

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 6/11/2019



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**Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignation                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State                       Travel In State                       Approvals  
                     Termination                       Legal Matters                       Other:  
This action request pertains to  Elementary (only)                       High School/District Wide

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**Date:**    6/2/2019

**To:**        **Browning School Board**  
                    Members

**From:**    Corrina Guardipee-Hall ED.S.  
**Title:**     Superintendent

**Subject:**   **Dual Enrollment MOA between BHS and Great Falls College MSU 2019-2020**

**Description:** GF College MSU and BHS would like to enter into an agreement to offer dual credit classes for our Browning High School students. Enclosed is the copy of the agreement.

**Financial Impact:** NA

**Funding Source (Budget/grant, etc.):** NA

**Attachment(s):** NA

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

# DUAL ENROLLMENT

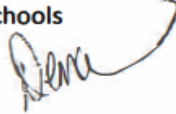
THE BEST OF BOTH WORLDS

## MEMORANDUM

5/30/2019

TO: Dual Enrollment Partner High Schools

FR: Dena Wagner-Fossen, Registrar



RE: 2019-20 Dual Enrollment Agreements and Information

Enclosed please find the following related to Dual Enrollment at Great Falls College MSU:

1. **Contact Sheet:** please update for your district/school so we have the most current information on file.
2. **2019-20 Collaborative Agreement:** please read, sign, and return.  
*We will not enroll students for Dual Enrollment courses until the agreement is signed by your district and returned to us.*
3. **Questions & Answers regarding the One-Two-Free program that will be in place again for the 2019-20 academic year.**

Once your school/district returns the signed agreement and updated contact sheet, we will provide a copy of the fully executed agreement as well as information about dual enrollment application and registration deadlines and processes.

I look forward to working with you in the upcoming year. Please contact me if you have questions:

Dena Wagner-Fossen  
dfossen@gfcmu.edu  
Phone: 406-771-4312  
Fax: 406-771-4329

ENCL (3)



**GREAT FALLS COLLEGE**  
MONTANA STATE UNIVERSITY

## **2019-20 Collaborative Agreement between Browning Public Schools And Great Falls College Montana State University**

This document outlines the partnership between the Browning School District and Great Falls College Montana State University (GFC MSU) for high school dual enrollment.

**Purpose:** The purpose of this partnership is to provide high school students in the Browning School District with the opportunity to earn either (a) high school credit and college credit simultaneously or (b) college credit only in the courses provided by GFC MSU.

**References:** Running Start Legislation:  
[http://leg.mt.gov/bills/mca/title\\_0200/chapter\\_0090/part\\_0070/section\\_0060/0200-0090-0070-0060.html](http://leg.mt.gov/bills/mca/title_0200/chapter_0090/part_0070/section_0060/0200-0090-0070-0060.html)

Administration Rule ARM 10.57.437 on Postsecondary Faculty License  
<http://www.mtrules.org/gateway/ruleno.asp?RN=10.57.437>

GFC MSU Faculty License website:  
<http://admissions.gfcmsu.edu/highschool/pdf/LicensedFacultyList.pdf>

GFC MSU High School Dual Enrollment policy:  
[http://www.gfcmsu.edu/about/policies/PDF/300/310\\_1.pdf](http://www.gfcmsu.edu/about/policies/PDF/300/310_1.pdf)

Montana University System Dual Enrollment Guidelines:  
<http://admissions.gfcmsu.edu/highschool/pdf/DualEnrollmentGuidelines.pdf>

GFC MSU catalog website: <http://catalog.gfcmsu.edu/>

**Eligibility:** High school students who are at least 16 years of age or a high school junior are eligible for dual enrollment courses under the following conditions:

- ✓ The student must have received prior authorization from a designated high school representative, **and**
- ✓ The student must complete and submit all appropriate paperwork for the program, **and**
- ✓ The student must satisfy all prerequisites listed in the catalog for the individual course they wish to take, **and**
- ✓ The classes requested must not be available through the school district, **and**
- ✓ In registering these students, GFC MSU will not displace adult students attending the College, **and**
- ✓ Developmental coursework (numbered lower than 100 level) is not eligible for dual enrollment pricing, **and**
- ✓ Dual Enrollment students will not be placed on course waitlists

**Credits:** Students will earn college credits as referenced in the current GFC MSU catalog. Typically one 3 credit semester college course is equivalent to 1 semester credit in high school.

