

Memorandum of Understanding
between
SUNY Schenectady County Community College
and
Ballston Spa Central School District

The purpose of this agreement is to set out the terms and conditions upon which courses will be offered under the College in the High School concurrent enrollment program operated by SUNY Schenectady County Community College and implemented **Ballston Spa Central School District**. Policy Title: Credit Courses in High School, Document Number 1302, of the State University of New York (SUNY) provides guidelines for increasing access to college-level learning for high school students through concurrent enrollment programs, effective July 30, 1996. The purpose of this offering is to provide high school students in approved courses at the high schools the opportunity to register for SUNY Schenectady County Community College's College in the High School (herein after "CHS") program and receive college credit from SUNY Schenectady County Community College after successful completion of the course requirements. The term of this agreement will be **September 1, 2020 to August 31, 2021**

Each party does hereby agree to the following:

1. Courses

Under this agreement, SUNY Schenectady County Community College, (herein after "the College"), will make available college-level courses to students of **Ballston Spa Central School District** for the **2020-2021 Academic Year**. The courses to be offered will be established by mutual agreement of both parties for the fall and spring semesters.

The responsibilities of the parties pursuant to this agreement are conditional upon student registration for the course(s) being completed. Program course offerings can be expanded at any time by mutual agreement, or any course participation cancelled by the will of either party upon sixty (60) days of notice to the other party.

2. Financial arrangements

Each of the parties recognizes and acknowledges that it derives substantial unquantifiable benefits from the College in the High School concurrent enrollment program, and the parties accordingly enter into the following financial arrangement with respect to the program.

The College will bill, students registered for College in the High School courses at the reduced tuition rate of \$64.00, per credit, based on the number of credits associated with the courses for which each student registers. Tuition will be waived for students who qualify for free/reduced lunch. Scholarship money is available for students in financial need who do not qualify for free/reduced lunch. Verification forms will need to be completed and signed by verifying school officer.

3. Textbooks and course materials

The College reserves the right to determine and/or approve the textbooks used in concurrent enrollment courses. The provision of all concurrent enrollment course textbooks is the responsibility of the School District. The School District is not obligated to purchase new textbooks upon each

publication of a new edition of the textbook, but is required to purchase the latest edition of the textbook when textbooks are changed within the normal purchase cycle of the district. SUNY Schenectady County Community College will notify the high school of any changes made to the course content, textbook, software or materials, with the expectation that the course at the high school will be altered to reflect the changes. The high school will seek approval from SUNY Schenectady County Community College for any anticipated textbook or software changes that have not been previously approved for the CHS course.

4. Faculty

a. Selection

All instructors at the high schools seeking to teach a CHS course are required to follow prescribed SUNY Schenectady County Community College application procedures. Concurrent enrollment course instructors must meet the minimum credential requirements as prescribed by the corresponding course department. SUNY Schenectady County Community College will make the final determination of whether an instructor meets the qualifications and will be allowed to teach in the CHS program.

b. Payment

Unless by special arrangement, instructors in SUNY Schenectady County Community College concurrent enrollment program are employees of the School District and, as such, are paid by the District.

c. Relationship to SUNY Schenectady County Community College

Once approved, CHS instructors are considered SUNY Schenectady County Community College adjunct instructors, and, as such, may participate in any and all SUNY Schenectady County Community College activities available for adjuncts.

5. Instructor Responsibilities

a. Course integrity

CHS instructors must maintain the integrity of the CHS course by following the course outline prescribed by SUNY Schenectady County Community College and ensuring student compliance with the course's learning outcomes and academic integrity policy.

b. Registrations

Instructors will help facilitate student registration for all students in SUNY Schenectady County Community College's CHS courses, in accordance with the standards and requirements applicable to enrollment in regular College courses.

c. Policies

1. Instructors will adhere to SUNY Schenectady County Community College's CHS policies and deadlines concerning submission of registrations, grading records, withdrawals, final grades, assessment samples and distribution of student course evaluation forms.

2. Students will be assigned the same grade or grade equivalency for SUNY Schenectady County Community College records as the students receive in the high school records.
3. Instructors will provide reasonable access to the classroom for the purposes of observation of the CHS course.
4. Instructors will attend on-campus workshops at SUNY Schenectady County Community College that are discipline-specific and designed for interaction with on-campus faculty members.

6. Students

- a. Students must obtain a sophomore standing or above in order to enroll in CHS courses.
- b. Students must meet any agreed upon pre-requisites for approved CHS courses, which may include successfully taking and passing pre-requisite courses, passing or qualifying for exclusion of placement tests, minimum GPAs, teacher recommendations, or other mutually agreed upon qualifying criteria. The school district's counseling department will help ensure that only qualified students are scheduled into the College in the High School courses.

