



Kenton County School District | It's about ALL kids.

**THE KENTON COUNTY BOARD OF  
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY  
41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: [www.kenton.kyschools.us](http://www.kenton.kyschools.us)

Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

10/9/18

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve the MOA between the Kenton County School District and Thomas More University for the opportunity for students to take Dual Credit Classes and for teachers to become credentialed to teach dual credit courses.

**APPLICABLE BOARD POLICY:**

01.1

**HISTORY/BACKGROUND:**

Dixie, Scott, and Simon Kenton High School students will have the opportunity to take multiple dual credit courses through Thomas More University.

**FISCAL/BUDGETARY IMPACT:**

None

**RECOMMENDATION:**


Consider/Approve : the MOA between the Kenton County School District and Thomas More for the opportunity for high school students to take Dual Credit Classes and for teachers to become credentialed to teach dual credit courses .

**CONTACT PERSON:**

Martha Setters

\_\_\_\_\_  
Principal

  
\_\_\_\_\_  
District Administrator

  
\_\_\_\_\_  
Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.*

*Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*

**Kenton County Board of Education**

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn  
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."

## **DUAL CREDIT GEMINI MEMORANDUM OF UNDERSTANDING**

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

- Dixie High School
- Scott High School
- Simon Kenton High School

### **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 university-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 by completing the Listing of Current Authorized Dual Credit Courses (Appendix A).

All approved courses shall be listed in Appendix A and may be amended as mutually agreed. Appendix A shall contain the higher education transfer agreement guidelines, course subject and number, course title, and location of course delivery. The District/School shall annually submit the appendix to the University.

## **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,
- meets university 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 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 university 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 (Appendix C.)

## **7. State Reporting**

The University's 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 **(\$1500.00 per class)** in accordance with the agreement established between the District/School and the University;
2. Be responsible for purchasing their own textbooks for each course;
3. At this time TMU is offering graduate content preparation courses in English, History/Social Studies, and Mathematics. A minimum of 8 students is required per class.
4. Teachers will have the opportunity through TMU graduate programs to apply graduate content credit coursework to graduate and Rank 1 programs.

### **C. Procedures to Request New Dual Credit Course(s)**

The District/School shall submit to the University/DCC Section A of New Dual Credit Course Approval Form (Appendix B) for formal approval. The request will specify:

- Course subject and title
- Expected number of students (determined by school)
- Location of course delivery
- Instructor for course delivery
- Instructor's graduate transcript

The University/Department will review the request and provide details to the DCC:

- TMU Course Number
- Course Syllabus
- Approval of Instructor
- Student eligibility requirements (placement test scores for ENG & Mathematics Courses) as appropriate
- Minimum enrollment

The DCC shall communicate with the District/School any items of concern regarding the request.

The DCC (per Department approval) shall complete Section B of the New Dual Credit Course Approval Form. **Note that University/Department approval is approval for the course to be taught by the instructor indicated in Section A. If a District/School wishes to have another individual teach an approved course, the University/Department must approve this.**

### **D. Procedures for Approval of Students to Participate in Dual Credit Courses**

Based on the student eligibility requirements listed on the student on-line application form and the career/academic interests, the District/School will determine students who are eligible to participate. The District/School shall provide evidence that students meet the eligibility requirements.

Students will complete the on-line application indicating the courses they are requesting. The student and the student's parent or guardian shall sign the Disclosure Form (Appendix C) in acknowledgement of the responsibilities delineated on the form.

## **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 will 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 university 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 University 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 access to course evaluations for the students at the end of each course.

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

1. Designate a representative to collaborate with the University to reach agreement on admission and registration of eligible dual credit students for the stated semester;
2. 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;
3. Determine, in collaboration with the University, the required academic standing for students eligible to participate in the Dual Credit Program;
4. 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;
5. Provide information and orientation to students about opportunities to participate in Dual Credit Programs during student advisement;
6. 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 university courses and the

importance of satisfactorily completing the university credits attempted in order for dual credit to be awarded;

7. Verify identity of students by submitting individual Disclosure Forms (Appendix C) and class rosters to the University;
8. Inform students of course requirement information which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
9. 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);
10. Inform students in need of accommodations or other arrangements of the need to speak directly with the disabilities coordinator at the University;
11. Furnish an official high school transcript to the University;
12. 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);
13. 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;
14. Record, unchanged, the grade given to the dual credit student by the University on each student high school transcript;
15. Retain educational records in accordance with KY statutes and record retention regulations;
16. 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;
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; and

11. 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 (**\$56.00 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 5 years from the signing date of \_\_\_\_\_. District/School, in collaboration with the University, may modify the list of dual credit courses in the Appendix of the MOU.

