

**Dual Credit
Memorandum of Understanding (MOU)
between the
KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
and the
KENTUCKY DEPARTMENT OF EDUCATION**

I. Introduction and Purpose

Pursuant to the *Kentucky Postsecondary Education Improvement Act of 1997* (House Bill 1), the Kentucky Community and Technical College System is charged with enhancing the relationship of credentials between secondary and postsecondary programs that permit secondary students to participate in opportunities such as dual credit. In order to offer a more seamless path of education and training for students in the Commonwealth of Kentucky, the Kentucky Community and Technical College System (KCTCS) enter into this Dual Credit Memorandum of Understanding with the Kentucky Department of Education (KDE). This agreement reflects national standards and best practices for dual credit as outlined by the National Alliance for Concurrent Enrollment Partnerships (NACEP). This agreement is aligned according to regional standards set forth by the Southern Association of Colleges and Schools - Commission on Colleges (SACS-COC) and statewide standards according to Kentucky Revised Statutes (KRS) and KCTCS Policy.

This agreement is designed to benefit students by providing a seamless pathway to postsecondary education while reducing student expense and time to credential attainment. The ultimate purpose of dual credit is the completion of a postsecondary credential.

This agreement outlines the terms and conditions under which courses for dual credit will be offered by KCTCS colleges and at secondary schools under the leadership of KDE and, more specifically, the terms and conditions through which opportunities will be provided for secondary students to take college-level courses and receive both college credit and high school credit.

II. Definition of Dual Credit

For the purposes of this agreement, dual credit is defined as a college-level course of study offered to high school students. This definition is consistent with Kentucky Revised Statute 164.002 and KCTCS Administrative Policy and Procedures 4.15.

KCTCS dual credit is concurrent enrollment in high school and a KCTCS college with credit awarded by both. A high school student may earn both high school and college credit (dual credit) for the same course upon completion of course requirements. A secondary student must apply to a KCTCS college and be accepted, and the KCTCS colleges are responsible for the academic integrity of the courses for which postsecondary credit will be awarded.

Dual credit will only be awarded for college-level coursework. Each college must ensure the quality, consistency, and rigor of courses accepted for dual credit. Coursework must be relevant to a credential offered at the local KCTCS college. Coursework must include the same course competencies and result in the same learning outcomes as the course taught at the KCTCS college.

III. Compliance with Accreditation Standards, Policies and Regulations

The Southern Association of Colleges and Schools - Commission on Colleges accredits each of the 16 KCTCS colleges. Dual credit courses offered pursuant to this agreement will comply with all appropriate SACS-COC criteria, Kentucky Revised Statutes, requisite KCTCS policies and procedures, and other regulations governing the provision of college credit opportunities to secondary students.

IV. Elements of the Agreement

This agreement specifies eligible courses, academic quality of dual credit courses, dual credit course approval, course requirements, student eligibility, faculty credentialing, and roles/responsibilities of KDE and KCTCS at the system and college levels.

A. Eligibility and Approval of Dual Credit Courses

Courses accepted for dual credit toward an undergraduate credential at KCTCS must be college-level coursework relevant to the credential and meet KCTCS college standards for content, quality, and rigor pursuant to the requirements of SACS-COC. Dual credit courses must be equivalent to the same courses offered at the local KCTCS college in course content, competencies, and learning outcomes as evidenced in the required syllabi components.

Eligible courses for dual credit under this agreement include courses for which all of the following criteria can be documented:

- Required courses or technical electives that apply to one of the programs of study offered at the local KCTCS college.
- Courses that are specified in an agreement between the local KCTCS college and the partner secondary school and outlined in appendices to this MOU.
- Courses that are taught by college faculty or secondary school faculty who are approved by the KCTCS college as having appropriate credentials to serve as college faculty for the purposes of SACS accreditation. (SACS 3.7.1)
- Courses in which KCTCS curricula are taught and for which student learning competencies and outcomes as well as course descriptions are aligned between the local KCTCS college and the secondary school. (SACS 3.4.10)
- Courses for which syllabi are approved by the KCTCS college and provided to students enrolled in dual credit courses on the first or second day of the college course. (SACS 3.4.10; KCTCS Senate Rule 2.1 and 2.2)
- Courses for which formal mechanisms exist for the evaluation of faculty effectiveness and student success as approved by the KCTCS college. (SACS 3.7.2)

B. Dual Credit Course Requirements

- The course requirements for secondary students enrolled in dual credit courses at a secondary school will be equal to those of college students enrolled at the KCTCS college.

- Students will receive an official course syllabus by the first or second day of the college course. The syllabus will include:
 - a. Course requirement information, including the official description, course prerequisites, course content, grading policy, attendance requirements, course completion requirements/performance standards, and other related course information.
 - b. Criteria to be used in evaluating the student's performance, a course grading system that includes specific expectations with relative weights, and the requirement that the grades described in the *KCTCS Catalog* will be used.

C. Dual Credit Delivery Methods

- Dual Credit courses may be delivered at the college site, the local high school, another site not on the high school or college campus, in a virtual environment, or in a delivery method that utilizes a combination of these delivery methods.

