

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION
ON THE BEHALF OF WESTERN NEVADA COLLEGE AND
WASHOE COUNTY SCHOOL DISTRICT, 2023-2028**

**AGREEMENT AND PROPOSAL FOR THE DELIVERY OF LOWER DIVISION
COURSEWORK TO WASHOE COUNTY HIGH SCHOOLS**

The Board of Regents of the Nevada System of Higher Education, on behalf of the Western Nevada College (WNC) desires to work together with the Washoe County School District (WCSD) to offer college courses that qualify for dual credit to WCSD students at Washoe County high schools during and after public school hours. This agreement effective July 1, 2023, to June 30, 2028, supersedes all previous agreements and describes the mutual understanding of WNC and WCSD. This agreement will be reviewed, and revisions made as necessary. Any renewal will be subject to further negotiation and agreement.

The following statute supplies the legislative mandate for dual credit:

NRS 389.160 Credit toward graduation from high school for courses taken at community college, or university.

1. A pupil enrolled in high school, including, without limitation, a pupil enrolled in grade 9, 10, 11 or 12 in a charter school or a pupil enrolled in a program designed to meet the requirements of an adult standard diploma, who successfully completes a course of education offered by a community college, state college or university in this State which has been approved pursuant to subsection 2, must be allowed to apply the credit received for the course so completed to the total number of credits required for graduation from the high school or the charter school in which the pupil is enrolled or the credits required for receipt of an adult standard diploma, as applicable.

2. With the approval of the State Board, the board of trustees of each county school district and the governing body of each charter school shall prescribe the courses for which credits may be received pursuant to subsection 1, including occupational courses for academic credit, and the amount of credit allowed for the completion of those courses.

3. The State Board must not unreasonably limit the number of dual credit courses in which a pupil may enroll or for which a pupil may receive credit.

(Added to NRS by 1989, 1089; A 1991, 1700; 1993, 103; 1999, 3313; 2007, 1997; 2017, 445)

and

NRS 389.310 Programs for dual credit courses; reports.

1. Each school district and charter school and a university school for profoundly gifted pupils may establish a program for dual credit, or partner with another school district or charter school that has already established a program for dual credit, whereby pupils enrolled in the school district or charter school may enroll in a dual credit course at a community college, state college or university that has been approved for dual credit pursuant to NRS 389.160. A school district, charter school or university school for profoundly gifted pupils may enter into cooperative agreements with one or more institutions of higher education located in another state and accredited by a regional accrediting agency recognized by the United States Department of Education to offer dual credit courses that are not offered by a community college, state college or university located in this State to pupils enrolled in the school district, charter school or university school for profoundly gifted pupils. Any credits earned by a pupil for the successful completion of a dual credit course must be applied toward earning a credential, certificate, or degree, as applicable, at the community college, state college or university.

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2. An institution of higher education located in another state that enters into a cooperative agreement with a school district, charter school or university school for profoundly gifted pupils in this State to offer a dual credit course shall provide to the Department a copy of each cooperative agreement entered into by the institution of higher education pursuant to subsection 1.

3. On or before December 1 of each odd-numbered year, the board of trustees of each school district and the governing body of each charter school or university school for profoundly gifted pupils shall submit a report on its program for dual credit established pursuant to subsection 1 to the Joint Standing Committee on Education and the Director of the Legislative Counsel Bureau for transmission to the next regular session of the Legislature. The Department, in consultation with the Board of Regents of the University of Nevada, school districts and charter schools shall adopt regulations prescribing the information the report must include. The report may include, without limitation:

- (a) The number of pupils enrolled in the program;
- (b) A list of the courses in which pupils enroll;
- (c) The number of pupils enrolled in each topic;
- (d) The demographics of the pupils enrolled in the program, including, without limitation, race, ethnicity, gender identity or expression, grade level and eligibility for free or reduced-price lunch pursuant to 42 U.S.C. §§ 1751 et seq.;
- (e) The cost to the school district or charter school for establishing and maintaining the program;
- (f) The cost to pupils for participating in the program; and
- (g) The number of teachers employed by the school district or charter school who serve as the teacher of record for a dual credit course.

(Added to NRS by 2017, 444; A 2021, 749, 1097)

Concept

During the traditional school day and after regular public-school hours, WCSD students may earn dual credit for courses taken at WNC that qualify for college credit from a common menu of courses approved by the Washoe County School District Board of Trustees. WCSD students may enroll in a course at WNC and receive both elective high school and college credit. All appeals may be made, IN ADVANCE, to WCSD Student Accounting. The process for receiving high school credit for a college course is governed by NRS 389.160.

The following guidelines must be applied in all cases:

Courses Available

- College/Community College courses may be taken for college credit only, high school credit only (in the case of remedial college courses), or for dual (high school/college) credit.
- Any course offered through WNC and approved by both the Washoe County Board of Trustees and the Nevada State Board of Education is available for dual credit. Those courses will appear on the WCSD List of Approved Dual Credit Courses. The WCSD Department of Curriculum and Instruction will determine course equivalency. Community Service courses are not available for dual credit.

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Who may take Dual Credit Courses:

- Dual credit courses are available only to high school freshman, sophomores, juniors, and seniors.

