



**DUAL CREDIT ACADEMIC AGREEMENT**  
**Memorandum of Agreement Between**  
**Eastern Kentucky University and**  
**Elizabethtown Independent Schools, the Partner Institution for ECU Dual Credit**

**I. Purpose**

The purpose of this Memorandum of Agreement (MOA) is to assign the responsibilities of the agreement's designated parties and to outline the conditions of a curricular partnership between Eastern Kentucky University (EKU) and Elizabethtown Independent Schools, herein referred to as The Dual Credit Partner, involving participation in dual credit.

EKU is a Participating Postsecondary Institution (PPI) in the KY State Dual Credit Scholarship Program.

**II. Admission**

All students participating in dual credit will be admitted to the University based on the admission requirements for dual credit as outlined by the Dual Credit Program Guidelines specified in the current ECU Undergraduate Catalog. This information can be found at the ECU Dual Credit Criteria website (<https://dualcredit.eku.edu>).

To be eligible to participate in ECU Dual Credit, high school juniors or seniors must meet or exceed the academic standards specified within the current Dual Credit Program Guidelines. Students must also meet any course prerequisites before enrolling into a course.

Students must be accepted into the ECU Dual Credit program and meet the course criteria to receive both high school and ECU college credit for the course(s). Student(s) who are not enrolled in dual credit may participate in a non-EKU general education course(s) if they are taught by a high school dual credit instructor with prior approval by the ECU Dual Credit Office.

**III. Advising of Students.**

EKU is responsible for advising students regarding ECU courses and how they apply to General Education and ECU programs of study.

EKU is responsible for informing students and guardians that enrollment in an ECU course through dual credit establishes an academic history at ECU. Any financial obligations incurred by the student (e.g. unpaid parking tickets, unpaid fines, etc.) will result in a financial hold being placed on the student account. This type of hold may impact the students' ability to register for

future courses and receive academic transcripts. Holds cannot be released until such obligations are met.

The Dual Credit Partner is solely responsible for ensuring the fulfillment of state mandated educational requirements for completion of high school.

#### IV. Enrollment in Courses

The number of courses in which a student may enroll, course availability and location(s), and required course prerequisites are determined by the Dual Credit Guidelines and can be found in the ECU Undergraduate Catalog in effect at the time of enrollment.

The Dual Credit Partner agrees that ECU Dual Credit students must adhere to the add/drop procedures for dropping the course as outlined by the ECU Undergraduate Catalog.

Student registration is not guaranteed and is based upon course availability.

#### V. Faculty

ECU ensures appropriate faculty qualifications for those who provide instruction for Dual Credit courses; these faculty members possess the same academic credentials and/or documented professional experience required by ECU of all of its faculty.

Furthermore, ECU reserves the right to cancel a course or discontinue the services of a specific instructor if that instructor fails to meet academic expectations (academic outcomes, academic oversight requirements, professional development requirements, etc.).

The Dual Credit Partner agrees to grant ECU access to ECU Dual Credit classrooms for evaluation purposes.

At the start of each academic year, ECU Dual Credit Instructors located in partner schools will be required to review, sign, and return an ECU Dual Credit Assurances form. This form will list responsibilities, guidelines, and other important information instructors will adhere to while teaching a dual credit course. The ECU Dual Credit Office will email the form and collect all forms.

#### VI. Program Curriculum and Assessment

ECU is solely responsible for the development of the curriculum for courses provided for university credit, including Dual Credit courses. Therefore, the courses must use the syllabus, textbook, and assessments as determined by ECU.

Per the Kentucky Dual Credit policy, “The postsecondary institution’s grading policy will apply to dual credit courses and be used by the secondary school awarding credit.”

## VII. Tuition, Fees and Financial Aid

Dual credit students are permitted to enroll in courses at ECU according to the tuition rate specified for the academic year, in accordance with the Kentucky State Dual Credit Scholarship Program

Dual credit students are responsible for the cost of textbooks (digital or hard copy), course materials and parking permits, if applicable. Dual credit students are not eligible for the ECU BookSmart Program.

Federal and State financial aid, beyond the KY State Dual Credit Scholarship and Work Ready Scholarship through KHEAA, is not available to dual credit students. High Schools using the Work Ready Scholarship must offer the KDE Career and Technical Education Program of Studies.

Students' financial aid, upon entering college as freshmen, may be adversely affected by substandard grades earned as Dual Credit students.

## VIII. FERPA

In that this agreement establishes a partnership with The Dual Credit Partner, it is understood that ECU can communicate student information, including mid-term and final grades, to the high school with no violation of FERPA.

Due to federal privacy rules, ECU cannot release student academic information to parents unless given written permission by the student. Students may choose to set up a Web-4-Parent view only account. Parents with access to this account may login to ECU Direct with the ECU generated ID and password to view the screens that the student has given permission for them to view.

## IX. Student Support and University Awareness

At an agreed upon time and date midway through the course, the school agrees to provide ECU staff the opportunity to meet with the enrolled students to inform and remind students of University support services, provide additional information about ECU's programs and offerings, and/or to answer questions about ECU's dual credit program and/or the University.

## X. Grievances

Grievances regarding any aspect of the dual credit program will be addressed to ECU and handled by adherence to its policies. ·

## XI. Terms of the MOA

Review and Renegotiation

This Memorandum of Agreement is in effect from the date signed by duly designated officers of both parties to the agreement. It shall be in effect for three years following the date of signature.

Changes in ECU policy or The Dual Credit Partner policy may require a renegotiation of terms and conditions prior to the renewal date.

#### Termination of the Agreement

Either institution may terminate this agreement with adequate notice. Adequate notice is defined as providing sufficient time to implement the teach-out agreement outlined below. Termination of the agreement may occur if changes in any of the following make it impossible to continue cooperatively offering courses: the mission of either ECU or The Dual Credit Partner, funding, state or federal regulations, or policies of accrediting bodies of either institution.

#### Teach-Out Agreement

If a decision is made to terminate this curricular venture, every effort will be made to accommodate students, faculty, and staff to minimize the disruption of the academic course of study or professional careers. Students already enrolled in courses at the time the MOA is terminated will be permitted to complete their courses.

#### Record Maintenance

Official copies of all agreements involving academic credit shall be maintained in the ECU Office of the Provost.

Elizabethtown Independent Schools

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Superintendent

Date

EASTERN KENTUCKY UNIVERSITY

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Associate Provost for Academic Affairs

Date