

# **Eastern Wyoming College Post-Secondary Options Program**

## **Dual Enrollment MEMORANDUM OF UNDERSTANDING**

**Between Eastern Wyoming College  
And  
Converse County School District # 2**

### **PROGRAM TITLE**

## **Eastern Wyoming College Post Secondary Education Options Program – Dual Enrollment**

### **DEFINITION**

#### **Dual Enrollment**

Dual enrollment credit is given to qualified high school students who complete college level courses for which the college hires and pays the instructor and in which the high school agrees to allow high school graduation credit.

Because it is a college course, the course will typically be delivered on the college's academic calendar and schedule; students and the local high school may need to make adjustments collaboratively to meet this schedule. The high school student will be treated as equal to any college student in that course. Coursework and grading will be according to the college standards and expectations. The students will receive a grade on the official college transcript, as well as the official high school transcript. Qualified high school students have access to the full variety of delivery modalities such as face-to-face, online, or compressed video.

### **PURPOSE**

The purpose of this agreement is to define the procedure related to enrollment of Converse County School District # 2 high school students in EWC dual enrollment classes delivered face-to-face or via a distance medium: online or compressed video. Two Wyoming statutes are relevant:

1. Wyoming statute 21-20-201 defines the regulations for agreements between community colleges and school districts regarding dual or concurrent programs.
2. Wyoming Statute 21-13-330 requires that districts have agreements with community colleges for dual enrollment distance courses along with other requirements of the Department of Education. The statute and, therefore, WDE regulations do NOT presently apply for students who enroll in face-to-face classes at the local college campus or Outreach center.

Wyoming community colleges believe that dual enrollment programs allow for opportunities to

- **Serve as an impetus or vehicle for seamless transition between high school and post secondary education.**
  - Establish a partnership to support student success.
  - Establish written agreements between the school district and a community college that clarify the process and mutual expectations.
  - Ensure that the high school faculty and students are informed of the rigor of college courses.
  - Ensure that more high school students are prepared for college-level work upon graduation.
  
- **Serve as an access point for students who otherwise are unlikely to attend college.**
  - Reduce the time associated with completing a postsecondary credential.
  - Provide opportunities for those who did not know that they were “college material.”
  - Facilitate successful student completion of college courses and demonstrate that there are college programs available for them.
  - Align and fortify curricular options available to advanced high school students through enrollment in college transfer and technical courses.
  
- **Provide a head start for advanced students already planning to attend college or enter the workforce.**
  - Ensure that more high school students are college-ready upon graduation and have acquired the skills necessary to compete in the state’s global economy.

## **COURSE OFFERINGS**

EWC will collaborate with the appropriate personnel at the local high school to identify potential dual enrollment courses for that high school.

If EWC is not able to provide a requested course in a particular semester, the EWC contact person will help the high school identify courses available from another Wyoming community college via a distance delivery method and facilitate that enrollment.

## **STUDENT ELIGIBILITY**

- High school students must meet the same criteria as any college student enrolling in a community college course. The school district can require additional criteria in this agreement (defined below in Terms of Agreement)
- The school district determines if a student will be given dual credit, i.e. credit towards high school graduation, for taking college classes (High school students who take college classes independent of the high school are considered college students only, for the purposes of the college, and not covered under this agreement)
- Approvals:
  1. High school counselor or principal must sign the appropriate form authorizing enrollment.
  2. Parent signs that student is enrolling in a college course.
  3. Student signs that he/she is enrolling in a college course with college regulations and guidelines as well as creating a college academic record.
  4. Student signs that his/her grades can be released to the high school and to parents (FERPA).
- All students must meet EWC’s criteria for transfer or technical courses.

**Standards for enrollment in TRANSFER courses** must:

1. Be seniors and juniors (sophomores by special exception only) – *and*
2. Have permission from their parent(s) or guardian(s) and high school counselor or principal- *and*
3. Score high enough on EWC's required placement exams to be placed in the appropriate college-level course. The "cut-off" scores for placement are determined by EWC -OR- an equivalent score on other national exams such as ACT or SAT.

