



**College Credit Plus
MEMORANDUM OF UNDERSTANDING
Between**

Mount Vernon Nazarene University and New Philadelphia High School

This Memorandum of Understanding (MOU) is made as of May 1, 2023, between the undersigned Agencies.

I. FORMATION

This MOU is entered into by New Philadelphia High School herein after referred to as School District and Mount Vernon Nazarene University, Mount Vernon, Ohio, herein after referred to as MVNU. The undersigned hereby form an understanding for the purpose of Dual Enrollment courses.

II. TERM

This MOU shall begin on May 1, 2023, and shall continue until May 30, 2024. This MOU may be continued, thereafter, from year to year, based on mutual agreement of both named parties.

III. PROGRAM

This College Credit Plus (CCP) program is available to qualified students enrolled in the School District. It is not intended to be a substitute for the academic programs, social growth opportunities, or other educational experiences provided by Ohio's schools. Rather, it is designed to provide enhanced access to university curricula for qualified students. This MOU is governed by and subject to Ohio Revised code Chapter 3365.

IV. PARTNERSHIP

Partnerships between School District and MVNU will be established to aid in the delivery of the rigorous university curriculum. All MVNU instruction will be conducted according to MVNU's current academic calendar.

- A. Instructional Services** – Unless otherwise agreed by the parties, CCP courses will be taught in one of four formats and will simultaneously carry university and high school credit:
1. **MVNU Campus Course:** Qualified students may take a course on MVNU's campus through CCP. This format includes hybrid courses with both an on-campus and online component.
 2. **On-Line Course:** A member of MVNU faculty (as determined by the University) may teach a course on-line for qualified students through CCP. These classes are offered through the University.
 3. **Remote Learning Option (RLO):** Through a partnership, School Districts may offer an online section of certain MVNU online classes. The School District will establish the time for these classes to meet within their school schedule and will provide a responsible adult to monitor the class period. All course-related responsibilities are performed by the professor (as determined by the University).
 - a. *Provision of Courses* – MVNU will approve and staff the course section, complete all MVNU course-related responsibilities, register the students for the course, and issue credit for the agreed upon online CCP courses taught by MVNU faculty.
 - b. *School District Communication* – School District will provide a roster of eligible and enrolled students to the Director of Dual Enrollment for the MVNU RLO course(s) no less than three weeks before the academic term commences.
 4. **Credentialed High School Teacher (CHST):** Members of the high school faculty who are determined to qualify as adjunct faculty may teach an MVNU course (using an MVNU syllabus, textbook, and other materials) for students through CCP as determined by MVNU. Members must meet established criteria and be approved through the credentialing process.

- a. *Provision of Courses: MVNU will issue credit for the agreed upon CCP courses taught at the high school by credentialed teachers or MVNU adjunct faculty and/or the online courses being taught by MVNU faculty.*
- b. *Course Compliance: Designated MVNU personnel will monitor the quality of instruction to assure compliance with the CCP law and the standards established by MVNU and School District. This includes one mandatory classroom observation per school year for each MVNU-authorized course that is taught by a credentialed high school teacher.*
- c. *Instructors: When School District chooses to use an instructor for the CCP program, MVNU will reserve the right to evaluate all instructor applicants to ensure they meet MVNU's academic requirements for that course and for the position of non-paid adjunct faculty including mission fit. Qualified high school instructors approved by MVNU may be used by School District for MVNU approved courses taught at School District site(s). MVNU will provide training for any approved instructors. Instructors are not paid by MVNU for their training or class(es).*
- d. *School District Communication: School District will provide the following:*
 - (1) A roster of students supplied to the Director of Dual Enrollment for courses being taught at the high school before the deadline to add a course and before the deadline to drop a course according to MVNU's academic calendar (Dates in section 4.d)(2)).
 - (2) Both mid-term and final grades must be submitted via Moodle on or before the due dates set forth in MVNU's academic calendar. These dates for the 2023-24 Academic Year are as follows (Note: Summer Learn scheduling and dates are handled on an individual student basis. See the Summer Learn page at MVNU.edu for details.):

Fall Term	Spring Term
October 19, 2023	March 12, 2024
Mid-semester grades due 11:55 PM	Mid-semester grades due 11:55 PM
December 11, 2023	May 8, 2024
Final grades due 11:55 PM	Final grades due 11:55 PM

- B. **Textbooks** – The School District may choose to opt-in to MVNU's Textbook Rental Program (see the Textbook Rental Agreement for details). Otherwise, all required textbooks, including access codes for e-books, will be the responsibility of the school district.
- C. **Student Participation** – Students interested in participating in this program must apply to MVNU for dual enrollment. Qualification will be determined according to the standards of MVNU. Qualifying students will be eligible to enroll in MVNU classes for the summer, fall, and spring semesters.
 1. Students must work with the Guidance Office at the School District to ensure their high school requirements and District policies for graduation are satisfied.
 2. Students will also be required to work closely with MVNU's Dual Enrollment Department's staff to ensure that all deadlines and requirements are met.
 3. Students must remain eligible to continue to participate in the CCP program based on State of Ohio guidelines. Students must also remain eligible under MVNU's academic and code of conduct policies.

V. COMMUNICATION

The primary contact for MVNU will be the Director of Dual Enrollment. The primary contact for School District will be the Guidance Counselor. Communication will take place via phone, e-mail, and in-person meetings. Periodic meetings shall be held as determined by the Partner Agencies.

