



## THOMAS MORE UNIVERSITY

# 2023-24 Dual-Credit Memorandum of Understanding Between Thomas More University & Garrard County Schools

### Purpose

This Memorandum of Understanding (MOU) establishes a collaborative relationship between Thomas More University (TMU) and its partnering high school or school district to offer dual-credit opportunities for secondary school students who meet the requirements for admission into TMU's dual-credit program. This agreement incorporates by reference the stipulations originating in KY HB 206 (2017), which implements the Kentucky Dual-Credit Scholarship (DCS) Program and is managed by the Kentucky Higher Education Assistance Authority (KHEAA).

### Defining TMU's Dual-Credit Program

Thomas More University's Dual-Credit Program allows high school students to enroll in college-level courses offered by a college and simultaneously earn credit towards high school graduation and/or a postsecondary degree (courses must be college-level, not remedial or developmental). Students must also meet course prerequisites. Specific to the TMU's Dual-Credit Program, courses may be offered at a high school, online, or at a designated TMU campus.

### Student Participation in the Dual-Credit Program

#### Admission policy

The following groups of students are eligible for this program if they meet the following requirements:

1. High school juniors and seniors:
  - Must have a high school unweighted GPA of 3.0 or higher.
  - Must meet any course prerequisites.
2. High school sophomores:
  - Must have a high school unweighted GPA of 3.0 or higher.
  - Must meet any course prerequisites.
  - Must only take courses offered at their high school unless Garrard an exception as noted below.

Students must complete a TMU Dual-Credit application packet (online application and transcript). Test scores (ACT, SAT, and/or AP) must be provided if required as a pre-requisite to a course; however, some placement testing may be available. Completed TMU Dual-Credit application packets do not guarantee admission into the program or eligibility for any specific course. All submitted applications will be reviewed by the TMU Dual-Credit Office for admission eligibility. *All new students will have to read and agree to our disclosure form embedded within the online application, but highlighted in Appendix A.*

All applications must be completed by the student and submitted in their entirety by the high school counselor (or responsible high school contact) by the designated deadlines for each academic semester. If the student's qualifications do not qualify for the TMU Dual-Credit program by those deadlines, they

will not be admitted for that intended semester but can apply for a later semester if their qualifications change.

### Admission policy exceptions

- All requirements in this policy for dual-credit participation are the requirements for TMU. If a high school wishes to impose additional requirements for participation in dual-credit courses, those requirements will be enforced.
- Sophomore students will be limited to only taking classes offered at their high school.
  - Public or private high school sophomores who wish to take an online or on-campus course can petition the TMU Dual-Credit Office by submitting with their application to the TMU Dual-Credit Program:
    - A letter of intent from the student outlining their academic plan for taking courses online or on-campus (e.g., what course(s) they're trying to take and how that will further their academic goals).
    - A letter of recommendation from their high school's principal certifying their approval for the applicant to participate.
    - A letter of recommendation from a high school educator certifying their belief in the sophomore applicant's academic and emotional capability to participate in college courses.
  - Students must still meet any course prerequisites.
- Freshmen are unable to participate in TMU's Dual-Credit program.

### Continued enrollment

Once in the program, students must maintain a TMU GPA of 2.0+ to remain in the program. At the end of each semester, the Office of the Registrar will provide the TMU Dual-Credit program with students who do not meet this requirement and that will be communicated with each high school partner.

### Orientation for students

Each semester, the TMU Dual Credit program will provide information to all high school partners for dual credit students to set up their TMU accounts. High school counselors are expected to relay this information to their students. This information will include each student's username, temporary password and any instructions for setting up passwords, registering for classes, paying tuition, buying textbooks, and accessing TMU email.

All TMU Dual-Credit students will be enrolled in a Canvas orientation prior to the start of the semester to help students further orient to the TMU Dual-Credit Program, learn about TMU resources, and learn how to best prepare for their TMU course(s). The TMU Dual-Credit program will also host open house sessions for students taking classes on TMU's campus to tour and complete any necessary pre-semester preparations.

## Dual-Credit Courses

### Course Offerings

Thomas More University and Garrard County Schools have agreed to work collaboratively to provide the following course schedule during the fall 2023 and spring 2024 semesters:

<u>Class Location</u>	<u>Type of Instructor</u>	<u>Days</u>	<u>Times</u>	<u>Fall 2023 Course</u>	<u>Spring 2024 Course</u>

Additionally, students are permitted to take other courses online or on TMU’s campus.

