



## **Memorandum of Agreement**

### **Dual Credit Education**

This Memorandum of Agreement (“MOA”) is an agreement between Lewis-Clark State College (“LC State”) and \_\_\_\_\_ School District (“District”) to create a formal partnership in delivering Dual Credit education.

LC State and the District 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**

- a. 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.
- b. 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.
- c. LC State will have final authority on curriculum oversight and textbook selection. The District/High School will be responsible for all textbook purchases.
- d. 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.

##### **2. District**

- a. Teachers are required to verify class rosters to ensure all students are registered accurately.
- b. Teachers must submit final grades online through WarriorWeb in accordance with the required deadlines.
- c. Upon request, teachers must submit samples of tests, assignments, attendance records, and other materials used in their Dual Credit courses. This includes graded samples.
- d. 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.

B. Payment

1. LC State will annually remunerate the District for each course which has been formally articulated and approved based upon student enrollment as of the last working day in October (Fall semester), the last working day in March (Spring semester), and the last working day in July (Summer term).
2. Invoices for annual payments must be received from the District no later than April 30<sup>th</sup>.
3. Payments to the District should be allocated for Dual Credit instruction/education purposes only. This includes teacher stipends, teacher professional development, college-required textbooks, and/or other Dual Credit-related materials.
4. The following scale will be used for the payments to the District:

Classes offered for 3 credits or more:

- a. Classes of 5 enrolled Dual Credit students or less: \$\_\_\_\_/student
- b. Classes of 6 enrolled Dual Credit students or more: \$\_\_\_\_/student

Classes offered for 1-2 credits:

- a. Classes of 5 enrolled Dual Credit students or less: \$\_\_\_\_/student
- b. Classes of 6 enrolled Dual Credit students or more: \$\_\_\_\_/student

C. Term and Termination

1. This agreement is effective for a period of \_\_\_\_\_ year(s) effective \_\_\_\_\_ to \_\_\_\_\_ and is renewable for \_\_\_\_\_ subsequent \_\_\_\_\_ year period(s) by written agreement by both parties.
2. Either LC State or the District, 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 may be terminated by either party upon (30) days advance written notice.

D. Nondiscrimination

1. LC State and District agree that neither will discriminate in the performance of this Agreement against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state or local laws.

E. Notices

1. When required by the terms of this Agreement, the parties shall give notice by personal delivery or by Certified Mail, return receipt requested, postage prepaid, and addressed as indicated below:

**Lewis-Clark State College**

Early College Programs

500 8th Avenue

Lewiston, ID 83501

**To District:**

[Name] \_\_\_\_\_

[Agency Address] \_\_\_\_\_

[City, State, Zip] \_\_\_\_\_

**SIGNATURES**

**DISTRICT:**

**SCHOOL:**

LEWIS-CLARK STATE COLLEGE

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name:

Title:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name:

Title: Division Chair