

**Memorandum of Understanding**  
between  
**Northwest Missouri State University Dual Credit Program**  
and  
**Southland CAPS**

**Purpose**

Northwest Missouri State University (Northwest) focuses on student success - every student, every day. The Northwest Dual Credit Program's scope is to provide high school students an opportunity to experience rigorous college-level coursework and to receive, simultaneously, both high school and college-level course credit while focusing on student success. Providing high-quality dual credit opportunities to high school students not only works to increase the number of students graduating from high school and attending college, but also to reduce students' costs and time to degree completion. Dual credit programs should provide opportunities for academic acceleration for students by enriching and extending the high school curriculum, providing rigorous college coursework, and avoiding unnecessary duplication in coursework as a student transitions from high school to college.

This MOU will take effect on the date the agreement is signed by both parties and will remain in effect until June 30, 2024.

Northwest Missouri State University is accredited by the Higher Learning Commission (HLC) and National Alliance of Concurrent Enrollment Partnerships (NACEP). The Northwest Dual Credit Program follows the policies and procedures of these accreditors as well as the Policy on Dual Credit Delivery from the Missouri Coordinating Board of Higher Education. The memorandum terms listed below are derived directly from these agencies policies and standards.

**Program and Curriculum**

Dual credit courses, including course content and course requirements, offered at Southland CAPS must duplicate the identical course offerings delivered on campus to matriculated students. Northwest Dual Credit Faculty Liaisons must ensure that each dual credit course has the same level of academic rigor and comparable standards of evaluation as that of its campus-based equivalent.

The Northwest Dual Credit Faculty Liaison and High School Dual Credit Instructor may use a Northwest Online course site to ensure that dual credit assignments and grading criteria are identical to, or are of comparable design, quality, and rigor to the equivalent campus-based course. Elements of the dual credit course to be approved by the Faculty Liaison in the appropriate academic discipline include the syllabus, textbook(s), teaching methodology, and student assessment strategies

Northwest and Southland CAPS will facilitate frequent, consistent, and timely communication. That communication should address the scheduling of courses, compliance with statewide dual credit policy, identification and resolution of problems that occur, and evaluation of each dual credit course.

All high school students enrolled in a dual credit course must meet the same requirements for completion of the course, whether or not the student is simultaneously registered for college credit.

The responsibility for the development of assessment and evaluation measures to assure quality and comparability of dual credit courses resides with the Dual Credit Faculty Liaison in the appropriate academic discipline. In general, comparability between the dual credit course taught in the high school and the corresponding course taught on the college campus should be demonstrated by using the same methods of assessment or identical testing procedures, and by employing the same means of evaluation, which will be supervised by the Dual Credit Faculty Liaison on the college campus. Northwest will compare the dual credit course to assessments of student learning outcomes in similar courses taught on-campus.

**Student Eligibility and Support**

All prospective dual credit students must meet the same requirements for placement into individual courses, (e.g., English or mathematics) as those required of on-campus students. Northwest will use placement tests (e.g., ACT, ASSET, COMPASS) to assess students' readiness for college-level, individual courses and Northwest and Southland CAPS must ensure that these students score at

proficient or above on the ACT or other common placement test as adopted by the Coordinating Board for Higher Education and outlined in the Principles of Best Practices in Remedial Education.

In addition to the requirements, students in Northwest Dual Credit courses must meet the minimum grade point average requirements and other general admission requirements as stipulated by the Coordinating Board for Higher Education Policy on Dual Credit Delivery.

Northwest and Southland CAPS will advise students about the benefits and implications of taking college courses.

### **Student Access, Services, and Textbooks**

All students in dual credit courses shall have access to textbooks, laptops, student services and academic support similar to that afforded to students on the university campus, including, but not limited to advisors, library services, online tutoring, and other resources requisite for college-level academic performance. In addition, Northwest and Southland CAPS shall also work collaboratively to establish and maintain early alert systems for students showing signs of poor academic performance.

### **Academic Policies**

Northwest provides a Student Handbook for all students through the Student Affairs website. Southland CAPS will help provide students with information on Northwest's student policies (student conduct, academic integrity, consequences of plagiarism and academic dishonesty) at <https://www.nwmissouri.edu/studentaffairs/index.htm>.

### **Student Registration, Withdrawal, and Records**

Students enrolled in dual credit classes should adhere to the dates comparable to those specified on the university campus for registration, drop, withdrawal, or refund.

Dual credit courses will be approved for dual credit status by Northwest, and the credit awarded will be deemed acceptable in transfer by the faculty of the appropriate academic department/school of the university. The Northwest Dual Credit Program will ensure the course has the same departmental designations, course descriptions, course numbers, Missouri Transfer (MOTR) course numbers, titles, and credits as the on-campus offering. College credit earned through dual credit courses offered in high schools shall be applicable toward associate and/or baccalaureate degree requirements and shall be eligible for transfer.

