

DUAL CREDIT MEMORANDUM OF UNDERSTANDING

Between Eastern Gateway Community College and
Grand Valley High School

2023-2024 Academic Year



**EASTERN
GATEWAY
COMMUNITY
COLLEGE**

TERMS OF AGREEMENT PART 1 – GENERAL PROVISIONS

A. SCOPE

On all Eastern Gateway's premises, dual credit shall be provided in accordance with the terms and conditions of this Memorandum of Understanding (hereafter MOU).

B. DEFINITION OF DUAL CREDIT PROGRAM

"Dual credit program" means a program that allows high school students to enroll in college-level courses offered by a college simultaneously to earn credit toward high school graduation and a postsecondary degree or certificate. These courses may be academic or career technical but not remedial or developmental. Specific to this program, courses are offered at locations other than Eastern Gateway's campuses.

C. PURPOSES

The primary purposes of a dual credit program are to increase the educational options and opportunities for high school students and increase the overall quality of instruction and learning available through secondary schools. Fundamentally, dual credit programs allow students to earn credit at the secondary and postsecondary levels simultaneously, and they provide students with an early glimpse of college life. The programs may also encourage more students to consider higher education, especially students from underrepresented groups.

Through this MOU Eastern Gateway Community College seeks to establish a framework that facilitates the proper and effective implementation of dual credit programs. Elements of this framework include student eligibility, courses to include in a dual credit program, advising, and uniform administrative procedures.

E. ELIGIBILITY AND APPROVAL

The MOU specifies how the College and partner schools will provide opportunities for high school students who wish to participate in dual credit programs. The MOU specifies:

1. Procedures for Approval of Dual Credit Courses
2. Procedures for Approval of Students to Participate in Dual Credit Courses
3. Requirements of Instructors to Teach Dual Credit Courses

The general provisions of eligibility are discussed below, and the specific procedures are described in Part 2.

1. Eligible Courses

College courses that are academic or career technical but not remedial or developmental and that simultaneously earn credit toward high school graduation and a postsecondary degree or certificate shall be eligible for dual credit. Priority should be given to courses that meet the Ohio Transfer 36 (formally, OTM) and Transfer Assurance Guides (TAGS or C-TAGS) in accordance with Ohio Administrative Code 3333-1-65.12

Dual credit courses may be taken as elective high school credits. Dual credit courses may satisfy the requirements of high school core courses when the department standards and benchmarks are met, and the curriculum is aligned to meet post-secondary requirements. (See course substitution crosswalk for more info)

High School Course Substitution Crosswalk

This information includes general guidelines about college courses that can be substitutions for high school requirements. The list does not include all possible examples of courses. All course substitutions must be non-remedial and non-religious. Students must earn passing grades in the courses. The required credits noted within this document are the minimum required for high school graduation. Some school districts might have additional credit requirements for graduation. This document describes College Credit Plus as one option for satisfying high school graduation requirements; refer to Ohio Department of Education (ODE) [guidance](#) for other options (e.g., credit flex, physical education waiver). Note: All honors diploma questions should be addressed by reviewing the [ODE website](#) or contacting the appropriate ODE staff.

High School Requirement	College Credit Plus (CCP) Example Course Substitutions	Other Information
English language arts (4 high school credits)	Courses in literature, composition, journalism, speech, applied communication	<p>Students may use English language arts CCP/Advanced Placement (AP)/International Baccalaureate (IB) courses to satisfy the curriculum requirements but schools must administer the end of course (EOC) tests to students to earn graduation points and to satisfy testing requirements of state and federal law.¹</p> <p>¹Schools must administer state tests and students are expected to take them. If a student does not participate in state testing, there may be consequences for the student, the student's teacher, and the school and district. In particular, students at eSchools who do not participate in state testing in the spring for any required assessment for two consecutive years will be unenrolled in the school of attendance. (See Ohio Department of Education website for additional testing details.)</p>
Health (1/2 high school credit)	Any health courses	
Mathematics (4 high school credits)	Any math courses	<p>Students must earn one unit of Algebra II or the equivalent of Algebra II.</p> <p>State law allows for the substitution of an advanced computer science course for Algebra II. A student should be aware that a computer science course is not necessarily preparing the student for a mathematics degree pathway in college and remedial coursework may be needed depending on assessment results. Some institutions may require Algebra II for college admission. If a student takes a College Credit Plus course in advanced computer science, the course must meet the Computer Science Standards. Seek guidance about NCAA division requirements from school's athletic director, OHSAA, or NCAA.</p> <p>Students may use math CCP/AP/IB courses to satisfy the curriculum requirements but schools must administer the EOC tests (in algebra I or integrated math I and geometry or integrated math II) to students to earn graduation points and to satisfy testing requirements of state and federal law.</p>
Physical Education (1/2 high school credit)	Not applicable	<p>Pursuant to Ohio Administrative Code 3333-1-65.12, physical education courses are no longer permitted as part of the College Credit Plus program (effective February 15, 2018). Secondary school and college representatives should read the entire rule (OAC 3333-1-65.12) for all Course Eligibility details.</p>

