

MEMORANDUM OF UNDERSTANDING
DUAL ENROLLMENT
between
BOWIE STATE UNIVERSITY
and
THE BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY

Introduction

This document creates a Memorandum of Understanding (MOU) between Bowie State University (BSU) and the Board of Education of Prince George's County (BOARD). The purpose of this MOU is to enable the BOARD and the BSU to work collaboratively in awarding dual enrollment credit for Prince George's County Public School (PGCPS) students at BSU and to allow PGCPS students to take college courses as dually enrolled students. The expectation of both the BOARD and BSU is that dual enrollment will develop responsible, self-determined college-prepared learners. This Memorandum of Understanding is entered into as of _____, 2015.

Dual enrollment is defined as a student who is simultaneously enrolled in both a public high school and a public college. The credits earned in the college may also count as credit on the high school transcript. This could include credits that satisfy high school graduation requirements.

The BOARD and BSU believe that dual enrollment prepares students for success in college by offering:

- Rigorous college-level course(s)
- Integrated instructional technology
- Postsecondary credit opportunities

The cooperative program established by this MOU will be governed by the policies and procedures of the BOARD and BSU, as well as applicable state and federal laws.

Terms of the Agreement

The term of this agreement shall be for a one year period, commencing on the date this MOU is entered into and ending on _____, unless terminated earlier as provided in this agreement. Thereafter, this agreement shall be automatically renewed for successive periods of one (1) year each. The Parties agree that any renewal of the agreement must be executed ninety (90) days prior to the expiration of any school year.

Responsibilities of the Parties

Prince George's County Public Schools agrees to the following:

1. PGCPS will make all high school students who are eligible aware of the opportunity to dually enroll under this agreement; and

2. PGCPs will pay the tuition and fees for the dual enrollment course as outlined in the Tuition and Fee Section of this document and in Appendix B;
3. PGCPs will record the course on the student's high school transcript;
4. PGCPs will ensure that parents/guardians of dual enrollment students have signed papers acknowledging the different requirements for obtaining information about their child's progress in dual enrollment courses versus high school courses;
5. PGCPs will approve the applications as detailed in Appendix A;
6. PGCPs will confirm Free and Reduced Meal (FARMS) status;
7. PGCPs and BSU will maintain a common unique identifier for tracking purposes;
8. PGCPs and BSU will coordinate parent information about the programs;
9. BSU and PGCPs will cooperate in providing joint marketing materials and efforts to promote both dual and concurrent enrollment.
10. Both parties will cooperate to gather, report, and share assessment data each semester, including:
 - a) The number of students who are dually enrolled under this agreement from each high school; and
 - b) The number and course name of the courses in which each student dually enrolls; and
 - c) Grades earned in dually enrolled courses; and
 - d) Graduation and completion information at the conclusion of both high school and college.

Bowie State University will:

1. Enroll qualified PGCPs students in courses as outlined in Appendix A;
2. Maintain a list of all dually enrolled students;
3. Invoice PGCPs at the end of each semester, and at the end of the second Summer session;
4. Charge tuition and fees as outlined the following section of this document and in Appendix B;
5. Provide PGCPs with official grades for all courses PGCPs students take under the terms of this agreement.
6. BSU will offer general dual enrollment courses in the high schools based on the availability of qualified faculty members being available to teach the courses in the time frames requested by PGCPs.
7. PGCPs and BSU will maintain a common unique identifier for tracking purposes;
8. PGCPs and BSU will coordinate parent information about the programs;
9. BSU and PGCPs will cooperate in providing joint marketing materials and efforts to promote both dual and concurrent enrollment.
10. Both parties will cooperate to gather, report, and share assessment data each semester, including:
 - a) The number of students who are dually enrolled under this agreement from each high school; and

- b) The number and course name of the courses in which each student dually enrolls; and
- c) Grades earned in dually enrolled courses; and
- d) Graduation and completion information at the conclusion of both high school and college.

