

**MEMORANDUM OF AGREEMENT
ONLINE COLLEGE IN THE HIGH SCHOOL
2022-2023 SCHOOL YEAR**

Between Distance Minnesota consortium colleges: Alexandria Technical and Community College, Northland Community and Technical College, & Northwest Technical College and

South Koochiching-Rainy River

School District Name

This memorandum of agreement outlines the educational requirements, school district and college administrative responsibilities, and fee structure to participate in the Online College in the High School (OCHS) program in the 2022-2023 school year. The administrative signatures acknowledge agreement to abide by the terms outlined below.

Educational Requirements:

The school district will:

- Provide all prospective students with instruction on the unique challenges, opportunities, and requirements students should anticipate when taking online college courses.
- Assign a Proctor to:
 - monitor students in the OCHS program daily during scheduled online class periods to assure that the students stay on task and progress through their online course(s).
 - review student grades on a regular basis by having the student log-in to Brightspace. If a student's performance falls below the passing level, the proctor will be in communication with the college faculty and report the performance to the principal.
- Communicate with Distance MN (OCHS) and/or the college of enrollment to determine whether students should withdraw with a grade of "W" rather than risk a poor GPA.

Administrative Responsibilities:

The school district will:

- Provide qualifying test scores or administer Accuplacer testing for students who do not meet minimum GPA eligibility.
- Be primarily responsible for the enrollment process of their students.
- Limit first semester enrollment of qualified sophomores to one Career and Technical Education course.
- Assign a proctor to monitor each OCHS student. The proctor is not required to be a licensed faculty member.
- Notify Distance Minnesota (OCHS) staff when a new proctor will be assigned at the school district so access to training and the roster portal can be provided.
- Provide one regularly scheduled class period for each OCHS course enrolled.
- Make a networked computer available for each student during these scheduled class period(s).
- Remit payment of invoice within 30 days of receipt.
- Incur the cost of obtaining any required textbooks and related materials (purchase/rent/borrow) for each student enrolled in the OCHS program as required.
- Agree to pay for student registrations according to this agreement with the exception of registrations officially cancelled more than seven calendar days from the start of the course.

The colleges will:

- Provide training for proctors at no charge to the school district.
- Provide a variety of Minnesota Transfer Curriculum courses and Career and Technical Education courses to meet student interests and academic needs as requested by the district and as enrollment supports.
- Send invoices to each district approximately 60 days after the start of each term (fall or spring).

Fee Structure:

The total cost of instruction is shared by all participating school districts each term.

- Tuition is billed on a per-seat/credit basis. The total overall cost of instruction billed by the colleges each term is \$3,750 per credit.
- Seat costs are based on the total tuition of all courses offered, divided by the total number of credits sold. Participating school districts per seat/credit cost for instruction will be prorated based on the number of credits of their enrolled students.
- Seat costs are dependent on the overall number of student enrollments and the total number of credits sold. Seat costs are capped at \$164/student/credit:
 - \$328 per seat for a two-credit course
 - \$492 per seat for a three-credit course
 - \$656 per seat for a four-credit course
- School districts in the Pine to Prairie Perkins Cooperative will be charged 5% per credit for indirect costs. This 5% goes back into the Pine to Prairie Cooperative.

The colleges will:

- Endeavor to keep the average cost per credit to \$135, however per seat rates are not guaranteed other than the \$164/student/credit cap referenced above.
- Invoice each school district within 60 days of the start of the term.
 - Alexandria Technical and Community College will invoice school districts within the Runestone, Lakes Country, North Country, and all school districts associated with Perkins consortia unaffiliated with OCHS.
 - Pine to Prairie Cooperative will invoice school districts within the Pine to Prairie Cooperative.
- Endeavor to use open educational resources when available to eliminate or reduce the cost of textbooks and other related classroom materials.
- Record registration cancellations in the postsecondary student record system. This cancellation date will be used to determine whether a school district is obligated to pay for the cancelled seat.
- Permit, at district discretion, enrollment of other qualifying students to take any "seat" made available (no later than the first five days of the semester) due to the event of a late cancellation without additional per seat charge.
- Provide students the opportunity to request a grade of FN be removed from their record and a grade of FW be changed to a grade of W. These requests need to be made within the time period that students can still withdraw.

Administrative Signatures:



District Superintendent

3/28/22
Date

Online College in the High School Presidents:

Michael Seymour

Michael Seymour, President
Alexandria Technical and Community College

3/2/22
Date

Sandra Kiddoo

Sandy Kiddoo, President
Northland Community and Technical College

3/11/2022
Date

Faith C. Hensrud

Faith Hensrud, President
Northwest Technical College

3/21/22
Date