

Missoula College

909 South Avenue West
Missoula, MT 59801



MEMORANDUM OF UNDERSTANDING

2023 - 2024 Academic Year

The term of this Memorandum of Understanding (MOU) is August 2023 through July 2024. This MOU, the definitions and guidelines appendices and concurrent enrollment course list addendum are reviewed and signed annually.

In order to best understand the intention and roles in this MOU, definitions are provided:

Dual Enrollment is the overarching term used to describe Programs/Courses included in dual enrollment are concurrent enrollment and dual credit (defined below).

High School Based Concurrent Enrollment courses are college courses taking place in the high school, during the high school day, being taught by high school faculty who have been approved (as per Board of Regents Policy 730) to instruct said college-level courses as part of their duties as a school district employee. High school students participating in concurrent enrollment will earn a grade on the permanent college and high school transcripts. These courses have been approved as having equivalent course content, learning objectives and outcomes, and work assignments as an on-campus college course.

College Based Dual Credit courses are college courses taking place at the college or through the college online offerings, taught by college faculty, in which qualified high school students are enrolled and will earn a grade on the permanent college and high school transcripts. The high school student will be treated as equal to any college student in that course. It is up to the high school to determine whether or not they will award credit for a college course that takes place online or on campus.

Missoula College UM Role

- Establish and communicate tuition schedule;
- Coordinate details of Admission/ Registration process with partner school district;
- Approve of faculty credentials;
- Coordinate faculty to faculty communication;
- Provide partner school district with college course academic requirements/outcomes, syllabus and assessments;
 - Provide all summative assessment materials to partner schools.

- Provide training to partner school districts on assessments used in courses.
- Provide remuneration to partner school district, where applicable;
- Ensure all MUS Board of Regents policy and procedures are met.

PARTNER SCHOOL DISTRICT ROLE

- Propose course/instructor for concurrent enrollment classes;
- Coordinate dual enrollment process with Missoula College dual enrollment personnel and faculty;
- Communicate process for admission and registration to students and parents;
- Coordinate faculty to faculty communication;
- Communicate and adhere to course academic requirements/outcomes;
- Provide access to all textbooks and required materials;
- Ensure grades and student withdrawals are reported according to Missoula College UM deadlines.
- Ensure all Montana Board of Public Education administrative rules are met.

STUDENT RESPONSIBILITIES

- Complete application materials;
- Complete placement tests, if required;
- Provide prerequisite documentation, if required;
- Pay for tuition and course fees in accordance with college deadlines;
- Obtain required dual credit textbooks and materials, if not provided by the school district;
- Pay applicable course drop and add fees;
- Follow all Missoula College UM student policies and procedures, including procedures for initiating official withdrawal from courses;
- Determine transportation unless otherwise stipulated by Missoula College UM or high school.

HOLD HARMLESS AND INDEMNIFICATION

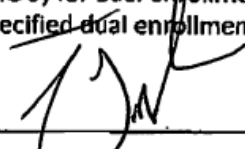
Each party shall be solely liable for its own tortuous acts or omissions or breaches of third party contractual rights, related to this Agreement; and each party shall fully indemnify and hold harmless the other party from all legal claims and liabilities arising out of the tortuous acts or omissions or breaches of third party contractual rights by the indemnifying party, including all litigation costs and attorney fees. In addition, these covenants shall extend to MISSOULA College, the Montana University System, plus all University and System agents, representatives, and employees.

1964, Title IX of the Educational Amendments of 1972, Titles VII and VIII of the Public Health Service Act, the Rehabilitation Act of 1973, and the Montana Human Rights Act.

ANNUAL REVIEW AND REVISION


The designated Missoula College UM official and designated school district official may annually review and revise the agreement in order to continue this partnership.

Missoula College UM and Browning High School, enter into a Memorandum of Understanding (MOU) for dual enrollment with qualified high school students to receive college credit for specified dual enrollment courses.



Tom Gallagher, Dean, Missoula College UM

11/16/23
Date



Jen Wagner Principal, Browning High School

10/18/23
Date

Dual Enrollment Appendices

The purpose of this agreement is to establish a partnership that provides post-secondary opportunities for eligible high school students, specifically in dual enrollment classes. Additionally, the purpose of this agreement is to define the procedures related to concurrent enrollment and dual credit of high school students in college classes.

The dual credit program is designed to serve Montana high school juniors and seniors from the ages of 16-19, or by approval/exception who have the proven academic ability, maturity, self-discipline, time management, and motivation to meet college level challenges, responsibilities and requirements. The program affords qualified students the opportunity to earn college credit at a cost of 50% of the two-year college rate while completing the requirements of a high school diploma. Applicable costs are the obligation of the student and his/her parent or guardian. Students approved for dual credit will pay the reduced tuition as approved by the Board of Regents.

The concurrent enrollment program only applies to college-level classes numbered 100 and 200. The dual credit or early college may include college level classes 100 to 400 depending on the policies of the partnering university. Students enrolled in approved dual credit courses will be awarded both high school and college credit upon successful completion of courses.

High standards exist for students to enter the dual credit program and participation requires appropriate score(s) on Missoula College placement examination(s). High school students enrolling in dual enrollment courses including dual credit, concurrent enrollment and early college must meet the college standards for those courses, including placement scores and prerequisites, with exception of high school diploma/high school equivalency.

