

**Dual Credit  
Memorandum of Agreement  
between  
Elizabethtown Community and Technical College  
and  
Marion County Schools**

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**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 impact both at the secondary and postsecondary levels and provide an opportunity for collaboration. This agreement serves 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, Dual Credit Scholarship policies, and Work Ready Kentucky 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 ECTC 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 ECTC 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 ECTC 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 when they transfer to postsecondary institutions and count towards the credential they are working towards.

Dual credit courses offered by ECTC are listed on the college's Dual Credit Course list. Students will only receive dual credit for courses included on the list. The deadline for the college to submit the course list to the System Office is March 1 in order to meet the fall semester priority deadline for enrolling in courses and October 1 to meet the spring semester priority deadline for enrolling in courses. Elizabethtown Community and Technical College is required to submit the course list to KCTCS in order for the courses to be programmed into PeopleSoft to allow students to be enrolled. Colleges have the opportunity to add courses to their list up until the CPE snapshot. The snapshots are as follows: November 1, March 30 and August 15. Students will not be able to enroll in a dual credit course until KCTCS receives this signed MOA and the initial college course list.

As per Southern Association of Colleges and Schools Commission on Colleges policy, ECTC must maintain control over dual credit classes. This includes:

- Determining student eligibility for admission to dual credit courses
- Managing and overseeing the registration process
- Determination of which courses are offered as dual credit
- Ensuring students follow college admissions and academic policies
- Credentialing course instructors
- Ensuring an appropriate syllabus, curriculum, and student learning outcomes
- Determining the textbook and learning resources for the dual credit class
- Providing the student the opportunity to evaluate the instructor

### **III. Student Fees and Payments**

Tuition for a dual credit course is set by HB 206 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.

While the tuition rate for dual credit and prevention of charging fees is non-negotiable, other expenses are appropriate for negotiation with Marion County Schools concerning dual credit students. These include, but are not limited to, the following:

- Cost of textbooks, digital content, and/or eResources;
- Liability or insurance charges;
- Barnes and Noble charges; and
- Classroom consumables.

Identify the expenses that support course instruction and identify which party is responsible for covering the costs in Appendix A. Textbooks, digital content, or eResources are required for most courses. Additionally, there are charges associated with operating a college course (e.g. Professional liability insurance, KNAT testing charges, etc.). Note, dual credit Professional Development costs for district faculty is the responsibility of the district.

### **IV. Payment of Unsuccessful Completion of the Kentucky Dual Credit Scholarship**

The Kentucky Higher Education Assistance Authority (KHEAA) is the agency responsible for administering the Dual Credit Scholarship program. Students are eligible to receive the DSC for two successfully completed dual credit courses. KCTCS is required to return fifty percent (50%) of the dual credit tuition rate for students who do not successfully complete a DCS course to KHEAA. A student is unsuccessful they do not receive a D- or higher in the college course **and** the secondary course. Postsecondary grades of I, E and, W are not considered successful completion. In the event KCTCS must return 50% of the dual credit tuition rate for an unsuccessful course completion, KCTCS cannot charge students to recover the cost of the returned tuition.

Indicate who is responsible for negotiated costs related to unsuccessful students:

✓ Elizabethtown Community and Technical College

Marion County Schools

**V. Approvals**

Any additional negotiated items that do not conflict with the state MOU must be included in this MOA between ECTC and Marion County Schools. The contact and signatory person for negotiations and MOA is the college president/CEO.

**The agreement should be signed by March 1, 2019 and is effective with signatures below for the 2019-2020 academic year. A copy of the executed MOA shall be submitted to the KCTCS Chancellor's office in order to allow students to enroll in dual credit courses at the college.**

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**Taylor Schlosier  
Superintendent  
Marion County Schools**

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**Date**

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**Dr. Juston Pate  
President/CEO  
Elizabethtown Community and Technical College**

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**Date**

**Appendix A**  
**Expenses**

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Use the table below, to indicate who will be responsible for what expense. Add columns and rows as needed.

Expense	Responsible Party		
	ECTC	Marion County Schools	Student
Textbooks			X
Digital Content			X
eResources			X
Insurance			X
Professional Certification Testing			X