

MEMORANDUM OF AGREEMENT
FOR THE HIGH SCHOOL DUAL CREDIT PROGRAM
BETWEEN
UNIVERSITY OF LOUISVILLE
AND
JEFFERSON COUNTY BOARD OF EDUCATION
2022-2023

Introduction and Purpose

The Dual Credit Program (the “Program”), as set forth in this Memorandum of Agreement (Agreement), provides post-secondary education credit for students who complete coursework designated as dual credit by the University of Louisville (U of L) and the Jefferson County Board of Education, doing business as Jefferson County Public Schools (JCPS). Established to promote U of L's mission and to maintain its commitment to community development, the U of L dual credit program cultivates partnerships with area schools to provide high quality, college-level educational experiences for high school students. The parties agree to work together to ensure program equity and quality. To that purpose, a steering committee comprising both U of L and JCPS personnel will oversee the program's operation.

Per Kentucky of Department of Education (KDE) website, in Dual Credit, a student is enrolled in a course which allows him/her to earn high school credit and college credit simultaneously. This course may be taught on a college campus or on a high school campus, but it will be in conjunction with a college or university. Dual credit courses must comply with KRS 158.007(8) which defines dual credit as "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."

This Agreement specifies student eligibility, faculty credentialing, eligible courses, credits, withdrawal procedures, grading, program evaluation, and costs.

Non-discrimination and Individual Education Plan

In administering this Dual Credit program, 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 status, political affiliation or beliefs, sex, sexual orientation, gender, identity, gender expression, veteran status, genetic information, or disability.

Per Federal guidelines, students with an Individual Education Plan (IEP) will receive documented services when taking Dual Credit courses on the high school campus with a high school instructor. Students taking courses at U of L will be connected to the Disability Resource Center.

Agreement

1. Teacher/Instructor Eligibility

High school faculty will submit transcripts and curriculum vitae to U of L for approval of qualifications to teach dual credit courses. The qualifications for teaching these courses will be the same as those required for teaching the campus-based sections of the same course.

A secondary school teacher desiring to offer courses for dual credit through U of L must have a Master's degree in the content area or a Master's degree in any area with at least eighteen (18) credit hours in the content to be taught. The teacher must be approved as an adjunct instructor for U of L by the chairperson of the department in which the course is offered, before the teacher may teach a certified dual credit course. In addition, instructors must also participate in a U of L designed orientation prior to offering a course.

Secondary school teachers also must be willing to have their work reviewed by a U of L coordinator and/or faculty member on a regular basis. This review will include observation of the dual credit classroom, curriculum review, and a sampling of their students' work, and prior approval of final exams. JCPS teachers who become adjunct instructors in order to teach dual credit courses may receive tuition remission for themselves as funds are available. Dual credit instructors and students, as well as administrators and counselors, should become familiar as soon as possible with the university, department, and program policies and guidelines that are associated with the particular course they are teaching, taking, or administering with the understanding that all parties are subject to those same policies and guidelines.

*The secondary school teacher serving as instructor for the Equine Business Department courses outlined in Addendum A will work as co-instructor in conjunction with Professor Terri Burch as the instructor of record. This instructor will not be qualified as adjunct authorized.

2. University Redbook Sec. 2.5.1 Academic Policy-Statement of Academic Freedom

The following U of L academic policy, as set forth in Section 2.5.1 of the University of Louisville Redbook, will apply to dual credit instructors and students with regard to their participation in U of L dual credit courses:

Academic institutions in a democratic society exist for the pursuit of truth, the development and conservation of knowledge, the transmission of learning, and the enhancement of the general well-being of such society. Free inquiry and free expression are indispensable to the attainment of these goals. The University of Louisville is, therefore, committed to protecting the academic freedom of all members of the University community.

Freedom to learn and freedom to teach are inseparable facets of academic freedom. Students have a right to their own views on matters of opinion, rather than fact, and a right to express those views in appropriate ways without fear of arbitrary reaction or improper disclosure of such opinions outside the classroom.

Teachers are entitled to full freedom in research, publication, academic evaluation, and classroom expression. Academic freedom carries the corresponding responsibilities to be thoroughly prepared and well informed in their fields of knowledge and to be scrupulous in distinguishing between personal and professional judgments and between fact and opinion.

Membership in the academic community imposes on students, faculty, staff, administrators, and trustees of the University an obligation to adhere to standards of academic honesty, to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression both on and off the campus.

3. Curriculum

Courses offered through the dual credit program will present a rigorous curriculum and will introduce qualified students to college-level work for which they may earn both high school and college credit. Course material, textbooks, and assignments will follow the U of L course design, objectives, and assessment outcomes. Curriculum alignment before instruction begins will ensure that the dual credit teacher is able to cover both U of L and high school core content in the chosen course. U of L faculty reserves the right to determine which courses are eligible for dual credit and what course content should be covered. JCPS shall determine whether and how the JCPS high school will count the dual credit course with respect to graduation requirements.

3.1 Syllabi

According to the UofL Code of Student Rights and Responsibilities, all UofL students, including dual credit students, have the right to receive a syllabi by no later than the second class of a course. This syllabi must meet the minimum requirements for General Education courses as well as the requirements for syllabi in the UofL academic unit offering the courses. These policies and guidelines may be found at the following link:

<https://louisville.edu/delphi/resources/syllabus/schoolpolicies>. Furthermore, all syllabi for dual enrollment courses must include the additional statements listed in Attachment C to ensure students at off-campus instructional sites are provided with notice of available student services as well as their right to submit student complaints.

4. Credit

Students enrolling in and completing a dual credit course will obtain a college transcript. The grade will be automatically recorded on their student record at U of L. The student must request a copy of his/her transcript to forward the grade to another college or university. U of L has articulation agreements with most other public institutions in Kentucky to accept dual credit coursework. Students should check with colleges or universities outside Kentucky to determine if they will accept U of L dual credit courses.

5. Withdrawal from Course

If a participating student is not able to successfully complete the required coursework, the student may submit a letter requesting to be withdrawn from the course as long as it is within program defined deadlines. A “W” will appear on the student’s record at U of L, but this will not affect his/her U of L

grade point average. Reimbursements of course fees follow the U of L schedule. Students who want to withdraw after the defined deadlines must petition the respective U of L department.

