

**2025-2026 Dual Credit
Memorandum of Agreement
between
Jefferson Community and Technical College (JCTC)
and
Marion 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 an 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.* The 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 students 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. The KCTCS-KDE MOU for 2025-2026 includes specifics to what this includes.

III. Professional Development for High School Instructors

Affiliate's instructors new to teaching dual credit are required to attend a JCTC orientation to learn about the dual credit program, academic policies, instructional information, email, BlackBoard, and other relevant information. 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. Roles and Responsibilities

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

VI. 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.

VII. 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 2025-2026 academic year. A copy of this executed MOA shall be submitted to the KCTCS Provost's office.

Christopher Brady
Superintendent
Marion County Board of Education

Date

Ty Handy
President
Jefferson Community and Technical College

Date

Appendix A. 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	N/A	N/A	Responsible
Digital Content	N/A	N/A	Responsible
Tuition beyond KHEAA managed scholarships	N/A	N/A	Responsible
High School classroom consumables	N/A	N/A	Responsible