

**2024-2025 Dual Credit  
Memorandum of Agreement  
between  
Jefferson Community and Technical College (JCTC)  
and  
Jefferson County Board of Education (Affiliate)**

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**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, their locations, and the modality in which they are offered. JCTC's Dual Credit administrators shall coordinate with academic staff and instructors to identify dual credit courses. 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.

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. 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 require Kentucky Higher Education Assistance Authority (KHEAA)'s approval for the Work Ready Dual Credit Scholarship. Students are expected to pay the dual credit tuition if KHEAA determines the course is not eligible for the scholarship. Courses can be added up until Kentucky Council on Postsecondary Education (CPE)'s snapshot for each semester to ensure accurate data and enrollment. The deadlines are: fall term—October 30; spring term—March 28; summer term—August 13.

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. Affiliate faculty credentialed as

JCTC faculty teaching dual credit courses are responsible for recording grades in PeopleSoft within two business days after the end date of the JCTC course.

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.

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
- 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 the use of appropriate syllabi, 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

### **III. Professional Development for High School Instructors**

Affiliate's instructors new to teaching dual credit are required to attend an orientation provided by JCTC to learn about the dual credit program, academic policies, instructional information, email, BlackBoard, and other relevant information. Current instructors are expected to attend discipline-specific and other professional development sessions as needed to stay current about JCTC policies and the dual credit program.

### **IV. 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 Affiliate's faculty are the responsibility of the Affiliate.

### **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 two successfully completed dual credit courses in their junior and senior years. 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.

## **VI. Roles and Responsibilities**

Per the Kentucky Council on Postsecondary Education's Dual Credit Policy for Kentucky Public and Participating Postsecondary Institutions and Secondary Schools, 2024 Revision Section V, Part F: Student Accommodations

1. If a student with an Individualized Education Plan (IEP) pursuant to the Individuals with Disabilities Education Act (IDEA) participates in a dual credit course, IEP implementation for the dual credit course is not required unless the student's Admissions and Release Committee (ARC) determines that the dual credit course is necessary to provide the student with a Free Appropriate Public Education (FAPE).

When students participate in a dual credit course at their high school with a credentialed high school teacher, notwithstanding whether they have an IEP pursuant to the IDEA or a Section 504 plan pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504), the high school shall provide accommodations to such students as appropriate to meet the requirements of Section 504.

2. If students are taking a course at the postsecondary institution or online, the high school shall inform the postsecondary institution that they may be entitled to accommodations under Section 504. The postsecondary institution shall implement its own Section 504 policies and procedures regarding accommodations, so students receive the appropriate accommodations at the postsecondary institution.
3. Students and high schools should work closely with the college coordinator who helps students with Section 504 accommodations to ensure student needs are met.
4. For more information, see Kentucky Department of Education Question and Answers Related to Dual Credit Courses and Student with Individualized Education Programs (IEPs)<sup>1</sup> and United States Department of Education Increasing Postsecondary Opportunities and Success for Students and Youth with Disabilities.<sup>2</sup>

## **VII. Family Educational Rights and Privacy Act**

The requirements for students under the Family Educational Rights and Privacy Act (FERPA) of 1974 are different for college and high school students. Generally, college students need to give permission to release any information about their college record, including grades and course progress, to their parents and guardians. JCTC shall collect consent from each dual credit student, upon enrollment, authorizing JCTC to provide the Affiliate with the student's records up until six months after the final enrollment in dual credit course work. The dual credit student's parents and guardians may review that information as part of the student's high school record.

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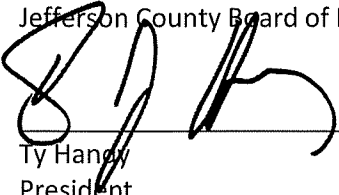
<sup>1</sup> <https://www.education.ky.gov/specialed/excep/forms/Documents/DualCreditQA.pdf>

<sup>2</sup> <https://www2.ed.gov/policy/speced/guid/increasing-postsecondary-opportunities-and-success-09-17-2019.pdf>

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 2024-2025 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



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Ty Handy  
President  
Jefferson Community and Technical College

\_\_\_\_\_  
Date

07/22/2024

\_\_\_\_\_  
Date

## Appendix A. Western High School Expenses

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

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

## Appendix C. List of Participating JCPS High Schools

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Atherton

Ballard

Butler

Central

Doss

duPont Manual

Eastern

Fairdale

Fern Creek

Iroquois

J. Graham Brown

Jeffersontown

Louisville Male

Marion C. Moore

Pleasure Ridge Park

Seneca

The Academy at Shawnee

Southern

Valley

Waggener

Western

Georgia Chaffee TAPP

Liberty

Pathfinder

Phoenix

Breckinridge-Metro

Minor Daniels