High School Requirement	College Credit Plus (CCP) Example Course Substitutions	Other Information
Science (3 high school credits)	Any science courses	<p>Students must earn:</p> <ol style="list-style-type: none"> 1) one unit of a physical science, 2) one unit of a life science and 3) one unit of an advanced study ^{2,3} in one or more of the following sciences: <ul style="list-style-type: none"> • chemistry, physics or other physical science; • advanced biology or other life science; • astronomy, physical geology or other earth or space science <p>² A CCP science course will satisfy the advanced study requirement.</p> <p>³ An advanced computer science course may satisfy an advanced study science requirement; however, this does not include a substitution for biology or life science.</p> <p>Schools must administer the biology EOC test to all students in order to satisfy federal testing requirements. CCP students may use their course grades and AP/IB students may use their test scores OR the biology end-of-course test score to earn graduation points, whichever is higher.</p>
Social studies (3 high school credits)	<p>Courses in social science, humanities, psychology, western civilization, political science</p> <p>American History substitutions must include the study of history of the Americas or western civilization and must include U.S. History).</p> <p>American Government substitutions must include the study of the American political system.</p>	<p>For the class of 2019, students must earn credits in American history and American government (one-half credit each).</p> <p>Students completing CCP courses in American History or American Government will not need to sit for the EOC tests in the subject area and may earn graduation points based on the letter grade in the course.</p> <p>For the class of 2021, students must earn one-half credit in world history and civilizations (in addition to American history and American government). World History substitutions must be history courses that include the study of multiple civilizations outside the U.S. with an element of historical examination. Human geography, world issues, world history and other world studies courses may meet the requirement.</p>
Electives (5 high school credits)	<p>Various courses will satisfy elective requirements</p> <p>Foreign language: Any foreign language course (including American Sign Language)</p> <p>Fine Arts: Courses in drama/theater, dance, visual art, or music</p>	<p>Students must earn credit in one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.</p> <p>Students must complete at least two semesters of fine arts taken at any time in grades 7 through 12.</p>
Financial literacy	Various economics, financial, social science, or humanities courses which include the concepts of economics and financial literacy	All students must receive instruction in economics and financial literacy during grades 9-12. Districts must verify that students have received these concepts in a specific course or the district may provide the concepts in an alternative format.
Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED)	CPR/AED courses	Schools must provide training for students in CPR and AED beginning in 2017-2018.

Middle School Student Participation

This information includes general guidelines about college courses that can be substitutions for middle school and high school requirements. The list does not include all possible examples of courses. All course substitutions must be non-remedial and nonreligious. Students must earn passing grades in the courses. The required credits noted within this document are the minimum required for high school graduation. Some school districts might have additional credit requirements for graduation. This document describes College Credit Plus as one option for satisfying high school graduation requirements; refer to Ohio Department of Education guidance for other options (e.g., credit flex, physical education waiver).

Students who enroll in College Credit Plus courses are earning high school and college credit. Students do not need to take a middle school course in the same subject for which they are enrolled in College Credit Plus. A student is limited to a maximum of 30 credits annually and 120 credits through the twelfth grade. (See calculation ¹ of credit hours.)

