

**Dual Credit 2019-2020**  
**Memorandum of Understanding (MOU)**  
**between**  
**KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM**  
**and**  
**KENTUCKY DEPARTMENT OF EDUCATION**

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**I. Introduction and Purpose**

The Kentucky Community and Technical College System (KCTCS) and the Kentucky Department of Education (KDE) mutually support the attainment of dual credit coursework for high school students. This Memorandum of Understanding (MOU) underscores the dedication of both agencies to improving the educational attainment of Kentucky citizens and reinforces the collaboration necessary to achieve this level of success.

Improving the educational attainment of Kentucky citizens is key to ensuring the State's long-term success. The State commits significant resources across the educational spectrum to develop and implement strategies to address this critical issue. Providing secondary students dual credit opportunities is a proven educational strategy with the capacity to complement and maximize the chances of success of our educational initiatives. Effective dual credit systems have impacts both at the secondary and postsecondary levels and provide the opportunity for collaboration.

Participants are expected to know and follow current and future versions of Dual Credit Policies established by the Kentucky Council on Postsecondary Education found at: <http://cpe.ky.gov/policies/dualcredit.html>

**II. Definition of a Dual Credit Course**

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.

**III. KCTCS Dual Credit Course Offerings**

All KCTCS colleges shall work together with their Local Schools Districts to provide courses in general education and career and technical education courses in a regionally appropriate career pathway to all eligible students graduating from high school.

- a. Dual credit courses must meet the same student learning outcomes as equivalent courses at KCTCS

colleges. KCTCS college's grading policy will apply to dual credit courses and be used by the secondary school awarding credit.

- b. All existing college deadlines (including dropping, adding and withdrawing from college courses) shall apply for all dual credit and dual credit scholarship students.
- c. College credit shall be awarded upon the student's completion of the dual credit 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 KCTCS colleges.
- d. High school credit shall be awarded at the end of the term by the secondary school upon successful completion of the course. The award of high school credit will be in compliance with State standards.

A minimum of three general education courses and three career and technical education courses (CTE) in a career pathway should be available to all eligible students over the course of their secondary career.

If a secondary school provides access to only the minimal number of dual credit course options, the dual credit courses should be limited to general education courses outlined in the Kentucky Council on Postsecondary Education's (CPE) General Education Transfer Policy and General Education Transfer Policy Implementation Guidelines and courses that lead to a single career pathway and program of study.

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.

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

## V. 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.

- a. All KCTCS institutions will recognize credit awarded under this agreement as stated in KCTCS policy and according to accreditation requirements.

- b. 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.

## **VI. Dual Credit Rate**

Per HB 206 (2017), tuition for a dual credit course is 1/3 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 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, or eResources;
- Liability or insurance charges;
- Barnes and Noble charges; and
- Classroom consumables.

KCTCS and Local School Districts will identify who is responsible for the other expenses in their individual Memorandum of Agreements.

Colleges may offer scholarships, such as the President's Scholarship or those provided by college foundations, local civic organizations, etc., but may not "waive" more than the 67% of the dual credit rate as outlined above.

Colleges who have agreements with high school CTCs or ATCs where students are bussed to the college campus to take dual credit technical courses are still eligible for SEEK dollars as outlined in agreements.

## **VII. Kentucky Dual Credit Scholarship Program Requirements**

The Kentucky Higher Education Assistance Authority (KHEAA) is the agency responsible for administration of the Work Ready Kentucky Scholarship (WRKS) and Dual Credit Scholarship (DCS) programs. Students are eligible to receive two WRKS each high school year for eligible dual credit career and technical education courses and DCS for two successfully completed dual credit courses in their junior and/or senior year. Scholarship awards shall be equal to the Dual Credit Tuition Rate Ceiling. Remedial, developmental, and FYE are not approved dual credit courses, and therefore, do not qualify for scholarship funds.