Once students are enrolled in a course, they will have an official academic record at TMU. The TMU Dual-Credit Office will provide a roster of registered TMU dual-credit students to each high school partner with the expectation that the rosters will be verified with the high school’s records and the high school partners will submit any changes to the Dual-Credit Office, as necessary. It is the high schools’ responsibility to provide a primary contact person to Thomas More for the purpose of dual credit.

TMU reserves the right to cancel a TMU faculty-led course that does not meet enrollment targets or alter the proposed course list based on faculty availability. The ideal enrollment for courses taught by a TMU faculty should be 16 or more students. Dual Credit courses (online or on campus) may consist of high school students only or a mix of high school and Thomas More University students. For courses with a high school credentialed instructor, enrollment requirements are determined by the high school partner.

**Academic Quality**

Dual-credit courses taught in the high school, whether by a TMU faculty or a TMU-credentialed high school teacher, shall meet the rigor for postsecondary credit and be congruent with the University’s standard offerings. Classes offered in the high school settings shall conform to the University’s academic standards. Faculty for all dual-credit courses shall be approved by the appropriate department at the University and meet all SACSCOC credentialing requirements. Credentialing documents are approved by the University Provost.

All dual-credit faculty, whether a TMU faculty or a TMU-credentialed high school teacher, are expected to read and comply with relevant sections of the *TMU Faculty Handbook*.

**Grades for TMU Courses**

Dual-Credit courses allows a student to earn high school credit and college credit simultaneously.

Per KY CPE's Dual-Credit policy: "The postsecondary institution’s grading policy will apply to dual credit courses and be used by the secondary school awarding credit."

Thomas More University will communicate a student’s midterm and final grade(s) each semester to the designated high school dual-credit contact. Regardless of course location, the grade a student earns in their dual-credit course will be the grade awarded on their college transcript. Students who are applying to other institutions are responsible for requesting their Thomas More transcript to send to those institutions.

**Credentialing High School Instructors**

Faculty teaching in undergraduate programs must hold a master’s degree in the content area of the requested course(s) with 18 credits of graduate coursework in the discipline of those courses. Qualifications required by academic departments may vary.

The instructor/high school must contact TMU's Dual Credit Program to complete an application. Transcripts and resumes for each instructor applicant must be submitted to the TMU Dual-Credit Office and are then relayed to the appropriate department chairperson for pre-approval.

Approval of an instructor is documented on the Faculty Credential Analysis form. The Faculty Credential Analysis form must be approved by the department chairperson and submitted to the Provost's Office for approval.

TMU will provide a faculty liaison for newly credentialed high school teachers for every semester that they teach a new course for TMU in the Dual-Credit program. All dual-credit faculty, whether a TMU faculty or a TMU-credentialed high school teacher, will be enrolled in the TMU Dual-Credit Faculty Orientation each semester. All instructors are expected to complete this orientation and any additional required trainings prior to the start of the semester. Additionally, all instructors are expected to attend a professional development event each August to provide additional training, address questions that arise from the TMU Dual-Credit Faculty Orientation and get any University/Program updates.

### **Students with Learning Disabilities**

Students enrolled in an TMU course who need accommodations due to a disability must register with TMU's Office of Student Accessibility, in accordance with TMU policy. While having a 504 on file at the high school covers accommodations for high school classes, it does not apply toward university courses, even if the university course is being taught at the high school.

Instructions for how to register with the TMU Office of Student Accessibility will be provided to students enrolled in the TMU Dual-Credit Program.

### **Instructional Continuity**

In the event of a natural disaster, pandemic, or other academic disruption; course instruction for dual-credit courses will continue through TMU's learning management system (e.g., Canvas) or other system agreed upon between an instructor and their academic department.

## **Negotiated Costs and the KY Dual-Credit Scholarship (DCS)**

### **Tuition Rate and Payment**

The tuition rate for all eligible participating students from any Kentucky school district will be set in accordance with the Commonwealth of Kentucky's regulations each academic year. The tuition rate will be posted and shared with high school counselors when determined.

TMU's Student Account Services department will send an electronic bill to each students' TMU email addresses prior to the start of the semester. All students are expected to pay their tuition by the first day of classes. Students who are receiving the Kentucky Dual-Credit Scholarship will be reimbursed for those funds once KHEAA dispenses the DCS funds to TMU. Students who do not earn the DCS and fail to pay their tuition could face the inability to register for future classes and/or request transcripts. Any school districts who pay tuition for their students will have tuition bills calculated after the KHEAA scholarship has been processed.

