

**DUAL ENROLLMENT MEMORANDUM OF UNDERSTANDING
BETWEEN
MIAMI DADE COLLEGE
AND
(NAME OF SCHOOL)**

This Memorandum of Understanding (“MOU”) establishes a plan whereby eligible students from [\(school name\)](#), [\(address of the school\)](#) (“School”), will take courses listed as currently active and authorized Dual Enrollment courses. Support for this program will be provided by the _____ Campus of Miami Dade College, during the _____ term.

These college courses are offered with the intent of providing instruction for advanced and high achievement students who are enrolled in high school or middle school and who can progress through the educational system at a rate consistent with their abilities.

This MOU is subject to the terms and conditions of the 2016-2017 Dual Enrollment Articulation Agreement between the District Board of Trustees of Miami Dade College (sometimes “Miami Dade College”, “MDC” or “College”) and The School Board of Miami-Dade County, Florida (“MDCPS”) (“2016-2017 Dual Enrollment Articulation Agreement”). This MOU is based on the *College Credit Dual Enrollment Rule 6A-14.064* as established by the Florida Department of Education, and all student and faculty qualifications and actions must be in compliance with this Rule. Link: www.flrules.org/gateway/ruleno.asp?id=6A-14.064§ion=0.

Upon completion of each course, the student will receive the appropriate number of college credits as listed in the Miami Dade College catalog. Courses will also be applied to meet high school graduation requirements.

Students Role and Responsibilities

Each student must be enrolled in [\(school name\)](#) and must receive credit for each College dual enrollment course completed. The school must ensure that:

1. Each student has a minimum high school unweighted 3.0 GPA average. A 2.5 weighted GPA is required for SLS courses.
2. Permission from the student’s parent(s) or legal guardian(s), school guidance counselor and school principal to participate in the College’s dual enrollment courses.
3. Expressed intent by each student to pursue a postsecondary degree.
4. Earned college-ready scores in the appropriate sections of a state approved valid college placement test, e.g. SAT/ACT, CPT or PERT.

Specific Nature of the Services to be provided by the College

1. Miami Dade College, _____ Campus, will teach _____ dual enrollment courses at the school, for the College credits provided below, to School’s students during the [\(academic year\)](#) school year. The course offerings must have sufficient student enrollment to be offered at the school. The agreed upon minimum enrollment figure has been mutually established prior to registration by the College and the school and is listed below along with the number of course credit hours.

Term	Course Prefix and Title	College Credits	Minimum Enrollment

School Role and Responsibilities

- A. For Dual Enrollment courses taught at a school site by College faculty during the Fall or Spring Term, [\(school name\)](#) shall be charged by the College at the following rate, per course:

College Course	Cost
3-Credit Course	\$4,334
4-Credit Course	\$5,779
5-Credit Course	\$7,223

These rates reimburse the costs associated with the College's proportion of salary and benefits to provide instruction at the School. There shall be no additional administrative fees payable to the College for dual enrollment classes taught by College faculty at the School. Classes of less than five (5) students will **not** be staffed. The College must be notified of the need for an instructor on or before the date set by the Academic Dean of the designated MDC campus. College faculty shall not teach dual enrollment courses at the Schools during the Summer Term.

- B. There shall be no College administrative fee for dual enrollment courses taught at the School by school instructors. All non-fulltime MDC college credit course faculty, including school instructors, must have their credentials reviewed and approved in writing by the appropriate MDC Academic Dean.

Faculty Role and Responsibilities

[\(School name\)](#) and Miami Dade College shall be responsible for procuring sufficient qualified College faculty and school instructors to teach the College's dual enrollment courses to the students at the school. School instructors must be approved in writing by the College and must meet the following minimum standards and requirements:

1. All school instructors must meet the MDC Faculty Qualifications criteria. Those criteria are in accord with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) regarding the academic credentials for instructors. At a minimum, each school instructor must have a Masters Degree in the specific discipline or a Masters Degree and at least 18 graduate credit hours in that particular discipline. School must provide the College with each of its instructor's completed MDC Qualification forms and graduate transcripts as soon as possible, but no later than three weeks prior to each dual enrollment class. If questions arise about faculty or school instructor qualifications, the appropriate MDC Campus Academic Dean should be contacted and asked to review the qualifications.
2. All College adjunct faculty must sign and submit the *Adjunct Faculty Acknowledgement* form to the Department Chair responsible for the course prior to the beginning of the class.
3. Miami Dade College will schedule class observations of courses taught by school instructors to be conducted by the College's designee at least once per year.
4. Miami Dade College and the faculty and school instructor will be responsible for procuring and providing student feedback surveys in a timely manner.
5. Each school instructor shall be required to maintain a one (1) hour office period each week per every 3 credit class. This may be completed before or after the class session. A specific office or meeting area will be assigned and both the schedule and the location will be included in the course syllabus.
6. No later than the week prior to each College semester, each school instructor must submit a course syllabus to the College's designee.
7. The faculty or school instructor of record will provide copies of academic and attendance records for audit/appeal/petition purposes to the College designee.

Payment

Payment for dual enrollment courses taught at the [\(school name\)](#) shall be made by Miami-Dade County Public Schools or School in accordance with the 2016-2017 Dual Enrollment Articulation Agreement upon receipt of an MDC invoice and following the MDC procedures for payment. These funds shall be transferred in no less than thirty (30) days and not more than sixty (60) days after completion of the term in which the course(s) was provided.

Effective Date

This Memorandum of Understanding is effective on the effective date of the 2016-2017 Dual Enrollment Articulation Agreement. It will be valid for the duration of the academic year and maybe revised in accordance with amendments to the 2016-2017 Dual Enrollment Articulation Agreement.

IN WITNESS THEREOF, the Academic Dean and President of the _____ Campus are authorized by Miami Dade College, and the Principal of (school name) is authorized by MDCPS as signatories for this Memorandum of Understanding. A copy of this MOU shall I be provided by MDC's designee to the MDC District Director, School and College Relations.

The MDC _____ Campus Academic Dean's signature attests to the signature of the College Campus President and the following: assurance that the school instructor(s) meet the MDC Faculty Credentials Criteria and that the cumulative number of college credit course offerings over a three-year period do not/will not exceed 24% of a certificate or degree program unless prior SACSCOC approval has been received.

**District Board of Trustees of
Miami Dade College**

School

Name: _____
President, _____ Campus

School Principal
(Name of School)

Date: _____

Date: _____

Attest:

Campus Academic Dean
Miami Dade College