2021-22 Dual-Credit Memorandum of Agreement
Between Northern Kentucky University & Ignite Institute

Purpose

This Memorandum of Agreement (MOA) establishes a collaborative relationship between Northern Kentucky University (NKU) and Ignite Institute to offer dual-credit opportunities for secondary school students who meet the requirements for admission into NKU's dual-credit program. This agreement incorporates by reference the stipulations originating in KY HB 206 (2017), which implements the Kentucky Dual-Credit Scholarship (DCS) Program and is managed by the Kentucky Higher Education Assistance Authority (KHEAA).

Defining the School-Based Scholars (SBS) Program

Northern Kentucky University's School-Based Scholars program allows high school students to enroll in college-level courses offered by a college and simultaneously earn credit towards high school graduation and/or a postsecondary degree (these courses may be academic, but not remedial or developmental). Students must also meet course prerequisites. Specific to the SBS program, courses may be offered at a high school, online or a designated NKU campus.

Student Participation in the School-Based Scholars Program

SBS Admission policy

The following groups of students are eligible for this program if they meet the following requirements:

1. High school juniors and seniors:
    - Must have a high school unweighted GPA of 3.0 or higher.
    - Must have a composite ACT score of 20 or higher (if applicable).
        - Students who do not have an ACT score may submit an equivalent SAT score.
        - Students who do not have an ACT or SAT score may be admitted into the program with their GPA and a letter of recommendation from a high school counselor certifying their belief in the applicant's academic and emotional capability to participate in college courses; however, eligible courses will be limited based on prerequisites for individual courses.
    - Must meet any course prerequisites.
2. High school sophomores:
    - Must have a high school unweighted GPA of 3.0 or higher.
    - Must have a composite ACT score of 20 or higher (if applicable).
        - Students who do not have an ACT score may submit an equivalent SAT score.
        - Students who do not have an ACT or SAT score may be admitted into the program with their GPA and a letter of recommendation from a high school counselor certifying their belief in the applicant's academic and emotional capability to participate in college courses; however, eligible courses will be limited based on prerequisites for individual courses.
    - Must meet any course prerequisites.
    - Must only take courses offered at their high school unless granted an exception as noted below.

Students interested in dual-credit at NKU must complete a School-Based Scholars application packet

(online application, disclosure, transcript and test scores). Completed School-Based Scholars application packets do not guarantee admission into the program. All applications will be reviewed by the School-Based Scholars office. *A copy of the SBS disclosure form is provided in Appendix A*.

All applications must be completed by the student and submitted in their entirety by the high school counselor (or responsible high school contact) by August 1 for the fall semester and by December 1 for the spring semester. If the student's qualifications do not qualify for the SBS program by those deadlines, they will not be admitted for that intended semester but can apply for a later semester if their qualifications change.

Admission policy exceptions:

- All requirements in this policy for dual-credit participation are the requirements for NKU. If a high school wishes to impose additional requirements for participation in dual-credit courses, those requirements will be enforced.
- Students who have a GPA between 2.8 and 3.0 and/or a composite ACT score of 18 or 19 (or its equivalent) may apply for the program and submit a letter of recommendation from an educator certifying their belief in the applicant's academic and emotional capability to participate in college courses for admission consideration.
- Sophomore students will be limited to only taking classes offered at their high school.
    - Public or private high school sophomores who wish to take an online or on-campus course can petition the SBS office by submitting with their application to the SBS program:
        - A letter of intent from the student outlining their academic plan for taking courses online or on-campus (e.g. what course(s) they're trying to take and how that will further their academic goals).
        - A letter of recommendation from their high school's principal certifying their approval for the applicant to participate.
        - A letter of recommendation from a high school educator certifying their belief in the sophomore applicant's academic and emotional capability to participate in college courses.
    - Students must still meet any course prerequisites.
- Freshmen are unable to participate in the School-Based Scholars program, unless:
    - They petition the SBS office by submitting with their application to the SBS program:
        - A letter of intent from the student outlining their academic plan for taking courses online or on-campus (e.g. what course(s) they're trying to take and how that will further their academic goals).
        - A letter of recommendation from their high school's principal certifying their approval for the applicant to participate
        - A letter of recommendation from a high school educator certifying their belief in the sophomore applicant's academic and emotional capability to participate in college courses.
    - Students must still meet any course prerequisites.