KHEAA will notify KCTCS of students that have been awarded scholarships at a KCTCS institution. KCTCS, working with its colleges will identify which course/s students will receive the scholarship for and communicate this to KHEAA. KCTCS will request funding from KHEAA and credit each student's account appropriately. For the DCS, KCTCS will return 50% of the scholarship to KHEAA for any dual credit course a student does not successfully complete within 30 days of the end of the semester. Students cannot be charged for unsuccessful completion. Students may repeat a course, but the repeated course is not scholarship eligible.

## VIII. Student Eligibility

### a. Dual Credit (Non-Scholarship)

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

- Complete the postsecondary institution's application for admission.
- Meet the KCTCS Assessment & Placement Policy for dual credit high school students (4.13 Appendix I)
- Be admitted to the participating postsecondary institution as a dual credit student.
- Enroll in one or more eligible dual credit course/s.

### b. Kentucky Work Ready Scholarship

To meet eligibility requirements for the WRKS, a student must:

- Be a Kentucky Resident;
- Be enrolled in a Kentucky high school;
- Be enrolled, or accepted for enrollment in, an approved dual credit course at an eligible institution; and
- Complete and submit a Work Ready Kentucky Scholarship application to KHEAA.

### c. Kentucky Dual Credit Scholarship

To meet eligibility requirements for the DCS, a student must:

- Be a Kentucky resident;
- Be enrolled in a public or private Kentucky high school, or homeschooled, in grades 11 or 12;
- Be enrolled, or accepted for enrollment, in an approved dual credit course at a Kentucky Participating Postsecondary Institution (PPI);
- Meet postsecondary admission requirements; and
- Have completed a 30-minute college success counseling session delivered by high school personnel.

### d. Dual Enrollment (Non-Scholarship & Non-Dual Credit)

Students who do not fall under a dual credit agreement and take courses that are not eligible dual credit courses are dual enrollment students. These students must adhere to the admission requirements required of KCTCS students. Colleges should charge full tuition dual enrollment courses as they fall outside any dual credit agreement but may apply college scholarships.

## IX. Course Rigor

Dual credit courses can vary where they are taught (at the college, at the high school or online), by whom they are taught (college faculty or high school faculty), and when they are taught. Regardless, the Southern Associate of Colleges and Schools Commission on Colleges, which all KCTCS institutions are accredited by, state in their Dual Enrollment Policy Statement: "Course content and rigor of dual enrollment courses are comparable to that of the same courses taught to the institution's other students." In addition, it states "The faculty assumes primary responsibility for dual enrollment course. Such oversight ensures both the rigor of programs/courses and the quality of instruction."

## **X. Faculty Qualifications**

- a. 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 local KCTCS college policy.
- b. Secondary school faculty will demonstrate, through appropriate documentation, compliance with KCTCS teaching qualifications. Appropriate documentation will include:
  - Official college transcripts;
  - A current vita, resume, or application showing teaching and work experience;
  - Official documentation of relevant work experience; and
  - Any documentation local policy requires.
- c. Secondary school faculty who are approved and teach dual credit courses will be paid by the secondary school.

## **XI. Academic Policies**

All regular academic policies that apply to courses taught at the college shall also apply to dual credit courses taught on the high school campus, including:

- Enrollment;
- Add/drop deadlines;
- Withdrawing from college courses; and
- Submission of grades.

KCTCS and its colleges must adhere to these institutional deadlines to ensure the college is in compliance with regulatory requirements that are independent of this MOU.

## **XII. Online Access**

High school students enrolled in a course at the high school or online must be provided online access at their high school to be able to access required online material for their dual credit course work. If they are not able to access the online material, they will not be able to enroll in the course.

## **XIII. School Responsibilities**

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

## **XIV. Implementation of the Agreement**

This agreement shall become effective upon signature of all parties and will be implemented for dual credit courses offered beginning Fall 2019.

**XV. 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.

**XVI. Signatures**

  
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Wayne D. Lewis, Jr., Ph.D., Commissioner  
Kentucky Department of Education

9/30/2019  
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Date

  
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Dr. Jay Box, President  
Kentucky Community and Technical College System

10/11/2019  
\_\_\_\_\_  
Date