

Dual Credit Memorandum of Understanding between Highland Community College and Oregon School District

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2024 between Oregon School District ("School District"), located at 210 South 10th Street, Oregon, IL 61061 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

WHEREAS, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit; and

WHEREAS, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the agreed upon "dual credit courses," as listed on the Dual Credit Proposal which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before August 1, 2024 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors ("School District Dual Credit Instructors") or Highland Community College Instructors during the academic year. Highland Community College's faculty credential qualifications to teach require submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach.
3. All dual credit courses shall be taught at the School District's campuses or at Highland Community College or delivered through alternative delivery methods.
4. Establish a collaborative process and criteria by which a school district and a community college district shall work to ensure that individual students with disabilities have access to dual credit courses, provided that those students are able to meet the criteria for entry into a dual credit course, and communicate about a student's progress. Qualified students shall have access to the supplementary aids and accommodations included in the student's individualized education program under Article 14 of the School Code or Section 504 plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on a high school campus, in accordance with established practices at the high school for providing these services. A student who accesses a dual credit course on a community college campus shall have access to supplementary aids and accommodations provided in the partnership agreement, including access to the community college's disability services.

5. It is further agreed upon by the Parties that School District, on an annual basis, will:
- a. Verify that School District Dual Credit Instructors submit an updated syllabus and learning outcomes for their dual credit course(s);
 - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit completed student enrollment forms and the attached Dual Credit/Dual Enrollment Agreement;
 - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College's placement requirements necessary for each class, which may include English, reading, and/or mathematics, prior to registering for a class, if applicable;
 - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;
 - e. Upon request, send Highland Community College an initial roster, by August 15th for the fall semester and January 15th for the spring semester;
 - f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
 - g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
 - h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
 - i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
 - j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix A which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
 - k. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;

- l. Participate in Highland Community College's periodic assessment of student learning activities;
 - m. School District Dual Credit Instructors must be qualified to deliver dual credit instruction in compliance with ICCB and the Higher Learning Commission ("HLC").
 - n. Provide associated instructional costs such as instructional materials and supplies, as needed.
 - o. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for expenses associated with their proposed instructional delivery of the dual credit course at the School District.
 - p. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program. Students will sign FERPA release on student enrollment form to authorize the release and exchange of grades between Highland Community College and School District. Students will also sign FERPA release to authorize Accuplacer test scores and/or qualification status for college-level courses between Highland Community College and School.
 - q. Highland Community College is authorized to administer surveys, as appropriate to the minor status of the student, and utilize other data collection methods in dual credit classes for the purposes of reporting to federal, state, and grant agencies and for the assessment of programs and services.
6. It is agreed by the Parties that Highland Community College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
 - b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in the Dual Credit Proposal;
 - c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
 - d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
 - e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
 - f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, enrollment forms, certified class lists, and final grade reports;
 - g. Provide appropriate placement testing to participating students, as required;
 - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;



HIGHLAND COMMUNITY COLLEGE

HIGHLAND COMMUNITY COLLEGE
DUAL CREDIT AGREEMENT WITH

Oregon High School

2023-2024 School Year

STATEMENT OF INTENT FOR GENERAL EDUCATION COURSES

The home High School agrees to enter into a dual credit agreement with Highland Community College for selected courses in General Education. Other core courses may be added as student enrollments dictate. All students enrolled in the course must meet the placement and prerequisite guidelines established for the HCC course. Students OR their home High School will be responsible for paying agreed upon HCC tuition and fees and/or AP exam fees, in addition to purchasing course textbooks. Teachers will be responsible for all necessary paperwork including but not limited to mid-term and final grade reports.

Oregon High School course		Highland Community College course	CRN/Section
Rhetoric and Composition I (Taylor)	is equivalent to	ENGL 121 – Rhetoric & Comp I	3600 DQ
Rhetoric and Composition II (Taylor)	is equivalent to	ENGL 122 – Rhetoric & Comp II	6412 DQ
Intro to Psychology (Dillard)	is equivalent to	PSY 161 – Introduction to Psychology	3601 DC

PARTICIPATING INSTITUTIONS

We, the undersigned representatives of the listed institutions, agree to the terms of this Dual Credit Agreement.

HIGHLAND COMMUNITY COLLEGE

SCHOOL DISTRICT

(President)

(Superintendent/Principal)

(Date)

(Date)

If you have questions concerning the courses listed above, please contact Sam Schaible at sam.schaible@highland.edu.



HIGHLAND COMMUNITY COLLEGE
2024-2025 HCC Dual Credit with Oregon High School

Please review and complete this form. Your input is imperative to successfully processing and offering dual credit to the students of your school. Your prompt and thorough response will give us the best possible knowledge going forward.

1. Please complete the chart below to indicate whether the course will be offered. If it will be offered, please also indicate when the course will be offered in 2024-2025. If the teacher will change, please mark that.

Course	Offered? (Yes/No)	Returning Teacher	New Teacher? (Name)	Fall, Spring, or Yearlong?	Schedule (Days & Times -Not Periods)	Notes
Rhetoric and Composition I (ENGL 121)		Taylor				ACT English of 20 or higher, SAT English of 490 or higher or appropriate testing No tuition
Rhetoric and Composition II (ENGL 122)		Taylor				Completion of R&C I with a C or higher No tuition
Intro to Psychology (PSY 161)		Dillard				ACT Reading & English of 20 or higher, SAT Reading & English of 490 or higher or appropriate testing 1/2 tuition

2. Please list any previously offered classes, *not shown above*, that will be offered again in 2024-2025. Include class name, teacher, and time of year.

3. Please list any new classes/instructors that you will have or hope to have.

4. Would you like/need to order books from our bookstore? Yes _____ No X

If Yes, for which class and how many? _____

For each class, please list the book that is being used:

English 1 _____ Same as before

English 2 _____

5. Do you need any placement testing? Yes X No _____

If Yes, when would you like this done? Is there a preferred time period for testing?

Summer

High School Principal or Superintendent Approval

Hildi Deininger Date 5-14-24