

AMH 12-30-2024

**Memorandum of Agreement
between
Bellarmine University (BU)
and
Jefferson County Board of Education (JCBE)**

I. Purpose

Providing secondary education students with dual credit opportunities is a proven educational strategy with the capacity to complement and maximize the success of our educational initiatives. Effective dual credit systems have impact both at the secondary and postsecondary levels, providing opportunity for collaboration.

Thus, this Memorandum of Agreement (MOA) is mutually executed between Bellarmine University (BU), and the Jefferson County Board of Education (JCBE). All policies established herein shall always be followed by both parties. Participants are expected to know and follow policies current at the time of implementation.

II. Dual Credit Courses

A dual credit course is a college-level course 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 the course. 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 BU to determine the dual credit courses it will offer, their locations, and the modality in which they are offered. BU's Dual Credit administrators shall coordinate with academic staff and instructors to identify dual credit courses. Dual credit courses are BU-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 BU campus.

Dual credit courses offered by BU will be listed on BU's Dual Credit Course list; students will only receive dual credit for courses included on the list. Courses can be added up until the published drop/add deadline on Bellarmine's academic calendar, to ensure that Kentucky Council on Postsecondary Education (CPE)'s enrollment deadlines for each semester are met (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 Jefferson County Public Schools (JCPS) have the same rigor as those offered on the BU campus. JCPS faculty credentialed as BU faculty teaching dual credit courses are responsible for recording grades in accordance with the respective dates outlined via the BU academic calendar.

BU shall submit final letter grades (standard college letter grades – A, B, C, D, W, F) to the appropriate JCPS personnel for the dual credit courses offered. No numeric grade data will be submitted. Dual credit students may not declare the pass/fail option.

Dual credit courses should be meaningful to students and the pathway they intend to follow. Coursework should be useful for a student if/when they transfer to postsecondary institutions and count towards the credential they will be working towards.

To participate in a dual credit course, high school students must have an unweighted, cumulative high school GPA of 2.5. Once admitted, they must meet the BU minimum GPA requirement to enroll in subsequent courses. To take dual credit courses, they must also meet a course's prerequisites, if any.

As per Southern Association of Colleges and Schools Commission on Colleges policy, BU must maintain control over dual credit courses. 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

All dual credit courses offered shall be available to any JCPS High School and high school students enrolled in JCPS schools or programs that meet the minimum criteria for BU participation.

III. Professional Development for High School Instructors

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

IV. Student Fees and Payments

Tuition for a dual credit course is set by KRS 164.786. BU 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 JCPS 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;
- Bookseller charges (eg. Follett, Barnes and Noble); 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.).

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. BU 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, F, and W are not considered successful completion. In the event BU must return 50% of the dual credit tuition rate for an unsuccessful course completion, BU cannot charge students to recover the cost of the returned tuition.

VI. Roles and Responsibilities

Per CPE's Dual Credit Policy, JCPS shall provide accommodations for students who enroll in courses at an affiliated location according to the student's plan. For courses taken at BU, a JCPS liaison shall notify BU that students may be entitled to accommodations.

To promote campus connection and engagement, BU strongly encourages at least one on-campus engagement experience for dual credit students. JCPS shall be subject to providing the same accommodations and expenses (eg. transportation and meals) to support this supplemental activity.

Current dual credit students shall be eligible to access academic services, as needed, to support adequate academic success and satisfactory course completion while enrolled at BU.

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/guardians. BU shall facilitate the process of managing consent for each dual credit student and their parent/guardian, upon enrollment, authorizing proxy access to the student's records throughout enrollment in dual credit course work at BU. The dual credit student's parents/guardians may review that information as part of the student's high school record.

VIII. Terms of Agreement

This agreement may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials in accordance with applicable Kentucky state laws and regulations. Written notice of intention to withdraw from, terminate, or modify this agreement will be submitted by the following signatories (or their designee) at least 60 days prior to the proposed date of termination/withdrawal. Should a decision be made to modify or dissolve this agreement, students already enrolled in a dual credit course at BU at the time will be permitted to continue so long as their academic performance remains in good standing. This agreement may be executed through two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. For any signature delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such shall create a valid and binding

obligation of the party executing (or on whose behalf it is executed) with the same force and effect as if such facsimile or .pdf signature page were an original thereof.

IX. Approvals

This MOA shall be effective when it has been signed by all parties below and shall have an initial term that shall expire on June 30, 2025. The Agreement shall be automatically renewed for up to five (5) years unless otherwise terminated as set forth above.

Martin Pollio, Ed.D.
Superintendent
Jefferson County Board of Education

Susan M. Donovan

Susan M. Donovan
President
Bellarmino University

Date

1/13/25

Date

Appendix A. High School Expenses

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

Expense	Responsible Party		
	BU	JCPS	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
Secondary faculty compensation	N/A	Responsible	N/A
High School classroom consumables	N/A	Responsible	N/A