



Dual Enrollment Program

Memorandum of Understanding
between
Salisbury University
and
Wicomico County Public Schools



This Memorandum of Understanding (MOU) is entered into this _____ day of _____, 2023, by Salisbury University (“SU” or the “University”), an accredited institution of higher education, a constituent institution of the University System of Maryland, and the Wicomico County Public Schools (“WCPS”).

Recital

This MOU establishes the Dual Enrollment Program (“Program”) standards for high school students from WCPS to enroll in SU courses and receive college credit for the courses successfully completed.

I. Purpose

The Program allows high school students to earn college credit while still in high school, and:

- A. Expands the curriculum options available to students in area high schools;
- B. Provides University level courses for students who meet eligibility requirements;
- C. Provides a pathway for students to enter postsecondary programs leading to the award of a degree at SU;
- D. Provides an opportunity for high school students to earn college credit for transfer to other colleges or universities.

II. Strategies

For the purposes of this MOU, dual credit is defined as a University course taught by a University faculty member and offered to high school students with proof of residency in Wicomico County.

III. Student Eligibility

Students with 16 or more high school credits are eligible to participate in the Program provided that the student meets the University’s standards for acceptance as a non-degree-seeking student each semester as follows:

- A. Has an overall unweighted high school grade point average of at least 2.75;
- B. Has completed a minimum of 16 high school graduation credits;
- C. Meets all full-time student enrollment criteria as set forth in the WCPS High School Course catalogue;
- D. Provides the academic advisor’s written confirmation of the student’s eligibility for the Dual Enrollment Program and;
- E. Completes SU’s Dual Enrollment Application and provides any additional documentation requested by either SU or WCPS.

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IV. Registration and Withdrawal

- A. Prior to enrolling in any class through the Program, the student must complete SU's Dual Enrollment Application.
- B. The student must meet the prerequisite requirements for the University course(s) to be taken, including any placement exams that may be required by the University, and complete all requirements as set forth in the WCPS High School Course Catalogue for dual enrollment and alternative credit. Staff from WCPS, in conjunction with the Office of Enrollment Management and Office of the Registrar at the University, will be responsible for enrolling secondary students in dual credit classes.
- C. WCPS shall:
 - i. Appoint a centralized contact person to manage the admission, registration, payment and grading processes.
 - ii. Provide student records, current contact information, and necessary forms for students who choose to participate in the Program.
 - iii. Adhere to due dates and guidelines as outlined by the University's Office of Enrollment Management and Office of the Registrar.
 - iv. Obtain student and parental permission for the release of all grades (e.g., FERPA Consent Form) for dual credit classes, as needed, between the University's Office of the Registrar and the WCPS guidance counselors serving as the point of contact with the University.
- D. SU's Office of Enrollment Management and Office of the Registrar shall:
 - i. Inform WCPS of the current requirements, costs and fees associated with student enrollment in the Program.
 - ii. Communicate any course pre-requisites or placement tests necessary prior to student enrollment in Program courses to assure proper placement of students.
 - iii. Establish deadlines, communicate tuition rates and refund policies, and bill WCPS for payment associated with the Program, as described in this MOU.
 - v. Ensure that the University professor teaching a Program course provides a grade for each student at the WCPS midterm and the end of each semester. Grades shall be provided via the University's GullNet portal. Students will receive a grade using the University grading scale as described in the course syllabus.
- E. Students will follow the WCPS timeline for dropping a course; not the University schedule adjustment timeline. A student who withdraws prior to the first progress report will be withdrawn from the Program course and the course shall not appear on the SU transcript.
- F. Pursuant to the WCPS timeline, a student who withdraws from a semester Program course after the first progress report is issued will receive a failing grade on the WCPS report card for that semester Program course. A student who withdraws after the first progress report shall also receive a "Withdrew - Failing" grade on the University transcript.

