

COLLEGE CREDIT PLUS MEMORANDUM OF UNDERSTANDING

Between the University of Cincinnati and

TERMS OF AGREEMENT

PART 1 – GENERAL PROVISIONS

A. SCOPE

Off University of Cincinnati (UC) premises, dual credit earned via College Credit Plus (CCP) shall be provided in accordance with the terms and conditions of this Memorandum of Understanding (hereafter MOU).

B. DEFINITION OF COLLEGE CREDIT PLUS PROGRAM

“College Credit Plus” means a program that allows high school students to enroll in college-level courses offered by a college and to earn simultaneously transcribed credit toward high school graduation and a postsecondary degree or certificate. These courses may be academic or career technical but must also be nonsectarian and nonremedial. Specific to this program at UC Uptown Campus, courses are offered at local area high schools or online.

C. PURPOSES

The primary purposes of CCP are to increase the educational options and opportunities for high school students and increase the overall quality of instruction and learning available through secondary schools. CCP will allow students to earn transcribed credit at the secondary and postsecondary levels simultaneously, and it will introduce students to college life and expectations. The programs may also encourage more students to consider higher education, especially students from underrepresented groups.

Through this MOU the University of Cincinnati seeks to establish a framework that facilitates proper and effective CCP implementation through partnership and consultation with the District/School. Elements of this framework include student eligibility, courses to include in the CCP program, advising, professional development, and uniform administrative procedures.

E. ELIGIBILITY AND APPROVAL

The MOU specifies the means by which the University and partner schools will provide opportunities for high school students who wish to participate in CCP. The MOU specifies:

1. Procedures for approving CCP courses
2. Procedures for admitting and enrolling students in CCP courses
3. Requirements for high school instructors to teach CCP Courses

The general provisions of eligibility are discussed below and the specific procedures are described in Part 2.

1. Eligible Courses

College courses that are academic or career technical but nonsectarian and nonremedial shall be

eligible for College Credit Plus as long as the course provides simultaneous, transcribed credit toward

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high school graduation and a postsecondary degree or certificate. Priority will be given to courses that meet the Ohio Transfer Module and Transfer Assurance Guides.

CCP courses may be taken as elective high school credits. CCP courses may satisfy the requirements of high school core courses when the department standards and benchmarks are met and curriculum is aligned to meet postsecondary requirements.

The District/School, in collaboration with the University, shall determine the academic and career technical courses eligible for College Credit Plus.

All the approved courses shall be listed in the appendix of the MOU and may be amended as mutually agreed. The appendix shall contain the higher education transfer agreement guidelines (TAG) number when applicable, the University course subject and number, course title, credit hours, location of course delivery and course delivery type.

2. Academic Quality of Dual Credit Courses

Courses eligible for CCP shall meet the rigor for postsecondary credit and be congruent with the college's normal offerings. Classes offered in high school settings shall conform to college academic standards. Volunteer Adjunct Faculty for all CCP courses shall be approved by the appropriate department at the University. Any substitution of a Volunteer Adjunct Faculty must be approved by the appropriate department, prior to the course start date. Failure to do so could result in a cancellation of the course.

CCP courses may be offered at high schools, at the University, or off-campus centers as determined by the District/School in collaboration with the University. In the instance in which the District/School and the University offer a CCP course at the high school, courses shall follow established District/School site time blocks.

CCP courses may not be offered simultaneously with an Advanced Placement course, with the same instructor in the same classroom.

3. Student Eligibility

A candidate is eligible for CCP consideration if he or she:

1. submits all required materials outlined on the College Credit Plus website by the published deadline for admission consideration.
2. obtains permission from the District/School CCP coordinator, parent/legal guardian, and member of the individualized education program team when appropriate.
3. demonstrates college readiness per Ohio's "Uniform Statewide Standards for Remediation-Free Status."
4. meets any department or college requirements to enroll as a CCP student, including acceptable scores on appropriate placement tests.

4. Approval to Participate

The University shall admit and enroll students to participate in CCP based on the student's eligibility as specified above. A student may not enroll in more than 30 credit hours during an academic year, beginning with summer term and in no more than 120 credit hours over the course of their involvement with the program.

5. Course Requirements

The course requirements for high school students enrolled in CCP courses shall be equal to those of regular college students. Course requirement information shall be reflected in the course

syllabus to include the UC course number and title, course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.

