



**COLLEGE CREDIT PLUS
MEMORANDUM OF UNDERSTANDING**

Between

Mount Vernon Nazarene University and Elida High School

This MEMORANDUM OF UNDERSTANDING (MOU) is made as of June 1, 2021, between the undersigned Agencies.

I. Formation

This MOU is entered into by Elida High School, herein after referred to as "School District" and Mount Vernon Nazarene University, Mount Vernon, Ohio, herein after referred to as "MVNU". The undersigned hereby form an understanding for the purpose of Dual Enrollment courses.

II. Term

This MOU shall begin on June 1, 2021, and shall continue until August 15, 2022. This MOU may be continued, thereafter, from year to year, based on mutual agreement of both named parties.

III. Purpose

The purpose of this MOU is to facilitate the cooperation between MVNU and School District in the provision of College Credit Plus courses offered at the high school by credentialed school teachers or MVNU adjunct faculty and MVNU's online courses, for students meeting MVNU dual enrollment admission requirements.

IV. Partnership

Partnerships between School District and MVNU will be established to aid in the delivery of the rigorous curriculum.

V. Communication

The primary contact for MVNU will be the Director of Dual Enrollment. The primary contact for School District will be the Guidance Counselor. Communication will take place via phone, e-mail and in-person meetings. Periodic meetings shall be held as determined by the Partner Agencies.

VI. Delineation of the services each partner contributes to the partnership

1. **Provision of Courses:** MVNU will issue credit for the agreed upon College Credit Plus courses taught at the high school by credentialed teachers or MVNU adjunct faculty and/or the online courses being taught by MVNU faculty.
2. **Course Compliance:** Designated MVNU personnel will monitor the quality of instruction in order to assure compliance with the College Credit Plus law and the standards established by MVNU and School District. This includes one mandatory classroom observation per school year for each course that is authorized by the college and taught by a credentialed high school teacher.
3. **Instructors:** When School District chooses to utilize an instructor(s) for the College Credit Plus program, MVNU will reserve the right to evaluate all instructor applicants to ensure they meet MVNU's academic requirements for that course and for the position of non-paid adjunct faculty. Qualified high school instructors approved by MVNU may be used by School District for MVNU approved courses taught at School District site(s). MVNU will provide training for any approved instructors. Instructors are not paid by MVNU for their training or class(es).
4. **Communication and Notices:**

MVNU will send the following communications:

- a. A pre-term notice of admission to MVNU and to specific courses to be sent not later than fourteen calendar days prior to the first day of classes for the term of enrollment if the student's enrollment is within fourteen calendar days prior to the first day of classes of the term, then a pre-term notice of admission shall be sent upon enrollment to all of the following:
 - i. The student;
 - ii. The student's parent;
 - iii. The secondary school of the student (via the school counselor);
 - iv. The superintendent of public instruction.
- b. A confirmation of course enrollment notice, listing the courses and hours of enrollment, and the option elected by the student under division (A) or (B) of section 3365.06 of the Revised Code for each course not later than twenty-one calendar days after the first day of classes for a term of enrollment to all of the following:
 - i. The student;
 - ii. The secondary school of the student;
 - iii. The superintendent of public instruction.
- c. An End-of-Course Survey, which all instructors will be required to administer to their MVNU students.

School District will send the following communications:

- d. An invitation to MVNU to attend their Annual College Credit Plus information session, at least 30 days prior to the meeting.
- e. Notifications to their students regarding application and communication deadlines related to this partnership.
- f. A roster of students to the Director of Dual Enrollment for courses being taught at the high school before the deadline to add a course and before the deadline to drop a course according to MVNU's academic calendar (Dates in section 5b).
- g. Both mid-term and final grades must be submitted via Moodle on or before the due dates set forth in MVNU's academic calendar. These dates for the 2021-22 Academic Year are as follows:

<u>Fall Term</u>	<u>Spring Term</u>
October 21, 2021 Mid-semester grades due 11:55pm	March 8, 2022 Mid-semester grades due 11:55pm
December 13, 2021 Final grades due 11:55pm	May 3, 2022 Final grades due 11:55pm

