

MEMORANDUM OF UNDERSTANDING

Between

Pennsylvania College of Technology

And

Wellsboro Area School District

PENN COLLEGE NOW CONCURRENT ENROLLMENT PARTNERSHIP

The Penn College NOW program enables qualified secondary students to enroll in Pennsylvania College of Technology courses at their secondary school or career and technology center (CTC) during the regular school day. Penn College NOW students earn secondary credit and transcribed college credit concurrently. Qualified, approved secondary teachers work with Penn College NOW faculty liaisons to deliver courses to qualified students. Penn College NOW courses are tuition-free to the student.

The following statements are mutually agreed upon as conditions of partnership by the administration of Wellsboro Area School District and the President of Pennsylvania College of Technology on behalf of the Penn College NOW program:

STATEMENTS OF ACCESSIBILITY

- Penn College NOW courses must be offered at no tuition cost to students (*Procedure PR4.48.X.A*). If Wellsboro Area School District requires that participating students pay for their own books/materials, Wellsboro Area School District will determine criteria for "financial assistance" (such as student participation in free or reduced lunch programming or other known financial hardship). If a student meets these criteria, Wellsboro Area School District will provide these materials to the student at reduced or no cost (*Procedure PR4.48.VIII.G*). **No student may be denied enrollment in Penn College NOW courses due to lack of financial resources.**
- Students with documented educational needs should be provided with reasonable accommodations during placement testing and course participation. *In providing academic accommodations, Wellsboro Area School District and Pennsylvania College of Technology are not required to lower or make substantial modifications to essential course requirements and do not have to make modifications that would fundamentally alter the nature of service, program, or activity, or would result in undue financial or administrative burdens (Procedure PR4.48.VI.C).*
- Wellsboro Area School District will absorb reasonable costs (such as for a substitute, transportation, etc.) to ensure that all participating Penn College NOW students visit Pennsylvania College of Technology's campus one time per school year. Wellsboro Area

School District will work with Penn College NOW staff and faculty liaisons to plan a mutually agreeable date and agenda for visits.

PROGRAM ADMINISTRATION

- Pennsylvania College of Technology will determine and approve the list of Penn College NOW courses offered to secondary partners (*Procedure PR4.48.III.A*).
- Wellsboro Area School District will identify appropriate Penn College NOW courses for which there is a potentially qualified teacher available, adequate equipment, laboratory/classroom space, and student interest (*Procedure PR4.48.III.B*) at the secondary site.
- Wellsboro Area School District will identify a single point of contact (POC), who will manage all administrative processes and procedures at the partner site, and communicate with parents and students on behalf of the Penn College NOW program (*Procedure PR4.48.II.A*). It is not appropriate for a Penn College NOW secondary teacher to act as POC.
 - Student and parent communication regarding Penn College NOW courses will be handled exclusively through the POC except in instances of student academic dishonesty, where Pennsylvania College of Technology's Academic Dishonesty Policy and Procedure will be followed (*Procedure PR4.48.II.A*).
 - The Wellsboro Area School District POC will attend two (2) Partners' Meetings per year and provide relevant parties at their home site (including students, parents, secondary teachers and administration) with information about Penn College NOW procedural changes, course additions, etc.
- The Wellsboro Area School District POC will communicate course/teacher additions/deletions to Penn College NOW staff according to deadlines for the current school year.
- Penn College NOW staff will provide the Wellsboro Area School District POC with application and course enrollment materials and coordinate with him/her to establish application and enrollment timelines.
- Penn College NOW staff will provide new partners and/or new points of contact for current partners with a New Partners' Workshop to facilitate transition into the program.
- Pennsylvania College of Technology and Penn College NOW staff will make every effort to participate in parent/guardian/student events at the request of the Wellsboro Area School District POC.
- College representatives (i.e. faculty liaisons, admissions counselors or other College Transitions staff) will visit the secondary institutions on a regular, advertised schedule and for special events as requested, and will directly communicate other Penn College opportunities to students and parents (*Procedure PR4.48.II.B*).

