

OK AS TO FORM
A.M.H. 6.18.2023

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

I. Purpose

Providing secondary education 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 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, and Work Ready Kentucky Scholarship policies shall be followed at all times. Participants are expected to know and follow policies current at the time of implementation. 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 the 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, where, and 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, 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 JCTC'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 KCTCS is March 1 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 Kentucky Council on Postsecondary Education (CPE)'s 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.

As 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
- Determination of 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 an appropriate syllabus, curriculum, and student learning outcomes
- Determining the textbook and learning resources for the dual credit class
- Providing the student with 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 enrolled 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 Affiliate's 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. JCTC 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 costs 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 school district faculty are the responsibility of the school 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 (ARC).

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

The KHEAA is the agency responsible for administering the Dual Credit Scholarship (DCS) program. Students are eligible to receive the DCS for four successfully completed dual credit courses in their junior and/or senior year. KCTCS is required to return to KHEAA fifty percent (50%) of the dual credit tuition rate for students who do not successfully complete a DCS course. 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 negotiated costs related to unsuccessful students:

- JCTC shall be responsible for the cost of the DCS tuition returned to KHEAA for all unsuccessfully completed scholarship courses offered at 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 due in 30 days.

VI. Approvals

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

This 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 to allow students to enroll in dual credit courses at JCTC.

Martin Pollio
Superintendent
Jefferson County Board of Education

Ty Handy
President
Jefferson Community and Technical College

Date

6-26-23

Date

Appendix A. Western High School Expenses

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

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

Appendix B. Rotary Bridge Program Expenses

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

Expense	Responsible Party		
	JCTC	Affiliate	Student
Transportation	N/A	N/A	X
Textbooks	X	N/A	Textbooks are to be returned useable each semester. Failure to return a useable textbook may result in the student being charged
Digital Content	X	N/A	N/A
Tuition beyond KHEAA managed scholarships	JCTC shall be responsible for its tuition obligations for a maximum of eight dual credit classes per academic year	N/A	N/A
High School classroom consumables	X	N/A	N/A

