



Concurrent and Dual Enrollment MEMORANDUM OF UNDERSTANDING

**Between Northwest College
and
Big Horn County School District #3
Greybull High School**

DEFINITIONS

Concurrent Enrollment

Concurrent enrollment courses are college classes taught by high school faculty who have been approved as community college adjunct faculty and who are teaching said courses as part of their duties as a school district employee. As such, these college courses simultaneously satisfy high school graduation requirements. These courses have been approved by the college as having equivalent course content, learning objectives, and work assignments as an existing college course. Course content and learning objectives are equivalent to the related college course as determined and defined by the college faculty.

High school faculty teaching concurrent enrollment courses will be considered adjunct faculty for the purposes of the college. Adjunct faculty teaching concurrent enrollment courses are approved by the college and will be included in communications with all college adjunct faculty. Additionally, high school faculty teaching concurrent courses interact as required with the appropriate college representative for issues such as student records, grades, and other student or learning issues.

Because it is a college course, the student will be graded consistent with the standards, expectations and academic freedom governed by full-time and adjunct faculty at the college. The students will receive a grade on the official college and high school transcripts.

Dual Enrollment

Dual enrollment credit is given to qualified high school students who complete college level courses for which the college hires and pays the instructor and in which the high school agrees to allow high school graduation credit.

Because it is a college course, the course will typically be delivered on the college's academic calendar and schedule; students and the local high school may need to make adjustments collaboratively to meet this schedule. The high school student will be treated as equal to any college student in that course. Coursework and grading will be according to the college standards and expectations. The students will receive a grade on the official college transcript, as well as the official high school transcript. Qualified high school students have access to the full variety of delivery modalities such as face-to-face, online, or compressed video.

PURPOSE

The purpose of this agreement is to establish a partnership that provides post-secondary opportunities for eligible high school students, specifically concurrent and dual enrollment classes. Additionally, the purpose of this agreement is to define the procedures related to concurrent enrollment of high school students in college classes as defined by Wyoming Statute 21-20-201.

Wyoming community colleges believe that concurrent enrollment programs allow for opportunities to

- **Serve as an impetus or vehicle for seamless transition between high school and post secondary education.**
 - Establish a partnership to support student success.
 - Establish written agreements between the school district and a community college that clarify the process and mutual expectations.
 - Ensure that the high school faculty and students are informed of the rigor of college courses.
 - Ensure that more high school students are prepared for college-level work upon graduation.

- **Serve as an access point for students who otherwise are unlikely to attend college.**
 - Reduce the time associated with completing a postsecondary credential.
 - Provide opportunities for those who did not know that they were “college material.”
 - Facilitate successful student completion of college courses and demonstrate that there are college programs available for them.
 - Align and fortify curricular options available to advanced high school students through enrollment in college transfer and technical courses.

- **Provide a head start for advanced students already planning to attend college or enter the workforce.**
 - Ensure that more high school students are college-ready upon graduation and have acquired the skills necessary to compete in the state’s global economy.

COURSE OFFERINGS

The College will collaborate with the appropriate personnel at the local high school to identify potential courses and faculty for that high school.

FACULTY APPROVAL

High school faculty who teach concurrent enrollment courses are college adjunct faculty; therefore, their applications to teach a college course are reviewed in the same manner and according to the same standards as all other college adjunct faculty. All employment forms and transcripts must be submitted through the appropriate office.

A faculty credential approval process will be developed that is consistent with college accreditation requirements and needs for flexibility in exceptional circumstances. Exceptions shall be based upon demonstrated proficiency in the discipline, progress toward graduate education, or appropriate certification.

STUDENT ELIGIBILITY

1. Be seniors, juniors, or have the permission of a high school official; and,
2. Have permission from their parent(s) or guardian(s) and a designated school official; and
3. Meet course entrance requirements and/or prior course work required before enrolling in a particular course.

Note: No high school, community college or BOCES/BOCHES can impose additional eligibility requirements.

PROGRAM COORDINATION & QUALITY

Each partnership shall provide a liaison between the high school and college with responsibilities for coordinating advisement, arranging course schedules, regular and standardized communications, course transferability, and support services.

The high school will provide a designated official at the high school to serve as the point of contact on matters related to concurrent enrollment. Duties include (but are not limited to) coordination of appropriate paperwork (WDE requirements, course summary form, student registration, etc.), act as communication liaison for college with faculty and students, assist college personnel in implementation of electronic course evaluations, etc. The designated high school official will also assure that each student and parent signs a copy of the *Community College-High School Dual/Concurrent Registration* form which discusses student responsibility and transfer issues. It is important that the student and his/her parents clearly understand that enrolling in a concurrent enrollment course will result in a college grade on a college transcript and a high school grade on a high school transcript.

The college shall require:

1. The Wyoming community colleges will collaborate with individual high schools to develop plans for providing dual or concurrent courses to meet the needs of their students and ensure quality.
2. Classes taught in high schools use the equivalent syllabi, assignments, and end-of-course assessments as those used in courses taught on campus.
3. The college faculty responsible for concurrent courses collaborate with high school concurrent course teachers and review student work on a regular basis.
4. Colleges will review course agreements annually to assure quality.

TUITION AND FEES

By WS 21-20-201, if there is a concurrent and dual enrollment agreement, students cannot be charged. As required by Wyoming Statute 21-20-201, (d), *"The school district and the university or community college district entering into an agreement for purposes of this section shall, if there are any fees within the agreement, establish fees to be assessed the school district for student participation under the program, the payment schedule for the established fees and other necessary arrangements to facilitate fee payment and collection."*

Therefore, the school district agrees to pay the tuition for all students enrolled in dual and concurrent enrollment classes based on the final class roster issued on or about midterm of the current semester.

Concurrent enrollment costs – The School District will pay full tuition and fees for all students enrolled in concurrent enrollment classes. After the college receives the sum for students' tuition from the school district, the college agrees to pay an identical amount to that school district for space, supplies, instruction, and other related costs.

Dual Enrollment Costs – The School District will pay fees only for all students enrolled in dual enrollment classes.

TEXTBOOKS AND MATERIALS

The high school is responsible for ensuring that textbooks and materials are available for these students. As required by Wyoming Statute 21-20-201(d), *"Any textbooks, materials or equipment purchased under the established fees shall be addressed within the agreement entered into between the university or college and the school district. The university or community college shall not directly assess and collect any fee from the participating student for textbooks, materials, student services or any other fees otherwise assessed and collected from students attending the institution."*

COLLEGE RESOURCES

Students will have access to all the standard support services that any college student has available. College services include: tutoring, use of computer labs, counseling, career planning, library, access to student portal. In addition, High School support services are also available to the student. High Schools are responsible for IDEA accommodations for all concurrent and/or dual enrolled students.

GRADING

Grading shall be valid and reliable and based on student academic performance. Weighted grades may be used in secondary schools, but final grade point average (GPA) shall be computed on a 4.0 (A=4.0, B=3, C=2, D=1, F=0) scale.

DISTANCE EDUCATION

Ongoing collaborations between the University, community colleges, school districts, and WDE should continue regarding technological infrastructure and distance delivery methods to improve access to quality dual and concurrent enrollment courses.

Academic Year 2015-16

School District Superintendent

X: *Ben K. By*

Date: 4-24-2015

College President

X: *[Signature]*

Date: 4/29/15



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Designated Contacts

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