

College of Eastern Idaho | Early College Programs
Memorandum of Understanding Agreement 2022-2023

This Agreement is made by and between the College of Eastern Idaho (CEI), and Partnering High Schools.

This is a mutual agreement for Dual Credit services to be provided by CEI's Early College Programs Office; establishing college level coursework taught via CEI approved, Partnering High School teachers to eligible Partnering High School students. The following agreement sets out the scope of the services, the definitions used by Early College Programs, the duties of the Dual Credit instructors, the Partnering High School Administration expectations, student participant responsibilities, and the CEI Early College Programs Office responsibilities. The MOU also covers Dual Credit instructor compensation, the student per credit tuition rate, rules governing different types of Early College course delivery, a sample list of CEI student services available to Early College Students, and the current approved CEI Dual Credit courses by term at the Partnering High School.

Any exceptions from the standard or preferred CEI Dual Credit policies on any of the aforementioned areas are explicitly stated as an exception within the following subsections.

Scope of Service

The following are the objectives of the memorandum of agreement between CEI and the Partnering High School per Idaho State Board of Education policy III, Y, 4(a), AE6:

- To ensure instructional quality, an annual Memorandum of Understanding Agreement is provided by CEI Early College Programs and agreed to by the Partnering High School.
- To ensure credit validity, Partnering High School agrees that dual credit courses are college courses taught at the high school location by approved dual credit instructors. Courses are taught from the college syllabus, reflect college rigor, and result in final grades recorded on a CEI permanent college transcript.
- To ensure credit validity, Partnering High School agrees that course length and instructional terms must be approved by CEI. Dual credit courses that span more than one semester or trimester must be taught in consecutive terms within the same school year.
- To ensure instructional quality, the Partnering High School instructors approved as CEI Dual Credit instructors must meet CEI discipline and course specific qualifications. These qualifications are reviewed and/or approved annually by each CEI Academic Department Chair.
- To ensure instructional quality and to meet the accreditation requirements of the National Alliance of Concurrent Enrollment Partnerships (NACEP), annual discipline specific professional development and general Dual Credit training opportunities are required for all Dual Credit instructors. Attendance and support for these events is detailed in the subsections "Duties of the Partnering High School Dual Credit Instructors" and "Duties of the Partnering High School Administration".

- To ensure instructional quality, all course content and assessment expectations are reviewed annually prior to assigning a high school Dual Credit instructor an approved course section.
- To ensure instructional quality, all Dual Credit instructors are assessed using the same evaluation methods as CEI adjunct faculty. These methods include teaching observations and student end-of-course evaluations.
- To ensure program quality standards, students must meet minimum qualification standards and any applicable prerequisite requirements to participate in dual credit courses. Students must meet registration deadlines to be eligible for college credit. If a student does not meet registration deadlines, they may take the class for high school credit only, unless specified in rules for a specific course type. No college credit is earned unless students are registered with CEI by applicable deadlines. Students must be registered for the high school course to be eligible to register and receive college credit in the corresponding term.
- To ensure program quality standards, students registered for dual credit courses must follow CEI Early College Program procedures to change their registration status. Drop and withdrawal deadlines apply. If a CEI registered student is removed from a high school class and neglects to change their registration status with the college, they will be issued a final grade at CEI. All registered students receive grades. No audits are allowed for CEI dual credit courses.
- To strengthen partnerships with high schools by providing professional development opportunities for guidance counselors; empowering them with general knowledge related to Idaho's Advanced Learning Opportunities and training on effectively advising students for CEI Dual Credit course work.
- To ensure the integrity of the credit issued by College of Eastern Idaho, partnering high school agrees to share and receive appropriate class roster data and grade reports. Data sharing will follow FERPA rules under the guideline of "school officials with legitimate education interest," and data will always be shared using secured methods.

Definitions

The following terms and definitions are provided for clarity regarding program options administered by the CEI office of Early College Programs.

