



**Central Washington University
College in the High School**

**Interlocal Agreement
2023-2024 Academic Year**

Parties

This Interlocal Agreement (hereinafter “Agreement”) has been developed between Central Washington University (“CWU”) and Kennewick School District (“School District”) to govern their relationship in administering the College in the High School Program for the 2023-2024 academic year. It is intended to define the conditions under which students (hereinafter “student”) may enroll in CWU courses, and to establish operational rules for enrollment in courses offered at high school sites.

Purpose

The College in the High School Program operated by CWU is intended to provide access for advanced study for qualified high school students in a manner that minimizes enrollment barriers. This Agreement refers to the College in the High School Program at high school locations where students enroll in CWU courses at high school locations. In accordance with RCW 28A.600.287, students will receive college credit from CWU upon successful completion of a College in the High School course.

A. Funding and Fees

This Section A applies to College in the High School student enrollments funding and fees.

1. RCW 28A.600.287, as currently enacted or hereafter amended, defines the College in the High School program for the School District, CWU, and the student.
2. CWU will provide a monthly enrollment count to individual schools. This information will be e-mailed to the individual(s) listed in section A.6. These reports must be regularly reviewed for accuracy by each school.
3. The parties to this Agreement shall maintain documentation supporting College in the High School student enrollment.
4. The State of Washington passed Senate Bill 5048 which eliminates the course fee for College in the High School. CWU will provide the Office of Financial Management the required data to collect state appropriations for the College in the High School program.
5. If School District uses CWU Testing Services, the testing fee of \$15 per exam taken by each student is automatically billed to the School District on a monthly basis. See Section F for more information about testing.

6. In the space below, the School District is to indicate who is to receive all testing invoice correspondences. It is important that this person or persons review and verify all invoice correspondences sent from CWU and remit payment to CWU in a timely manner. Payment is due within 60 days of School District's receipt of each CWU invoice. CWU reserves the right to assess interest on past-due amounts, at the rate of 1% per month, in accordance with applicable law.

Contact #1 Matt Scott
First and Last Name: _____

Title: Assistant Superintendent K-12
Education _____

Email: matt.scott@ksd.org _____

Phone Number: 509-222-5263 _____

Address to send invoices to:
1000 W. 4th Ave
Kennewick, WA 99336

Contact #2
First and Last Name: _____

Title: _____

Email: _____

Phone Number: _____

Address to send invoices to:
Address
City, State, Zip

Contact #3
First and Last Name: _____

Title: _____

Email: _____

Phone Number: _____

Address to send invoices to:
Address
City, State, Zip

7. The College in the High School Program is available during fall, winter, and spring terms.

B. Eligibility

1. High school freshman, sophomores, juniors and seniors are eligible to participate in the College in the High School program as defined by RCW 28A.600.287 and as provided by WAC 392-725.
2. Attachment A hereto lists all courses the School District is approved to offer as part of the College in the High School program. All participating School District teachers must follow and be in compliance with all applicable CWU requirements and policies, including but not limited to those listed in section H2 and H3 of this Agreement and the Instructor and Partner Handbooks, available at <https://www.cwu.edu/college-hs/forms>.

C. Credits

1. In accordance with RCW 28A.600.287(7), School District must grant high school credit to a student enrolled in a program course if the student successfully completes the course. If no comparable course is offered by the School District, the district superintendent shall determine how many credits to award for the course. The determination shall be made in writing before the student enrolls in the course. The credits shall be applied toward graduation requirements. Evidence of successful completion of each program course shall be included in the student's secondary school credits and transcript.
2. In accordance with RCW 28A.600.287(8), CWU must grant college credit to a student enrolled in a program course if the student successfully completes the course. The college credit shall be applied toward general education or major requirements. Evidence of successful completion of each program course must be included in the student's college transcript.
3. 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 CWU course successfully completed by the student based upon the conversion rate set forth in WAC 180-51-050; one high school credit (Carnegie Unit) is the equivalent of five university quarter credits of course work that is generally designated 101 level or above by CWU.
4. Pursuant to WAC 392-725-200(3), within five School District business days of a student's request for confirmation of credit, the School District superintendent or other designated School District representative shall confirm in writing the amount of high school required or elective credit, or combination thereof, which shall be awarded upon successful completion of the courses.
5. Upon confirmation by CWU of a student's successful completion of College in the High School Program courses, the School District shall record on the student's secondary school records and transcript the high school credit previously confirmed under WAC 392-725-200 together with a notation that the courses were taken at an institution of higher education.

D. Equity/Accommodations