

DUAL CREDIT AGREEMENT BETWEEN
UNIVERSITY OF KENTUCKY
AND
RUSSELL HIGH SCHOOL

In an effort to provide a seamless path of education for high school students seeking the academic rigor of a Research I institution, the University of Kentucky (UK) and Russell High School (RHS) have agreed to cooperate in a district-wide initiative for secondary students to receive dual credit in both the high school and University curriculum requirements. The course (or courses) offered in this way will be in accord with the current UK Senate Rules. This way, upon enrollment at UK or any university that accepts college credit successfully achieved at UK, a Russell High School (RHS) student will have the option of completing his/her college program in less time.

1. Russell High School will teach UK curricula for all academic dual credit courses. To ensure quality, any RHS task lists and/or competencies may exceed UK curricula, but must include at least 70% of the course content in the equivalent UK course and be approved by the UK faculty. The dual credit course must use the same course descriptions and competencies listed in the UK course catalog.
2. Russell High School students who choose to apply for the UK course credit will have UK course titles posted to their UK transcript regardless of the title of their high school course.
3. Teachers in the Russell High School District will meet UK and SACS standards and teaching qualifications, included but not limited to a doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). For those teachers at RHS who do not have a master's degree in the discipline associated with the course content, they must have at least 18 graduate semester hours in the course's academic discipline and will require direct supervision by a UK faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

RHS instructors for a UK dual credit course will submit the following to the appropriate UK department chair:

- a. A copy of his/her transcripts, including evidence of the 18 graduate semester hours in the academic discipline of the course being taught.
- b. A current curriculum vita showing all their teaching and work experience.
- c. A copy of each RHS course curriculum that is being taught as part of the dual credit initiative.

- d. An official UK syllabus will be prepared for each dual credit course. One copy will be submitted to the UK department and individual copies will be given to students who choose to enroll in the UK course.
4. Staff from Russell High School in conjunction with the Enrollment Management Office at UK will be responsible for enrolling secondary students in dual credit classes.

Enrollment Management will appoint a single point of contact to manage the admission, registration and grading process.

- a. UK's Enrollment Management staff will be responsible for informing RHS staff and teachers of the current requirements, costs and fees associated with enrollment at UK as a participant in the dual credit initiative.
 - b. RHS staff will be responsible for gathering from the students who choose to participate in the dual credit initiative all the information needed for the UK short application form (see special UK application form in Appendix A) and will adhere to due dates and guidelines, as outlined in the UK Bulletin.
 - c. UK's Enrollment Management staff (in collaboration with the appropriate UK department and college staff) will be responsible for enrolling the RHS students in the dual credit course section at UK.
 - d. UK COMPASS scores, ACT equivalents or UK Placement Tests will be needed for certain courses at UK. The UK Office of Undergraduate Education staff will be responsible for working with the UK department and college staff to assure appropriate placement and/or supplemental instruction if any is required for each RHS student.
 - e. RHS students who chose to participate in the dual credit initiative will be assessed the rate of the non-degree-seeking, part-time student as indicated on the UK website for regular tuition and fees.
 - f. UK Enrollment Staff will work with each RHS student seeking UK college credit for the course to establish deadlines, bill for payment, and communicate tuition rates and refund policies. Currently enrolled high school students who apply to take a UK course do not pay the usual application fee.
 - g. RHS staff will be responsible for obtaining parental permission for release of all grades in the dual credit class, if necessary, to the University of Kentucky.
5. At midterm and at the end of each semester, the Russell High School teacher will be responsible for submitting grades to the Enrollment Management Office.

A class roster of the UK dual credit students will be made available to each instructor at midterm and near the end of the course on which the instructor will submit grades on the date specified on the academic calendar posted in the UK Bulletin.

6. The RHS instructor is responsible for gathering and submitting the students' assessable artifacts (showing achievement of learning outcomes, e.g., a final report or project) to the UK department chair in keeping with the manner with which any UK instructor presents evidence of the students' performance for department, college or University assessment purposes.

The UK department is responsible for periodic assessment of student artifacts to ensure comparable learning with traditional UK courses.

7. A RHS student enrolled in the UK course will receive a grade using the UK grading scale and it should be a similar grade that is earned in the RHS dual credit course. Students choosing to participate in the RHS-UK dual credit initiative must receive credit at both institutions. Enrollment and dual credit will be based on consent of the RHS classroom instructor, the RHS guidance counselor and principal.
8. The RHS student or the school system will be responsible for purchasing required course materials and providing access to any library or other support resources necessary for student success as outlined by SACS guidelines.
9. Russell High School dual credit students will also complete an evaluation for each course taken as a dual credit course. Evaluation forms (whether on paper or in electronic format) will be handled in a private and secure manner as required by UK Senate Rules. Results will be returned to UK as soon as coursework is completed.
10. RHS students enrolled in dual credit courses will adhere to the regular UK Academic Calendar. Should Russell High School be closed for weather related occurrences, all UK coursework must be made up in a manner approved by the instructor. UK holidays will be observed by UK employees.
11. Although the parties have attempted to address the issues needed for a successful initiative, both parties acknowledge that this is a new undertaking and agree to reasonably cooperate to resolve unaddressed needs.

