



EARLY COLLEGE PROGRAMS

Memorandum of Understanding Lewis-Clark State College / Coeur d'Alene Charter Academy

This Memorandum of Understanding (MOU) is an agreement between Lewis-Clark State College (LC State) and Coeur d'Alene Charter Academy (the Academy) to create a formal partnership in delivering Dual Credit education.

LC State and the Academy 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. LC State will evaluate and approve all Dual Credit (high school) teachers to ensure that they have the appropriate credentials to teach college-level courses in accordance with the administering instructional division's practices and policies.
2. LC State 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. LC State will have final authority on curriculum oversight and textbook selection. The Academy will be responsible for all textbook purchases.
4. Upon request, teachers must submit samples of tests, assignments, attendance records, and other materials used in their Dual Credit courses. This includes graded samples.
5. Teachers are required to verify class rosters to ensure all students are registered accurately.
6. Teachers must submit final grades online through WarriorWeb in accordance with the required deadlines.
7. Teachers are expected to participate in discipline-specific professional-development coordinated by LC State. Failure to participate in professional-development may result in the cancellation of Dual Credit agreements and/or the decertification to offer Dual Credit courses.
8. Students will be given the opportunity to assess the courses and their teachers via LC State Student Course Evaluations. Results of the evaluations will be provided to the Dual Credit teachers.

B. Payment

1. LC State will pay the Academy annually for each course which has been formally articulated and approved based upon student enrollment as of the last working day in October (Fall semester) and the last working day in March (Spring semester).

2. Payments will only be made when all final grades have been submitted to LC State.
3. Invoices for annual payments must be received from the Academy no later than April 30th.
4. Payments to the Academy should be allocated for Dual Credit instruction/education.
5. The following scale will be used for the appropriations to the Academy:

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


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 semester 2023 and will be reviewed in two (2) years.
2. Either LC State or the Academy, upon written notice to the other institution, may request revision of this agreement.
3. Amendments to this agreement must be in writing and approved by the designated representative of each institution.
4. This agreement can be terminated at any time by mutual written agreement.

E. Signatures



 Dan Nicklay, Principal
 Coeur d'Alene Charter Academy

8/25/23

 Date

 Fred Chilson, Provost and Vice President for Academic Affairs
 Lewis-Clark State College

 Date

 Julie Crea, Vice President for Finance and Administration
 Lewis-Clark State College

 Date