May 9, 2016

Menifee County Schools
PO BOX 110
Frenchburg, KY 40322

Dear Superintendent Spencer:

Please find enclosed a copy of the Memorandum of Agreement for EKU Now, between Eastern Kentucky University and Menifee County Schools, for your records. The original agreement is on file in the office of the Provost and Senior Vice President for Academic Affairs at FKU.

Thank you for your collaboration on this EKU Dual Credit agreement and for your service to the region and to the future generations of Kentucky.

Sincerely,

Sherry Robinson
Vice Provost

Enclosure
Memorandum of Agreement
Between
Eastern Kentucky University and Menifee County Schools
For
EKU Dual Credit

I. Purpose
The purpose of this Memorandum of Agreement (MOA) is to assign the responsibilities of the agreement’s designated parties and to outline the conditions of a joint curricular venture between Eastern Kentucky University (EKU) and Menifee County Schools involving participation in dual credit.

II. General Information
Dual credit is a college course for which a high school student receives high school credit at the same time. Qualifying high school students can take classes offered by EKU and receive college credit from EKU and high school credit from their schools. It involves a partnering between Kentucky high schools and EKU for the academic success of dual credit participants.

The EKU Dual Credit Program is for specially qualified high school students. This program provides the opportunity for juniors and seniors to enroll in EKU courses at reduced tuition rates.

This MOA further defines in the sections below the curricular relationship between Eastern Kentucky University and Menifee County Schools for delivering dual credit courses.

III. Recruitment, Admission, and Advisement of Students

A. Recruitment of Students.
Menifee County Schools will be responsible for identifying and recruiting students for dual credit.

EKU will provide Menifee County Schools with appropriate promotional literature, EKU admission policies, dual credit guidelines, eligibility, tuition rates and relevant materials regarding the applicability of college credit. Students should be made aware that enrollment in an EKU course through dual credit establishes an academic history at EKU and that any financial obligation while on campus (e.g., unpaid parking tickets, unpaid fines, etc.) will result in a hold on any further
activity, such as enrollment in classes or receipt of transcripts, until such obligations are met.

In all cases, the nature of the cooperative arrangement between EKU and Menifee County Schools will be accurately presented in recruitment materials.

B. Admission of Students.
All students participating in dual credit will be admitted to the University based on the admission requirements for dual credit as outlined by the Dual Credit Program Guidelines specified in the current EKU Undergraduate Catalog.

In order to be eligible to participate in EKU Dual Credit, high school juniors/seniors must meet or exceed the academic standards specified within the Dual Credit Program Guidelines.

C. Advising of Students.
EKU will be responsible for advising students regarding EKU courses and how they apply to general education and majors at EKU. Students in the program will attend specific advising sessions and register for courses during a specified timeframe just prior to the beginning of an academic semester. Advising and registration sessions will be available on each of EKU's campuses.

Students should be aware that enrollment in an EKU course through dual credit establishes an academic history at EKU and that any financial obligation while on campus (e.g. unpaid parking tickets, unpaid fines, etc.) will result in a hold on any further activity, such as enrollment in classes or receipt of transcripts, until such obligations are met.

Menifee County Schools will be responsible for ensuring that the fulfillment of state-mandated educational requirements for completion of high school.

IV. Enrollment in Courses
A. Dual credit students are granted enrollment in courses at EKU according to the Dual Credit Guidelines outlined in the EKU Undergraduate Catalog. The number of courses in which a student may enroll is determined by the Dual Credit Guidelines as stated in the EKU Undergraduate Catalog as well as course availability at specific locations.

B. Only students admitted as Dual Credit students will be permitted to enroll in EKU courses at the Dual Credit reduced tuition rates.

C. Menifee County Schools must adhere to the add/drop procedures for dropping the course as outlined by the EKU Undergraduate Catalog.

V. Awarding and Transcripting of Credit and Degrees
A. Determination of Academic Credit.
EUK determines the amount and level of credit for its own courses.

Menifee County Schools is responsible for ensuring that each course aligns with state curriculum and testing requirements.

B. Awarding and Transcripting of Academic Credit.
EUK will award and transcript credit to dual credit students in accordance with its current policies.

Menifee County Schools will determine and record credit for dual credit courses in such a way as to accurately reflect the nature of the experience or in a way that is appropriate to meet state and/or local requirements.

VI. Program Curriculum and Assessment
A. Curriculum Development and Review.
EUK is solely responsible for the development of the curriculum for its own courses. Therefore, the courses will use the syllabus, textbook, and assessments as determined by EUK.

