



Memorandum of Understanding

Between the College of Southern Idaho and the designated dual credit instructor.

Liaison and Instructor Introduction

Dual Credit Courses are college courses taken by a high school student for which the student earns both college and high school credit. Dual credit coursework allows students to make progress towards a college degree before they finish high school and save on the overall cost of a college education. Upon completion of a dual credit course, a student's grade and credit(s) are recorded on both the high school and college transcripts. Dual Credit coursework takes place at the high school, online, through the VTC broadcast system, and on the CSI campus.

The purpose of the mentor (CSI department chair or faculty) and mentee (instructor) relationship is to ensure the dual credit course aligns with CSI's curriculum and the dual credit instructor is providing a college level experience. This relationship is vital in ensuring course alignment, maintaining collegial partnerships, and validating compliance with CSI's National Alliance of Concurrent Enrollment Partnerships (NACEP) Accreditation.

Student Responsibilities

- Students who take dual credit coursework with a CSI Instructor, will be required to be properly placed into classes according to CSI's placement policy to register for the corresponding dual credit courses.
- Students should meet CSI's recommended minimum GPA of 2.5 at the time of enrollment, and be at the sophomore level or higher.
- Students are responsible for the outcome of their dual credit course(s) including their final grade, and understand the course's outcome have the potential to impact future academic and financial aid eligibility.
- Students are responsible for meeting college deadlines including admissions, registration, certificate of residency, tuition, drop and withdrawal deadlines established by the college.
- The Family Education Rights and Privacy Act (FERPA) gives students the right to decide who can view their educational records. If a student wants to allow another individual

(such as a parent) to have access to their information, the student will need to submit a FERPA release form to the CSI Office of the Registrar.

Dual Credit Instructor Responsibilities

The dual credit instructor will:

- Be in compliance with the outcomes, assessments and curriculum guide provided by the department chair or assigned mentor.
- Align with the CSI department instructional standards and student learning outcomes.
- Work with the assigned CSI liaison to ensure instructional quality and produce deliverables indicated in Dual Enroll.
- Use the appropriate CSI department approved textbook(s) and course materials that meet established student learning outcomes.
- Know CSI enrollment and instructional deadlines.
- Review and approve/accept or decline/deny students requesting registration in your course through the Dual Enroll system.
- Use CSI email as the primary means of written communication.
- Attend and participate in annual CSI professional development activities.
- Immediately notify their CSI Department Chair and the Dual Credit Program in the event that the instructor is unable to teach the class due to unforeseen circumstances.
- Any requests for course section changes or additions must be submitted **no later than 30 days** in advance of the dual credit registration deadlines.
- Class schedules will be built using the High School MOU agreed upon before the start of the school year.

Dual Credit Instructor Stipend Pay

- Instructors will be paid \$18 per student, per credit.
- Dual credit stipend pay will be distributed with the CSI payroll cycle immediately following the completion of the course and the final ongoing requirements.

Instructor Ongoing Requirements

The dual credit instructor will need to complete a number of steps in Dual Enroll to ensure compliance.

- Beginning of Term Compliance
 - o Upload Syllabus and other course documents
- Compliance Observation / Site Visit
 - o Work with faculty liaison to complete a site visit and follow-up documentation including self-assessment and a plan for improvement.
- End of Term Compliance
 - o Upload grades into CSI Connect and submit and Outcomes Assessment Report to upload into Dual Enroll.

By clicking agree in Dual Enroll you are acknowledging you have reviewed and agreed to this document in its entirety.

This document is to be completed once, upon the establishment of the mentor/mentee relationship or reassignment.