

# **2024-25 Dual-Credit Memorandum of Agreement Between Northern Kentucky University & Covington Latin School**

## **Purpose**

This Memorandum of Agreement (MOA) establishes a collaborative relationship between Northern Kentucky University (NKU) and Covington Latin School to offer dual-credit opportunities for secondary school students who meet the requirements for admission into NKU's School-Based Scholars dual-credit program. This agreement incorporates by reference the requirements provided in KRS 164.786, which creates and implements the Kentucky Dual-Credit Scholarship (DCS) Program, administered by the Kentucky Higher Education Assistance Authority (KHEAA).

## **Defining the School-Based Scholars (SBS) Program**

Northern Kentucky University's School-Based Scholars program allows high school students to enroll in college-level courses offered by a college and simultaneously earn credit towards high school graduation and/or a postsecondary degree (these courses may be academic, but not remedial, developmental, or recitative). Students must also meet course prerequisites. Specific to the SBS program, courses may be offered at a high school, online or a designated NKU campus.

## **Student Participation in the School-Based Scholars (SBS) Program**

### **SBS Admission policy**

High school sophomores, juniors and seniors are eligible for this program if they meet the following requirements:

- Must have a high school unweighted GPA of 3.0 or higher.
- Must meet any course prerequisites.

Students must complete a School-Based Scholars application packet (online application, disclosure, and transcript). Test scores (ACT, SAT, and/or AP) must be provided if required as a pre-requisite to a course, however some placement testing may be available. Completed School-Based Scholars application packets do not guarantee admission into the program or eligibility for any specific course. All applications will be reviewed by the School-Based Scholars office for admission eligibility. *A copy of the SBS disclosure form is provided in Appendix A.*

All applications must be completed by the student (and, if the student is a minor, their parent or legal guardian) and submitted in their entirety by the high school counselor (or responsible high school contact) by August 1 for the fall semester and by December 1 for the spring semester. If the student's qualifications do not meet the admission criteria for the SBS program by those deadlines, they will not be admitted for that intended semester but can apply for a later semester if their qualifications change.

### **Admission policy exceptions:**

All requirements in this policy for dual-credit participation are the requirements for NKU. If a high school wishes to impose additional requirements for participation in dual-credit courses, those requirements will be enforced.

Sophomore students will be limited to only taking classes offered at their high school. Sophomores who wish to take an online or on-campus course can request an exception by submitting additional materials

outlined on our website. Students must still meet any course prerequisites. Submission of a petition for an exception does not guarantee admission.

Freshmen are unable to participate in the School-Based Scholars program they may request an exception by submitting additional materials outlined on our website. Students must still meet any course prerequisites. Submission of a petition for an exception does not guarantee admission.

### **Continued enrollment**

To remain in good standing, a student must have a cumulative NKU GPA that meets or exceeds 2.00. Per the “Academic Standing (Warning, Probation, Suspension)” policy, the first time a student’s cumulative GPA drops below 2.00, the student is placed on academic warning.

### **Grades**

Dual-credit courses allow a student to earn high school and college credit simultaneously. Per KY CPE’s dual-credit policy: “The postsecondary institution’s grading policy will apply to dual-credit courses and be used by the secondary school awarding credit.”

NKU will communicate a student’s midterm and final grade(s) each semester to the school’s designated contact. Regardless of the location of the course, the grade a student earns in their dual-credit course(s) will be the grade awarded on their college transcript. Students who are applying to other institutions are responsible for requesting their NKU transcript be sent to those aforementioned institutions.

Students who believe their final course grade is inaccurate, or based on factors that were not included in the grading policy, may appeal the grade per NKU’s “Grade Appeals – Undergraduate” policy.

