



EASTERN  
GATEWAY  
COMMUNITY  
COLLEGE

**Memorandum of Understanding**  
**For College Credit Plus Alternative Funding Agreement**  
**Between**  
**Eastern Gateway Community College and Beaver Local School District**

**Fall 2018/Spring 2019**

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Eastern Gateway Community College and **Beaver Local School District** agree to enter into a contract to offer college-level coursework to **Beaver Local High School** students. This College Credit Plus arrangement will provide students the opportunity to earn Eastern Gateway credit and high school credit at the same time. This partnership will support the mission of Eastern Gateway Community College, which "provides quality, student-centered, future-focused higher education. Valuing accessibility, affordability, and equity, the College helps students achieve successful learning outcomes, engages educational and community partners, and serves the citizens of Columbiana, Jefferson, Mahoning and Trumbull Counties."

### **Funding**

**A. Tuition:** Tuition rates per credit hour by the delivery method:

- a. If the course is taught on the high school campus by a credentialed high school teacher (code HI), the rate will be \$41.64 per credit hour. If the course is taught on the high school campus by our credentialed faculty (code CI), the rate will be \$83.28 per credit hour.
- b. If the course is offered by one of our online blended models, facilitated by a high school teacher with our credentialed faculty as the teacher of record (code CI), the rate will be \$83.28 per credit hour.
- c. If the course is taught at an EGCC location (code OC), the rate will be determined by the college. The rate for AU18-SP19 is \$117.00 per credit hour.
- d. If the course is taught online and the student is enrolled in an existing EGCC section (code OL), the rate will be the FY17-SP18 tuition rate determined by the college. The rate for AU18-SP19 is \$117.00 per credit hour.

**B. Textbooks:**

- a. The high school is responsible for the purchasing of textbooks approved by the college.
- b. Eastern Gateway Community College will honor the use of a textbook for 3 years.
- c. The return policy of the Eastern Gateway Bookstore operated by Barnes & Noble Book Company will apply.
- d. All textbooks should be turned back into the high school after the student's term has finished. Eastern Gateway Community College will bear no responsibility for this action. Book returns by students are strictly prohibited and books should be returned to the school district.

## Instruction

### A. HS instructor approval process:

- a. Eastern Gateway Community College requires each teacher interested in providing instruction for a College Credit Plus course to have a Master's Degree in the discipline or a Master's Degree with at least 18 graduate hours in the discipline they want to teach. This requirement must be met by providing official college transcripts from all previously attended higher education institutions and a resume. Once the teacher is granted adjunct faculty status, they are required to complete an Eastern Gateway Community College employment application.
  - **Facilitators/Student Supporters:** High School facilitators or liaisons can communicate or cooperate a close working relationship between students and the "Teacher of Record." They are to act as a go-between, maintaining a mutual understanding and cooperation. Facilitators are NOT to give work above and beyond the given course material. They are NOT to do any grading or give any instruction. They can, however, support their students in the classroom, observe the work of each student, and work with the "Teacher of Record," to meet the needs of Eastern Gateway and attribute to their students' success. E.g. *"John Doe is falling behind, the Professor notices, they may reach out to the facilitator and ask that they check in with John Doe."* E.g.2 *Jane Doe is having difficulty logging into their online course. The facilitator may help the student and communicate with the "Teacher of Record."*

### B. Training:

- a. Eastern Gateway Community College will provide professional development for each credentialed teacher. This training will cover roster verification, attendance recording, and grade reporting via the college's web-based student information system, Self- Service and our new LMS system "LoudCloud."
- b. Each teacher is required to utilize their EGCC email for correspondence. They should not be using their personal work email while teaching our curriculum.

### C. Syllabi:

- a. Each approved high school instructor will utilize the provided course syllabus and will customize fields as appropriate. Each syllabus must be submitted to EGCC within the first month of instruction.

### D. Evaluation:

- a. EGCC will conduct at least one observation of each section of each college course taught in the high school per year.

## Student Eligibility Requirements

- A. **Application:** Students should complete the college credit plus application online at <http://egcc.edu/ccp/>. All other general applications will be denied.
- B. **Assessment Testing:** In order to be eligible to participate in College Credit Plus, students will be required to establish college readiness in Reading or Writing by taking the ACCUPLACER assessment and scoring an 80 or higher or by providing an equivalent ACT (22) in Reading or ACT (18) in English. The SAT (480) Reading and Writing Evidence-Based score.

