

MEMORANDUM OF AGREEMENT
FOR THE HIGH SCHOOL DUAL CREDIT PROGRAM
BETWEEN
SIMMONS COLLEGE OF KENTUCKY
AND
JEFFERSON COUNTY BOARD OF EDUCATION
2024-2025

Introduction and Purpose

The Dual Credit Program (the “Program”), as set forth in this Memorandum of Agreement (Agreement), provides post-secondary education credit for students who complete coursework designated as dual credit by the Simmons College of Kentucky (SCKY) and the Jefferson County Board of Education, doing business as Jefferson County Public Schools (JCPS). Established to promote the SCKY mission and to maintain its commitment to community outreach, the SCKY dual credit program cultivates partnerships with area schools to provide high quality, college-level educational experiences for high school students. The parties agree to work together to ensure program equity and quality. To that purpose, a steering committee comprising both SCKY and JCPS personnel will oversee the program's operation.

Per Kentucky of Department of Education (KDE) website, in Dual Credit, a student is enrolled in a course which allows him/her to earn high school credit and college credit simultaneously. This course may be taught on a college campus or on a high school campus, but it will be in conjunction with a college or university. Dual credit courses must comply with KRS 158.007(8) which defines dual credit as "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."

This Agreement specifies student eligibility, faculty credentialing, eligible courses, credits, withdrawal procedures, grading, program evaluation, and costs.

Non-discrimination and Individual Education Plan

In administering this Dual Credit program, 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, identity, gender expression, veteran status, genetic information, or disability.

Per Federal guidelines, students with an Individual Education Plan (IEP) will receive documented services when taking Dual Credit courses on the high school campus with a high school instructor. Students taking courses at SCKY will be connected to the Falcons Academic Center of Excellence (FACE).

Agreement

1. Teacher/Instructor Eligibility

High school faculty will submit transcripts and curriculum vitae to SCKY for approval of qualifications to teach dual credit courses. The qualifications for teaching these courses will be the same as those required for teaching the campus-based sections of the same course.

A secondary school teacher desiring to offer courses for dual credit through SCKY must have a Master's degree in the content area or a Master's degree in any area with at least eighteen (18) credit hours in the content to be taught. The teacher must be approved as an adjunct instructor by SCKY before the teacher may teach a certified dual credit course. In addition, instructors must also participate in a SCKY orientation prior to offering a course.

Secondary school teachers also must be willing to have their work reviewed by a SCKY coordinator and/or faculty member on a regular basis. This review will include observation of the dual credit classroom, curriculum review, and a sampling of their students' work, and prior approval of final exams. Dual credit instructors and students, as well as administrators and counselors, should become familiar as soon as possible with the college, department, and program policies and guidelines that are associated with the particular course they are teaching, taking, or administering with the understanding that all parties are subject to those same policies and guidelines.

2. Curriculum

Courses offered through the dual credit program will present a rigorous curriculum and will introduce qualified students to college-level work for which they may earn both high school and college credit. Course material, textbooks, and assignments will follow the SCKY course design, objectives, and assessment outcomes. Curriculum alignment before instruction begins will ensure that the dual credit teacher is able to cover both SCKY and high school core content in the chosen course. SCKY faculty reserves the right to determine which courses are eligible for dual credit and what course content should be covered. JCPS shall determine whether and how the JCPS high school will count the dual credit course with respect to graduation requirements.

a. Syllabi

Dual credit students have the right to receive a syllabi by no later than the second class of a course. The syllabi must meet the minimum requirements for General Education courses as well as the requirements for syllabi in the SCKY academic unit offering the courses. All syllabi for dual enrollment courses must include additional statements to ensure students at off-campus instructional sites are provided with notice of available student services as well as their right to submit student complaints.

b. Credit

Students enrolling in and completing a dual credit course will obtain a college transcript. The grade will be automatically recorded on their student record at SCKY. The student must request a copy of his/her transcript to forward the grade to another college or university. Students should check with colleges or universities outside Kentucky to determine if they will accept SCKY dual credit courses.

c. Withdrawal from Course

If a participating student is not able to successfully complete the required coursework, the student may submit a letter requesting to be withdrawn from the course as long as it is within program defined deadlines. A “W” will appear on the student’s record at SCKY, but this will not affect his/her SCKY grade point average. Reimbursements of course fees follow the SCKY schedule. Students who want to withdraw after the defined deadlines must petition the SCKY Vice President for Academic Affairs.

