

**2020-2021 Dual Credit  
Memorandum of Agreement  
between  
West Kentucky Community and Technical College  
and  
Livingston 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 West Kentucky Community and Technical College (WKCTC) 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 WKCTC 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 WKCTC campus. WKCTC will submit student final letter grades (standard college letter grades – A,B,C,D,E,W,F) to the appropriate high school personnel for the dual credit courses offered. No numeric grade data will be submitted.

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 WKCTC 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. WKCTC 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.

Per Southern Association of Colleges and Schools Commission on Colleges policy, WKCTC 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
- Selecting qualified instructors based on an evaluation of credentials
- 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 KRS 164.786. 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 Livingston 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.

Colleges and district should 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.). 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 (DCS) program. Students are eligible to receive the DCS for two successfully completed dual credit courses in their junior and/or senior year. 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 if 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:

☒ College: West Kentucky Community and Technical College

☐ Secondary Institution: \_\_\_\_\_

**V. Approvals**

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

**The agreement should be signed by March 1, 2020 and is effective with signatures below for the 2020-2021 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.**

\_\_\_\_\_  
**Local School District Signature Authority  
Livingston County Schools**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dr. Anton Reece, President/CEO  
West Kentucky Community and Technical College**

\_\_\_\_\_  
**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		
	College	Local School District	Student
Textbooks		X	X
Digital course content		X	X
eResources		X	X
Liability or insurance charges		X	X
Barnes and Nobel charges		X	X
Classroom consumables		X	X
KNAT testing charges		X	X
Parking tags for students coming to a WKCTC campus for coursework	X		
Online Learning Fee	X		
Mandatory Per Credit Hour Fee	X		

## Appendix B

### Livingston Central High School and CTC Courses (approved site)

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Dual Credit Course Listing for 2020-2021 Academic Year

Course Prefix and Number	Course Title	Delivery Method
ENG 101	Writing 1	online
ENG 102	Writing 2	online
MAT 150	College Algebra	online
OST 105	Introduction to Information Systems	LCHS/CTC
*GEN 100 is not a dual credit offering but is dual enrollment; tuition is covered by a Presidential Scholarship.	Introduction to College	LCHS/CTC with WKCTC staff teaching course

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## **Appendix C**

### **WKCTC Program Oversight and Partner Responsibilities**

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PROGRAM OVERSIGHT: The Director of the College Academy, Director of K-12 Partnerships, the High School/ATC Principal, and High School Guidance Counselor will coordinate dual credit programming. The college staff will share discussions with the College Vice President of Academic Affairs while secondary school representatives will inform the District Superintendents and faculty. As needed these individuals will meet to discuss dual credit offerings and policies.

Partner meetings will allow educational data related to College Academy students, such as but not limited to, success rates, persistence, and GPA, changes relating to dual credit policies, best practices, and state updates.

RESPONSIBILITIES OF PARTNERS: The Dual Credit Policy for Kentucky Public and Participating Postsecondary Institutions and Secondary Schools outlines the responsibilities of the College and the Districts. The College and Districts will use the list of responsibilities to guide activities related to dual credit programming.

COLLEGE: The College, through the College Academy, will provide input, advice, and guidance on academic policies as well as supervise College Academy students who come to campus for coursework. Additionally, the College will provide advice and support to the District in student and/or parent advisement, explanation of Kentucky Dual Credit Scholarship and costs associated with dual credit enrollment, course selection, and creation or enhancements to guided college credential pathways for College Academy students. The College will also provide advice and support in communicating the impact of the college GPA on future activities such as financial aid eligibility and admission to selective admissions programs. The College Academy Director or designee will advise and enroll students in courses.

The college will work with high school partners to identify dual credit courses which meet high school graduation requirements as well as meet guided college credential pathways. Partners will decide if students should come to College campus for coursework, if course can be offered at secondary education site, or if course can be offered online.

The College will report dual credit enrollment and grades as well as other data as requested by KCTCS, KHEAA, KDE, and the Kentucky Council on Postsecondary Education (CPE).

DISTRICT: The District will work with the College in identifying new semester course needs no later than February 15 for fall semester and no later than August 15 for spring semester.

If the College is providing the instructor for the course, a minimum of 20 students for liberal arts and technical courses will be required to offer the course. If fewer than 20 students are interested in the course, the College Vice President of Academic Affairs or designee, the Director of the College Academy, and the College Division Dean of desired course will decide if the course will be offered with input from the District Superintendent, the High School Principal, the CTC Representative, and District representative for curriculum and instruction. Final decision to offer the semester credit hour course

with fewer than 20 students will be determined by the College. This practice is followed for any course regardless of format and location by College.