### **Orientation for students**

- All high school counselors will provide their students with a “Welcome and Next Steps” guide each semester. A blank guide will be provided by the SBS office. These guides will mirror student’s SBS acceptance letters. Guides will provide students’ usernames and instructions for setting up passwords, registering for classes, paying tuition, buying textbooks, and accessing NKU email.
- All SBS students will be enrolled in a SBS Canvas orientation prior to the start of the semester to help students further orient to the SBS program, learn about NKU resources, and learn how to best prepare for their SBS course based on where they’re taking their NKU courses. All students are expected to read and comply with the expectations, responsibilities, guidelines, and procedures outlined in the Canvas orientation. This information will remain available throughout the semester.
- The SBS program will also host an open house session for students taking classes at the Highland Heights campus to tour and complete any necessary pre-semester preparations.

## **Dual-Credit Courses**

### **Course Offerings**

Northern Kentucky University and Covington Latin School have agreed to work collaboratively to allow students to take courses online or on NKU’s campus.

Upon receipt of completed application materials and in accordance with NKU's enrollment schedule, NKU will be responsible for enrolling admitted students in any designated dual-credit courses held at their high school or online (see courses listed in table above). High school students will be responsible for registering for any additional course held online or on NKU's campus.

NKU will inform each high school counselor (or designated contact) of the current requirements and costs associated with enrollment in NKU dual-credit courses.

Once students are enrolled in a course, they will have an official academic record at NKU. After each add or drop deadline during the fall and spring semesters, the SBS office will provide a roster of registered NKU dual-credit students to a designated contact at each high school with the expectation that the rosters will be verified with the high school's records and the school districts will submit any changes to the SBS office, as necessary.

SBS students may enroll in any number of credit hours each semester up to the maximum allowed for other NKU students. Students should work with their high school counselor and NKU advisor to determine an appropriate number of credit hours for them.

NKU reserves the right to cancel a NKU faculty-led course that does not meet enrollment targets or alter the proposed course list based on faculty availability.

SBS students may not complete a degree from NKU while in the SBS program.

### **Academic Quality**

Dual-credit courses taught in the high school, whether by a NKU faculty or a NKU-credentialed high school teacher, shall meet the rigor for postsecondary credit and be congruent with the University's normal offerings. Classes offered in the high school settings shall conform to the University's academic standards. Faculty for all dual-credit courses shall be approved by the appropriate department at the University and meet all SACSCOC credentialing requirements. Additional qualifications required by academic departments may vary and may require an additional interview with the academic department and/or the SBS program.

NKU will provide a faculty liaison for newly-credentialed high school teachers for every semester that they teach a new course for NKU in the SBS program. All dual-credit faculty, whether a NKU faculty or a NKU-credentialed high school teacher, will be enrolled in the SBS Faculty Orientation each semester. All instructors are expected to complete this orientation and any additional required trainings prior to the start of the semester. Additionally, all instructors are expected to attend a half day professional development event (details to be announced at a later date) to provide additional training, address questions that arise from the SBS Faculty Orientation and get any University/Program updates.

All dual-credit faculty, whether a NKU faculty or a NKU-credentialed high school teacher, are expected to read and comply with the expectations, responsibilities, guidelines, and procedures outlined in the Canvas orientation. This information will remain available to the faculty throughout the semester they are teaching. This information is available to districts upon request.

An official syllabus will be prepared by the responsible dual-credit faculty for each dual-credit course, made available to students enrolled in the course, and provided, upon request, to the school district.

Both NKU and Covington Latin School will comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) in the exchange of records and information for students enrolled in dual-credit courses under this MOA. Both NKU and Covington Latin School shall limit access to educational records, and personally identifiable information from said records, to only those employees or agents with a need to know. For purposes of this MOA, NKU hereby designates Covington Latin School as a school official with a legitimate educational interest in the educational records of participating student(s) to the extent that access to NKU's records is required by the Covington Latin School to carry out the terms of this MOA.

### **Students with Disabilities**

Students enrolled in an NKU course who need accommodations due to a disability must register with NKU's Office for Student Accessibility, in accordance with NKU policy. While having a 504 on file at the high school covers accommodations for high school classes, it does not apply toward university courses, even if the university course is being taught at the high school.