The effective withdrawal date is the date on which the withdrawal is processed in the Student Records System. This date is used in calculating any applicable reimbursement. The instructor will give the student a grade based on their class records or the grade will revert to an “F” without proper withdrawal from the class.

6. Grading

All U of L academic courses will become part of the student’s permanent record at U of L. Student records generated pursuant to this Agreement will be retained and disseminated, including any exchange between U of L and JCPS, in accordance with the Family Educational Rights and Privacy Act. Only students will be allowed access to their own college grades and records. To obtain a student’s college grades or records, parents/guardians must have a release form completed and signed by the student.

Students will receive grades for dual credit based on the U of L grading scale. High school teachers will communicate this grading scale to students, parents, and the school community on a routine basis. The grading scale should appear in the course syllabus and be posted in the classroom. High school credit will also be awarded by the JCPS high school upon successful completion of the course requirements.

If a student is taking a class at their high school, the high school teacher is required to report the student’s final grades to U of L. If the student is taking classes at U of L, then U of L is required to submit a final grade report to the high school.

7. Program Evaluation and Follow Up

High school faculty teaching dual credit courses will be evaluated consistent with the manner in which U of L evaluates its instructors. Classroom visits by U of L dual credit personnel and faculty will provide one avenue for ensuring that instructors teach appropriate content at appropriate levels for college credit. Student portfolio review will also provide a means for determining content coverage and student mastery of that content.

A key component of program evaluation is determining participant access to post-secondary education after high school, as well as student success with their pursuit of post-secondary education. The program’s continuance will depend, in part, on the results of data, including rates of transition to post-secondary education and the number of students who require preparatory classes before pursuing additional coursework.

8. Facilities

All school district and/or site liaisons are responsible for ensuring all classroom spaces hosting dual credit courses are safe and free of known hazards. In addition to following the requirements outlined by their district, the [Kentucky Department of Education](#), the [Kentucky Cabinet for Health and Family Services](#), school district and/or site liaisons are responsible for notifying the [UofL Dual Credit Program](#)

[Coordinator](#) and the UofL academic program coordinator and/or faculty liaison if a site and/or classroom space has a hazard or is otherwise deemed unsafe for student occupancy.

Furthermore, all classroom spaces where dual credit courses are being offered must be equivalent to classroom spaces in the general pool on the UofL Belknap Campus, as defined by the UofL Space Planning Manager. For courses requiring specialized equipment and/or classroom environments, the UofL academic program coordinator and/or the academic unit-level individual responsible for scheduling classroom space within the academic unit must provide an initial inspection of the classroom prior to scheduling the dual credit courses to ensure they are adequate to meet stated course objectives. Ensuring compliance with these guidelines is the responsibility of the UofL academic program coordinators.

9. Tuition and Fees

Application fees are waived for all dual credit student applicants.

Students will be responsible for course tuition costs. Tuition may vary from year-to-year in accordance with regular tuition increases. U of L dual credit course tuition rate is set at the amount allowed by state law.

Students may be eligible for the Kentucky Dual Credit Scholarship. Eligible students may receive a scholarship for up to two classes. This program is administered by the Kentucky Higher Education Assistance Authority (KHEAA). In the case where a dual credit scholarship student does not successfully complete a course, U of L will waive the tuition costs.

Students eligible for the JCPS free and reduced lunch program may have tuition waived for students' classes not covered by the Kentucky Dual Credit Scholarship. Such students must provide documentation that they are eligible for free and reduced lunch program when they submit their registration forms at the beginning of the semester. University scholarships and other waivers may be provided on a case-by-case basis for students who do not qualify for free and reduced lunch. It is the student's responsibility to pay for textbooks and other supplies.

Students whose accounts are not paid by the established semester deadlines may be subject to financial penalties and may have a financial hold placed on their records at U of L. Students placed on financial hold become ineligible for further registration and transcripts will not be released until the student account is paid in full. A late payment fee of \$50.00 may be assessed when student accounts are not paid by the last day to drop/add for the semester. A return payment fee of \$25.00 may be assessed when payment is not honored by the bank on which it was drawn. If restitution is not made within 10 days of notification, the student may be subject to financial penalties and/or legal action.

Debtors who do not make satisfactory payment arrangements on their past due accounts may have their accounts placed with a billing service. If not paid through the billing service, the unpaid account may be forwarded to a collection agency. It is the policy of U of L that unpaid accounts will be assessed the costs and expenses of collection, including attorney fees.

Dual Credit Scholarship (DCS) Requirements

The Dual Credit Scholarship provides assistance for Kentucky high school and home school students who are taking dual credit classes at a participating Kentucky college or university. Eligible students may receive scholarships for up to two classes.

- Student must:
 - Be a Kentucky resident; and
 - Be enrolled in a Kentucky public or private high school, or Kentucky home school, in grades 11 or 12; and
 - Be enrolled, or approved for enrollment, in an approved dual credit class at a participating Kentucky college or university; and
 - Complete a 30-minute college success counseling session each year a scholarship is awarded.
- Award:
 - Equal to dual credit class amount charged by the participating college or university.
 - Limited to two dual credit classes.
 - May not be used for developmental, remedial or repeated classes.
- [Participating colleges and universities](#) have agreed to:
 - Charge no more than the dual credit tuition ceiling rate, which is 2/5 of the KCTCS hourly tuition rate (\$72 per credit hour for the 2021-2022 year), for all dual credit classes taken by Kentucky high school and home school students regardless of scholarship eligibility.
 - Charge no additional fees to dual credit students including, but not limited to, lab fees, special equipment and admission/application fees.
- Application:
 - Kentucky public and private high school students:
 - The student's high school will send information to KHEAA identifying the students taking dual credit. KHEAA will, in turn, contact students to obtain college and semester preferences for scholarship use.
 - Kentucky home school students:
 - Complete and submit the [Dual Credit Scholarship Application](#).
 - The deadline for submitting a 2022-2023 year application is October 1, 2022 for the fall semester and March 1, 2023 for the spring semester.
- Other:
 - KHEAA will notify all applicants of their award or denial status.
 - Scholarship funds will be disbursed by KHEAA to the student's participating college or university upon receipt of enrollment verification.

