

May 22-23, 2014

ITEM 163-115-R0514

Guidelines for Campus Dual Enrollment MOU Development

THAT

The Board of Regents approve the attached Guidelines for Campus Dual Enrollment MOU Development with the intention for MUS campuses to use them as a baseline for both for establishing new dual enrollment partnerships with partnering school districts and to revise existing dual enrollment inter-local agreements with existing partnerships. The guidelines were developed by the Dual Enrollment Taskforce.

EXPLANATION

The purpose of the Guidelines for Campus Dual Enrollment MOU Development is to establish a standard framework for campuses and partnering school districts to use to provide post-secondary opportunities for eligible high school students, specifically in dual enrollment classes. Additionally, the purpose of the guidelines is to define the procedures related to concurrent enrollment and dual credit of high school students in college classes.

Dual Enrollment is the overarching term used to describe college-credit programs/courses available to high school students in which the student earns credit on both their college and high school transcripts. Programs/Courses included in dual enrollment are concurrent enrollment and dual credit (defined below).

High School Based Concurrent Enrollment courses are college courses taking place in the high school, during the high school day, being taught by high school faculty who have been approved (as per Board of Regents Policy 730) to instruct said college-level courses as part of their duties as a school district employee. High school students participating in concurrent enrollment will earn a grade on the permanent college and high school transcripts. These courses have been approved as having equivalent course content, learning objectives and outcomes, and work assignments as an on-campus college course.

College Based Dual Credit courses are college courses taking place at the college or through the college online offerings, taught by college faculty, in which qualified high school students are enrolled and will earn a grade on the permanent college and high school transcripts. The high school student will be treated as equal to any college student in that course. Faculty identified for college-based dual enrollment courses will hold a Montana Class 8, Class 4, Class 2, or Class 1 License with an appropriate endorsement.

[MUS] COLLEGE ROLE

- Establish and communicate tuition schedule;
- Coordinate details of Admission/ Registration process with partner school district;
- Approve of faculty credentials;
- Coordinate faculty- to- faculty communication;
- Provide partner school district with college course academic requirements/outcomes;
- Provide remuneration to partner school district, where applicable.

- Ensure all MUS Board of Regents policy and procedures are met.

PARTNER SCHOOL DISTRICT ROLE

- Propose course/instructor for concurrent enrollment classes;
- Coordinate dual enrollment process with [MUS College] dual enrollment personnel and faculty;
- Communicate process for admission and registration to students and parents;
- Coordinate of faculty to faculty communication;
- Communicate and adhere to course academic requirements/outcomes;
- Provide access to all textbooks and required materials;
- Ensure grades and student withdrawals are reported according to [MUS College] deadlines.
- Ensure all Montana Board of Public Education administrative rules are met.

STUDENT RESPONSIBILITIES

- Complete application materials;
- Complete placement tests, if required;
- Provide prerequisite documentation, if required;
- Pay for tuition and course fees in accordance with college deadlines;
- Obtain required dual credit textbooks and materials, if not provided by the school district;
- Pay applicable course drop and add fees;
- Follow all [MUS College] student policies and procedures, including procedures for initiating official withdrawal from courses;
- Determine transportation unless otherwise stipulated by [MUS College] or high school.

ATTACHMENTS

Attachment #1- Proposed Guidelines for Campus Dual Enrollment MOU Development