- **Dual Credit** refers to college courses taught at a physical high school location or via a high school online source. Dual credit courses are attended only by high school aged students.
- **Concurrent Enrollment** refers to college courses available to high school students at a CEI campus location or via CEI online modalities. Concurrent enrollment courses can be attended by a mixture of minor students (16 years old and above) and adult students.

Duties of the Dual Credit Instructors

- Convey by words and actions the values expected of CEI faculty.

- Submit curriculum materials as requested by the CEI Early College Programs Office and the CEI faculty liaison in a timely fashion.
- Work in partnership with a CEI faculty liaison to ensure all CEI Dual Credit courses reflect the pedagogical, theoretical, and philosophical orientation of the sponsoring academic department at CEI.
- Work in partnership with a CEI faculty liaison to ensure the integrity of college coursework is being met by students.
- Ensure curriculum matches or exceeds the curriculum taught in the identical course on campus. An instructor may add to a CEI provided course syllabus but may not take anything away.
- Use CEI department approved textbooks and course materials.
- Provide access for CEI faculty liaison to visit one class per course offered each year.
- Provide access for CEI Early College staff to visit class within the first 2 weeks of the term to help with registration and provide an orientation to students.
- Submit HR paperwork in a timely fashion.
- Attend one mandatory professional development event each school year.
- Serve as a resource for CEI Dual Credit students, including assisting students through admissions and course registration processes, informing students of relevant payment, drop, and withdrawal deadlines, and assisting students with gaining access to individual student self-service accounts, and email accounts.
- Monitor class roster registration progress using a shared platform designated by CEI Early College Programs office. Communicate missing steps or items to students in classes.
- Verify course roster information within the CEI Self-Service system, enter mid-term grades and final grades by applicable deadlines. Verifying the course roster is accurate is directly linked to the stipend instructors receive. Please see the *CEI Dual Credit High School Instructor Compensation* section for further detail.
- Assist the CEI Dual Credit Office by communicating to all Dual Credit students the requirement to complete end-of-course evaluations distributed by CEI Early College Programs.
- Submit course changes or additions to the Early College Programs office no later than 30 days prior to course start date.
- Immediately notify Early College Director of circumstances that impact their ability to teach the class. This includes absences that will require a substitute more than 10% of instructional days within a term. As the qualified teacher of record, it is expected that the approved dual credit instructor will be teaching the dual credit course.

Duties of the Partnering High School Administration

- Support the Dual Credit instructors in the fulfillment of their duties as described above.
- Identify a high school staff member, preferably a school counselor or CCA, to serve as a **coordinator** to the CEI Early College Programs Office to assist with all concerns related to the scope of the services described within this agreement.

- Provide textbooks for Dual Credit courses. All efforts will be made by sponsoring CEI departments to keep instructional material costs at a minimum and to be mindful regarding the frequency in which course textbook requirements are upgraded.
- Gain familiarity with the services CEI offers for high school to post-secondary transition and make available this information to the Partnering High School students and parents.
- Support collegial interaction between the Partnering High School and CEI by supporting and promoting open lines of communication both in-person and online.
- Notify and/or assist the CEI Early College Director of any personnel issues that should arise with the Partnering High School CEI Dual Credit Instructors. This includes long-term substitutes, disciplinary action, etc.
- Support CEI policies and procedures related to student participation rules, student discipline, and deadlines.
- Communicate high school master class schedule, including dual credit courses prior to the start of the school year. Any changes to scheduled dual credit offerings must be communicated to the CEI Early College Office as early as possible.
- With approval of the Early College Office, High School Administrations are allowed in impose additional restrictions on course participation such as restricting a certain course to specific grade levels or imposing additional academic prerequisites to a course being offered in their building.
- Communicate and support the Idaho State Department of Education's Advanced Opportunities program.
- Adhere to all federal and state rules, regulations, and statutes regarding data sharing and confidentiality including the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. section 1232g.