This agreement shall remain in effect until one or both parties decide to terminate the agreement. The letter of intent showing the list of dual credit courses must be reviewed each August to ensure that current course offerings have been cross-referenced with the course expectations, skills and competencies to the satisfaction of both parties agreeing to this document.

This agreement covers the UK dual credit courses offered at RHS totaling up to, but not more than 29 credit hours total. If the total course credit offerings at RHS reaches 30, then notification to SACS is required and the procedures outlined in UK Administrative Regulations 1:5 (Substantive Change Policy) must be followed, terminating this agreement.

Principal
Russell High School

Date

Department Chair, University of Kentucky

Date

College Dean, University of Kentucky

Date

Associate Provost for Undergraduate Education
University of Kentucky

Date

APPENDIX I
UK Short Application for High School Students



**High School Student – Non-Degree
undergraduate application for admission**

Office of Undergraduate Admission and University Registrar
100 W.D. Funkhouser Bldg. Lexington, Kentucky 40506-0054
(859) 257-2000 Toll Free: 1-866-900-4685
www.uky.edu/Admissions

FOR OFFICIAL USE ONLY
Date Received _____ No Fee Required – HS ND

ADMISSION DEADLINES

Fall	Spring	Summer I (May)	Summer II (June/July)
August 1	December 1	April 15	May 15

COMPLETE ALL FIELDS BELOW

1. NAME _____ First Name Middle Name Last Name (II, III, IV, etc.) This name will be used to establish your permanent record. Do not use nicknames.		2. SOCIAL SECURITY NUMBER (OPTIONAL) _____ - _____ - _____ Please provide correctly.	
3. I certify that the information given on this application is complete and correct. Deliberate falsification may subject me to immediate dismissal from the University of Kentucky and revocation of credits or degrees earned. All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to any academic program, regardless of economic or social status and will not be discriminated against on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, age, veteran status, or physical or mental disability. APPLICANT'S SIGNATURE _____ DATE _____			
4. Preferred Name _____ Maiden Name _____ Other _____ Important if name is different on transcripts or test scores.		5. ETHNIC BACKGROUND (OPTIONAL) (Enter X in Appropriate Box) <input type="checkbox"/> African-American, Non-Hispanic [B] <input type="checkbox"/> Asian or Pacific Islander [O] <input type="checkbox"/> White, Non-Hispanic [W] <input type="checkbox"/> American Indian [A] <input type="checkbox"/> Alaskan Native [L] <input type="checkbox"/> Hispanic [H] <input type="checkbox"/> Other [X] Please specify _____	
6. DATE OF BIRTH _____ / _____ / _____ MO DAY YR	7. GENDER (Enter X in Appropriate Box) <input type="checkbox"/> Female [F] <input type="checkbox"/> Male [M]	8. CITIZENSHIP (a) Country of Citizenship _____ If not a US Citizen but a permanent resident, please provide # below and submit copy of Permanent Resident card. Please Note: Permanent residents may be subject to an English requirement. (b) Resident Alien Number _____	9. COUNTY (KY Residents Only) County Name _____

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High School Student – Non-Degree undergraduate application for admission

continued

10. CURRENT MAILING ADDRESS, PERMANENT MAILING ADDRESS AND CONTACT INFORMATION									
Current Address	City	State	Zip	Country (If not U.S. Address)	Permanent Address	City	State	Zip	Country (If not U.S. Address)
Current Telephone	Permanent Telephone			Work Telephone	Cell Phone	E-mail Address			
Emergency Contact (Last Name, First Name)		Street Address	City	State	Zip				
Relationship:	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> Guardian	<input type="checkbox"/> Spouse	<input type="checkbox"/> Other	Phone	Email		
11. COLLEGE AND MAJOR			12. TERM			13. RESIDENCY			
US NDUS NODEG <hr/> UK College Major Degree Code <p style="text-align: center;">High School Student – Non-Degree</p>			(Select beginning term only.) <input type="checkbox"/> Summer I (May) <input type="checkbox"/> Summer II (June-July) <input type="checkbox"/> Fall (August-December) <input type="checkbox"/> Spring (January-May) Year _____			(Enter X in Appropriate Box) You must complete all four questions. Have you lived in Kentucky for the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you received financial support from an individual outside of Kentucky during the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a resident of Kentucky? <input type="checkbox"/> Yes <input type="checkbox"/> No Does either parent (or legal guardian) live in Kentucky? <input type="checkbox"/> Yes <input type="checkbox"/> No			
14. DOCUMENTATION									
As a high school student applying for non-degree seeking admission, you MUST supply an official high school transcript and have your guidance counselor and principal sign this application:									
<ul style="list-style-type: none"> • Official high school transcript 									
_____ Signature, High School Guidance Counselor					_____ Signature, High School Principal				

SEND COMPLETED APPLICATION AND OTHER DOCUMENTATION (see Box 14) TO:

Michelle Nordin
Office of Undergraduate Admission and University Registrar
University of Kentucky
100 W.D. Funkhouser Bldg.
Lexington, Kentucky 40506-0054

EQUAL OPPORTUNITY

The University of Kentucky is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, age, veteran status, or physical or mental disability. Compliance with the Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and with Title VI of the Civil Rights Act of 1964 is coordinated by the Equal Opportunity Office, Main Bldg., University of Kentucky, Lexington, KY 40506-0032, (859) 257-8927.