



2026-2027 Memorandum of Understanding for Dual Enrollment SAMPLE School District and Great Falls College Montana State University

Purpose

The purpose of this partnership is to provide high school students in the SAMPLE Public 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

This document was prepared in accordance with the *Montana University System Operational Guidelines for Dual Enrollment* and other related Montana legislation and Montana University System directives, Administrative Rules of Montana, and Great Falls College policies. All references may be found at www.gfcmsu.edu/home/admissions/dual-enrollment/

Definitions

Dual Enrollment is the broad term for various opportunities for students to take college coursework while enrolled in high school or home school and receive a) both college and high school credit, or b) college-credit only. The format governed by this MOU is:

High School Based Concurrent Enrollment courses are college courses which take place in the high school, during the high school day and are taught by high school faculty who have been approved (as per [Board of Regents Policy 730](#)) to instruct said college-level courses as part of their duties as a school district employee. High school students participating in concurrent enrollment will earn a grade on the permanent college and high school transcripts. These courses have been approved as having equivalent course content, learning objectives and outcomes, and work assignments as the college course.

Other formats for dual enrollment include **College Based Dual Credit** which are taught by college faculty at the college or through online/hybrid offerings. Earned grades are recorded on the permanent college transcript and may also be recorded on the high school transcript. **Early College/College-Credit-Only** courses are college courses (on-campus, on-line/hybrid) in which students may enroll for college credit only. Earned grades are recorded on the permanent college transcript but are not recorded on the high school transcript.

Courses Offered

A list of courses offered each academic year can be found using the [Class Schedule tool](#).

Student Eligibility

High school students who are at least 16 years of age or a high school junior or senior* are eligible for dual enrollment courses. **Exceptions may be made for age/academic grade. These student must complete an Age Waiver Application Packet and be approved for participation by the college.*

Home school students may enroll in dual enrollment courses via the district in which they reside. Students from regional schools may enroll in dual enrollment courses if a prior agreement exists between both schools.

All eligible students must also meet the conditions below:

- The student must have signed approval from a parent or guardian, if under the age of 18 years, and
- The student must have received prior authorization from a designated high school representative (counselor, instructor, principal), and
- The student must complete all appropriate application and registration paperwork by the required deadlines, and
- The student must satisfy all placement and prerequisites listed in the catalog for the individual course(s) they wish to take, and
- The student will not be placed on course waitlists or displace college students in courses, and
- The student must only take 100 and 200 level courses.

Faculty Eligibility and Academic Oversight

High School faculty

- High school faculty who teach concurrent enrollment courses must meet minimum qualifications under [Montana Board of Regents Policy 730](#) or may, at the discretion of Great Falls College, operate under the temporary waiver option outlined in BOR Policy 730.1.
- Concurrent course faculty are retained as Affiliate Faculty by the college through a Letter of Appointment (LOA). They are not paid by the college for instruction but are paid a stipend for additional administrative duties. The LOA will outline the high school faculty member's responsibilities including orientation and training, evaluation, and stipend.
- Concurrent courses must be approved by Great Falls College through the documented processes. The college requires a syllabus consistent in format and content to college syllabi. The college may also require sample assignments and grades to assure that the academic rigor of the course is on the collegiate level.
- When the course is approved, high school instructors may be asked to provide: samples of graded work for various assignments, samples of assessments, samples of evaluation criteria and samples of how those criteria were applied to student work.

Roles and Responsibilities

Great Falls College Role

- Establish and communicate tuition/fee schedule;
- Coordinate details of Admission/Registration process with partner school district;
- Approve faculty credentials;
- Coordinate faculty-to-faculty communication;
- Provide partner school district with college course academic requirements/outcomes;
- Ensure all MUS Board of Regents and Great Falls College policy and procedures are met.



Partner School District Role

- Propose course/instructor for concurrent enrollment classes;
- Designate a point of contact for matters related to dual enrollment;
- Coordinate dual enrollment process with Great Falls College dual enrollment personnel and faculty;
- Communicate process for admission and registration to students and parents;
- Coordinate faculty to faculty communication;
- Communicate and adhere to course academic requirements/outcomes;
- Provide access to all textbooks and required materials;
- Ensure grades and student withdrawals are reported according to Great Falls College deadlines;
- Ensure all participating students have MMR Immunizations on file at the school;
- Ensure all Montana Board of Public Education administrative rules are met.

Student Responsibilities

- Complete application and registration materials;
- Complete placement assessment(s), if required;
- Provide prerequisite documentation, if required;
- Pay for tuition and course fees in accordance with college deadlines;
- Obtain required textbooks and materials, if not provided by the school district;
- Follow all college student policies and procedures, including procedures for initiating official adding, dropping or withdrawal from courses;
- Determine transportation unless otherwise stipulated by Great Falls College or high school.

Credits

Students will earn college credits as posted in the college catalog.

Grading

- Grade policy is outlined in each class syllabus. For courses that are dual credit, the same grade will be recorded on the college and high school transcript.
- Affiliate faculty are responsible for entering grades into the college system.

Costs

- Cost for dual enrollment courses is determined by the Board of Regents of the Montana University System (MUS) as 50% of the resident, 2-year tuition rate (as stated in [fee schedule](#)).
- The MUS utilizes the One-Two-Free program which enables students to enroll in their first two courses, up to six credits, free. After One-Two-Free is maximized at Great Falls College, dual enrollment students are charged tuition based on the above formula.
- Eligible students may qualify for additional free tuition by completing a Hardship Scholarship. Criteria for eligibility is listed on the [Hardship Scholarship Application](#).
- Concurrent dual enrollment students are not charged mandatory or course supply fees.
- Students taking concurrent courses in the high school may be responsible for the cost of textbooks and supplies if not provided by the high school.

Policies, Procedures & Deadlines

- Dual enrollment students are subject to the college’s [official timelines, catalog, policies, and procedures](#).
- In the case of student drop/withdrawal from dual enrollment courses, refunds will be made according to regular College policies (as stated in the [catalog](#)).

College Resources

- Dual enrollment students have access to academic resources (library, tutoring, etc.) and student services (advising, orientation, etc.) that are available for [current college students](#).
- Great Falls College can provide accommodation for students with documented disabilities. Students must submit a written request to the [Office of Academic Success and Accessibility](#).

Term

This agreement will remain in effect for the 2026-2027 academic years.

Signatories

The following persons representing Great Falls College and SAMPLE Public Schools agree to the terms of this memorandum, which will be revised on or before August 2027, for possible continuation in future academic years.

Dr. Jane Doe, Superintendent, SAMPLE Public Schools

Date

Dr. Stephanie Erdmann, CEO/Dean, Great Falls College

Date