**Standards for enrollment in TECHNICAL courses** must meet the standards agreed upon by the college and high school faculty. Usually those standards are competency-based. Typical standards include the following:

1. Be seniors, juniors, or selected sophomores- *and*
2. Have permission from parent(s) or guardian(s) and high school counselor or principal.

**Recommendations for students enrolling in online courses:**

1. Student should have strong computer skills, organizational skills and time management skills.

## **PROGRAM COORDINATION**

The high school will provide a designated official at the high school to serve as the point of contact on matters related to dual enrollment. Duties include (but are not limited to) coordination of appropriate paperwork (WDE requirements, course summary form, student registration, etc.), development of the Distance Learning Plan as required by WDE, the monitoring of student progress, providing instructional support, acting as communication liaison for college with students, etc. The designated high school official will also assure that each student and parent signs a copy of the *Community College-High School Dual/Concurrent Registration* form which discusses student responsibility and transfer issues. It is important that the student and his/her parents clearly understand that enrolling in a dual enrollment course will result in a college grade on a college transcript and a high school grade on a high school transcript.

The college will provide a designated official at the college to serve as the point of contact on matters related to dual enrollment. Duties include (but are not limited to) database entry of dual enrollment classes, data entry of student registrations, notification to students of appropriate student services issues, etc.

## **TUITION AND FEES**

As required by Wyoming Statute 21-20-201, (d), *"The school district and the university or community college district entering into an agreement for purposes of this section shall, if there are any fees within the agreement, establish fees to be assessed the school district for student participation under the program, the payment schedule for the established fees and other necessary arrangements to facilitate fee payment and collection."*

Therefore, the school district agrees to pay all required tuition and fees for all students enrolled in dual enrollment classes. Additionally, the school district agrees to pay for all books and materials required for the class.

## COLLEGE RESOURCES

Students will have access to all the standard support services that any college student has available. All students will have access to the college's online student portal that includes

- E-mail address.
- Tutoring through EWC's 24/7 online tutoring program.
- Access to online research and library resources.

## TERMS OF AGREEMENT

Be it known that Eastern Wyoming College (EWC) and Converse County School District #2 have agreed to the following:

1. Upon successful completion of a course, the participating students will receive academic credit from EWC and the HIGH SCHOOL.
2. The participating students may only register for courses offered at EWC during the fall and spring semesters under this agreement.
3. EWC will provide an instructor for the college class who meets the qualifications for faculty at EWC.
4. HIGH SCHOOL determines student eligibility for participation in the program; however, students who are not seniors or juniors must have permission from EWC and HIGH SCHOOL to enroll in classes.
5. Students will meet all prerequisites and requirements of a course as defined in the EWC Catalog prior to enrollment in that course.
6. Students will sign a release of information prior to participating in the program for EWC in order for EWC to release information to HIGH SCHOOL staff and parent/guardian.
7. Students will abide by EWC student policies and procedures as written in the EWC Student Handbook and the EWC Catalog.
8. HIGH SCHOOL and EWC will share assessment data as required for reporting and program evaluation purposes.
9. HIGH SCHOOL will pay all mandatory tuition and fees for the participating student. EWC will bill HIGH SCHOOL for student tuition and fees.
10. The designated HIGH SCHOOL official is name and title and contact information is \_\_\_\_\_.
11. The designated COLLEGE official is Connie Woehl, Associate Vice President for Outreach and Learning, [connie.woehl@ewc.wy.edu](mailto:connie.woehl@ewc.wy.edu), 307-532-8346, 3200 West C. Street, Torrington, WY 82633.

**Renewal of Agreement:** This agreement will be renewed on an annual basis.

Kirk Hughes, Superintendent  
Converse County School District # 2  
PO Box 1300  
Glenrock, WY 82637

Dr. Tom Armstrong, President  
Eastern Wyoming College  
3200 West C Street  
Torrington, WY 82240

X: \_\_\_\_\_

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Date: \_\_\_\_\_

Date: \_\_\_\_\_