

**DUAL ENROLLMENT MEMORANDUM OF UNDERSTANDING
BETWEEN
MIAMI DADE COLLEGE
AND
ELIGIBLE SECONDARY SCHOOL**

This Memorandum of Understanding ("MOU") establishes a plan whereby eligible students will take courses listed as currently active and authorized dual enrollment courses. Support for this program will be provided by Miami Dade College during the assigned term and academic year.

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 existing **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") ("Dual Enrollment Articulation Agreement") or eligible charter/private school.** 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/rubno.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 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. However, a 2.5 unweighted GPA is accepted for certain courses.
2. Each student has been granted 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. Each student has expressed intent to pursue a postsecondary degree.
4. Each student has demonstrated college readiness for reading, writing, and computation. Exceptions to this provision are outlined in the 2023-2024 Dual Enrollment Articulation Agreement.

Specific Nature of the Services to be provided by the College

1. Miami Dade College will supervise the instruction of dual enrollment courses to be taught at the School, for the College credits provided in this request, to School's students during the assigned school year. The course offerings must have sufficient student enrollment to be offered at the school. The agreed upon minimum/maximum enrollment figure has been mutually established prior to registration by the College and the School Board and is listed below along with the number of course credit hours. However, under no circumstances shall enrollment be less than 10 students or more than 49 students in any given course.
2. **School Role and Responsibilities**
 - A. For dual enrollment courses taught at a *public school or public charter school* site by College faculty during the Fall or Spring Term, [SCHOOL/SCHOOL BOARD](#) shall be charged by the College at a rate of \$3500 per course regardless of modality (i.e., in-person, blended, MDC LIVE).

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. The College must be notified of the need for an instructor on or before the date set by the Dean of Faculty at the designated MDC campus. College faculty shall not teach dual enrollment courses at the School during the Summer Term.

Private schools participating in the Dual Enrollment Scholarship program will be invoiced at the state rate of \$71.98 per credit for dual enrollment instruction taught by MDC Faculty at the School site. In accordance with s. 1009.30, F.S., MDC will seek reimbursement under the existing General Appropriations Act for tuition and instructional materials from the FLDOE Office for Student Financial Aid (OSFA) for all eligible private school students participating in MDC's Dual Enrollment Program in the following manner:

1. MDC will seek such reimbursement from OSFA for private school dual enrollment participation during the fall, spring, and summer semesters for the duration of this Agreement.
 2. MDC will invoice OSFA the total cost of participation and instructional materials associated with School participation in MDC's Dual Enrollment Program – including offsite instruction.
 3. The FLDOE OSFA does not guarantee full remission for dual enrollment costs associated with School participation. As a result, MDC cannot guarantee that costs associated with your school participation will be covered at 100% of the cost.
 4. In the event of a fee balance, School shall pay the invoice within thirty (30) days of receipt. MDC reserves any and all rights to recover costs through the use of any legal means at its sole discretion in the event that School fails to pay the invoice.
- B. There shall be no College administrative fee for dual enrollment courses taught at the School by school instructors.
- C. All non-fulltime MDC college credit course faculty, including school instructors, must have their credentials reviewed and approved in writing by the appropriate MDC Dean of Faculty.
- D. On or before sixty (60) days prior to the start of a Term, Schools shall contact the College's Dean of Faculty at the campus serving the School to request College faculty to teach additional dual enrollment courses at the School. The parties shall mutually agree on the course(s) taught at the School.
- E. On or before sixty (60) days prior to a Term, Schools shall contact the College Dean of Faculty at the campus serving the School to request that School instructors be approved to teach additional dual enrollment courses at the School. The College shall approve the course and the instructor in its sole discretion.
- F. Dual enrollment courses taught at the School may not be combined with any non-college School course.
- G. It is important to note that the cumulative number of college credit courses offered at a School over a three-year period shall not exceed 24% of a certificate or degree program, unless prior Southern Association of Colleges and Schools Commission on College ("SACSCOC") approval has been received.

H. Costs

The College **will not** assess an administrative charge for approved School instructors to provide dual enrollment courses at the School. However, Schools are responsible for bearing the cost for salary, benefits, etc. for its instructors. Schools shall also bear the costs of providing the required dual enrollment instructional materials to the students for courses taught by its instructors at the School.

3. **Faculty Role and Responsibilities**

SCHOOL 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 master's degree in the specific discipline or a Master's 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 the start of each dual enrollment class. If questions arise about faculty or school instructor qualifications, the appropriate MDC Campus Dean of Faculty 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. The 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. The College, 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 **SCHOOL** shall be made by Miami-Dade County Public Schools or School in accordance with the valid 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 MOU contains the entire agreement between the School, M-DCPS or

Charter/Private School Entities and the College regarding provision of dual enrollment courses at the School. Any other agreement made, other than the valid Dual Enrollment Articulation Agreement or any amendments thereto, shall be ineffective to change, modify or discharge the MOU in whole or in part unless such agreement is in writing, signed by duly authorized parties of M-DCPS or the School and the College and made an amendment hereof. This MOU cannot be changed or terminated orally.

This Memorandum of Understanding is effective on the effective date of the current Dual Enrollment Articulation Agreement. It will be valid for the duration of the academic year and may be revised in accordance with amendments to the existing/valid Dual Enrollment Articulation Agreement.