Menifee County Schools is solely responsible for the development and delivery of any additional curriculum necessary to meet state curriculum and testing requirements.

B. Curriculum Delivery.
EUK is responsible for the delivery of its own curriculum.

Courses will be delivered based on EUK’s academic calendar.

C. Assessment of Program and Learning Outcomes.
EUK is responsible for the assessment of student learning outcomes for all EUK courses. Grades will be recorded on EUK’s academic calendar.

VII. Facilities, Instruction and Instructional Resources, and Student Support Services.
A. Facilities.
Dual credit students will attend courses on EUK’s Richmond or regional campuses or, when approved, at the students’ high school, online or via Interactive Television (ITV).

B. Instruction and Instructional Resources
Courses offered for dual credit will be open to all EUK students except when offered in a high school. Students enrolled in dual credit will have the rights and privileges of other Eastern Kentucky University students for the following services: EUK library, EUK tutoring services, and EUK advisor.
C. EKU Facilities.
EKU will grant dual credit students access to the same campus facilities as it
grants to students enrolled at EKU subject to and in accordance with all EKU
facilities use policies with the exception of residential facilities within EKU’s
control, the Counseling Center and the Student Health Center. Additionally,
students under the age of sixteen (16) are not permitted to use the Fitness and
Wellness Center. EKU will provide an EKU email account and an EKU
Blackboard account.

VIII. Tuition, Fees and Financial Aid
A. Tuition and Fees.
Dual credit students are permitted to enroll in courses at EKU according to the
Dual Credit Guidelines as specified in the EKU Undergraduate Catalog and at the
dual credit tuition rate specified for the academic year as approved by the EKU
Board of Regents at their April meeting. Depending upon student qualifications,
tuition may be further discounted (per scholarships identified in the EKU
Undergraduate Catalog).

While the dual credit participants have their course tuition reduced or waived, these
students will still be held responsible for the cost of textbooks, parking permits, any
associated fees (including course fees and late registration fees), if applicable.

B. Financial Aid.
Federal and State financial aid is not available to dual credit students.

Students’ financial aid, upon entering college as freshmen, may be adversely
affected by substandard grades earned as dual credit students.

IX. Record Keeping
EKU is responsible for maintaining student academic and financial records for dual
credit students enrolled in college courses. Menifee County Schools is responsible for
maintaining student academic records for its students.

EKU students have a secure web account (EKU Direct), where their academic records
may be found. Once midterm and final grades have been submitted by EKU instructors,
students may login to EKU Direct to see and/or print their grades at will. To have EKU
course credit count toward high school graduation requirements, students may print a
copy of their EKU grades from EKU Direct. In that this agreement establishes a
partnership with Menifee County Schools, it is understood that EKU can communicate
student information, including mid-term and final grades, to the high school with no
violation of FERPA.

Due to federal privacy rules, EKU cannot release student academic information to
parents unless given written permission by the student. Students may choose to set up
a Web-4-Parent view only account. Parents with access to this account are able to login
to EKU direct with the EKU generated ID and password to view the screens that the student has given permission for them to see.

X. Grievances

Grievances regarding any aspect of the dual credit program will be addressed to EKU and handled by adherence to its policies.

XI. Terms, Review, Renegotiation, and Termination of MOA

A. Terms of the MOA.

This Memorandum of Agreement is in effect from the date signed by duly designated officers of both parties to the agreement. It shall be in effect for three years following the date of signature.

B. Periodic Review of the MOA.

This MOA will be reviewed at least every three years.

C. Renewal and Renegotiation of the MOA.

Changes in EKU policy or Menifee County Schools policy may require a renegotiation of terms and conditions prior to the renewal date.

D. Termination of the MOA

Either institution may terminate this agreement with adequate notice. Adequate notice is defined as providing sufficient time to implement the teach-out agreement outlined below. Termination of the agreement may occur if changes in any of the following make it impossible to continue cooperatively offering courses: the mission of either EKU or Menifee County Schools, funding, state or federal regulations, or policies of accrediting bodies of either institution.

E. Teach-Out Agreement

In the event that the decision is made to terminate this curricular venture, every effort will be made to accommodate students, faculty, and staff so as to minimize the disruption of their academic course of study or their professional careers. Students already enrolled in courses at the time the MOA is terminated will be permitted to complete their courses.
EASTERN KENTUCKY UNIVERSITY

S. R. Robinson
Vice Provost for Academic Affairs

President

5-6-16

Date

MENIFEE COUNTY SCHOOLS

J. D. Johnson
Superintendent

Chairman of the Board

4-21-16

Date

4-21-16

Date