6. State Reporting

The University and the District/School shall retain and report educational records in accordance with Ohio statutes and record retention regulations. High school transcripts and University transcripts will note the University course title and identical grade.

7. Liabilities of Parties

CCP status shall neither enhance nor diminish on-campus liabilities for the District/School and University. Management of risk and liabilities shall be in accordance with the District/School and University policies and codes of conduct.

Personal liabilities for the student shall be equal to those of regular University students. Students may also be held liable for financial reimbursement to their District/School in the case of incomplete, failure or withdrawal from courses.

PART 2 – SPECIFIC PROVISIONS OF AGREEMENT

The following provisions outline the specific responsibilities and duties that apply to the District/School, the University, and students participating in the CCP program.

A. Course Approval

The District/School shall submit a request to the University for a CCP course to University Enrollment Management (EM). The request will specify

- Course title, subject and description
- Location of course delivery
- Instructor for the course (instructor credentials are to be submitted with the course request)
- Number of students to be enrolled (a minimum of 10 students per class is expected)

Instructors who wish to teach University courses must be credentialed according to the guidelines outlined by the Higher Learning Commission for determining qualified faculty.

The College/Department will review the request and provide details to EM:

- Corresponding UC Course Number, Title, and syllabus
- Student eligibility requirements for the course (pre-requisite courses, placement test scores as appropriate.)

Enrollment Management shall also communicate with the District/School if there are any items of concern regarding the information submitted.

The District/School shall review the University course information and if it agrees to the requirements, complete or update the "Listing of Authorized CCP Courses and Location of Delivery" form and submit a copy to EM.

In the case a course has already been approved but will be taught by a different instructor, the District/School must have the new instructor credentialed through UC prior to the start of the course.

B. Approval of Students to Participate

Students will gain admission into the CCP program upon University evaluation to ensure that the student fulfills the remediation-free standards and is college-ready. Students will only be considered for CCP admission if all completed materials are submitted to the College Credit Plus office by the deadlines posted on the CCP website.

Upon admission to the program, students will be instructed to participate in mandatory academic advising. Registration information will be collected from each student at the start of the academic year and subsequently, students will be enrolled into requested coursework by CCP staff.

C. Approval of Instructors to Teach College Credit Plus Courses

Higher Learning Commission and Ohio Department of Higher Education standards apply. Teachers must meet qualifications that the relevant University academic department uses for hiring adjunct faculty. Faculty members teaching general education courses must hold a master's degree in the discipline or a master's degree and a cohesive set of at least 18 semester credit hours of graduate coursework relevant to the discipline.

Instructors are required to submit a resume, copies of undergraduate and graduate level transcripts, and a high school syllabus or course description to EM.

The University will maintain documentation and records of credentialed CCP instructors.

PART 3 – RESPONSIBILITIES AND DUTIES

A. RESPONSIBILITIES AND DUTIES OF THE UNIVERSITY

1. determine the required admissions criteria and student admissibility into the CCP program that adheres to the "Uniform State Standards for Remediation-Free Status."
2. assign an advisor to each CCP student prior to UC's no-fault drop course date.
3. provide CCP advisement and orientation with District/School collaboration that delivers academic support and reviews all policies, procedures, expectations, risks, benefits, and consequences.
4. participate in information sessions upon request from District/School.
5. inform students of course requirement information which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.

6. credential high school instructors as volunteer adjunct faculty for CCP according to the instructor credentialing guidelines published by the Higher Learning Commission and Ohio Department of Higher Education.
7. provide at professional development opportunities to all high school teachers who instruct a CCP course as an adjunct.
8. assign UC faculty mentors to high school instructors and conduct at least one observation of each CCP course taught by high school instructors during the academic year.
9. promote CCP opportunities on websites
10. notify students of admission into CCP and course enrollment confirmation before the deadlines set forth by law.
11. retain the official transcript or grade report of the CCP student that records the term of enrollment, courses/credits attempted, courses/credits completed, grades and grade point average earned.
12. advise parents and students of federal Family Educational Rights and Privacy Act (FERPA) rules and records-release procedures.
13. release, at the request of the student, official University transcripts in accordance with the University's transcript request practices.
14. comply with all program data collection and reporting requirements set forth by law to the District/School and the Ohio Department of Higher Education.
15. comply with all program data collection and reporting requirements set forth by the University for reporting purposes.