Student Participant Responsibilities

- Students are required to meet minimum age, GPA, and placement testing requirements dependent on the type of course in which they choose to participate.
 - Age
 - Dual Credit courses are intended for high school juniors and seniors. High school sophomores and freshman are allowed to participate in Dual Credit courses if they meet strict academic readiness indicators.
 - Students must be 16 years old by the first day of class to qualify for Concurrent Enrollment courses on a CEI campus or via CEI online modalities.
 - GPA
 - 2.7 cumulative high school GPA is recommended for 11th and 12th grade participation.
 - 3.0 cumulative high school GPA is required for 10th and 9th grade participations.
 - Students without a 3.0 may appeal for an exception under some circumstances.

- Prerequisites
 - Students must meet applicable placement testing, prior coursework, or other prerequisites to be eligible for participation in specific classes.
- Students are required to complete enrollment (admissions), registration, and prerequisite submissions by published deadlines dependent on the type of course for which they choose to participate.
- Students are responsible for the outcomes of the courses for which they register. Final grades are recorded on a permanent official CEI transcript and the high school transcript.
- Students are responsible for all charges incurred on their CEI account. Tuition charges are typically eligible for funding through the State of Idaho Advance Opportunity (AO) program. If a student has exhausted their AO funds, neglects to apply for AO funds, or does not qualify for AO funds, all charges will be billed to the student under the policies and procedures of the CEI Business Office.
- Students are responsible for checking their college affiliated email, reading the student handbook, and complying with student code of conduct expected of all CEI students regardless of their age or the location in which they participate in a CEI course.
- College student records are protected by FERPA regardless of the student age. If a student wishes to grant a third-party access to their records, they can submit a "Release of Information" to the CEI Registrar's office.
- Petition/Appeal: Students are allowed to petition CEI for an exception to academic policy. Petition submissions must contain all required documentation and evidence based on the request. Incomplete submissions will not be considered.

Duties of the CEI Dual Credit Office

- Ensure and document that all the Partnering High School CEI Dual Credit courses are catalogued courses and have the same departmental designation, number, title, and credits. Additionally, ensure these courses adhere to the same course description and course content as the post-secondary course.
- Record on student's official CEI academic record all CEI Dual Credit courses administered via this agreement.
- Provide regular updates to the Partnering High School of changes to the CEI Dual Credit Instructor teaching eligibility criteria, process changes, and/or program eligibility requirements.
- Provide annual professional development and discipline specific training opportunities for all the Partnering High School Dual Credit instructors.
- Provide annual professional development for the Partnering High School counselors and/or coordinators, related directly to the advising, registration, and administration of the CEI Early College Program and/or the Idaho Advanced Opportunities program.
- Provide access to student handbook materials.
- Provide access to institutional course rules and deadlines such as drop and/or withdrawal.

- Provide access to college advisement to Early College students for but not limited to: general education information, course transfer, course selection, course duplication, avoiding excess credits based on long-term goals, and the potential impact course outcomes and credit accumulation may have on financial aid eligibility.
- Provide general program information to Early College students/parents.
- Provide college advising services to students seeking to earn credentials through CEI.
- Partner with high school to attend and support high school events to promote Advanced Opportunities.
- Communicate clearly the registration process required of students and the policies impacting students participating in these courses.
- When possible, note impending CEI course cancellations or changes one year in advance.
- Monitor course registrations and grade entry.
- Provide payment to Dual Credit Instructors as under the guidelines outlined below in “CEI Dual Credit High School Instructor Compensation.”

CEI Dual Credit High School Instructor Compensation

CEI Early College Programs compensates its Dual Credit instructors directly, at a rate of \$20 per credit, per student registered. Payments for all courses will be made June 25th of the school calendar year.

Direct compensation to Dual Credit instructors is the preference of the CEI Early College Programs Office. Direct compensation is supported by the State Board of Education as a recognized method of compensation that meets the State Board of Education Policy III, Y, 4(a), AE6. Any exceptions to this practice must be communicated directly to the CEI Early College Programs Office.

Dual Credit Instructors will be paid for the number of students on the roster after the drop deadline. The Early College office will review all Dual Credit course rosters upon course completion in order to assess stipend amounts.

