

**MEMORANDUM OF AGREEMENT
Concurrent Enrollment**

**Goshen County School District #1
and
Eastern Wyoming College**

The purpose of the following procedures is to ensure that students enrolling in concurrent high school and college courses at EWC will have the same quality learning experiences as on-campus students. Quality assurance is necessary to ensure both the transferability of the courses as well as the academic integrity of courses documented on an EWC transcript. EWC and the participating school district have a signed agreement on file, consistent with the Enrolled Act No.49, Wyoming Postsecondary Education Options Program, as established by legislative action in 1995.

In an effort to expand options for the students through post-secondary enrollment programs in both secondary and post-secondary classes and also to eliminate unnecessary duplication of instruction, the above named institutions mutually agree to the following terms of articulation.

TERMS OF AGREEMENT:

Be it known that the participating school district and Eastern Wyoming College have hereby agreed to the following:

That the participating school district and Eastern Wyoming College will cooperate in providing instruction in agreed upon instructional areas for students at **Goshen County School District high schools.**

That the participating student will, upon successful completion of the course(s), receive academic credit by the participating school district to be counted toward graduation requirements.

That the participating students will receive appropriate post-secondary credit from Eastern Wyoming College upon successful completion of the course(s).

That every student participating in any math or English course will place into college level (transfer) course work according to current placement guidelines. Current placement requirements for concurrent students to enroll in any

- Math course: placement into pre-calculus algebra or above via COMPASS or appropriate ACT score
- English course: placement into college level writing via COMPASS or appropriate ACT score

That participating students must be at least sixteen (16) years of age or have junior standing and have a “B” (86% or 3.0 cumulative GPA) average or higher. Any exceptions must be requested in writing by the high school principal to the Academic Vice President at Eastern Wyoming College. Such request shall include specific and compelling reasons to grant the exception.

That Eastern Wyoming College will, upon receipt of an appropriate invoice from the participating school district, pay for instructor and facilities use in an amount equal to the cost of tuition and fees for all participants in the class.

That the students be full-time students at the participating secondary school site.

That any course(s) offered will be first approved by the Instructional Office at Eastern Wyoming College. Such process includes review by the appropriate division chair and/or academic dean. Approval from the college must be received by the secondary school **prior to publicizing the course as “concurrent enrollment.”**

That the instructor will be provided by the participating secondary school district but must first be approved by the Instructional Office at Eastern Wyoming College. Such process includes review by the appropriate division chair and/or academic dean.

That the instructor teaching the course will be responsible for all routine instructional activities, classroom conduct, and record keeping.

That Eastern Wyoming College will provide the instructor of the class with all necessary course syllabi, textbook requirements, student evaluation procedures and student outcome assessment materials.

That instructional evaluation will be conducted in every course being taught under this agreement by the participating school district instructor and using the current college evaluation instrument.

That college faculty members from the appropriate participating discipline areas will be available to communicate with secondary teachers on a regular basis to review and discuss course content, objectives, outcomes and outcome assessments in order to meet or exceed those established at Eastern Wyoming College.

That the participating school district will provide Eastern Wyoming College with necessary student data including enrollment information and student information as appropriately required.

That providing textbooks and classroom materials is the full and total responsibility of the participating school district and/or students.

That any additional fees that are collected by the school district are collected for the purpose of purchasing textbooks, materials, or required equipment. Goshen County School District will collect \$15 per credit per student to help with these costs.

That any transportation required as a result of classes which are held other than on the participating school district's site are the full responsibility of the participating school district and/or the student(s).

That Eastern Wyoming College advising personnel or outreach coordinators will admit and register every participating student at the secondary site where the class meets.

That the participating school district will, upon receipt of an appropriate invoice from Eastern Wyoming College, pay for the cost of tuition and assessed fees for each participating student at the applicable rate in effect at the time.

Operational Definitions

Concurrent Enrollment refers to a high school student enrolling in a college class that is taught at their respective high school by a school district employee who has been approved by Eastern Wyoming College as an adjunct instructor for a particular class.

Dual Enrollment refers to a high school student enrolling in a college class that is taught by a college instructor either on site or via distance. Dual enrollment is not addressed in the context of this agreement.

Dated this _____ day of June, 2007.

School District Officer
Goshen County School District

President, Board of Trustees
Eastern Wyoming College