

MEMORANDUM OF UNDERSTANDING
between
Pennsylvania College of Technology (Penn College)
and
Warren County School District
regarding

**PENN COLLEGE NOW
CONCURRENT ENROLLMENT PARTNERSHIP**

PURPOSE AND SCOPE OF PENN COLLEGE NOW

The Penn College NOW program enables qualified secondary school students to enroll in college-level courses at their secondary school during the regular school day. Penn College NOW students earn concurrent secondary school and transcribed college credit. Penn College reserves the right to select Penn College NOW courses that are eligible to be delivered at the secondary school. Courses are taught by experienced secondary school teachers who are recommended for teaching excellence and meet the qualifications of Penn College adjunct faculty. Penn College NOW courses are offered at no tuition cost to the student.

LENGTH OF AGREEMENT

This agreement for a concurrent enrollment partnership of Penn College NOW courses offered by Penn College and Warren County School District will become effective upon the signatures of both parties and will remain in effect so long as both parties wish to continue the Penn College NOW program. This agreement may be modified, in writing, by mutual consent at any time.

TEACHER QUALIFICATION

- The Warren County School District will submit resumes, unofficial transcripts and teacher certifications for secondary school teachers who want to be qualified to teach Penn College NOW courses.
- The Warren County School District will provide College faculty liaisons and Penn College NOW staff reasonable access to the high school classroom to permit observation of the teacher conducting classes.
- Penn College will approve the secondary school's Penn College NOW teachers, using Penn College adjunct faculty selection standards.
- In the event that Warren County School District teacher is on leave for three weeks or more of the class and requires a substitute to continue the class, the substitute will need to be qualified and approved using the same procedure as the regular high school teacher. The Penn College NOW office must be notified as soon as the need for a substitute is identified.
- The Warren County School District point of contact will notify the Penn College NOW office immediately when an approved instructor is anticipated to vacate their approved Penn College NOW course duties.

COURSE

- Penn College will provide a Penn College faculty member to serve as liaison to the high school teacher to provide guidance and mentorship through the academic year.

- Approval for the delivery of a course is based on approval of the teacher qualifications and approval of software, hardware and instructional equipment. Any change in the teacher, the software, hardware or instructional equipment requires re-approval by Penn College.
- The instructional calendar to be used is that of Warren County School District.
- High school teacher will work with the Penn College faculty liaison to develop a course syllabus, assignments and tests assuring that the high school course meets Penn College academic standards and meets or exceeds the required number of classroom hours.
- The Penn College faculty liaison will create and grade the final for the course. The class grade will be computed using the formula used for on-campus sections of the course. Warren County School District can provide a different grade on the high school transcript than the Penn College transcript grade that is awarded by the Penn College faculty liaison.
- Penn College will provide the secondary school with a listing of ISBN numbers of required textbooks for approved courses.
- The Warren County School District will assume responsibility for ordering and handling payment for required textbooks and instructional supplies.
- If a student cannot afford the college textbook or classroom materials, Warren County School District will provide these materials to the student for no cost or at a reduced cost that the student can afford. No student should be denied enrollment due to lack of financial resources.
- The Warren County School District will follow Penn College's procedures for grading and reporting. Courses that use the Penn College course management system (PLATO) or other online software must use these resources as communicated by the faculty liaison. Failure to use these systems can result in the course being withdrawn from the Penn College NOW program.
- Warren County School District will assist Penn College in administering course evaluations in each course annually.
- If Warren County School District has a weighted GPA system, weights comparable to AP or honors courses offered at the secondary school will be assign the Penn College NOW courses.
- Penn College will notify all points of contact and Warren County School District Penn College NOW teachers of the withdrawal date for students within two weeks of the deadline. Students need to follow established procedures for dropping or withdrawing from a class.