The effective withdrawal date is the date on which the withdrawal is processed in the Student Records System. This date is used in calculating any applicable reimbursement. The instructor will give the student a grade based on their class records or the grade will revert to an “F” without proper withdrawal from the class.

d. Grading

All SCKY academic courses will become part of the student’s permanent record at SCKY. Student records generated pursuant to this Agreement will be retained and disseminated, including any exchange between SCKY and JCPS, in accordance with the Family Educational Rights and Privacy Act. Only students will be allowed access to their own college grades and records. To obtain a student’s college grades or records, parents/guardians must have a release form completed and signed by the student.

Students will receive grades for dual credit based on the SCKY grading scale. High school teachers will communicate this grading scale to students, parents, and the school community on a routine basis. The grading scale should appear in the course syllabus and be posted in the classroom. High school credit will also be awarded by the JCPS high school upon successful completion of the course requirements.

If a student is taking a class at their high school, the high school teacher is required to report the student’s final grades to SCKY. If the student is taking classes at SCKY, then SCKY is required to submit a final grade report to the high school.

3. Program Evaluation and Follow Up

High school faculty teaching dual credit courses will be evaluated consistent with the manner in which SCKY evaluates its instructors. Classroom visits by SCKY dual credit personnel and faculty will provide one avenue for ensuring that instructors teach appropriate content at appropriate levels for college credit. Student portfolio review will also provide a means for determining content coverage and student mastery of that content.

A key component of program evaluation is determining participant access to post-secondary education after high school, as well as student success with their pursuit of post-secondary education. The program’s continuance will depend, in part, on the results of data, including rates of transition to post-secondary education and the number of students who require preparatory classes before pursuing additional coursework.

4. Facilities

All school district and/or site liaisons are responsible for ensuring all classroom spaces hosting dual credit courses are safe and free of known hazards. In addition to following the requirements outlined by their district, the [Kentucky Department of Education](#), the [Kentucky Cabinet for Health and Family Services](#), school district and/or site liaisons are responsible for notifying the SCKY Dual Credit Program Coordinator and the SCKY academic program coordinator and/or faculty liaison if a site and/or classroom space has a hazard or is otherwise deemed unsafe for student occupancy.

For courses requiring specialized equipment and/or classroom environments, the SCKY coordinator and academic unit must provide an initial inspection of the classroom prior to scheduling the dual credit courses to ensure they are adequate to meet stated course objectives. Ensuring compliance with these guidelines is the responsibility of the SCKY coordinator.

5. Tuition and Fees

Application fees are waived for all dual credit student applicants.

Students will be responsible for course tuition costs. Tuition may vary from year-to-year in accordance with regular tuition increases. The SCKY dual credit course tuition rate is set at the amount allowed by state law. It is the student's responsibility to pay for textbooks and other supplies.

Students may be eligible for the Kentucky Dual Credit Scholarship. Eligible students may receive a scholarship for up to two classes. This program is administered by the Kentucky Higher Education Assistance Authority (KHEAA). In the case where a dual credit scholarship student does not successfully complete a course, SCKY will waive the tuition costs.

Students eligible for the JCPS free and reduced lunch program may have tuition waived for students' classes not covered by the Kentucky Dual Credit Scholarship. Such students must provide documentation that they are eligible for free and reduced lunch program when they submit their registration forms at the beginning of the semester.

Students whose accounts are not paid by the established semester deadlines may be subject to financial penalties and may have a financial hold placed on their records at SCKY. Students placed on financial hold become ineligible for further registration and transcripts will not be released until the student account is paid in full.

Dual Credit Scholarship (DCS) Requirements

The Dual Credit Scholarship provides assistance for Kentucky high school and home school students who are taking dual credit classes at a participating Kentucky college or university. Eligible students may receive scholarships for up to two classes.

- Student must:
 - Be a Kentucky resident; and
 - Be enrolled in a Kentucky public or private high school, or Kentucky home school, in grades 11 or 12; and

