

MEMORANDUM OF UNDERSTANDING

Early College High School

Between Seminole State

College and Shawnee Public

Schools

AY 2026 – 2027

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between Seminole State College, hereinafter referred to as "SSC" and Shawnee Public Schools, Oklahoma, hereinafter referred to as "SPS".

I. PURPOSE

The purpose of this agreement is to develop a framework for cooperation between SSC and SPS to provide a Seminole State Early College High School (SSECHS) program for eligible, selected students to use dual credit to satisfy requirements for high school graduation while simultaneously meeting the requirements of an associate/applied science degree and/or certificate. This unique SSECHS initiative expands the Dual Credit partnership between SSC and SPS at the High School. It models the cooperative and shared use of resources, personnel, and facilities within the common education and community college systems to provide students with increased rigor during high school and access to higher education while reducing the barriers to college completion.

This Memorandum sets forth the understandings and intentions of SSC and SPS in accordance with this purpose and provides a framework for cooperation in achieving those goals.

II. MUTUAL BENEFITS AND INTERESTS

The SSECHS will combine high school and college-level coursework during the spring of the 9th through 12th grade so selected students can earn as many as 64 college hours satisfying high school graduation and an associate degree/associate in applied science, and/or certificate requirements at no cost to the student.

Research throughout the nation has verified that early college programs lead to higher college completion rates. This partnership addresses SSC's goal to increase the college completion rate while also providing access to more at-risk students in the SSC five county service area. Early college programs have also been shown to save both the state and students money, maximize opportunities for those who might otherwise not attend college, and compress the time required to become ready for the workforce.

State law dictates that SPS must offer dual credit opportunities for their students. SPS would like to offer their students the opportunity to take courses for dual credit that can

lead to a college degree with minimal college debt that will allow a seamless transfer to a four-year institution or transitioning to the workforce.

III. WORKING AGREEMENT

This agreement outlines the partnership agreement between Seminole State College and SPS's Early College degree program.

Either party shall have the right to terminate this memorandum of understanding with or without cause by giving one hundred eighty (180) days prior written notice of intention to terminate, specifying the date of termination. Since students' academic careers would be impacted, the parties agree to work in good faith to avoid any such termination. Each year, the program will be reviewed in the spring and adjusted to meet the needs of the partnership. As the program grows, program changes will be presented for approval at the annual MOU submittal.

The SSECHS program will begin with a college preparatory curriculum in the spring semester of the ninth grade. Students will take a combination of rigorous high school classes and a prescribed sequence of college-level coursework in 10th through 12th grades. Students will be able to take up to 19 combined college credit hours and high school classes per semester. Non-academic high school units are excluded from the workload calculation.

Students will have the opportunity to earn as many as 64 college credit hours of dual credit that will satisfy high school graduation requirements and a Liberal Studies AA degree by the end of the senior year in high school. Students will also have the opportunity to earn a certificate in Child Development, and as the SSECHS program moves forward, other degrees and credentials such as an associate in applied science and OSRHE approved micro-credentials. Oklahoma law states that high school students are not degree seeking. However, if a student meets all requirements for an associate degree by May of the senior year, SSC will recommend to the OSRHE that the student be awarded the degree so the student can participate in SSC commencement. Following the student's submission of an eight-semester official high school transcript to SSC and the awarding of Prior Learning Assessment credits, such as CLEP tests, AP or departmental exams, the student status will be changed to degree-seeking, and the student will be awarded the appropriate degree.

All classes that will be part of this program will take place at either SSC or SPS. College classes will be held synchronously online or in person.

A. SSECHS Student Cohort

SSECHS cohorts will be selected in the fall of the 9th grade. The SSECHS program is open to only students served by SPS. Students must meet the high school's and college's admission and course placement requirements to proceed in the college courses cohort.

SPS's school counselor will work with SSC's Director of Enrollment Management to provide academic and test preparation. Eligible students will receive learning accommodations as needed. Accommodations for high school courses will follow IEP/504 policies and college courses will follow ADA policies. SSECHS students will

be subject to the SSC Student Handbook Policies and Practices as well as the District Student Handbook. Students will have to self-identify with SSC staff that they need ADA accommodations.

B. Student Recruitment and Selection Process

To help students make informed choices regarding time-consuming co-curricular and outside activities, parents and students will be advised by SPS of the rigorous demands of college academic life. SPS will host informational meetings that will be open to all students and parents. Recruitment efforts will seek students who meet the admission criteria. For the first cohort, no more than 25 students will be admitted into the program.