Continued enrollment

Once in the program, students must earn a grade of C or better in each of their classes to progress to the next semester prior to high school graduation. In certain circumstances, students who fall below this

requirement will have the opportunity to petition the SBS program for continued enrollment as outlined below.

Grade appeal process:

- Students who receive a grade of C- or lower must sit out the following semester and then apply for reinstatement using the SBS Reinstatement Application. Students may obtain a copy of the application by contacting the SBS office at nkusbs@nku.edu. This process is designed to give students the opportunity to improve their skills in the high school toward their college readiness so they can be successful in future dual-credit classes. It is also aimed at preventing students from doing further harm to their college GPAs.
- Students who wish to immediately appeal the SBS program's decision have the following options available, which are consistent with the University's policies:
    - Grade Appeal – Students who believe their final course grade is inaccurate, or based on factors that were not included in the grading policy, may appeal the grade. Students must initiate the appeal of the grade no later than fifteen (15) working days after the last date for faculty to submit grades. Each appeal should be addressed to the faculty teaching the course(s) in question. The grade appeal process is outlined entirely in the NKU Undergraduate Course Catalog. To be considered, the grade appeal must meet one or more of the following conditions:
        - The method for determining the final course grade conflicts with the grading policy per the course syllabus or other announced grading policies.
        - There is an alleged mathematical error in calculating the final course grade.
        - There is evidence that the final course grade is based on something other than performance in the course.
    - Repeating Courses – Students who receive a "D+," "D," or "F" in any of their SBS courses may petition the SBS program to permit them to retake that specific course if it is offered.
        - If a student wishes to retake the course in which they received the aforementioned grades, they will only be permitted to take retake that course upon reentry into SBS. If a student chooses to retake the course, they will need to write an email or letter to the SBS program (nkusbs@nku.edu). The letter should address why the student believes they had academic difficulties in that course and why they believe they will be successful in the course this time around. Once reviewed, the SBS program will notify the student and school counselor contact at the high school prior to the start of the following semester.
        - Students may refer to the policy on "Repeating a Course" in the NKU Course Catalog for information on how this can impact the grade on their NKU transcript.
    - Repealing SBS decisions on program removal – Students who wish to contest their removal from the SBS program due to their grades not meeting SBS policy may petition the SBS program to permit them to continue in the program. Petitions may be emailed to nkusbs@nku.edu and should address why the student believes they had academic difficulties in that course, why they believe the decision to be removed from the program should be overturned, and why they believe they will be successful in the SBS program upon reinstatement. Once reviewed, the SBS program will notify the student and school counselor contact at the high school prior to the start of the following semester.

Orientation for students

- All high school counselors will provide their students with registration guides prepared by the SBS office each semester. These registration guides will mirror student's SBS acceptance letters. Registration guides will provide student's usernames and instructions for setting up passwords, registering for classes, paying tuition, buying textbooks, and accessing NKU email.
- All SBS students will be enrolled in a SBS Canvas orientation prior to the start of the semester to help students further orient to the SBS program, learn about NKU resources, and learn how to best prepare for their SBS course based on where they're taking their NKU courses. The SBS program will also host open house sessions for students taking classes at the Highland Heights or Grant County campus to tour and complete any necessary pre-semester preparations.

Dual-Credit Courses

Course Offerings

Northern Kentucky University and Ignite Institute have agreed to work collaboratively to provide the following course schedule during the fall 2021 and spring 2022 semesters:

Class Location	Type of Instructor	Days	Times	Fall 2021 Course	Spring 2022 Course
Ignite	NKU	Online	Online	*No Class*	STA 205
Ignite	NKU	Online	Online	*No Class*	STA 205
Ignite	NKU	Online	Online	EDU 300	EDU 300
Ignite	NKU	Online	Online	EDU 316	EDU 316
Ignite	High School	TBD	TBD	*No Class*	EDU 104 (1st 7 Wks)
Ignite	High School	TBD	TBD	*No Class*	EDU 305 (2nd 7 Wks)
Ignite	High School	TBD	TBD	*No Class*	EDU 592

Additionally, students are permitted to take other courses online or on NKU's campus.