Tuition and Fee Structure

1. BSU will charge PGCPs 75% of the per credit tuition charges published in the current College Catalog for all students;
2. BSU will charge PGCPs 100% of each of the following mandatory per credit hour fees at the rates published in the current College Catalog for FARMS students taking credit courses:
 - a) Application
 - b) Instructional Services
 - c) Laboratory Fees (applicable)
3. BSU will charge PGCPs 100% of all applicable fees for any non-credit course in which FARMS students are enrolled.
4. The fees delineated in #2 and #3 above will be charged directly to non-FARMS students at the same rates.
5. PGCPs will pay the costs of textbooks for all FARMS students.
6. Non-FARMS students are responsible for the cost of all fees and textbooks.

Dual Enrollment Advisory Committee

Implementation of the dual enrollment MOU will be overseen by a Dual Enrollment Advisory Committee, co-chaired by the Assistant Vice President for Enrollment Management of BSU and the Deputy Superintendent for Teaching and Learning of PCCPS. The Advisory Committee will meet at least quarterly and will be responsible for setting performance standards and metrics for Dual Enrollment. Membership will include:

BSU Membership

BSU President (*Ex-Officio*)

Assistant Vice President for Enrollment Management

Vice President for Student Affairs

Bursar

Office of Planning, Analysis and Accountability

Director of Admissions

Registrar

Director of Continuing Education And External Programs

PGCPs Membership

PGCPs Chief Executive Officer (*Ex-Officio*)

Deputy Superintendent for Teaching and Learning

Associate Superintendent for HS

Executive Director Curriculum & Instruction

Director Academic Programs

Academic Officer

HSC/CTE Director

Coordinating Supervisor, HSC

Instructional Supervisor, HSC/SLC

Family Education Rights and Privacy Act (FERPA)

BSU adheres to the policies and procedures as defined by the Family Education Rights and Privacy Act (FERPA) as well as requests made under the Public Information Act and those made through official requests by a government agency. It is acknowledged that prior consent from the student is not required by school or government officials who have been determined to have legitimate education interests. School officials include instructional or administrative personnel who are or may be in a position to use the information in furtherance of a legitimate objective. Legitimate educational interests include those directly related to the academic environment. It is further acknowledged that BSU is the custodian of a student's college records during the time that the student is enrolled in that institution.

Curriculum

- A. Implementation of the dual enrollment MOU will follow the parameters outlined in the Dual Enrollment Matrix (See Appendix B). Deviations from the terms of Appendix B must be approved by both the Assistant Vice President for Enrollment Management of BSU and the Deputy Superintendent for Teaching and Learning of PGCPs.
- B. BSU shall retain full and complete authority over its curriculum offered for dual enrollment, as well as its policies and procedures.
- C. BSU will offer dual enrollment courses, using one or more of the following modalities:
 1. traditional, face-to-face in 8 and 16 weeks format
 2. hybrid, which combines face-to-face and on-line, in 5 to 15 week format
 3. weekend courses
 4. Onsite course, modality TBD
- D. Dual enrollment students will not be allowed to take winter intersession courses, nor will student s be allowed to take courses for audit.
- E. This Agreement and its appendices constitute the entire agreement between the parties. With the exception of Appendix A (Dual Enrollment Procedures), Appendix B (Dual Enrollment Matrix), Appendix C (Dual Enrollment Credit and Non-credit Course Crosswalk), and Appendix D (Placement Scores Required for College-Level Courses), no change or addition shall be binding upon the parties until reduced to writing and signed by the President of BSU and the Chief Executive Officer of PGCPs.
- F. This Agreement, when fully executed, shall supersede any and all prior or contemporaneous agreements, either oral or in writing, with respect to the subject matter thereof. Appendices A through D may be modified as a result of the annual review of the agreement by the Dual Enrollment Advisory Committee. When signed

by both the Assistant Vice President for Enrollment Management of BSU and the Deputy Superintendent for Teaching and Learning of PGCPS, the modified appendices supersede any prior provisions in Appendices A through D.

