

**2022-2023 Dual Credit  
Memorandum of Agreement  
between  
Bluegrass Community & Technical College  
and  
Jefferson County Public Schools**

**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.

It is up to BCTC to determine the dual credit courses it will offer, where and the modality in which they are offered. Dual credit courses are BCTC 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 BCTC 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 BCTC campus. BCTC 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 BCTC 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. BCTC 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. New

technical courses which require KHEAA's approval for the Work Ready Dual Credit Scholarship must be submitted by June 30, 2022. Courses that have already been approved can be added to the BCTC course 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, BCTC 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 are used
- 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 Jefferson County Public 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. School Responsibilities**

Individual and joint responsibilities of secondary and postsecondary institutions are defined in the CPE's Dual Credit Policy.

Neither party shall discriminate against any student, instructor, employee or other person because of race, color, national origin, age, religion, marital or parental status, political affiliation or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions.

Per Federal guidelines, students with an Individual Education Plan will receive documented services from the high school when taking Dual Credit courses on the high school campus with a high school teacher. Students taking courses at JCTC will be connected to the Accessibility Resource Center (ARC).

**V. Student Information**

As BCTC maintains control over dual credit classes, and digital resources for dual credit classes, BCTC is responsible for JCPS student information enrolled in dual credit courses while using BCTC’s chosen digital resource vendor(s), including maintaining the security of that information. To the extent permitted by Kentucky law, BCTC shall indemnify and defend JCPS from any claims related to unauthorized access to JCPS student information through BCTC’s system or through any digital resource vendor or software provider required for any BCTC courses.

**VI. 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: \_\_\_\_\_

X Secondary Institution: Jefferson County Public schools

**VII. Approvals**

Any additional negotiated items that do not conflict with the state MOU must be included in this MOA between Bluegrass Community & Technical College and Jefferson County Public Schools. The contact and signatory person for negotiations and MOA is the college president/CEO.

The agreement is effective with signatures below for the 2022-2023 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.

\_\_\_\_\_  
Dr. Marty Pollo  
Superintendent  
Jefferson County Schools

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dr. Koffi Akakpo  
President/CEO  
Bluegrass Community & Technical College

\_\_\_\_\_  
07/29/2022  
Date

## Appendix A Expenses

Expense	Responsible Party		
	College	Local School District	Student
Cost of textbooks, digital content, or eResources			✓
Remaining per credit hour tuition after the Dual Credit Waiver and KHEAA Dual Credit scholarships have been applied			✓
<p><b><u>Dual Credit Instructors are responsible for verifying their roster in PeopleSoft!</u></b></p> <p>The high school will be responsible for tuition if a student is enrolled after the CPE snapshot date (Fall – November 1<sup>st</sup> &amp; Spring – March 30<sup>th</sup>) and missed out on a scholarship due to late enrollment.</p>		✓	