Work Ready Kentucky Dual Credit Scholarship Requirements

- A high school student must:
 - Be a Kentucky resident.
 - Be enrolled in grades 9-12 at a Kentucky high school.
 - Be enrolled, or accepted for enrollment in, an approved dual credit course at an eligible institution.
 - Approved dual credit courses are limited to Career and Technical Education (CTE) coursework that is in a career pathway approved by the Kentucky Department of Education as leading to an industry-recognized credential.

- Application:
 - The student's high school will send information to KHEAA identifying the students who enrolled in CTE coursework. KHEAA will, in turn, contact students to have them submit their preferences for college and semester of scholarship use.
 - Funds are awarded on a first-come, first-served order based on the date students submit their scholarship preferences.
 - The deadline to submit a Work Ready Dual Credit scholarship request for the 2022-2023 year is March 1, 2023.
- Award:
 - Equal to the dual credit course amount charged by an eligible college or university.
 - Limited to two approved CTE dual credit courses per year.
- Participating colleges and universities have agreed to:
 - Charge no more than the dual credit tuition ceiling rate, which is 2/5 of the KCTCS hourly tuition rate (\$72 per credit hour for the 2021-2022 year), for all dual credit courses taken by Kentucky high school students regardless of scholarship eligibility.
 - Charge no additional fees to dual credit students including, but not limited to, lab fees, special equipment and admission/application fees.

10. Unsuccessful Students

"Unsuccessful Student" means one that fails the course or withdraws after the deadline. Postsecondary institutions will be allowed to keep 50% of the amount disbursed for a course that is not successfully completed for students who are part of the Dual Credit Scholarship. For Dual Credit Scholarship students UofL will not charge JCPS the remaining 50% tuition for unsuccessful students.

Students/families will be responsible for paying for a course that is not successfully completed for students who are not awarded the KHEAA Dual Credit Scholarship.

11. Funding

This Agreement shall not be interpreted as a commitment of funds by either party.

12. Term and Review

This Memorandum of Agreement shall be effective when it has been signed by all parties below, and shall have an initial term that shall expire on June 30, 2023. This Agreement shall be auto renewed annually for one year terms for up to 5 years unless otherwise terminated as set forth below. Any revisions to this Agreement must be made in writing and signed by both parties. Either party may terminate the Agreement annually provided that the party desiring to terminate has given written notice of intent to do so at least ninety (90) days in advance of the then-current term.

13. Miscellaneous

Any notices required or permitted to be given by this Agreement must be (i) given in writing, and (ii) personally delivered or mailed, by prepaid, certified mail, or overnight courier, or transmitted by facsimile or email transmission, to the party to whom such notice is directed, to the mailing address,

facsimile, or electronic mail address of such party as contained on Attachment D hereto. In the event that any of the information contained on Attachment D changes during the term of this Agreement, the parties agree to make reasonable efforts to revise and update Attachment D as necessary.

JCPS acknowledges that the University of Louisville is obligated to comply with the Family Educational Rights and Privacy Act (“FERPA”). JCPS shall not use or disclose data/information received by JCPS or disclosed to JCPS that is defined as an educational record by FERPA, except as necessary to provide the services to/perform the activities for the University of Louisville and any individuals (e.g. employees) of the University (or to any other party that satisfies the definition of “School Officials” with a “legitimate education interest” as those terms are defined in FERPA with written approval by the University) in connection with this Agreement. The nature of the services/activities being conducted under this Agreement are such that JCPS is considered as a “School Official” (as that term is defined in FERPA) with a “legitimate educational interest” in having access to these educational records that are protected by FERPA and, therefore, JCPS agrees that, with respect to these education records that are protected by FERPA that JCPS accesses, receives, stores, or controls, JCPS will comply with all obligations that FERPA imposes on a “School Official”. JCPS will use these educational records only for fulfilling its duties under this Agreement.

To the extent JCPS receives Personal Information¹ as defined by and in accordance with Kentucky’s Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 6 I .931-934 (the “Act”), JCPS shall secure and protect the Personal Information (and ensure the same of its agents or subcontractors having access to the Personal Information) by, without limitation: (i) complying with all requirements applicable to non-affiliated third parties² set forth in the Act; (ii) utilizing security and breach investigation procedures that are appropriate to the nature of the Personal Information disclosed, at least as stringent as JCPS uses to protect its own confidential information, and reasonably designed to protect the Personal Information from unauthorized access, use, modification, disclosure, manipulation, or destruction and that meet industry standard practices for protecting Personal Information from unauthorized access, use, modification, disclosure, manipulation, or destruction; (iii) notifying the University of Louisville of a security breach as specified at <http://louisville.edu/security/incident-reporting-and-response/vendor-external-party-incident-reporting/> relating to Personal Information in the possession of JCPS or its agents or subcontractors within seventy-two (72) hours of discovery of an

¹ “Personal Information” is defined in accordance with KRS 61.931(6) as “an individual’s first name or first initial and last name; personal mark; or unique

biometric or genetic print or image, in combination with one (1) or more of the following data elements:

- a) An account, credit card number, or debit card number that, in combination with any required security code, access code or password, would permit access to an account;
- b) A Social Security number;
- c) A taxpayer identification number that incorporates a Social Security number;
- d) A driver’s license number, state identification card number or other individual identification number issued by an agency;
- e) A passport number or other identification number issued by the United States government; or
- f) Individually Identifiable Information as defined in 45 C.F.R. sec. 160.013 (of the Health Insurance Portability and Accountability Act), except for education records covered by the Family Education Rights and Privacy Act, as amended 20 U.S.C. sec 1232g.”

² Per KRS 61.931(5), a “non-affiliated third party” means “any person or entity that has a contract or agreement with the Commonwealth and receives (accesses, collects or maintains) personal information from the Commonwealth pursuant to the contract or agreement.”

actual or suspected breach unless the exception set forth in KRS 61.932(2)(b)(2) applies and JCPS abides by the requirements set forth in that exception; (iv) paying all costs of notification, investigation and mitigation in the event of a security breach of Personal Information caused by the actions or inactions of JCPS (“NIM Costs”); (v) cooperate with the University of Louisville in complying with the response, mitigation, correction, investigation and notification requirements of the Act including undertaking a prompt and reasonable investigation of any security breach; and (vi) at the University of Louisville’s discretion and direction, handling all administrative functions associated with notification, investigation and mitigation, in accordance with the Act’s requirements.

