

**University of Louisiana at Lafayette
&
Iberia Parish School Board
High School Dual Enrollment Program**

**MEMORANDUM OF UNDERSTANDING
FY 2018-2019**

University of Louisiana at Lafayette (“University”) and **Iberia Parish School Board** (“School District”) do hereby enter into this Memorandum of Understanding (“MOU”) under the following terms and conditions:

1. Purpose. The purpose of this MOU is to facilitate the cooperation between University and School District in the provision of High School Dual Enrollment courses for qualified students.

2. Provision of Courses. University will issue transcript credit for courses students are enrolled in through the High School Dual Enrollment Program.

3. Course Compliance. Designated University personnel will monitor the quality of instruction in order to ensure compliance with the High School Dual Enrollment Program and the standards established by the State of Louisiana, Southern Association of Colleges and Schools (“SACS”), University, and School District.

4. Instructors. When School District chooses to utilize a University instructor(s) for a High School Dual Enrollment Course, University will provide an instructor(s) who has met acceptable national criminal background checks, and who meets University’s academic requirements for that course, provided the class has a minimum of fifteen (15) students, or as approved by University. Qualified high school instructors approved by University, and classified as High School Dual Enrollment Adjuncts, may be used by School District for University approved courses taught at the School District site(s). All High School Dual Enrollment Adjuncts will comply with all course grading procedures.

5. Facilities. Generally, High School Dual Enrollment Courses are conducted at School District’s facilities and students have access to all available instructional resources. High School Dual Enrollment Courses conducted at University will have access to all available instructional resources.

6. Tuition and Fees. When School District chooses to utilize a School District instructor(s) for a Dual Enrollment course, or if the student travels to University, School District is assessed based on the following:

Student Credit Hours	TOTAL DOLLAR
1	\$125
2	\$150
3	\$200
4	\$250
5	\$300
6	\$400

When University provides the instructor, including via interactive distance learning, School District is assessed based on the following:

COVERS INSTRUCTOR SALARY, TRAVEL, AND/OR ONLINE FEES			
Student Credit Hours	MINIMUM 15 ENROLLED PER STUDENT	OR	MINIMUM 10-14 ENROLLED PER STUDENT
1	\$125.00		\$200.00
2	\$200.00		\$300.00
3	\$300.00		\$400.00

University, based on this MOU, will invoice School District.

7. Instructor Compensation. University faculty will be paid based on the current adjunct faculty schedule. Compensation for University faculty will be paid by School District. School District instructors will be compensated at a rate of Fifty Dollars and NO/100 (\$50.00) per student and compensation is covered by University. All School District instructors will complete personnel paperwork required by University and will be paid on University’s pay schedule.

8. Books and Supplemental Materials. All textbooks, equipment, and supplemental materials required for classes, as determined by School District instructors, are the responsibility of the student.

9. Student Enrollment and Services. Upon mutual agreement, University will conduct enrollment registration each semester for all qualified students who have met all University’s High School Dual Enrollment Criteria, attached hereto and incorporated herein as Exhibit A, and are requesting enrollment in the High School Dual Enrollment Program. Students in the High School Dual Enrollment Program are eligible for all University student services. A fee of Twenty-Five Dollars and NO/100 (\$25.00) will be assessed for each student upon application; this fee is covered by the student.

10. Student Requirements. All students who pursue dual enrollment through University shall adhere to all requirements of University’s High School Dual Enrollment Criteria (see Exhibit A), as well as all certifications listed within University’s Application for High School Dual Enrollment, attached hereto and incorporated herein as Exhibit B.

10. Instructional Calendar. The High School Dual Enrollment courses must comply with University’s instructional calendar.

11. Amendment. Any alteration, variation, modification, or waiver of provisions of this MOU shall be valid only when it has been reduced to writing and executed by all parties.

12. University and School District reserve the right to terminate this MOU upon service of written notice to the other party at least ninety (90) days prior to the day of termination. In this event, the date of termination will be the day after the end of the semester during which the ninety (90) day period expires.

13. To the extent authorized by law, in consideration of the performance by University of this MOU, School District does hereby agree to indemnify and hold harmless University, its agents, servants, and employees from and against any and all claims, actions, liability, or expenses (including costs of judgements, settlements, court costs, and attorney’s fees, regardless of the outcome of such claim or action), caused by, resulting from, or alleging the negligent actions or omissions of School District, its

agents, servants, and employees or any failure to perform any obligation undertaken or any covenant made by School District under this MOU. Upon notice from University, School District will resist and defend at its own expense, and by counsel reasonably satisfactory to University, any such claim or action.

