MEMORANDUM OF UNDERSTANDING
Between
HARRISBURG AREA COMMUNITY COLLEGE (HACC)
And

Agora Cyber Charter School

I. PURPOSE AND SCOPE

The College in the High (CHS) and the Dual Enrollment (DE) programs enable qualified high school students the opportunity to enroll in HACC's credit course offerings during their high school experience. CHS courses are taught by HACC approved high school instructors during the regular school day on location at the school. Only high school students are enrolled in CHS courses. DE Courses are taught by HACC faculty outside of the high school and consist of high school students and traditional HACC college students. CHS and DE courses are offered to high school students at a reduced tuition rate. Tuition, associated fees and costs of textbooks are assumed by the individual student and their parent/guardian.

II. LENGTH OF THE AGREEMENT

This agreement will become effective upon the signatures of both parties and will be reviewed by both parties every three years.

III. DEFINITIONS/CRITERIA

1. CHS Courses are taught by HACC approved high school instructors during the regular school day on location at the school. Only high school students are enrolled in CHS courses.
2. DE Courses are taught by HACC faculty outside of the high school and consist of high school students and traditional HACC college students.
3. CHS and DE courses are offered to high school students at a reduced tuition rate.
4. Tuition, associated fees and costs of textbooks are assumed by the individual student and their parent/guardian.
5. No developmental courses will be offered through either CHS or DE.

IV. COLLEGE IN THE HIGH SCHOOL PROGRAM

ROLES AND RESPONSIBILITIES

A. Harrisburg Area Community College (HACC) will:

1. Approve the high school's CHS instructors, using the standardized HACC process for qualifying adjunct faculty. Instructor credentials will be approved by the respective Department Chair.

2. Approve CHS courses that may be offered in the high school and meet appropriate curriculum standards.

3. Provide a faculty orientation for new CHS instructors.

4. Coordinate student admissions and placement testing.

    a. Students should be admitted to the CHS program in accordance with HACC standard admissions procedures.
    b. HACC will provide high school with admissions applications and course enrollment forms.
    c. HACC will coordinate application and enrollment deadlines with high schools.
    d. Students admitted to the CHS program will be required to meet course prerequisites and take placement tests in accordance with HACC's policy on *Placement Testing*.
    e. HACC will provide HACC's add/drop/withdrawal policy to high schools. Students will be permitted to add/drop/withdraw from CHS courses in accordance with HACC standard registration policies.

5. Provide enrolled CHS students with a HACC identification number (HACC ID) and information on HACC student policies and services including access to college resources and facilities appropriate to the CHS program.

6. Provide the CHS student with access to the myHACC portal to register for classes, pay tuition, access college email, check grades, and access other student services.

7. Work with the new CHS instructor on the following items:

    a. Ensure that the CHS course is scheduled within the approved start and end dates and within the required number of contact hours.
    b. Review HACC requirements of Form 335, including textbook(s).
    c. Share course syllabus, assignments, tests, and other relevant course materials.
    d. Work with the CHS instructor to develop a course syllabus, assignments, and tests based on the requirements in the HACC Form 335, assuring that each course meets HACC academic standards, required textbooks, course outlines, and sequence of topics covered.
    e. Consult with the department chair to ensure that the high school has the supplies and equipment to offer the CHS course.
    f. Validate and submit class rosters.

8. Communicate with the CHS instructor as necessary during the course, especially during the first year regarding progress, questions, and/or problems.

B. Agora Cyber Charter School will:

1. Designate an Administrative Contact to:

    a. Identify qualified teachers and make a recommendation for their approval as CHS instructors.
    b. Require CHS instructors teaching the course for the first time to attend the new faculty orientation.
    c. Permit HACC personnel access to CHS instructor and the classroom for the purposes of meeting, conferring and observing.
    d. Forward all application and course registration materials to HACC in order to meet agreed upon deadlines; including, completing and signing applications and course enrollment forms. (A parent or guardian's signature is required for students under the age of 18.)
    e. Encourage CHS students to participate in a HACC New Student Orientation session.
    f. Ensure that the CHS course is scheduled within the approved start and end dates and within the required number of contact hours.

2. Ensure that approved CHS Instructor will:

    a. Submit materials for on-line application for adjunct qualification including professional resume, professional certifications, unofficial transcripts, and references.
    b. Attend orientations and trainings offered by HACC.
    c. Ensure that academic standards and expectations are the same for all students in the classroom, regardless of whether every student in the classroom has registered to take the college course and earn college credits.
    d. Facilitate the process requiring that all students meet placement requirements via placement testing.
    e. Submit a course syllabus before the start of every class to HACC's department chair, academic dean, and faculty secretary.
    f. Where required by the high school, assign a correlating grading scale between the high school grading and HACC grading.
    g. Discuss progress of course with the appropriate HACC contact as necessary by telephone or email, especially during the first year.
    h. Follow HACC's procedures for grade reporting, for student withdrawal or for change of grade.
    i. Require and facilitate the process for all students to complete an online college-approved student evaluation for the course.
    j. Participate in department and college assessment procedures.