D. Grading for Dual Credit Courses

The KCTCS grading policy will apply to college courses offered for dual credit under this agreement. (KCTCS Senate Rule 3.0.1)

All grades earned for college credit by the student in a dual credit course will be transcribed by KCTCS.

E. Awarding of Dual Credit

- College credit will be awarded for courses taken for dual credit with a KCTCS college upon the student's completion of the course requirements and will become part of the student's official college transcript. The award of college credit will be in compliance with appropriate accreditation standards for the KCTCS college.
- All KCTCS institutions will recognize credit awarded under this agreement as stated in KCTCS policy and according to accreditation requirements.
- College credit awarded pursuant to this agreement will be applied to KCTCS program requirements in an applicable postsecondary program that the KCTCS college is approved to offer.
- Each local KCTCS college will permit qualified dual credit students to enroll in a maximum of 12 credit hours per academic year. Exceptions above the 12 hour limit may be considered and approved by the Chief Academic Officer at the local KCTCS college based on the specific curriculum or program offered during the dual credit experience. In addition, exceptions may be allowed for dual credit students enrolled in Early or Middle Colleges.
- High school credit will also be awarded by the secondary school upon successful completion of the course. The award of high school credit will be in compliance with state standards.

F. Selection of Faculty to Teach Dual Credit Courses

- Secondary school faculty will be approved to teach dual credit courses by the local KCTCS college according to the faculty credentialing criteria established by the SACS-COC Guidelines for Faculty Credentials and the local KCTCS college policy.
- Secondary school faculty will demonstrate, through appropriate documentation, compliance with KCTCS teaching qualifications. Appropriate documentation will include:
 - a. Official college transcripts;
 - b. A current vita, resume, or application showing teaching and work experience;
 - c. Official documentation of relevant work experience; and
 - d. Additional documentation sufficient for SACS-COC compliance.
- Secondary school faculty who are approved and teach dual credit courses will be paid by the secondary school.

G. Faculty Evaluation

- Faculty evaluation is an integral component of the assessment process for a college course. SACS-COC standards require that institutions regularly evaluate the effectiveness of each faculty member regardless of contractual or tenured status. Part of the faculty evaluation process should include student evaluation of faculty effectiveness. (KCTCS Administrative Policies and Procedures 2.5.1.5.)
 - a. *Faculty Evaluation:* The KCTCS college will handle faculty evaluations for dual credit teachers in a manner consistent with its guidelines for evaluation for adjunct faculty.
 - b. *Student Evaluation of Faculty:* Student evaluations on all dual credit instructors will be conducted each semester for each course offered for dual credit in a manner consistent with the guidelines for the student evaluation for all KCTCS faculty/courses.

H. Student Eligibility

To enroll and obtain college credit in a dual credit course, a student must:

- Be a high school junior or senior. Exceptions may be considered for freshman and sophomore high school students if recommended by the secondary school faculty and approved by the Chief Academic Officer at the KCTCS college.
- Meet the requirements of the KCTCS Assessment and Placement policy.
- Complete a KCTCS application and a dual credit form to be enrolled as a KCTCS student in the course(s) in which the student wishes to receive dual credit.
- Participate in a dual credit course pursuant to this MOU and specified as part of an agreement between the local KCTCS college and the partner secondary school.
- Satisfactorily complete the course with a "D" grade or higher. Credit is not awarded for failing grades and will not apply toward a credential in KCTCS.

I. Tuition and Other Charges

- Tuition and other charges for dual credit enrollment courses will be consistent with the tuition rates and policies of KCTCS.
- Students enrolled in a dual credit course on a KCTCS campus, when the course is supported by SEEK funding to the college, will be determined to have paid tuition.
- A 50% Dual Credit Tuition Waiver will be offered to students enrolled in dual credit career and technical education courses and/or dual credit general education courses in those cases for which all of the following apply:
 - a. The courses offered for dual credit are taught at the partnering high school or taught at the partnering ATC/technical high school;
 - b. The courses offered for dual credit are taught by a college faculty member; and
 - c. All instructional costs are covered by the college.
- A 100% Dual Credit Tuition Waiver will be offered to students enrolled in dual credit career and technical education courses and/or dual credit general education courses in those cases for which the all of the following apply:
 - a. The courses offered for dual credit are taught at the partnering high school or taught at the partnering ATC/technical high school;
 - b. The courses offered for dual credit are taught by a secondary school teacher; and
 - c. All instructional costs are covered by the secondary school.
- Students receiving a 100% Dual Credit Tuition Waiver will be assessed a KCTCS charge for services equating to the administrative expense per semester (e.g., creating and maintaining student records) incurred by KCTCS in offering the dual credit course. The charge for service will be designated at the beginning of each fiscal year by the KCTCS President. This charge for service shall not be waived for any student receiving a Dual Credit Tuition Waiver. This charge for service for each student receiving a Dual Credit Tuition Waiver shall be paid using one of the following methods:
 - a. The student or parent or other individual pays the service charge.
 - b. The college pays the service charge using a scholarship.
 - c. A third party (e.g., OCTE, the high school, the school district, or a private or other entity) pays the service charge.
- Each KCTCS college in partnership with local school districts shall identify local scholarship funds to cover the administrative charge for dual credit students who demonstrate need for financial assistance to pay the administrative charge.

