



MEMORANDUM OF UNDERSTANDING

2025 – 2026

Between the University of Southern Indiana and Central Nine Career Center

The **University of Southern Indiana** (herein called the "University") and **Central Nine Career Center** (herein called the "High School") enter into this Memorandum of Understanding ("MOU") to provide opportunities for students to earn dual credit through the University's College Achievement Program (CAP).

Dual credit is defined as a college course taught by an individual whose primary employer is the school district or school corporation. USI CAP instructors are high school teachers who have been approved and trained by the University. Under the dual credit covered by this MOU, a student is simultaneously enrolled at the University and the High School and is therefore earning USI and high school credit in the semester culminating in mastery of the subject matter.

CAP has been continuously accredited by the **National Alliance of Concurrent Enrollment Partnerships** (NACEP) since 2006. NACEP standards require faculty/instructor collaboration, site visits, discipline-specific professional development, and content alignment. The University is committed to supporting CAP students, instructors and counselors while upholding NACEP standards.

This MOU outlines the responsibilities for both USI and secondary school partners when collaborating to offer dual credit.

A detailed list of each high school or career center's course offerings can be found on the final page.

General Criteria for Students to Qualify for USI's College Achievement Program (CAP)

- Effective Fall 2023, all USI dual credit through the College Achievement Program (CAP) is offered at **no charge** to students.
- To participate in CAP, students must be **juniors** or **seniors** with a cumulative GPA of 2.5 or higher. **Sophomores** must have a cumulative GPA of 3.0 or higher (on a 4.0 scale), along with approval from an instructor or counselor.
- Students must also meet course-specific **prerequisites**, if applicable to the course they hope to take. Details can be found at usi.edu/cap/prereqs
- Students who meet both the program criteria as well as the prerequisite(s) for their requested course(s) will be registered in the USI system as non-degree seeking CAP students. Credit earned is recorded on an official USI transcript, which can be accessed through the student's USI credentials. Transcripts can be sent to other colleges or universities to facilitate the transfer of USI credit earned through CAP.
- Per Indiana policy, students who earn a grade lower than a C in a dual credit course are not permitted to take additional dual credit coursework in the same subject area.

- While there is no limit set by the state of Indiana to the number of credits students can earn, USI strongly recommends that students taking more than 12 hours, in aggregate across all dual credit partners, speak with an advisor either in the CAP Office or in one of USI's advising centers.

High School Responsibilities

- USI will be the sole dual credit partner in a particular course. While multiple teachers in the building may offer dual credit with different colleges or universities, a student should not be able to take an equivalent course from two different institutions simultaneously.
- The following information pertains to public and charter schools only.
 - According to IC 20-43-10.5-3, academic and technical honors diplomas result in additional funding to the school corporation of \$1,094-\$1,497 per student, depending whether the student was receiving SNAP, TANF, or foster care services and the fiscal year.
 - This is a reduction from \$1,100-\$1,500 awarded in FY24 and FY25.
 - Chapter 10.5, Sec. 3 (c) states: "Any amount received by a school corporation as determined under this section may be used only for: (a) any staff training; (b) program development; (c) equipment and supply expenditures; or (d) other expenses directly related to the school corporation's honors designation program; and the school corporation's program for high ability students."
 - According to IC 20-43-10.5-4, effective June 29, 2025, schools are eligible for **additional funding** for the following:
 - The number of dual credit courses completed by each student = \$40 per credit hour for the school corporation, not to exceed \$1,200 per student. Courses must be part of the Indiana Core Transfer Library (CTL).
 - For each student who completes the Indiana College Core (ICC) in FY26, the school corporation will receive \$1,491; in FY27, the corporation will receive \$1,497 for each student who completes the ICC.
 - Additional funding is available for corporations when students earn associate degrees or complete the Honors Enrollment Plus (\$2,495), Honors Employment Plus (\$2,495), or Honors Enlistment Plus (\$873) Seals. These dollar amounts are for FY27.
- **Data Sharing**
 - To assist the CAP Office in determining that students meet both program and course-specific prerequisites, High Schools will be asked to share GPAs and standardized test scores for students in the high school section of a course affiliated with USI credit, as well as the course rosters themselves.
 - This data sharing could take place as early as April/May, but more typically in late July/August for fall and yearlong sections and in November-February for spring sections.
 - Families of potential CAP students should be alerted that when their student registers in a high school course for which USI credit is available, their student's GPA and test scores will be shared with USI for the purpose of determining if the student meets the program and course requirements.
 - In order to meet state enrollment deadlines for institutions of higher education, these data will potentially be shared with USI *before* all first-time CAP parents/guardians have signed the one-time CAP Electronic Student Permission Form.
 - The CAP **Electronic Student Permission Form**, signed by each CAP student's parent or guardian in the first semester in which the student enrolls in USI credit, states: "I grant permission for the University of Southern Indiana to report my student's academic progress to their high school and for their high school to release any relevant educational records to USI as may be required to

provide them with services under CAP. This is including, but not limited to, GPAs, standardized test scores, transcripts, IEPs, and/or 504 plans.”