- Be enrolled, or approved for enrollment, in an approved dual credit class at a participating Kentucky college or university; and
- Complete a 30-minute college success counseling session each year a scholarship is awarded.
- Award:
 - Equal to dual credit class amount charged by the participating college or university.
 - Limited to two dual credit classes.
 - May not be used for developmental, remedial or repeated classes.
- Participating colleges and universities have agreed to:
 - Charge no more than the dual credit tuition ceiling rate, which is 1/2 of the KCTCS hourly tuition rate (\$93 per credit hour for the 2023-2024 year), for all dual credit classes taken by Kentucky high school and home school students regardless of scholarship eligibility.
 - Charge no additional fees to dual credit students including, but not limited to, lab fees, special equipment and admission/application fees.
- Application:
 - Kentucky public and private high school students:
 - The student's high school will send information to KHEAA identifying the students taking dual credit. KHEAA will, in turn, contact students to obtain college and semester preferences for scholarship use.
 - Kentucky home school students:
 - Complete and submit the Dual Credit Scholarship Application.
 - The deadline for submitting a 2023-2024 year application is October 1, 2023 for the fall semester and March 1, 2024 for the spring semester.
- Other:
 - KHEAA will notify all applicants of their award or denial status.
 - Scholarship funds will be disbursed by KHEAA to the student's participating college or university upon receipt of enrollment verification.

Work Ready Kentucky Dual Credit Scholarship Requirements

- A high school student must:
 - Be a Kentucky resident.
 - Be enrolled in grades 9-12 at a Kentucky high school.
 - Be enrolled, or accepted for enrollment in, an approved dual credit course at an eligible institution.
 - Approved dual credit courses are limited to Career and Technical Education (CTE) coursework that is in a career pathway approved by the Kentucky Department of Education as leading to an industry-recognized credential.
- Application:
 - The student's high school will send information to KHEAA identifying the students who enrolled in CTE coursework. KHEAA will, in turn, contact students to have them submit their preferences for college and semester of scholarship use.
 - Funds are awarded on a first-come, first-served order based on the date students submit their scholarship preferences.
 - The deadline to submit a Work Ready Dual Credit scholarship request for the 2023-2024 year is March 1, 2024.

- Award:
 - Equal to the dual credit course amount charged by an eligible college or university.
 - Limited to two approved CTE dual credit courses per year.
- Participating colleges and universities have agreed to:
 - Charge no more than the dual credit tuition ceiling rate, which is 1/2 of the KCTCS hourly tuition rate (\$93 per credit hour for the 2023-2024 year), for all dual credit courses taken by Kentucky high school students regardless of scholarship eligibility.
 - Charge no additional fees to dual credit students including, but not limited to, lab fees, special equipment and admission/application fees.

6. Unsuccessful Students

"Unsuccessful Student" means one that fails the course or withdraws after the deadline. Postsecondary institutions will be allowed to keep 50% of the amount disbursed for a course that is not successfully completed for students who are part of the Dual Credit Scholarship. For Dual Credit Scholarship students SCKY will not charge JCPS the remaining 50% tuition for unsuccessful students.

Students/families will be responsible for paying for a course that is not successfully completed for students who are not awarded the KHEAA Dual Credit Scholarship.

7. Funding

This Agreement shall not be interpreted as a commitment of funds by either party.

8. Term and Review

This Memorandum of Agreement shall be effective when it has been signed by all parties below, and shall have an initial term that shall expire on June 30, 2024. This Agreement shall be auto renewed for up to 5 years unless otherwise terminated as set forth below. Any revisions to this Agreement must be made in writing and signed by both parties. Either party may terminate the Agreement annually provided that the party desiring to terminate has given written notice of intent to do so at least ninety (90) days in advance of the then-current term.

9. Miscellaneous

Any notices required or permitted to be given by this Agreement must be (i) given in writing, and (ii) personally delivered or mailed, by prepaid, certified mail, or overnight courier, or transmitted by facsimile or email transmission, to the party to whom such notice is directed, to the mailing address, facsimile, or electronic mail address of such party as contained on Attachment C hereto.

JCPS acknowledges that Simmons College of Kentucky is obligated to comply with the Family Educational Rights and Privacy Act ("FERPA"). JCPS shall not use or disclose data/information received by JCPS or disclosed to JCPS that is defined as an educational record by FERPA, except as necessary to provide the services to/perform the activities for SCKY and any individuals (e.g. employees) of the college (or to any other party that satisfies the definition of "School Officials" with a "legitimate education interest" as those terms are defined in FERPA with written approval by the

University) in connection with this Agreement. The nature of the services/activities being conducted under this Agreement are such that JCPS is considered as a "School Official" (as that term is defined in FERPA) with a "legitimate educational interest" in having access to these educational records that are protected by FERPA and, therefore, JCPS agrees that, with respect to these education records that are protected by FERPA that JCPS accesses, receives, stores, or controls, JCPS will comply with all obligations that FERPA imposes on a "School Official". JCPS will use these educational records only for fulfilling its duties under this Agreement.

