

**MEMORANDUM OF AGREEMENT  
ONLINE COLLEGE IN THE HIGH SCHOOL  
2025-2026 SCHOOL YEAR**

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

Nevis School District 308

School District Name

This memorandum of agreement outlines the school district and college responsibilities and fee structure to participate in the Online College in the High School (OCHS) program. The colleges and high schools participating in the OCHS program agree to follow MN PSEO Statute 124D.09 guidelines. The administrative signatures acknowledge agreement to abide by state statute and the terms outlined below.

**Administrative Responsibilities**

**The School District Will:**

1. Provide all prospective students with information on the unique challenges, opportunities, and requirements students should anticipate when taking online college courses.
2. Be primarily responsible for the enrollment process of their students through the OCHS portal.
3. Assign a coordinator (who is not required to be a faculty member) to monitor students in the OCHS program to assure that the students stay on task and progress through their online course(s). Grades may be reviewed on a regular basis by having the student(s) log-in to D2L Brightspace.
4. Ensure students meet minimum GPA or have qualifying test scores. Administer Accuplacer testing for students who do not meet minimum eligibility requirements.
5. Limit first semester enrollment of qualified sophomores to one Career and Technical Education course.
6. Notify OCHS staff when a new coordinator will be assigned at the school district so access to training and the portal can be provided.
7. Ensure each student enrolled has appropriate technology and internet access.
8. Communicate with OCHS staff to determine whether students should be advised to withdraw with a grade of "W" rather than risk a poor GPA.
9. 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.

**The Colleges Will:**

- Provide training for coordinators at no charge to the school district.
- Provide a variety of Minnesota Transfer Curriculum (MNTC) courses and Career and Technical Education (CTE) courses to meet student interests and academic needs as requested by the district and as enrollment supports.
  - A limited number of CTE courses may share seats with students who are not in high school to avoid courses being cancelled due to low enrollment.

- Send invoices to each district approximately 60 days after the start of each term (fall and spring).
- Ensure textbooks are shipped to the high school each term.
- Monitor student satisfactory academic progress after grades are posted each term. Notify the coordinator of students on warning/suspension status. Students with unsuccessful appeals will be dropped if registered for OCHS courses in future terms.

## **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 3.5% per credit for indirect costs. This 3.5% 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.
  - OCHS 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.

### **The School District Will:**

- Incur the cost of obtaining any required textbooks and related materials (purchase/rent/borrow) for each student enrolled in the OCHS program.
- Agree to pay for student registrations according to this agreement with the exception of registrations officially dropped more than seven calendar days from the start of the course.
- Remit payment of textbook and tuition invoices within 30 days of receipt.

**Administrative Signatures:**



District Superintendent

8/4/25

Date

**Online College in the High School Presidents:**



2/18/25

Michael Seymour, President  
Alexandria Technical and Community College

Date



Shari Olson, Interim President  
Northland Community and Technical College

2/18/25

Date



John Hoffman, President  
Northwest Technical College

2/20/2025

Date