



Center for Adult and Regional Education

313 Lowry Center
Murray, KY 42071
270.809.5374 phone
270.809.3593 fax

murraystate.edu/care

Murray State University Racer Academy Dual Credit Partnership Agreement 2023 – 2024 Academic Year

Status as Postsecondary Partner in the dual credit scholarship program

- o When a high school student enrolls in a Murray State University (MSU) dual credit course through Racer Academy, the high school enters into a partnership with the university.

Costs involved in Racer Academy

- o 2023–2024 tuition (as of 5/23/23) is \$91 per credit hour. Billing questions should be directed to the Bursar's Office at (270) 809-4227 or msu.bursar@murraystate.edu.
- o Textbooks are not included in the tuition cost. The student is responsible for any materials needed for the course.

Security

- o MSU IT security information and policies can be found at <https://sites.google.com/a/murraystate.edu/information-security/policy>. The Knowledge Base can be found at <https://murraystate.teamdynamix.com/TDClient/2049/Portal/KB/>. Note: Students will be required to use cell phones for Duo log-in to their MSU accounts. If they do not have access to a cell phone, they will be given a special access code.

Admission requirements

- o Applicants must be high school juniors or seniors. Sophomores are able to take only agriculture (AGR) courses.
- o Applicants must have a minimum unweighted GPA of 3.0 or rank in the top half of their class.
- o Applicants must submit the following:
 - Racer Academy Application for Admission.
 - High School Transcript.
 - Guidance Counselor / Principal Approval form.
 - ACT/SAT and/or KYOTE test scores for courses if it has prerequisite requirements.

Course delivery

There are multiple ways dual credit courses can be offered.

- o High school classroom with a high school instructor or Murray State instructor.
- o Online. A course may be combined with a college course or may be designated only for dual credit students.
- o Zoom
- o Murray Campus. Students may take a course with college students. Permission from the Dual Credit Coordinator, department chair, and instructor must be given prior to registering the student for the course. In some cases, a specific course will be created for dual credit students only. Students who travel to campus must call the Parking Services with their vehicle information. Dual credits students are not charged for parking.



The following information and more can be found on the Murray State University Racer Academy web page <http://www.murraystate.edu/RacerAcademy>

- o How to apply for admission
- o Admission requirements
- o Admission checklist
- o A list of Racer Academy course offerings
- o How to use Canvas
- o How to find your password
- o Racer Academy forms
- o Racer Academy Student Handbook
- o Dates and deadlines for upcoming semesters.

Important: Students who stop attending class (or who never attended a class in which they were enrolled) without withdrawing/dropping the class will earn a failing grade in that class. This failing grade will remain on their permanent college transcript and could keep them from receiving college scholarships.

Distribution of grades:

- o Grades for MSU courses taught by teachers within the high school will be submitted to the high school and Murray State by the teachers.
- o Grades for MSU courses taught by MSU faculty/adjuncts will be gathered by the Provost's Office and distributed to the high school counselor who has requested the grades. It is important that each high school identify the school employee who will receive student grades by emailing the name and contact information to msu.raceracademy@murraystate.edu
- o Grades for MSU Courses by Racer Academy of Agriculture should be requested from David Black dblack3@murraystate.edu

Faculty Requirements:

- o Instructors of record must have either:
 - a master's degree in the content area or
 - a master's degree in another area and a minimum of 18 graduate credit hours in the content area.

FERPA regulations

- o Once a high school student begins taking college classes FERPA regulations apply to that student. Therefore, each student must give permission for MSU to share educational, financial, and behavioral information with high school officials. Students can find instructions on how to provide this consent by clicking on the *For Current Students* and then on the *Consent to Release Why and How* button on the MSU Academic Advising webpage:
<https://www.murraystate.edu/headermenu/administration/Provost/academic-advising/>

Academic Honesty

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

Violations of Academic Honesty include:

- **Cheating** - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.
- **Fabrication and Falsification** - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.
- **Multiple Submission** - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.
- **Plagiarism** - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgment.

If the disciplinary action results in the awarding of a grade of *E* in the course, the student(s) may not drop the course.

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Institutional Diversity, Equity and Access. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

NON-DISCRIMINATION POLICY AND STUDENTS WITH DISABILITIES:

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 status, political affiliation or beliefs, sex, sexual orientation, gender, gender identity, gender expression, veteran status, genetic information, or disability.

MSU Non-Discrimination Statement

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, age, veteran status, or disability in employment or application for employment, admissions, or the



provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.

In particular and without limiting the preceding and pursuant to and consistent with the requirements of Title VI of the Civil Rights Act of 1964 and its regulations 34 CFR 100 et seq.; Section 504 of the Rehabilitation Act of 1973 and its regulations 34 CFR 104; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq., and its regulations 34 CFR 106 et seq; and the Age Discrimination Act of 1975 and its regulations 34 CFR 110, Murray State University does not discriminate on the basis of race, color, national origin, sex, handicap, or age in its educational programs and activities. This non-discrimination in education programs and activities extends to employment and admissions and to recruitment, financial aid, academic programs, student services, athletics, and housing. Murray State is required by Title IX and 34 CFR part 106 not to discriminate on the basis of sex and the prohibition against sex discrimination specifically includes a prohibition of sexual harassment and sexual violence. Examples of prohibited sexual harassment and sexual violence can be found in the "Policy Prohibiting Sexual Harassment" which can be accessed via the link referenced in Appendix I.

Inquiries concerning the application of these provisions may be referred to: 1) the Executive Director of Institutional Diversity, Equity, and Access/ Murray State University Title IX Coordinator, Murray State University, 103 Wells Hall, Murray, KY 42071 Telephone: (270) 809-3155 Fax: (270) 809-6887; TDD: (270) 809-3361; Email: msu.titleix@murraystate.edu; or 2) to the Assistant Secretary of the United States Department of Education, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100; Telephone: 1-800-421-3481 FAX: 202-453-6012; TDD: 1-800-877-8339; Email: OCR@ed.gov

For more information, contact the Executive Director of Institutional Diversity, Equity and Access, 103 Wells Hall, (270) 809-3155 (voice), (270) 809-3361 (TDD).

Students with Disabilities

Students requiring special assistance due to a disability (temporary or permanent) should contact the MSU Office of Student Disability Services immediately for assistance with accommodations. For more information, students with disabilities should contact the Office of Student Disability Services, Ken Ashlock, 423 Wells Hall, Murray, KY 42071. Telephone: 270-809- 2018 (Voice) 270-809- 5889 (TDD).

Students with an Individual Education Plan will receive documented services when taking Dual Credit courses on the high school campus with a high school instructor.

Name of High School

High School Official (Printed)

High School Official (Signature)



MURRAY STATE
UNIVERSITY

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Superintendent

Board Chair

Lisa Schmidt

Racer Academy Representative
Murray State University

