**Sample Dual Credit Cooperative Agreement**

Between \_\_(Postsecondary Institution)\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School

**Purpose:**

This agreement is for \_\_\_(Postsecondary Institution)\_\_ to provide the following courses for college credit during the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ academic year and the high school courses to count for appropriate credit toward fulfillment of requirements for graduation:

|  |  |  |  |
| --- | --- | --- | --- |
| **Higher Ed Course** | **Cr. Hrs.** | **High School Credit** |  |
| ENGL 121  Composition I | 3 hours | .5 or 1 English unit |  |
| ENGL 122  Composition II | 3 hours | .5 or 1 English unit |  |
| MATH 171  College Algebra | 3 hours | .5 or 1 Math unit |  |
| BIOL 135  Principles of Cell & Molecular Biology | 4 hours | .5 or 1 Science unit |  |
| MATH 173  Calculus I | 5 hours | .5 or 1 Math unit |  |
| HIST 140  U.S History to 1877 | 3 hours | .5 or 1 Social Studies-History unit |  |
| FL 130  Elementary Spanish | 5 hours | .5 or 1 Elective unit |  |

*(Add link to KSRN policy on transferable courses or program alignment pages)*

**Definitions**

**Dual Credit Enrollment** Courses taught by a postsecondary educational institution faculty member in which students receive both high school credit and college credit for completing the course.

**Concurrent Enrollment** Courses taught by a high school faculty member in which students receive both high school credit and college credit for completing the course.

**Enrollment Requirements**

High school students must submit the following items to enroll

1. Application
2. HS Dual Credit Approval Form
3. Placement test results if necessary
4. Tuition payment when required

**Tuition** Insert your policy (Outline tuition costs & any agreements you have in place with the school or district)

**Acceptance Policy** Insert your policy (Students must meet enrollment requirements, satisfy course prerequisites and follow institutional procedures regarding course placement)

**Credit Policy** Insert your policy (Academic credit will be awarded for coursework successfully completed by secondary students; such academic credit will qualify as both college and high school credit as outlined above. Successfully completed coursework will qualify as credit applicable toward the award of a certificate or degree from \_\_\_(Postsecondary Institution)\_\_. Systemwide Transfer status of courses is communicated to students and parents.)

**Concurrent Enrollment Policies**

**Faculty Credentials** Insert your policy (Faculty teaching courses for concurrent credit must have a master’s degree or higher in the discipline or subfield. If a faculty member holds a master’s degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.)

**Faculty Evaluations** Insert your policy (Faculty teaching concurrent courses will be evaluated annually & must communicate regularly with their faculty liaison.)

**Compensation** Insert your policy (Outline compensation policy here including payments to faculty and/or school district)

**Professional Development** Insert your policy (Instructors teaching concurrent courses must attend an in-service event annually)

**Assessments** Insert your policy (All high schools teaching concurrent courses must use equivalent assessments used on the postsecondary campus)

**Course Curriculum** Insert your policy (All concurrent courses shall be cataloged courses containing the same learning outcomes and utilizing comparable instructional materials and grading standards as courses offered to students at any location or delivery method of the postsecondary institution. Courses will meet on the established calendar.)

**Responsibilities of the College & School District liaisons:**

1. Communicate to facilitate the partnership, including the scheduling of Concurrent Enrollment courses and list of course equivalencies.
2. Provide partnership information to students, parents and community members.
3. Assist with College admissions, enrollment and placement processes.
4. Assist with distribution and return of college materials- when necessary.

This agreement will be in effect for the 202X-202X academic year through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and reviewed every five years unless either entity submits in writing a request to change, amend or cancel the agreement. The Agreement may only be cancelled at the conclusion of an academic semester or academic year, whichever does not cause curriculum disruptions for enrolled students. Continuation and terms of the Agreement are subject to applicable laws, rules and regulations by the Kansas Legislature, the Kansas Board of Regents and Kansas State Department of Education.

Postsecondary Signature: School District Superintendent Signature:

List Liaison Contact information for both institutions