Students will complete an application provided and administered by SPS. Both parent and student will acknowledge the commitment to enroll in the learning strategies course the spring of their freshman year, attend cohort events, summer school as directed, study sessions, and participate in additional academic support as advised.

C. Student Support

During the spring of the 9th grade year, students will enroll in a learning strategies class at SPS. The course incorporates best practices to orient students to college-level expectations, study, research, time management skills, and to build relationships in the cohort.

SSECHS faculty teaching in the program will update the LMS grade book three times a month or after a major assignment has been graded, and students will provide grades to high school counselors and administrators as required by SPS for high school eligibility or support. Grade books in the LMS will have a Grade-to-Date column to provide grades for eligibility purposes.

SSECHS faculty will generate early alerts in SSC's student information software for SSECHS students in college courses if they are not performing well and will share information about students' academic progress with SPS counselors and administrators.

Tutoring scheduled within the high school day is required for all cohort students. If a student's grade in any class falls below 70%, additional interventions will be made by SPS. These interventions will be determined by a subject matter expert which may include the instructor of the course and a counselor. SSECHS students will have access to the SSC online Writing Lab, Tutor.com, Math Lab, Library, and other college facilities, services, and organizations. SSECHS students who withdraw must complete a withdraw form through SSC.

SSECHS students are expected to become self-regulated and gradually take on more personal responsibility regarding their college experience. Students will adhere to the SSC Student Handbook policies and processes and will be responsible for communicating with SSECHS faculty and administrators on all college-related issues. Students may include additional parties in conversations related to their academic performance, but the conversation will be directed at the student. The high school counselor will address parental concerns and will communicate these concerns internally, as appropriate.

The SSC concurrent advisor will conduct group and individual college advisement meetings, which will include individual degree audits. The SPS counselor will track credit requirements for the high school diploma and ICAP. The SSC Research Librarian will provide career advisement activities and individual conferences with students as appropriate.

D. Faculty and Staff

All faculty who teach college courses will meet Higher Learning Commission qualifications and the requirements established by SSC. College faculty will be evaluated according to SSC policies developed within each academic department, and SSC will help determine continued teaching contracts for all faculty teaching classes. Qualified high school teachers who are interested in teaching for dual credit must contact the SPS principal and have their credentials reviewed by SSC's Vice President for Academic Affairs. SPS high school faculty may apply to be hired by SSC as adjunct instructors for evening and online classes only; SPS will have final approval of their assignments during the workday.

A \$400 stipend, per class, per semester, will be provided to all high school faculty teaching dual credit for SSC. SSC will provide the administrator, coordinators, college advisors, and testing. SPS will appoint an administrator and high school counselor who will meet monthly with SSC's Vice President for Academic Affairs respectively to discuss the progress of the program.

E. Academics

SSC and SPS will ensure classes are available for the first cohort of students and will continue serving additional cohorts each year according to the annual Memorandums of Understanding.

SSECHS students may enroll in a combination of traditional high school courses, high school AP courses, and college courses. College students may not exceed a maximum of 19 credit combined high school and college credit hours. Courses will be taught by SSECHS faculty and may be delivered face-to-face or synchronously online live at SPS. Some courses may be delivered online and embedded into a high school classroom with in-class support provided by qualified high school teachers. All courses for high school credit, including AP courses, will be taught by high school faculty.

SSC will accept qualifying AP credit, CLEP, or departmental exams per OSRHE policy. Students may use eligible AP, CLEP, or departmental exams for future college credit. These credits will be submitted to the college and awarded after high school graduation. AP, CLEP, or departmental tests are not awarded dual credit. Qualifying AP test scores may also be used to meet prerequisites to college courses; however, test scores must be submitted to SSC before the prerequisite is satisfied and may delay course enrollment.

College class sizes will meet the minimum enrollment and cap set by SSC and SPS. If the cohort does not meet the minimum class size, the partnership will determine how to deliver the course. Non-cohort students may enroll in the course section at SSC's and SPS's discretion.

All college courses will qualify for a full year of high school credit and qualify for district

grade weighting. Students taking college courses may also elect to take associated AP exams at their own expense. The high school AP Coordinator will assist those eligible for fee reduction.

