



## EWU COLLEGE IN THE HIGH SCHOOL 2022-2023 MEMORANDUM OF UNDERSTANDING

### Parties

This Memorandum of Understanding (MOU) has been developed between Eastern Washington University (hereinafter "EWU") and Kennewick School District (hereinafter "School District") to govern our relationship in administering the College in the High School Program for the 2022-2023 academic year. It is intended to define the conditions under which students may enroll in EWU courses and establish operational rules for enrollment in courses offered at high school sites.

### Purpose

The College in the High School Program operated by EWU is intended to provide access for advanced study for qualifying high school students. College in the High School is a dual credit program located at a high school in which the student is enrolled in an EWU course in accordance with RCW 28A.600.290. Students are responsible for paying tuition to EWU, as well as purchasing required textbooks and course materials. Students will receive college credit from EWU upon successful completion of a College in the High School course.

### **A. Funding and Fees**

1. Students enrolled in the courses must pay \$65 per EWU quarter credit, unless the students' tuition costs are fully subsidized under RCW 28A.600.290(1). The School District must notify EWU at the point of course registration which students are responsible for paying tuition costs and which students' tuition costs are fully subsidized.
2. Students whose tuition is not fully subsidized must pay the required amount of tuition and fees before December 15, 2022 for fall semester and trimester. For winter trimester classes students whose tuition is not fully subsidized, they must pay the required amount of tuition and fees before March 15, 2023. For spring trimester and semester schools whose tuition is not fully subsidized, they must pay the required amount of tuition and fees before June 15, 2023. Tuition will be paid directly to EWU. Students and their parents/guardians will be notified of their responsibility to pay tuition costs at the time of registering for the College in the High School course.
3. For those students whose tuition costs are subsidized under RCW 28A.600.290(1), EWU will send the School District an invoice after grades have been posted. The School District must post grades by the deadline outlined in Section H. The School District shall remit one hundred percent of any allocations or subsidies it receives on behalf of its participating students to EWU as soon as possible after receipt.
4. If a student withdraws from a course on or before the last day to withdraw from a course as outlined by the deadlines in Section H, EWU will refund the tuition paid by the student. If a student remains enrolled after the last day to withdraw from a course, no tuition will be refunded.

5. The College in the High School Program is available during the School District's fall and spring semesters or fall, winter, and spring trimesters. The Program is not available to students during summer. All references to a "semester" and "trimester" in this MOU refer to the School District's semester or trimester.
6. The terms of this MOU are contingent on minimum required enrollment levels of eight (8) eligible EWU enrolled students for each course offered by EWU in the High School. If a course will not meet the minimum required enrollment level, the School District may seek advance approval for course continuance EWU reserves the right to cancel any course due to insufficient enrollment. If a course is canceled due to insufficient enrollment, EWU will refund any tuition received from the students it may have received for the canceled section/course. EWU will not be responsible for any other costs, damages, or claims whatsoever arising from its cancellation of this MOU, including, but not limited to, payments to the School District under section F(15).

#### **B. Eligibility**

1. High school ninth, tenth, eleventh and twelfth graders are eligible for participation in College in the High School in accordance with RCW 28A.600.
2. An application and registration form for participating students shall be submitted to enroll in EWU credit options without requiring official high school transcripts and/or SAT/ACT scores. Before admitting a student, EWU will decide whether the student meets its eligibility requirements and whether the student is competent to profit from the university level courses in which they seek to enroll. Some individual courses have mandatory pre-requisites a student must have successfully passed to be eligible for that specific course. Pre-requisites are listed in EWU's course catalog. EWU will determine whether a student has met the necessary pre-requisites for an individual course.

#### **C. Credits**

1. The School District shall establish on a course-by-course basis the amount of high school required or elective credit, or combination thereof, that shall be awarded for each EWU course successfully completed by the student based upon the conversion rate set forth in WAC 180-51-050(2): one high school credit (Carnegie Unit) is the equivalent of five EWU quarter credits of coursework that generally is designated 100 level or above by EWU.
2. The School District must determine how many high school credits will be awarded upon successful completion of a course. Such determination must be made in writing before the student enrolls in the course. The credits shall be applied toward high school graduation requirements and subject area requirements.
3. Upon successful completion of a College in the High School course, EWU will grant the enrolled student the appropriate amount of university credit. At EWU, the credit may be applied toward general education requirements or degree requirements. The university credit will have the same transferability as its equivalent course on the EWU campus.

4. To enroll in more than 18 credits through EWU College in the High School or EWU Running Start, or a combination of both programs, students must follow EWU AP 303-30, 2-5.
  - A. Students must receive authorization from an EWU Dual Enrollment advisor or departmental advisor to register for more than 18 credits. Students must submit a written request to their official advisor for approval.
  - B. Students wishing to enroll in more than 22 credits must also have the authorization of the director of dual enrollment or of their department chair if the student is a declared major.
  - C. Additional per credit fees are assessed for students enrolled in more than 18 credits per quarter.

#### **D. Equity/Accommodations**

1. The School District and EWU will work together cooperatively on any ADA accommodations made for students with disabilities.
2. For students under an Individualized Education Program (IEP) that provides for participation in College in the High School, the School District which establishes the IEP will be responsible for assuring compliance with the IEP.

