

MEMORANDUM OF UNDERSTANDING
between
Howard Community College
and
Howard County Public School System
for
Dually Enrolled Students

I. Scope

The laws of Maryland establish a dual enrollment program that allows eligible high school students the opportunity to earn college credit while enrolled in high school. The purpose of this Memorandum of Understanding (herein referred to as "MOU") is to identify the roles and responsibilities of Howard County Public School System (herein referred to as "HCPSS" or "the school system") and Howard Community College (herein referred to as "HCC" or "the college") with regard to implementation of the provisions of the law.

This MOU, when fully executed, shall supersede the

- *Memorandum of Understanding between Howard Community College and Howard County Public School System for Dually Enrolled Students, effective June 27, 2013;*
- *Memorandum of Understanding between Howard Community College and Howard County Public School System for Dually Enrolled Students, effective August 15, 2018;*
- *Memorandum of Understanding between Howard Community College and Howard County Public School System for Dually Enrolled Students, effective August 15, 2019;*
- *Memorandum of Understanding between Howard Community College and Howard County Public School System for Dually Enrolled Students, effective June 30, 2020; and*
- *Memorandum of Understanding between Howard Community College and Howard County Public School System for Dually Enrolled Students, effective June 30, 2021.*

Course-specific requirements that will continue in addition to the requirements outlined in this MOU are included in Attachment 1: Dual Enrollment Course-Specific Requirements.

Under this MOU, HCC will make available college-level courses to qualified students of HCPSS. The courses to be offered will be established by mutual agreement of both parties for the fall, winter, and spring semesters. Attachment 2: Approved HCC Dual

Enrollment Courses and Prerequisite Requirements is hereby incorporated into this MOU. All courses listed on Attachment 2 are eligible for enrollment at HCC to all HCPSS students, regardless of high school, provided they meet the other enrollment requirements outlined in this document.

The responsibilities of the parties pursuant to this MOU are conditional upon student readiness for college level work as determined by an HCC-approved assessment and/or multiple measures, registration for the course(s) being completed, availability of qualified faculty, compliance with Code of Maryland Regulations (COMAR), and subject to adequate student enrollment as determined by HCC. Course additions may be added based on mutual agreement by HCC and HCPSS.

II. Definitions

- a. Dually Enrolled Students – students are dually enrolled when they are enrolled in a public secondary school in the state of Maryland and a public institution of higher education in Maryland. Students may or may not simultaneously earn high school credit (i.e., dual credit), but their college performance is documented on a college transcript.
- b. JumpStart – a dual enrollment program offered by HCPSS and HCC providing several paths towards earning college credit while in high school, ranging from just a few credits to an associate degree (60 credits).
 1. Structured Programs – Pre-diploma high school students have the opportunity to enroll in 30-60 college credits from certain pathways while completing high school graduation requirements. Students in consultation with their high school counselor and HCC JumpStart advisor, build individual plans to meet their academic and career goals. This program is continuous across the high school career with courses building towards a selected degree program.
 2. Flexible Option – Pre-diploma high school students have the opportunity to choose courses from an “a la carte” format. Students select courses that may fulfill high school graduation requirements and/or associate degree requirements or provide the opportunity for the student to explore academic and career options. Students will follow individual plans that are discussed between the high school counselor, HCC Jumpstart advisor, and the students to meet their specific goals for high school and/or college graduation.
 3. Flexible Option – General Education Core. In some cases, students will have the option to build a schedule from a menu of courses that are typically transferrable to most college degrees. Students will follow individual plans that are discussed between the high school counselor, HCC Jumpstart advisor, and the students to meet their specific goals for high school and/or college graduation.

III. Student Eligibility and Admission

Students who are rising ninth graders and beyond may enroll in the JumpStart Program. Students earning college credits through JumpStart may receive credit towards their high school diploma as well as towards their college degree.