SSECHS Students will be responsible for the full costs associated with a course if they elect to take any course out of the cohort sequence, withdraw from or drop a cohort course, or must retake a cohort course because they did not pass with the required grade.

A 2.0 college GPA is required to remain enrolled in college courses. SSC will provide end-of-term grades to the district in a timely manner. If a student is unable to continue the program, the student will complete an exit survey to assist with the continuous improvement of the program.

F. Collaboration

The leadership team at SPS, including the SSC Dean of Instruction, may meet at least once a month to discuss program coordination, solve problems, and make recommendations to existing or future MOUs and will communicate regularly throughout the year. The partnership will work collaboratively on issues such as college preparation, facilities, student support, research, and cost sharing. The SSC Dean of Instruction office, working with SSC's division chairs, will consult with SPS regarding instructor evaluation, assignment of instructors, scheduling, and professional development.

G. Ensuring Sustainability

Though students may be charged tuition and fees for college enrollment outside of the SSECHS cohort program, the SSECHS cohort courses will be free to students. SPS will absorb all the costs associated with the program.

H. Financial Agreement

Funding for the SSECHS is a cooperative agreement between SPS and SSC, which means that both entities financially support students within the SSECHS model. It is the intent and goal of the SSECHS program to not require students or parents to pay for courses taken in the program. Tuition and fee amounts will be listed in this MOU and will remain the same for the fiscal year in which the MOU is signed. All books must be purchased from the SSC bookstore, and book costs are determined at the time the book is purchased. SSC will submit an invoice(s) to SPS detailing the related charges. SPS agrees to pay the invoice within 45 days of receipt of the invoice.

For the purpose of this MOU, a student is considered to be in a grade the summer prior to the student attending the grade (i.e., a student is considered a 9th grader in the summer after their 8th grade year and before their 9th grade year).

SPS agrees to cover the cost of tuition, fees, and books for all students in the Early College program while in the 9th and 10th grades.

For students in the 11th and 12th grade, SSC will provide tuition waivers through the State of Oklahoma concurrent tuition waiver program for those students eligible to receive the waiver (max of 9 credit hours during the students' junior year and 18 credit hours

during the students' senior year, as well as meeting SSC Satisfactory Academic Progress (SAP) standards). Concurrent tuition waiver funding is dependent on legislative and OSRHE allocations to higher education. If funding is not received by SSC, a discussion and agreement between SSC and SPS will be had which may result in SPS paying the costs of tuition for enrolled students. Seminole High School also agrees to pay tuition for any student who exceeds the hours covered by the State of Oklahoma tuition waiver program or is not meeting SSC SAP standards.

Additionally, SSC is currently offering scholarships to cover the cost of fees and books for 11th and 12th grade students who receive the State of Oklahoma tuition waiver. SSC will also do so for 11th and 12th grade students in the Early College program. If scholarship funding is unavailable, a discussion and agreement between SSC and SPS will be had which may result in SPS paying the costs of fees and books for enrolled students. SPS also agrees to pay fees and books for any student who exceeds the hours covered by the State of Oklahoma tuition waiver program or does not meet SSC SAP standards.

AY2026 - 2027 Tuition: \$109 per credit hour

AY 2026 - 2027 Fees: \$57 per credit hour

AY2026 - 2027 Books: Determined at the time of sale

I. Privacy and Security

Recognizing SPS's interest in providing the most secure environment possible for its students, SSC agrees it will act under this Memorandum in compliance with 70 O.S. §6-101.48.

Specifically:

- A. SSC will not permit any person under its authority to come on to school premises for any activity covered by this Memorandum if that person is currently registered or required to register under the Oklahoma Sex Offenders Registration Act. or the Mary Rippey Violent Crime Offenders Registration Act.
- B. SSC agrees that where work is to be performed by their employee which would otherwise be performed by a school employee on a full-time or part-time basis, SSC shall not permit any person(s) to perform work on school premises if said person(s) has been convicted in this state, the United States, or another state of a felony offense unless ten years has elapsed since the date of the criminal conviction or the employee has received a presidential or gubernatorial pardon for the offense.
- C. SSC's agreement to and acceptance of this Memorandum as evidenced by the signature(s) below serve as the district's statement of compliance with the requirements of this section, as required by 70 O.S. §6-101.48(8).
- D. SSC agrees that all instructors and staff assigned to the SSECHS program will follow the district's protocol for visitor registration while on high school premises.

