

**2024-2025 Dual Credit  
Memorandum of Agreement  
between  
[COLLEGE]  
and  
[LOCAL SCHOOL DISTRICT]**

**I. Purpose**

Providing secondary 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 an impact both at the secondary and postsecondary levels and provide an opportunity for collaboration. This agreement 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.** The Dual Credit, Dual Credit Scholarship, and Work Ready Kentucky Scholarship policies shall be followed at all times. Participants are expected to know and follow current policies as well as all future versions thereof. The purpose of this Memorandum of Agreement (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 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.

It is up to [College] to determine the dual credit courses it will offer, as well as the location and/or the modality in which they are offered. Dual credit courses are [College] cataloged courses and 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 [College] campus.

Dual credit courses offered by [College] are listed on the college's Dual Credit Course list. [Insert information about the local process to determine courses offered.] Students will only receive dual credit for courses included on the list. [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 in new course offerings. New technical courses require KHEAA's approval for the Work Ready Dual Credit Scholarship. Students are expected to pay the dual credit tuition if KHEAA determines the course is not eligible for the scholarship. Courses can be added up until the CPE snapshot for each semester to ensure accurate data and enrollment. The deadlines are:

- Fall: October 30
- Spring: March 28
- Summer: August 13

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 [College] campus. [College] will submit student final letter grades (standard college letter grades – A, B, C, D, E, W, F) to the appropriate high school personnel for the dual credit courses offered. No numeric grade data will be submitted. High school faculty credentialed as college faculty teaching

dual credit courses are responsible for recording grades in PeopleSoft within two business days after the end date of the college course.

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

Per Southern Association of Colleges and Schools Commission on Colleges policy, [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
- Determining which courses are offered as dual credit
- Ensuring students follow college admissions and academic policies
- Selecting qualified instructors based on an evaluation of credentials
- Ensuring appropriate syllabi, curriculum, and student learning outcomes are used
- Determining the textbook and learning resources for the dual credit class
- Providing the student the opportunity to evaluate the instructor

### **III. Professional Development for High School Instructors**

High School instructors new to teaching dual credit are required to attend an orientation to learn about the dual credit program, academic policies, instructional information, email, BlackBoard, and other relevant information. Current instructors are expected to attend discipline-specific and other PD sessions as needed to stay current about school policies and the dual credit program.

### **IV. Student Fees and Payments**

Tuition for a dual credit course is set by KRS 164.786. 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 [Local School District] 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.

The college and school district should identify the expenses that support course instruction and identify which party is responsible for covering the costs in Appendix A. 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.). Dual credit Professional Development costs for district faculty are the responsibility of the district.

### **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 in their junior and senior years. 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 I, E, and W are not considered successful completion. In the event that KCTCS must return 50% of the

dual credit tuition rate for unsuccessful course completion, KCTCS cannot charge students to recover the cost of the returned tuition.

Indicate who is responsible for negotiated costs related to unsuccessful students:

College: \_\_\_\_\_

Secondary Institution: \_\_\_\_\_

**VI. Roles and Responsibilities**

Per the Dual Credit policy, the high school will provide accommodations for students who enroll in courses at the high school according to the student’s plan. For courses taken at the college, the high school must notify the college that students may be entitled to accommodations.

**VII. FERPA**

The requirements for high school and college students under the Family Educational Rights and Privacy Act (FERPA) of 1974 are different for college and high school students. Generally, college students need to give permission to release any information about their college record, including grades and course progress, to their parents and guardians. [College] will collect consent from dual credit students when they enroll in courses authorizing the college to provide the high school with their student records up until six months after the final enrollment in dual credit course work. Parents and guardians may review that information as part of the student’s high school record.

**VIII. Approvals**

Any additional negotiated items that do not conflict with the state MOU must be included in this MOA between [College] and [Local School District]. The contact and signatory person for negotiations and MOA is the college president/CEO.

**The agreement should be signed by June 30, 2024, and is effective with signatures below for the 2024-2025 academic year. A copy of the executed MOA shall be submitted to the KCTCS Provost Office.**

\_\_\_\_\_  
[Local School District Signature Authority  
Local School District Signature Authority Title]

\_\_\_\_\_  
Date

\_\_\_\_\_  
[Signatory’s Name  
President/CEO or Designee  
College Name]

\_\_\_\_\_  
Date