- C. **Placement Testing:** If the student wishes to enroll in a course which has an English or math prerequisite the student will need to take Eastern Gateway's approved assessment test and score college level. The student may waive the colleges approved assessment test by one of the following:
- providing an ACT Math score report of 22 or higher and/or English score report of 18 or higher;
  - providing an SAT Math score report of 530 or higher and/or English score report of 480 or higher;
  - A student may waive the standardized math placement testing requirement, to enroll only in MTH120 or MTH128 taught by an approved high school instructor, if the high school is able to provide a transcript showing that they have obtained a final grade of A or B in an Algebra II course in the academic year immediately preceding enrollment. Otherwise, the ACCUPLACER test will be given to the student to gauge their "college readiness" in Math. The minimum requirement for College Level Math or CLM is a 55 or higher. Proficiency testing is also available to waive pre-requisite coursework for General Chemistry and Basic Anatomy.

### **Priority Deadlines**

- Application: Student should apply to EGCC by April 1
- Placement: Student should complete placement testing or supply ACT/SAT scores to the EGCC Admissions Office by May 1
- Registration:
  - Students should register for courses to be taken on the EGCC campus or online in a regularly scheduled EGCC course with their CCP Advisor by the end of the high school academic year (MAY 2017)
  - The high school will provide rosters for all students taking courses via EGCC on the high school campus to Admissions by the end of the academic school year and any changes no less than 7 calendar days prior to the start of the course. No requests to add a student after the 7<sup>th</sup> day of the course will be granted. (See "Course Add, Drop or Withdrawal" procedure below)

### **Course Add, Drop or Withdrawal**

It is the responsibility of the high school, for those courses being taught at the high school and those being taught online specifically for the high school by an approved high school instructor, to verify via Self-Service that the rosters are correct by the 5<sup>th</sup> calendar day of the course start.

- Students may only be added to a course within the first 7 calendar days of the course start.
- Students enrolled in College Credit Plus courses will follow the drop and withdraw policies in the Eastern Gateway Community College catalog.
  - Students may only drop courses from their schedule within the first 14 calendar days of the course start. Dropped courses will incur no tuition charges.
  - Students may only withdraw from a course within the first 10 weeks of the course start, a grade of "W" will be received. The withdrawn course will incur all regular charges.
- Students will be assigned an EGCC CCP Advisor who will contact the students via email before the no-fault withdrawal date. The information presented to the students are as follows: academic resources available to students, availability of advisors, the process for engaging faculty and other campus resources for academic assistance, EGCC's student handbook and codes of conduct and the academic impact of withdrawing from a course after the prescribed no-fault withdrawal date. Orientations will take place on the high school campus to provide this information accordingly.

## Course Calendar

- A. College Credit Plus students will follow the college's academic calendar, including weather and emergency cancellations if they are attending a course on the college campus or are enrolled in an existing EGCC online course.
- B. College Credit Plus students will follow the school district's academic calendar, including weather and emergency cancellations if they are attending a course at the high school.

## College Transcripts

Eastern Gateway Community College will provide the school district with unofficial transcripts of all students enrolled in College Credit Plus courses after all grades have been posted via self-service for all courses. Any student wanting an official transcript must personally request one online at [EGCC Transcript Request Link](#).

## Indemnification

Each party agrees to be responsible for any personal injury or property damage caused by the negligent acts or omission by or through itself or its agents, employees and contracted servants, and each party further agrees to defend itself and be responsible for those judgments and costs which arise from such negligent acts or omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one to the other.

## Provision

This Memorandum of Understanding will be reviewed before May 31, 2018. If any changes are considered necessary by either party, there must be a change request in writing thirty days prior to the change being considered.

## Federal Education Rights and Privacy Act (FERPA)

The FERPA legislation consists of many pertinent rules and regulations. CCP instructors for Eastern Gateway must adhere to FERPA legislation including but not limited to the requirement that instructors teaching the college course are prohibited by law from sharing any individual student grade information with anyone but the student taking the class and the high school designated educational designee of the dual student(s).

*Jimmie D. Bruce*  
1.29.18

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Jimie D. Bruce, Ed.D., President      Date  
Eastern Gateway Community College

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Ken Polen      Date  
Superintendent