Instructions for how to register with the NKU Office for Student Accessibility are provided to students through the SBS Orientation and to faculty through the SBS Faculty Orientation.

### **Instructional Continuity**

In the event of a natural disaster, pandemic, or other academic disruption; course instruction for dual-credit courses will continue through NKU's learning management system (e.g. Canvas) or other system agreed upon between an instructor and their academic department.

### **Participation in NKU Programming**

SBS students are enrolled as non-degree seeking students at NKU. They are encouraged to explore campus and attend events. As high school students, SBS students may be prohibited from participating in certain NKU programming at the discretion of NKU. Prohibited programming includes, but is not limited to, participating in Greek life, Student Government Association, and all international and study abroad/away programming.

## **Negotiated Costs and the KY Dual-Credit Scholarship (DCS)**

### **Tuition Rate and Payment**

The tuition rate for all eligible participating SBS students from any Kentucky school district is established by the Kentucky legislature. The tuition rate will be posted on the School-Based Scholars website and shared with high school counselors when determined.

NKU will work with the school district and KHEAA, when necessary, to identify and report on each student who chooses to participate in the dual-credit program to establish deadlines, bill for payment, and to communicate tuition rates and refund policies.

NKU's Student Account Services department will send an electronic bill to the SBS students' NKU email addresses prior to the start of the semester. Students should work with their school counselor to make their scholarship selections on their KHEAA account. Students who have made selections and anticipate receiving a scholarship through the KHEAA Dual Credit/Work Ready program may see a balance on their account for covered classes. KHEAA does not begin to disburse scholarships for fall term until after

October 1 and for spring term until after February 15. If students pay their tuition out-of-pocket and are awarded a scholarship afterward, NKU will refund those payments. Students who are taking classes that are not covered by KHEAA scholarships should make their payment by the first day of classes. Students who do not earn a scholarship and fail to pay their tuition could face the inability to register for future classes and/or to request transcripts. Any school districts who pay tuition for their students will have tuition bills calculated after the KHEAA scholarship has been processed.

The school district will be responsible for transmitting all data required by the Kentucky DCS Program to KHEAA and following all procedures necessary to administer the DCS. NKU will be responsible for transmitting enrollment verification and final grade reports to KHEAA at the end of each semester, in accordance with the DCS procedures.

**Related Course Expenses**

According to KRS 164.786 the Participating Institution (NKU) “charges no more than the dual-credit tuition rate ceiling per credit hour, including any fees, for any dual-credit course it offers to any Kentucky public or nonprofit high school student.” The following additional charges associated with operating a college course will be allocated as follows and agreed upon by NKU and Covington Latin School:

Expense	Responsible Party	
	NKU	Covington Latin School
Laboratory and other fees associated with specific courses	X	
Professional liability insurance	For NKU faculty	For Covington Latin School faculty

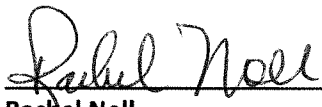
Participating high school students will be responsible for the cost of course materials (textbooks, digital content, eResources, etc.) unless otherwise covered by the school district. This information is shared with students prior to the start of each semester and may be accessible through NKU’s Bookstore website.

**Unsuccessful Students**

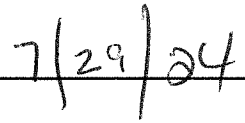
Per KRS 164.786, the DCS will only reimburse 50% of the cost of tuition for students who do not successfully complete any course in which students were to receive the DCS. Although the university incurs costs associated with teaching the course regardless of student performance, the remaining 50% will be absorbed by the university.

**Approvals**

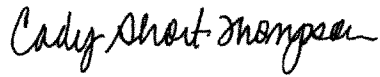
The agreement is effective with signatures below for the 2024/2025 academic year.

  
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Rachel Noll  
Head of School  
Covington Latin School

  
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Date

  
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Dr. Cady Short-Thompson  
President  
Northern Kentucky University

04/11/2024  
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Date