

MEMORANDUM OF UNDERSTANDING (MOU)

This agreement is made between Delta State University (hereinafter “DSU”) and _____, (hereinafter “School”) for the academic year of 2021-2022 (fall 2021 and spring 2022). School hereby contracts with DSU to provide academic dual credit courses for the students of said School in accordance with Mississippi law and Mississippi Institutions of Higher Learning.

INTRODUCTION

The purpose of this Agreement is to implement the Mississippi Code Annotated §37-15-38, which authorizes the establishment of dual enrollment/dual credit programs between universities and local boards of education. This Agreement addresses the policies allowing certain high school students to enroll in college level courses at postsecondary institutions in order to dually earn credits toward a high school diploma and a postsecondary degree.

The following definitions are contained in the above referenced Mississippi Code:

- (a) A dual enrolled student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school.
- (b) A dual credit student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school and who is receiving high school and college credit for postsecondary coursework.

I. RESPONSIBILITIES OF DUAL CREDIT INSTRUCTORS

- a) Dual credit instructors shall be adjunct faculty of DSU and must meet the requirements set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Delta State University has the sole authority in the selection of dual credit instructors. Therefore, no expectation to teach a course of DSU is extended until the DSU department recommends and the Chief Academic Officer has approved the selection to teach through the regular certification of credentials process used at DSU.

- b) Dual credit instructors will be under the supervision of DSU, and the academic department in particular, for the purposes of establishing the course content, student learning outcomes, and evaluation of the dual credit instructor. DSU will provide faculty orientation, supervision and evaluation. Should the evaluation of a dual credit instructor fall below acceptable DSU standards, the _____ superintendent will be notified of a plan of corrective action or removal of the instructor as an approved dual credit instructor.
- c) Dual credit instructors must use the course syllabus, textbook, and online Canvas shell used by the same course on the DSU campus. Common exams must also be used if exams they are provided by the DSU department.
- d) Dual credit instructors are paid \$67.50 per student with classes of 9 or fewer students; instructors with 10 or more enrolled are paid \$675 per course.

II. RESPONSIBILITIES OF SCHOOL

- a) Submit the course name, name of the instructor teaching the course, number of sections, the anticipated enrollment per section (not just total enrollment), and the start and end date for all courses.
- b) Ensure that DSU Division /Department Chairs receive official transcripts and curriculum vitae for all new instructors participating in the dual credit program in their specific content area. The credentialing procedure will follow the DSU Faculty Credentials Policy.
- c) Ensure instructors submits all necessary employment forms, including direct deposit and Mississippi withholding forms as required by the Offices of Academic Affairs and Human Resources.
- d) Certify students meet the minimum requirements to participate in the dual credit program. (See section III. b and c)
- e) Submit all required forms (section III. a.) and fees on behalf of the student prior to the enrollment deadline: application for admission, application fee, high school transcript, ACT or SAT scores, recommendation from school official, approval from parent or guardian, and tuition and fees.
- f) High School Guidance Counselor shall provide academic advisement to students prior to signing the student's recommendation form to participate in the Dual Credit program to ensure the course is appropriate for their intended major in college. Counselors shall use the Mississippi Articulation and Transfer Tool (MATT) provided by the Institutions of Higher Learning (IHL) and Mississippi Community College Board (MCCB).
- g) Use DSU-approved course syllabus and applicable course materials in all Dual Credit courses to ensure alignment with DSU program and student learning outcomes, the

Mississippi Institutions of Higher Learning (IHL), and the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) standards.

- h) Require instructors to attend essential workshops and/or trainings offered by DSU.
- i) All dual credit courses will follow the DSU academic calendar with final grades due when on-campus grades are due.
- j) Submit attendance, mid-term, and final grades through DSU Online Services.
- k) Ensure students list DSU as a recipient of official test scores when completing the ACT or SAT registration form.
- l) Confirm students submitted online course evaluations.
- m) Submit Withdrawal Forms by the posted deadline on the DSU academic calendar for each student withdrawing from a course/s.
- n) Follow applicable guidelines and requirements contained in the current version of the *Procedures Manual for the State of Mississippi Dual Enrollment Accelerated Programs*.
- o) Follow other guidelines and requirements contained in the DSU Dual Credit Handbook.

III. RESPONSIBILITIES OF STUDENT

- a) Each student must complete a Dual Credit Application *online* and provide all documentation required for DSU enrollment. The application process includes: submission of official ACT/SAT scores from the testing agency (school codes are 2190 and 1163 respectively) or ACT Tape on high school transcripts, high school transcript, permission from the school principal or guidance counselor, and approval from the parent or legal guardian on a signature form.
- b) Students must have completed a minimum of fourteen (14) core high school units and have a minimum cumulative 3.00 grade point average on a 4.00 scale OR have a minimum cumulative 3.00 grade point average on a 4.00 scale and earned a minimum ACT composite score of 30 or the equivalent SAT score.
A minimum ACT composite of 16 is required for admission to DSU. Minimum ACT scores must be met for some discipline specific courses. For example, a 17 or better sub-test score in English is required to take a dual credit course in English Composition; a 17 or better sub-test score in Reading is required to take a dual credit course in History or Literature; and a 20 or better sub-test score in Math is required to take a dual credit course in a college-level math course.
- c) A qualified dually enrolled high school student shall be allowed to earn an unlimited number of university credits if available at their high school.
- d) Acceptance to the dual credit program does not qualify the student for full-time freshman admittance. To be considered for admission to DSU, the student must apply for admission as a first-time freshman and meet the admission requirements as set forth by the IHL.
- e) Participation in the dual credit program does not affect eligibility for freshman-level

scholarships.

IV. STUDENT TUITION AND FEES

- Dual credit fees and tuition are subject to the University Refund Policy.
- Students shall pay a one-time, non-refundable application fee of \$25.00.
- Tuition for dual credit instruction will be \$125.00 per 3-hour course.
- Course or lab fees as determined by the university may be charged.
- Required textbook(s) are paid by the student unless provided by the high school.

This agreement shall remain in effect for the current academic year. Cancellation of this agreement may be provided with a 30-day written notice.

Superintendent

Date

School Headmaster/Principal

Date

DSU Dual Credit Admissions

Date