B. RESPONSIBILITIES AND DUTIES OF THE DISTRICT/SCHOOL

1. designate a CCP coordinator at the District/School to collaborate with the University, implement and facilitate the program, and serve as a contact point for students and parents.
2. disseminate program information, admissions materials, and provide necessary counseling services for students interested in CCP participation.
3. provide CCP advisement and orientation with University collaboration that delivers academic support and reviews all policies, procedures, expectations, risks, benefits, and consequences.
4. verify that CCP students do not enroll in more than 30 college credit hours per academic year and/or more than 120 college credit hours over the course of their involvement with the program.
5. provide notice to CCP students exceeding the 30/120 credit hour maximums referenced above in paragraph B.4 according to O.A.C. 3333-1-65.2(B)(4).
6. in the case of a mixed classroom, provide, in writing, a letter to each non-CCP student/parent that informs them that the student is taking a CCP course but will not receive CCP credit.
7. inform students of course requirement information which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.
8. provide appropriate accommodation, services, and support for students with individualized education programs.
9. inform students in need of accommodations or other arrangements of the need to speak directly with the disabilities coordinator at the University.
10. ensure student progress toward fulfilling high school graduation requirements.
11. provide sample pathways in collaboration with the University

12. assure that each student does not exceed full-time status, and convert college credit into appropriate carnegie units.
13. retain educational records in accordance with Ohio statutes and record retention regulations;_-
14. furnish an official high school transcript to the University if required by the University;_-
15. comply with all program data collection and reporting requirements set forth by law to the University and the Ohio Board of Regents.
16. when necessary, provide students with textbooks and relevant course materials.

C. RESPONSIBILITIES AND DUTIES OF STUDENTS AND PARENTS

1. receive and review CCP information and admissions materials.
2. discuss potential CCP courses with the appropriate District/School and University staff, including University admission and registration requirements, course requirements, credits to be attempted, credits to be awarded, scheduling under CCP, and implications for failure to successfully complete the course.
3. obtain course requirements for each course, including course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.
4. notify the District/School of intent to participate by the published deadline.
5. submit all required admissions materials, completed and signed, to the University by the published deadline.
6. attend CCP information sessions and the required advisement session by deadline.
7. when appropriate, schedule and communicate with assigned University adviser, CCP coordinator, and/or classroom instructor.
8. discuss any request for a change in registration (i.e. add, drop, withdrawal) and complete all necessary forms and procedures with appropriate District/School and University staff.
9. comply with the University and District/School student code of conduct and other institutional policies and procedures.
10. report any extenuating circumstances (e.g. medical leave of absence, relocation to school outside current district) to the university CCP program coordinator, in addition to following District/School procedures.

D. RIGHTS AND PRIVILEGES OF STUDENT

The rights and privileges of students participating in CCP include:

1. the use of UC facilities, resources, and services required for course completion
2. the right to appeal in writing to the District/School or University as applicable, any decision pertaining to enrollment in the CCP program.

E. CONFIDENTIALITY OF STUDENT RECORDS

1. Student educational records created as a result of this Agreement shall be retained and disseminated in accordance with FERPA requirements.

E. PUBLIC SCHOOL FINANCIAL RESPONSIBILITY FOR FUNDING CCP

1. For CCP coursework reported to the Ohio Department of Education, the cost per credit hour is based on course delivery method per the default funding structure as designated by the Ohio Department of Higher Education according to Section 3365.07 of the Ohio Revised Code.
2. when necessary, the District/School is responsible to provide course textbooks and materials.
3. the University shall waive all fees related to CCP program participation and course enrollment.
4. the University shall comply with procedures for data submissions otherwise required by law and for receipt of funding.
5. the District/School shall comply with ordinary procedures for data submissions otherwise required by law and for receipt of funding.

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PART 4 – TERM AND FILING OF AGREEMENT

A. TERMS AND CONDITIONS

The term of this MOU is 5 years from the signing date of _____. District/School, in collaboration with the University, must resubmit a course request list by December 1 each year in order to update the Appendix of the MOU.

A completed MOU shall contain signatures from all parties and includes an Appendix developed collaboratively by the District/School and University that specifies eligible College Credit Plus courses.

B. FILING

A fully-executed copy of this MOU shall be submitted to University Provost's Office within 10 days of approval.

APPROVED

Dr. Caroline Miller

UC Representative Name

District/Charter Representative Name

UC Representative Signature

District/Charter Representative Signature

Vice Provost

UC Representative Title

District/Charter Representative Title

District/Charter Name

Date

Date

