


JESSE BACON, SUPERINTENDENT

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BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon, Superintendent
FROM: Dr. Lee Barger, Director CCR/Innovative Programs 
DATE: July 11, 2022
RE: 2023-2024 MOA –Jefferson Community and Technical College

Attached, you will find a MOA between the Jefferson Community and Technical College and Bullitt County Public Schools for the 2023-2024 school year. The purpose of this agreement is to set forth the terms and conditions for awarding dual credit to Bullitt County students who are enrolled in Dual Credit Courses within the high school setting or on a JCTC Campus.

Junior and Senior Dual Credit students will be eligible for the Kentucky Dual Credit Scholarship for two successfully completed dual credit courses by graduation. Above the Kentucky Dual Credit Scholarship, students signed up for a Dual Credit class will not be charged anything more than the dual credit tuition rate per credit hour set by HB 206.

Dual Credit students are responsible for the cost of textbooks, digital texts, workbooks and/or other expendable items.

If a student is unsuccessful in a Dual Credit Course that was covered by the Kentucky Dual Credit Scholarship, 50% of their tuition is required to be returned to KHEAA. JCTC will return the cost. BCPS will be responsible for the cost if the scholarship course was taught by JCTC instructors and will reimburse JCTC.

Per statute, all Dual Credit students are required to complete a 30-minute college success counseling session. This will be completed by high school personnel and each student will sign a verification form.

All JCTC fees for Dual Credit students will be waived.

Please place this request for approval on the July board agenda.

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

**2023-2024 Dual Credit
Memorandum of Agreement
between
Jefferson Community and Technical College (JCTC)
and
Bullitt County Board of Education (Affiliate)**

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 Memorandum of Agreement (MOA) 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 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 JCTC 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 JCTC 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 JCTC campus.

Faculty liaison site visits will take place to ensure that courses offered at the Affiliate's location are offered with the same rigor as those offered on the JCTC campus. JCTC shall submit student final letter grades (standard college letter grades – A, B, C, D, E, W, F) to the appropriate Affiliate 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 JCTC 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 JCTC 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. JCTC 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 Kentucky Higher Education Assistance Authority (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 JCTC course list up until the Council on Postsecondary Education (CPE) snapshot 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, JCTC 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

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

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.

While the tuition rate for dual credit and prevention of charging fees is non-negotiable, other expenses are appropriate for negotiation with Affiliate concerning dual credit students. These include, but are not limited to, the following:

- Cost of textbooks, digital content, and/or eResources;
- Liability or insurance charges;
- Barnes and Noble charges; and
- Classroom consumables.

Appendix(ices) to this MOA identify the expenses that support course instruction and identify which party is responsible for covering the cost of those expenses. Textbooks, digital content, or eResources are required for most courses. Additionally, there are charges associated with operating a college course (e.g. Professional liability insurance, KNAT testing charges, etc.). Dual credit Professional Development costs for district faculty is the responsibility of the district.

IV. School Responsibilities

Individual and joint responsibilities of secondary and postsecondary institutions are defined in the CPE's Dual Credit Policy (found at: <http://cpe.ky.gov/policies/dualcredit.html>).

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 affiliation or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status, genetic information or disability, or limitations related to pregnancy, childbirth, or related medical condition.

Per federal guidelines, students with an Individual Education Plan will receive documented services from the Affiliate when taking dual credit courses at the Affiliate’s location, Students taking courses at JCTC will be connected to the Accessibility Resource Center.

V. 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.

The following parties are responsible for the cost of the DCS tuition returned to KHEAA for unsuccessful students:

- JCTC shall be responsible for the cost of the DCS tuition returned to KHEAA for all unsuccessfully completed scholarship courses offered at the Affiliate locations and taught by Affiliate faculty.
- Affiliate shall be responsible for the cost of the DCS tuition returned to KHEAA for all unsuccessfully completed scholarship courses offered at JCTC campuses and at Affiliate locations for which JCTC provided the instructor. JCTC will invoice Affiliate, by high school, listing unsuccessfully completed scholarship courses for each student.

JCTC shall report to Affiliate the fall semester’s unsuccessful recipient list for which Affiliate is responsible by January 30, 2024, with payment due in 30 days. JCTC shall report to Affiliate the spring semester’s unsuccessful recipient list for which Affiliate is responsible by June 15, 2024, with payment in 30 days.

VI. Approvals

Any additional negotiated items that do not conflict with the state MOU must be included in this MOA. The contact and signatory person for negotiations and MOA is the JCTC president.

The MOA is effective with signatures below for the 2023-2024 academic year. A copy of this executed MOA shall be submitted to the KCTCS Chancellor’s office in order to allow students to enroll in dual credit courses at JCTC.

Jesse Bacon
Superintendent
Bullitt County Board of Education

Date

Ty Handy
President
JCTC

Date

Appendix A. Expenses

The table below indicates who will be responsible for each listed expense.

Expense	Responsible Party		
	JCTC	Affiliate	Student
Transportation	N/A	X	N/A
Textbooks	N/A	N/A	X
Digital Content	N/A	N/A	X
Tuition beyond KHEAA managed scholarships	N/A	N/A	X
High School classroom consumables	N/A	N/A	X

Appendix B. Bullitt County Public Schools – BAMS Expenses

The table below indicates who will be responsible for each listed expense.

Expense	Responsible Party		
	JCTC	Affiliate	Student
Transportation	N/A	X	N/A
Textbooks	N/A	N/A	X
Digital Content	N/A	N/A	X
Tuition beyond KHEAA managed scholarships	N/A	X	N/A
High School classroom consumables	N/A	N/A	N/A