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- G. In the event a student withdraws from a Program course after the WCPS drop/add deadline, the student may no longer be eligible to participate in the Program. The student and their parent/guardian must meet with their building principal before being permitted to enroll in any additional Program courses.
- H. An electronic progress report shall be completed by each University professor and returned to the WCPS point of contact no later than forty (40) WCPS business days into the semester. The WCPS contact will notify the University professor of the date the progress report is due.
- I. Additional WCPS and SU Requirements:
- i. The University department teaching the Program course is responsible for periodic assessment of student artifacts in the Program to ensure comparable learning with traditional University courses.
 - ii. WCPS shall be responsible for purchasing required course materials.
 - iii. WCPS will be responsible for providing access to any library or other support resources necessary for student success.
 - iv. The student will be asked to complete an evaluation for each course taken as a dual-credit course. Evaluation forms will be handled in a private and secure manner as required by University policy.
 - v. Students enrolled in Program courses will adhere to the University's Academic Calendar. University holidays and breaks will be observed by University faculty and employees and may not align with WCPS holidays and breaks. Students are expected to attend class on days in which WCPS is closed but SU is open. Students will follow University guidelines related to absences as outlined in the course syllabus for each course in which the student is enrolled and pursuant to University policy.
 - vi. The University will appoint a single point of contact with each WCPS high school for Program classes.

V. Course Eligibility / Approval

Courses available for high school students through the Program are listed in Appendix A of this MOU and will be listed on the WCPS webpage dedicated to the Program. Availability of seats in Program courses is not guaranteed and are available on a first-come, first-served basis. Any course in excess of two during a semester in which a student is enrolled in the Program shall require approval of the student's building principal as part of the University's Dual Enrollment Program application. Repeating a course will not be approved.

VI. Credit Award

Upon successful completion of a Program course and full payment of tuition, fees and any course-related expenses, the student will receive academic credit and may request an official Salisbury University transcript through the University's Registrar's Office (additional fee required to the University's vendor). Students who earn academic credit will have University course titles listed on their University transcript regardless of the title of the high school course. The University will send an unofficial transcript to the student's high school. High school credit also may be awarded as determined by WCPS.

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VII. Tuition and Fees

- A. There are two sources of funding for College and Career Readiness (CCR) pathways in the Blueprint for Maryland's Future ("Blueprint") State Aid formula: the Foundation Program and the College and Career Readiness Program Major Aid Category.
- B. Pursuant to Maryland law and regulation, WCPS and SU shall each ensure that students in the Program are not be billed or are otherwise responsible for any tuition, fees, course supplies and textbook costs associated with dual enrollment.
- C. The Blueprint requires WCPS to provide post-CCR (MD Annotated Code, Education Article 7-205.1) pathways for dual enrollment courses at no cost to students. WCPS is therefore responsible for any student costs for books and other course-related Program expenses using the Blueprint formula funds.
- D. WCPS agrees to pay SU tuition and fees not to exceed \$150 per credit hour for Maryland residents, plus the cost of any books, supplies and course-related expenses as required for each course. The student shall be verified as a Maryland resident by SU in accordance with University System of Maryland Board of Regents policy VIII-2.70 in order to receive the \$150 per credit hour rate. The out-of-state per credit hour tuition and fees rate is \$300 per credit hour, plus the cost of any books, supplies and other course-related expenses as required for each course.
- E. Neither SU nor WCPS will pay for any repeated courses.
- F. WCPS shall:
 - i. Submit to the University each semester by a mutually agreed upon date (prior to the start of each semester), a list of students in the Program, the names and addresses of their parents or guardians, and the number of courses in which each student is enrolled.
 - ii. Be responsible for payment to the University each semester for the cost of tuition, fees, course supplies, and textbook costs for the approved course(s) or credits for which each student is enrolled.
 - iii. Verify the accuracy and completeness of all invoices received from the University.
 - iv. Pay the University within thirty (30) business days of receipt of any invoice.
 - v. Inform parents that students in the Program will follow the WCPS timeline for dropping a course.
 - vi. Notify parents or guardians that for each course in excess of four in which a student is enrolled, they shall be responsible for 100% of the cost of tuition, fees, course supplies, textbook costs and other course-related expenses not paid by WCPS, pursuant to MD Annotated Code, Ed. Art. §18-14A-05(c)(ii), unless otherwise approved by the principal.
 - vi. Make all high school students who meet mutually agreed upon enrollment requirements aware of the opportunity to dually enroll with the University.
- G. SU shall:
 - i. Invoice WCPS each semester for the cost of tuition, fees, course supplies, textbook costs and any other course-related expenses for the course(s) or credits for Program students.

