



DUAL CREDIT ACADEMIC AGREEMENT
Memorandum of Agreement Between
Eastern Kentucky University and
GARRARD COUNTY HIGH SCHOOL,
the Partner Institution for ECU Dual Credit

I. Purpose

The purpose of this Memorandum of Agreement (MOA) is to assign the responsibilities of the agreement's designated parties and to outline the conditions of a curricular partnership between Eastern Kentucky University (EKU or University) and **GARRARD COUNTY HIGH SCHOOL**, herein referred to as the Dual Credit Partner, involving participation in the ECU Dual Credit Program.

EKU is a Participating Postsecondary Institution (PPI) in the KY State Dual Credit Scholarship Program.

II. Admission

All students participating in the ECU Dual Credit Program will be admitted to the University based on the admission requirements for dual credit as specified in the current ECU Undergraduate Catalog, which is updated periodically and published on ECU's website.

Students must voluntarily apply for and be accepted into the ECU Dual Credit Program, meet the course criteria, and be enrolled in the ECU course during the defined term enrollment period to receive both high school and ECU college credit for the course(s). Students who are not enrolled as an ECU Dual Credit Program student may participate in a classroom where an ECU course curriculum is taught onsite by an ECU Dual Credit Instructor embedded at the Dual Credit Partner's prior approval by ECU.

III. Advising of Students

EKU is responsible for advising students regarding ECU courses and how they apply to ECU's General Education program and programs of study.

The Dual Credit Partner is solely responsible for ensuring the fulfillment of state-mandated educational requirements for completion of high school and the completion of a high school diploma. The Dual Credit Partner is also solely responsible for implementing any other legal mandates that may be applicable to secondary schools but with which ECU, as a post-secondary institution, is not legally bound to comply.



IV. Enrollment in Courses

The number of courses in which a student may enroll, course availability and location(s), and required course prerequisites are specified in the current ECU Undergraduate Catalog in effect at the time of enrollment and published on ECU's website.

Enrollment requirements and process details can be found on the ECU Dual Credit Program website (eku.edu/dualcredit) or in the ECU Dual Credit Policy & Procedure—available upon request.

The Dual Credit Partner agrees that ECU Dual Credit Program students must adhere to the add/drop/withdraw procedures for adding/dropping/withdrawing ECU Dual Credit Program courses as outlined in the ECU Dual Credit Policy & Procedure. Specific dates, policies, and procedures will be communicated to the Dual Credit Partner and ECU Dual Credit Program students ahead of each term.

ECU Dual Credit Program student registration in any ECU course is not guaranteed and is based upon course availability.

Dual Credit students enrolling in dual credit courses hosted onsite or online must be provided online access to course content at their high school (barring any school facility closure). If they cannot access the online material, due to the capacity of the technology or firewalls, they will not be able to enroll in the course. In addition, students must have the ability to use multifactor authentication to access their online course materials and ECU accounts. All ECU communication related to the Dual Credit course will occur on ECU platforms.

V. Faculty

ECU ensures appropriate faculty qualifications for those who provide instruction for ECU Dual Credit Program courses. These faculty members, named ECU Dual Credit Instructors, possess the same academic credentials and/or documented professional experience required by ECU of all of its faculty.

Furthermore, ECU reserves the right to cancel an ECU Dual Credit Program course or discontinue the services of a specific faculty member if that faculty member fails to meet academic expectations (e.g., academic outcomes, academic oversight requirements, professional development requirements, etc.).

The Dual Credit Partner agrees to grant ECU access to ECU Dual Credit Program classrooms embedded at the Dual Credit Partner's campus for evaluation purposes.

ECU Dual Credit Instructors are subject to curricular and instructional evaluations performed by ECU faculty and staff. Furthermore, ECU Dual Credit Students will be asked to participate in ECU's course evaluation process, which includes administering a survey regarding student



opinion of instruction. This process prompts a student to evaluate a course's curriculum and the course instructor's teaching performance and takes place in the final weeks of the term.

All ECU faculty, including Dual Credit Instructors, are expected to participate in regular professional development related to college-level instruction, instructional design, their teaching discipline, etc. The ECU Dual Credit Office and the ECU Faculty Center for Teaching & Learning (FCT&L) hosts the Dual Credit Faculty Symposium professional development series before the start of each Fall and Spring term, specifically for Dual Credit Faculty. Additionally, Dual Credit Instructors may participate in other professional development opportunities provided by FCT&L and ECU academic departments. All Dual Credit instructors can schedule an individualized consultation with the FCT&L. We recommend a consultation for new Dual Credit instructors, which can be scheduled through the FCT&L website.