C. Program Administration

1. The Vice President of Academic Affairs shall oversee the entire CHS program.

2. The Director of High School Partnerships shall be responsible for developing partnerships with the local secondary schools and be responsible for ensuring that the Memorandum of Understanding (MOU) is completed, signed and renewed every 3 years.

3. The appropriate School Deans will be responsible for assisting the selected high school instructor with the on-line application for adjunct qualification process.

4. Academic Guidelines: Quality Assurance

   a. Both the CHS instructor and the HACC designee will work together to ensure during their pre-course planning that all the elements of the course (syllabus, projects, experiments, papers, readings, exams, etc.) are of college-level quality.

      (1) Courses offered shall follow official course outlines provided by HACC, meet HACC's academic standards, and meet HACC's required number of contact hours.
      (2) Scheduled face-to-face hours for CHS courses should align with that of HACC's on-campus course.
      (3) Where the high school schedule includes class time, in addition to HACC's required number of minutes, HACC faculty and administration will establish guidelines for integrating high school curriculum requirements with College curriculum requirements.
      (4) Courses in composition, literature, social sciences and humanities will demand a substantial amount of writing and will maintain College standards in the amount and difficulty of reading and writing required.
      (5) Courses in mathematics, foreign languages, and the sciences will have a quantitative problem-solving component, and/or laboratories as appropriate. High school laboratory facilities must be equipped to meet HACC's laboratory course requirements, as outlined in the HACC Form 335.

V. DUAL ENROLLMENT

ROLES AND RESPONSIBILITES

A. Harrisburg Area Community College (HACC) will:

1. Oversee the partnership with the School District and be responsible for administration of the program at that campus, including the following details:

   a. Complete and sign the Memorandum of Understanding (MOU).

b. Work with School District to coordinate student selection process, application and course enrollment completion, placement testing, and orientation programs.

2. Approve HACC courses that may be taken by high school students.
3. Coordinate student admissions, placement testing, and course enrollment.
   a. Admit students in accordance with HACC Shared Governance Policies.
   b. Provide high school with admissions applications and course enrollment forms.
   c. Coordinate application and enrollment deadlines with high schools.
   d. Require students to meet course prerequisites and take placement tests in accordance with the HACC Shared Governance Policy on Placement Testing.
   e. Permit students to add/drop/withdraw from courses in accordance with applicable HACC Shared Governance Policies.
4. Provide enrolled students with a HACC ID, information on HACC student policies and services, and with access to college resources and facilities.
5. Provide the DE student with access to the myHACC portal to register for classes, pay tuition, access college email, check grades, and access other student services.
6. HACC agrees that employees, including but not limited to, instructors, adjuncts and faculty that require PA Act 15 as part of their job requirements (including PA State police clearance, Child Abuse Clearance, FBI clearance and Mandated Reporter trainings) are responsible to maintain and provide copies to the Office of Human Resources to maintain in the employee file.

B. Agora Cyber Charter School will:

1. Identify an Administrative Contact to:
   a. Ensure that students who apply for DE meet the admission criteria for HACC.
   b. Ensure that students who apply meet the high school's eligibility requirements.
2. Forward all application and course registration materials to HACC in order to meet agreed upon deadlines; including,
   a. Completed and signed applications, course enrollment forms, and student transcripts.
      a. A parent or guardian's signature is required for students under the age of 18.

SIGNATURES

Agora Cyber Charter School

Richard S. Jensen Jr. Digitally signed by Richard S. Jensen Jr. Date: 2023.03.01 08:34:14 -05'00'	Dr. Richard Jenson	
Signature, Chief Executive Officer	Name (Please Print)	Date
Anne M. Butler, Ed.D. Digitally signed by Anne M. Butler, Ed.D. Date: 2023.03.01 08:23:21 -05'00'	Dr. Anne Butler	3.1.23
Signature, Chief Academic Officer	Name (Please Print)	Date

Harrisburg Area Community College (HACC)

Dr. Al Griswold Digitally signed by Dr. Al Griswold Date: 2023.03.13 16:18:03 -04'00'		
Dr. Alfred Griswold, V.P. & Provost Academic Affairs Harrisburg Area Community College	Name (Please Print)	Date