- G. The Assistant Vice President for Enrollment Management of BSU and the Deputy Superintendent for Teaching and Learning of PGCPS shall each designate one individual to be the point of contact for any and all requests and course approvals for dual enrollment offerings. At PGCPS, the individual is the Director of Curriculum and Instruction; at BSU, the individual is the Director of Continuing Education and External Programs. Jointly, these designees will determine which courses are available for dual enrollment and will develop a crosswalk (See Appendix C) for the dual enrollment courses. Only courses that are considered to fulfill core or electives in the high school curriculum are eligible for high school graduation requirements and will be included in both the high school and college GPA. All dual enrollment courses will be included on both the college and high school transcript. When the two designees put a course on the crosswalk that course may be offered for high school credit without any additional approvals. The Assistant Vice President for Enrollment Management of BSU and the Deputy Superintendent for Teaching and Learning of PGCPS will review and sign Appendix C every six months.

Indemnification

- A. The Board of Education of Prince George's County is, in accordance with the Maryland Annotated Code, Education Article, Section 4-105, self-insured for comprehensive liability on all matters up to the statutory sum of \$100,000 per occurrence. The Board shall indemnify and hold harmless, up to the amount of its statutory limits, the BSU, its officers, employees and agents from and against any and all claims, damages, judgments, actions and causes of action, including but not limited to the costs, expenses and suits, arising by reason of the negligent acts or omissions of the Board, its officers or employees. The BSU agrees to give the Board of Education and Prince George's County Public Schools written notice of all such claims, damages, judgments, actions costs, expenses and legal fees within 30 days after the BSU has notice thereof.
- B. BSU will indemnify and hold the Prince George's County School System and the Board of Education of Prince George's County, their officers, employees and agents (PGCPS) harmless from any and all losses, claims, liabilities, damages, costs and expenses (including reasonable attorney's fees) which arise out of the acts or omissions of the BSU, its agents, or employees in connection with this MOU or by any breach or default in the performance of the obligations of the BSU hereunder. The obligation of the BSU pursuant to this subsection is limited to that established under and allowed by the Maryland State Tort Claims Act, Section 12-101, et seq. of the State Government Article, Maryland Annotated Code and other applicable Maryland statutes.

Termination

This MOU may be terminated upon the occurrence of any of the following events:

1. Mutual agreement of the parties.
2. Either party upon the other party's breach of any of the terms and conditions of this MOU, and the breaching party's failure to cure such default to the satisfaction of the other party within seventy-two (72) hours from the time that notice of the default is given.
3. Either party with 30 days advanced written notice of the intent to terminate at the conclusion of the course offering.

Students enrolled in a course at the time of termination shall be permitted to complete the course under the terms and conditions set forth in this MOU. A student may elect to take additional coursework provided by the BSU at his or her sole expense after the MOU is terminated.

Nondiscrimination

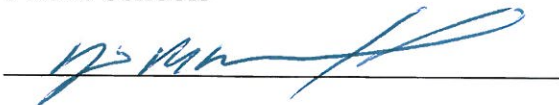
BSU and the BOARD agree to make no distinction among the participant, students or employees who are covered by the MOU on the basis of age, sex, sexual orientation, race, color, religious belief, national origin, marital status, status as a qualified individual with a disability or handicap or as a disabled veteran. However, when the funds are supplied by a grant, the disbursement of funds will be in accordance with the policies and requirements of the grantor.

Governing Law

This Memorandum of Understanding shall be governed by, and construed in accordance with the laws of the State of Maryland.

In Witness Whereof the Parties Have Signed and Sealed This MOU as of the Date Written Below:

For the Board of Education of
Prince George's County
Public Schools



Kevin Maxwell, Ph.D.
Chief Executive Officer

Prince George's County Public Schools

Date May 6, 2015

Bowie State University



Weldon Jackson, Ph.D.
Provost and Vice President of Academic
Affairs
Bowie State University

Date May 13, 2015

MEMORANDUM OF UNDERSTANDING

DUAL ENROLLMENT

Between

BOWIE STATE UNIVERSITY

And

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

Appendix A: Dual Enrollment Procedures

This document details the joint processes for students to be dually enrolled in Prince George's County Public Schools (PGCPS) and Bowie State University (BSU).

