional University students.

## **PART 2 – SPECIFIC PROVISIONS OF AGREEMENT**

The MOU specifies the means by which TMU and partner Districts/Schools will provide opportunities for high school students who wish to participate in the Dual Credit Program. The MOU specifies:

- A. Approval of Instructors to Teach Dual Credit Courses for Districts/Schools
- B. Teachers Working toward Dual Credit Credentialing
- C. Procedures for Approval of Dual Credit Courses
- D. Procedures for Approval of Students to Participate in Dual Credit Courses

The following provisions outline the specific responsibilities and duties that apply to the District/School, the University, and students participating in the Dual Credit Program. Provisions are also included regarding the instructor credentialing processing for dual credit content preparation.

### **A. Approval of Instructors to Teach Dual Credit Courses**

SACSCOC credential standards apply. Faculty teaching in undergraduate programs must hold a master's degree in the content area of the requested course(s) with 18 credits of graduate coursework in the discipline of those courses. Qualifications required by academic departments may vary.

The District/School must contact TMU's Dual Credit Coordinator (DCC) the selection of instructors.

Transcripts for instructor review and approval must be submitted to the DCC and department chairperson for course approval.

Approval of an instructor is documented on the Faculty Credential Analysis form. The Faculty Credential Analysis form must be approved by the department chairperson and submitted to the Office of Academic Affairs.

### **B. Teachers Working toward Dual Credit Credentialing**

The teacher shall:

- 1. Submit payment **(\$1250.00 per class)** in accordance with the agreement established between the District/School and the College;
- 2. Be responsible for purchasing their own textbooks for each course;
- 3. TMU is will consider offering graduate content preparation courses as requested. A minimum of 8 students is required per class.
- 4. Following the completion of dual credit credentialing through Thomas More University, Districts/Schools/Teachers agree to offer dual credit courses not limited to Thomas More University for a minimum of 5 years.
- 5. Teachers will have the opportunity through TMU graduate programs to apply graduate content credit coursework to graduate and Rank 1 programs.

## **PART 3 – RESPONSIBILITIES AND DUTIES**

### **A. RESPONSIBILITIES AND DUTIES OF THE UNIVERSITY**

1. Designate a representative to review and sign the completed New Dual Credit Course Approval Form with the understanding that only the form endorsed by all parties shall constitute a dual credit approval request for instructor and class approval;
2. Determine, in collaboration with the District/School, the required academic standing of each student eligible to participate in the Dual Credit Program;
3. Collaborate with the District/School to reach agreement on admission and registration of eligible dual credit students for the stated term;
4. Employ a method of qualifying the student for dual credit that demonstrates that the student has the appropriate skills and maturity to benefit from the instruction requested;
5. Provide advisement to review the appropriateness of each student's enrollment in a course prior to registration in terms of academic readiness, age requirements, and programmatic issues; exceptions may be made for students not meeting minimum requirements with joint approval of the guidance counselor, the Vice President of Academic Affairs, and the Dual Credit Coordinator;
6. Provide course placement evaluation service (GPA/ACT scores if applicable to course) to ensure compliance with course prerequisites;
7. Provide information and orientation, in collaboration with the District/School, to the student and parent or guardian regarding the responsibilities of dual credit enrollment including academic rigor, time commitments, and behavioral expectations associated with taking college courses and the importance of satisfactorily completing the University credits attempted in order for dual credit to be awarded;
8. Inform students of course requirement information which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, grade appeal process, technology services, library services, and other related course information;
9. Advise parents of federal Family Educational Rights and Privacy Act (FERPA) rules;
10. Advise parents and the District that students must comply with the Thomas More University Saints Community Standards, including Title IX and the University's Sexual Misconduct Policy along with other institutional policies, and provide access to the policies and procedures;
11. Approve faculty, syllabus, and key assessments (associated with institutional core assessment) for all dual credit courses;
12. Track progress of dual credit enrolled students on the issue of academic performance and provide reports, as needed, to the District/School;
13. Retain the official transcript or grade report of the dual credit student that records the term of enrollment, courses/credits attempted, courses/credits completed, grades and grade point average earned;
14. Provide passwords and user id's for each student to the school, and the school will be responsible for distributing them to the students;
15. Release, at the request of the student, official University transcripts in accordance with the University's transcript request practices;
16. Make arrangements for approved instructors to access and collaborate on appropriate faculty development pertaining to the courses being taught, provide access to pertinent College policy trainings (i.e. Title IX training), provide access to University grading policies;
17. Employ a method of evaluation of dual credit faculty (by University faculty or by school faculty);
18. Provide final grades to the District/School for each dual credit student with sufficient time for high school teachers to submit their final grades; this schedule shall be defined by the parties in the agreement and shall address the time frame appropriate for determining student graduation for high school;
19. Provide written documentation to students regarding academic status (i.e. Academic Probation or Academic Suspension.)
20. Provide access to course evaluations for the students at the end of each course.