A completed MOU shall contain signatures from all parties and includes an Appendix developed collaboratively by the District/School and University that specifies eligible dual credit courses.

##### B. FILING

A fully executed copy of this MOU shall be submitted to the office of the Vice-President of Academic Affairs within 10 days of approval.

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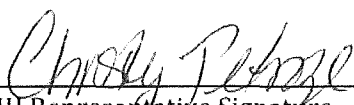
**APPROVED**

*Christy Petroze*  
TMU Representative

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

*Chair, Education Department*  
TMU Representative Title

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

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

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

Date: October 4, 2018

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



### Current Authorized Dual Credit Courses and Locations of Delivery

**School:**\_\_\_\_\_

District: \_\_\_\_\_

[illegible]



THOMAS MORE  
UNIVERSITY

**APPENDIX B**

**THOMAS MORE COLLEGE  
NEW DUAL CREDIT COURSE APPROVAL FORM**

School: \_\_\_\_\_ District: \_\_\_\_\_

*Requests that the following course be considered for The Dual Credit Program at Thomas More College:*

Subject/Content: \_\_\_\_\_ Course Title: \_\_\_\_\_

Location of course delivery: \_\_\_\_\_ Expected number of students: \_\_\_\_\_

Proposed Instructor of Course: \_\_\_\_\_

\*Include Instructor's Graduate Transcript with this Form.

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

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

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

\_\_\_\_\_  
Date

**APPROVED**

- TMC Course Number: \_\_\_\_\_
- Course Title: \_\_\_\_\_
- Instructor: \_\_\_\_\_
- Student eligibility requirement(s): \_\_\_\_\_
- Minimum enrollment: \_\_\_\_\_
- Location of delivery: \_\_\_\_\_
- Syllabus attached

\_\_\_\_\_  
TMC Representative Name

\_\_\_\_\_  
TMC Representative Title

\_\_\_\_\_  
TMC Representative Signature

\_\_\_\_\_  
Date



THOMAS MORE  
UNIVERSITY

APPENDIX C  
Thomas More University Gemini Dual Credit Program  
Disclosure Statement

By applying for the Thomas More University Gemini Dual Credit Program I understand:

1. In order to continue as a student in Thomas More University's Gemini Dual Credit Program, I must earn a grade of C- or better in each of the courses I take. Failure to do so will result in removal from the program for the following semester, though an appeal is possible (see Thomas More University "Grade Policy" for details).
2. For the Dual Credit Program, Thomas More University does not bill families until after any state financial aid/scholarship funding has been processed. The state usually completes its processing by mid-semester so the bills would not be sent out until after mid-October:
  - a. By signing this document, students and parents accept the financial responsibility incurred by registering for and taking dual-credit classes and that failure to pay can result in accumulated debt for classes taken and, at the very least, difficulty in sending Thomas More University transcripts to other institutions.
  - b. Thomas More University has agreed to participate in the Kentucky Dual Credit Scholarship Program which means that the tuition rate will be based on the one credit tuition for the state Community College System (KCTCS) times the number of credit hours for each course. The tuition for 2018-2019 is \$162.00 per class (\$54/credit hour).
3. Students are responsible for purchasing the appropriate textbook(s) for their course(s) prior to the beginning of each semester. It is expected that Thomas More University will provide the necessary information to the high school liaisons in time for this to take place.
4. Each student is responsible for setting up and checking his/her Thomas More University email throughout the semester. Information on how to set up the email is on a related document or by emailing [helpdeskticket@thomasmore.edu](mailto:helpdeskticket@thomasmore.edu).
5. Prior to each semester, each student will receive registration, billing/payment and textbook information through an orientation or letter. Students are responsible for providing their parents with this information.
6. Thomas More University Gemini Dual Credit courses are college level classes and may contain mature content not typical in a high school setting. By agreeing to this disclosure statement, each parent and student understands that students may be exposed to mature content as part of courses in the Thomas More curriculum.
7. By signing this disclosure statement, the parent and child agree to the disclosures noted above and give their permission to TMU to release grades, performance information, and other educational information to the student's parents/guardians and to \_\_\_\_\_ High School in conjunction with the Gemini Dual Credit Program.
8. Photo Release: Students may be photographed in conjunction with participation in the Thomas More University Gemini Program or events at Thomas More University. Please indicate your preference below by checking one of the boxes:

☐ I, \_\_\_\_\_, hereby grant TMU and the Gemini program permission to copyright, publish, and/or use in any form pictured of my child taken in connection with the Gemini program for any lawful purpose associated with the University.

☐ I, \_\_\_\_\_, hereby DO NOT grant Thomas More University and/or the Gemini Program permission to copyright, publish, and/or use in any form pictures of my child taken in connection with the Gemini Program for any lawful purpose associated with the University.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date