J. DATA AND STUDENT RECORDS

The parties agree to maintain the records of all students in accordance with all applicable federal, state, and local laws. In accordance with the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and school district board policy, all records relating to students which are generated or maintained by either party shall be considered education records in accordance with applicable laws and policies. All parties shall maintain the confidentiality of these and all education records. Both parties may request student data by submitting a written request outlining the data requested, recipient role in SSECHS, and intended use.

SSC agrees to protect the privacy of student information and educational records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA).

- a. A student's social security number or student identification number, race/ethnicity, citizenship, nationality, gender, grades, or class schedule is always protected information which should solely be used internally and even then, only when essential and among authorized Individuals, and which should never be shared with any third party.
- b. Other records that are directly related to a student or students are also considered educational records and are protected under FERPA. They can be items that contain a student's name, several students' names, or information from which an individual student or student can be personally (individually) identified. Educational records include files, documents, and materials in whatever medium (handwriting, print, monitor screen, tapes, disks, film, microfilm, microfiche, or notes) that contain information directly related to students and from which students can be personally identified. No educational record should ever be shared with a third party without express written permission from the parent or guardian (if the student is under the age of 18), or the student (if the student is age 18 or older).
- c. SSC agrees that no one under its authority shall gather, release, or make public in any way any information related to or that could lead to identification of a student. This includes taking photographs, making recordings (video and/or sound), collecting student's written or oral statements, or using records made in connection with the activities that are the subject of this Memorandum. The only exception is where written permission that specifically authorizes gathering, releasing, or otherwise using the types of information described in this paragraph is obtained from the parent (if the student is under the age of 18), or the student (if the student is age 18 or older).

K. LIABILITY AND INDEMNIFICATION

If and only to the extent allowed by applicable law, SSC and SPS each, respectively, agree to be responsible for the negligent and intentional acts of their respective employees, agents, representatives, divisions, and affiliates that arise out of or are related to the performance of the services and delivery of a product under this Agreement. Applicable in SSC's case is the Oklahoma Governmental Tort Claims Act. Both parties recognize that this is a programmatic agreement and does not afford SSC control of any District property; therefore, the Jeanne Clery Disclosure of Campus

Security Policy and Campus Crime Statistics Act does not apply to District property utilized under this agreement.

L. GENERAL

This Memorandum in no way restricts either party from participating in any activity with other public or private agencies, organizations, or individuals.

Unless otherwise specifically stated herein, this Memorandum does not authorize any expenditure of funds or intends to obligate SPS to expend, exchange, or reimburse funds, services, or supplies, or transfer anything else of value for the services provided. If there is monetary consideration associated with this agreement, said fees, charges, or expenses, must be stated herein.

All agreements within this Memorandum are subject to, and will be carried out in compliance with, all applicable laws, regulations, and other legal requirements of the State of Oklahoma, Hughes/Lincoln/Okfuskee/Pottawatomie/Seminole Counties, Oklahoma.

This Memorandum takes effect on approval by the District Board of Education, Oklahoma State Regents for Higher Education, and Seminole State College, whichever occurs last. This Memorandum will be renewed annually, thereafter, upon mutual consent of both parties and by acceptance of a renewal Memorandum.

M. POINTS OF CONTACT

Seminole State College

College address: P.O. Box 351, Seminole, OK 74818

Principal Contact: Dr. Bill Knowles, Vice President for Academic and Student Affairs

home: 405-382-9513

Email address: b.knowles@sscok.edu

Primary Program Contact: Jessica Isaacs, Dean of Instruction

Office: 405-382-9514

Email address: j isaacs@sscok.edu

Shawnee Public Schools/High School

District address: 326 N. Union Street, Shawnee, OK74801

Principal contact: Bobby Cook, Principal

Phone: 405-275-3084, Ext. 1403

Email address: bobcook@shawnee.k12.ok.us

Primary Program Contact(s):, Megan Bloom, 11th Grade Principal

Phone: 405-275-3084

Email address: megbloom@shawnee.k12.ok.us

Official Signatures

We agree to the conditions and responsibilities and indicate by our signatures our commitment to provide a quality early college high school program for our students.

Shawnee Public Schools

President, Board of Education

Signature: _____

Date: _____

8-25-26

Seminole State College

Lana Reynolds

President

Signature: _____

Date: _____

8-25-26