If your school is participating in the NKU Teaching and Learning Career Pathway (TES), please see Attachment B for additional information.

Once students are enrolled in a course, they will have an official academic record at NKU. After each add or drop deadline during the fall and spring semesters, the SBS office will provide a roster of registered NKU dual-credit students to a designated high school counselor at each high school with the expectation that the rosters will be verified with the high school's records and the school districts will submit any changes to the SBS Office, as necessary.

NKU reserves the right to cancel a NKU faculty-led course that does not meet enrollment targets or alter the proposed course list based on faculty availability.

Academic Quality

Dual-credit courses taught in the high school, whether by a NKU faculty or a NKU-credentialed high school teacher, shall meet the rigor for postsecondary credit and be congruent with the University's normal offerings. Classes offered in the high school settings shall conform to the University's academic

standards. Faculty for all dual-credit courses shall be approved by the appropriate department at the University and meet all SACSCOC credentialing requirements. Additional qualifications required by academic departments may vary and may require an additional interview with the academic department and/or the SBS program.

NKU will provide a faculty liaison for newly-credentialed high school teachers for every semester that they teach a new course for NKU in the SBS program. All dual-credit faculty, whether a NKU faculty or a NKU-credentialed high school teacher, will be enrolled in the SBS Faculty Orientation each semester. All instructors are expected to complete this orientation and any additional required trainings prior to the start of the semester. Additionally, all instructors are expected to attend a half day professional development event (details to be announced at a later date) to provide additional training, address questions that arise from the SBS Faculty Orientation and get any University/Program updates.

All dual-credit faculty, whether a NKU faculty or a NKU-credentialed high school teacher, are expected to read and comply with the SBS Faculty Handbook. A copy will be made available to all faculty during their SBS Faculty Orientation and is available to districts upon request.

Students with Learning Disabilities

Students enrolled in an NKU course who need accommodations due to a disability must register with NKU's Office of Student Accessibility, in accordance with NKU policy. While having a 504 on file at the high school covers accommodations for high school classes, it does not apply toward university courses, even if the university course is being taught at the high school.

Instructions for how to register with the NKU Office of Student Accessibility are provided to students through the SBS Orientation and to faculty through the SBS Faculty Orientation.

Instructional Continuity

In the event of a natural disaster, pandemic, or other academic disruption; course instruction for dual-credit courses will continue through NKU's learning management system (e.g. Canvas) or other system agreed upon between an instructor and their academic department.

Negotiated Costs and the KY Dual-Credit Scholarship (DCS)

Tuition Rate and Payment

The tuition rate for all eligible participating SBS students from any Kentucky school district will be set in accordance with the Commonwealth of Kentucky's regulations each academic year. The tuition rate will be posted on the School-Based Scholars website and shared with high school counselors when determined.

NKU's Student Account Services department will send an electronic bill to the SBS students' NKU email addresses prior to the start of the semester. All students are expected to pay their tuition by the first day of classes. Students who are receiving the Kentucky Dual-Credit Scholarship will be reimbursed for those funds once KHEAA dispenses the DCS funds to NKU. Students who do not earn the DCS and fail to pay their tuition could face the inability to register for future classes and/or request transcripts. Any school districts who pay tuition for their students will have tuition bills calculated after the KHEAA scholarship has been processed.

The school district will be responsible for transmitting all data required by the Kentucky DCS Program to KHEAA and following all procedures necessary to administer the DCS. NKU will be responsible for transmitting enrollment verification and final grade reports to KHEAA at the end of each semester, in accordance with the DCS procedures.

