

COPY



Memorandum of Understanding Lewis-Clark State College / Highland School District

This Memorandum of Understanding (MOU) is an agreement between Lewis-Clark State College (LCSC) and the Highland School District (the District) to create a formal partnership in delivering Dual Credit education.

LCSC and the District will collaborate to offer high-quality, college-level coursework in the high school. This collaboration will allow students to earn transferable college credit while concurrently fulfilling high school graduation requirements. The arrangement outlined herein represents a critical step in advancing the educational opportunities for the student population of the region.

A. Roles and Responsibilities

1. LCSC will evaluate and approve all dual credit (high school) instructors to ensure that they have the appropriate credentials to teach college-level courses in accordance with the administering academic division's practices and policies.
2. LCSC will conduct an evaluation of each dual credit course to confirm the class is college-level via syllabus assessment and site visits conducted at the onset of a course and periodically thereafter.
3. LCSC will have final authority on curriculum oversight and textbook selection. The District/High School will be responsible for all textbook purchases.
4. Upon request, instructors must submit samples of tests, assignments, attendance records and other materials used in their dual credit courses. This includes graded samples.
5. Instructors are required to verify class rosters to ensure all students are registered accurately. Further, instructors must submit final grades online through WarriorWeb in accordance with the published deadlines.
6. Instructors are expected to participate in discipline-specific professional-development coordinated by LCSC. Failure to participate in professional-development may result in the reversal of approval to teach dual credit courses.
7. Students will be given the opportunity to evaluate the courses and their instructors. Results of the evaluations will be provided to the dual credit instructors.

B. Right of First Refusal

1. If District/High School officials want additional dual credit courses to be added to the curriculum, LCSC will be offered the first opportunity to deliver the desired courses.
2. If LCSC subsequently determines that it is unable to deliver the requested course(s), it will notify the District/High School, which will then be free to arrange for course delivery from another college or university.

C. Payment

1. LCSC will pay the District for each course which has been formally articulated and approved based upon student enrollment as of the last working day in September (Fall semester) and the last working day in February (Spring semester).
2. Payments will only be made when all final grades have been submitted to LCSC.
3. The following scale will be used for the appropriations:

For classes offered for 3 credits or more:

- a. Classes of 5 enrolled dual credit students or less: \$30/student
- b. Classes of 6 enrolled dual credit students or more: \$40/student

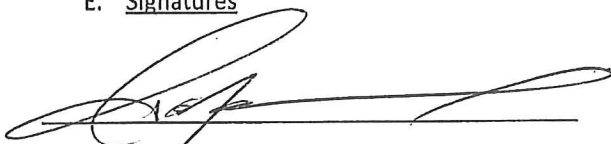
For classes offered for 1-2 credits:

- a. Classes of 5 enrolled dual credit students or less: \$15/student
- b. Classes of 6 enrolled dual credit students or more: \$25/student

D. Term and Termination


1. This agreement is effective Fall 2017 and is valid for Fall 2017 and Spring 2018.
2. Amendments to this agreement must be in writing and approved by the designated representative of each institution.
3. This agreement can be terminated at any time by mutual written agreement.

E. Signatures




Todd Kilburn, Vice President for Finance and Administration
Lewis-Clark State College

9-13-17
Date



Lori Stinson, Provost and Vice President for Academic Affairs
Lewis-Clark State College

9/13/17
Date



Brad Baumberger, Superintendent
Highland School District

9/5/17
Date