- With proper authorization, USI has permission to report CAP students’ academic progress to the High School.
 - The High School has permission to share relevant educational records with USI, including GPAs, transcripts, standardized test scores as required for course prerequisites, IEPs, and 504 plans.
- Regarding any data shared under this MOU, the parties will comply with all applicable state and federal laws, including the Family Educational Rights and Privacy Act (FERPA). Neither party will disclose, communicate or divulge any confidential information unless permitted by FERPA or required by federal or state law.
- **CAP Enrollment**
 - Inform students and families throughout high school about potential USI dual credit opportunities.
 - Assist with the dual credit enrollment process.
 - Invite CAP staff to present to students, either in person or virtually, or ask the building coordinator, counselors, and instructors to facilitate enrollment internally.
 - Monitor enrollment tracking spreadsheets, taking timely action to assist students when needed.
 - Students in fall and yearlong courses must enroll by the fall deadline. Students in spring courses must enroll by the spring deadline. No mid-year enrollments are permitted for yearlong courses.
 - If there is more than one CAP instructor in the building, identify an individual to serve as a **building coordinator** to facilitate and manage the dual credit enrollment.
 - The building coordinator is typically in the counseling office.
 - The building coordinator is eligible to receive a small stipend, paid by USI, which is paid each semester based on unduplicated headcount. 25-100 students = \$100; 101-200 students = \$200; 201-300 students = \$300, etc. No stipend is paid for 0 to 24 students.
 - Time spent being trained as a building coordinator or attending professional development offered during the summer is paid at the rate of \$25 per hour. No stipend is paid for meetings during the academic year.
 - The building coordinator will be assigned to each USI course section offered in the building to enable secure access to rosters and final USI grades, for the purpose of logging dual credit on high school transcripts and completing state reports.
 - If applicable, identify an **Accuplacer test proctor**. (For schools that offer English 101, Psychology 201, or any math course, these courses carry additional prerequisites that may require students complete a placement test through the Accuplacer system.)
- **Responsibilities of CAP Instructors**
 - Utilize the course syllabus template for the current academic year, provided by the CAP Office.
 - Provide a copy of the final course syllabus to the CAP Office by the first Friday of the high school’s semester.
 - Assist with the enrollment process, and if needed, the withdrawal process.
 - Regularly check official USI rosters in the myUSI system, alerting the USI CAP Office to errors and drops.
 - Enter final grades in the USI system by the published deadlines.
 - Complete USI-provided trainings including but not limited to a one-time FERPA training and regular IT security trainings.

- Facilitate required observation visits by the faculty liaison no less often than once every two years.
- Attend annual, discipline-specific professional development each year.
- **Title IX**
 - The High School is responsible for adhering to Title IX regulations as implied for K-12 schools.
 - All matters of sexual misconduct should be reported to the district/corporation's Title IX coordinator.
 - Training of CAP instructors on Title IX is the district/corporation's responsibility.
 - CAP instructors may choose to take USI's Title IX training, but this is optional.
- **Statement on Students with Disabilities**
 - Students with disabilities who meet the eligibility standards (usi.edu/cap/prereqs) are invited and encouraged to enroll in CAP. Each high school retains the responsibility for providing and coordinating any accommodations or services as described in the student's current IEP, 504 Plan, or similar educational plan. The CAP Office only needs to be informed about accommodations related to placement testing, or if there is an accommodation which would fundamentally alter the content of the University course, as determined by USI. Students in fully online or hybrid courses should be aware that, due to the nature of online courses, some accommodations approved for traditional USI classroom courses may not apply.
- Be familiar with the most recent version of the **Indiana Dual Credit Frequently Asked Questions**, jointly written by the Indiana Department of Education (IDOE) and the Indiana Commission for Higher Education (ICHE).
 - Visit transferin.net/ways-to-earn-credit/dual-credit-programs and look under Policy/FAQs/Reports.
 - The ICHE and IDOE expect both USI and its partner schools to adhere to these policies.