- The faculty liaison will visit the secondary institution classroom in person a minimum of once every two years to assess adherence to Penn College standards, but may visit as often as they believe necessary to support the needs of secondary faculty and the demands of the course. Liaisons will provide support in an alternative format (e.g. online meetings or correspondence, other events) in the interim, non-visit, years. A report of the activity will be provided to College Transitions. (*Procedure PR4.48.IV.E*).
- Wellsboro Area School District will include the exact title, course number, and course description from the Pennsylvania College of Technology catalog in scheduling materials and will clearly state that the course is a Pennsylvania College of Technology course (*Procedure PR4.48.III.D*).
- Wellsboro Area School District will include a link to the Penn College NOW homepage on the school/CTC website.
- Pennsylvania College of Technology reserves general education coursework primarily for those students who are enrolled in or have completed technical coursework. Wellsboro Area School District may offer general education coursework under the following conditions:
 - Wellsboro Area School District will offer and administer both technical and general education coursework simultaneously and will not be permitted to run more general education courses than technical courses in any given term. (e.g. If a technical course is cancelled due to lack of enrollment, the general education course will be cancelled as well.)

QUALITY ASSURANCE

- Pennsylvania College of Technology will maintain a high quality program, by following the standards established by the National Alliance of Concurrent Enrollment Partnerships (NACEP) as a guide for best practices. (*Policy P4.48.F*).
- Pennsylvania College of Technology will provide secondary partners with a program coordinator to facilitate the Penn College NOW program.
- Wellsboro Area School District will facilitate the completion of online evaluation surveys for various educators, points of contact, current Penn College NOW students, and graduates (*Procedure PR4.48.IV.D*).
- To ensure that Penn College NOW courses mirror Penn College courses in scope and objectives, Wellsboro Area School District will provide College faculty liaisons and/or Penn College NOW staff with reasonable access to the Penn College now secondary teacher and/or classroom at least once per year.

SECONDARY TEACHER QUALIFICATION

- Penn College faculty liaisons and academic school deans will assess/approve all potential Penn College NOW secondary teachers for program eligibility using the same criteria as those used for on-campus adjunct faculty (*Procedure PR4.48.V.A*).
- Wellsboro Area School District will submit updated resumes, official or unofficial postsecondary transcripts and current certifications (including teaching and/or industry credentials) for potential Penn College NOW secondary teachers.

First-year teachers, or veteran teachers in their first year at a partner site, are not eligible to teach with Penn College NOW.

- Wellsboro Area School District will provide Penn College faculty liaisons and Penn College NOW staff with reasonable access to the secondary teacher to permit observation as part of the assessment process.
- Penn College NOW staff will communicate assessment results to the secondary partner.
- If a Penn College NOW secondary teacher is not meeting Penn College standards, eligibility may be rescinded after reasonable effort is made to correct deficiencies (*Procedure PR4.48.III.C*); see "INACTIVE STATUS" for additional information.
- In the event that a secondary teacher must leave his/her position for three weeks or more, the Wellsboro Area School District POC will immediately inform Penn College NOW staff to determine a course of action.
- The Wellsboro Area School District POC will notify the Penn College NOW office immediately when an approved instructor is otherwise anticipated to vacate his/her Penn College NOW duties.

Please note: a new or replacement teacher is **not** automatically eligible to teach with Penn College NOW. All potential teachers undergo the same assessment process, and approval is not guaranteed.

SECONDARY TEACHER PROFESSIONAL DEVELOPMENT

- Penn College NOW staff will provide required discipline-specific, yearly professional development (on several dates and with deference to statewide testing and common secondary events) to Penn College NOW secondary teachers (*Procedure PR4.48.IV.F*).
 - Yearly professional development is a requirement for all secondary teachers and all Penn College NOW courses.
 - New secondary instructors will be required to attend professional development on campus in the first year. Veteran instructors will attend on-campus professional development every three years. Professional development will be provided in an alternative format (e.g. online meetings or correspondence, other events) in the

interim years.

- Additional professional development sessions might be required if warranted by special circumstances such as changes to curriculum or equipment. (*Procedure PR4.48.IV.F*)
- Wellsboro Area School District will absorb reasonable costs (such as for a substitute, mileage reimbursement, travel accommodations) to ensure that Penn College NOW secondary teachers attend one day per academic year of required professional development in their specific discipline.
- If, after unsuccessful attempts to accommodate attendance, the secondary teacher has not attended professional development, the teacher will be ineligible to teach the Penn College NOW course for one school year (*see also "INACTIVE STATUS"*). Requalification occurs when the teacher attends professional development as required for the following year.

