



Dual Enrollment Memorandum of Agreement

<p>Salish Kootenai College (SKC) Representative</p> <p>Name</p> <p>Address</p> <p>Phone #</p> <p>Email</p> <p>Fax #</p>	<p>Public School District Representative</p> <p>Name</p> <p>Address</p> <p>Phone #</p> <p>Email</p> <p>Fax #</p>				
<p>Title:</p> <p>Dual Enrollment for Dual Credit or College Credit Only</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Start Date</td> <td style="width: 50%; text-align: center;">End Date</td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> </table>	Start Date	End Date		
Start Date	End Date				
<p>By signing below the recipient agrees to be bound by the terms of this agreement and agrees to perform in accordance with all the terms, conditions, and documents attached hereto and/or referenced herein.</p>					
<p>SKC Authorized Administrative Representative:</p>	<p>Public School District Authorized Administrative Representative:</p>				
<p>Signature</p> <p>Date</p>	<p>Signature</p> <p>Date</p>				

Memorandum of Agreement between
_____ Public School District
and
Salish Kootenai College (SKC)
for The Purpose of Offering Dual Credit or College Credit Only

Purpose: This Memorandum of Agreement establishes an agreement whereby eligible students from _____ Public School District shall be offered an opportunity to attend Salish Kootenai College while still attending high school and shall be eligible to earn: (1) high school credit and college credit simultaneously or, (2) college credit only. Credit available under both options will be awarded only upon successful completion of the college courses for which the student is enrolled.

State regulations included in this document are taken from *Operational Guidelines for Dual Enrollment and Other Secondary-Postsecondary Credit Opportunities*, from the Montana Board of Regents, September, 2010.

I. Dual Enrollment Terms and Taxonomy

- **Dual enrollment** is the broad term for various types of opportunities for high school students to take college coursework while they are enrolled in high school.
- A **dual-credit** course awards both high school credit and college credit for a college course taken by the high school student. The decision to award high school credit for the college course rests with the school district, provided that the decision is consistent with applicable laws, policies and administrative rules.
- A **college-credit** only course awards college credit, but not high school credit, for a college course taken by the high school student.

II. Dual Enrollment Requirements

A. **Dual enrollment courses** must meet the following criteria.

1. Dual enrollment courses must be courses found in the college's catalog and designated as 100 or 200 – level college courses with prefix, number, title, credits, and outcomes established by the Montana University System Faculty Learning Outcomes Council (FLOC).
2. If taught by instructors who are not SKC faculty and/or off the SKC campus, dual enrollment courses must have the same content, outcomes and assessments of student achievement as on-campus sections of the course taught by SKC faculty.
3. All students enrolled in the dual enrollment course must enroll for college credit, with the exception of high school honors courses.
4. Dual enrollment courses cannot be the only source used to fulfill the basic high school offerings as required by the Montana Accreditation Standards.
5. If used for dual credit, dual enrollment courses must meet the content and performance standards for local district curriculum and all other applicable accreditation standards, as well as the college outcomes for the course approved by the college and published by the appropriate Montana Systems FLOC. For additional information about this see the Montana University Systems website link: http://mus.edu/Qtools/CCN/CCN_FAQ.asp
6. Dual enrollment courses must meet the established learning outcomes designated by the appropriate FLOC. Course learning outcomes must be assessed based on the same kinds of

assignments, examinations, etc. and the same grading criteria applied to college students in the college course.

7. Only local school districts have the authority, within the parameters of state law, policy, accreditation standards, and administrative rules, to determine whether a dual enrollment course will also earn high school credit and therefore be a dual-credit course.

B. Faculty who teach dual enrollment courses must meet the following criteria.

1. Faculty teaching dual enrollment courses must, per SKC policy, hold a minimum of a Master's degree in the discipline in which they teach. They must be approved for teaching dual enrollment courses by SKC administration. Further they must meet the minimum qualifications established by the Montana Board of Regents in Policy 730, as outlined below.

Montana Board of Regents Policy 730 - Minimum Qualifications for Faculty in Two-Year Degree Programs-Effective May 30, 2008; issued June 23, 2008. Retrieved October 14, 2013 from <http://mus.edu/borpol/bor700/730.htm>

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.

- a. *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 Associate of Science degree or the Associate of Arts degree shall be a master's degree in the teaching field or a closely related academic discipline with at least nine (9) graduate-level 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. Faculty employed at the time of approval of this policy shall be considered exempt from its provisions. Under extenuating circumstances, approval of the Deputy Commissioner for Two-Year Education in the Office of the Commissioner of Higher Education must be obtained to employ faculty without the minimum qualifications.
- b. *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. Faculty employed at the time of approval of this policy shall be considered exempt from its provisions. Under extenuating circumstances, approval of the Deputy Commissioner for Two-Year Education in the Office of the Commissioner of Higher Education must be obtained to employ faculty without the minimum qualifications.
- c. *Professional and continuing education faculty* - Professional and continuing education courses should be taught by faculty with related college work or specialty training. In all cases, teaching faculty in these programs and courses must have special competence in the fields in which they teach, as determined by the Chief Executive Officer of the institution.

