

**Dual Credit
Memorandum of Agreement
between
Jefferson Community and Technical College
and
Carroll County Board of Education (CCPS)
Academic Year 2019-2020**

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 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. 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.

Dual credit courses are those Jefferson Community and Technical College catalogued courses approved through the regular course approval process. These courses have the same departmental designation, course number, title, and credits, and adhere to the same course description and course content as those delivered on the Jefferson Community and Technical College campus. Faculty liaison site visits will take place to ensure that courses offered at the high school are offered with the same rigor as those offered on the Jefferson Community and Technical College campus.

Dual credit courses should be meaningful to students and the pathway in which they are enrolled. Dual credit courses should be useful for a student when they transfer to postsecondary institutions and count towards the credential they are working towards.

Dual credit courses offered by Jefferson Community and Technical College are listed on the college's Dual Credit Course list. Students will only receive dual credit for courses included on the list. The deadline for the college to submit the course list to KCTCS is March 1 in order to meet the fall semester priority deadline for enrolling in courses and October 1 to meet the spring semester priority deadline for enrolling in courses. Jefferson Community and Technical College 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. Colleges have the opportunity to add courses to their list up until the Council on Postsecondary Education (CPE) snapshot deadline, as follows: November 1, March 30, and August 15. Students will not

be able to enroll in a dual credit course until KCTCS receives this signed MOA and the initial college course list.

As per Southern Association of Colleges and Schools Commission on Colleges policy, Jefferson Community and Technical College must maintain control over dual credit classes. This includes:

- Determining student eligibility for admission to dual credit courses
- Managing and overseeing the registration process
- Determination of which courses are offered as dual credit
- Ensuring students follow college admissions and academic policies
- Credentialing course instructors
- Ensuring an appropriate syllabus, curriculum, and student learning outcomes
- Determining the textbook and learning resources for the dual credit class
- Providing the student with the opportunity to evaluate the instructor

III. Student Fees and Payments

Tuition for a dual credit course is set by HB 206 of the per credit hour tuition charged by KCTCS for in-state students. Colleges 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 CCPS 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) A 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.). Note, dual credit Professional Development costs for school district faculty are the responsibility of the school district.

IV. School Responsibilities

Individual and joint responsibilities of secondary and postsecondary institutions are defined in the CPE's Dual Credit Policy (found at: <http://cpe.ky.gov/policies/dualcredit.html>).

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

Per Federal guidelines, students with an Individual Education Plan will receive documented services from the high school when taking dual credit courses on the high school campus with a high school teacher. Students taking courses at JCTC will be connected to the Accessibility Resource Center (ARC).

V. Payment of Unsuccessful Completion of the Kentucky Dual Credit Scholarship

The Kentucky Higher Education Assistance Authority (KHEAA) is the agency responsible for administering the Dual Credit Scholarship (DCS) program. Students are eligible to receive the DCS for two successfully completed dual credit courses. KCTCS is required to return fifty percent (50%) of the dual credit tuition

rate for students who do not successfully complete a DCS course to KHEAA. A student is unsuccessful if they do not receive a D- or higher in the college course *and* the secondary course. Postsecondary grades of I, E, and W are not considered successful completion. In the event KCTCS must return 50% of the dual credit tuition rate for an unsuccessful course completion, KCTCS cannot charge students to recover the cost of the returned tuition.

The following parties are responsible for negotiated costs related to unsuccessful students:

- Jefferson Community and Technical College will be responsible for the cost of the DCS tuition returned to KHEAA for all unsuccessfully completed scholarship courses offered at CCPS high school campuses.
- CCPS will be responsible for the cost of the DCS tuition returned to KHEAA for all unsuccessfully completed scholarship courses offered at Jefferson Community and Technical College for this cost. Jefferson Community and Technical College will invoice CCPS, by high school, listing unsuccessfully completed scholarship courses for each student.

Jefferson Community and Technical College will report to CCPS the fall semester’s unsuccessful recipient list for which CCPS is responsible by December 20, 2019 with payment due in 30 days. Jefferson Community and Technical College will report to CCPS the spring semester’s unsuccessful recipient list for which CCPS is responsible by May 20, 2020 with payment due in 30 days.

VI. Approvals

Any additional negotiated items that do not conflict with the MOU must be included in this MOA between Jefferson Community and Technical College and CCPS.

This MOA is effective with signatures below for the 2019-2020 academic year. A copy of this executed MOA shall be submitted to the KCTCS Chancellor’s office in order to allow students to enroll in dual credit courses at the college.

Danny Osborne
Superintendent
Carroll County Public Schools

Date

Ty Handy
President
Jefferson Community and Technical College

Date

Appendix A Carroll County Public Schools Expenses

The table below indicates who will be responsible for each listed expense.

Expense	Responsible Party		
	College	Local School District	Student
Transportation	N/A	X	X
Textbooks	N/A	N/A	X
Digital Content	N/A	N/A	X
Tuition beyond KHEAA managed scholarships	N/A	Carroll County Schools will pay up to \$74 per course per student per semester after the Kentucky Dual Credit and Work Ready Kentucky Scholarships have been applied.	Student is responsible for remaining balance after \$74 is applied.
Instructional Materials	N/A	N/A	X