If the District is providing the instructor for the course, approval of the instructor teaching the course must be obtained from the College Vice President of Academic Affairs, the College Director of K-12, the College Academy Director, the Division Dean, and Program Coordinator. Review of instructor educational transcript and completed application and documentation must be completed 120 days prior to the beginning of the desired semester enrollment with the College. Students will not be enrolled in courses until all documentation has been received, reviewed, and approved. If the District is providing the instructor for the course, the minimum number of students for liberal arts and technical courses will be determined by the District. Final decision to offer the semester credit hour course based on enrollment in the course will be determined by the District.

Districts must provide proctors for online courses taken by their students. All proctors must complete proctor training provide by the College's online learning department. If a student decides to enroll in an online course, they must complete an online course agreement.

Districts are responsible for providing students with the 30-minute dual credit advising video provide by KHEAA. Districts will help students in completing the Dual Credit Scholarship Application provided by KHEAA. The District will assist students and parents in understanding the cost associated with dual credit enrollment.

Dual credit courses must abide by all the College academic policies which include, but are not limited to; academic calendar, faculty credentials, course syllabi, common assessment instruments, grading policies, reporting of final grades, and student learning outcomes. Secondary faculty teaching dual credit courses must also report "No Shows" and any other roster changes to Director of College Academy in timely manner. A classroom observation will take place at least once during the academic semester and students are expected to complete Student Evaluations of Instruction. Students are taking a college course and they are expected to follow the College's academic calendar.

The grade earned in dual credit courses will be recorded by the District on the high school transcript and must match the grade reported on the college transcript. Grades will be A, B, C, D, F, (F instead of E to indicate student failed course) or W indicating student withdrew from course.

The District recognizes and will help communicate the impact the college GPA and or withdrawal grades have on the student's future ability to be awarded financial aid and seek admission into selective admissions programs.

**STUDENT ELIGIBILITY:** To enroll in dual credit courses through the College Academy students must:

- Be a junior or senior in high school. Exceptions may be considered for freshmen and sophomore high school students if recommended by the District, and approved by the College Vice President of Academic Affairs on a case-by-case basis.
- Meet placement criteria per KCTCS Assessment & Placement Policy for enrollment in course. (Appendix D)
- Complete KCTCS online admissions application.
- Complete College Academy online application.
- Provide high school transcripts and placement scores to College Academy.

**CONTINUING ELIGIBILITY REQUIREMENTS:** These requirements are stated in the KCTCS Dual Credit Assessment and Placement Policy (Appendix D). Students must also meet pre-requisite requirements in sequential courses following the guided college credential pathway.

**STUDENT CLASS LOADS:** The class load for College Academy students will be a maximum of six (6) semester credit hours per semester (fall or spring) for juniors and seniors, for a total of 24 semester credit hours.

Additional courses will be determined by a student's guided college credential pathway on a case-by-case basis by all partners. Criteria for additional semester credit hours for a senior will be, but not limited to; cumulative college GPA, cumulative high school GPA, guided college credential pathway, statement of goals, high school attendance record, and availability of course offerings.

**ADVISING AND ENROLLMENT:** The College will work in collaboration with the District to identify guided college credential pathways and educational goals, develop an academic plan for each student, enroll students in appropriate courses, and work with the partners in providing academic support(s) for College Academy students. During advising sessions, students will be made aware of college expectations, characteristics that will help them be successful in dual credit courses, impact of college GPA and W grades on future financial aid, cost of coursework, and impact of changing college credential pathway on completion.

Established guided college credential pathways will be reviewed and updated each enrollment cycle through advising sessions with the student. An electronic record of the pathway for individual students will be kept by the College Academy Director and shared with high school counselor. The College and District will ensure advising and enrollment policies are followed and College Academy students, as well as, student's parents/guardians are informed of advising and enrollment policies. In an effort to reduce the financial impact to students, partners will work collaboratively in guiding the student toward success and future credential completion.

**TRANSPORTATION:** The District may agree to provide any required transportation and cover costs required to transport College Academy students to and from the College. The District may also agree to allow students to drive to campus for coursework. Students who drive must register their automobile in the Business Office and place hanging registration parking tag in auto. The charge for a parking tag will be waived for dual credit students.