



## Memorandum of Agreement

Eastern Kentucky University  
For Office of Academic Affairs Use Only

**AGREEMENT NUMBER: CEO001**

College/Unit: Academic Affairs  
Department: Office of the Provost  
Program: Dual Credit and ECU Now!

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# Memorandum of Agreement Between Eastern Kentucky University and McCreary County Schools For EKU Dual Credit

## I. Purpose

The purpose of this Memorandum of Agreement (MOA) is to assign the responsibilities of the agreement's designated parties and to outline the conditions of a joint curricular venture between Eastern Kentucky University (EKU) and McCreary County Schools involving participation in dual credit.

## II. General Information

Dual credit is a college course for which a high school student receives high school credit at the same time. Qualifying high school students can take classes offered by EKU and receive college credit from EKU and high school credit from their schools. It involves a partnering between Kentucky high schools and EKU for the academic success of dual credit participants.

The ECU Dual Credit Program is for specially qualified high school students. This program provides the opportunity for juniors and seniors to enroll in ECU courses at reduced tuition rates.

This MOA further defines in the sections below the curricular relationship between Eastern Kentucky University and McCreary County Schools for delivering dual credit courses.

## III. Recruitment, Admission, and Advisement of Students

### A. Recruitment of Students.

McCreary County Schools will be responsible for identifying and recruiting students for dual credit.

EKU will provide McCreary County Schools with appropriate promotional literature, EKU admission policies, dual credit guidelines, eligibility, tuition rates and relevant materials regarding the applicability of college credit. Students should be made aware that enrollment in an ECU course through dual credit establishes an academic history at EKU and that any financial obligation while on campus (e.g., unpaid parking tickets, unpaid fines, etc.) will result in a hold on any further

activity, such as enrollment in classes or receipt of transcripts, until such obligations are met.

In all cases, the nature of the cooperative arrangement between ECU and McCreary County Schools will be accurately presented in recruitment materials.

**B. Admission of Students.**

All students participating in dual credit will be admitted to the University based on the admission requirements for dual credit as outlined by the Dual Credit Program Guidelines specified in the current ECU Undergraduate Catalog.

In order to be eligible to participate in ECU Dual Credit, high school juniors/seniors must meet or exceed the academic standards specified within the Dual Credit Program Guidelines.

**C. Advising of Students.**

ECU will be responsible for advising students regarding ECU courses and how they apply to general education and majors at ECU. Students in the program will attend specific advising sessions and register for courses during a specified timeframe just prior to the beginning of an academic semester. Advising and registration sessions will be available on each of ECU's campuses.

Students should be aware that enrollment in an ECU course through dual credit establishes an academic history at ECU and that any financial obligation while on campus (e.g. unpaid parking tickets, unpaid fines, etc.) will result in a hold on any further activity, such as enrollment in classes or receipt of transcripts, until such obligations are met.

McCreary County Schools will be responsible for ensuring that the fulfillment of state-mandated educational requirements for completion of high school.

**IV. Enrollment in Courses**

- A. Dual credit students are granted enrollment in courses at ECU according to the Dual Credit Guidelines outlined in the ECU Undergraduate Catalog. The number of courses in which a student may enroll is determined by the Dual Credit Guidelines as stated in the ECU Undergraduate Catalog as well as course availability at specific locations.
- B. Only students admitted as Dual Credit students will be permitted to enroll in ECU courses at the Dual Credit reduced tuition rates.
- C. McCreary County Schools must adhere to the add/drop procedures for dropping the course as outlined by the ECU Undergraduate Catalog.

**V. Awarding and Transcribing of Credit and Degrees**

A. Determination of Academic Credit.

EKU determines the amount and level of credit for its own courses.

McCreary County Schools is responsible for ensuring that each course aligns with state curriculum and testing requirements.

B. Awarding and Transcribing of Academic Credit.

EKU will award and transcript credit to dual credit students in accordance with its current policies.

McCreary County Schools will determine and record credit for dual credit courses in such a way as to accurately reflect the nature of the experience or in a way that is appropriate to meet state and/or local requirements.

**VI. Program Curriculum and Assessment**

A. Curriculum Development and Review.

EKU is solely responsible for the development of the curriculum for its own courses. Therefore, the courses will use the syllabus, textbook, and assessments as determined by EKU.

McCreary County Schools is solely responsible for the development and delivery of any additional curriculum necessary to meet state curriculum and testing requirements.