CONSISTENCY AND QUALITY OF COURSEWORK

- Pennsylvania College of Technology will provide a faculty liaison for the secondary teacher, who will work with him/her to ensure that the secondary Penn College NOW course is the same as the Penn College course in scope, objectives, materials, and activities (*Procedure PR4.48.IV.A*).
 - Either through informal meetings or planned professional development activities, the faculty liaison will share course approaches, philosophy, and copies of materials (including laboratory exercises, assessments, and grading standards) with the Penn College NOW instructor (*Procedure PR4.48.IV.C*).
- The faculty liaison will assess secondary teacher/student access to specialized materials, equipment, and/or facilities needed to offer the Penn College NOW course and may approve/deny based on availability of requirements (*Procedure PR4.48.IV.B*).
- The secondary teacher will work with the faculty liaison to develop a course calendar (which reflects at least the minimum number of Penn College course hours and Wellsboro Area School District's instructional calendar) and a syllabus (which reflects the same scope, objectives, materials, and activities as the Penn College course; *Procedure PR4.48.III.C, PR4.48.IV.B*).
- If Wellsboro Area School District has a weighted GPA system, Wellsboro Area School District will assign weights comparable to honors/ advanced/Advanced Placement for Penn College NOW courses (*Procedure PR4.48.III.D*).
- Wellsboro Area School District will follow Penn College's procedures for grading and reporting Penn College NOW grades. Secondary teachers may be required to use the College's course management system (such as PLATO) at the discretion of the faculty liaison; failure to do so can result in the course and/or teacher being withdrawn from the Penn College NOW program.

- The faculty liaison will create the final exam for the course, with the option to jointly grade the final exam or other key assignments at the liaison’s discretion. The Penn College NOW course grade will be computed using the same formula as the on-campus sections of the course. A student’s Pennsylvania College of Technology transcript grade (Penn College NOW grade) may be different than the grade on the secondary transcript (*Procedure PR4.48.IV.D*).
 - The secondary teacher may supplement Penn College NOW course content with additional graded materials, which only count as part of the secondary grade; only Penn College NOW materials comprise the Penn College transcribed grade.
 - The secondary teacher must use the Penn College final exam for the Penn College NOW course.
- Penn College NOW staff will provide the Wellsboro Area School District POC with a listing of ISBN numbers of required textbooks for approved courses, but Wellsboro Area School District will assume responsibility for ordering and handling payment for required textbooks and instructional supplies (*Procedure PR4.48.VIII.F*).
- Students must follow established procedures for dropping or withdrawing from a Penn College NOW class. Withdrawal/Drop dates for the current school year will be provided to all secondary partner points of contact and teachers well in advance of deadlines; Penn College NOW staff will notify all points of contact and teachers of the withdrawal date for students within two weeks of the deadline.

STUDENT ELIGIBILITY AND PARTICIPATION

- Secondary students who participate in the Penn College NOW program must meet the following criteria:
 - Possess “junior” or “senior” status for the participating school year, or possess “sophomore” status for the participating school year if enrolling in a sophomore-approved course (*Policy P4.48.G*).
 - Complete the Penn College NOW application (online only).
 - Meet course-specific eligibility requirements
 - Students must demonstrate a minimum overall secondary average of at least a C for most technical coursework or a higher average for courses that have been identified as requiring skills that are more advanced. (*Procedure PR4.48.VII.A*).
 - Additional math and/or English testing may be required for particular courses.

- Students must meet placement by exam requirements, as defined by the online College Catalog, for mathematics, English and other general education courses (*Procedure PR4.48.VII.A*).
 - Eligibility and testing requirements for each course will be provided to the POC.
 - Accommodations for placement testing are provided based on a verbal history of testing accommodations as identified in a valid IEP or 504 plan, which do not challenge the academic integrity of the placement exam (*Procedure PR4.48.VI.D*). Please call College Transitions and First Year Initiatives with questions about placement test accommodations.
- Complete any required prerequisites or complete the prerequisite waiver form (*Procedure PR4.48.VIII.E*).
 - Enroll in any required co-requisites or complete the co-requisite waiver form (*Procedure PR4.48.VIII.E*).
- Wellsboro Area School District will ensure that students who are enrolled in Penn College NOW courses meet the eligibility criteria outlined above.
 - Secondary partners retain the right to add eligibility requirements for Penn College NOW courses in addition to Penn College eligibility requirements, not to include a student financial requirement (*Policy P4.48.H*).
 - Pennsylvania College of Technology will provide enrolled Penn College NOW students with information on Penn College student services and reasonable access to college resources and facilities, including access to the Student Information System (SIS).
 - Penn College NOW students will follow Penn College’s Academic Dishonesty Policy and Procedure for any matter related to academic dishonesty in a Penn College NOW course (*Policy P4.48.I*).
 - Penn College NOW students will follow Penn College’s Information Technology Resources Acceptable Use Policy when utilizing Penn College resources. (Policy P7.05)
 - Penn College NOW students will follow their secondary institution’s student code of conduct policy and complaint procedures in all non-Penn College NOW related matters (*Policy P4.48.J*).

