

**MEMORANDUM OF AGREEMENT:  
DUAL CREDIT OF WESTERN KENTUCKY UNIVERSITY  
2025-2026**

This agreement designates the responsibilities of the Dual Credit program of Western Kentucky University and Schools related to the identification and implementation of dual credit courses offered at the high school.

**1. DESCRIPTION OF THE PROGRAM**

Dual Credit at Western Kentucky University provides qualified high school students the opportunity to take university courses and earn credit at WKU at a significantly discounted tuition. Dual Credit courses are university courses for which the students' high schools award credit as part of their high school curriculum. The purpose of Western Kentucky University's Dual Credit program is to provide enrichment opportunities to academically prepared students who are ready for the challenge of university coursework.

**2. CONTACT PERSONNEL**

The following individuals are identified as contact personnel to perform this project:

Brittney Sholar, Dual Credit Program Manager  
Western Kentucky University  
1906 College Heights Blvd  
Wetherby Admin Building (WAB), Office 305  
Bowling Green KY 42101  
phone: 270-745-3418  
email [Brittney.sholar@wku.edu](mailto:Brittney.sholar@wku.edu)

**3. RESPONSIBILITIES OF WKU DUAL CREDIT**

WKU Dual Credit provides university courses to qualified high school students. Courses are offered to students within the high school setting, taught by high school teachers who have been approved through WKU's academic department. WKU Dual Credit also offers online courses, which may qualify for the state's dual credit scholarship (dependent upon whether or not the high school will award credit for the university course). Courses offered at a high school through WKU Dual Credit have been agreed upon by Dual Credit staff and high school guidance counselors and/or principals. WKU Dual Credit collaborates with school leadership to set courses each term.

WKU Dual Credit meets with students in the program to provide information, assist in the registration process, and to answer questions. Our staff will register students to their course(s) and mail out confirmation of registration, information regarding WKU student information systems, and their student ID card. Additionally, WKU or high school staff will proctor the online Math Placement Exam (MPE) at the high school for students wishing to enroll in Math 116 - College Algebra.

To support the instructors, the Dual Credit Program connects those who teach in the program with academic support through respective university departments / divisions, assists instructors with the submission of their grades, and provides.

contact information for high school personnel. Specifically, the Dual Credit program's responsibilities for the high school will include providing program information; informing guidance counselors of course prerequisites and student criteria for specific courses; and notifying instructors and the respective guidance counselor(s) of any student registration changes.

#### **4. Student Participation Eligibility**

The Kentucky Council on Postsecondary Education sets the minimum admission standards for students who wish to enroll at Kentucky public postsecondary institutions. Based on 13 KAR 2:020, students admitted to any Kentucky public postsecondary institution taking dual credit courses must have an unweighted high school GPA of at least 2.50.

#### **CPE-Approved College Readiness Indicators**

As a state institution, WKU must recognize the CPE-approved readiness indicators for reading, writing (English), and math courses. We are not permitted to include additional, non-approved metrics. For all subjects, the approved assessments are ACT, SAT, KYOTE, GED, and ACCUPLACER. Additionally, math considers ALEKS PPL. As of Fall 2022, unweighted high school GPA is also an indicator of readiness. To review the thresholds by subject area for each of these indicators, review the table at <https://www.wku.edu/getready/course-placement.php>. Student taking WKU College Algebra in their High School will need one of the indicators listed on the table as well as a 14 on the MPE offered through WKU.

#### **5. COSTS**

WKU participates in Kentucky's Dual Credit Scholarship program, which means students who participate in our program are eligible to receive the scholarship. Tuition for dual credit courses at WKU shall be no more than 1/2 of the in-state resident undergraduate tuition of KCTCS. Therefore, the tuition of WKU Dual Credit is on an annual review basis. Yearly updates to the tuition will be shared with students through the WKU Dual Credit website and in invoices sent to our students' homes.

For the 2025-2026 academic year, WKU Dual Credit tuition will be set by the WKU Board of Regents in June 2025.

An application fee is not required from dual credit students. If a dual credit student applies to WKU as a degree-seeking freshman, then that application would require the regular application fee.

Some dual credit courses will require textbooks or materials. The cost for these will be the responsibility of the student. The KHEAA scholarship does not cover the cost of textbooks or course materials.

## **6. INSTRUCTORS**

WKU Dual Credit courses are primarily taught by qualified high school teachers. In order to be approved to teach for WKU they must have the appropriate academic background, which usually consists of a master's degree and 18 graduate hours in the field they wish to teach and gain the approval of the respective department head.

## **7. ACADEMIC LIAISON**

In each of our academic areas WKU assigns a university faculty member to serve as our academic liaison for dual credit teachers in their content area. The liaison's role is to guide and assist the dual credit teacher in the development of the WKU course, and to serve as a resource for course content and academic feedback.

## **8. RESPONSIBILITIES OF THE HIGH SCHOOL**

High Schools must provide written notification of the courses they plan to offer to WKU Dual Credit prior to each semester and/or academic year. It is recommended that schools inform Dual Credit of their plans for courses prior to each semester and/or academic year within the following timeline.

WKU Dual Credit needs course schedule plans by April 15 for the following fall semester and October 15 for the following spring semester.

These dates should also be the deadlines for schools to provide Dual Credit with names and contact information of new/potential dual credit students for the upcoming academic year. High school officials will assist with recommending students for dual credit coursework; ensure course prerequisites and student criteria are met; and provide support for instruction including space, scheduling, and technology.

**It is recommended that schools inform and receive signed permission from the parent/guardian of students who plan to participate in WKU Dual Credit courses.**

## **9. PERIOD OF PERFORMANCE**

This agreement is effective upon delivery and receipt of the signed copy for each respective district and will be in place for the 2025-2026 academic year.

## **10. Students with IEPs**

Per Federal guidelines, students with individual Education Plans (IEPs) will receive documented services when taking dual credit courses on the high school campus with a high school instructor. Students taking courses at WKU (including online courses taught by WKU faculty) will receive accommodations from WKU's Student Accessibility Resource Center.

## **11. Inclusivity Policy**

WKU Shall not discriminate on the basis of race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions.

## 12. Digital Security

As Western Kentucky University maintains control over dual credit classes, and digital resources for dual credit classes, WKU is responsible for student information enrolled in dual credit courses while using WKU chosen digital resource vendor(s), including maintaining the security of that information. To the extent permitted by Kentucky law, WKU shall indemnify and defend partnering schools from any claims related to unauthorized access to student information through WKU system or through any digital resource vendor or software provider required for any WKU courses.

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Superintendent

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Dr. Robert Fischer  
Provost and Vice President for Academic Affairs  
Western Kentucky University