CEI Dual Credit Tuition Rate

Costs for high school students have been established and this information shall be provided to students by the Partnering High School Dual Credit instructors before students enroll in a dual credit course. Students pay a reduced cost per credit that is approved annually at the Idaho State Board of Education’s “Fee Setting” meeting. The approval process will consider comparable rates among institutions within the State and the cost to deliver instruction for Dual Credit courses.

The current approved fee for Dual Credit courses is set at \$75 per credit.

Accessibility Services for High School Early College Students

Early College students on an IEP/504 taking Dual Credit courses at a high school location, may be eligible for appropriate accommodations. The Dual Credit instructor must consult with the CEI Early College office and CEI Disability Resource Center before any accommodations are made that impact curriculum or grading criteria. CEI, not the school district, determines whether the plan significantly alters the institutions curricular and credit standards.

In addition, Early College students on an IEP/504 taking Concurrent Enrollment classes at a CEI location, should contact the CEI Disability Resource Center directly in order to see if they qualify for accommodations at the post-secondary level.

Supplemental Services

The following are services and presentations provided via CEI Early College Programs as supplemental tools available to our Dual Credit Partnering High Schools:

High School Visits – Early College Programs Office

CEI Early College Programs coordinators are available to meet with your students during school hours or for after school hours events. They offer the following: classroom presentations regarding course options, Advanced Opportunities funding information, program basics, eligibility requirements and registration help. Visits will also address how participation and performance in dual credit classes will affect their future post-high school plans. Coordinators are also available to attend events and set up a table to distribute information to students and parents.

Academic Advisement

Early College Programs allows students to get ahead in their college career and encourages students to choose courses based on advisement pertaining to their short and long-term goals. Intentional planning is essential. All students are encouraged to seek out college advisement. Students intending to take 15 college credits or more during high school through CEI should receive advisement from CEI. Students working toward credential completion with CEI (degrees or certificates) should meet with a CEI academic advisor by their sophomore year of high school, and each semester until graduation. In addition to academic advisement, CEI students have access to Career Services and other student success resources.

Testing and Assessment

CEI Testing Services offers a variety of placement exams that are required for some classes. Testing Services also offers CLEP testing by appointment. CEI Testing Services can also arrange on-site proctored testing for groups. Please contact Testing Services for additional information.

Tutoring Services

CEI Tutoring Services are available free of charge in a variety of subjects.

2022/2023 Approved Courses and Instructors at High School Listed Below

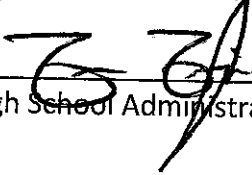
CEI Course Code	CEI Course Title	CEI Credit Amount	Approved Dual Credit Instructor	Instructional Term	High School Course Title
HIST 111	US History I	3	Zaleski	TBD	US History A
HIST 112	US History II	3	Zaleski	TBD	US History B
SPAN101	Elementary Sp 1	4	Wright	TBD	SPANISH 3
SPAN102	Elementary Sp 2	4	Wright	TBD	SPANISH 4
MATH 108	Int. Algebra	3	Schwarzenbart	TBD	Alg. 2
MATH 147	College Alg. & Trig.	5	Schwarzenbart	TBD	Pre Calc

Signatures

The below Signatories represent and warrant to the other that the execution and delivery of the Agreement and the performance of each party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on each party and enforceable in accordance with its terms.

Brian Bingham

High School Administrator (Printed Name)



High School Administrator (Signature)

Principal

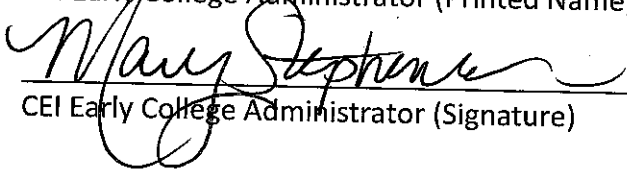
Title

8/11/22

Date

Mary Stephenson

CEI Early College Administrator (Printed Name)



CEI Early College Administrator (Signature)

Early College Director

Title

8/11/22

Date