- h. All information required by the state under the College Credit Plus program.
5. **Academic Support:** MVNU shall provide the following academic support services for all dual enrollment students:
- a. Assign an academic advisor who is employed by MVNU to each student enrolled in MVNU under the dual enrollment program and ensure the following occur:
 - i. Prior to the first day of the term of enrollment at MVNU, provide to each participating student the name and contact information of the academic advisor assigned to the student, along with the advisor's office hours and meeting scheduling process.
 - ii. Have a mandatory meeting between the assigned academic advisor and each student enrolled under the dual enrollment program, which shall occur prior to the date on which a withdrawal from a course would negatively affect a student's transcript. The mandatory meeting, shall include, but not be limited to, information regarding the following:

1. Academic resources available to assist students;
 2. Availability of the college advisor to assist students after the meeting;
 3. Process for engaging faculty and other campus resources for academic assistance;
 4. Postsecondary institution's student handbook and codes of conduct;
 5. Academic impact of dropping a course after the prescribed no-fault withdrawal date.
- b. Prior to the first day of the term of enrollment at MVNU, MVNU shall provide to the designated school district staff who provides counseling services to students of School District the following information:
- i. A roster of students from that school who are enrolled in the institution and a list of course enrollment for each student;
 - ii. The Add, Drop and Withdrawal dates according to MVNU's academic calendar. These dates for the 2021-22 Academic Year are as follows:

<u>2021 Fall Term</u>	<u>2022 Spring Term</u>
August 30, 2021 – Start of Fall Term	January 6, 2022 – Start of Spring Term
September 8, 2021 - Last day to add a course.	January 17, 2022 - Last day to add a course.
September 10, 2021 - Last day to drop a course without a "W" grade. Day 14	January 19, 2022 - Last day to drop a course without a "W" grade. Day 14
October 25, 2021 - Last day to withdraw from a course.	March 16, 2022 - Last day to withdraw from a course.
December 3, 2021 – End of Fall Term December 6-9, 2021 – Final Exams	April 25, 2022 – End of Spring Term April 25-29, 2022 – Final Exams

VII. Fiscal procedures

Tuition will be as follows:

The per credit hour rate of tuition charged by MVNU and paid by School District for academic year 2021-22 for courses delivered will fall under the default tuition structure as established in the College Credit Plus legislation. The Ohio Department of Higher Education has yet to publish the default structure for 2021-22. The default tuition structure for the 2020-21 academic year is provided below. Should these amounts change, the per credit hour amount listed below will be replaced by the 2021-22 structure.

- \$41.64 per semester hour for courses taught in the high school by a credentialed high school teacher.
- \$83.28 per semester hour for courses taught in the high school by an adjunct from MVNU.
- \$166.55 per semester hour for courses taught online by a faculty or adjunct faculty from MVNU.

The state will be billed the per semester hour cost, based on the delivery method, on behalf of the district. In addition to the per credit hour amount established above, School District is responsible to provide course text books and materials, and the postsecondary institution will waive all fees related to College Credit Plus program participation and course enrollment.

Any student who selects the Family Pay option or does not receive College Credit Plus funding for the course will be billed directly by MVNU at the same rates, agreed upon above, rounded up to the nearest full dollar amount. Student bills will be sent out within four weeks of MVNU's census day, and must be paid by the conclusion of the course. If a student bill is not paid, their transcript will not be released, until the bill is paid in full.

VIII. Accountability

Each of the partner agencies shall maintain compliance with all College Credit Plus legislation and guidelines for the services they provide as a result of this MOU.

Both parties agree to comply with all reporting requirements and deadlines associated with the College Credit Plus program.

An annual review will take place to evaluate the success of this MOU for both parties. Student, faculty, staff and administrative performance will be evaluated.

IX. Revisions:

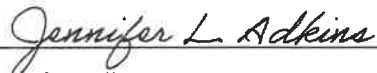
If conditions change, this MOU may be altered by mutual agreement of both parties. The Director of Dual Enrollment at MVNU will update the MOU each academic year. A new copy will be sent to each school superintendent on an annual basis to be signed and returned to the Dual Enrollment office.

High School Superintendent, Date

High School Superintendent email address

School District Name

School District IRN



Jennifer Adkins
MVNU Director of Dual Enrollment
740-399-8608
Jennifer.Adkins@mvnu.edu