J. Student Admission to KCTCS Programs

Where applicable, secondary school students who successfully complete KCTCS dual credit courses will be given special consideration in program admissions when matriculating to a KCTCS program with special or selective admissions requirements. (KCTCS Senate Rule 3.0)

K. Institutional Responsibilities

- KCTCS Responsibilities:

The local KCTCS college will be responsible for the following:

- a. Ensuring that all dual credit courses are the same as courses offered on campus by the local KCTCS college.
- b. Advertising and promoting dual credit opportunities among high school students, parents, and high school faculty.
- c. Providing college applications and personnel to assist in the enrollment process and administering placement assessments.
- d. Ensuring that each student knows that he or she is enrolling for credit in a KCTCS college course.
- e. Registering students in the college course and maintaining academic records, including grades and transcripts, of courses completed.
- f. Assisting secondary school faculty in the development of the course syllabus.
- g. Conducting faculty evaluations for dual credit faculty in a manner consistent with college guidelines for evaluation of adjunct faculty and student evaluation of faculty.
- h. Establishing a formal strategy consistent with the goals of the college's enrollment management plan to recruit and retain students who receive dual credit pursuant to this MOU as degree-seeking students who matriculate to the college.

- Secondary School Responsibilities:

Secondary schools will be responsible for the following:

- a. Using KCTCS course prefixes, numbers, and titles for all KCTCS dual credit courses.
- b. Providing faculty credentials required by SACS-COC prior to the start of the term in which the course starts in time for faculty credential evaluation consistent with SACS-COC and local KCTCS college policy.
- c. Advertising and promoting dual credit opportunities among high school students, parents, and high school faculty.
- d. Delivering completed applications to the college's registrar or designated dual credit representative in a timely manner according to the timeframe designated by the local KCTCS college but no later than October 1 for the fall semester and March 1 for the spring semester.
- e. Providing information to students in reasonable detail in writing (i.e., a syllabus) by the first or second day of the college course about the nature of the course and expecting the course to correspond to its official description. Course requirement information will include course prerequisites, course content, grading policy, attendance requirements, course completion requirements/performance standards, and other related course information.
- f. Submitting grades to the college's registrar or designated dual credit representative according to local KCTCS college deadlines, but not to exceed the month of December for the fall semester and the month of June for the spring semester.

- **Joint Responsibilities**

KCTCS and KDE, including KCTCS colleges and all secondary school partners, will be responsible for the following:

- a. **Course Alignment Process**

1. When KCTCS seeks to change the learning outcomes for any of the programs and/or courses offered for dual credit pursuant to this MOU, KCTCS will notify KDE of the proposed changes at the same time as the initiation of the KCTCS curriculum approval/course revision process.
2. If it is determined that the proposed change will have an adverse effect on the award of college credit for dual credit courses offered pursuant to this MOU, then:
 - a) KCTCS will identify appropriate standards for content, quality, and rigor pursuant to the requirements of SACS-COC for the program and/or course revision.
 - b) KDE will ensure that courses approved for dual credit will incorporate any and all changes that occur in the same courses at KCTCS.

- b. **Advisement for Secondary Students and Parents**

1. The local KCTCS college and the partner secondary school are each responsible to provide advising for students and parents regarding dual credit courses and the implications for the students' future collegiate enrollment and financial aid. This advising includes career counseling and college program advising, and promoting matriculation to KCTCS.

- c. **Identification of Students Needing Financial Assistance**

1. KCTCS and KDE shall collaborate in the development of a process to determine student eligibility for financial assistance.

L. Early College/Middle College

KCTCS colleges having agreements with local school districts for programs generally referred to as "early colleges" or "middle colleges" may continue these agreements under the terms of these agreements.

M. Implementation

This agreement shall become effective upon signature of all parties and will be implemented for dual credit courses offered beginning Fall 2013.

N. Evaluation, Term, and Modification

This Memorandum of Understanding, as well as the accompanying local agreements, must be reviewed and evaluated annually. Any revisions to this memorandum must be in writing and signed by all parties.

Any exceptions from the stated guidelines for student participation, credit hour load and accumulation, and enrollment criteria must be approved by the respective KCTCS college president and the KCTCS Chancellor.

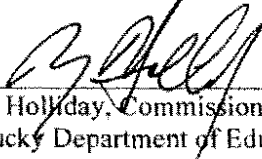
V. Signatures

The parties signed below have seen and are authorized and agree to the terms and conditions stated in this Memorandum of Understanding:



Michael McCall, President
Kentucky Community and Technical College System

7/9/13
Date



Terry Holliday, Commissioner
Kentucky Department of Education

7-24-13
Date