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- ii. Inform parents that students in the Program will follow the WCPS timeline for dropping a course.
- iii. Inform parents or guardians that no refunds will be issued to WCPS for late withdrawal from a course or credits.
- iv. Keep confidential the FARMs status of each identified student and not disclose such status to any other entity unless required by law and only upon prior notice to WCPS.

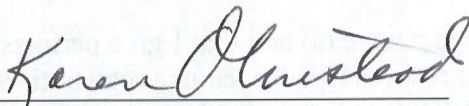
H. Only WCPS students are eligible for the Program pursuant to this MOU.

VIII. Term

- A. Although the University and WCPS 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 in a timely manner.
- B. Appendix A showing the list of Program courses must be reviewed at least ninety (90) days prior to the beginning of each University academic semester by WCPS staff to ensure that current course offerings have been cross-referenced with course expectations, skills, and relevant competencies to the satisfaction of both parties in order for dual credit to be awarded. The list of dual credit courses provided in Appendix A may be amended at the discretion and mutual agreement of both parties without modifying the content of this MOU.
- C. The initial term of this MOU shall be from the date of execution until June 30, 2024, but shall automatically renew for twelve (12) additional months each ensuing year unless one party gives to the other written notice of termination at least thirty (30) days before its anniversary date of June 30th.

In witness whereof, the authorized representatives of the parties have executed this MOU as of the day and year first above written.

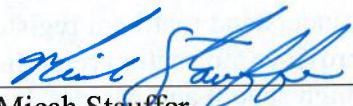
Salisbury University



 Karen L. Olmstead
 Provost and Sr. Vice President
 of Academic Affairs

Date:

Wicomico County Public Schools



 Micah Stauffer
 Superintendent

Date:

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Dual Enrollment Certification Form

Salisbury University
1101 Camden Ave
Salisbury, Maryland 21801

To participate in Dual Enrollment through the high school and Salisbury University, a high school student must:

- * have 16 high school graduation credits,
* possess an overall unweighted grade point average of 2.75 or above,
* be enrolled in WCPS in the college's service region,
* be certified by an official of the high school as meeting all of the eligibility requirements outlined above and
* follow the WCPS timeline for dropping a course and not the university drop timeline.

This form must be completed and brought to Salisbury University prior to enrolling in any class. Once certified, the student will complete the process. Prerequisite requirements must be met prior to enrolling. Diagnostic testing may be required as a part of enrollment process.

Student Name: _____
High School: _____ Current Class Status: _____ Junior
_____ Senior
Date of Birth: _____ Cumulative GPA: _____ Projected Year of Graduation: _____

COURSES APPROVED FOR THIS STUDENT TO TAKE (Please list):

Table with 3 columns: College Courses (s), Title, Credits. Includes 5 empty rows for listing courses.

The total number of classes allowed per semester is 4. Students requesting approval beyond 2 classes must have principal signature verifying approval: _____

Principal Signature

My signature indicates I understand that I am registering for a college course (s) and that I give permission for Salisbury University to provide information regarding my academic records (grades, course registration, billing information, etc.) to my high school and parents. I understand that WCPS will not pay for repeated courses.

Student Signature _____

Date _____

Parent Signature _____

Date _____

High School Authorization and Validation _____

Date _____

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**Student Consent to Disclose Education Records
(To be completed by the student)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records created or maintained by a school that receives Federal funds. Students who attend Salisbury University (SU) retain the right of privacy in their education records. Salisbury University may provide access to a student's education records to a third party if the student provides written consent using this form or as provided in FERPA and SU policy III-6.30 available on-line at http://www.salisbury.edu/president/bor_policies/

A "qualified parent" may receive access to a student record upon the student's written FERPA consent or after providing a copy of the parent's most recently filed IRS 1040 which documents the student was claimed as a dependent.

