

COLLABORATIVE EDUCATION PROGRAM (DUAL ENROLLMENT)

MEMORANDUM OF UNDERSTANDING

BETWEEN

KENT INTERMEDIATE SCHOOL DISTRICT

AND

DAVENPORT UNIVERSITY

Article I

This Memorandum of Understanding is made this 1stth day of July, 2026 and between Davenport University (hereinafter referred to as the University), Kent Intermediate School District (hereinafter referred to as Kent ISD), collectively referred to as “the parties.” This agreement shall remain in effect for one year and shall expire on June 30, 2027.

The Kent Intermediate School District Collaborative Education Program (Dual Enrollment) High School, hereinafter called “the DEHS,” shall offer students in Kent ISD a unique high school and college learning experience designed and delivered through a collaborative partnership between Kent ISD and the University.

Collaborative Education Program (Dual Enrollment) is a program for high school students to earn college credits by completing coursework at the Kent Career Technical Center, on University campuses, and through online learning environments. The goal of Collaborative Education Program (Dual Enrollment) is to support all students, parents, citizens, and the region by providing an innovative and efficient educational program for accelerated learning that reduces the time and expense of education beyond high school.

Kent ISD and the University will maintain the integrity of their separate programs and enter into this agreement as equal partners.

Article II

Agreement on Principles

Kent ISD and the University agree that any student who has earned a high school diploma, earned articulated credit, and earned Collaborative Education Program (Dual Enrollment) credit at Kent ISD may apply these credits toward an associate degree program at the University. The University graduation requirements for students who follow this Memorandum of Understanding are as follows:

1. Successfully complete the Collaborative Education Program (Dual Enrollment) course(s) at Kent Career Technical Center
2. Earn a high school diploma at student’s home school in conjunction with Kent Career Technical Center

3. Complete the process to be awarded articulated credit
4. Select a pathway at the University that is consistent with earned articulated credit and Collaborative Education Program (Dual Enrollment) course work taken at Kent ISD and the University
5. Meet the University residency requirements within the selected associate degree program

Article III

Agreement of Program Articulation

Kent ISD and the University agree that a person who has completed Collaborative Education Program (Dual Enrollment) course(s) with a C (2.0) or better through this Memorandum of Understanding may continue onto an associate's degree or bachelor's degree program at the University and will not be required to take duplicative coursework, except where minimum grade expectations are not met for sequential classes. The selection of a bachelor degree program at the University will determine the extent of credit applied.

It is further agreed that Kent ISD and the University will continue to cooperate in the development of additional program plans. Such plans will come under this Memorandum of Understanding and will be added to this document upon approval of Assistant Superintendent of Career and Talent Development at Kent ISD and the Associate Director of Transfer Articulation at the University or their designees.

Article IV

Agreement of Confidentiality and Reporting

The University and Kent ISD agree to abide by all state and federal laws as well as the College and the Kent ISD policies and procedures in respect to confidentiality and student educational records under the Family Educational Rights and Privacy Act (FERPA).

The University shall report in the STARR, the District shall maintain normal reporting requirements to the Michigan Department of Education (e.g. MSDS, CTEIS if applicable, etc.). Kent ISD will engage in Michigan Dual Enrollment Association (MDEHSA) data reporting as feasible.

Article V

Agreement on Communication

Kent ISD and the University agree to cooperate by communicating with each other and with common and respective publics concerning the established relationship between courses and programs at Kent ISD and the University. Communication will include the development of various kinds of publications to inform people who might benefit personally from the opportunities provided by an associate degree and/or a bachelor degree program at the University based on completion of coursework leading to an associate degree through this Memorandum of Understanding.

Kent ISD and the University further agree to communicate concerning curriculum changes that affect the associate or bachelor degree programs and to communicate concerning the development of plans that might lead to further opportunities for programs between the institutions. Responsibility for communication related to this Memorandum of Understanding will be given to the Assistant Superintendent of Career and Talent Development at Kent ISD and the Associate Director of Transfer Articulation at the University or their designees.

All joint program information, communication, and public relations activities as well as the use of logos, trademarks, crests, coats-of-arms, etc. of each institution by the other institution on promotional material will be done only with prior notice and reasonable opportunity for input and any edition. Each institution reserves the right of refusal of any such use if agreement of use is not reached.

Article VI

Agreement on Financial Responsibilities

Tuition and fees will be paid per established guidelines. Kent ISD will be responsible for arranging the payment of tuition and mandatory fees.

The University-approved textbooks, syllabi, supplemental materials, and course outlines shall apply to the courses and all students in the courses when offered under the provisions of this agreement. All associated costs for textbooks and supplemental materials required for classes, as determined by the College and its faculty, will be the responsibility of the student and/or the District.