STUDENT ELIGIBILITY

- Penn College will apply the following student eligibility criteria:
 - The student is a junior or senior; except for courses approved by Penn College as appropriate for sophomores.
 - The student must pass the official Penn College reading placement test at the non-remedial level.
 - For courses with other placement testing requirements, the student must pass mathematics and/or English placement testing requirements as defined by the official course description in the online College Catalog.
 - The student has completed course prerequisites or has an approved prerequisite waiver form.
 - The student is enrolled in required co-requisites.
- The Warren County School District will ensure that students who are enrolled in Penn College NOW courses meet the eligibility criteria outlined above.
- Per College policy, a student may be withdrawn from the Penn College NOW class at the discretion of the faculty liaison if attendance standards are identified in the college syllabi (1/15th of the class or more) and the student

has failed to meet these standards. A "W" grade will be entered onto the student's college transcript. The student, the high school teacher, the Warren County School District's point of contact and Penn College NOW office will be notified if this occurs.

QUALITY ASSURANCE

- Penn College will maintain high quality standards, providing a nationally-accredited concurrent enrollment program that meets the standards established by the National Alliance of Concurrent Enrollment Partnerships.
- The Warren County School District will facilitate the completion of the online evaluation surveys in a timely manner. These surveys include surveys of Warren County School District administrators, teachers, school counselors, points of contact, students and graduates.
- The Warren County School District will provide College faculty liaisons and Penn College NOW staff reasonable access to the high school classroom for the purpose of assessing whether course objectives are being addressed and that the course is appropriately rigorous.

PROFESSIONAL DEVELOPMENT

- Penn College will provide a professional development program for Penn College NOW teachers and assign a college faculty liaison to provide high school teacher support.
- The Warren County School District will ensure that Penn College NOW teachers will annually attend professional development for their specific discipline provided by the Penn College NOW program. Two professional development events are provided annually to provide opportunity for the majority of teachers to attend. Alternate make-up sessions will only be scheduled in unusual circumstances. If, after unsuccessful attempts to accommodate attendance at these events occurs, Penn College administration will meet with the school district administration to address the issue. Penn College has the right to withdraw the course offering(s) from the partnership if the professional development issues cannot be resolved.

POINT OF CONTACT

- Penn College NOW office will provide a program manager to manage administrative issues and to provide guidance to the secondary school's single point of contact.
- The Warren County School District will identify a single point of contact to manage all administrative processes and procedures and to communicate with parents and students on behalf of the Penn College NOW program.

PAYMENT

- Penn College will offer the approved courses at no tuition to the student.
- Penn College will invoice Warren County School District each July 1 for an annual Partnership Fee determined by the number of courses Warren County School District offered the previous year. The fee schedule will be determined annually for the subsequent year and communicated to the point of contact no later than February 1 each year. The payment is due 30 days after the invoicing date. Failure to pay the fee by August 30 will result in the Penn College NOW program begin discontinued at Warren County School District for that academic year.

ADMINISTRATION

- Penn College will provide Warren County School District with application and course enrollment materials and coordinate with the secondary school to establish application and registration deadlines.
- The Warren County School District will identify students who are interested in the program and are to be tested. Any accommodations needed for students with disabilities must be identified prior to the testing day.

STUDENT SERVICES

- Penn College will provide enrolled Penn College NOW students with information on Penn College student policies and services and with reasonable access to college resources and facilities.
- Penn College will provide each student access to the Student Information System (SIS). After the completion of a Penn College NOW course a student can access their course grade through their transcript or order an official Penn College transcript. Transcripts are provided free of charge.

MARKETING

- Penn College will provide parent/guardian/student orientation events at the request of the Warren County School District point of contact.
- Warren County School District will include the course description from the College catalog in their scheduling materials and will clearly state that the course is a Pennsylvania College of Technology college course. The course number and name should be clearly identified.
- Warren County School District will include on their school website a link to the Penn College NOW homepage www.pct.edu/k12/pcnow.

SIGNATURES**A. For Warren County School District:**

Signature

Superintendent or Superintendent of Record

*Date***B. For Pennsylvania College of Technology:**

Signature

Davie Jane Gilmour, Ph.D., President

Date