I am/was a student at SU. I hereby give my voluntary consent for SU officials to disclose the following education records: academic records, student financial records, and university judicial records. The disclosure of the records listed above may be made to the Wicomico County Board of Education for the purpose of the dual enrollment program. I intend for this consent to be effective until my completion of the dual enrollment program with Salisbury University. I understand I may revoke this consent in writing at any time to the appropriate records custodian(s). I understand that FERPA provides me the right to receive copies of the records disclosed pursuant to this consent. I also understand that SU may charge me a reasonable fee for such copies.

I do not wish to receive copies of the records that are disclosed pursuant to this consent.
 I wish to receive copies of the records that are disclosed pursuant to this consent. Please send records to me at the following address:

Name During Enrollment: _____ Student ID #: _____

Student Signature: _____ Date: _____

**NOTARIZATION REQUIRED
(If the student does not personally appear)**

State of _____, County of _____

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due

execution of this instrument and, being duly sworn by me, made oath that the statements in the foregoing instrument are true. Witness my hand and official seal, this _____ day of _____, 20 _____.

Notary Public Signature _____ OFFICIAL SEAL

My Commission Expires: _____

Accommodations Agreement

WCPS, as a public school system, adheres to Section 504 of the Rehabilitation Act (Section 504) and the Individuals with Disabilities Education Act (IDEA). WCPS also adheres to the Americans with Disabilities Act and amendments (ADA).

SU, as a post-secondary institution, adheres to Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act and amendments (ADA), which guarantee "no otherwise qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination." Accommodations at the post-secondary level provide equal access, and requirements essential to a program or course cannot be waived or modified. Post-secondary accommodations are determined on an individualized basis and may not be equivalent to accommodations offered through special education within the K-12 system.

For courses taught at WCPS sites, WCPS will be responsible for providing the accommodations, and for courses taught at SU sites, SU will be responsible for providing the accommodations.

SU provides reasonable accommodations to qualified students with disabilities to give students an equal educational opportunity to participate in SU's programs, activities, and services. Students with disabilities enrolled in dual enrollment courses may request, and if eligible, receive appropriate academic accommodations for such courses via SU Disability Resource Center. This process will be in place for accommodation requests pertaining to both SU placement testing and SU courses.

WCPS and SU encourage students with disabilities and their guardians to contact the SU Disability Resource Center well in advance of the student beginning courses at SU to understand and, as appropriate, take advantage of the accommodations available on campus.

It is the student's responsibility to register with the SU Disability Resource Center in order to receive accommodations.

Student Name: _____ Signature: _____

Parent Name: _____ Signature: _____

Date: _____

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Approved Courses

ACCOUNTING ELECTIVES

- ACCT 201 Intro to Financial Accounting 4 credits
- ACCT 202@ Intro to Managerial Accounting 4 credits

ART ELECTIVES

- ART 121 Design Principles 4 credits
- ART 130 Drawing I 4 credits
- ART 201 Introduction to Art History 4 credits

BIOLOGY CORE HS Credit

- BIOL 101 Fundamentals of Biology 4 credits
- BIOL 150 Environmental Science: Concepts and Methods 4 credits
- BIOL 201 Introduction to Biology: Cellular & Molecular 4 credits
- BIOL 202 Introduction to Biology: Ecology & Evolution 4 credits

BIOLOGY ELECTIVE

- BIOL 110 Introduction to Environmental Science 3 credits

CHEMISTRY CORE HS Credit

- CHEM 121 General Chemistry I 4 credits
- CHEM 122@ General Chemistry II 4 credits

COMPUTER SCIENCE ELECTIVE

- COSC 117 Programming Fundamentals 4 credits

ECONOMICS ELECTIVE

- ECON 211 Principles of Microeconomics 3 credits

EDUCATION ELECTIVE

- EDFN 210 School in a Diverse Society 3 credits
- ELED 201 Introduction to Teaching 1 credit
- ODEL 200 Foundations of Outdoor Education Leadership 3 credits
- SCED 101 Learning Leadership 3 credits