INACTIVE STATUS

- A secondary partner or teacher whose status is “INACTIVE” may not offer Penn College NOW courses for one full academic year *and* must meet minimum program requirements set forth in the memorandum of understanding and/or via an individualized action plan in order to regain active status.

- Such program requirements may pertain to required yearly professional development, attendance at program meetings, appropriate application and placement testing procedures, or other Penn College NOW requirements as outlined in this document.
- A secondary partner achieves "INACTIVE" status for one academic year when one of the following occurs:
 - The POC or other appropriate alternate fails to attend at least one Partners' Meeting in an academic year.
 - The POC or other appropriate alternate fails to attend two or more consecutive Partners' Meetings.
 - A secondary partner has not run Penn College NOW courses in one academic year and does not intend to do so in the subsequent year.
 - A secondary partner has not facilitated a student visit during more than one academic year and/or has not initiated a plan to do so with Penn College NOW staff.
 - A secondary partner has failed to remit payment by the deadline.
- A secondary teacher achieves "INACTIVE" status for one academic year when one of the following occurs:
 - The teacher does not participate in required yearly professional development for a Penn College NOW course.
 - Fifty percent (50%) or more of the enrolled students in a teacher's Penn College NOW section are withdrawn or fail for two consecutive academic years.

TERMINATION OF PARTNERSHIP

This agreement will become effective upon the signatures of both parties and will remain in effect so long as both parties meet the conditions herein and wish to continue partnership. Per Pennsylvania College of Technology procedure, both parties must sign this Memorandum of Understanding prior to offering a Penn College NOW course at the secondary institution (*Procedure PR4.48.A*).

- A Penn College NOW partner may initiate termination of partnership at any time by submitting written notification to the Director of College Transitions and First Year Initiatives.
- Penn College NOW reserves the right to terminate partnership with any partner that has maintained "INACTIVE" status for two consecutive academic school years. Refer to INACTIVE STATUS section (p.7 of this document) for status explanations.

- If a terminated partner wishes to rejoin, it may do so as a “new partner,” which will require a new Memorandum of Understanding and the completion of all new partner procedures along the existing timeline at program discretion.

FERPA

- As part of the concurrent enrollment partnership, Penn College and Wellsboro Area School District may share education records of students concurrently enrolled in their respective education programs to fulfill the underlying purposes of this Memorandum of Understanding in compliance with the requirements of the Family Educational Rights and Privacy Act (“FERPA”) and its implementing regulations. Such FERPA compliance shall include, but not be limited to:
 - Appropriate notifications to the students and/or their parents that education records are being shared in compliance with 34 C.F.R. § 99.34; and
 - Penn College and Wellsboro Area School District are not disclosing any education records it receives from each other to a third party without complying with 34 C.F.R. § 99.33.

PAYMENT

- *For new partners:* Wellsboro Area School District agrees to pay the Intent to Offer fee of \$200 as a condition of initial partnership on or before June 1 of the calendar year prior to offering a course. Payment after June 1 will result in Wellsboro Area School District being moved to the following academic year to begin partnership.
- *For existing partners:* Pennsylvania College of Technology will invoice Wellsboro Area School District each spring for an annual Partnership Fee determined by the number of courses Wellsboro Area School District offered during that year. The fee schedule will be determined annually for the subsequent year and communicated to the POC no later than February 1 each year. Partners will receive their bill by May 1; payment is due by August 1. Failure to remit payment by August 1 will result in the Penn College NOW program being discontinued at Wellsboro Area School District for that academic year (*Procedure PR4.48.I.B, C*).

SIGNATURES

Signature below indicates acceptance of and adherence to the conditions of partnership outlined in this Memorandum of Understanding.

A. On Behalf of Wellsboro Area School District:

Administrative Representative Signature

Date

Administrative Representative Printed Name and Title

B. On Behalf of Pennsylvania College of Technology:

President Davie Jane Gilmour, Ph.D., Signature

Date