

MEMORANDUM OF UNDERSTANDING: JCBE DUAL ENROLLMENT PROGRAM

This Memorandum of Understanding (MOU) is entered into on _August 19_, 2025, by and between Bellarmine University (Bellarmine), with its principal place of business located at 2001 Newburg Road, Louisville, KY 40205, and the Jefferson County Board of Education (JCBE or Affiliate), with its principal place of business located at 3332 Newburg Road, Louisville, KY 40218. This MOU refers to Bellarmine and Affiliate collectively as “the parties.”

Now, therefore, in consideration of the mutual understanding and covenants herein expressed, the parties do hereby agree as follows:

Description of the Program

The purpose of this MOU is to formalize a partnership between Bellarmine University and Jefferson County Board of Education (JCBE) to implement the Career-Ready BSN Dual Enrollment Program. This program allows eligible high school students from JCBE to enroll in college-level coursework at Bellarmine University with the goal of progressing toward a Bachelor of Science in Nursing (BSN) degree. Students will complete the theory and laboratory components of their coursework on Bellarmine’s campus, and the clinical component at local Norton Healthcare facilities. All courses will follow Bellarmine’s academic calendar and curriculum standards, and students will be required to meet Bellarmine’s admission and participation criteria, including any applicable prerequisites.

Performance by Affiliate

Affiliate shall support student recruitment and enrollment by providing information to eligible students and their families. Affiliate shall collaborate with Bellarmine to develop and distribute promotional materials that clearly explain the program, including eligibility criteria and participation expectations. Affiliate shall ensure appropriate supports for students with IEPs or other identified needs.

Performance by Bellarmine

Bellarmino shall provide course content, instruction, and academic oversight of the above-mentioned program. Bellarmine will designate a liaison to serve as the primary contact and resource for JCBE and will work collaboratively to maintain open communication and a positive

partnership. Bellarmine will also provide timely updates on academic progress and enrollment status for participating students.

FERPA Compliance

The Parties agree to comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 CFR Part 99, and all applicable state laws and regulations relating to the privacy and confidentiality of student education records. BCPS designates Bellarmine University and its personnel as “school officials” with a legitimate educational interest, as defined under FERPA, for the purpose of sharing education records of participating students. This designation allows Bellarmine to access student records to provide academic and support services related to the dual enrollment program. The Parties agree not to disclose any education records, or personally identifiable information obtained from such records to any other party without the prior written consent of the student and/or parent, unless otherwise authorized under FERPA.

Cyber Security

As Bellarmine maintains control over the dual enrollment classes and digital platforms utilized in the delivery of those classes, Bellarmine is responsible for safeguarding the student data accessed through its systems. Bellarmine shall indemnify and defend JCBE from any claims related to unauthorized access to JCBE student information via Bellarmine systems or third-party vendors required for course participation.

Terms of MOU

This MOU shall be effective as of the date indicated above and shall remain in effect for five (5) years or until terminated by either party. Either party may terminate this MOU with thirty (90) days written notice. In the event this MOU is terminated, any and all students enrolled in courses at the time of termination will be permitted to complete the course(s) under the terms specified in this MOU and maintain progress toward degree completion without interruptions. This MOU contains the entire understanding of the parties and replaces all other agreements or understandings, written or verbal, relating to the subject matter herein.

Payment Structure

Students shall be assessed tuition and fees at the rate established by Bellarmine for this program. Given that high school students are ineligible for federal financial aid, enrollment in this program will require the completion of a separate agreement between the student, parent, and Norton Healthcare, who will fund student enrollment. Affiliate and Bellarmine may establish separate agreements or billing arrangements as needed to facilitate access and participation.

JCBE Students with IEPs

Bellarmino is committed to ensuring accessibility for all students and complies with federal and state disability laws. 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 high school staff. Students taking courses at Bellarmine will be connected to Bellarmine's Office of Accessibility Resource Center (ARC) to initiate the accommodation process.

Non-Discrimination Policy

Neither party shall discriminate against any student, instructor, employee, or other individual on the basis of race, color, national origin, age, religion, marital or parental status, political affiliation or beliefs, sex, sexual orientation, gender, gender identity, gender expression, veteran status, genetic information, or disability.

Independent Contractor

The relationship between Bellarmine and Affiliate under this MOU is that of independent contractors. Nothing in this MOU shall be construed as creating a joint venture, partnership, or agency relationship between the parties.

Curriculum Plan

Bellarmino University will design and maintain the curriculum for the Career-Ready BSN Dual Enrollment Program in alignment with university standards. Assessments will be conducted according to university policy to ensure academic rigor and readiness for progression into the nursing program.

Student Support and University Awareness

Bellarmino University will provide robust student support services including:

- Academic advising
- Learning and tutoring services
- Course resources

In addition, all courses will include a structured support section led by a current college student who has successfully completed the course. These peer support leaders will assist high school students in preparing for exams, completing assignments, and reviewing complex content.

Bellarmino will also provide orientation and programming that helps students integrate into the university community and understand campus resources.

Grievances

Students will follow Bellarmine University's established procedures for resolving academic and non-academic grievances. The University and BCPS will coordinate as needed to ensure that student concerns are resolved appropriately and promptly.

Public Communication

Affiliate and Bellarmine may issue joint press releases or public announcements with prior approval from both parties.

Summer Bridge Program

Participating students will complete a 7-credit hour summer healthcare bridge program. These courses are not dual credit.

Fall and Spring Semesters

Students will continue enrollment in Bellarmine coursework during the fall and spring semesters. Most courses will serve as requirements for the BSN degree and will not be considered dual credit. Qualifying dual credit courses offered in this program include English 101 – Intro to Academic Writing, English 200 – Introduction to Literature, History 120 – Global Perspective, Chem 214 – Health Sciences Chemistry, and Psych 103 – Introductory Psychology. Only courses required for high school graduation will be applied as dual credit.

Scholarship Guarantee

Students who complete the Career-Ready BSN Dual Enrollment Program and matriculate to Bellarmine University are guaranteed \$29,000.00 of tuition-only scholarships for each of their second, third, and fourth years of study.

Advising and Collaboration

Bellarmino University will provide advising services to students throughout their time in the program. Bellarmine will collaborate with JCBE counselors to provide regular updates on curriculum, student progress, and program outcomes.

Teach-Out Agreement

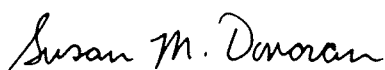
In the event of program termination, Bellarmine University agrees to provide a teach-out plan to enable currently enrolled students to complete their coursework and maintain progress toward degree completion without interruption.

Record Maintenance

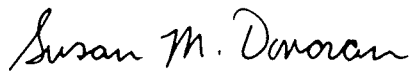
Bellarmino University will maintain official academic records for all enrolled students, including grades, credits earned, and transcripts. JCBE will maintain records necessary to support high school credit and graduation requirements. Access to records will be governed by FERPA and applicable state and institutional policies.

Modifications

Any modifications to this MOU must be made in writing and signed by authorized representatives of both parties.



Susan M. Donovan, PhD
President



Susan M. Donovan, PhD

President

Bellarmino University

Date: 7/31/25

Brian Yearwood, EdD

Superintendent

Jefferson County Public Schools

Date: _____