At the start of each academic year, ECU Dual Credit Instructors embedded at the Dual Credit Partner's campus will be required to review, sign, and return an ECU Dual Credit Instructor Assurances form. This form will list responsibilities, guidelines, and other important information ECU Dual Credit Instructors will adhere to while teaching a dual credit course. The ECU Dual Credit Office will email the form and collect all forms.

VI. Program Curriculum and Assessment

ECU is solely responsible for the development of the curriculum for courses provided for University credit, including ECU Dual Credit Program courses. Therefore, all ECU Dual Credit Program courses must use the syllabus, textbook, and assessments as determined by ECU.

Per the Kentucky Dual Credit policy, enacted by the Kentucky Council on Postsecondary Education (CPE), "The postsecondary institution's grading policy will apply to dual credit courses and be used by the secondary school awarding credit."

VII. Tuition, Fees, and Financial Aid

ECU Dual Credit Program students are permitted to enroll in courses at ECU according to the tuition rate specified for the academic year, in accordance with the Kentucky State Dual Credit Scholarship Program administered by the Kentucky Higher Education Assistance Authority (KHEAA).

ECU Dual Credit Program students are responsible for the costs of parking permits, if applicable, as well as any other fees (e.g., parking tickets, late fees, etc.) that accrue. An ECU Dual Credit Program student who fails to pay a bill in full when due may be subject to registration and transcript holds, which prevents students from registering for any course at ECU until the account is brought up to date.

Federal and State financial aid, beyond the KY State Dual Credit Scholarship and Work Ready Scholarship through KHEAA, is not available to ECU Dual Credit Program students.



Students' financial aid eligibility, upon entering college as freshmen, may be adversely affected by substandard grades earned or withdrawn coursework during enrollment in the EKU Dual Credit Program.

VIII. EKU BookSmart Program Eligibility & Terms

Beginning the 2026-2027 academic year, EKU Dual Credit Program students are eligible to participate in the EKU BookSmart Program. The BookSmart Program provides students all required course materials, textbooks, and other learning equipment at a discounted rate set for the academic year.

EKU Dual Credit Program students are automatically opted in to the EKU BookSmart Program at the time of admission and subsequently at the time of enrollment each semester enrolled. The discounted rate is automatically assessed to student accounts each semester for which they are enrolled.

The automatic charges associated with participating in the EKU BookSmart Program are not mandatory fees, and students have the ability to opt-out of the program. The specific dates of the opt-out period and the procedure for opting-out will be communicated by the Dual Credit Office to students' EKU email accounts during the enrollment period of the appropriate term.

Upon opting out of the BookSmart Program, automatically assessed charges will be removed from the student's EKU account; and immediate access to course materials, textbooks, and learning equipment will be terminated for the term opted out, and the Dual Credit student will be expected to obtain course material, textbook and learning equipment on their own.

The Dual Credit Partner may still choose to provide approved course materials to students for dual credit courses taught onsite. The Dual Credit Office and the Dual Credit Partner will collaborate on these arrangements prior to the start of the term. Students subject to these arrangements will be automatically opted out of the EKU BookSmart Program.

The Dual Credit Partner or other third party may choose to be invoiced by EKU for the cost of their student's participation in the EKU BookSmart Program. The procedure for this will be outlined by the Dual Credit Office and EKU's Student Accounting Office at the time of the Dual Credit Partner's inquiry.

IX. Student Resources

All EKU policies and procedures shall apply to students enrolled in the EKU Dual Credit Program, including but not limited to, the EKU Student Code of Conduct and Disciplinary Procedures Regulation and the EKU Policy on Discrimination and Harassment. Failure of EKU Dual Credit Program students to comply with these policies and regulations may result in disciplinary consequences, up to and potentially including dismissal from the University.



EKU Dual Credit Program students do not have access to EKU Student Health Services or the EKU Counseling Center. EKU Dual Credit Program students may have access to the campus recreation center depending on the number of credit hours in which the student is enrolled. Such access is determined by credit hours and the application of the E3 Fee.

X. FERPA

EKU deems Dual Credit Partner as a school official with a legitimate educational interest in EKU Dual Credit Program students' student information, pursuant to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g(a)(2) and 34 CFR 99.20-99.22, and the comparable Kentucky state law at KRS 164.282. Information that may be shared includes, but is not limited to,

1. Student academic information as it pertains to EKU Dual Credit Program enrollment, including but not limited to dual credit enrollment details, course progress reports, midterm grades, and final grades; and
2. Student financial information as it pertains to EKU Dual Credit Program enrollment, including but not limited to the status of KHEAA Dual Credit Scholarships and Work Ready Dual Credit Scholarships and student financial account information including account balances and statement details.

