



## **Carl Sandburg College/Galesburg Area Vocational Center Dual Enrollment/Dual Credit Agreement**

This agreement is entered into by and between Carl Sandburg College, hereinafter referred to as the "College" or "SANDBURG", and Galesburg Area Vocational Center (GAVC) and its governing board. The purpose of this Agreement is to allow high school students at secondary institutions associated with GAVC to simultaneously earn both high school and college-level course credit. Coursework is suitable to challenge students and enrich the high school curriculum, provide introductory college coursework, and avoid unnecessary duplication of coursework as students move from high school to college. The parties hereto believe that this Agreement will provide enhanced learning opportunities for qualified students before, during and after normal class hours through the effective use of the College's programs and resources. At no time will the College or the High School apply unethical pressure upon students or educational personnel to participate in dual enrollment/dual credit courses or programs.

The College and GAVC/District 205 do hereby agree as follows:

### **I. Student Eligibility**

- a) The student must have written approval of his or her GAVC counselor or director.
- b) The student must meet the entrance requirements established by Carl Sandburg College and complete the appropriate placement test where required.

### **II. Eligible Courses and Course/Credit Equivalencies**

Courses offered shall be drawn from the College's catalog of courses offered for credit. Students may not audit courses under the terms of this policy. Eligible high school students are permitted to enroll in college courses conducted before, during, and after school hours, and during summer terms. The College reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements. All students enrolled in the dual credit course must be taking the course for college credit.

### **III. Credits and Transcripts**

Determination of the equivalencies of Carl Sandburg College course work listed in this agreement toward high school graduation requirements is at the discretion of GAVC. College courses approved for Dual Enrollment/Dual Credit shall be posted on the appropriate transcript(s). Transcripts will be mailed to the respective student's High School after completion by the student of a written transcript request form or release of grade form.

### **IV. Enrollment Limitations**

Enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as determined by the SANDBURG Associate Dean of Career, Technical and Health Education or the Carl Sandburg Dean of Career and Corporate Development and the GAVC Director.

## V. Financial Arrangements

All GAVC students may apply for Pell funding. Any Pell funding received will be applied to the students account towards tuition and fees. SANDBURG will charge enrolled students our standard tuition and fees. Students will receive a credit for 50% off the tuition for the first six credits. Students enrolled in GAVC and non-GAVC courses the credit applies to the non-GAVC courses first. SANDBURG will invoice GAVC the remaining balance of tuition and fees for full payment once each fall and spring semester. Textbooks for dual credit courses will be the student's or GAVC responsibility. Pell eligible students enrolled in the program cannot be charged under the Dual Credit Experiment. GAVC agrees to pay any remaining tuition not covered by Pell or to pass that charge on to the local high school and that the student will not be charged. The College will confirm class rosters with the GAVC Director and Counselor prior to the start of the term.

## VI. Faculty

- a) All hiring decisions regarding faculty will be made by the appropriate College Dean/Associate Dean. For purposes of the SANDBURG/GAVC Agreement it is understood all classes are taught on the College campus, unless otherwise agreed, and by College qualified faculty.
  - 1) The College shall be responsible for the compensation of faculty, in accordance with College policy. Faculty may not receive dual compensation for instructional time. Dual credit/dual enrollment instructors shall be faculty of the College.
  - 2) A high school teacher employed to teach in dual credit/dual enrollment will be designated as an adjunct faculty member of the College and, therefore, must meet the credentialing requirements of the College. The High School will provide appropriate instructor credentials to be reviewed by the appropriate College Dean/Associate Dean. If this assignment is part of the teacher's load for the high school, SANDBURG will pay the equivalent of the salary to the school based on the rate of pay determined by Carl Sandburg College.
- b) Faculty must be under the ultimate control and supervision of the College. The College must provide for faculty orientation, supervision and evaluation.

## VII. Other Understandings and/or Responsibilities

Students are expected to familiarize themselves with the provisions of the Carl Sandburg College catalog. Enrollment at the College implies an understanding and acceptance by the student of an obligation to abide by the academic, administrative and social regulations of the College. The College reserves the right to remove and/or refuse readmission to any student who is found to be in violation of College policies. The student will become ineligible for dual enrollment during that term and becomes the responsibility of the High School.

## VIII. Information

Each party agrees to provide a mechanism for communicating the educational and economic benefits as well as the requirements for participation and enrollment procedures to parents and students. This must include the student's release of educational records as defined by FERPA for and between the College and the High School.

Periodic progress reports/grades on students will be provided to the GAVC counselor for the high school credit component of the classes per procedures agreed upon by the College and GAVC prior to the start of the school year.

Since this is college coursework and falls under FERPA privacy regulations, requests by parents for reports on student progress in a college course can only be accommodated if the student provides the college a signed letter providing the college with written permission to share information about the student's progress in their SANDBURG/GAVC class.

## IX. Appendix

Please refer to **Appendix A** for additional information regarding policies and procedures specific to the SANDBURG/GAVC agreement. This appendix shall be reviewed and

updated accordingly on an annual basis. Updated versions will be shared with all parties to the agreement and will be part of all active agreements.