A. **MVNU Communications** – MVNU will send the following:

1. A pre-term notice of admission to MVNU and registration of specific courses, to be sent not later than fourteen calendar days prior to the first day of classes for the term of enrollment if the student's enrollment allows, or upon enrollment to students enrolling in fewer than fourteen calendar days of the first day of classes for the term of enrollment to all of the following:

- a) *The student,*
 - b) *The student's parent, and*
 - c) *The secondary school of the student.*
2. A confirmation of course enrollment notice, listing the courses and hours of enrollment, and the option elected by the student under division (A) or (B) of section 3365.06 of the Revised Code for each course not later than twenty-one calendar days after the first day of classes for a term of enrollment to all of the following:
 - a) *The student, and*
 - b) *The secondary school of the student.*
 - c) *An End-of-Course Survey, which all instructors will be required to administer to their MVNU students.*

B. School District Communications – School District will send the following communications:

1. An invitation to MVNU to attend its Annual CCP information session, at least 30 days prior to the meeting.
2. Notifications to its students regarding application and communication deadlines related to this partnership.
3. All information required by the state under the CCP program.

VI. ACADEMIC SUPPORT

MVNU shall provide the following academic support services for all dual enrollment students:

- A. Assign each enrolled dual enrollment student an academic advisor who is employed by MVNU and who will ensure the following occur:
 1. Prior to the first day of the term of enrollment at MVNU, provide to each participating student the name and contact information of the academic advisor assigned to the student, along with the advisor's office hours and meeting scheduling process.
 2. Have a mandatory meeting between the assigned academic advisor and each student enrolled under the dual enrollment program, which shall occur prior to the date on which a withdrawal from a course would negatively affect a student's transcript. The mandatory meeting, shall include, but not be limited to, information regarding the following:
 - a) *Academic resources available to assist students,*
 - b) *Availability of the college advisor to assist students after the meeting,*
 - c) *Process for engaging faculty and other campus resources for academic assistance,*
 - d) *Postsecondary institution's student handbook and codes of conduct, and*
 - e) *Academic impact of dropping a course after the prescribed no-fault withdrawal date.*
- B. Prior to the first day of the term of enrollment at MVNU, MVNU shall provide to the designated School District Counseling staff the following information:
 1. A roster of students from that school who are enrolled in the institution and a list of course enrollment for each student,
 2. The Add, Drop, and Withdrawal dates according to MVNU's academic calendar. The dates for the 2023-24 Academic Year are as follows:

Fall Term	Spring Term
August 28, 2023 – Start of Fall Term	January 11, 2024 – Start of Spring Term
September 1, 2023 - Last day to add a course.	January 17, 2024 - Last day to add a course.
September 8, 2023 - Last day to drop a course without a "W" grade. Day 14	January 24, 2024 - Last day to drop a course without a "W" grade. Day 14
October 23, 2023 - Last day to withdraw from a course.	March 20, 2024 - Last day to withdraw from a course.
December 1, 2023 – End of Fall Term December 4-7, 2023 – Final Exams	April 29, 2024 – End of Spring Term April 30-May 3, 2024 – Final Exams

(Note: Summer Learn scheduling and dates are handled on an individual student basis. See the Summer Learn page at MVNU.edu for details):

- C. In accordance with Section 504, and the Americans with Disabilities Act, MVNU offers accommodations to any qualified student with a physical or mental impairment that sustainably limits a major life activity. Students seeking accommodations due to a disability will need to make a request and submit documentation to Accessibility Services. For more information, please contact accessibilityservices@mvnu.edu.

VII. FISCAL PROCEDURES

Tuition will be as follows:

- A. The per credit hour rate of tuition charged by MVNU and paid by School District for academic year 2023-24 for courses delivered will fall under the default tuition structure as established in the CCP legislation.
- B. The state will be billed the per semester hour cost, based on the delivery method, on behalf of the School District. In addition to the per credit hour amount established above, School District is responsible to provide course textbooks and materials, and the postsecondary institution will waive all fees related to CCP program participation and course enrollment.
- C. Any student who selects the Family Pay option or does not receive CCP funding for the course will be billed directly by MVNU at the default state rates rounded up to the nearest full dollar as well as any applicable course and institution fees. Student bills will be sent out within four weeks of MVNU's census day and must be paid by the conclusion of the course. A student's transcript will not be released, and the student will not be able to enroll in further courses, until the bill is paid in full.

VIII. ACCOUNTABILITY

- A. Each of the partner agencies shall maintain compliance with all CCP legislation and guidelines for the services they provide as a result of this MOU. Both parties agree to comply with all reporting requirements and deadlines associated with the CCP program.
- B. An annual review will evaluate the success of this MOU for both parties. Student, faculty, staff, and administrative performance will be evaluated.

IX. REVISIONS

If conditions change, this MOU may be altered by mutual agreement of both parties. The Director of Dual Enrollment at MVNU will update the MOU each academic year. A new copy will be sent to each school superintendent on an annual basis to be signed and returned to the Dual Enrollment office.

Amy Wentworth 6/12/23

High School Superintendent, Date

New Philadelphia City Schools

School District

Crystal Goehring 5/1/2023

MVNU Director of Dual Enrollment, Date