Article VII

Agreement on Advising

The parties agree to supply adequate counseling and support for the Collaborative Education Program (Dual Enrollment) students, including academic advising services to students enrolled in the University degree programs. The University agrees to supply professional development opportunities to the District counselor(s) and/or college navigator(s) so that they can provide accurate advising to students. The University also agrees that students who need academic advising beyond the capabilities of the staff provided by the Kent ISD should use an advisor at the University. Kent ISD and the University shall provide distinct wrap-around services to ensure the success of each Collaborative Education Program (Dual Enrollment) student, including:

- a. Guidance and counseling
- b. Career and the College readiness curriculum support
- c. A designated Collaborative Education Program (Dual Enrollment) liaison to answer student questions
- d. Behavior and misconduct obligations

Article VIII

Renewal and Termination of Agreement

This MOU may be amended by mutual written agreement of both parties. This MOU will be in force for one (1) year following signing and is renewable annually based on the consent of the signatory parties. The University and the Kent ISD reserve the right to terminate this MOU upon service of a 30-day written notice to the other party. After notification, a one (1) year period of participation and operation of the programs shall be continued to allow for an orderly transition at the University and Kent ISD. Should the expiration of a one (1) year period fall during the academic year, the agreement shall be extended to the end of the current academic year.

Kent ISD Collaborative Education Program (Dual Enrollment) Program Details

Collaborative Education Program (Dual Enrollment) Agreement

This agreement is effective for the 2026-2027 Academic Year. Kent ISD and the University will review this agreement and program details on an annual basis.

Student Enrollment

Courses offered as part of the Collaborative Education Program (Dual Enrollment) will be face to face, on campus instruction with a minimum enrollment of ten (10) students required to run each course section. Due to lab space limitations, each cohort is limited to a maximum of sixteen (16) students. The program may accommodate up to two (2) cohorts per semester, for a maximum total enrollment of thirty-two (32) student.

Faculty Credentialing

Kent ISD faculty must be credentialed as a University faculty member to be able to teach University classes.

Student Eligibility Criteria

Students must satisfy all State of Michigan and Michigan Department of Education Collaborative Education Program (Dual Enrollment) Qualifications. Other eligibility requirements may be required and will be determined by the high school and/or the University.

- Family Educational Rights and Privacy Act (FERPA) authorization must be submitted.
- Students may also need to meet additional criteria specified by Kent ISD.

Determination of College-Level English and College-Level Math Preparation/Placement

All students interested in participating in the Collaborative Education Program (Dual Enrollment) program must demonstrate college-level English and college-level math preparedness. Students who do not demonstrate college-level English and college-level math preparedness will not be accepted into the Collaborative Education Program (Dual Enrollment) program.

Orientations

Students should go to my.davenport.edu and click on My Connections. On the Student Connections page under the Advising Tools - Registration section click on the New Student Orientation option.

Communication

University faculty and staff will communicate with Collaborative Education Program (Dual Enrollment) students via their Panther Mail (Davenport University student email). Students must frequently check their Panther Mail. Students should also send communications to their advisors and faculty via PantherMail. Students may forward their PantherMail to their personal email.

Tuition Rate

Kent ISD will be charged the current University Collaborative Education Program (Dual Enrollment) Tuition rate for the respective academic year.

The tuition rate charged will be the current academic year published Dual/Collaborative Education Program (Dual Enrollment) Tuition rate, which for the 2026-27 academic year is \$223/credit.

Any course or course change request, (i.e. length, meeting day/time, delivery format, etc.), which exceeds the University's standardized instructional time parameters will incur an additional cost.

Future Tuition Rates: Tuition rates are reviewed and updated on an annual basis. Tuition for subsequent years will be announced no later than April 30th prior to the academic year commencing.

Books and Supplemental Materials

University-approved textbooks, syllabi, supplemental materials, and course outlines, shall apply to the courses and all students in the courses when offered under the provisions of this agreement. All textbooks, supplemental materials, access codes, and course-related fees required for classes, as determined by the University and its faculty, will be the responsibility of Kent ISD. A fee for instructor mileage may occur when an instructor does not reside in the district or region.

Student Confidentiality and Records

All rules regarding the records of students taking courses for credit under this agreement shall comply with current University policies. To comply with the Family Educational Rights and Privacy Act (FERPA), all students enrolled in the Collaborative Education Program (Dual Enrollment) program must complete a FERPA waiver from the University to allow the Kent ISD and parents/guardians access to students' records.

Transportation

Transportation and any related transportation costs will be the responsibility of the student and/or High School.