To the extent JCPS receives Personal Information¹ as defined by and in accordance with Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 6 I .931 -934 (the "Act"), JCPS shall secure and protect the Personal Information (and ensure the same of its agents or subcontractors having access to the Personal Information) by, without limitation: (i) complying with all requirements applicable to non-affiliated third parties² set forth in the Act; (ii) utilizing security and breach investigation procedures that are appropriate to the nature of the Personal Information disclosed, at least as stringent as JCPS uses to protect its own confidential information, and reasonably designed to protect the Personal Information from unauthorized access, use, modification, disclosure, manipulation, or destruction and that meet industry standard practices for protecting Personal Information from unauthorized access, use, modification, disclosure, manipulation, or destruction; (iii) notifying the Simmons College of Kentucky of a security breach relating to Personal Information in the possession of JCPS or its agents or subcontractors within seventy-two (72) hours of discovery of an actual or suspected breach unless the exception set forth in KRS 61.932(2)(b)(2) applies and JCPS abides by the requirements set forth in that exception; (iv) paying all costs of notification, investigation and mitigation in the event of a security breach of Personal Information caused by the actions or inactions of JCPS ("NIM Costs"); (v) cooperate with the Simmons College of Kentucky in complying with the response, mitigation, correction, investigation and notification requirements of the Act including undertaking a prompt and reasonable investigation of any security breach; and (vi) at Simmons College of Kentucky discretion and direction, handling all administrative functions associated with notification, investigation and mitigation, in accordance with the Act's requirements.

As SCKY maintains control over dual credit classes and digital resources for dual credit classes, SCKY is responsible for Affiliate's student information enrolled in dual credit courses while using SCKY's

¹ "Personal Information" is defined in accordance with KRS 61.931(6) as "an individual's first name or first initial and last name; personal mark; or unique

biometric or genetic print or image, in combination with one (1) or more of the following data elements:

- a) An account, credit card number, or debit card number that, in combination with any required security code, access code or password, would permit access to an account;
- b) A Social Security number;
- c) A taxpayer identification number that incorporates a Social Security number;
- d) A driver's license number, state identification card number or other individual identification number issued by an agency;
- e) A passport number or other identification number issued by the United States government; or
- f) Individually Identifiable Information as defined in 45 C.F.R. sec. 160.013 (of the Health Insurance Portability and Accountability Act), except for education records covered by the Family Education Rights and Privacy Act, as amended 20 U.S.C. sec 1232g."

² Per KRS 61.931(5), a "non-affiliated third party" means "any person or entity that has a contract or agreement with the Commonwealth and receives (accesses, collects or maintains) personal information from the Commonwealth pursuant to the contract or agreement."

chosen digital resource vendor, including maintaining the security of that information. To the extent permitted by Kentucky law, SCKY shall indemnify and defend Affiliate from any claims related to unauthorized access to Affiliate's student information through SCKY's system or through any digital resource vendor or software provider required for any SCKY courses.

This Agreement is the entire agreement between JCPS and SCKY and supersedes any and all agreements, representations and negotiations, either oral or written, between the parties regarding the subject matter herein. If any part of this Agreement is held to be void, against public policy or illegal, the balance of this Agreement shall continue to be valid and binding. No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of this Agreement. In carrying out their responsibilities, the parties shall remain independent contractors, and nothing herein shall be interpreted or intended to create a partnership, joint venture, employment, agency, franchise or other form of agreement or relationship. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky.

In carrying out their responsibilities, the parties shall remain independent contractors, and nothing herein shall be interpreted or intended to create a partnership, joint venture, employment, agency, franchise or other form of agreement or relationship. JCPS faculty and staff who participate in this program shall remain employees of Jefferson County Public Schools.

Neither Jefferson County Public Schools nor SCKY assumes any liability arising from the acts or omissions of the other party.

The parties agree not to assign this Agreement without the prior written consent of the other party.

This Agreement may only be amended by a writing signed by the parties.

