

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

This Memorandum of Understanding establishes a plan whereby eligible students from (school name) will take courses listed as currently active and authorized Dual Enrollment courses. Courses will be taught 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 and who can progress through the educational system at a rate consistent with their abilities.

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 high school must ensure that:

1. Each student has a minimum high school unweighted 3.0 GPA average.
2. Permission from the student's parent(s) or legal guardian(s), high school guidance counselor and high school principal to participate in the College's dual enrollment courses.
3. Expressed intent by each student to pursue a postsecondary degree.
4. Successful completion of the Basic Skills Assessment Test (CPT), SAT or ACT.

Faculty Role and Responsibilities

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

1. All instructors must meet the MDC Faculty Qualifications criteria. Those criteria are in accord with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) regarding the academic credentials for instructors. At a minimum, each 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 name) must provide the College with each instructor's 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 qualifications, the appropriate MDC Campus Academic Dean should be contacted and asked to review the qualifications.
2. Miami Dade College will schedule class observations to be conducted by the College's designee at least once per year.
3. Miami Dade College and the instructor will be responsible for procuring and providing student feedback surveys in a timely manner.

4. Each 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 must be assigned to carry out this task.
5. No later than the week prior to each College semester, each instructor must submit a course syllabus to the College's designee.
6. At the end of the term, each instructor must submit student grades to the College's designee.

High School Role and Responsibilities

For Dual Enrollment courses taught at a high school site for which the College provides the instructor, (school name) will reimburse the College to offset the cost of providing an instructor at the following rate:

College Course	Cost
3 Credit Course	\$4,300
4 Credit Course	\$5,733
5 Credit Course	\$7,166

Classes of less than five (5) students will **not** be staffed. The college must be notified of the need for an instructor by a mutually agreed-upon date. For Dual Enrollment courses taught by a qualified teacher on the high school faculty, only the administrative fee will be provided to MDC. However, all non-fulltime MDC college credit course instructors, including a member of the high school faculty, must have their credentials reviewed and approved in writing by the appropriate MDC Academic Dean.

Specific Nature of the Services to be provided by the College

1. Miami Dade College, _____ Campus will teach _____ dual enrollment courses consisting of _____ credits each to (name of school) students during the (academic year) school year at the high school site (address of the school). The course offerings must have sufficient student enrollment to be offered at the high 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

2. In addition, to offset the increased cost of the College for reassigning or paying supplements to campus staff to manage and monitor high school site dual enrollment courses, (name of school) will reimburse the College an administrative surcharge at the following rate:

Number of Sections Per Year/Per School	Flat Rate Yearly Administrative Overload
1-4	\$1,200
5-10	\$2,400

Funds pursuant to this provision will be paid by Miami-Dade County School Board or the Private School following the MDC Dual Enrollment Payment process upon receipt of an invoice and following the MDC procedures for payment. These funds will be transferred in no less than thirty (30) days and not more than sixty (60) days after completion of the term in which the service was provided.

This agreement is based on the "Statement of Standards for Dual Enrollment Early College" as established by the State Department of Education, and all student and faculty qualifications and actions must be in compliance with those Standards (available as an attachment to this Memorandum and/or from the MDC Dual Enrollment Coordinator).

This Memorandum of Understanding is effective as of the date of its signature. It will be valid for the duration of the academic year, and will be revised during the annual review and renewal of the Interinstitutional Articulation agreement between MDC and M-DCPS or the specified Private School.

IN WITNESS THEREOF, the Academic Dean and President of the _____ Campus of Miami Dade College, and the Principal of ([name of school](#)) are the signatories of this Memorandum of Understanding. A copy of this memorandum will be provided by the MDC authorizer to the MDC Director, School and College Relations.

The MDC signatures attest to the following: assurance that the 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 SACS approval has been received.

ATTEST:

Miami Dade College

High School

Campus Academic Dean
Miami Dade College

Campus President
Miami Dade College

High School Principal
(Name of High School)

Date: _____

Date: _____