**Memorandum of Understanding**

**Dual Enrollment Program (DE) Academic Year 2021-22**

**High School Name**

**Student Information**

*Eligibility*: To be eligible for DE college credit, students must be currently enrolled in the approved courses at SAMPLE HS and must complete the enrollment process as determined within this agreement.

**Cost and Payment for Individual Students**

Students will be charged at the current discounted DE tuition rate. For 2021-22, rates are as follows:

* 3-credit course $125
* 4-credit course $125
* 3-credit course + 1 credit lab $125

Refunds are not available once registration is processed.

**Registration**

Prior to enrollment, all students will receive information regarding the DE program included courses offered and pricing. Information will clearly demonstrate that neither Middlesex College nor SAMPLE HS NAMEcan guarantee transfer of courses to any institution other than Middlesex College.

All students who wish to register must complete the DE application in its entirety, including parent/guardian signature of approval, prior to the posted deadline. Applications can be submitted by email to [MCCDE@middlesexcc.edu](mailto:MCCDE@middlesexcc.edu). Payment instructions will be mailed or emailed to students. Your school’s registration deadline(s) are as follows: **November 1, 2021, March 1, 2022**

**Awarding of Credit**

Middlesex College will provide grading rosters to SAMPLS HS listing registered students in all approved courses. A representative from your district will insert the correct grade for each registered student and send to [K12Partnerships@middlesexcc.edu](mailto:K12Partnerships@middlesexcc.edu) by June 30. All recorded grades will be available to students on a Middlesex College transcript. Students must complete their course(s) with a grade of ‘C’ or better in order to receive college credit. Transcripts must be requested electronically at [www.middlesexcc.edu/registrar/transcripts/](http://www.middlesexcc.edu/registrar/transcripts/) after final grades have been posted.

**Faculty Information**

DE courses will be taught by approved high school faculty members who will remain employees of the High School. High School faculty will be approved based on the current policies and procedures in effect for adjunct faculty at Middlesex College.

**Institutional Information**

*Curriculum Alignment*

Curriculum must be submitted by SAMPLE HS to K-12 Partnerships for review by the corresponding Middlesex College academic department. Both curriculum and faculty must be approved by an academic Chairperson and/or Dean at Middlesex College before a course can be offered to students for college credit.

*Educational Equivalency*

Middlesex College will provide periodic reviews of programs to ensure curriculum and textbooks are equivalent to the college courses. SAMPLE HS may be asked to provide syllabi, curriculum changes, course learning outcomes, copies of exams, and/or lesson plans for assessment of student learning. Middlesex College’s chairpersons may elect to conduct site/classroom visits of DE faculty at the high school during the academic year.

*Direct Cost of Instruction*

Middlesex College will award a stipend of $100 to approved High School faculty members with 10 or more students participating in the DE program. High School faculty can only earn one $100 stipend, regardless of how many courses or sections are being taught with 10 or more students.

**Responsibility of Participating Institutions to Inform of Changes**

Each institution shall have the responsibility to inform the other of important changes as they occur in their respective programs, course content, or other instructional matters that could affect the basis for awarding credits.

**Annual Review of Agreement**

Annually, either party may request a review of the terms of this agreement to reflect changes in programs and course offerings. Changes to the agreement made during this review period will be effective for the next academic year for all students enrolled at SAMPLE HS. Such changes may not be applied retroactively to students who have already registered for courses or graduated from SAMPLE HS. Request for review of the agreement must come in writing from either party by April 15 for changes to be effective at the start of the next academic year.

**Effect on Other Relationships**

This Memorandum of Understanding is limited in scope to the receipt of Middlesex College credit for students taking courses listed on the attached course list. It shall have no effect on any other agreements between Middlesex College and SAMPLE HS.

**Termination**

This agreement may be terminated by either party upon written notice submitted prior to the commencement of an academic year.

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Mark McCormack, President, MC Superintendent