X. Terms of Agreement

The terms of this Agreement shall be effective until either party requests a change or termination of the agreement. Any changes or terminations will be given in writing by either party at least 90 days prior to such termination.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Carl Sandburg College

\_\_\_\_\_  
President or Designee

\_\_\_\_\_  
Date

GAVC

\_\_\_\_\_  
District 205 Official and Title

\_\_\_\_\_  
Date

## APPENDIX “A”

### ADDITIONAL PROVISIONS BETWEEN GALESBURG AREA VOCATIONAL CENTER AND CARL SANDBURG COLLEGE INVOLVING GAVC STUDENTS ENROLLED IN CARL SANDBURG COLLEGE CLASSES DURING THE 2018-2019 SCHOOL YEAR

1. SANDBURG will provide classes represented in Section 6 of this appendix, to GAVC students on the SANDBURG campus or on Galesburg High School premises, as noted. Courses in which GAVC pays tuition for the students are billed at the current tuition and fee rates and are subject to cancellation if enrollment drops below 6 students.

The GAVC will be billed for fall semester in October and for spring semester in March, with payment due within 45 days of receipt of invoice. In the event that textbooks or special kits are required, GAVC will be responsible for the additional cost.

2. Classes will have maximum enrollments set dependent upon classroom and/or equipment availability. This number may factor in Carl Sandburg College students if class enrollment is open to both GAVC and Sandburg students.
3. For high school students taking dual credit classes on the SANDBURG campus, all students and instructors will follow the college schedule, except as noted. Dual credit students will abide by Carl Sandburg College policies and procedures covered in the SANDBURG student handbook. GAVC personnel will review high school grade reporting procedures with instructors prior to beginning the class. Dual credit students that are withdrawn per SANDBURG policy due to academic failure or disciplinary reasons will promptly return to their respective high school for the remainder of the course or semester. Once a student is dropped due to any SANDBURG policy violation, enrollment in a future dual credit course would require joint approval of appropriate SANDBURG personnel and GAVC personnel.
5. Students that are denied campus access due to academic failure or disciplinary reasons will promptly return to their respective high school for the remainder of the course.
6. GAVC CLASSES TO BE HELD AT SANDBURG CAMPUS DURING 2018-2019 ACADEMIC YEAR (Class meeting schedule established jointly by SANDBURG Associate Dean of Career, Technical and Health Education Programs and the GAVC Director)

Nutrition (NUT.110; 3 credits) (9:30 – 10:45 am, M-Th – 1 <sup>st</sup> 8 weeks of spring semester) (4 GAVC students enrolled) General college students can enroll in this course.	\$1,020
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Auto Technology (9:20 - 10:50 am M-F) (Fall – AUT 101 & 201 - 6 Credits) (Spring – AUT 203 & 204 - 5 Credits) (4 GAVC students enrolled) General College students will be allowed to enroll.	\$2,540 \$2,160
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Information & Communication Technology (9:30 – 10:45 am M-Th)	\$1,710
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(Fall – ICT 125, ICT 170 – 6 credits)  
 (Spring – ICT 180, BOC 107 – 6 credits) \$1,710  
 (3 GAVC students enrolled)  
 General College students will be allowed to enroll.

Welding (9:30-10:45 am M-F) \$3,660  
 (Fall – MFG 100, WEL 160 – 6 credits)  
 (Spring – WEL 162, WEL 125- 5 credits) \$3,090  
 (6 GAVC students enrolled)  
 No general College students will be allowed to enroll.

7. GAVC CLASSES TO BE HELD AT Galesburg High School DURING 2018-2019  
 ACADEMIC YEAR (Class meeting schedule established jointly by SANDBURG Associate  
 Dean of Career, Technical and Health Education Programs and the GAVC Director)

Introduction to Pharmacology (ALH.110; 3 credits) \$7,800  
 (1:30 – 2:20 pm – Spring, M, W, F)  
 Medical Terminology (MDT.100; 2 credits) \$5,250  
 (1:30 – 2:20 pm – Spring, T, Th)  
 (30 GAVC students enrolled)

Electrical Fundamentals (ELT.100 3 credits) M-F \$2,565  
 (To be held at GHS except for Friday Lab at CME)  
 Industrial Safety (MFG 130 2 credits) (to be held at GHS) \$1,575  
 (9 GAVC students enrolled)

**Pending HLC Location Approval\*** - CNC Operator (9:30-10:45 am M-F) \$3,885  
 (Fall – MTL 130, MFG 130 – 6 credits)  
 (Spring – MTL 135, MTL 103 - 6 credits) \$4,200  
 (7 GAVC students enrolled)

**NOTE:** This course will be taught by GHS faculty on GHS premises. The GAVC students are brought to the Sandburg campus on Fridays and use the electrical lab. GAVC will bill Sandburg for the faculty salary paid at GHS rate.

**NOTE:** For all courses: Final cost/semester varies by Pell recipients and / or number of students enrolled. Costs reflect all students receiving the Dual Credit tuition break of 50%. Students are also responsible for all course and program fees. This amount could change if students are also taking non-GAVC dual credit courses.

**\*HLC Location Approval** –Information was sent to HLC for this certificate to be offered at GHS. Barring no issues, we feel this will be approved prior to start of classes; however, if this is not approved, Sandburg will bus the CNC students to campus for the start of the courses until location is approved. In addition, no Pell funds can be released to these students until we receive location approval.

Rev 5/31/2018

c: Ellen Crowe, Tami Bowen, Kris Gray, Chris Banker, Carrie Hawkinson, Cory Gall, Lisa Hanson