Course Offerings

The Missoula College UM will collaborate with appropriate personnel at the local high school to identify potential dual enrollment courses. Missoula College UM dual enrollment personnel will be available to address inquiries and suggestions, facilitate faculty and staff meetings, and attend to any other matter pertaining to dual enrollment.

Any concurrent enrollment course(s) offered will first be agreed upon by the appropriate discipline faculty from both participating institutions and approved by the secondary principal or superintendent and the Missoula College UM Chief Academic Officer prior to publicizing the course.

College-based dual credit courses will be taught by college faculty who hold a Montana Class 8, Class 4, Class 2, or Class 1 License with an appropriate endorsement.

Faculty Approval

High school faculty who teach concurrent enrollment courses are Missoula College UM affiliate faculty; therefore, their application to teach a college course is reviewed in the same manner and according to the same standards as all Missoula College UM adjunct faculty. The faculty credential approval process shall be consistent with college accreditation requirements and Montana University System requirements.

College faculty who teach dual credit courses must hold a Montana Class 8, Class 4, Class 2, or Class 1 License with an appropriate endorsement.

All college courses approved for dual credit meet or exceed the outcomes of the corresponding high school course.

All high school courses approved for dual credit meet or exceed the outcomes of the corresponding college course.

The faculty member for each course will be responsible for all routine instructional activities, classroom conduct, and record keeping.

Student evaluation of instruction will be conducted in every course being taught under this agreement by the participating faculty member, using the Missoula College evaluation instrument (in addition to any evaluation instruments used by the participating high school).

Student Eligibility

To be eligible for a dual enrollment course, the student must:

1. Be a minimum of age 16 through age 19, or by approval/exception and be enrolled as a Montana High School junior or senior or equivalent.
Note: Home schooled students may enroll in dual credit or concurrent enrollment classes via the district in which they reside.
2. Meet the requirements for admission as per the universal application for dual enrollment. A high school diploma is not a requirement for Dual Enrollment admission (See BOR Policy 301.).
 - a. This includes completion and submission of the Dual Enrollment application form. This form is a streamlined application form to be used by all Missoula College campuses that waive the college application fee, but does not constitute permanent or regular admission to the individual campuses offering dual enrollment.
3. Have approval signatures of a parent or guardian (if the student is not yet 18 years of age), the designated high school official, and the designated college official.

Students must complete Missoula College UM prerequisites and placement tests prior to the first class day of the registered course and register within designated dual enrollment timelines. Students will be placed into courses according to current placement requirements established by Missoula College UM. Upon successful completion of a dual enrollment course, participating students will receive academic credit at the participating high school and on both the high school and Missoula College transcript.

Program Coordination & Quality

Missoula College UM shall provide a designated college official responsible for coordinating course schedules, regular and standardized communications, course transferability, and support services.

The high school will provide a designated high school official at the high school to serve as the point of contact on matters related to dual enrollment. Duties include (but are not limited to) coordination of appropriate paperwork (student enrollment requirements, student registration, etc.), act as communication liaison for college with faculty and students, assist Missoula College personnel in implementation of course evaluations, etc. The designated high school official will also assure that all dual enrollment registration forms are completed, including necessary signatures, in timely fashion.

The high school student will be treated as equal to any college student in that course. Coursework and grading will be according to the Missoula College UM standards and expectations. Qualified high school students have access to the full variety of delivery modalities such as face-to-face, online, compressed video, or a combination of modalities.

Tuition and Fees

The common approach to dual enrollment tuition will apply to students enrolled in all dual enrollment regardless of where/how the course is being taught (dual credit, early college, online, etc.).

The common approach states that:

1. Tuition per credit will be 50% of the current resident tuition
2. Mandatory fees will not be assessed (specific course fees may apply)
3. Tuition plus applicable course fees will be charged

Students admitted to the college for dual enrollment do not qualify for federal financial aid for higher education; however, they may qualify for scholarships or privately funded financial assistance.

Refunds

In the case of student withdrawal from dual enrollment courses, refunds will be made according to regular college policies as stated in the college catalog and/or online (or specifically outlined as required due to varying start and end dates).

College Resources

Student services in both the high school and the college settings will ensure that dual enrollment students have access to academic resources (e.g. library materials) and student services (e.g. orientation, advising, procedural information) that are important to the class and available to college-based students taking the same course. Campuses reserve the right whether or not to grant access to physical education/exercise facilities.

Where special needs accommodations may be required, each institution shall follow their own required policies in meeting the educational need(s) of the student.

Data Collection and Analysis

To assist schools and colleges in assessment of student course outcomes, data on student participation and performance in dual enrollment coursework, high school graduation, success in subsequent academic coursework and workforce, persistence of post-secondary programs

toward certificate and/or degree completion may be collected. The Montana University System has implemented common course names and numbers which may facilitate data analysis. Courses numbered identically, i.e., "WRIT 101 College Writing I" is offered across the Montana University System and is transferable across the system. Any data and/or results will be made available, by request, to educational providers, educational researchers, and governmental entities with an appropriate rationale.