

Proposal Summary for Establishing Policy and Guidelines in University Senate Rules for University of Kentucky's Dual Credit Partnerships with Secondary Schools

Purpose:

To provide academic enrichment opportunities to high school students who are ready for the rigors and challenges of coursework in a research university. This initiative is an opportunity to teach existing UK courses by qualified instructors of higher education to high school students. Successful completion of the dual credit course provides the student with both high school credit and coursework toward a baccalaureate degree. This serves as an alternative to those dual credit opportunities already in place with Kentucky community colleges (e.g., BCTC's Opportunity College) or comprehensive universities (e.g., Morehead State University's Dual Credit Program).

Initial Process:¹

- I. The UK department Chair oversees procurement of the following:
 - letter of intent from high school principal specifying the existing UK course to be taught to high school students;
 - credentials of proposed high school instructor of record who will teach the course, with final approval of instructor resting with the Faculty of the UK department or other corresponding educational unit; hereafter "the UK department" (instructor credentials are subject to same policies as any instructor at UK);
 - existing UK course syllabus and the syllabus as proposed to be taught to in the high school environment, to ensure that the course is equivalent to the same course as taught at UK;
 - statement of understanding of tuition, fees and other costs to be incurred by the students and the high school and any costs, if any, to be covered by UK;
 - statement of how students will gain access to library resources and other services normally offered to non-degree seeking students (e.g., Disability Resource Center);
 - statement that the addition of the dual credit course to UK courses already offered at the proposed high school site will not result in a total of 30 or more credit hours offered at the site;
 - description of how there will be enforced, and by whom, the provisions of the Senate Rules relating to students such as penalties for cheating, standards for judging plagiarism, appeals processes; and,
 - description of how the high school and UK department have resolved conflicts between the Senate Rules and local high school policies (e.g., calendar conflicts), and how unanticipated conflicts will be resolved.

¹ These items are to be addressed formally in the resulting Memorandum of Agreement between UK and the partner high school, upon approval of the proposed course.

- II. The UK department Faculty evaluate the proposed course to insure that it will meet the same learning outcomes in the high school environment as expected for the same course taught at UK.
- III. If the dual credit course proposal is approved by the department Faculty, the department Chair forwards the proposal to the college Faculty oversight/curriculum committee. If approved by the college Faculty oversight/curriculum committee, the chair of that body then forwards the proposal to the College Dean, who then forwards the proposal to Undergraduate Council.

Deployment Process:

Upon approval by the Undergraduate Council, the following will occur:

- The Office of Undergraduate Education executes the Memorandum of Agreement with the high school and the department, which constitutes the contractual agreement that the high school will abide by UK policy with regard to offering the course.
- The UK department chair (1) contacts the Enrollment Management Office regarding the **course section(s)** to be built and when the course will be offered, and (2) ensures that the new instructor signs the UK Statement of Responsibility so as to acquire access to the myUK portal for submission of UK grades.
- The UK Admissions Office works with the high school to get the student information needed. The Student Billing Office places the student into the regular billing cycle for non-degree seeking undergraduate students. The UK Registrar enrolls successful applicants in course/sections and the Office of Undergraduate Studies assigns an advisor.
- Course commences and instructor submits midterm and final grades as directed by the UK calendar and grading system. Instruction and course effectiveness is evaluated using an online TCE instrument.

Review/Oversight of a Dual Credit Initiative:

Dual-credit courses must be evaluated regularly to insure that the appropriate rigor is in place and that students are meeting the learning outcomes for the course. The UK department responsible for the course and the Office of Undergraduate Education will evaluate each course annually, utilizing the TCE information along with evaluations from on-site visits by the UK liaison (if any), and the samples of student work submitted by the high school.

The high school will allow, if the UK department wishes, a UK faculty liaison to conduct an on-site visit at least once during the semester the course is taught, and, the instructor will, if asked, provide the liaison with samples of student work, including papers, lab reports, exams and final exams. These items will be utilized to assess whether the course is meeting the expectations of the UK department for student performance.