Subject Area	CCP Example Course Substitutions	Middle School Assessment Requirements	Graduation Requirements
English Language Arts	Courses in literature, composition, journalism, speech, applied communication	A middle school student should take the assessment test that best matches the English language arts college credit earned. If a seventh or eighth grade student takes a College Credit Plus course in English, the student should take the appropriate English end of course (EOC) test and is exempt from taking the seventh or eighth grade English test. Schools should administer any state end of course test associated with a tested course at the conclusion of the course or at the completion of the learning expectations. ²	Students may use English language arts CCP/Advanced Placement (AP)/International Baccalaureate (IB) courses to satisfy the course requirements but schools must administer the end of course (EOC) tests to students to earn graduation points and to satisfy testing requirements of state and federal law.
Mathematics	Any math courses	A middle school student should take the assessment test that best matches the mathematics college credit earned. If a seventh or eighth grade student takes a College Credit Plus course in mathematics, the student should take the appropriate math EOC test and is exempt from taking the seventh or eighth grade math test. Schools should administer any state end of course test associated with a tested course at the conclusion of the course or at the completion of the learning expectations. ²	<p>Students must earn one unit of Algebra II or the equivalent of Algebra II.</p> <p>State law allows for the substitution of an advanced computer science course for Algebra II. A student should be aware that a computer science course is not necessarily preparing the student for a mathematics degree pathway in college and remedial coursework may be needed depending on assessment results. Some institutions may require Algebra II for college admission. If a student takes a College Credit Plus course in advanced computer science, the course must meet the Computer Science Standards. Seek guidance about NCAA division requirements from school's athletic director, OHSAA, or NCAA.</p> <p>Students may use math CCP/AP/IB courses to satisfy the course requirements but schools must administer the EOC tests (in Algebra I or Integrated Math I and Geometry or Integrated Math II) to students to earn graduation points and to satisfy testing requirements of state and federal law.</p>

Subject Area	CCP Example Course Substitutions	Middle School Assessment Requirements	Graduation Requirements
Science	Any science courses	<p>If a seventh grade student takes a high school biology course or a College Credit Plus biology course, then the district should administer the biology EOC which will exempt the student from taking the eighth grade science test.</p> <p>If an eighth grade student is taking a college science course, but it is not a biology substitution, then the student should take the eighth grade science test.</p> <p>Schools should administer any state end of course test associated with a tested course at the conclusion of the course or at the completion of the learning expectations.²</p> <p>If a student has not taken a biology course by the eighth grade, then the student must take the biology EOC in high school.</p>	<p>Students must earn:</p> <ol style="list-style-type: none"> 1) one unit of a physical science, 2) one unit of a life sciences and 3) one unit of an advanced study³, <p>⁴ in one or more of the following sciences:</p> <ul style="list-style-type: none"> • chemistry, physics or other physical science; • advanced biology or other life science; • astronomy, physical geology or other earth or space science <p>³ A CCP science course will satisfy the advanced study requirement.</p> <p>⁴ An advanced computer science course may satisfy an advanced study science requirement; however, this does not include a substitution for biology or life science.</p> <p>Schools must administer the biology EOC test to all students at some point in order to satisfy federal testing requirements. CCP students may use their course grades and AP/IB students may use their test scores OR the biology end-of-course test score to earn graduation points, whichever is higher.</p>
Social Studies	<p>Courses in social science, humanities, psychology, western civilization, political science</p> <p>American History substitutions must include the study of history of the Americas or western civilization and must include U.S. History specifically.</p> <p>American Government substitutions must include the study of the American political system.</p>	<p>There are no assessment requirements for seventh or eighth grade students in social studies. Students who successfully complete College Credit Plus courses in U.S. History or Government have satisfied assessment requirements for high school graduation. Refer to the ODE webpage for information about graduation points for these courses.</p>	<p>For the class of 2019, students must earn credits in American history and American government (one-half credit each).</p> <p>Students completing CCP courses in American History or American Government will not need to sit for the EOC tests in the subject area and may earn graduation points based on the letter grade in the course.</p> <p>For the class of 2021, students must earn one-half credit in world history and civilizations (in addition to American history and American government). World History substitutions must be history courses that include the study of multiple civilizations outside the U.S. with an element of historical examination. Human geography, world issues, world history and other world studies courses may meet the requirement.</p>

