

FLOYD COUNTY BOARD OF EDUCATION
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Keith Smallwood, Member - District 4
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Date: May 8, 2023

Consent Agenda Item (Action Item): Approve Memorandum of Agreement between Floyd County Board of Education and University of Pikeville.

Applicable State or Regulations: BOE Policy 01.11 General Powers and Duties of the Board

Budget/Financial Issues: None

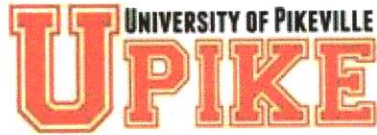
History/Background: Floyd County School District currently offers dual credit classes to Juniors and Seniors with various colleges. UPIKE Dual Credit Academy will offer dual credit classes to all Floyd County schools and the School of Innovation. As a UPIKE Dual Credit Academy participant, tutoring services will be provided to all 9th-12th grade students enrolled in Floyd County Schools (including RLC and Virtual Academy). Tutoring will be through PLEXUS (a program provided through UPIKE), and all teachers will be trained on how to access and schedule tutoring sessions.

Recommended Action: To approve the Memorandum of Agreement with the University of Pikeville.

Contact Person(s): S. Denise Isaac, Chief High School Instructional Officer


Chief High School Instructional Officer


Superintendent



**Memorandum of Understanding
For Dual Credit**

Between

The Floyd County KY School System

and

The University of Pikeville

I. Purpose of Agreement

This Memorandum of Understanding (MOU) is intended to facilitate a partnership between the Floyd County KY School System and the University of Pikeville (UPIKE) to offer up to 30 dual credit hours for eligible high school students.

The University of Pikeville and the Floyd County KY School System are partnering to offer select courses for dual credit. The program allows qualified high school juniors and seniors to earn both high school and college credit at the same time. The intention of the program is threefold: to challenge high achieving students, to allow students to earn college credit, and to provide students with college classroom experiences.

II. Terms of the Agreement

This MOU shall extend from the date of signing to June 30th, 2024. Thereafter, the MOU will automatically renew unless UPIKE or the Floyd County KY School System provides written notice of intent to terminate in accord with the termination and notification requirements set forth below.

Duties and Responsibilities of Floyd County KY School System

In partnership with the University of Pikeville for participation in the Dual Credit Program, Floyd County KY School System must adhere to the established policies, including, but not limited to, the following guidelines:

- Provide a course syllabus to the appropriate UPIKE college dean for all dual credit courses taught on-site at the high school.
- Provide UPIKE FERPA understanding forms to all students/parents and submit to UPIKE once signed.

- Submit class rosters and completed guidance counselor recommendation forms to the Dual Credit Program Coordinator.
- Complete Roster Verification in a timely manner (within two weeks from the date received).
- Submit signed course withdrawal forms for students to the Dual Credit Program Coordinator.
- Advise students on the importance of transfer equivalency (how a course offered through one institution may transfer to another institution as something different) for each class taken.
- To add a class, participating teachers must complete a dual credit instructor application and submit their appropriate transcripts, as well as a syllabus for the proposed class to the Dean for approval.
- To request an on-campus or online course, participating schools must communicate the desired class and estimated number of seats needed one semester prior to proposed enrollment.
- Determine first and last day of classes in coordination with the UPIKE Academic Calendar.
- Submit grades to the Registrar by the designated due date.

Duties and Responsibilities of UPIKE

In partnership with the Floyd County KY School System to provide dual credit courses for eligible high school students, UPIKE holds the following responsibilities:

- Provide all forms (Dual Credit Application and Policy, FERPA, Guidance Counselor Recommendation, Withdrawal) and deadlines to participating schools.
- Process all dual credit forms and registrations in a timely manner.
- Verify rosters for dual credit courses to ensure students are enrolled in the appropriate courses.
- Provide the participating high schools with the course grades for completed dual credit courses.
- Perform billing duties.
- Complete curriculum evaluations of all dual credit courses.
- Determination of cost per credit hour in compliance with KHEAA policy.

Benefits

Through the partnership between UPIKE and the Floyd County KY School System, eligible students have the following program benefits available to them:

- UPIKE will provide one hour of free tutoring per month for every Floyd County high school student through PLEXUS.
- Students who submit their KHEAA dual credit scholarships to UPIKE will have any additional classes taken that term covered by UPIKE.
- Students who complete at least five dual credit hours through UPIKE and receive a B or better in the courses will automatically receive an annual \$3,200 scholarship for up to four years if they choose to attend our university for their undergraduate degree.

Admission Standards

Students from participating high schools seeking to enroll in college courses through the UPIKE Dual Credit Program shall submit an application, high school transcript, and test scores (optional). Once accepted, the Dual Credit Program Coordinator (Ashley Justice) will correspond with the participating high school guidance counselor to retrieve rosters and begin placing students within their respective classes. Once the school has submitted all student applications and transcripts, the Program Coordinator will input all information into Ellucian, and the Office of Admissions will send the class rosters to the University Registrar's Office to be officially enrolled in classes.

A student enrolled into the UPIKE Dual Credit Program must:

- be a junior or senior enrolled in a participating high school
- meet requirements and complete the admissions process, which includes submitting a dual credit application and high school transcript

FERPA

Each party acknowledges and agrees it will comply with the Family Educational Rights and Privacy Act and its implementing regulations concerning education records and personally identifiable student information, but further recognizes that, within the context of the cooperative relationship between UPIKE and Floyd County KY School System by this MOU, the parties may share education records and personally identifiable information of students enrolled in the Dual Credit Program.

Billing

Students with an outstanding balance will receive a bill sent from the Office of Admissions. Also, a PDF version of this bill will be sent to the participating high school to give to each student. High Schools that pay the bill for the student will be invoiced by the Office of Admissions and the Business Office.