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

This Agreement is the entire agreement between JCPS and U of L and supersedes any and all agreements, representations and negotiations, either oral or written, between the parties regarding the subject matter herein. If any part of this Agreement is held to be void, against public policy or illegal, the balance of this Agreement shall continue to be valid and binding. No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of this Agreement. In carrying out their responsibilities, the parties shall remain independent contractors, and nothing herein shall be interpreted or intended to create a partnership, joint venture, employment, agency, franchise or other form of agreement or relationship. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky.

In carrying out their responsibilities, the parties shall remain independent contractors, and nothing herein shall be interpreted or intended to create a partnership, joint venture, employment, agency, franchise or other form of agreement or relationship. JCPS faculty and staff who participate in this program shall remain employees of Jefferson County Public Schools.

Neither Jefferson County Public Schools nor U of L assumes any liability arising from the acts or omissions of the other party.

The parties agree not to assign this Agreement without the prior written consent of the other party.

This Agreement may only be amended by a writing signed by the parties.

In testimony thereof, witness the duly authorized signatures of the parties hereto:

Secondary Institution: Jefferson County Public Schools

Dr. Marty Polio Superintendent

Date: _____

Postsecondary Institution: University of Louisville



T. Gerard Bradley, Interim University Provost

Date: 8/11/2022

Recommended By:



David Owen, Interim Dean, College of Arts & Sciences

Date: 8/5/2022



Todd Mooradian, Dean, College of Business

Date : 7/28/2022



Amy Lingo, Interim Dean, College of Education & Human Development

Date: 7/27/2022



Dr. Craig Blakely, Dean, School of Public Health and Information Sciences

Date: 7/27/22

Attachment A
College of Arts & Sciences

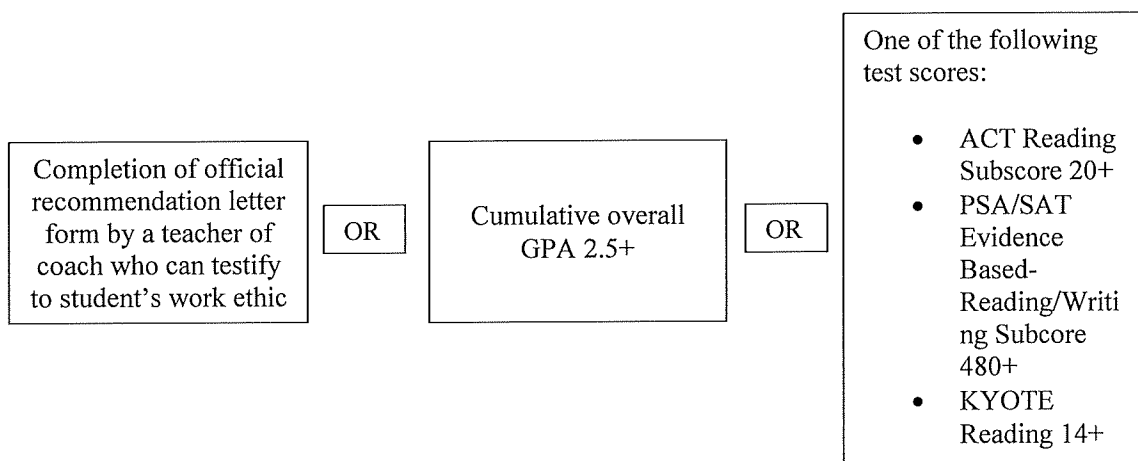
1. Student Eligibility

A. Communications

Students enrolling in dual credit courses with U of L in Communication must have a 2.5 cumulative GP A. If the student does not meet the GP A requirement, alternative admissions standards can be determined by the instructor, Department and the Dual Credit Coordinator.

B. English

Students enrolling in dual credit courses with U of L in English must be entering 11th or 12th grade and must have a 3.0 cumulative English GPA. They must also satisfy one of the following criteria:



To qualify for UL DC English, a student needs a cumulative English GPA of 3.0 (freshmen, sophomore and first semester of junior year) or higher AND meet one (1) of the secondary requirements. Students only need to have a teacher or coach fill this out if they DO NOT have a 2.5 cumulative overall GPA or an ACT Reading Subscore 20+. The teacher or coach should make a copy of the form. Completed forms need to be shared with the dual credit teacher.

C. Fine Arts

Students enrolling in dual credit courses with U of Lin Fine Arts must have a 2.5 cumulative GP A. If the student does not meet the GP A requirement, alternative admissions standards can be determined by the instructor, Department and the Dual Credit Program Coordinator.

D. History

Students enrolling in dual credit courses with U of Lin History must have a 2.5 cumulative GPA. If the student does not meet the GP A requirement, alternative admissions standards can be determined by the instructor, Department and the Dual Credit Program Coordinator.

E. Humanities

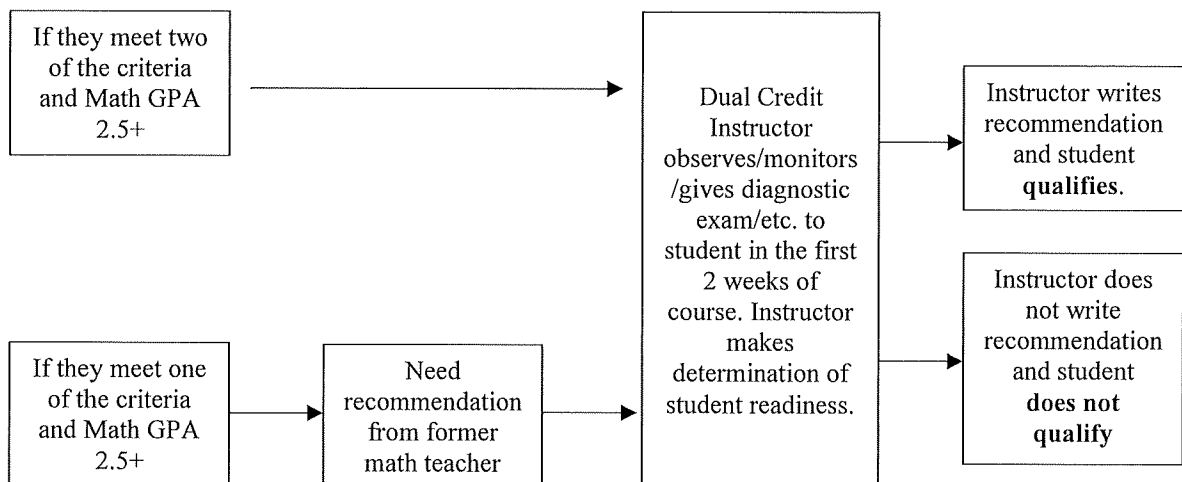
Students enrolling in dual credit courses with U of L in Humanities must have a 2.5 cumulative GPA. If the student does not meet the GP A requirement, alternative admissions standards can be determined by the instructor, Department and the Dual Credit Program Coordinator.