An HCPSS enrolled high school student is eligible to dually enroll described herein, provided that the student:

- a. Has an overall unweighted cumulative high school GPA of 2.0; for accelerated programs, an unweighted cumulative high school GPA of 3.0 is recommended, but not required.
- b. Meets HCC College Readiness Placement Requirements as outlined in Attachment 3: Howard Community College Readiness Placement Requirements.
- c. Completes a HCPSS Dual Enrollment Release Request Form and Statement of Understanding (Attachment 4), including parent/guardian permission and self-disclosure of eligibility to receive Free or Reduced-price Meal services (FARMS); Parents/legal guardians of participating students also must sign.
- d. Receives approval via Synergy. Exceptions to the GPA requirement and / or the approved course list will be reviewed and approved by the HCPSS Office of Dual Enrollment every semester.
- e. Meets HCC requirements for admission, including completion of the HCC online application for admission, transcript request forms (or for rising 9th grade students written recommendation from HCPSS counselor), and proof of legal residency upon request.

Students enrolled in structured programs following the prescribed course sequences may exceed the following guidelines:

- a. Students in 9th and 10th grade must receive written approval from the HCPSS Coordinator of Dual Enrollment via an email from the High School Principal to take more than one dual enrollment course per semester. Maximum per semester is two courses.
- b. Students in 11th and 12th grade should discuss dual enrollment course options and requests with their school counselor and HCC advisor, and discussions may include the High School Principal. Students must be making adequate progress towards meeting HCPSS High School graduation requirements.

HCPSS may schedule students for dual enrollment classes; however, students will not enroll in HCC sections prior to meeting prerequisite and/or placement requirements. Any exceptions to eligibility requirements are subject to HCC approval and must adhere to HCPSS High School graduation requirements.

IV. Continued Eligibility

A student's eligibility for continued participation in the JumpStart program at HCC is contingent upon successful completion of HCC courses, as follows:

- a. A minimum grade of "C" or better and meet the eligibility requirements.
- b. Student who withdrew with a "W" on their transcript will have their eligibility reviewed for future participation.
- c. Student has satisfied all financial obligations to HCC and HCPSS.
- d. Any exception to these requirements must be approved by an HCC academic advisor.

HCC will handle all academic complaints with students per HCC policies and procedures and will notify HCPSS of any withdrawals at the end of each semester. HCC reserves the right to advise the student, high school and HCPSS that the student has not made sufficient academic progress prior to the withdrawal date published on the web page, Registration Dates and Deadlines, <https://www.howardcc.edu/admissions-aid/apply-for-admission/records-registration/register-for-classes/dates.html>, for college-level classes. HCPSS students enrolled in HCC classes at HCC will be responsible for adhering to the college's Registration Dates and Deadlines for registration and withdrawals as published via myHCC.

V. Course Eligibility

All students registering for dual enrollment courses developed and implemented under the auspices of this MOU shall be assessed to demonstrate the college reading, writing and/or mathematics skills per Section III: Student Eligibility and Admission and as outlined in Attachment 3: Howard Community College Readiness Placement Requirements.

HCC will ensure that all dual enrollment courses taught at HCPSS schools are equivalent to other instruction offered by HCC, specifically in terms of course objectives, components of the syllabi, level and rigor of content, access to academic and student support services, evaluation of students, textbooks, student outcomes and assessment and faculty evaluation. HCPSS students enrolled in HCC classes will be required to complete assignments outside the classroom in accordance with the standards required by HCC.

College courses are to enrich the high school academic curriculum and are not to compete with the current school offerings. In instances where a course is needed for graduation, an authorized HCPSS official may allow for an exception. HCC courses must be college-level, credit-bearing courses. In some cases, MATH 067 and MATH 070 may be approved by HCPSS as an extension of the current high school program of study.

Maryland COMAR (13A.04.15.04) requires that online courses be MSDE approved for dual enrollment students to earn high school credit. For dual enrollment credit courses, Local Education Agencies may collaborate with an Institute of Higher Education to implement a course evaluation process that ensures courses meet instructional standards and are in compliance with the technology standards outlined in Section 508 of the Rehabilitation Act and the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA. HCC and HCPSS will collaborate to determine a review process that both maintains the authentic college experience of the HCC online course, the HCC timeline for course review and action plans, and ensures the course meets COMAR standards.

Each year, HCPSS and HCC will identify a list of Approved HCC Dual Enrollment Courses and Prerequisite Requirements (Attachment 2) to assist students with course selection for their education needs.