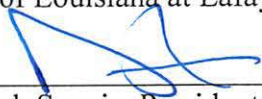
14. To the extent authorized by law, in consideration of the performance by School District of this MOU, University does hereby agree to indemnify and hold harmless the School District, its agents, servants, and employees from and against any and all claims, actions, liability, or expenses (including costs of judgements, settlements, court costs, and attorney's fees, regardless of the outcome of such claim or action), caused by, resulting from, or alleging the negligent actions or omissions of University, its agents, servants, and employees or any failure to perform any obligation undertaken or any covenant made by University under this MOU. Upon notice from School District, University will resist and defend at its own expense, and by counsel reasonably satisfactory to School District, any such claim or action.



Jerry L. LeBlanc, Vice President for
Administration and Finance
University of Louisiana at Lafayette

4/17/18

Date



Dr. E. Joseph Savoie, President
University of Louisiana at Lafayette

MDS

5/3/18

Date



Carey Lavolette
Superintendent-Elect
Iberia Parish School Board

5-21-18

Date

**University of Louisiana at Lafayette (“UL Lafayette”)
High School Dual Enrollment Criteria
2018-2019**

I. General Criteria

A. In order to be eligible in UL Lafayette’s High School Dual Enrollment program:

1. Student must be currently enrolled in the eleventh (11th) or twelfth (12th) grade at a Louisiana high school or approved homeschool. High school seniors are eligible to be dual-enrolled and attend classes offered on-campus at UL Lafayette or classes offered at his/her high school. High school juniors are eligible to be dual enrolled and attend classes offered at his/her high school campus only;
2. Student must have either ACT (or SAT) scores on file at UL Lafayette;
3. Student must be in good standing as defined by the high school and meet the college/university eligibility criteria;
4. Student must have permission from the principal, headmaster, or headmistress of his/her high school and permission from his/her parent/guardian to participate;
5. Student must be enrolled in a college course for which dual credit (i.e., both college and high school credit) is attempted and recorded on both the student’s secondary and postsecondary academic record; and
6. Student may enroll in a **maximum of six (6) credit hours per semester at UL Lafayette. The student is responsible for all UL Lafayette enrollment costs unless these costs are covered by his/her school system.** A dual-enrolled student is expected to follow the same withdrawal deadlines and fee policies as any other UL Lafayette undergraduate student.

B. In order to continue enrollment in subsequent semesters/terms through UL Lafayette’s High School Dual Enrollment program, students must have successfully completed (i.e., earned a college grade of A, B, C, or CR) current dual credit courses. Students who earn a D, F or NC are not eligible to continue in the program. Limited, documented exceptions for continuation after withdrawal may be granted by UL Lafayette, but students will be limited to only three (3) credit hours. There are no exceptions to this rule.

C. These criteria are subject to change as UL Lafayette deems appropriate.

II. Eligibility Criteria to Enroll in a College Level, Degree Credit Course:

A. In accordance with the following guidelines, each high school shall determine which students are eligible for UL Lafayette’s High School Dual Enrollment program:

1. **TOPS Curriculum:** Students must be on track to complete the Louisiana Taylor Opportunity Program for Students (“TOPS”) curriculum.
2. **GPA:** High school seniors must have a 2.75 cumulative, unweighted GPA. High school juniors must have a 3.0 cumulative, unweighted GPA.

3. **Minimum Scores for Courses Taken at UL Lafayette:** High school seniors who are interested in dually enrolling in courses to be taken on-campus at UL Lafayette must attain:
 1. ACT Composite score of at least 21;
 2. ACT English sub-score of at least 18; **and**
 3. ACT Math sub-score of at least 19.

4. **Minimum Scores for Courses Offered at High School:** Either high school juniors or high school seniors may enroll in courses offered on his/her high school campus. Only PLAN/Aspire/Pre-ACT scores will be accepted for high school juniors taking courses at his/her high school campus that have not taken the ACT. High school seniors and juniors who are interested in dually enrolling in courses offered at his/her high school must attain:
 1. ACT Composite score of 19;
 2. ACT English sub-score of 18*; **and**
 3. ACT Math sub-score of 19*.

*In cooperation with local high schools, exceptions to sub-score minimums may be considered for non-subject courses offered at the high school in compliance with Louisiana Board of Regents Minimum Requirements. (See AA Policy 2.22, <https://regents.la.gov/wp-content/uploads/2018/02/AA2-22-Dual-Enrollment-2018-0209.pdf>).

III. Student Tuition, Expenses, and Other Requirements

- A. **Application Fee:** All students are required to pay a non-refundable Twenty-Five Dollar and NO/100 (\$25.00) application fee to UL Lafayette upon submitting the Application for High School Dual Enrollment. High school seniors are exempt from paying an additional application fee if he/she applies to UL Lafayette for his/her freshman year.

- B. **Tuition:** A discounted rate of Two Hundred Dollars and NO/100 (\$200.00) per three (3) credit course will be charged for courses offered face to face either at UL Lafayette or the high school campus if taught by credentialed high school teacher. Courses offered online/hybrid at the high school or courses that require a UL Lafayette instructor to travel to the high school are offered at a higher contracted rate.