F. Math

Students enrolling in dual credit courses with U of Lin Mathematics must be entering 11th or 12th grade and automatically qualify for Dual Credit Mathematics if they meet the following three criteria:

1. Cumulative GPA 3.0+
2. Math GPA 3.0+ (just check transcripts for A/Bs in math courses)
3. One of the following test scores:
 - For Math 109 (Statistics) & Math 111 (College Algebra):
 - ACT Math Subscore 21 +
 - PSAT/SAT Math Subscore 500+
 - PSAT scores do not appear on transcripts; Please send to Dual Credit Coordinator separately
 - For 111: KYOTE Math 14+ or ALEKS 46+
 - For Math 190 (Precalculus):
 - ACT Math Subscore 23+
 - PSA T /SAT Math Subscore 540+
 - PSAT scores do not appear on transcripts; Please send to Dual Credit Coordinator separately
 - Passing grade in Math 111

A student can seek alternative qualification utilizing the below requirements if they don't meet the necessary GP A or test scores. However, please note that a student does not qualify if the Math GPA is below 2.5 (Cs or below in more than one math course).



G. Pan-African Studies

Students enrolling in dual credit courses with U of L in Pan-African Studies must have a 2.0 cumulative GPA. If the student does not meet the GPA requirement, alternative admissions standards can be determined by the instructor, Department and the Dual Credit Program Coordinator.

H. Sustainability

Students enrolling in dual credit courses with U of L in Urban and Public Affairs must have a 2.5 cumulative GPA. If the student does not meet the GPA requirement, alternative admissions standards can be determined by the instructor, Department and the Dual Credit Program Coordinator

2. Approved Courses

The following courses are approved to be offered as dual credit between the College of Arts & Sciences-UL and JCPS:

Prefix	Course Number	Credit Hours	Course Title	KDE State Code
ARTH	203	3	Introduction to Art	48052081
COMM	111	3	Introduction to Public Speaking	42352281
COMM	112	3	Business and Professional Speaking	42340081
ENGL	101	3	Introduction to College Writing	42342081
ENGL	102	3	Intermediate College Writing	42342181
ENGL	202	3	Introduction to Creative Writing	42318782
HIST	101	3	History of Civilizations I	42220981
HIST	102	3	History of Civilizations II	42221981
HIST	104	3	American History I	42230581
HIST	105	3	American History II	42230582
HUM	152	3	Cultures of America	48052181
MATH	109	3	Elementary Statistics	42741381
MATH	111	3	College Algebra	42742081
MATH	190	3	Precalculus	42742281
PAS	200	3	Introduction to Pan-African Studies	42242481
SUST	101	3	Introduction to Sustainability	42261381

3. Responsibilities and Expectations

UofL College of Arts & Science

U of L designates a faculty/staff member to be the liaison with JCPS to ensure compliance with this agreement when the instructor of record is a credentialed high school teacher. This person will:

- Provide copies of UofL syllabi for the courses being offered
- Provide reference to free resources for teachers to supplement instruction for courses being offered
- Review teacher transcripts and CV/Resumes to determine eligibility for part-time instructors
- Ensure facility space and equipment used for instruction at high school are comparable to the facility space and equipment used for instruction on the Belknap Campus and appropriate to meet the stated learning objectives of the course.

Jefferson County Public Schools

Upon participation in this program, the high school will appoint a liaison to work directly with the Program Director for the Cardinal Bridge Academy. This person will:

- Oversee teacher credentials and ensure that instructors in the business pathway meet the Southern Association of Colleges and Schools (SACS) credentialing requirements.
- Communicate and work with College of Business personnel to ensure all aspects of this agreement are met.
- Ensure courses are aligned with Cardinal Bridge Academy courses and content required to be eligible for the DCS.

University of Louisville Faculty

The U of L faculty member associated with each course will:

- Provide asynchronous instruction of course as outlined in the approved course syllabus
- Collaborate with high school teacher liaison to deliver course and provide student support
- Maintain up-to-date grades in Blackboard, viewable to all administrative course participants
- Ensure that high school teacher liaison is added to Blackboard prior to the 1st day of classes
- Routinely meet with high school teacher liaison throughout the term, as determined by UofL faculty and teacher liaison, if applicable
- Coordinate any synchronous learning opportunities between self, high school teacher liaison, and students as needed

High School Teacher as Lead Teacher:

A high school teacher that is the lead teacher will:

- Use articles or reference materials recommended by UofL College of Business faculty.
- Utilize the College of Business approved syllabus for instruction of each offered course
- For each student engaging in dual credit courses, the teacher will communicate with each student the following responsibilities:
 - Students will meet all course requirements outlined in the syllabus,
 - Students will complete the online University application for Admission.
 - Students will submit to UofL the Academic and Financial Policy Student/Parent Agreement.
 - Student may withdraw from dual credit courses up until the University of Louisville withdrawal deadline found at <http://louisville.edu/registrar/calendars>. DCS grade report will reflect "W" indicating course withdrawal.
 - Students enrolled in dual credit course not covered by the KHEAA Dual Credit Scholarship (DCS) or the Work Ready Kentucky Scholarship (WRKS) will be responsible for payment of tuition charges not to exceed the Dual Credit Tuition Rate Ceiling, equal to one-third (1/3) of the University of Louisville in-state tuition rate per credit hour.
 - Attend monthly program cross-functional meetings as appropriate

High School Teacher as Liaison

A high school teacher serving in the role as the liaison who works jointly with a U of L faculty member will:

- Serve as support instructor to UofL faculty of record
- Provide synchronous time for students to complete assignments and receive support
- Responsible for remediation, extension, and daily student support
- Coordinate any synchronous learning opportunities between U of L faculty and students as needed
- Routinely meet with UofL faculty throughout the term, as determined by UofL faculty and teacher liaison
- Monitor student progress in course through Blackboard sponsored account
- Provide proactive advising and support to all students
- Communicate with school leadership, UofL faculty, and dual credit coordinator about student progress and concerns
- Report any hazards in the classroom that make the space unsuitable for instruction to the UofL Dual Credit Program Coordinator

Attachment B College of Business

1. Student Eligibility

To be eligible for the High School Dual Credit program, ALL students must meet the following requirements:

- Completion of Cardinal Bridge Academy application
- High school junior or senior classification
- Interest in studying business
- Minimum cumulative GPA of 2.5
- 95+% attendance rate
- Record of good conduct
- Teacher endorsement
- Writing sample
- Parent Financial Agreement form submitted virtually
- Student Financial Agreement form submitted virtually

*If a prospective student does not meet the minimum criteria of the program, the student can be considered for admission IF the appropriate school official recommends the student for the program.

Students who receive a 3.0 cumulative GPA and complete at least 6 credit hours as aligned with the Cardinal Bridge Academy course offerings will be given direct admission to the College of Business upon applying as a freshman student.

2. Approved Courses

The UofL College of Business and JCPS will work together to provide post-secondary opportunities for students enrolled in the Cardinal Bridge Academy. Students completing this program can earn up to 33 credit hours of college credit. The following courses are approved to be offered as dual credit between the UofL College of Business and JCPS:

Prefix	Course Number	Credit Hours	Course Title	KDE State Code
ACCT	201	3	Principles of Financial Accounting	Accounting & Finance Foundations 060122
ACCT	202	3	Principles of Managerial Accounting	Advanced Accounting 070125
CIS	205	3	Information Systems in Organizations	Digital Literacy 060112
CIS	305	3	Data Analysis for Decision-Making	Microsoft Office Specialist 070750
CLAW	301	3	Legal Environment of Business	Business Law 060121
FIN	201	3	Money Management and Personal Finance	Personal Finance 060170 (CTE Credit) & 080719 (Math and CTE Credit)
MKT	301	3	Principles of Marketing	Marketing Principles 080716
MGMT	301	3	Management and Organizational Behavior	Intro to Management 060411

Additional courses, that qualify as Cardinal Core courses, may be offered for college credit. In this program students may be permitted to enroll in dual credit or college credit courses not to exceed 33 dual or college credit hours.

3. Responsibilities and Expectations

UofL College of Business

U of L designates a faculty/staff member to be the liaison with JCPS to ensure compliance with this agreement when the instructor of record is a credentialed high school teacher. This person will:

- Provide copies of UofL syllabi for the courses being offered
- Provide reference to free resources for teachers to supplement instruction for courses being offered
- Review teacher transcripts and CV/Resumes to determine eligibility for part-time instructors
- Ensure facility space and equipment used for instruction at high school are comparable to the facility space and equipment used for instruction on the Belknap Campus and appropriate to meet the stated learning objectives of the course.

Jefferson County Public Schools

Upon participation in this program, the high school will appoint a liaison to work directly with the Program Director for the Cardinal Bridge Academy. This person will:

- Oversee teacher credentials and ensure that instructors in the business pathway meet the Southern Association of Colleges and Schools (SACS) credentialing requirements.
- Communicate and work with College of Business personnel to ensure all aspects of this agreement are met.
- Ensure courses are aligned with Cardinal Bridge Academy courses and content required to be eligible for the DCS.

University of Louisville Faculty

The U of L faculty member associated with each course will:

- Provide asynchronous instruction of course as outlined in the approved course syllabus
- Collaborate with high school teacher liaison to deliver course and provide student support
- Maintain up-to-date grades in Blackboard, viewable to all administrative course participants
- Ensure that high school teacher liaison is added to Blackboard prior to the 1st day of classes
- Routinely meet with high school teacher liaison throughout the term, as determined by UofL faculty and teacher liaison, if applicable
- Coordinate any synchronous learning opportunities between self, high school teacher liaison, and students as needed

High School Teacher as Lead Teacher:

A high school teacher that is the lead teacher will:

- Use articles or reference materials recommended by UofL College of Business faculty.
- Utilize the College of Business approved syllabus for instruction of each offered course
- For each student engaging in dual credit courses, the teacher will communicate with each student the following responsibilities:
 - Students will meet all course requirements outlined in the syllabus,

- Students will complete the online University application for Admission.
- Students will submit to UofL the Academic and Financial Policy Student/Parent Agreement.
- Student may withdraw from dual credit courses up until the University of Louisville withdrawal deadline found at <http://louisville.edu/registrar/calendars>. DCS grade report will reflect "W" indicating course withdrawal.
- Students enrolled in dual credit course not covered by the KHEAA Dual Credit Scholarship (DCS) or the Work Ready Kentucky Scholarship (WRKS) will be responsible for payment of tuition charges not to exceed the Dual Credit Tuition Rate Ceiling, equal to one-third (1/3) of the University of Louisville in-state tuition rate per credit hour.
- Attend monthly program cross-functional meetings as appropriate

High School Teacher as Liaison

A high school teacher serving in the role as the liaison who works jointly with a U of L faculty member will:

- Serve as support instructor to UofL faculty of record
- Provide synchronous time for students to complete assignments and receive support
- Responsible for remediation, extension, and daily student support
- Coordinate any synchronous learning opportunities between U of L faculty and students as needed
- Routinely meet with UofL faculty throughout the term, as determined by UofL faculty and teacher liaison
- Monitor student progress in course through Blackboard sponsored account
- Provide proactive advising and support to all students
- Communicate with school leadership, UofL faculty, and dual credit coordinator about student progress and concerns
- Report any hazards in the classroom that make the space unsuitable for instruction to the UofL Dual Credit Program Coordinator

Attachment C
College of Education and Human Development

1. Student Eligibility

All students (freshmen through senior) must complete the University of Louisville on-line Dual Credit Student Application. Preferred applicants will submit their application by November 15 for the spring semester and by April 30 for the fall semester. Applicants submitting their application after the announced deadlines can still be considered for admission if there is space in the course AND all credentials are received a week before classes begin.