¹ Calculation of maximum credits annually: In order to determine the number of credits a student can take in a year, the secondary school must calculate the number of course credits that are for middle and high school credit only and multiply that by 3. That number is then subtracted from the 30 hours. The result is the maximum number of credit hours a student can take in the College Credit Plus program.
 $30 - (\text{Secondary school only credits} \times 3) = \text{Maximum number of College Credit Plus credit hours}$

² Schools must administer state tests and students are expected to take them. If a student does not participate in state testing, there may be consequences for the student, the student's teacher, and the school and district. In particular, students at eSchools who do not participate in state testing in the spring for any required assessment for two consecutive years will be unenrolled in the school of attendance. (See Ohio Department of Education [website](#) for additional testing details.)

2. Academic Quality of Dual Credit Courses

College courses eligible for dual credit shall meet the rigor for postsecondary credit and be congruent with the college's normal offerings. Classes offered in high school settings shall conform to college academic standards. Faculty for all dual credit courses shall be approved by the appropriate department at the College.

Dual credit courses may be offered at high schools, at the College, and off-campus centers as determined by the District/School in collaboration with the College. Upon the agreement of the District/School and the College, courses may be offered at high school sites. In these instances, courses shall follow established District/School site time blocks.

3. Student Eligibility

A candidate for dual credit is eligible for consideration if he or she:

1. Submits a "Letter of Intent" to the high school or to the State of Ohio
2. Completes the "College Credit Plus Application" online at <https://egcc.edu/ccp/> (all other general applications will be denied.)
3. Submits the State Permission form to the College.
4. Places college ready per Ohio guidelines; and
5. Meets all priority deadlines.

**** Students who have taken and successfully completed Algebra II or Quantitative Reasoning with an A or B and are taking Math courses ONLY at their high school campus with a credentialed high school teacher will be permitted to enroll in MTH105 Quantitative Reasoning, MTH128 Statistics, MTH120 College Algebra, MTH121 College Trigonometry and do NOT need to take the Math portion of the Placement Test or have an ACT/SAT Math score. ****

4. Approval to Participate

Approval for students to participate in dual credit courses shall be by the District/School and a Department/College representative on a course-by-course basis based on the student's eligibility as specified above. A student may not enroll in more than 18 credit hours of dual credit during an academic term.

5. Course Requirements

The course requirements for high school students enrolled in dual credit courses shall be equal to those of regular college students. Course requirement information shall include the course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.

6. Required Forms

The College's Basic Data Form (the online CCP application) must be completed by all students when they first intend to enroll in dual credit courses. Students will indicate a "non-matriculated" status. In addition, class rosters shall be used to document a request for student enrollment in a dual credit course and the review and approval process within the District/School and College. Furthermore, students must submit the State Permission Form upon applying to the College. Students may go through the CCP application process and be accepted, but if the student does not remit the State Permission Form, as part of Ohio Revised Code [ORC 3365.035](#) they will not be permitted to be scheduled/registered for any college courses with our institution.

7. State Reporting

The College and the District/School shall retain educational records in accordance with Ohio statutes and record retention regulations. High school transcripts and College transcripts will note the course and appropriate grade.

8. Liabilities of Parties

Dual credit status shall neither enhance nor diminish on-campus liabilities for the District/School and College. Management of risk and liabilities shall be in accordance with the District/School and College policies along with codes of conduct.

Personal liabilities for the student shall be equal to those of regular College students.

PART 2 – SPECIFIC PROVISIONS OF AGREEMENT

The following provisions outline the specific responsibilities and duties that apply to the District/School, the College, and students participating in the dual credit program.

A. Approval of Students to Participate

Based on the student eligibility requirements the College will determine students who are eligible to participate. The District/Department shall provide evidence that students meet the eligibility requirements and work with the College to determine the students' acceptance.

The student and the student's parent or guardian shall sign the form in acknowledgment of the responsibilities delineated on the form.

B. Approval of Instructors to Teach Dual Credit Courses

Higher Learning Commission and Ohio Higher Education standards apply. Faculty teaching in undergraduate programs should hold a degree at least one level above that of the program in which they are teaching, and those teaching general education courses typically hold a master's degree or higher and should have completed substantial graduate coursework in the discipline of those courses. Teachers must meet qualifications that the relevant College academic department uses for hiring community faculty. These requirements vary by the academic department.

