

**Addendum to the Collaborative Agreement between Browning Public Schools  
and Great Falls College Montana State University  
for classes taught on the high school campuses for 2018-19**

This document outlines the partnership, procedures and conditions between the 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 the Great Falls high schools.

**Eligibility:** Juniors and Seniors at Browning Public high schools 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 the BPS high schools.

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 schools 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 schools 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.