2. In addition, dual enrollment faculty will hold the K-12 licensure (Class 1, 2, 4, or 8) as required by the Board of Public Education or the course will not be eligible for high school credit.

C. The student engaged with dual enrollment courses must meet the following criteria.

1. The dual enrolled student must be: 1) at least sixteen years of age; or 2) a high school junior or, 3) a senior with a minimum GPA of 2.5
2. The dual enrolled student must have approval signatures of 1) a parent or guardian, 2) a high school official and, 3) a designated college official.
3. The dual enrolled student must meet the same admissions requirements as on-campus SKC students (except for a high school diploma).
4. The dual enrolled student must satisfy all prerequisites listed in the SKC catalog for the individual college course they wish to take, including the completion of placement tests and attainment of required proficiency scores on the placement tests.
5. The dual enrolled student must complete and submit all required paperwork for the program, including the SKC application for enrollment.
6. The dual enrolled student must declare if the course is for “dual credit” or for “college credit”.
7. The dual enrolled student must take the course for college credit, with the following exception: High School Honors Courses: the course is in a core discipline (communication arts, mathematics, social studies, or science), the course is designated “honors” and, the district has demonstrated to the credit-granting college that all students in the class have the appropriate academic preparation for the course, as per SKC Policies 301 and 301.1.

D. SKC’s role and responsibilities in offering dual credit courses are as follows.

1. The SKC courses requested must not duplicate courses that are available through the school district.
2. In registering high school students for college courses, SKC will not displace adult students attending the college.
3. Because SKC is required to maintain their student enrollment within federally mandated guidelines for tribal colleges (Indian Student Count or ISC), SKC reserves the right to limit the enrollment of non Indian high school students in the dual enrollment program as a means to preserve the institution’s required ISC.
4. Dual enrollment instructors who are not members of the regular SKC faculty (but are employed by the school district) will be given access to the SKC-JICS online system to electronically record students’ grades for the dual enrollment course. The credit and grade will then be recorded for each student by the SKC Registrar.
5. SKC dual enrollment faculty is trained supervised and evaluated using the same processes as regular faculty at SKC.
6. SKC and the high school must ensure that dual enrollment students have access to the same academic resources that are important to the class as adult students taking the same course.
7. SKC does not have any role or assume any responsibility for the transport of dual enrollment students to or from the college campus.

E. Individual school district roles and responsibilities for participation in this dual enrollment agreement are as follows.

1. School districts will be responsible for assuring that teachers employed by their district to teach dual enrollment courses hold the requisite credentials: 1) a minimum of a Master’s

- degree in the discipline in which they are teaching courses and, 2) a valid Montana Class 1, 2, 4, or 8 educator license.
2. When a district employed teacher acts as the dual enrollment course instructor, the district will be responsible for compensating the teacher delivering the dual enrollment course.
 3. SKC and the high school must ensure that dual enrollment students have access to the same academic resources that are important to the class as adult students taking the same course.

III. Credits

High school students taking dual enrollment courses will earn college credits as referenced in the current SKC catalog. College credits are not equivalent to high school credits. Only the high school has the authority to award high school credit, as well as to determine the number of high school credits awarded for college credits taken.

IV. Costs associated with Dual Enrollment

A. Tuition

Tuition for all designated dual credit or college-credit-only courses will be calculated at the rate of per \$0 credit (American Indian/Descendent) and \$41.50 per credit (non Indian Montana Residents). A separate registration fee of \$70.00 will be calculated per quarter.

B. Other costs

Other course costs beyond tuition may occur. Books, supplies, materials, course fees, program fees, and travel costs will be paid by either the student or the school district. Books will be available for purchase by students or districts from the SKC bookstore and SKC will work to send advance notice of the required textbook titles to students whenever possible. Books may also be purchased from other vendors.

C. Refunds

In the case of student withdrawal from dual enrollment courses, refunds will be made according to regular SKC policies as stated in the catalog Refund Policy and as outlined below:

The registration fee is non-refundable. All other refunds are made according to the following schedule:

1st Week: 90% refund

2nd Week: 80% refund

3rd Week: 70% refund

4th Week: 60% refund

A student who withdraws in the first week of the quarter without attending class may receive a 100% refund, less registration fee and \$10 for the student identification card.

V. Online Courses

For online dual enrollment courses for which students will also earn high school credit, the individual school district will provide an on-site facilitator who is a certified teacher in the district. This

facilitator will provide on-site support for students taking online courses, generally of a technical nature, to ensure that students have the support they need to be successful with the technology. SKC will provide direct assistance as needed for the facilitator.

VI. Term

This agreement will remain in effect for the 2019-2020 academic year. On or before June 15, 2020 the parties will consider whether to continue the agreement for the next academic year.

VII. Signatories

The following persons representing _____ Public School District and Salish Kootenai College agree to the terms of this agreement, which will be revisited on or before June 15, 2020, for possible continuation in future academic years.

Superintendent of _____ Public School District

Date

Dan Durglo – Academic Vice President, SKC

Date