VI. Grades and Awarding Credit

For HCC courses taught at the high school, HCPSS Office of Information Technology will provide final grades to the HCC Registrar and the ability to download the Canvas gradebook to the HCC academic lead at the end of the HCC term. HCC faculty leads will be able to access the Canvas gradebooks of JumpStart students, once the student registers for the HCC course. For courses taught at HCC, faculty will enter grades in accordance with HCC policies and procedures. The HCC Registrar will provide final grades to HCPSS School Counseling at the end of each HCC term. Upon successful completion of the course(s), the student will receive college credit. At the conclusion of each semester, high school credit may be awarded as appropriate. A grade of D or better allows the student to receive designated high school credit, if applicable. Students must earn a grade of "C" or better to continue in the JumpStart program at HCC with continued permission from HCPSS school counseling and their high school administrator(s).

In the event of a necessary change to the provision of college credit due to the lack of accredited faculty, and when a mutually agreed upon alternate solution cannot be reached (e.g., unanticipated faculty leave of absence), HCC will ensure the provision of retroactive withdrawal from the college credit, will refund all tuition and fees already paid by the student and HCPSS will not make a notation on the student's transcript.

HCC and HCPSS will designate appropriate data officers for the exchange of sets of data at the individual student level, Attachment 5: Individuals Who May Have Access To and/or Share Student Data.

VII. Advising and Orientation

Dually enrolled students will be assigned an HCC adviser by the college and a HCPSS counselor by the school system. International and undocumented students will be assigned an HCC advisor who specializes in those student populations. HCC academic advisors for the JumpStart program will provide information regarding the college's policies and procedures as applied to JumpStart students, areas of study, academic planning including course selection, course concerns, college graduation and transfer preparation.

All HCPSS school counselors at JumpStart pilot sites working with JumpStart students must participate in HCC advisor training regarding HCC's policies and procedures at least two times each semester (four times per academic year) in order to receive training regarding HCC's policies and procedures, including admissions and academic policies, course placement, registration, payment and withdrawal policies, graduation policies and transfer policies. FERPA training as well as access and responsibility training, as appropriate, will be provided. Updates will be provided each semester as needed to reflect changes in policy and procedures, areas of study requirements, transfer requirements and other information as needed. School counselors must abide by the college's policies and procedures related to college credit.

HCC JumpStart advisors must obtain a comprehensive background check in accordance with HCPSS requirements and participate in training provided by the HCPSS regarding regulations ensuring the safety of the students. HCPSS will provide workspace and access to technology to HCC advisors assigned to meet with JumpStart students at the appropriate high school(s).

HCPSS will cross-train the HCC JumpStart advisors to ensure that program information is consistent, and that the student is fully supported while participating in the JumpStart program. The college advisor and school system counselor will collaborate to ensure that JumpStart students are completing the courses required for high school graduation as well as the appropriate college level courses as determined by the student's choice of program (flexible or structured) and the student's chosen pathway.

In cases where a student is taking a course to fulfill a high school graduation requirement, when possible, HCC will leverage existing technology to monitor progress under the data sharing agreement outlined in Attachment 5. The HCPSS counselor will establish a progress plan with the student. For courses taught at HCPSS, the high school designee will have responsibility for the appropriate intervention. For courses taught at HCC, the HCC advisor will be responsible for the intervention and will collaborate with the HCPSS counselor on an appropriate plan.

If required for intervention, the HCC advisor will be the contact for HCC. In accordance with the HCPSS Dual Enrollment Release Request Form and Statement of Understanding (Attachment 4) signed by each participant, HCC will provide three reports at four, eight and twelve weeks into the semester alerting HCPSS to students who are in danger of failing courses if they are enrolled in an HCC course that is required for high school graduation. HCPSS will provide a report to HCC at the beginning of each semester designating which students in HCC courses are enrolled in courses required for graduation in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

All dual enrollment students will attend a new student orientation program to become acquainted with HCC policies and procedures.

