2023-2024 Dual Credit
Memorandum of Agreement
between
Southcentral Kentucky Community and Technical College
and
Todd County Schools (Logan County Career and Technical Center)

I.   Purpose

Providing secondary students with 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 an 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 Southcentral Kentucky Community & Technical College (SKYCTC) to determine the dual credit courses it will offer, as well as the location and/or the modality in which they are offered.   Dual credit courses are SKYCTC 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 SKYCTC 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 SKYCTC campus. SKYCTC 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 SKYCTC 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. SKYCTC 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, 2023. Courses that have already been approved can be added to the SKYCTC 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, SKYCTC must maintain control over dual credit classes. This includes:
- Determining student eligibility for admission to dual credit courses
- Managing and overseeing the registration process
- Determining 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 appropriate syllabi, 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.

Parties responsible for covering all dual credit related expenses are indicated in the chart included in Appendix A.

IV.   Payment of Unsuccessful Completion of the Kentucky Dual Credit Scholarship

The Kentucky Higher Education Assistance Authority (KHEAA) is the agency responsible for administrating the Dual Credit Scholarship (DCS) program. Students are eligible to receive the DCS for two successfully completed dual credit courses in their junior and 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.

V.   Approvals

The agreement should be signed by March 1, 2023 and is effective with signatures below for the 2023-2024 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.

_____   **_____**
Local School District Signature Authority   **Date**
Superintendent/Administrator

_____   **_____**
Dr. Phil Neal   **Date**
President/CEO
Southcentral Kentucky Community & Technical College

Appendix A
Expenses

Use the table below, to indicate who will be responsible for what expense. Add columns and rows as needed.

Expense	Responsible Party		
	College	Local School District	Student
Tuition (1/2 the KCTCS tuition rate per credit hour)	Yes (Waives 1/2 tuition per dual credit hour)	Yes, if applicable (when local scholarship/funding available)	Yes, if applicable (tuition beyond what is covered by the KDCS or other local scholarship)
Buildsmart Student Fee ($8 per credit hour)	Yes (Waives 100%)	No	No
Online Textbook/Digital Content Charge ($50 - $87)	No	Yes, if applicable (when local scholarship/funding available)	Yes
Professional Development for Dual Credit Faculty	Yes (Provides at least one PD opportunity free of charge per school year)	Yes	No