Related Course Expenses

According to KY HB 206 (2017), the Participating Institution (NKU) "charges no more than the dual-credit tuition rate ceiling per credit hour, including any fees, for any dual-credit course it offers." The following additional charges associated with operating a college course will be allocated as follows and agreed upon by NKU and Ignite Institute:

Expense	**Responsible Party**	
	NKU	Ignite Institute
Laboratory and other fees associated with specific courses	X	
Professional liability insurance	For NKU faculty	For Ignite Institute faculty

Participating high school students will be responsible for the cost of textbooks, digital content, and/or eResources unless otherwise covered by the school district. This information is shared with students prior to the start of each semester and may be accessible through NKU's Bookstore website.

Unsuccessful Students

Per KY HB 206, the DCS will only reimburse 50% of the cost of tuition for students who do not successfully complete any course in which students were to receive the DCS. Although the university incurs costs associated with teaching the course regardless of student performance, the remaining 50% will be absorbed by the university.

Approvals

The agreement is effective with signatures below for the 2021/2022 academic year.

_____ _____

Matt Turner **Date**
Superintendent - Boone County Schools
Ignite Institute

_____ _____

Henry Webb **Date**
Superintendent - Kenton County Schools
Ignite Institute



_____ 4/22/2021

Ashish Vaidya **Date**
President
Northern Kentucky University

Appendix A: Student's SBS Disclosure Statement

By applying for the NKU School-Based Scholars (SBS) Program, I agree to and understand:

1. In order to be eligible for continued enrollment in the program, students must earn a grade of C or better in each of their courses. Failure to meet this standard will result in removal from the program for the following semester. **In some cases, this may occur with little notice.**
2. Tuition must be paid in full by the first day of class each semester. Tuition varies each year. The SBS program recommends paying by the first day of class and receiving a refund later if your student receives scholarship money from KHEAA. *Please refer the SBS website (http://nkusbs.nku.edu) for the current SBS tuition rate and payment information.*
    a. **By signing this disclosure statement, students and parents accept the financial responsibility incurred by taking dual-credit classes and that failure to pay can result in accumulated debt for classes taken as well as difficulty in sending NKU transcripts to other institutions.**
    b. **NKU is striving to be a paperless institution; as such, paper bills and orientation materials WILL NOT be mailed home; they will be posted to each student's myNKU account and emailed to the his/her NKU email account.**
3. Students are responsible for purchasing the correct textbook(s) for their courses prior to the start of the semester.
4. Each student is responsible for setting up and checking his/her NKU Email throughout the semester.
    a. *Instructions on how to do so are available on the SBS website (http://nkusbs.nku.edu).*
5. Prior to each semester, the SBS office will provide each student (either with an index card or email) with registration, billing/payment, and textbook information at an orientation event held at his/her respective high school. Students are responsible for providing their parents with this information.
    a. *In the event that a student loses this information between that orientation and the start of classes, parents/students can refer to the SBS website (http://nkusbs.nku.edu) for a copy of this information – follow the button for "Current Students".*
6. SBS courses are college level courses and may contain mature content not typical in a high school environment. By submitting this disclosure, each parent and student understands that students may be exposed to mature content as part of each NKU course's curriculum.
7. Each student is responsible for reading and understanding the NKU SBS Handbook found on the SBS website. This handbook covers all policies and procedures for participation in the SBS Program.
8. While in the SBS program, students may be surveyed to obtain information about their interests and experience to enhance the SBS college experience as well as connect students with NKU programs, faculty, and students.
9. **By signing this disclosure statement, the parent and child agree to the aforementioned disclosures and give their permission to NKU to release grades, performance information, and other educational information to the student's parents/guardians and to _____ high school in conjunction with the SBS program.**
10. **Photo Release**: Students may be photographed in connection with their participation in the SBS program or events at NKU. *Please indicate your preference below by checking the appropriate box:*
    - ☐ I, _____, hereby grant NKU and the SBS program permission to copyright, publish and/or use in any form pictures of my child taken in connection with the SBS program for any lawful purpose associated with the University.
    - ☐ I, _____, hereby **DO NOT** grant NKU and the SBS program permission to copyright, publish and/or use in any form pictures of my child taken in connection with the SBS program for any lawful purpose associated with the University.