The EKU Dual Credit Program will provide a reminder to EKU Dual Credit Program students each semester of their FERPA rights and any releases of information permitted by the terms of this MOA.

In addition to appointing credentialed high school instructors as EKU faculty, EKU reserves the ability to appoint personnel or other officials recommended by the Dual Credit Partner to the Dual Credit Observer role in the University's Learning Management System (LMS). The Dual Credit Partner will adhere to EKU standards regarding LMS roles and practices as outlined in the EKU Dual Credit Policy & Procedure.

EKU reserves the right to cancel a Dual Credit Observer's access or discontinue the services of a specific observer if that observer fails to meet expectations relating to, for example, privacy, agreement to non-instruction of EKU curriculum, etc.

Due to FERPA, EKU cannot release non-directory information, as established by FERPA and defined by EKU, to parents or guardians unless given written permission from the EKU Dual Credit Program student via Parent Proxy setup. Designees granted access will receive login instructions to myEKU and, thereafter, can set up a passphrase adherent to FERPA guidelines in order to continue viewing the screens that the EKU Dual Credit Program student has given them permission to access. Records transmitted from EKU to the Dual Credit Partner may be reviewed by a parent/guardian according to the Dual Credit Partner's own policies and procedures without the need for proxy access.



XI. Student Support and University Awareness

At an agreed-upon time and date midway through each EKU Dual Credit course, the Dual Credit Partner agrees to provide EKU the opportunity to meet with EKU Dual Credit Program enrolled students to promote University support services, provide additional information about EKU's programs and offerings, and to answer questions about EKU's Dual Credit Program and the University.

XII. Grievances

Grievances regarding any aspect of the EKU Dual Credit Program will be addressed to EKU and handled by adherence to EKU's policies.

XIII. Additional Terms of the MOA

1. This MOA is in effect from the date last signed by the duly designated officers of both parties for a period of three (3) years.
2. Official copies of all agreements involving academic credit shall be maintained in the EKU Office of the Provost.
3. The parties acknowledge that, for example, changes in EKU policy or the Dual Credit Partner policy may require a renegotiation of terms and conditions prior to expiration. The terms and conditions of this MOA may only be amended by mutual written consent of both parties.
4. Either party may terminate this MOA with adequate notice. Adequate notice is defined as providing sufficient time to implement the teach-out agreement outlined below. Termination of the MOA may occur if changes in any of the following make it impossible to continue cooperatively offering courses: the mission of either EKU or the Dual Credit Partner, funding, state or federal regulations, or policies of accrediting bodies of either party.
5. If a decision is made to terminate this MOA, every effort will be made by the parties to accommodate students, faculty, and staff to minimize the disruption of the academic course of study or professional careers. Students already enrolled in courses at the time the MOA is terminated will be permitted to complete their courses.
6. No party shall assign its respective rights or obligations under this MOA without prior written consent of the other party. Any purported assignment or delegation in violation of this MOA shall be void.
7. It is understood and agreed to by the parties that neither party to this MOA shall be legally liable for any negligent or wrongful acts, either of commission or omission, of the other, unless such liability is imposed by law, and this MOA shall not be construed as seeking to either enlarge or diminish any obligation or duty owed by one party against the other or against third parties.
8. The parties are independent contractors. Neither party nor their employees shall be deemed to be an employee, agent, partner or legal representative of the other for any



purpose and neither shall have any right, power or authority to create any obligation or responsibility on behalf of the other.

9. Both parties agree to comply with all applicable federal and state nondiscrimination, equal opportunity laws, orders, and regulations. Neither party shall engage in unlawful discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, protective order status, or status as a disabled veteran or veteran of the Vietnam era.
10. This MOA is the final and exclusive MOA between the parties. All prior negotiations and MOAs are superseded by this MOA.
11. If any term or portion of this MOA is declared invalid, the invalid portion shall be deemed to be severed and all remaining provisions of this MOA shall be valid and enforceable to the fullest extent permitted by law.
12. This MOA shall be construed in accordance with the laws of the Commonwealth of Kentucky without regard to conflict of laws principles.

(SIGNATURE PAGE FOLLOWS)

April 2026



IN WITNESS WHEREOF, the parties hereto have executed this MOA, effective as of the last date written below.

THE DUAL CREDIT PARTNER: **GARRARD COUNTY HIGH SCHOOL**

Approved By Superintendent or Designee: _____
Printed Name & Title

Signature

Date Signed

EASTERN KENTUCKY UNIVERSITY:

Approved By Associate Provost for Academic Affairs: Dr. Jennifer Wies, Associate Provost
Printed Name & Title

Signature

Date Signed

April 2026