7. College Administrative Responsibilities

- a. SUNY Schenectady County Community College will provide course outlines for all instructors. In addition, instructor texts, sample syllabi and other resources will be made available to assist instructors in understanding the course requirements as stipulated by SUNY Schenectady County Community College.
- b. Instructors in the CHS program will be afforded opportunities for collegial interaction among CHS instructors and on-campus faculty.
- c. The College will provide students and parents with access to a program Student Guide that explains the College's academic policies, provisions of the CHS program and procedures for withdrawal and transfer of credits.
- d. At the conclusion of each college academic term, the student will receive a college grade for each course in which he/she was registered and such grades will become part of the student's permanent college record.
- e. The College will provide students with access to a transcript and transcript services, following normal fees and procedures of the Registrar's Office.
- f. The College will not permit non-students of the high school to register for CHS courses, except through approved Distance Learning courses.

8. High School Administrative Responsibilities

- a. The high school will not allow student teachers to teach in any CHS courses.
- b. Long-term instruction of an approved CHS courses will not be transferred to another instructor without express approval from SUNY Schenectady County Community College.
- c. The high school will allow at least one day of release time for CHS instructors in each academic year for the purpose of attending a CHS workshop.

9. Award of Credit

College credit shall be awarded to the participating high school student upon successful completion of the course. Transcripts reflecting credits earned will not be available until payment of all SUNY SUNY Schenectady County Community College tuition and course fees have been remitted to the college.

10. Course Standards

The College has the responsibility to ensure that all concurrent enrollment courses taught are equivalent to other instruction offered by the College, specifically in terms of course objectives, components of the syllabi, level and rigor of content, evaluation of student, textbooks and student outcomes. High school administrators and instructors have the responsibility of complying with requests for modifications in the courses as they are taught.

11. Modification of Policies

Modification of on-campus policies, procedures, and rules appropriate to the high school setting may be agreed to by the parties in writing before each term begins.

12. Agreement Contacts

Contact persons for this agreement are:

- the High School: Gianleo Deluca
- the College: Pamela McCall

13. Transferability

Normally, academic courses intended for transfer with a grade of "C" or above will transfer to institutions of higher education. SUNY Schenectady County Community College tracks transferability of CHS credits, and have found them to be highly transferable. However, no guarantee can be made to students regarding transferability to all colleges and universities. The High School should advise students to consult with transfer institutions in order to determine if their courses will be accepted for transfer.


14. Contract termination


If either party wishes to terminate this agreement, a written notice must be provided to the other party within thirty calendar days of the requested termination date. Termination will not take place until concurrent enrollment courses in progress are completed.


15. Discrimination

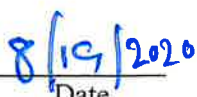
The College or the School District shall not unlawfully discriminate on the basis of race, nationality, ethnicity, religion, gender, age, or disability in any undertaking pursuant to this contract. Disabled students will continue to receive services and accommodations through the School District pursuant to the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C § 1400 and Section 504 of the Rehabilitation Act.


Signatures:



Mr. Kenneth Slentz
Superintendent
Ballston Spa Central School District

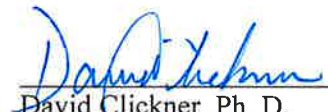

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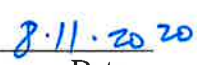

Steady Moono, Ed. D.
President
SUNY Schenectady County Community College


Date


(High School/District representative)


Date


David Clickner, Ph. D.
Interim Vice President for Academic Affairs
SUNY Schenectady County Community College


Date

ADDENDUM
for
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between
SUNY Schenectady County Community College
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The following courses, to be taught at **Ballston Spa Central School District** have been approved or have undergone preliminary discussions for approval for the College in the High School program for the 2020-2021 academic year:

BIO 141	Biology I	ART 128	Introduction to Drawing
BIO 142	Biology II	FRE 121	Elementary French I
PHY 153	Physics I	FRE 122	Elementary French II
PHY 154	Physics II	SPA 121	Elementary Spanish I
BUS 113	Business Math	SPA 122	Elementary Spanish II
CIS 121	Introduction to Computers	MAT 145	Mathematical Topics
CIS 221	Computer Applications	PSY 121	Psychology
ENG 123	College Composition	COM 105	Public Speaking
MAT 167	Pre-Calc/Analytical Geometry	ENV 100	Intro to Environmental Science
MKT 223	Marketing	POL 123	U.S. Politics & Government
MUS 147	Music Fundamentals	HIS 227	American History to 1877
AST 127	Cosmic System	HIS 229	American History since 1877
ENG 124	Literature & Writing	MGT 123	Introduction to Business
MAT 154	College Algebra & Trigonometry	AST 123	Exploring Space

These courses may be withdrawn from the program at the request of either party, for any reason, including: if **Ballston Spa Central School District** 1) chooses to not offer the course or 2) chooses to not include the course in the concurrent enrollment program, or if SUNY Schenectady County Community College 1) does not approve a submitted application for teaching the course or 2) does not approve changes made to the course at the high school.

In addition, program course offerings can be expanded at any time by mutual agreement. When the academic year has begun, course participation may be cancelled by the will of either party upon thirty (30) days of notice to the other party.