Section 1: Eligibility Criteria

PGCPS students must meet the following requirements in order to be eligible for dual enrollment at BSU:

1. Be enrolled in the 11th or 12th grade on the first day of the semester in which the course is offered. This will apply to rising 11th and 12th graders during summer session.
2. Demonstrate, via placement test, college readiness in math, English and/or Reading. Results of Accuplacer, Compass, ACT and SAT may be used to determine readiness for college-level work. Minimum scores for college readiness are listed in Appendix D.
3. Maintain a 2.5 high school cumulative GPA.

Section 2: Description

In the event that a PGCPS student wishes to be enrolled in a course at BSU, the following process will be followed:

1. The student must take a placement test. The student may take Accuplacer, Compass, SAT or ACT. PGCPS will administer Accuplacer in the spring for the following fall to all potential dually enrolled students. Students who fail to meet the cut scores may take a test prep course in the summer which will include a retest. A fall administration of Accuplacer will be available to any student who meets the eligibility criteria for community college entrance. SAT and ACT administration through PGCPS will follow current schedules.
2. The student must complete a request for dual enrollment at the high school to verify qualifications/criteria for dual enrollment are met for each semester.
3. The student must secure the approval of the counselor to allow the course to be considered for dual credit.
4. Seniors taking a dual credit course in the spring of senior year will not have the course grade applied to the calculation of valedictorian or salutatorian status.
5. All seniors must be enrolled for a minimum of two credits in the public school, or two courses at BSU, or a combination of the two in each semester of their senior year.
6. The PGCPS personnel must verify enrollment, qualifying placement score, and Free and Reduced Meals (FARMS) Status. Enrollment, student ID, FARMS, DOB, GPA, placement score and dual credit course will be uploaded into a school system database. PGCPS will send a file of potential applicants to BSU that will designate them in the BSU registration database.
7. The student must register for a course.

8. Tuition at the rates designated in the MOU will be paid by PGCPs for both FARMS and non-FARMS students.
9. Fees and textbooks for FARMS students will be billed by BSU to PGCPs.
10. If a non-FARMS student, the student will pay applicable fees and will pay for own textbooks.
11. If students receive a minimum 2.5 GPA, earn 6 credits toward degree, and have a minimum 900 SAT score (critical reading and math) or 19 ACT Composite, they will automatically be admitted to Bowie State University upon graduation.

Section 3: Process Flow

1. The student must complete the PGCPs/BSU Dual Enrollment Application and submit to the Office of Continuing Education and External Programs.
2. The student takes the placement test.
3. A student who meets the GPA and placement test completes the request for dual enrollment and submits the request to the principal and/or counselor for signature.
4. The school counselor verifies the enrollment in high school, the placement test score, and records the request in the dual enrollment database.
5. The counselor approves dual credit designation.
6. The school uploads the information into a database.
7. FARMS status is verified.
8. PGCPs transmits the data to BSU.
9. The student will participate in the BSU hybrid orientation.
10. The student registers for a course or courses.
11. BSU provides a list of students and their courses three weeks prior to the start of the semester
12. PGCPs will provide student FARMS status to BSU two weeks prior to the start of the semester.
13. BSU will provide an updated list of students and their courses three weeks prior to the start of the semester
14. Upon completion of the course, PGCC will provide a list of course completers with final grade and an invoice at the end of the semester (session).
15. PGCPs uploads the list and pays the tuition invoice as detailed in Section 4 below.
16. PGCPs will pay the invoice within 30 days of receipt.
17. PGCPs will record the course on the student transcript. If the course is part of the approved graduation credit agreement (Appendix C), the course will count toward graduation credit and be included in the student GPA as a weighted grade. If the course is not part of the approved graduation credit matrix, the course will appear on the high school transcript but will not be counted as a graduation requirement or be calculated as part of the cumulative GPA. If the student fails to attend the course, the college transcript will indicate F.
18. PGCPs will include the grade on the transcript, including a withdrawal, an incomplete or a failure.
19. PGCPs reserves the right to not approve future dual enrollment courses in the event a student withdraws, fails the course, or receives an F grade for non-attendance.
20. Until official grades are received by PGCPs, students may use unofficial grades, printed via Bull Dog Connection, as evidence of successful completion of a course.