Course-Specific & Student Reminders

- Effective Fall 2019, high school sections of English 101, Rhetoric & Composition I, were limited to 22 students enrolled for USI credit.
- Effective Fall 2019, high school sections of English 105, Introduction to Literature, were limited to 25 students enrolled for USI credit. Enrollment in this course is limited to seniors.

University Responsibilities

- Uphold the accreditation standards of the **National Alliance of Concurrent Enrollment Partnerships** (NACEP), as required by Indiana policy, including observation visits by faculty liaisons and providing annual, discipline-specific professional development.
 - In certain disciplines, the professional development may be scheduled during the academic year. USI cannot pay for the cost of substitute teachers.
- Pay **stipends** to CAP **instructors**.
 - Enrollment stipends are based on unduplicated student headcount. 1-30 students = \$100; 31-50 students = \$200; and so on, to a maximum of \$1,000 for 191 or more students. No stipend will be paid for zero enrollments.
 - Training and professional development stipends are paid at the rate of \$25 per hour, regardless of training date or modality.
 - An additional stipend is paid to certain teachers once every 3 years when they undertake the additional responsibility of Core 39 assessment. The Core 39 stipend applies only to instructors

teaching courses that are part of USI's Core 39 general education curriculum. Stipend rates range from \$50-\$100 for 1-30 students; \$100-\$200 for 31-50 students; and so on, to a maximum of \$500-\$1,000 for 191 or more students. No stipend will be paid for zero enrollments.

- Pay **stipends** to **building coordinators**, as outlined above.
- Faculty liaisons will review **textbooks** during the instructor approval process. The CAP Office will work creatively to offer low- or no-cost supplements, when those are deemed necessary to uphold the rigor of the course. In rare instances, specific textbooks could be required by the sponsoring academic department, but these situations will be communicated early in the approval process. The University does not provide textbooks to CAP students.
- Both instructors and administrators share responsibility for notifying the CAP Office as quickly as possible of an **instructor absence of two weeks or longer**. The CAP Office must be attentive to the length of the absence and the substitute teacher's credentials. Each situation will be considered on a case-by-case basis.
- Educating and training the next generation of educators is of the utmost importance. **Cooperating teachers** willing to host a **student teacher** provide an invaluable experience for that student, as well as a service to the University and other institutions of higher education. Cooperating teachers who are also USI CAP instructors have a foot in both the secondary and post-secondary worlds, in that they teach an undergraduate course to high school students in the high school classroom.
 - To assure that individuals teaching USI undergraduate courses through CAP meet the Higher Learning Commission's credentialing requirements, cooperating teachers should be co-instructing with student teachers during non-CAP class periods *only*.

The supplemental document includes a list of USI CAP instructors and courses scheduled to be offered in the coming academic year, as of the date this document was sent.

Signatures

By signing below, the Parties agree to the terms outlined in this MOU and commit to fulfilling their respective responsibilities to support the success of students in USI's College Achievement Program (CAP).

Central Nine Career Center



Dr. William Kovach



Date

University of Southern Indiana



Dr. Jaclyn Dumond, Ed.D.
Director of College Achievement Program and Lifelong Learning



USI Dual Credit Courses
Offered at Central Nine Career Center
2025-2026
(Information accurate as of August 4, 2025)

USI Subject	USI Course	USI Title	Hrs	Length	Instructor	USI Core 39 General Education Requirement?	Indiana Core Transfer Library (CTL) Course?¹
HP	115 ²	Medical Terminology for the Health Professions	2	Year-Long	Mark Rund	Nop	Yes - CTE
KIN	188	Introduction to Kinesiology and Sport	2	Year-Long	Mark Rund	No	No - CTE
KIN	281	Personal Health Science	3	Year-Long	Mark Rund	Yes	No - CTE
KIN	282	CPR and Sports Injury Prevention for the Health Care Provider	2	Year-Long	Mark Rund	No	Yes - CTE

¹ Public school corporations are eligible for \$40 per credit in state funding for each student who completes a dual credit course from the Indiana Core Transfer Library. See IC 20-43-10.5-4 and page 2, above.

² Medical terminology is able to be offered outside the approved Exercise Science Pathway, as long as students earn credit for IDOE Course # 5274, Medical Terminology, while taking the USI course. The high school credit is, effectively, taken in addition to the student's normal schedule.