Online Classes

The University's online course offerings provide an interactive, technology-based learning environment as another educational option to meet students' unique learning and lifestyle needs. Using Blackboard Learn, students will link with faculty members as well as fellow students in their classroom. Assignments include discussion boards, team projects, papers, journals, and simulations.

Students are expected to meet assignment deadlines established in advance by the instructor.

Online coursework relies heavily on written communication, teamwork, and problem-solving skills.

Minimum computer skills such as the ability to set up a computer file, knowledge of various internet browsers, and the availability of high-speed internet are necessary. In addition, students must have functional skills in email, word processing, and spreadsheet application.

Academic Calendar

Courses for the Collaborative Education Program (Dual Enrollment) programs will be delivered according to the University academic calendar. Courses taught at a DU campus or through DU online will be scheduled according to the campus (days and times) or online offerings.

Attendance Policy

Students attending classes at a DU campus or online will be required to comply with existing attendance policy requirements. Unexcused or excessive absences may result in administrative withdrawal from a class. Students should refer to the university catalog for details regarding the Attendance Policy for both in-seat and online courses.

Students should notify University faculty if they are going to be absent from class.

Student Alerts/Attendance Alerts

The University is committed to connecting students with resources that may assist a student in meeting educational and career goals. The University recognizes that early intervention is critically important to a student's long-term academic success. To that end, University faculty regularly communicate with students and their advisors, including Kent ISD designee(s), regarding academic progress and other concerns related to performance or attendance.

Failing a Class/Tentative Dismissal Status/Appeal & Reinstatement Process

A student who fails a class will be required to work with his/her University advisor and Kent ISD designee to determine the best course of action for the student to continue in the Collaborative Education Program (Dual Enrollment) program. The University will notify the Kent ISD designee when a student fails a course. If the failed course is a prerequisite course, it may affect the student's remaining sequence of courses and the program completion date. Kent ISD will be responsible for any tuition, books, and fees incurred by repetition of a failed class.

DU Faculty Illness or Inability to Hold Class

If a DU faculty member teaching at KENT ISD is unable to hold a class, DU **will not** be responsible for providing a substitute teacher. The DU faculty member will contact Kent ISD and students as soon as an absence becomes necessary. Students will be expected to follow the course syllabus and keep to the proposed schedule of course activity.

Cancellation of Classes held on the University Campus

It is the University's policy that all students and staff must report to campus for their class during its regularly scheduled meeting time, unless they are directed otherwise. Students are expected to check all forms of communication (phone, the DU website (www.davenport.edu), PantherMail, Blackboard, and local news stations) for any notices or alerts of canceled courses for any reason.

Transcripts

After a student completes a University class and the final grade is posted, the University Registrar's Office will send the student's official grades to Kent ISD at the end of each academic semester. Some high school classes will count for articulated credit toward University programs. At the completion of each academic semester, the high school counselor will complete the University articulation form and forward it along with the student's official transcripts to the University for college credit to be posted.

Additional Agreement Terms

1. The University will provide staff and support services, as necessary, to deliver academic programs for Kent ISD.
2. Instructional needs and staff assignments will be determined by the University Associate Department Chairs.
3. University offerings at Kent ISD will be consistent with the content and quality of all other University programs, regardless of location.
4. Kent ISD and the University will each designate a liaison to coordinate solutions to issues that arise in the administration of this Agreement and to resolve any concerns or unusual circumstances.

The University will:

1. Employ and compensate faculty teaching University courses for Kent ISD. Courses will be scheduled to run as necessary to fulfill the University minute standards. Additional tuition charges will be incurred by Kent ISD for course requests that run beyond University minute standards.
2. Provide Kent ISD with a list of all registration and calendar activities that affect each semester.
3. Market classes within Kent ISD.
4. Assist Kent ISD to determine the college-ready criteria for appropriate academic placement of students.
5. Assist with recruitment of students while adhering to the University admissions standards and processes.
6. Provide student orientation.
7. Provide the University faculty orientation with Collaborative Education Program (Dual Enrollment) concepts and ideals.
8. Adhere to all appropriate criminal background investigations (fingerprinting) of its staff and/or faculty required by Kent ISD.
9. Coordinate resources and efforts related to facility and operational needs.
10. Provide information as needed by Kent ISD administration including, but not limited, to textbooks, class lists, final grades, and invoices/billing statements.
11. Conduct in-service training for designated Kent ISD personnel regarding University forms, procedures, and student policies, as needed.
12. Provide academic advising, online tutoring, and other student services, as deemed appropriate by the University.
13. Provide specifications for appropriate classroom space, network infrastructure, equipment and material storage, utilities, facility maintenance, and custodial services consistent with standards for other University classrooms.
14. Provide invoices in a timely fashion.