VIII. Tuition

Tuition for HCPSS dual enrollment students will be 50% of HCC's applicable tuition costs based on residency (In-County, Out-of-County or Out-of-State), subject to the requirements of the Act. HCC's current tuition rates and fees are available at <http://www.howardcc.edu/admissions-aid/pay-for-college/>. Tuition and fee costs are subject to change.

The Tuition and Fees chart on the following page outlines the tuition, fees, textbook and First Day Materials charge for students enrolled in college courses by location on the HCPSS campus or on the HCC campus. Refer to the chart below for details.

HCC will bill HCPSS for tuition costs and required fees for all students at the end of the drop/add deadlines for each semester. A detailed invoice with course enrollment details and total tuition costs will be provided to the HCPSS Office of Dual Enrollment. HCPSS will review the billing and remit payment within 90 days of receipt of the invoice.

Tuition and Fees

Item	HCPSS JumpStart Students
Tuition 50% of applicable tuition based on residency (in-county; out-of-county; out-of-state)	HCPSS is responsible for tuition costs.
Consolidated Fees	HCPSS is responsible for consolidated fee.
Course Fees	HCC will not charge course fees for courses taught at HCPSS. Student, and/or parent/guardian responsible for applicable course fees taught at HCC.
Textbooks	HCPSS will provide textbooks for courses taught at HCPSS. Student and/or parent/guardian responsible for textbooks for courses taught on the HCC campus.
First Day Material Charge** (electronic textbook and access code)	Student and/or parent/guardian responsible for First Day material charge for courses taught at HCC.
Open Education Resources (OER)*** Includes Zero Cost and Low Cost	Student and/or parent/guardian responsible for OER costs.

- * HCPSS students enrolled in classes taught at HCC may apply to the Bright Minds Foundation for scholarship consideration to cover a portion of out-of-pocket costs for the program. The Bright Minds Foundation has scholarship funds available to help cover the cost of course fees and textbooks for students taking courses on HCC's campus. Applying for scholarship assistance does not guarantee that funds will be available.
- ** First Day Material Charge is an opt-in process that allows the student to purchase an electronic textbook and access code at significant savings.
- *** OER courses use open educational resources that either can be free or come at a cost. As such, HCC is using the designators ZTC (zero textbook cost) or LTC (low textbook cost of less than \$50). Non-textbook materials are not included within these designators.

IX. Residency

For the purposes of this MOU, legal residence for tuition purposes is based on a student's legal domicile for a period of not less than three months prior to the first regularly scheduled day of a term. Student residency classifications include legal resident of Howard County, legal resident of another Maryland county, and out-of-state resident. Domicile is defined, for purposes of this MOU, as a person's permanent place of residence, where physical presence and possessions are maintained and where the person intends to remain indefinitely. The student must possess the legal capacity under state and federal law to establish Maryland domicile to be considered a Maryland resident of Howard County or another Maryland county. Domicile is lost when a new domicile is established for a period of three months at a location outside of the county or state.

HCPSS will pay tuition and consolidated fees for a dual enrollment student who is international and/or undocumented at out-of-state resident rates discounted at 50%. Tuition for international citizens enrolled in credit classes and programs is based upon immigration and legal residency/domicile status. International citizens with Permanent Resident, Refugee or Asylee status who reside in Howard County are entitled to in-county or in-state tuition. International citizens with A, B, C, E, G, H1, H4, I, K1, K2, L, N, O, R, SN, T, U, and V visas, and those with Deferred Action and Temporary Protected Status, are eligible for in-county and in-state tuition.

HCPSS will pay tuition and consolidated fees for students in all other visa categories, and those without the appropriate documentation of immigration status at out-of-state rates discounted at 50%. Students with F1 or F2 status are required to meet with the international admissions staff in admissions and advising.

X. Fees and First Day Material Charge

Per the Tuition and Fee chart in section VIII, HCPSS will be responsible for all consolidated fees. Students are responsible for course fees as well as First Day materials charge, textbooks and associated costs for courses taught at HCC. Students must be aware of all HCC applicable due dates to avoid being dropped from their class(es). HCPSS will pay the consolidated fee for courses taught at both HCPSS sites and the HCC campus.