To be eligible for the High School Dual Credit program, ALL students must meet the following requirements:

- a) 2.5 or above GPA.*
- b) 17 or above ACT Composite Score; a Reading MAP (Measures of Academic Progress) score of 223 or above; or a CERT Reading score of 18 for freshmen and sophomores, 20 for junior and seniors* (if juniors plan to take the ACT in Spring, they may be admitted without ACT if GPA is 2.5 or above)
- c) A recommendation from their school's dual credit course instructor endorsed by their guidance counselor
- d) Parent/Student Financial Agreement form signed by the parent and the student
- e) An official transcript from their high school (if a freshman does not have grades recorded on a high school transcript yet, the first semester grades may be submitted by the school counselor)
- f) 90% attendance rate

* If a sophomore or freshmen has not completed either the ACT, MAP, or CERT, or does not have a 2.5 or above GPA, the student can be considered for admission IF the appropriate school official recommends the student for the program.

2. Approved Courses

The following courses are approved to be offered as dual credit between CEHD-UL and JCPS. The sequence of courses must be EDTP 201, EDTP 215, and EDTP 107 as final course.

Prefix	Course Number	Credit Hours	Course Title	Required Field Hours Reported to KFETS	KDE State Code
EDTP	201	3	The Teaching Profession	18 hours	331030 The Learning Community
EDTP	215	3	Foundations of Instruction	-0	331032 The Professional Educator
EDTP	107	3	Human Development and Learning	15 hours	331031 The Learner Centered Classroom
EDTP	240	3	Introduction to Exceptional Children	-0	90909 School Defined Code approved by KDE

3. Responsibilities and Expectations

CEHD Responsibilities and Expectations for EDTP 201, EDTP 215 and EDTP 107

- CEHD designates the Dean or the Dean's designee to be the liaison with JCPS to ensure compliance with this agreement.
- Provide JCPS teachers access to Foliotek™.
- Provide training on how to assess Hallmark Assessment Tasks in Foliotek™.
- Provide training on how to guide students to document KFETS field hours.
- Provide copies of syllabi for EDTP 201, EDTP 215 and EDTP 107.
- Provide reference to free resources for teachers to supplement instruction for EDTP 201, EDTP 215 and EDTP 107.
- Review teacher transcripts and CV /Resumes to determine eligibility for part-time instructor.
- Ensure facility space and equipment used for instruction at high school are comparable to the facility space and equipment used for instruction on the Belknap Campus and appropriate to meet the stated learning objectives of the course.

JCPS Responsibilities

- JCPS designates Elizabeth Adams to be the liaison with CEHD to ensure compliance with this agreement.
- Oversee teacher credentials and ensure that instructors in the pathway meet the Southern Association of Colleges and Schools (SACS) credentialing requirements.
- Communicate and work with CEHD personnel to ensure all aspects of this agreement are met.
- Ensure courses are aligned with Education Pathways courses and content required to be eligible for the DCSP.
- Report any hazards in the classroom that make the space unsuitable for instruction to the UofL Dual Credit Program Coordinator

Teacher Responsibilities and Expectations for EDTP 201, EDTP 215 and EDTP 107

- For each student engaging in dual credit courses, the teacher will communicate with each student the following responsibilities:
 - Students will meet all course requirements outlined in the syllabus.
 - Students will complete the online University application for Admission.
 - Students will submit to UofL the Academic and Financial Policy Student/Parent Agreement.
 - Student may withdraw from dual credit courses up until the University of Louisville withdrawal deadline found at <http://louisville.edu/registrar/calendars>. DCS grade report will reflect "W" indicating course withdrawal.
 - Students enrolled in dual credit course not covered by the KHEAA Dual Credit Scholarship (DCS) or the Work Ready Kentucky Scholarship (WR.KS) will be responsible for payment of tuition charges not to exceed the Dual Credit Tuition Rate Ceiling set forth by the state
- Oversee students' completion, documentation, and entering required field experience hours on KFETS. **Teachers must complete a University of Louisville Field Experience Log on each student for each field experience and submit it to the University dual credit service account at dualcrdt@louisville.edu within 48 hours of the last day of class.**

- EDTP 201-18 hours
- EDTP 215 -no field hours required
- EDTP 107 - 15 hours
- Guide students to complete their Hallmark Assessment Task (HAT), and upload and assess the Hallmark Assessment for each student in Foliotek™. **Due within 48 hours of the last day of class.**
 - EDTP 201 -Ethnology of a Classroom
 - EDTP 215 -Two Lesson Plans (1 with feedback and 1 without feedback)
 - EDTP 107 - Paper: (a) reflecting on initial beliefs about learning and development and (b) using course content create a teaching philosophy. Must submit the HAT checklist with the HAT.
- Use the following books as reference for EDTP 201
 - Ayers, W., & Alexander-Tanner, R. (2010). To teach: the journey, in comics. New York: Teachers College Press.
 - Ayers, W., & Alexander-Tanner, R. (2010). To teach: the journey of a teacher. New York: Teachers College Press.
- Use articles or reference materials recommended by CEHD faculty.
- Content non-negotiables for EDTP 201:
 - The context of education, yesterday and today
 - Dispositions expected of teaching professionals
 - The impact of current political policy on Kentucky schools, including state/local school organizations and assessments
 - Senate Bill 1
 - Philosophical foundations of education
 - Diversity in the classroom
 - Self as teacher, including teaching style
 - The life of a teacher and the context in which he/she works; teacher standards and evaluation
 - Creating classroom community
 - The importance of knowing the students
 - Curriculum and Assessment, including how to connect it to students' lives
 - Technology infusion as it relates to the teaching profession
- Content non-negotiables for EDTP 215:
 - Domain 1: Planning and Preparation
 - Standards-based curriculum
 - Lesson plan design
 - Sources of curriculum standards
 - Goals and learning objectives
 - Bloom's Taxonomy
 - Higher order cognitive, affective and psychomotor verbs for writing lesson objectives
 - Assessing student learning
 - Formative and summative assessments
 - Rubric development
 - Lesson congruence
 - Alignment of standards, objectives, assessment and instruction