#### **E. Student Behavior**

1. The School District and EWU shall independently have and exercise exclusive jurisdiction over academic and disciplinary matters involving a student's enrollment and participation in courses, and the receipt of services and benefits from the School District or EWU.
2. Student conduct will be governed by the high school's policies and expectations as it pertains to the student's physical actions and presence in the classroom and in the school during the College in the High School course offered at the high school class period. Additionally, all College in the High School students who are currently enrolled at EWU shall be subject to EWU's Student Conduct Code, Academic Integrity Policy, and all other academic policies regarding performance, expectations, and standards. School District shall be liable for all liabilities arising out of this Agreement or the provision of instructional activities on the School District's premises, including, but not limited to, incidents involving student behavior.

#### **F. EWU Responsibilities for College in the High School Program.**

EWU or designated EWU employees shall be responsible for the following under the terms of this MOU:

1. Offer authorized and approved EWU courses at high school locations. Courses will be cataloged with the same departmental designations, course descriptions, numbers, titles, and credits as sections offered on campus.
2. EWU will determine the curriculum for each course. Courses must reflect EWU's pedagogical, theoretical and philosophical orientation. The curriculum will be provided to teachers at the high school locations for delivery. EWU faculty will visit the high school classes to ensure the courses offered are the same as the courses

offered at EWU. College in the High School students are held to the same standards of achievement and grading standards as students enrolled in on-campus sections of the same courses.

3. Determine final teacher appointment for each course. All appointed College in the High School teachers shall be under the supervision of EWU and comply with all applicable EWU policies related to instructional and supervisory duties. New College in the High School teachers will be provided with discipline-specific training and orientation, including curriculum, assessment, pedagogy, course philosophy, and administrative responsibilities and procedure.
4. Provide an application and registration form for participating students to enroll in EWU credit options without requiring official high school transcripts and/or SAT/ACT scores which are needed when applying to the College in the High School. After determining whether a student is eligible to participate, EWU will officially register the student as a non-matriculated student.
5. Provide clear documentation of academic expectations for students enrolled in each approved course offered at the high school location. Students will be provided with a publication outlining their rights and responsibilities via the personal email address supplied at the time of application.
6. Student outcomes in College in the High School courses shall be set and assessed by the same standards used for the course when the course is offered on EWU's campus. The documentation will provide evidence, as delineated by the course syllabus, for College in the High School students taking college courses.
7. Coordinate team/individual meetings with School District teacher to ensure adherence to syllabi and expected rate of student progress. Meetings will be coordinated, at EWU or the high school campus, as necessary.
8. Depending on program requirements, conduct observations of School District teacher at least once per year and provide feedback on the effectiveness of the classroom experience to the School District teacher and the designated high school official.
9. If EWU determines a College in the High School teacher is not meeting its standards or has violated EWU policies or procedures, it will notify the School District within 60 days of the problem and provide a recommendation for remedying the problem. EWU and School District will work together to find a mutually agreeable resolution of any noncompliance issues.
10. Arrange to have each School District teacher evaluated at the end of each semester/trimester using the EWU student evaluation process. EWU will also conduct surveys of the participating School District teachers, instructors, principals, and guidance counselors at least once every three years. The surveys will meet the standards required by WAC 392-725-160.
11. Solicit input from School District teachers as appropriate for development of course final exam.

12. Provide each student the opportunity to visit the EWU campus upon mutual agreement between the School District and EWU.
13. Eligible students are able to obtain an EWU student ID card if requested.
14. A current list of approved EWU in the High School courses can be found on the program website: <https://www.ewu.edu/highschool/ewu-in-the-highschool/for-high-schools/>
15. Courses, teachers and estimated enrollments will be confirmed by the instructors on EagleNet each month and updated in accordance with posted deadlines. EWU will assist the instructors in the monthly updates of course enrollments. Enrollment course confirmation is subject to change based on schedule fluctuation and student need and must be confirmed monthly. EWU will maintain documentation on students enrolled in College in the High School programs separate from other enrollment information.
16. Funds will be sent to the School District at the end of the grading period after the School District has remitted all the applicable state funded subsidies and after EWU has received all the necessary documentation. See section H for deadlines.

Funds will be based on the following scale, (per EWU academic quarter credit) for each approved course:

1. Funds will be provided at a rate of \$45 per student per course.
2. The number of students in a course is calculated based on the number of students for whom the teacher submits grades at the end of the term.

EWU is not responsible for paying any funds to the School District for any courses canceled under the terms of this MOU by EWU for insufficient enrollment.

17. Remit payment within 30 days of receipt of invoice or invoice date, whichever is later to:  
Kennewick School District  
1000 W Fourth Ave  
Kennewick, WA 99336
18. EWU requires annual training for all teachers teaching College in the High School courses. The training covers responsibilities under the College in the High School program, as well as discipline-specific professional development, course content, course delivery, assessment, and evaluation. The training may be provided via Canvas, in-person, or a combination of both.
19. EWU is NACEP accredited and will provide documentation of accreditation to the CiHS Standards Report Review Committee no later than July 1, 2022. The certificate of accreditation is evidence that EWU has met the most recent NACEP student, curriculum and assessment, faculty, and evaluation standards, as well as the state required standards contained in WAC 392-725-120, -130, -140, -150, and 160.