Credentialed and approved teachers will sign a \$0 contract. The contract must be signed before the start of each academic year. The teachers' contract goes over the college's policies, procedures, and expectations.

PART 3 – RESPONSIBILITIES AND DUTIES

A. RESPONSIBILITIES AND DUTIES OF THE COLLEGE

1. Designate an Advisor to review the curriculum endorsed by all parties so that all requirements are being met.
2. Determine, in collaboration with the District/School, the required academic standing of each student eligible to participate in the dual credit program.
3. Collaborate with the District/School to reach an agreement on admission and registration of eligible dual credit students for the stated term.
4. Employ a method of qualifying the student for dual credit that demonstrates that the student has the appropriate skills and maturity to benefit from the instruction requested.

5. Provide advisement to review the appropriateness of each student's enrollment in a course prior to registration in terms of academic readiness, age requirements, and programmatic issues.
6. Provide course placement evaluation services to ensure compliance with course prerequisites.
7. Provide information and orientation, in collaboration with the District/School, to the student and parent or guardian regarding the responsibilities of dual credit enrollment including academic rigor, time commitments, and behavioral expectations associated with taking College courses and the importance of satisfactorily completing the College credits attempted in order for dual credit to be awarded.
8. Inform students of course requirement information which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.
9. Advise parents of federal Family Educational Rights and Privacy Act (FERPA) rules
10. Approve faculty for all dual credit courses.
11. Track progress of dual credit enrolled students on the issue of academic performance and provide reports, as needed, to the District/School.
12. Retain the official transcript or grade report of the dual credit student that records the term of enrollment, courses/credits attempted, courses/credits completed, grades and grade point average earned.
13. Release, at the request of the student, official College transcripts in accordance with the College's transcript request practices.
14. Plan for approved instructors to access College tools and faculty emails.
15. Provide final grades to the District/School for each dual credit student with sufficient time for high school teachers to submit their final grades; this schedule shall be defined by the parties in the agreement and shall address the timeframe appropriate for determining student graduation from high school.

B. RESPONSIBILITIES AND DUTIES OF THE DISTRICT/SCHOOL

1. Designate a representative to collaborate with the College to reach an agreement on admission and registration of eligible dual credit students for the stated semester;
2. Designate a representative to review and sign the completed rosters for verification.
3. Determine, in collaboration with the College, the required academic standing for students eligible to participate in the dual credit program.
4. Employ a method of qualifying the student for dual credit based on factors that may include academic performance review, assessments, advisement, and career guidance, and therefore recommend enrollment at the College with evidence that the student has the appropriate skills and maturity to benefit from the instruction requested;
5. Provide information and orientation to students about opportunities to participate in dual credit programs during student advisement,
6. Provide information and orientation, in collaboration with the College, to the student and the student's family regarding the responsibilities of dual credit enrollment, including academic rigor, time commitments, and behavioral expectations associated with taking college courses and the importance of satisfactorily completing the college credits attempted in order for dual credit to be awarded.
7. Inform students of course requirement information which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.

8. Provide appropriate accommodations and services for special education students while the students are enrolled in dual credit classes, including academic adjustments and auxiliary aids and services for eligible students across educational activities and settings (e.g. equipping school computers with screen-reading, voice recognition or other adaptive hardware or software and providing note-takers, recording devices, or sign language interpreters, or other adaptation as required by law);
9. Inform students in need of accommodations or other arrangements of the need to speak directly with the disability's director at the College;
10. Furnish an official high school transcript to the College if required by the College.
11. Work collaboratively with the College to submit a student's request for change in registration according to college policies and within officially published deadlines (e.g. add, drop, withdrawal);
12. Collect and or make tuition payments in accordance with EGCC's published deadlines.
13. Make it clear to students that if they fail or withdraw from dual credit classes that they were intending to use to substitute for a high school requirement that they will have to make up those credits to graduate. The dual credit course grade will appear on the student's high school transcript and as appropriate entered by the HS faculty member.
14. Record, unchanged, the grade given to the dual credit student by the College on each student's high school transcript.
15. Retain educational records in accordance with Ohio statutes and record retention regulations.