**B. RESPONSIBILITIES AND DUTIES OF THE DISTRICT/SCHOOL**

1. Share MOU with appropriate school personnel overseeing Dual Credit.
2. Designate a representative to collaborate with the University to reach agreement on admission and registration of eligible dual credit students for the stated semester;
3. Designate a representative to review and sign the completed New Dual Credit Request Form with the understanding that only a form endorsed by all parties shall constitute a dual credit approval request. Completed forms will be forwarded to Dual Credit Coordinator;
4. Determine, in collaboration with the University, the required academic standing for students eligible to participate in the Dual Credit Program;
5. Employ a method of qualifying the student for dual credit based on factors which may include academic performance review, assessments, advisement and career guidance, and therefore recommend enrollment at the University with evidence that the student has the appropriate skills and maturity to benefit from the instruction requested;
6. Provide information and orientation to students about opportunities to participate in Dual Credit Programs during student advisement;
7. Provide information and orientation, in collaboration with the University, to the student and student's family regarding the responsibilities for dual credit enrollment, including academic rigor, time commitments, and behavioral expectations associated with taking college courses and the importance of satisfactorily completing the college credits attempted in order for dual credit to be awarded;
8. Verify the identity of the student in accordance with the Thomas More University Identity Verification Policy (<https://itwin.thomasmore.edu/Policy>); distribute secure usernames and passwords to the correct student; maintain confidentiality and security of usernames and passwords throughout the process;
9. Submit individual Disclosure Statements and verify class rosters with the University;
10. Inform students of course requirement information which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
11. Provide appropriate accommodations and services for special education students while the students are enrolled in dual credit classes, including academic adjustments and auxiliary aids and services for eligible students across educational activities and settings (e.g. equipping school computers with screen-reading, voice recognition or other adaptive hardware or software and providing note-takers, recording devices, or sign language interpreters, or other adaptation as required by law);
12. Inform students in need of accommodations or other arrangements of the need to speak directly with the disabilities coordinator at the University;
13. Furnish an official high school transcript to the University;
14. Work collaboratively with the University to submit a student's request for a change in registration according to University policies and within officially published deadlines (e.g. add, drop, withdrawal);
15. Communicate to students that if they fail or withdraw from dual credit classes that they were intending to use to substitute for a high school requirement that they will not receive credit for any dual credit class for which the student failed or withdrew. The dual credit course grade will appear on the student high school transcript and as appropriate entered by a faculty member of the District;
16. Provide guidance and advisement to students on academic probation or academic suspension.
17. Record, unchanged, the grade given to the dual credit student by the University on each student high school transcript;
18. Retain educational records in accordance with KY statutes and record retention regulations;
19. The District/School agrees to cooperate with the University in complying with the investigation responsibilities of its policies and procedures and should not interfere with such investigation responsibilities.

### **C. RESPONSIBILITIES AND DUTIES OF STUDENTS AND PARENTS**

1. Discuss potential dual credit courses with the appropriate District/School and University staff, including University admission and registration requirements, course requirements, credits to be attempted, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course;
2. Obtain course requirements for each course, including course prerequisite, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
3. Meet the prerequisites and requirements of the course(s) to be taken;
4. Complete the on-line application and Disclosure Statement;
5. The University recommends student and parents/guardians submit a signed FERPA Waiver to the University.
6. Return applicable forms requested, required signatures, a current high school transcript, and any assessment results to the District/School representative;
7. Submit tuition payments in accordance with TMU's published deadlines;
8. Obtain approval for enrolling in the Dual Credit Program each semester by acquiring all necessary signatures on all applicable forms;
9. Register for courses during the University's standard registration periods (Note: enrollments shall not be permitted after the close of posted late registration);
10. Discuss any request for a change in registration (add, drop, withdrawal) and complete all necessary forms and procedures with appropriate District/School and University staff;
11. Comply with University policies regarding Academic Standing, Academic Probation or Academic Suspension; and
12. Comply with the Thomas More University /Saints Community Standards, including Title IX and the University's Sexual Misconduct Policy and other institutional policies.

### **Rights and Privileges of Student**

*The right and privileges of STUDENTS participating in Dual Credit include:*

1. The use of TMU facilities and services required for course completion.
2. The right to appeal in writing to the District/School or University, as applicable, any decision pertaining to enrollment in the Dual Credit Program.

### **Financial Responsibility for Funding Dual Credit**

*The STUDENT shall:*

1. Pay tuition and fees for KY residents is **\$174 per class (\$58.00 per credit hour)** in accordance with the agreement established between the District/School and the University;
2. Use their own resources to purchase textbooks (syllabi will provide textbook titles, high school counselors will provide resources to assist students in purchasing or renting textbooks);
3. Return unused course supplies to the District/School when the student completes the course or withdraws from the course (as required by district);
4. Arrange transportation to the site of the dual credit course. Depending upon the time and course location, the student may have to access transportation through the District/School if the dual credit course is offered during the school day.

### **Confidentiality of Student Records**

1. Student educational records created as a result of the Agreement shall be retained and disseminated in accordance with FERPA requirements.

## PART 4 – TERM AND FILING OF AGREEMENT

### A. TERMS AND CONDITIONS

The term of this MOU is for 1 year from the signing date of \_\_\_\_\_.

A completed MOU shall contain signatures from all parties.

### B. FILING

A fully executed copy of this MOU shall be submitted to the office of the Provost within 10 days of approval.

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**APPROVED**

**Christy Petroze**

\_\_\_\_\_  
TMU Representative

\_\_\_\_\_  
District/School Representative Name

**Department Chair**

\_\_\_\_\_  
TMU Representative Title

\_\_\_\_\_  
District/School Representative Title

  
\_\_\_\_\_  
TMU Representative Signature

\_\_\_\_\_  
District/School Representative Signature

Date: August 23, 2019

Date: \_\_\_\_\_