- Domain 2: Classroom Environment
- Domain 3: Instruction
 - Instructional strategies
 - Teacher-centered and Learner-centered
 - Differentiated instruction for diverse learners
 - Critical Thinking
 - Questioning strategies
 - Addressing the needs of diverse learners
 - Accommodations for ELL, GT, ECE, children of poverty, etc.
 - Multiple intelligences
- Domain 4 Professional Responsibilities
- Content non-negotiables for EDTP 107:
 - Unit I: Major Learning Theories
 - Behaviorism
 - Social Cognitive Theory
 - Piaget's Individual Constructivism
 - Vygotsky's Social Constructivism
 - Information Processing & Metacognition
 - Metacognition & Complex Cognitive Processes
 - Unit II: Human Development
 - Physical and Brain Development
 - Self & Social Development
 - Moral Development
 - Emotional Development
 - Language & Literacy
 - Unit III: Motivation, Individual Differences, & Socialization
 - Motivation Theories
 - Intelligence & Giftedness
 - Culture in Development, Learning, and the Classroom; Racial/Ethnic Identity
 - Sex & Gender, Gender Identity, Socioeconomic Differences, Stereotype Threat

4. Textbooks

The high school textbook will be provided by each secondary school:

EDTP 201: Ayers, W. (2010). *To teach: The journey of a teacher* (3rd Edition). New York: Teachers College Press.

EDTP 215: Borich, Gary, D (2017). *Effective Teaching Methods: Research-Based Practice* (9th Ed.). Upper Saddle River, NJ: Pearson Education, Inc. ISBN: 978- 0134054872

EDTP 107: Onmod, J.E. Anderman, E.M., & Anderman, L. (2019). *Educational Psychology: Developing Learners* (10th Edition). Pearson.

The teacher's resources provided by District.

Attachment D
School of Public Health and Information Sciences

A. Student Eligibility

Students enrolling in dual credit courses with U of L in Public Health must have a 2.5 cumulative GPA. If the student does not meet the GPA requirement, alternative admissions standards can be determined by the instructor, Department and the Dual Credit Program Coordinator.

B. Approved Courses

The following courses are approved to be offered as dual credit between the School of Public Health and Information Sciences-UL and JCPS:

Prefix	Course Number	Credit Hours	Course Title	KDE Course Code
PHUN	101	3	Introduction to Public Health	
PHEP	200	3	Disease Detectives	
PHPB	301	3	Healthy Equity	

C. Responsibilities and Expectations

UofL School of Public Health and Information Science

U of L designates a faculty/staff member to be the liaison with JCPS to ensure compliance with this agreement when the instructor of record is a credentialed high school teacher. This person will:

- Provide copies of UofL syllabi for the courses being offered
- Provide reference to free resources for teachers to supplement instruction for courses being offered
- Review teacher transcripts and CV/Resumes to determine eligibility for part-time instructors
- Ensure facility space and equipment used for instruction at high school are comparable to the facility space and equipment used for instruction on the Belknap Campus and appropriate to meet the stated learning objectives of the course.

Jefferson County Public Schools

Upon participation in this program, the high school will appoint a liaison to work directly with the Dual Credit Program Coordinator and the designated School of Public Health and Information Sciences faculty/staff members. This person will:

- Oversee teacher credentials and ensure that instructors in the business pathway meet the Southern Association of Colleges and Schools (SACS) credentialing requirements.
- Communicate and work with College of Business personnel to ensure all aspects of this agreement are met.
- Ensure courses are aligned with UofL courses and content required to be eligible for the DCS.

University of Louisville Faculty

The U of L faculty member associated with each course will:

- Provide asynchronous instruction of course as outlined in the approved course syllabus

- Collaborate with high school teacher liaison to deliver course and provide student support
- Maintain up-to-date grades in Blackboard, viewable to all administrative course participants
- Ensure that high school teacher liaison is added to Blackboard prior to the 1st day of classes
- Routinely meet with high school teacher liaison throughout the term, as determined by UofL faculty and teacher liaison, if applicable
- Coordinate any synchronous learning opportunities between self, high school teacher liaison, and students as needed

High School Teacher as Liaison

A high school teacher serving in the role as the liaison who works jointly with a U of L faculty member will:

- Serve as support instructor to UofL faculty of record
- Provide synchronous time for students to complete assignments and receive support
- Responsible for remediation, extension, and daily student support
- Coordinate any synchronous learning opportunities between U of L faculty and students as needed
- Routinely meet with UofL faculty throughout the term, as determined by UofL faculty and teacher liaison
- Monitor student progress in course through Blackboard sponsored account
- Provide proactive advising and support to all students
- Communicate with school leadership, UofL faculty, and dual credit coordinator about student progress and concerns
- Report any hazards in the classroom that make the space unsuitable for instruction to the UofL Dual Credit Program Coordinator

Attachment E Additional Syllabi Requirements for Dual Enrollment Courses

In addition to the standard elements required on syllabi by UofL [academic units](#), syllabi for dual credit courses must also include the following components:

- **UofL Academic and Student Support Services**

Students enrolled in courses while earning high school and UofL credit are considered UofL students who have been admitted under the designation of dual credit. As such, you have access to many UofL student and academic support services to promote your success in UofL enrolled courses. These resources can be accessed on the Belknap Campus, and many of the academic and student support services are also available online. The UofL resources available to you as a high school visitor in addition to those available through your high school include, but are not limited to the following: [Cardinal Card](#), [UofL Writing Center](#), [Student Recreation Center](#), [REACH \(tutoring\)](#), [Campus Health Services](#), and [Student Counseling](#).

- **University Libraries**

Students enrolled in dual credit courses are considered UofL students who have been admitted as high school visitors. As such, you have access to UofL Library resources. You may access the physical locations (e.g., [Ekstrom Library](#)) or utilize the many online resources available to UofL students by using your UofL ULink login. For a complete list of online and distance education resources available from UofL Libraries, visit <https://library.louisville.edu/distance>.

- **Disability Resource Center**

Students enrolled in dual credit courses being offered at a high school who require accommodations should continue to utilize their Individualized Education Program (IEP) and other resources that have been available to them previously through their high school. Students enrolled as dual credit students taking courses on UofL's campus must contact the [UofL Disability Resource Center](#) to request accommodations.

- **Student Complaints**

Students are encouraged to resolve complaints at the appropriate level of dispute; however, should this approach fail or be inappropriate, students may submit written complaints through an online complaint form. To learn more about the UofL student complaint process, visit <https://louisville.edu/dos/help/student-complaint-procedure>.

Attachment F Contact Information

University of Louisville

- Office of Undergraduate Admissions
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