The school district will be responsible for transmitting all data required by the Kentucky DCS Program to KHEAA and following all procedures necessary to administer the DCS. TMU will be responsible for

transmitting enrollment verification and final grade reports to KHEAA at the end of each semester, in accordance with the DCS procedures.

**Related Course Expenses**

According to KY HB 206 (2017), the Participating Institution (TMU) “charges no more than the dual-credit tuition rate ceiling per credit hour, including any fees, for any dual-credit course it offers.” The following additional charges associated with operating a college course will be allocated as follows and agreed upon by TMU and Garrard County Schools:

Expense	Responsible Party	
	TMU	Garrard County Schools
Laboratory and other fees associated with specific courses	X	
Professional liability insurance	For TMU faculty	For Garrard County Schools faculty

Each dual-credit student will be responsible for the cost of textbooks, digital content, and/or eResources unless otherwise covered by the school district. This information is shared with students prior to the start of each semester and may be accessible through TMU’s Bookstore website.

**Unsuccessful Students**

Per KY HB 206, the DCS will only reimburse 50% of the cost of tuition for students who do not successfully complete any course in which students were to receive the DCS. Although the university incurs costs associated with teaching the course regardless of student performance, the remaining 50% will be absorbed by the university.

**Approvals**

The agreement is effective with signatures below for the 2023-2024 academic year.

\_\_\_\_\_  
**Kevin Stull**  
**Superintendent**  
**Garrard County Schools**

\_\_\_\_\_  
**James Catchen**  
**Associate Director, Dual-Credit Programming**  
**Thomas More University**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**2/13/23**  
**Date**

## Appendix A: TMU Disclosure Statement

All new students **must complete the online application** to be admitted into Thomas More's Dual-Credit program.

Additionally, for the Thomas More Dual-Credit program, I agree to and understand:

1. In order to be eligible for continued enrollment in the program, students must earn a grade of C or better in each of their courses. Failure to meet this standard will result in removal from the program for the following semester, though an appeal is possible (*see Thomas More University "Grade Policy" for details*).
2. Tuition must be paid in full by the first day of class each semester. The tuition amount varies each year. Thomas More recommends paying by the first day of class and receiving a refund later if a student receives scholarship money from KHEAA.
  - a. **By agreeing to this statement, students and parents/legal guardians accept the financial responsibility incurred by registering for taking dual-credit classes and that failure to pay can result in accumulated debt for classes taken and difficulty in sending Thomas More transcripts to other institutions.**
  - b. **Thomas More is a participant in the Kentucky Dual-Credit Scholarship Program. Tuition for dual-credit courses may vary each academic year and will be posted to the Thomas More Dual-Credit website as well as shared with your high school.**
3. Students are responsible for purchasing the necessary course materials and textbooks prior to the start of the semester.
4. Students are responsible for setting up and checking his/her Thomas More email regularly throughout the semester. Instructions will be provided.
5. Students, not parents/legal guardians, are responsible for contacting their professors should issues arise in their courses. Thomas More's dual-credit office can help troubleshoot if further issues persist.
6. Prior to each semester, each student will receive registration, billing/payment, Canvas, and textbook information through an orientation or letter. Students are responsible for providing their parents/legal guardians with this information.
7. Students are required to complete the Thomas More Dual-Credit Orientation in Canvas. Details will be emailed to students prior to the start of each semester.
8. Thomas More courses are college-level courses and may contain mature content not typical in a high school environment. By submitting this disclosure, each parent/legal guardian and student understands that students may be exposed to mature content as part of each Thomas More course's curriculum.
9. While in Thomas More's dual-credit program, students may be surveyed to obtain information about their interests and experience to enhance the Thomas More experience as well as connect students with Thomas More programs, faculty, and students.
10. Students may receive Thomas More undergraduate admissions promotional materials and communication (e.g. emails, postcards, etc).
11. **By agreeing to this disclosure statement, the student (and parent/legal guardian, if the student is under the age of 18) agree to the aforementioned disclosures and give their permission to Thomas More to release grades, performance information, and other educational information to the student's parent/legal guardian and to the student's high school in conjunction with Thomas More's dual-credit program.**
  - a. **FERPA Rights:** If a student is attending a postsecondary institution – at any age – then the student's rights under the Family Educational Rights & Privacy Act (FERPA) have transferred to the student. However, when a student is enrolled in BOTH a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, parents/legal guardians still retain the rights under FERPA at the high school level and may inspect and review any records sent by the postsecondary institution to the high school.