ENGLISH CORE HS Credit

- ENG 103 Composition and Research 4 credits

FOREIGN LANGUAGE HS Credit

- FREN 101 Elementary French I 4 credits
- FREN 102@ Elementary French II 4 credits
- FREN 202@ French in Review 4 credits
- SPAN 101 Elementary Spanish I 4 credits
- SPAN 102@ Elementary Spanish II 4 credits
- SPAN 201# Intermediate Spanish 4 credits

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- SPAN 202@ Spanish in Review 4 credits

FOREIGN LANGUAGE ELECTIVE

- ASL 101 Elementary American Sign Language I 4 credits
- ASL 102@ Elementary American Sign Language II 4 credits
- GERM 101 Elementary German I 4 credits
- GERM 102@ Elementary German II 4 credits
- JAPN 101 Elementary Japanese I 4 credits
- JAPN 102@ Elementary Japanese II 4 credits
- KORA 101 Elementary Korean I 4 credits
- KORA 102@ Elementary Korean II 4 credits

GEOSCIENCE HS Credit

- GEOG 104 Earth and Space Science 4 credits

GEOSCIENCE ELECTIVE

- GEOG 105 Introduction to Physical Geography 4 credits
- GEOL 103 Introduction to Physical Geology 4 credits

HEALTH AND HUMAN SERVICES

- FTWL 106 Lifelong Fitness and Wellness 3 credits

HISTORY HS Credit

- HIST 102 World Civilizations II 4 credits
- HIST 201* History of the United States I 4 credits
- HIST 202* History of the United States II 4 credits

HISTORY ELECTIVE

- HIST 101 World Civilizations I 4 credits
- HIST 103 First Year Seminar in World History 4 credits

INFORMATION SCIENCE ELECTIVE

- INFO 211 Information Systems Concepts for Management 4 credits

MATHEMATICS HS Credit

- MATH 155 Modern Statistics with Computer Analysis 3 credits
- MATH 201 Calculus I 4 credits
- MATH 202@ Calculus II 4 credits

MATHEMATICS ELECTIVE

- MATH 130 Fundamental Concepts 3 credits
- MATH 140 College Algebra and Trigonometry 4 credits
- MATH 160 Introduction to Applied Calculus 3 credits
- MATH 198 Calculus for Biology and Medicine 4 credits

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MUSIC ELECTIVE

○ MUMT 234	Beginning Audio Production	4 credits
○ MUSA 100#	University Chorale	1 credit
○ MUSA 102#	Jazz Ensemble and Improvisation	1 credit
○ MUSA 103-003#	Percussion Ensemble	1 credit
○ MUSA 104#	Musical Theatre Workshop	1 credit
○ MUSA 107#	Concert Band	1 credit
○ MUSA 205@	Class Piano I	1 credit
○ MUSA 390#	Applied Study	1-2 credits
○ MUSC 114	Music Appreciation	4 credits
○ MUSC 201	Intro to Music Theory	4 credits
○ MUSC 203@	Theory I	3 credits

PHYSICS HS Credit

○ PHYS 101	Physical Science	4 credits
○ PHYS 121	General Physics I	4 credits
○ PHYS 123@	General Physics II	4 credits
○ PHYS 221	Physics I	4 credits
○ PHYS 223@	Physics II	4 credits

POLITICAL SCIENCE

○ POSC 110	American National Government	4 credits
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PHILOSOPHY

○ PHIL 101	Introduction to Philosophy	4 credits
○ PHIL 207	Philosophy of Education	4 credits

PSYCHOLOGY HS Credit

○ PSYC 101	General Psychology	4 credits
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CORE – High School AND Salisbury University credit awarded.

ELECTIVE – Recorded as elective credit for High School. May count as Salisbury University General Education or elective credit depending on selected learning pathway.

* - Must take the 2-course sequence to receive high school credit

@ - Course has a prerequisite

- Course requires a placement test, audition, or other special permission

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