C. RESPONSIBILITIES AND DUTIES OF STUDENTS AND PARENTS

1. Discuss potential dual credit courses with the appropriate District/School and College Credit Plus staff, including College admission and registration requirements, course requirements, credits to be attempted, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course.
2. Student must set up their EGCC student account upon acceptance to the College.
3. Obtain course requirements for each course, including course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.
4. Meet the prerequisites and requirements of the course(s) to be taken.
5. Obtain approval for enrolling in the dual credit program each semester by acquiring all necessary signatures and communications.
6. Discuss any request for a change in registration (add, drop, withdrawal)
7. Comply with the College and District/School student code of conduct and other institutional policies.
8. Request an "official" college transcript upon high school graduation.

Rights and Privileges of Student

The right and privileges of STUDENTS participating in Dual Credit include the:

1. use of EGCC facilities and services required for course completion.
2. right to appeal in writing to the District/School or College, as applicable, any decision pertaining to enrollment in the dual credit program.

Financial Responsibility for Funding Dual Credit the STUDENT shall:

1. Return the textbooks and unused course supplies to the District/School when the student completes the course or withdraws from the course (as required by the district).

2. Arrange transportation to the site of the dual credit course. Depending upon the time and course location, the student may have access to transportation through the District/School if the dual credit course is offered during the school day.

D. FUNDING AND TEXTBOOKS

Tuition RATES per credit hour BY delivery method: (Effective Spring 2018, the Ohio Department of Education is required to implement provisions of [ORC 3365.07](#) to reimburse the college for College Credit Plus courses based on the college's regular tuition rate per credit hour if the college charges a lower rate than the CCP ceiling rate. *** Please see the rate module below.)

1. If the course is taught on the high school campus by a credentialed high school teacher (code HI), the rate will be **\$41.64** per credit hour. If the course is taught on the high school campus by our credentialed faculty (code CI), the rate for Jefferson County residents will be **\$65.50** per credit hour or **\$68.50** per credit hour for ALL other Ohio Counties.
2. If the course is offered by one of our online blended models facilitated by a high school teacher with our credentialed faculty as the teacher of record (code CI), the rate for Jefferson County residents will be **\$65.50** per credit hour or **\$68.50** per credit hour for ALL other Ohio Counties.
3. If the course is taught at an EGCC location (code OC), the rate will be determined by the college. The rate for SM23, AU23, & SP24 is **\$131.00** per credit hour for Jefferson County residents and **\$137.00** for ALL other Ohio Counties.
4. If the course is taught online and the student is enrolled in an existing EGCC section (code OL), the rate will be the tuition rate determined by the college. The rate for SM23, AU23, & SP24 is **\$131.00** per credit hour for Jefferson County residents and **\$137.00** for ALL other Ohio Counties.

TEXTBOOKS

1. EGCC shall provide course textbooks approved by the college.
2. All textbooks should be turned back into the high school after the student's term has finished. Eastern Gateway Community College will bear no responsibility for this action. Book returns by students are strictly prohibited and books should be returned to the school district.

Courses and Textbook Appendix; School districts who have credentialed high school staff/faculty teaching our curriculum on the high school campus will NOT be required to purchase new textbooks during the 2023-2024 academic school year. EGCC uses open resources allowing students to utilize a digital textbook for free. ***

Confidentiality of Student Records

1. Student educational records created as a result of this Agreement shall be retained and disseminated in accordance with FERPA requirements.
2. Participation in dual credit courses requires students and parent/guardian signatures on the Form for compliance with FERPA regulations.

PART 4 – TERM AND FILING OF AGREEMENT

A. TERMS AND CONDITIONS

The term of this MOU is 1 year commencing on May 31, 2023.

A completed MOU shall contain signatures from all parties.

B. FILING

A fully executed copy of this MOU shall be submitted to Sarah Fletcher, Director of College Credit Plus, at sfletcher@egcc.edu by April 1, 2023

APPROVED

Michael Geoghegan

Michael Geoghegan, President

January 24, 2023

Date



Superintendent/President/Director

Richard L. Jackson

2/13/2023

Date