Section 4: Billing


1. BSU will invoice PGCPS the tuition and fees as outlined in MOU and in Appendix B.
2. PGCPS will pay all tuition as well as the fees and costs for textbooks for FARMS students directly to BSU.

Section 5: Eligible Courses

1. PGCPS and BSU will maintain a current list of approved dual enrollment courses (see Appendix C).
2. This agreement allows PGCPS students to take any face to face, hybrid, or weekend credit courses offered by BSU that run between 8 weeks and 16 weeks. Students may not participate in intersession or audit courses.

In Witness Whereof the Parties Have Signed and Sealed This MOU as of the Date Written Below:

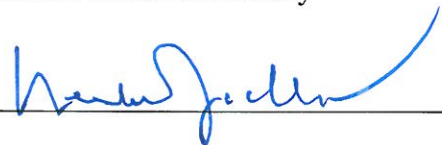
Prince George's County Public Schools



Shawn Joseph, Ed.D.
Deputy Superintendent for Teaching
and Learning
Prince George's County Public Schools

Date 4/24/15

Bowie State University



Weldon Jackson, Ph.D.
Provost and Vice President of Academic
Affairs
Bowie State University

Date 5/13/15

MEMORANDUM OF UNDERSTANDING
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 And
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Appendix B: Dual Enrollment Matrix

General Admission Issues	
Issue/Criteria	Dual Enrollment-General/College course @ HS; College Course @ BSU
Minimal Grade level	Rising 11th grade
Cumulative High School Credit GPA	2.5
Principal Approval	Yes; counselor will also approve
BSU Admission Application	Yes
College-level placement scores or appropriate SAT/ACT scores	See current catalog for required scores in lieu of Accuplacer
Accuplacer Reading/Writing Cut Scores	See Appendix D
Accuplacer Math Cut Scores	See Appendix D
How to administer the Accuplacer	Through PGPCS and BSU
Michigan Test for ESL Placement accepted?	Future consideration
Student Requirements For Attendance	
Requirements	Dual Enrollment-General/College course @ HS; College Course @ BSU
BSU Student Orientation Required	Yes
Max BSU Courses/semester	Unrestricted
Adhere to BSU & BOARD policies	Yes
Required use of Bull Dog Connection	Yes
Required use BSU email system	Yes
Home school accepted	No
Parental permission, including grade release and sharing of records	Yes
Unique institutional identifier (for both schools)	Yes

Fiscal and Space Considerations	
Fees and Other Costs	Dual Enrollment-General/College course @ HS; College Course @ BSU
Application	100% of fee in Current Catalog
Registration	100% of fee in Current Catalog
Instructional Services	100% of fee in Current Catalog
Who Pays Fees?	Student if Non-FARMS; PGCPs if FARMS
Proportion of tuition due?	75% of tuition published in current BSU Catalog
Who pays for tuition?	PGCPs (for ALL approved & participating students)
Who pays for books?	Student if Non-FARMS; PGCPs if FARMS
Course location	BSU and onsite delivery (pending)
Contact hours met	Varies
PGCPs Teacher in classroom	No
BSU Instructor in classroom	Yes
Student transportation	Student responsible for transportation
Process and Management Considerations	
Processes/Management	Dual Enrollment-General/College course @ HS; College Course @ BSU
BSU Central contact	Provost and Vice President of Academic and Learning Affairs
PGCPs Central contact	Dual Enrollment Program Manager
Communication with parents	If a student is enrolled at BSU, the college does not need the parents' approval to release information regardless of the age of the student. The student's permission is needed, regardless of the student's age.
Participant recruitment	PGCPs and BSU
Participant selection mechanism	Principal or Counselor, Test Scores and other criteria in this document
Course selection	Central Contacts from BSU and PGCPs
Course approval	Based on articulations
Advisory Committee	The newly formed PGCPs/BSU Dual Enrollment Advisory Committee