Southland CAPS will transcript high school level credit for the Northwest Dual Credit course. Students who wish to drop a course or withdraw from all Northwest courses must do so before 80% of the trimester (for trimester-long courses) or by the last day of Northwest college finals (for year-long courses). Drops and withdrawals must be initiated through the Dual Credit Program by the student. A change to a student's high school schedule does not automatically change the status at Northwest.

Students that desire to drop a course or withdraw from all Northwest courses after the deadline must petition the Committee on Academic Petitions. High school counselors may wish to provide a letter of support for the student.

### **Grades**

Dual Credit Instructors will be responsible for submitting all requested grades to Northwest via the electronic submission process. These grades will include but not be limited to midterm and final grades. Early alert protocol agreements between Northwest and Southland CAPS may deem it necessary to submit additional grades to better serve students, parents, and student advisors.

For online courses taught by a University adjunct instructor, Northwest will send course grades to the designated high school official for a minimum of midterm and final grades. Additional grades may be available upon request.

### **Tuition and Billing**

The 0223-2024 dual credit tuition for in-high school courses will be \$97 per credit hour and online course tuition will be \$107 per credit hour. The required tuition fees will be the technology fee and textbook rental fee plus a portion of the standard incidental, in-

state fees charged to the students attending Northwest Missouri State University. Some individual courses fees may apply. Bills will be sent to individual students. Payment plans are available.

A student may not enroll for subsequent trimesters until all accounts are paid in full. No copies of transcripts will be issued or further enrollments confirmed if any financial obligations are outstanding to the University. If a student chooses to withdraw, all tuition charges will be removed and a \$50 processing fee will be assessed. When a student withdraws, a 'W' grade will be recorded on the student's Northwest transcript for each course. If a student drops a course but remains enrolled in at least one course, the tuition will be removed and the processing fee will not be assessed.

## **Faculty**

High school instructors of dual credit courses are, in effect, adjunct instructors of Northwest providing dual credit. As for any instructor of college-level courses, high school instructors of dual credit courses shall meet the requirements for faculty teaching in institutions of higher education, as stipulated for accreditation by the Higher Learning Commission.

Dual Credit Instructors and Dual Credit Faculty Liaisons should continually engage in collegial interactions and work closely as instructional collaborators to ensure student and program success.

New Dual Credit Instructors must participate in orientation activities provided by Northwest and/or the academic department/school. This shall include but not be limited to course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.

Dual Credit Faculty Liaisons are responsible for supplying the Dual Credit Instructor with a Northwest Online course site that includes syllabus, course assignments and requirements, assessments/evaluations, grading criteria, and student outcomes for the program level. Northwest is responsible for involving full-time faculty in the appropriate academic department/school in the selection and evaluation of all Dual Credit Instructors. Dual Credit Instructors are evaluated regularly in accordance with established institutional policies and procedures. Regular on-site course evaluations at the high school shall occur as well.

## **Professional Development**

Northwest will provide support services to Dual Credit Instructors. Support services may include opportunities for Dual Credit Instructors to discuss concerns and to share information with each other and with Northwest, access to appropriate annual professional development opportunities, and mentoring offered either exclusively to Dual Credit Instructors or to both campus-based faculty and Dual Credit Instructors.

## **Evaluation**

In addition to regular on-site course evaluations performed by faculty liaisons, Northwest will conduct regular and ongoing evaluations of the Northwest Dual Credit Program's effectiveness and use the results for continuous improvement. Online evaluations will be utilized to survey high school principal, high school counselor and dual credit instructor on the overall program. These evaluations, at minimum, include partnership metrics provided by the National Alliance of Concurrent Enrollment Partnerships (NACEP). Additional metrics and student level data will be collected and analyzed for program improvement.

Southland CAPS will provide timely feedback and any necessary sharable data to help Northwest continually improve and accredit its Dual Credit Program.

## **General Terms**

Nothing in this Agreement shall be construed to transfer responsibility from one Party to the other unless specifically stated.

Each Party will comply with all state and federal laws applicable to this Agreement, including but not limited to the Family Educational Rights and Privacy Act (FERPA); Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990, as amended; and applicable Northwest and District policies and procedures.

In accordance with FERPA, the Parties will protect student privacy and guard against the unauthorized release of identifiable student information and records, and comply with all applicable requirements of FERPA. Any disclosure of personally identifiable student information made is because Northwest is a party to whom the District has outsourced institutional services or functions and is therefore a school official, pursuant to 34 C.F.R. § 99.31(a)(1)(B).

**Governing Law**

This MOU shall be governed by, and construed in accordance with, the laws of the State of Missouri, without reference to any choice of law provision therein. Venue shall be exclusively in the State of Missouri for any action or proceeding arising from or related to this agreement.

Cheryl Reichert 9/27/23  
Southland CAPS Administrator                      Date  
Director  
Southland CAPS Administrator's Title

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Northwest Associate Provost or Provost                      Date