



Memorandum of Understanding
Between Thomas More University and Garrard County Schools

This AGREEMENT made this _____ day of _____, 2025, by and between GARRARD COUNTY SCHOOLS (“GCS”) and THOMAS MORE UNIVERSITY (“Thomas More”) establishes a collective partnership to expand higher-education access and workforce-aligned academic pathways for students residing in Garrard County. In return, GCS will provide designated educational space and facility access to support Thomas More’s instructional, advising, and outreach activities within the district.

Both parties enter into this agreement with the following objectives for their partnership:

1. Increase higher education opportunities by:
 - a. Growing dual-credit offerings,
 - b. Discuss future pathways into undergraduate, graduate, and certificate programs; and
 - c. Offering advising and college-readiness resources.
2. Allow facility access & shared use of space in Garrard County by:
 - a. Providing Thomas More with designated classroom and meeting space, and
 - b. Collaboratively working together to schedule space.
3. Strengthen community & workforce development by:
 - a. Collaborating on future certificate and workforce programs, and
 - b. Supporting future parent and adult-learner programming.

The following are responsibilities of Thomas More University:

1. Provide qualified faculty.
2. Ensure academic standards and accreditation compliance.
3. Offer advising, financial aid support, and communication.
4. Supply instructional materials and Canvas LMS, as needed.
5. Provide engagement events and college-readiness programming.
6. Offer direct admission to all dual credit participants from Garrard County High School beginning with the class of 2027 who meet the following criteria:
 - a. Have participated in at least one semester in Thomas More University’s Dual Credit Program.
 - b. Successful completion of all graduation requirements from Garrard County High School while maintaining good academic and disciplinary standing during all four years; and
 - c. Meet the current admissions standards of Thomas More.
7. All Thomas More employees assigned to work on school district property must be background checked (KSP/FBI & CA/N checks).
8. Thomas More will maintain liability insurance covering their acts and omissions relating to their operations conducted on Garrard County Schools property and/or involving Garrard County Schools students.
9. Designates the following individual responsible for all aspects of this institutional agreement:
James Catchen,
Director for Dual Credit and Transfer Pathways
catchej@thomasmore.edu

The following are responsibilities of Garrard County Schools:

1. Provide adequate educational space for Thomas More programs.
2. Support student recruitment and coordination of dual credit offerings.
3. Assist with access, procedures, and communication.
4. Promote opportunities with Thomas More University on its website and within the college counseling collateral materials provided to students and parents.
5. List Thomas More University as the preferred institution for dual credit on all marketing materials for dual credit enrollment opportunities.
6. Designates the following individual responsible for all aspects of this institutional agreement:
Kalem Grasham,
Director of Federal Programs
kalem.grasham@garrard.kyschools.us
859-792-3018

Cost & Financial Arrangements:

1. Thomas More University may, at its discretion, provide financial support toward instructional costs in the future; however, no obligation or commitment is created by this Memorandum of Understanding.
2. Garrard County Schools will provide facilities to Thomas More University at no cost, in light of the direct educational benefit to Garrard County Schools students created by this MOU.
3. Additional costs may be outlined separately.

Data Sharing and Compliance:

1. The Parties agree that the exchange of student information is necessary to administer and support the Dual Credit Program, including but not limited to eligibility verification, course registration, academic advising, billing, transcript reporting, and continuous program improvement.
2. Both parties agree to comply with FERPA and any additional state and federal laws regarding student privacy.
 - a. For students under the age of 18, the parent or legal guardian retains FERPA rights at the high school level and may inspect and review any records that the postsecondary institution provides to the high school. The parent or legal guardian will be designated on the student's application to the University.

Marketing and Communications:

1. GCS and Thomas More may grant each other a limited, non-exclusive, non-transferable license to use each other's name, trade names, trademarks, and logos during the term of this Agreement for the sole purpose of promoting this Agreement and Thomas More's programs in accordance with this Agreement. Neither party shall use the name, trade names, logo, or trademark of the other party in any way that would cause confusion in the public mind as to the relationship between the parties. Except for the limited license set forth in this section, neither party shall by virtue of this agreement gain any right, title, or interest in any name, trade names, trademark, or logo of the other party.
2. Thomas More University utilizes Slate and Mongoose as our customer relationship management systems (CRM) and Outlook (via an @thomasmore.edu domain) to engage high school students for recruitment, admissions, and communicate about dual credit courses. In addition, Canvas is our official learning management system (LMS) and is used to support academic delivery and student learning across all courses and programs. Each of these communication methods is

traceable and would comply with the regulations set forth in KY SB 181 for KY public schools. Any parent questions can be directed to the Thomas More Dual Credit Program.

Term, Renewal, and Termination

1. This MOU is effective on the date above for 2 years. Either party may terminate with 90 days' written notice. Amendments require written consent.
2. This MOU is a good-faith statement of collaboration and does not create a legal partnership, joint venture, or binding obligations beyond those expressly stated. It does not supersede the annual dual-credit agreement between the Parties.

IN WITNESS WHEREOF, the Superintendent of Garrard County Schools and President of Thomas More University have executed this Memorandum of Understanding.

Dr. Joseph Chillo, President
Thomas More University

Dr. Kevin Stull, Superintendent
Garrard County Schools