Credit for Dual Credit Courses:

- Only courses on the WCSD List of Approved Dual Credit Courses may be taken for dual credit. If a student wishes to take a course that is not on the list, the student may appeal to WCSD Student Accounting prior to taking the course.
- A dual credit course may be applied as either academic or elective high school credit. The courses that are for academic credit are denoted on the WCSD List of Approved Dual Credit Courses. The most up to date list maybe found at <https://www.washoeschools.net/Page/1976>. Appeals for academic credit may be directed to WCSD Student Accounting.
- Dual credit grades will apply to the student's high school transcript unless the student withdraws the dual credit application by the tenth day of the high school semester.
- The high school student earns 1.0 high school credit per one-semester 3-, 4-, or 5-credit college course.
- The high school student earns 0.5 high school credit per one-semester 1- or 2-credit college course.
- The grade a student earns in a dual credit course will be figured into the student's total high school GPA.
- A dual credit course counts toward the academic load requirement.
- Honors credit may be assigned to all WNC dual credit courses with the exception of physical education.
- Advanced Dual Credit (ADC) may be assigned to any WNC dual credit courses listed as a course receiving ADC credit on the WCSD List of Approved Dual Credit Courses. The WCSD Department of Curriculum and Instruction will make the determination as to what qualifies for an equivalent course.

Process:

- 11th or 12th grade students choosing to take any college course, for college or dual credit, must submit an application online using the WNC Application for Admission. 9th or 10th grade students must complete the WNC Early Admission Form.
- Dual credit will not be awarded retroactively.

Responsibility of the student:

- Request, complete, and submit the appropriate form(s) prior to enrolling in a college class.
- High school students are responsible for all expenses incurred by taking a dual credit course and pay regular college tuition, books, and fees for most dual credit courses and are eligible for many college services such as tutoring, counseling, library use, financial aid, etc.
- Meet all college pre-requisites for the dual credit course;
- Provide verification of enrollment in the college course to the high school;
- Abide by all WNC institutional policies and procedures;
- Inform the high school if he/she drops the college class during the semester (college classes dropped anytime within the semester will not have the course posted to the transcript. Students who wish to drop a Dual Credit course which is part of the academic load requirement must consult with his/her counselor to ensure that the academic load requirement is met);

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- Request a copy of the college transcript at the end of the semester and present it to the high school registrar before the end of the third week of the next high school semester (Students who do not provide a transcript by this date will not have the course recorded on their transcript. The course will be added to the high school transcript when the transcript is provided);
- Provide his/her own transportation; and
- Determine if dual credit earned through this program will transfer to another institution of higher education.
- If the student has an Individualized Education Plan in the Washoe County School District, notify WNC Transition Outreach to develop an ADA plan for supports offered by WNC.

Responsibility of the WCSD High School:

- Advise the student if the courses will apply to the number of credits required for graduation including developing an academic plan for the student;
- Enter course number 8405 (1-2 credits)/8406 (3-5 credits) for regular dual credit, 8404 for Honors dual credit, or 8421 for Advanced Dual Credit on the student's schedule;
- Enter the title of the course taken for dual credit;
- Post the dual credit course on the student's high school transcript within 3 weeks of completion of the course. Update the student's high school transcript when presented with a transcript from WNC.
- Consider athletic eligibility based on the grade point average, counting a 3-5 credit WNC class as 1.0 high school credit and thereby counting the course as 2 classes in the grade point average. 1-2 credit classes at WNC count as .5 high school credit and therefore will count as one course and count as 1 class in the grade point average.
- Assign the student the school district's student identification number as a unique identification number

Responsibility of the College, Community College, or University:

- WNC will comply with FERPA regulations.
- WNC will comply with ADA regulations.
- Tuition will be refunded pursuant to the refund policies of WNC if the student elects to drop a course or if the student is administratively dropped.
- Unlike a student's high school, WNC is not required to provide Free Appropriate Public Education for students with disabilities. WNC is required to meet the obligations of the Americans with Disabilities Act and as such will work with a student, if requested, to develop an ADA plan that may or may not include modifications.
- WNC will use the NSHE student identification number as a unique identification number and retain that identification number.
- Provide an unofficial transcript to the student's high school, with pupil permission, no less than 3 weeks after the end of the term in which the dual credit course was taken.
- Apply credits earned by the pupil for the successful completion of a dual credit course toward earning a credential, certificate, or degree, as applicable, at the community college, state college or university that provides the dual credit course. Remedial courses are not considered dual credit.

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Program Characteristics

A menu of courses identified by each institution will be offered to WCSD. These courses will be approved by WCSD Student Accounting, the WCSD Board of Trustees and the Nevada State Board before being offered to students.

Curriculum and Course-taking Pattern

Students must meet all prerequisites as stated in the University Catalog to enroll in a WNC course. Qualified WCSD students may enroll in up to three courses per academic semester. The curriculum of the college level courses taken by high school students as part of their dual enrollment programs will be the same as regular college students.

Course Selection

Course selection will be made from the WCSD List of Approved Dual Credit Courses offered in Washoe County high schools. WCSD will receive a yearly update of the WNC changes to the course catalog so that we can add/delete/modify courses according to the WNC course catalog.

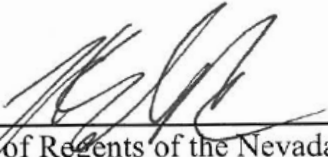
Review and Update of Course Offerings

By March 1 of each year, WNC will forward any course changes in the course catalog so that we may add/delete/modify courses and have changes approved for the upcoming school year. This list will be subsequently presented by the WCSD Senior Director of Student Accounting to the WCSD Board of Trustees and the Nevada State Board of Education for approval.

Term

The term of this agreement is five years beginning on the date the last party signs. Notwithstanding the foregoing, either party may terminate this agreement without cause with 30 days' written notice to the other party. If this option is exercised, any WCSD student enrolled in a WNC course may complete that course notwithstanding the termination of the agreement.

Signatures:



Board of Regents of the Nevada System of
Higher Education on Behalf of Western Nevada College
President, Dr. J. Kyle Dalpe

3/3/23
Date

**Andrea
Sullivan**

Washoe County School District
Superintendent, Dr. Susan Enfield

Digitally signed by Andrea
Sullivan
Date: 2023.06.25 08:19:34
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Date