**In Witness Whereof the Parties Have Signed and Sealed This
MOU as of the Date Written Below:**

Prince George's County Public Schools



Shawn Joseph, Ed.D.
Deputy Superintendent for Teaching
and Learning
Prince George's County Public Schools

Date 4/28/15

Bowie State University



Weldon Jackson, Ph.D.
Provost and Vice President of Academic
Affairs
Bowie State University

Date 5/13/15

MEMORANDUM OF UNDERSTANDING
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Appendix C: Dual Credit Course Crosswalk

BSU Course	BSU Course Title	PGCPS Course Equivalent	YES= will meet graduation requirement for PGCPS; ELECTIVE ONLY=credit will be offered only as elective
COMM 101	Oral Communications	Speech I – 122103	ELECTIVE ONLY
COMM 103	Public Speaking	Speech II – 122203	ELECTIVE ONLY
PHSC 100	Physical Science	Integrating The Sciences – 418103, 418163, 418153, 418173, 418193	YES
PHSC 101	Earth Science I	Earth and Space Science – 493003	YES
ANTH 102	Introduction to Anthropology	Anthropology - 290600	YES
GEOG 101	Element of Geography I	Geography – 291500	YES
HIST 114	African American History to 1865	African American Studies I – 234000	ELECTIVE ONLY
HIST 115	African American History from 1865	African American Studies II – 234010	ELECTIVE ONLY
PHIL 101	Introduction to Philosophy	Philosophy – 290620	ELECTIVE ONLY
PHIL 103	Introduction to the Principles of Reasoning	Philosophy – 290620	ELECTIVE ONLY
PSYC 101	General Psychology	Psychology – 220000	ELECTIVE ONLY
SOCI 101	Introduction to Sociology	Sociology – 290610	ELECTIVE ONLY

MATH 118	Finite Mathematics	Finite Math – 399013	YES
MATH 126	Precalculus	Pre-Calculus - 375203	YES
MATH 155	Intro to Probability & Statistics	Probability/Statistics - 373103	YES

In Witness Whereof the Parties Have Signed and Sealed This MOU as of the Date Written Below:

Prince George's County Public Schools



Shawn Joseph, Ed.D.
Deputy Superintendent for Teaching
and Learning
Prince George's County Public Schools

Date 4/23/15

Bowie State University



Weldon Jackson, Ph.D.
Provost and Vice President of Academic Affairs

Bowie State University

Date 5/13/15

MEMORANDUM OF UNDERSTANDING

DUAL ENROLLMENT

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BOWIE STATE UNIVERSITY

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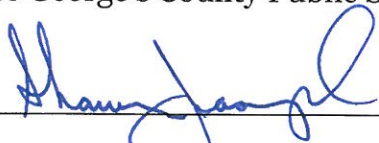
PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

Appendix D: Placement Scores Required for College-Level Courses

Test	Score Necessary to be Considered College-Ready and Enroll in College-Level, Credit-Bearing Courses	Additional Considerations
Reading		
Accuplacer Reading	79	
SAT Critical Reading	450	
ACT Composite	19	
Compass Reading	N/A	
Writing		
Accuplacer Sentence Structure	-69	
Math		
Accuplacer College-Level Math	45+ 75 CLM (Combined score of 120 and above)	MATH 125, 126, 127, 128, & 141 (minimum combined score to take these courses)
SAT Mathematics	450	

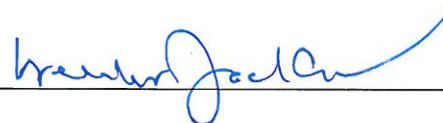
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Prince George's County Public Schools



Shawn Joseph, Ed.D.
Deputy Superintendent for Teaching
Affairs
and Learning
Prince George's County Public Schools

Bowie State University



Weldon Jackson, Ph.D.
Provost and Vice President of Academic

Bowie State University

Date 4/28/15

Date 5/13/15