In testimony thereof, witness the duly authorized signatures of the parties hereto:

Secondary Institution: Jefferson County Public Schools

Dr. Marty Polio Superintendent

Date: _____

Postsecondary Institution: Simmons College of Kentucky

Dr. Kevin Cosby, President

Date: _____

Recommended By:

Frank Smith, Jr., Senior Vice President/COO

Date: _____

Javan Reed, Vice President Academic Affairs

Date: _____

DeMarcus Hopson, Vice President Enrollment Management

Date: _____

Attachment A
Simmons College of Kentucky

1. Student Eligibility

LIST ADMISSIONS REQUIREMENTS

Dual Enrollment Program Admissions Requirements

1. **Academic Eligibility:**
 - Students must be currently enrolled in 11th or 12th grade at an accredited high school.
 - Applicants must have a minimum cumulative GPA of 2.75 or higher on a 4.0 scale.
2. **Recommendation Letter:**
 - Each student must provide a recommendation letter from a high school teacher or counselor, highlighting their academic achievements, work ethic, and readiness for college-level coursework.
3. **Standardized Test Scores:**
 - Submission of standardized test scores (e.g., SAT, ACT, or equivalent) is optional.
 - While there is no strict minimum score required, higher test scores will be considered favorably during the selection process.
4. **Statement of Purpose:**
 - Applicants must submit a well-crafted personal statement outlining their reasons for applying to the dual enrollment program.
 - The statement should demonstrate their passion for learning, commitment to academic excellence, and how the program aligns with their future educational and career goals.
5. **Interview (Optional):**
 - While not mandatory, selected applicants may be invited for an interview as part of the admissions process. The interview will allow students to showcase their communication skills, enthusiasm, and potential for success in the program.
6. **Parent/Guardian Consent:**
 - Parental or guardian consent is required for students to participate in the dual enrollment program.
 - Parents/guardians must be willing to support and commit to the student's participation in college-level courses.
7. **Space Availability:**
 - The dual enrollment program is limited in capacity. Acceptance into the program is subject to available space and resources.

Application Process:

1. Students interested in applying to the Dual Enrollment Program must complete the online application form available on the SCKY website.
2. All required documents, including the recommendation letter, standardized test scores, and statement of purpose, should be submitted through the application portal.
3. The application deadline for the Spring 2024 semester is December 8, 2023. Late applications will not be considered.
4. Admissions decisions will be communicated to applicants by December 13, 2023.

We believe that the Dual Enrollment Program at SCKY will be an enriching experience for students, providing them with the tools to excel academically and prepare for their future educational endeavors. If you have any questions or need further information, please do not hesitate to contact our admissions office.

2. Approved Courses

The following courses are approved to be offered as dual credit between SCKY and JCPS:

General Education Courses

- FRE 101 – Pathways to Success
- HIS 207 – African American History
- MAT 101 – Contemporary Mathematics
- MAT 111 – College Algebra
- ENG 101 – English Composition I
- ENG 102 – English Composition II
- PHI 200 – Critical Thinking/ World View (World History)
- POL 101 – American Government & Politics
- PSY 101 – Foundations of Psychology
- SCI 101 – Life Science
- SOC 101 – Foundations of Sociology
- BUS 101 – Foundation of Business and Society

Additional Courses

- ART 102 – Introduction to Theatre
- BUS 101 – Foundation of Business and Society
- CIS 100 – Introduction to Computers
- COM 100 – Public Speaking
- COM 101 – Foundations of Communication
- COM 201 – Communication and Culture
- ECE 101 – Introduction to Early Childhood Education
- ENG 203– African American Literature
- FRE 101 – Foundations of Success
- HIS 207 – African American History
- MUS 100 – Fundamentals of Music
- WGS 101 – Introduction to Women and Gender
- FRE 100 – History of Simmons University Seminar
- BFI 101 – Introduction to Black Film and Media Studies
- BFI 201 – Advanced Black Film and Media Studies
- BFI 203 – Introduction to Audio Production for Film
- BFI 204 – Applied Audio Production for Film

- BFI 301 – Screenwriting and Scriptwriting

3. Responsibilities and Expectations

SCKY

SCKY designates a Dual Credit Coordinator to be the liaison with JCPS to ensure compliance with this agreement when the instructor of record is a credentialed high school teacher. This person will:

- Provide copies of SCKY syllabi for the courses being offered
- Provide reference to free resources for teachers to supplement instruction for courses being offered
- Review teacher transcripts and CV/Resumes to determine eligibility for part-time instructors
- Ensure facility space and equipment used for instruction at high school are comparable to the facility space and equipment used for instruction at SCKY and appropriate to meet the stated learning objectives of the course.

Jefferson County Public Schools

Upon participation in this program, the high school will appoint a liaison to work directly with the SCKY Dual Credit Coordinator. This person will:

- Oversee teacher credentials and ensure that instructors meet the faculty credentialing requirements.
- Communicate and work with SCKY to ensure all aspects of this agreement are met.
- Ensure courses are aligned with the content required to be eligible for the Dual Credit Scholarship.