_____	_____	
Student Name (Printed)	Signature of Student	Date
_____	_____	
Parent/Guardian Email	Signature of Parent/Guardian	Date

Attachment B: NKU Teaching and Learning Career Pathway (TES)

Teaching and Learning Career Pathway

Northern Kentucky University's Department of Teacher Education and «School_System» desire to establish a mutually beneficial partnership to develop an NKU Teaching and Learning Career Pathway at «School_System». The Teaching and Learning Career Pathway was established by the Kentucky Department of Education to support the recruitment of a diverse and effective educator workforce in the Commonwealth. The partnership will involve providing pre-admission courses as part of NKU's TES Program.

This Memorandum of Agreement covers the period from the signing of the MOA, when implementation of the courses will begin, until the end of Academic Year 2020-2021. It is the intention of this partnership for the NKU Teaching and Learning Career Pathway that the dual credit courses will be offered as part of the TES Program every year.

Specifically, the following NKU Teaching and Learning Career Pathway and TES Program courses will be offered on site with a high school teacher, as previously determined:

- Orientation to Education Professions/Programs (EDU 104, 1 credit hour)
- Introduction to Education (EDU 305, 2 credit hours)

Three additional courses in the NKU Teaching and Learning Career Pathway and TES Program will be offered online by NKU faculty members:

- Human Growth and Development (EDU 300, 3 credit hours)
- Racism and Sexism in Educational Institutions (EDU 316, 3 credit hours)
- Capstone Course (EDU 592, 3 credit hours)
    - Please note: This course has the option of being taught by either an NKU faculty member or by the instructor credentialed to teach EDU 104/305.
    - If offered, the faculty assigned to this course will be determined by the Teacher Education program and the school district will be teaching any offered EDU 592 section.

The purpose of the NKU Teaching and Learning Career Pathway is to empower students with the knowledge, dispositions, and skills to be effective educators in a variety of disciplines and grade levels. Cooperative experience, internships, shadowing and mentoring opportunities provide depth and breadth of learning in the instructional program, and allow students to directly apply concepts learned in the classroom. We believe the hybrid teaching approach (on-site and online teaching) with «School_System» will enable the Teacher Education Scholars, «School_System» teachers, and NKU faculty to provide opportunities for hands-on teaching experience, sustain an interest in the profession, and help cultivate skills and dispositions to be successful educators.

Responsibilities of NKU

- Collaborate with the school district to identify key requirements to meet the Teacher Education Scholars requirements set forth by NKU:
    - See Admissions Criteria under "Admission Policy"
- Minimum number of students per course will be agreed upon with each school district based on their faculty availability.

- Admissions process for the NKU Teaching and Learning Career Pathway / Teacher Education Scholars Program:
    - Online application
    - Transcripts
    - Disclosure forms
- Provide a liaison between NKU and the school district.
- Correspond with district superintendent, or designee, on NKU Pathway requirements, needs, and development.
- Coordinate planning meetings with district/school administrators and educators.
- Coordinate course scheduling of NKU Pathway courses with school district's master schedule.
- Provide support to district/school administrators in the selection of educators to teach in the NKU Pathway.
- Provide access and training to district/school educators teaching in the NKU Pathway regarding NKU course resources online for teaching, learning, and evaluation (e.g., Canvas and student course evaluation).
- Provide curriculum and instructional support for district/school educators teaching in the NKU Pathway.
- Offer informal coaching through non-evaluative classroom observation of district/school educators teaching in the NKU Pathway.
- Provide faculty instructors for online courses in the NKU Pathway.
- Per NKU regulations on part-time faculty, the chair of NKU Department of Teacher Education, or designee, will evaluate once a year the teaching effectiveness of the district/school educators teaching in the NKU Pathway.

Responsibilities of the School District

- Secure a physical space to conduct class with access to a projector and WIFI.
- Select and support district/school educators who teach in the NKU Teaching and Learning Career Pathway.
- Ensure district/school educators follow NKU policies set forth in course syllabus for the submission of midterm and final grades and the completion of course evaluations.
- Provide feedback on the NKU Teaching and Learning Career Pathway.
- Share expertise of school teachers/administrators on special topics in the NKU Pathway classes (arranged individually).

Mutual Responsibilities

- Data sharing on measurable impacts on student learning.
- Collaborate to conduct research.