



Education that Works

2021-2022

Memorandum of Understanding for Dual Enrollment

Browning Public School District and Montana State University-Northern

Purpose:

This document outlines the responsibilities of Montana State University-Northern (MSUN) and Browning Public School District (hereinafter referred to as “The School District”) in entering into a relationship to provide college credit opportunities for Montana high school students. MSUN has established this collaborative partnership in order to provide high school students with the opportunity to earn college credit while in high school through courses provided or facilitated by MSUN. This document was prepared in accordance with the Montana University System Operational Guidelines for Dual Enrollment.

Student Eligibility:

The MSUN dual enrollment program is designed to serve students who have demonstrated academic or workforce ability and motivation. In order to be eligible a student must:

- Be at least 16 years of age or a high school junior/senior.
- Have signed approval from a parent or guardian, if under the age of 18.
- Have received prior, signed authorization from a high school official (principal, counselor, instructor) indicating that they are prepared for college-level course work.
- Have completed all application and enrollment paperwork provided by MSUN by the appropriate deadlines.
- Have satisfied any prerequisites for the desired course(s), either by prerequisite course completion, placement testing, or appropriate ACT/SAT scores.
- Take only 100 or 200 level courses.
- Not displace MSUN standard college students. In registering for courses, dual enrollment students will not take seats reserved for college students. Therefore some registration will only be available after the standard college enrollment periods. There will be no wait-list for on-campus classes, when offered.

Modes of Credit Delivery:

This agreement covers all modes of dual enrollment delivery offered or facilitated by MSUN, whether it occurs in the high school, at the college, or online. The qualifications necessary for instructors, types of credit, specific policies, procedures, and guidelines exist and are covered in greater detail in following sections.

High School Staff Eligibility:

All high school instructors teaching a course for dual credit must be approved by MSUN and must meet minimum qualifications for faculty under Montana Board of Regents Policy 730¹. The dual enrollment coordinator and the

¹ Montana Board of Regents Policy 730 - Minimum Qualifications for Faculty in Two-Year Degree Programs

This policy establishes minimum qualifications for all faculty in two-year degree programs under the supervision and/or coordination of the Montana Board of Regents of Higher Education. 1) *Faculty in transfer programs/disciplines*. The minimum requirement for faculty teaching general education or career/technical coursework designed for transfer as part of the Board of Regents' general education transfer policy, the AS/AA degree shall be a master's degree in the teaching field or a closely related academic discipline with at least nine (9) graduate-level

college chief academic officer vet and approve all such instructors as per the Montana Board of Regents Policy 730.1. Students may take a MSUN course for dual credit provided the college faculty member is in possession of a current Montana educator's license (Class 1, 2, 4, 5 or 8), and the School District agrees to accept the credit, failing that it will be a college credit only course. Such courses should be added to this document, or an addendum, to facilitate the process for student.

Policies:

MSU-Northern provides guidelines for its dual enrollment stakeholders including its own faculty, high school administrators, and dual enrollment high school instructors. By entering into this agreement the School District, and its employees involved in dual enrollment, agree to abide by all the policies and procedures set forth in the guideline documents.

Granting Credit:

For high school based dual enrollment courses, both MSUN and the School District agree to award their respective credit for course(s) listed in this Memorandum of Understanding, provided the student has followed the required processes and procedures for enrollment required by each institution. For college based and online dual enrollment courses, the School District agrees to grant high school credit for a dual enrollment course(s) taught by MSUN faculty with the appropriate Montana educator license (Class 1, 2, 4, 5 or 8) and listed on this Memorandum of Understanding or a signed addendum to the MOU.

Program Financial Elements:

- Whether students are seeking dual credit or college credit only, the tuition rate for students enrolled through the School District with this program is as follows: 50% of the in-state MSUN tuition rate. **For the 2020-2021 school year the cost to the student is \$50 per credit.** Students pay no application or student fees (material and other optional fees may apply for course taken online or at the college).
- The School District understands that for dual enrollment courses taught at the high school textbooks, supplies, materials, travel costs, and/or special fees associated with a particular class are solely the responsibility of the School District and or the student. MSUN does not support passing the cost of any required college textbooks for dual enrollment courses taught in the high school on to students.
- Dual enrollment students taking a course online or at MSUN are responsible for textbooks, course fees, and their own transportation, in addition to their tuition. These additional costs are not the responsibility of the School District or MSUN.
- Concurrent enrollment instructors work for the School District teaching a MSUN course. The instructor will receive a \$500 stipend for the additional responsibilities and collaboration concurrent enrollment instruction entails.
 - This may include, but is not limited to, participation in MSUN staff training and professional development, on campus workshops, webinars, and or other means of collaboration or learning best practices in concurrent enrollment.
 - High school concurrent enrollment instructors must complete all course obligations, including submitting a copy of the final exam, submitting grades and meeting with the dual enrollment program manager prior to processing of a stipend for dual enrollment courses. Stipends for fall and spring, single semester concurrent enrollment courses are issued at the end of the term. A yearlong course completes at the end of the spring term, therefore stipends for yearlong courses are issued at the same time as spring courses.

semester credits in the academic discipline. General education faculty who teach related instruction or developmental course work need not have a master's degree, but must have a bachelor's degree in the teaching field or a closely related discipline

2) *Faculty in career/technical disciplines/programs.* Minimum qualifications for career/technical faculty shall be three years' experience in the occupation to be taught or an equivalent number of years of postsecondary education in the career/technical discipline, combined with work experience in the career/technical discipline.

- MSU-Northern pays a stipend directly to the high school instructor. The School District is responsible for the other benefits (fringe) associated with the pay to the instructor.
- MSU-Northern requires a minimum student enrollment of seven (7) students to issue a stipend for an instructor. Such an agreement will be established involving all parties, and in writing.

Course Offerings 2021-2022 School Year:

Note: MSUN reserves the right to require minimum student enrollment to offer a course.

College Course	High School Course	Instructor	Method of Dual Enrollment	Semester Offered	Stipend
WLDG 110		Zebah Burdeau	Concurrent	Fall 2021	\$500

Special Considerations:

Term:

This agreement will remain in effect for the 2021-2022 academic year. Montana State University-Northern and Browning Public School District will meet to review the Memorandum of Understanding and course offerings annually. Termination of this agreement may be approved by one party, while continuation or modification requires agreement by all parties. Continuation, termination, or modification of the agreement is generally discussed at the time of renewal. The undersigned agree to the terms of this agreement for the academic year herein stated.

Signatures:

Corrina Guardipee-Hall
Superintendent, Browning Public Schools

Date

Jennifer Wagner
Principal, Browning High School

Date

Molly Fishburn-Matthew
Dual Enrollment Coordinator, MSU-Northern

Date

Alisha Schroeder
Registrar, MSU-Northern

Date