- C. **Text Books and Course Materials:** Students are required to use the same textbooks, course materials, and supplies as UL Lafayette students. Students shall be responsible for the costs of textbooks, course materials, and supplies, unless covered by his/her school district.

2018-2019 HIGH SCHOOL DUAL ENROLLMENT PROGRAM

University of Louisiana at Lafayette

University Connection • P.O. Box 43370 • Lafayette, LA 70504-3370 • (337) 482-6729

Do not write in this space
APPLICATION FEE:
\$25 U.S. Applicant
\$30 International Applicant
Method:

APPLICATION FOR HIGH SCHOOL DUAL ENROLLMENT

Social Security Number Mandatory

Last Name First Middle Former last names used on transcripts

Current Mailing Address-Street City, State, Country Zip

Current Telephone Date of Birth (MM-DD-YY) Home Parish/County

Birthplace (City, State, Country) E-mail

ETHNICITY:

Ethnic Origin (Please check one)

- Hispanic or Latino
Non-Hispanic or Non Latino

Race

- White
Asian
American Indian/Alaskan Native
Black or African American
Native Hawaiian or Other Pacific Islander
Other (specify)

GENDER

- Male
Female

CITIZENSHIP:

- U.S. Citizen
Permanent Resident, Immigrant
Refugee Status
Non U.S. Citizen

Application Term: Summer 2018 Fall 2018 Spring 2019

Is this your first semester in the Dual Enrollment Program Yes No

HSDE Non-degree Seeking Area
ND_HSDE Non-degree Code

This section must be completed by any applicant who is required to register in accordance with the Military Selective Service Act. I am registered with the Selective Service System. Yes No Not Applicable, indicate reason:

- under 18 years of age
excused from registration provided for by federal law
a member of the armed forces on active duty
Other

EMERGENCY CONTACT PERSON (Parent, Guardian, or other):

Name Relationship Email

Address Telephone (Daytime) (Evening)

**TO BE COMPLETED BY STUDENT AND PARENT/CUSTODIAN (GUARDIAN)
CERTIFICATIONS:**

Student and Parent/Custodian (Guardian) state the following:

1. I certify that all information I have provided in this application is correct.
2. I have received a copy of the Dual Enrollment Criteria and agree to all terms and tuition policies.
3. I understand all the costs associated with the program and I am responsible for all tuition costs, parking, books and course fees.
4. If student is approved for participation in the Dual Enrollment Program, student will comply with all the requirements.
5. Student understands that he/she is enrolling as a Visiting/Guest Student at UL Lafayette. Upon graduation from high school, if student desires to enroll at UL Lafayette, he/she must meet the admission requirements.
6. Student understands that the college courses and grades earned in those courses in which he/she enrolls through the Dual Enrollment Program will be on student's permanent college academic records.
7. Student understands that the grades he/she earns on college courses in which student enrolls through the Dual Enrollment Program will be used by other programs, including TOPS, to determine student's continuing eligibility for those programs. See TOPS Q&A Q.150-151 located in TOPS section of www.osfa.la.gov.
8. Student authorizes UL Lafayette, student's high school, student's school district, the Louisiana Board of Regents, the Louisiana Department of Education, and the Louisiana Office of Student Financial Assistance access to student's high school and college academic record. Student further authorizes his/her high school and UL Lafayette to exchange student's academic information (i.e. transcript) for any purpose related to student's eligibility or participation in this program.
9. Student acknowledges that he/she is enrolling in college courses and also understands it is the student's responsibility to OFFICIALLY WITHDRAW or DROP a class by the college/ university published deadline, should the student decide not to complete. If student withdraws, he/she may not be eligible to continue in the Dual Enrollment Program.
10. I certify that I have filled out and attached to this application the Proof of Immunization Compliance form which includes (a) either a signed waiver requesting exemption from the immunization requirement OR documentation of the required immunizations for all incoming students; and (b) the Tuberculosis (TB) Screening and Targeted Testing.

Student Signature

Date

Parent/Custodian (Guardian)

Date

TO BE COMPLETED BY HIGH SCHOOL:

- A. Name of High School _____
- B. ACT HS Code _____ Public High School Non-public High School Home School
- C. Current School Year: 20__ - 20__ 1st Semester 2nd Semester
- D. Student's current grade level: 11th Grade 12th Grade Number of Carnegie Units completed _____
- E. Student is on track for completing (by graduation from high school) the required high school core curriculum Yes No
- F. A copy of the student's ACT, SAT or PRE-ACT/ASPIRE/PLAN is attached.
- G. Student has has not previously participated in the Early Start/Dual Enrollment Program.
- H. Student earned a grade of ___ in the last college course in which s/he was enrolled for participation in the Early Start/Dual Enrollment Program. S/he was enrolled in this course in the _____ semester/term of _____.

HIGH SCHOOL CERTIFICATION:

I certify that the student completing this application has permission to participate in the Dual Enrollment Program and that the information provided for this student by the high school is correct.

Signature of Principal or Designee

Date