

Memorandum of Understanding Between
Doddridge County Board of Education
and
Pierpont Community & Technical College

This Memorandum of Understanding (MOU) between Pierpont Community & Technical College and Doddridge County Board of Education, including Doddridge County High School, sets forth the services and expectations associated with the Pierpont College Academy *One Walk, Two Degrees* coursework and degree pathway for students to earn a Liberal Studies (Associate of Arts) degree concurrently with their high school coursework. This agreement is made between Pierpont Community & Technical College, as the sole provider, and the Doddridge County Board of Education for the academic years of 2023-2024 through 2027-2028 to support the first program cohort to degree completion.

Responsibilities of Doddridge County Board of Education

Doddridge County Board of Education agrees to:

1. Pierpont Community and Technical College will be the exclusive provider rights for all coursework contained in and required for the completion of the Liberal Studies Associate of Arts Degree pathway and its associated tracks.
2. Make its best effort to promote the Pierpont Liberal Studies (Associate of Arts) degree pathway in all Doddridge County high schools.
3. Pay the current dual enrollment tuition cost at the time of enrollment per credit hour per student per semester.
4. Pay textbook costs associated with each course for each student.
5. Provide Board of Education-issued electronic devices for instructional use, such as laptops, Chromebooks, or iPads.
6. Provide participating students full access to their Pierpont email, Pierpont Portal/Blackboard Learning Management System, and other student support services while on their Board of Education-issued devices.
7. Promote WV Kids Connect hubs as a resource for students.
8. Collect, report, and share student data as needed.
9. Adhere to the provisions in the Family Educational Rights and Privacy Act (FERPA) and any other local, state, or federal laws or regulations, as appropriate.
10. Recommend onsite faculty, who meet Pierpont's faculty credentialing standards, to teach dual enrollment courses.
11. Ensure participating faculty, who instruct college-level courses, adhere to Pierpont's standards and expectations for faculty.
12. Collaborate and cooperate with Pierpont outreach and marketing campaigns.
13. Provide an identified County liaison and an onsite liaison for each participating school.

Responsibilities of Participating Students

Participating Students will agree to:

1. Adhere to dual enrollment and program application and registration guidelines.
2. Follow the policies and guidelines outlined in the Pierpont Community Technical College student handbook and academic catalog.
3. Meet all course requirements and prerequisites.
4. Follow the college transcript request process, as applicable, and be responsible for any transcript fees.



Responsibilities of Pierpont Community & Technical College:

Pierpont Community & Technical College agrees to:

1. Provide resources regarding the Liberal Studies (Associate of Arts) degree program pathway for all county high school administrators, counselors, faculty, interested parents, and students.
2. Provide a syllabus for course offerings which include course level objectives.
3. Provide appropriate learning assessments for all courses.
4. Provide onboarding, training sessions and mentoring opportunities for dual enrollment instructors and facilitators.
5. Evaluate all instructors for appropriate credentials for the courses being taught.
6. Waive Pierpont College Academy program fees and other non-dual enrollment fees for students participating in this degree pathway.
7. Provide high school students enrolled in the Liberal Studies degree pathway the same rights and responsibilities as on-campus students, including access to learning resources and student success support services.
8. Provide high school students enrolled in the Liberal Studies degree pathway with college readiness advising as part of our student support services to bridge students successfully into college course completion.
9. Provide grades and attendance records as required to the participating schools.
10. Provide a minimum of two Pierpont classes each semester (fall & spring). The courses offered will be sequenced and support the completion of the program as documented in Appendix A.
11. Provide students with access to libraries and electronic databases.
12. Provide tutoring support services including tutoring and success.
13. Collect and report degree completion data.
14. Support students who complete the Liberal Studies Associate of Arts degree program as outlined and who wish to matriculate to Pierpont for a second degree with a special Pierpont Foundation scholarship fund, as determined solely by Pierpont.
15. Participate in each high school graduation ceremony with Pierpont senior administration present to confer the Liberal Studies Degree at these ceremonies.

TERMS:

1. This MOU is effective with the date of the fully executed document and shall continue until this MOU is terminated.
2. This MOU may be modified only in writing signed by the Pierpont Community & Technical College President and the Superintendent of Doddridge County Board of Education. Either party may terminate this MOU by providing one semester or 18-weeks, whichever is greater, written notice to the other party. Notwithstanding the foregoing, either party may terminate this MOU immediately if participation under this MOU may give rise to a violation of any requirements of federal or state law or regulation or the requirements of any accrediting agency having jurisdiction. Termination of this agreement may require Pierpont Community & Technical College and the Board of Education to develop a teach-out plan or strategies for students enrolled in the pathway.
3. Pierpont Community & Technical College reserves the right of first refusal regarding all dual enrollment coursework contained within the Liberal Studies, A.A. pathway, its concentrations, and tracks.
4. Nothing in this MOU shall create or be construed as creating a joint enterprise, joint venture, partnership, employment relationship, master servant relationship or principal-agent relationship between the parties.
5. This MOU shall be governed, interpreted, construed, and enforced in accordance with the laws of the State of West Virginia.
6. The undersigned represent that they have the full power and authority to execute this MOU on behalf of their respective entities, and that no further votes, approvals, or authorities are required.



7. This MOU is the entire agreement between the parties on the subject matters on which it applies. It supersedes all prior oral or written understandings, agreements, memoranda, proposals, or other agreements with respect thereto.
8. Agreements may be executed by either electronic or facsimile transmission in one or more counterparts, each of which shall be deemed an original.

The following signatures indicate approval of the Memorandum of Understanding between Pierpont Community & Technical College and Doddridge County Board of Education, including Doddridge County High School.

Doddridge County Board of Education

By: Scott Adson

Printed Name: Mr. Adam Cheeseman

Date: May 5, 2023

Title: Superintendent

Pierpont Community & Technical College

By: Kathleen L. Nelson

Printed Name: Dr. Kathleen Nelson

Date: May 5, 2023

Title: Interim President

By: Michael Waide

Printed Name: Dr. Michael Waide

Date: May 5, 2023

Title: Provost, Vice President of Academics & Student Services



Appendix A: Sample Schedules

