Memorandum of Understanding
Bloomington Early College High School

Ivy Tech Community College of Indiana – Bloomington
And
Monroe County Community School Corporation

Ivy Tech Community College of Indiana – Bloomington (herein called the “College”) and the Monroe County Community School Corporation (herein called the “School District”) enter the following contract and for the terms of which WITNESS THE FOLLOWING:

WHEREAS the parties to this Memorandum of Understanding desire to establish and Early College High School, serving grades 9-12, and provide concurrent enrollment for academic dual credit college courses for high school student for whom a smooth transition into postsecondary education is now problematic; and

WHEREAS Early College High Schools prepare high school students for successful career and educational futures through a full integration of high school, college, and the world of work, improve academic performances and self-concept, and increase high school and college/university completion rates; and

WHEREAS Ivy Tech Community College – Bloomington is committed to increasing the educational attainment of Indiana’s citizens and expanding partnerships with high schools to ensure that education is provided in a seamless continuum;

NOW THEREFORE, the parties to this Memorandum of Understanding mutually agree as follows:

1. **GOVERNANCE**: The Early College High School established under this agreement will be governed by the School District and subject to district, state, and federal policies and requirements. The College will appoint a representative(s) to work with the School District, Indiana University, and other partners regarding Early College matters.

2. **PROVISIONS OF COURSES**: The College will give credit to eligible and enrolled students upon the successful completion of courses as agreed by the College and Indiana University. In support of this project Ivy Tech – Bloomington has agreed to the following:
   a. Course offered through Ivy Tech – Bloomington include the New Student Seminar (IVYT 120), Critical Thinking (IVYT 104), Academic Project/Portfolio (IVYT 108), Introduction to Microcomputers (CINS 101), College Algebra (MATH 136), Trigonometry/Analytic Geometry (MATH 137), Introduction to Economics (ECON 101), and American Government (POLS 101).
   b. Courses shall be implemented and monitored in accordance with established Ivy Tech Community College policies and procedures for high school-based dual credit courses.

3. **COURSE COMPLIANCE**: The College is responsible for assigning full-time faculty (faculty liaisons), who teach in the discipline, to oversee the implementation of the College dual credit courses in the high schools and to ensure that course goals and standards are understood, that course guidelines are followed, and that the same standards of expectation and assessment are applied in all venues where the College offers courses. The College will monitor the quality of instruction in order to assure compliance with the standards established by Ivy Tech Community College, the State of Indiana and the National Alliance of Concurrent Enrollment Partnerships (NACEP).
4. **INSTRUCTORS:** All dual credit instructors must meet the College's faculty credential requirements as set forth in the College's Academic Policies and Procedures Manual.

5. **FACILITIES:** Course will be conducted at facilities provided by the School District, unless by agreement, it is in the best interest of the Early College Program for the College to host a course. In such case where a course is conducted on the College property, transportation will be the responsibility of the School District.

6. **TUITION AND FEES:** All students in the Early College Program will receive a waiver of tuition and fees for the high school-based dual credit courses listed in section 2.b of this Memorandum of Understanding, regardless of their participation in other programs (21st Century Scholars, Free and Reduced Lunch, etc.). If the courses listed in section 2.b have to be offered as Ivy Tech-based dual credit courses, tuition and fees will also be waived, assuming that the maximum amount of students being admitted to the Early College Program is 200 students per year. Should the maximum number of students in the program exceed 200, tuition and fee waivers for the additional students are subject to approval by the College. Students enrolled in the Early College Program can take additional Ivy Tech course through the College's Ivy Tech-based dual credit program (subject to admission requirements); however, students will be responsible for tuition and fees for these additional courses.

7. **BOOKS AND SUPPLEMENTAL MATERIALS:** College approved textbooks, syllabi, and course outlines, applicable to the courses when taught at the college campus or other instructional venues shall be used under the provisions of this agreement. All textbooks and supplemental materials required for classes, as determined by the College and its faculty, will be the responsibility of the School District.

8. **ENROLLMENT:** In consultation with the School District, the College will establish an enrollment process for all students who are qualified and wish to enroll in academic dual credit courses. All students in the Early College Program must participate in an Academic Skills Assessment (COMPASS) as part of their course work in IVYT 120 New Student Seminar.

9. **STUDENT CONFIDENTIALITY & RECORDS:** All rules regarding the records of students taking courses for credit under this agreement shall comply with the College's Academic Policies and Procedures Manual and Student Affairs Policies and Procedures Manual. In order to comply with the Family Educational Rights and Privacy Act (FERPA), all students enrolled in the program shall be required to complete a FERPA waiver form allowing parents/guardians to have access to their students' records.

10. **INSTRUCTIONAL CALENDAR:** For College dual credit courses taken in the high school, the instructional calendar to be used is that of the participating School District.

11. **CONDUCT:** Early College High School students are required to adhere to College regulations regarding facilities and equipment usage, and College and School District codes of conduct, subject to appropriate action taken by the School District and College.

12. **SAFETY:** If any high school student, instructor, or administrator should experience an accident or sudden illness while on the premises of the College, the response to such incidents will be based upon operating College regulations, guidelines, and procedures.

13. **INDEMNIFICATION OF COLLEGE:** To the extent authorized by law, in consideration of the performance by both parties of this agreement, each party does hereby agree to indemnify and hold harmless all agents, servants, and employees of the other party from and against any and all claims, debts, from either (1) claimed or actual defects in premises owned or controlled by the other party and used in the performance of this agreement; or (2) any acts or omissions of the other party, its agents, servants, or employees, in the performance of this MOU controlled by the School District and used in the performance of this agreement; (2) any acts or omissions of the School District, its agents, servants, or employees in the performance of this MOU.

14. **RENEWAL AND TERMINATION OF AGREEMENT:** This MOU may be amended by mutual written agreement of both parties. The MOU will be in force for one (1) year following signing and is
renewable based on the consent of the signatory parties. The College and School District reserve the right to terminate this MOU upon service of written notices to the other party 90 days prior to the date of termination. In this event, the date of termination will be the day after the end of the semester during which the 90-day period expires.

15. APPROVALS: Signed this ___ day of ______________, 20__.

John R. Whikehart  
Chancellor  
Ivy Tech Community College of Indiana

John T. Coopman, Ed.D.  
Superintendent  
Monroe County Community School Corporation

Dr. James D. Smith  
Vice Chancellor for Academic Affairs  
Ivy Tech Community College of Indiana

Jeannine Butler  
School Board President  
Monroe County Community School Corporation