

**SAMPLE 2018-19 Collaborative Agreement between \_\_\_\_\_ Public Schools  
And Great Falls College Montana State University**

This document outlines the partnership between the \_\_\_\_\_ School District and Great Falls College Montana State University (GFC MSU) for high school dual enrollment.

**Purpose:** The purpose of this partnership is to provide high school students in the \_\_\_\_\_ School District with the opportunity to earn either (a) high school credit and college credit simultaneously or (b) college credit only in the courses provided by GFC MSU.

**References:** Running Start Legislation:  
[http://leg.mt.gov/bills/mca/title\\_0200/chapter\\_0090/part\\_0070/section\\_0060/0200-0090-0070-0060.html](http://leg.mt.gov/bills/mca/title_0200/chapter_0090/part_0070/section_0060/0200-0090-0070-0060.html)

Administration Rule ARM 10.57.437 on Postsecondary Faculty License  
<http://www.mtrules.org/gateway/ruleno.asp?RN=10.57.437>

GFC MSU Faculty License website:  
<http://admissions.gfcmsu.edu/highschool/pdf/LicensedFacultyList.pdf>

GFC MSU High School Dual Enrollment policy:  
[http://www.gfcmsu.edu/about/policies/PDF/300/310\\_1.pdf](http://www.gfcmsu.edu/about/policies/PDF/300/310_1.pdf)

Montana University System Dual Enrollment Guidelines:  
<http://admissions.gfcmsu.edu/highschool/pdf/DualEnrollmentGuidelines.pdf>

GFC MSU catalog website: <http://catalog.gfcmsu.edu/>

**Eligibility:** High school students who are at least 16 years of age or a high school junior are eligible for dual enrollment courses under the following conditions:

- ⇒ The student must have received prior authorization from a designated high school representative,  
**and**
- ⇒ The student must complete and submit all appropriate paperwork for the program.  
**and**
- ⇒ The student must satisfy all prerequisites listed in the catalog for the individual course they wish to take.  
**and**
- ⇒ The classes requested must not be available through the school district.  
**and**
- ⇒ In registering these students, GFC MSU will not displace adult students attending the College.  
**and**
- ⇒ Developmental coursework is not eligible for dual enrollment pricing.  
**and**
- ⇒ Dual Enrollment students will not be placed on course waitlists

**Credits:** Students will earn college credits as referenced in the current GFC MSU catalog. Typically one 3 credit semester college course is equivalent to 1 semester credit in high school.

**Funding:** Funding for all designated dual credit or college-credit-only courses will be managed according to this formula: ½ in-state resident tuition.

Tuition                      \$57.34/credit to student

*\* Fees will be assessed using the same model for all credit bearing courses. Current tuition and fee schedule is available online at*

<http://finaid.gfcmsu.edu/documents/Tuition/FY%2019%20Dual%20Credit.pdf>

*Books, supplies, materials, course fees, program fees, and travel costs will be paid by either the student or the school district.*

**Refunds:** In the case of student withdrawal from dual enrollment courses, refunds will be made according to regular College policies (as stated in the catalog) and divided equally between the student and GFC MSU according to the Funding section above.

**Online**

**Courses:** For online dual enrollment courses that will also earn the student high school credit, the School District will provide an on-site facilitator who is a certified teacher in the district. This facilitator will provide on-site support for students taking online courses, generally of a technical nature, to ensure that students have the support they need to be successful with the technology. GFC MSU will provide direct assistance as needed for the facilitator.

**Term:** This agreement will remain in effect for the 2018-2019 academic year. On or before May 1, 2019, the parties will consider whether to continue the agreement for the next academic year.

**Signatories:** The following persons representing \_\_\_\_\_ Public Schools and Great Falls College Montana State University agree to the terms of this agreement, which will be revisited on or before May 1, 2019 for possible continuation in future academic years.

\_\_\_\_\_  
Superintendent of \_\_\_\_\_ Public Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Susan J. Wolff, CEO/Dean of GFC MSU

\_\_\_\_\_  
Date