**Funding:** Funding for all designated dual credit or college-credit-only courses is determined by the Montana University System (MUS). In 2019-20, the MUS will utilize the One-Two-Free program which enables students to enroll in their first two courses, up to six credits free. After One-Two-Free is maximized at GFC MSU, dual enrollment students are charged tuition based on the formula: ½ in-state resident tuition.

Projected 2019-20 Tuition \$57.34/credit to student

\* Fees will be assessed using the same model for all credit bearing courses. Tuition and fee schedule is available online at <http://finaid.gfcmsu.edu>

*Books, supplies, materials, course fees, program fees, and travel costs will be paid by either the student or the school district.*

**Refunds:** In the case of student withdrawal from dual enrollment courses, refunds will be made according to regular College policies (as stated in the catalog) and divided equally between the student and GFC MSU according to the Funding section above.

**Online Courses:** For online dual enrollment courses that will also earn the student high school credit, the School District will provide an on-site facilitator. This facilitator will provide on-site support for students taking online courses, generally of a technical nature, to ensure that students have the support they need to be successful with the technology. GFC MSU will provide direct assistance as needed for the facilitator.

**Term:** This agreement will remain in effect for the 2019-20 academic year. On or before May 1, 2020, the parties will consider whether to continue the agreement for the next academic year.

**Signatories:** The following persons representing Browning Public Schools and Great Falls College Montana State University agree to the terms of this agreement, which will be revisited on or before May 1, 2020 for possible continuation in future academic years.

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Superintendent of Browning Public Schools

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Date

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Dr. Susan J. Wolff, CEO/Dean of GFC MSU

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Date

**Addendum to the Collaborative Agreement between Browning Public Schools  
and Great Falls College Montana State University  
for classes taught on the high school campus for 2019-20**

This document outlines the partnership, procedures and conditions between Browning Public Schools (BPS) and Great Falls College Montana State University (GFC MSU) for offering BPS students with the opportunity to earn college credit for identified courses offered in Browning High School.

**Eligibility:** Juniors and Seniors at Browning High School who have been approved by the appropriate BPS representative and who satisfy all prerequisites listed in the GFC MSU catalog for the individual course they wish to take.

**Program**

**Description:** The Concurrent Dual Credit program provides BPS students with the opportunity to earn college credit through GFC MSU for identified courses offered in BPS high school.

Through this opportunity, a student will receive the following benefits:

- The student's grade for the course will be transcribed for high school credit through the BPS high school and for college credit through GFC MSU.
- Students in the courses will follow the District's and College's official academic year calendars, catalogs, policies and procedures.

***There is no guarantee that these courses will be taught at all the high schools or taught every semester.***

**Credits:** Students will earn college credits as posted in the college catalog. Typically one 3 credit semester of college credit is equivalent to 1 semester credit in high school.

**Grading:**

- The grade for the college course will be finalized at the final grade deadline for BPS for the current academic year.
- High school courses that are semester long courses for BPS high school will be transcribed by GFC MSU at the semester grade deadline for BPS for the current academic year.
- High school courses that are full year courses for BPS high school will be transcribed by GFC MSU in the spring of each year at the semester grade deadline for BPS.
- The full year courses' grades will reflect the grade as outlined in the faculty's syllabi.

**Academic Oversight Procedures:**

- The faculty for the course must meet the minimum qualifications for general education faculty established by the Montana Board of Regents Policy 730.6 and will be asked to provide documentation to reflect their qualifications.
- The course must be approved by GFC MSU. The College requires a syllabus consistent in format and content with the College's other syllabi. The College may also require sample assignments and grades in order to be assured that the academic rigor of the course is of the collegiate level.
- When the course is approved, instructors may be asked to provide: samples of graded work for various assignments, samples of assessments, samples of evaluation criteria and samples of how those criteria were applied to student work.
- The faculty of the course will be retained as affiliate faculty by the College through a Letter of Appointment. In addition to the tasks associated with the academic oversight described above, the faculty must participate in processes used to orient and evaluate adjunct faculty at the College.
- The Letter of Appointment will outline the faculty's responsibilities, evaluation and stipend.
- Letters of Appointment will not be developed by GFC MSU for high school instructors without required documentation/paperwork on file or until the Collaborative Agreement is approved by BPS and GFC MSU.

**Costs:** Enrolling students, GFC MSU and BPS will fund this dual credit offering in the manner described in the Collaborative Agreement Funding section. However, since the faculty member is considered an affiliate faculty for GFC MSU they will receive a stipend from GFC MSU as outlined in the Letter of Appointment and will be required to submit required GFC MSU Human Resource's documents.

**Course Fees:** Course fees attached to a given college course will be waived for the BPS course.

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