Kent ISD will:

1. Assist in developing the calendar of activities/schedule of classes for the Collaborative Education Program (Dual Enrollment) program.
2. Provide the University with a list of all calendar activities that affect each semester.
3. Adhere to University guidelines regarding academic standards.
4. Make every effort to provide the University with a master calendar by June 1, but no later than August 1 before the start of the school year. Kent ISD understands that the University's ability to schedule preferred classes will be diminished if calendars are received after June 1.
5. Assist with the recruitment of students for the Collaborative Education Program (Dual Enrollment) program while adhering to the University admissions requirements, including a 2.5 or higher cumulative grade point average. Students in the Collaborative Education Program (Dual Enrollment) program must be active and current high school students.
6. Collaborate on the design of program and curricular offerings.
7. Recruit and enroll no less than 10 students unless otherwise agreed upon. The University will determine the maximum number of students per class.
8. Submit student applications no later than August 1st for the Fall semester and November 30th for Winter semester.
9. Abide by all state and federal laws as well as the University's and Kent ISD's policies and procedures in respect to confidentiality and student educational records (FERPA).
10. Assist in promoting the University courses within Kent ISD.
11. Provide technology support to assist University faculty and students with any technology problems.
12. Communicate inclement weather decisions in a timely manner. Lost class time is not required to be made up due to inclement weather.
13. Process and pay invoices in a timely manner.
14. After course schedules have been approved, Kent ISD will make recommendations/requests for schedule changes to the Manager of Collaborative Education Program (Dual Enrollment). If feasible, any recommendation/requests must be approved by the academic dean's office where the course lies.

Miscellaneous:

1. Collaborative Education Program (Dual Enrollment) students must use the University Course Concern Procedure when providing a complaint.

Insurance:

The University shall maintain a general liability insurance policy for University students and faculty. Such insurance shall cover the acts and omissions of the students and/or faculty members while at Kent ISD facility pursuant to this Agreement.

The University and Kent ISD agree that each shall carry appropriate General Liability insurance which shall be subject to each party providing a certificate of insurance to show proof of coverage.

Indemnification and Hold Harmless:

The University shall indemnify and hold harmless Kent ISD from any and all claims brought on behalf of any faculty member, staff, student, employee, agent or other third parties arising out of the act or omission by a faculty member, staff or student of the University while involved in educational activities on the premises of Kent ISD.

Kent ISD shall indemnify and hold harmless the University from any and all claims arising out of the act or omission by a faculty member, staff, student, employee, agent or other third parties arising out of the act or omission by a faculty member, staff or student of Kent ISD while the University is involved in educational activities on the premises of Kent ISD.

Non-Exclusive:

This agreement shall not prohibit either party from providing educational services to other community agencies.

ADDENDUM TO MEMORANDUM OF UNDERSTANDING
BETWEEN
KENT INTERMEDIATE SCHOOL DISTRICT
AND
DAVENPORT UNIVERSITY

This Addendum is made this 1st day of July, 2026, and between Davenport University (hereinafter referred to as the University) and Kent Intermediate School District (hereinafter referred to as Kent ISD), collectively referred to as “the parties.” This Addendum supplements the Memorandum of Understanding (MOU) executed on July 1, 2026.

**Article IX
Withdrawal Policy**

All students enrolled in Collaborative Education Program (Dual Enrollment) courses under this MOU are required to follow the University’s official withdrawal policy. It is the responsibility of Kent ISD to ensure that students are informed of and comply with the University’s withdrawal timelines and procedures.

**Article X
Financial Provisions for Kent ISD-Instructed Courses**

When a Dual Enrollment course is taught by a Kent ISD instructor, Davenport University will provide a credit of \$900 per credit hour toward tuition for that course. No additional adjunct pay from Davenport University shall be provided to Kent ISD instructors teaching such courses.

**Article XI
Facility Usage**

The Parties agree that there will be no additional facility costs assessed to Kent ISD or the University for the use of classroom space to teach the additional Collaborative Education Program (Dual Enrollment) class on Fridays.

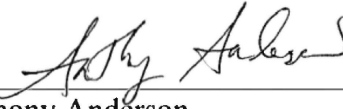
**Article XII
Effect of Addendum**

All other terms and conditions of the Memorandum of Understanding dated July 1, 2026, remain in full force and effect. In the event of a conflict between the MOU and this Addendum, the provisions of this Addendum shall govern.

MEMORANDUM OF UNDERSTANDING SIGNATORIES



Ron Gorman, Ph.D.
Superintendent
Kent ISD



Anthony Anderson
Interim President
Davenport University



Sue Gardner
Assistant Superintendent of Career and Talent
Kent Career Technical Center



Gilda Gely, Ph.D.
Executive Vice President for Academics and
Provost
Davenport University