B. Curriculum Delivery.

EKU is responsible for the delivery of its own curriculum.

Courses will be delivered based on EKU's academic calendar.

C. Assessment of Program and Learning Outcomes.

EKU is responsible for the assessment of student learning outcomes for all EKU courses. Grades will be recorded on EKU's academic calendar.

**VII. Facilities, Instruction and Instructional Resources, and Student Support Services.**

A. Facilities.

Dual credit students will attend courses on EKU's Richmond or regional campuses or, when approved, at the students' high school, online or via Interactive Television (ITV).

B. Instruction and Instructional Resources

Courses offered for dual credit will be open to all EKU students except when offered in a high school. Students enrolled in dual credit will have the rights and privileges of other Eastern Kentucky University students for the following services: EKU library, EKU tutoring services, and EKU advisor.

C. ECU Facilities.

EKU will grant dual credit students access to the same campus facilities as it grants to students enrolled at EKU subject to and in accordance with all EKU facilities use policies with the exception of residential facilities within EKU's control, the Counseling Center and the Student Health Center. Additionally, students under the age of sixteen (16) are not permitted to use the Fitness and Wellness Center. EKU will provide an EKU email account and an EKU Blackboard account.

### **VIII. Tuition, Fees and Financial Aid**

A. Tuition and Fees.

Dual credit students are permitted to enroll in courses at EKU according to the Dual Credit Guidelines as specified in the EKU Undergraduate Catalog and at the dual credit tuition rate specified for the academic year as approved by the EKU Board of Regents at their April meeting. Depending upon student qualifications, tuition may be further discounted (per scholarships identified in the EKU Undergraduate Catalog).

While the dual credit participants have their course tuition reduced or waived, these students will still be held responsible for the cost of textbooks, parking permits, any associated fees (including course fees and late registration fees), if applicable.

B. Financial Aid.

Federal and State financial aid is not available to dual credit students.

Students' financial aid, upon entering college as freshmen, may be adversely affected by substandard grades earned as dual credit students.

### **IX. Record Keeping**

EKU is responsible for maintaining student academic and financial records for dual credit students enrolled in college courses. McCreary County Schools is responsible for maintaining student academic records for its students.

EKU students have a secure web account (EKU Direct), where their academic records may be found. Once midterm and final grades have been submitted by EKU instructors, students may login to EKU Direct to see and/or print their grades at will. To have EKU course credit count toward high school graduation requirements, students may print a copy of their EKU grades from EKU Direct. In that this agreement establishes a partnership with McCreary County Schools, it is understood that EKU can communicate student information, including mid-term and final grades, to the high school with no violation of FERPA.

Due to federal privacy rules, EKU cannot release student academic information to parents unless given written permission by the student. Students may choose to set up a Web-4-Parent view only account. Parents with access to this account are able to login

to ECU direct with the ECU generated ID and password to view the screens that the student has given permission for them to see.

## **X. Grievances**

Grievances regarding any aspect of the dual credit program will be addressed to ECU and handled by adherence to its policies.

## **XI. Terms, Review, Renegotiation, and Termination of MOA**

### **A. Terms of the MOA.**

This Memorandum of Agreement is in effect from the date signed by duly designated officers of both parties to the agreement. It shall be in effect for three years following the date of signature.

### **B. Periodic Review of the MOA.**

This MOA will be reviewed at least every three years.

### **C. Renewal and Renegotiation of the MOA.**

Changes in ECU policy or McCreary County Schools policy may require a renegotiation of terms and conditions prior to the renewal date.

### **D. Termination of the MOA**

Either institution may terminate this agreement with adequate notice. Adequate notice is defined as providing sufficient time to implement the teach-out agreement outlined below. Termination of the agreement may occur if changes in any of the following make it impossible to continue cooperatively offering courses: the mission of either ECU or McCreary County Schools, funding, state or federal regulations, or policies of accrediting bodies of either institution.

### **E. Teach-Out Agreement**

In the event that the decision is made to terminate this curricular venture, every effort will be made to accommodate students, faculty, and staff so as to minimize the disruption of their academic course of study or their professional careers. Students already enrolled in courses at the time the MOA is terminated will be permitted to complete their courses.

**EASTERN KENTUCKY UNIVERSITY**

\_\_\_\_\_  
Vice Provost for Academic Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

**MCCREARY COUNTY SCHOOLS**

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Date