SCKY Faculty

The SCKY faculty member associated with each course will:

- Provide asynchronous instruction of course as outlined in the approved course syllabus
- Collaborate with high school teacher liaison to deliver course and provide student support
- Maintain up-to-date grades in CANVAS viewable to all administrative course participants
- Ensure that high school teacher liaison is added to CANVAS prior to the 1st day of classes
- Routinely meet with high school teacher liaison throughout the term, as determined by SCKY faculty and teacher liaison, if applicable
- Coordinate any synchronous learning opportunities between self, high school teacher liaison, and students as needed.

High School Teacher as Lead Teacher:

A high school teacher that is the lead teacher will:

- Use articles or reference materials recommended by SCKY faculty.
- Utilize the approved syllabus for instruction of each offered course
- For each student engaging in dual credit courses, the teacher will communicate with each student the following responsibilities:
 - Students will meet all course requirements outlined in the syllabus,
 - Students will complete the online application for Admission.

- Student withdrawal policy for dual credit courses up until the SCKY withdrawal deadline. DCS grade report will reflect "W" indicating course withdrawal.
- Students enrolled in dual credit courses not covered by the KHEAA Dual Credit Scholarship (DCS) or the Work Ready Kentucky Scholarship (WRKS) will be responsible for payment of tuition charges not to exceed the Dual Credit Tuition Rate Ceiling.
- Attend regular program cross-functional meetings as appropriate.

High School Teacher as Liaison

A high school teacher serving in the role as the liaison who works jointly with a SCKY faculty member will:

- Serve as support instructor to SCKY faculty of record
- Provide synchronous time for students to complete assignments and receive support
- Responsible for remediation, extension, and daily student support
- Coordinate any synchronous learning opportunities between SCKY faculty and students as needed
- Routinely meet with SCKY faculty throughout the term, as determined by SCKY faculty and teacher liaison
- Monitor student progress in course through CANVAS
- Provide proactive advising and support to all students
- Communicate with school leadership, SCKY faculty, and dual credit coordinator about student progress and concerns
- Report any hazards in the classroom that make the space unsuitable for instruction to the SCKY Dual Credit Program Coordinator.

Attachment B

Additional Syllabi Requirements for Dual Enrollment Courses

In addition to the standard elements required on syllabi by SCKY, course syllabi for dual credit classes must also include the following components:

- **SCKY – Falcons Academic Center of Excellence (FACE)**

Students enrolled in courses while earning high school and SCKY credit are considered SCKY students who have been admitted under the designation of dual credit. As such, you have access to student and academic support services to promote your success in SCKY enrolled courses. These resources can be accessed on the main campus at 1018 S. 7th Street, Louisville KY 40203 and many of the academic and student support services are also accessible online.

Students enrolled in dual credit courses being offered at a high school who require accommodations should continue to utilize their Individualized Education Program (IEP) and other resources that have been available to them previously through their high school. Students enrolled as dual credit students taking courses on SCKY's campus must contact FACE to request accommodations. To learn more, please contact Mrs. Ingrid Bowman-Thomas at ibowmanthomas@simmonscollegeky.edu

- **SCKY Library**

Students enrolled in dual credit courses are considered SCKY students who have been admitted as high school visitors. As such, you have access to SCKY Library resources. You may access The SCKY Library online at [Intro - Welcome to the Library - Library Homepage at Simmons College of Kentucky \(libguides.com\)](http://libguides.com)

- **Student Complaints**

Students are encouraged to resolve complaints at the appropriate level of dispute; however, should this approach fail or be inappropriate, students may submit written complaints through an online complaint form. To learn more about the SCKY student complaint process, please contact Mrs. Debbie McDonald at dmcDonald@simmonscollegeky.edu

Attachment C
SCKY Contact Information

Simmons College of Kentucky
1018 S. 7th Street
Louisville, KY 40203
(502) 776-1443
www.simmonscollegeky.edu

Dr. Javan Reed
Vice President of Academic Affairs
jreed@simmonscollegeky.edu
(502) 776-1443 x 5204

Dr. DeMarcus Hopson
Vice President of Enrollment Management
dhopson@simmonscollegeky.edu
(502) 776-1443 x 5186

Dr. Tytianna Ringstaff
Director of the Digital Teaching and Learning (DTAL) Center
tringstaff@simmonscollegeky.edu
(502) 776-1443 x 5127