HCPSS students enrolled in classes taught at HCC may apply for scholarship consideration through the Bright Minds Foundation to cover a portion of out-of-pocket costs for the program. The Bright Minds Foundation has scholarship funds available to help cover the cost of course fees and textbooks for students taking courses on HCC's campus. Applying for scholarship assistance does not guarantee that funds will be available.

HCPSS will provide the required course materials of instruction for courses taught at HCPSS sites. HCC will not charge course fees for courses when HCPSS provides the required materials of instruction.

Each semester HCPSS will pay HCC a fee of \$25 per student per semester to cover the processing fees of all dually enrolled students.

XI. Textbooks and Learning Materials

HCC will determine textbooks and/or learning materials that must be used in all dual enrollment courses. Required textbooks and/or learning materials will be available for purchase from HCC's bookstore, or through online resources. HCPSS will provide the textbooks for dual enrollment classes taught at a HCPSS high school. Students eligible for FARMs who do not receive funding from Bright Minds may apply for consideration for HCC scholarship assistance to cover a portion of the textbook costs. Applying for scholarship assistance does not guarantee that funds will be available.

HCC requires that a dual enrollment class taught at a HCPSS high school use the same textbook as the one used by the College. However, recognizing the expense for HCPSS, the College permits HCPSS to use a textbook approved by the Academic Dean. HCC programs and instructors should be sensitive to changes in textbooks to ensure that changes are sufficient to warrant HCPSS purchasing a new edition of a textbook. To meet annual budget schedules, HCC will alert the HCPSS Dual Enrollment Office by April 1 of each year if any textbook used in a dual enrollment class taught HCPSS high school will need to be changed. As textbook approval changes can take up to a year, textbook changes will be shared as early as possible with HCPSS.

XII. Fiscal Agent

For the purposes of billing under this MOU, HCC is designated by HCPSS as the fiscal agent and as a school system official under FERPA policies and regulations. As the designated school system official, HCC shall act as the billing agent for HCPSS. It is the responsibility of HCPSS students and parents/guardians to be informed of HCC payment deadlines.

1. HCC will act as the billing agent for the sole purpose of billing HCPSS for its portion of tuition and consolidated fees, charges and collecting the applicable payments from the dually enrolled students as set forth in Sections VIII. HCC will calculate and accept payments from HCPSS students for the cost of the any fees related to the course(s) or credits.
2. After HCC's census occurs, HCC will invoice HCPSS for the cost of course(s) or credits for which students are enrolled, including tuition and consolidated fees as set forth in Sections VIII. Tuition and Fees and First Day Material Charge above.
3. HCPSS will pay the invoices within 90 days of receipt.

4. HCPSS will not pay for a student to repeat a course or to continue in the JumpStart program if the student has failed a dual enrollment course previously. Exceptions may be made under mitigating circumstances and must have approval of both HCC and HCPSS.
- a. HCC agrees to do the following:
 1. To inform students, and/or parents/guardians of upcoming payment deadlines via <http://www.howardcc.edu/>, myHCC Student Portal and other communication tools.
 2. To drop an HCPSS student from course(s) if the student has failed to pay costs and fees required by student or parent/guardian in full by set dates and the student and/or parent/guardian has not made payment arrangements and is not receiving financial assistance.
 3. To issue a refund of payment in accordance with HCC's refund policy and if good cause for the withdrawal is shown pursuant to HCC tuition refund appeals process. The refund will be paid to the party who made the original payment unless the payment was made by cash or check, in which case the refund will be issued to the student. If the refund period has ended, no refund will be issued.
 4. To keep confidential the FARMs status and residency/documentation status of each identified student and not to further disclose such status to any other entity for any purpose.
 - b. Along with the submission of each invoice to HCPSS, HCC will include a spreadsheet that includes student name, high school name, HCPSS identification number, and course number for classes being taken and credits for each.

XIII. Student Conduct

The HCC Student Code of Conduct (<https://www.howardcc.edu/student-life/student-handbook/>) and HCPSS Student Code of Conduct (<http://www.hcpss.org/about-us/student-code-of-conduct/>) will apply to students taking dual enrollment classes. HCC shall notify the HCPSS Office of Dual Enrollment regarding violations of the HCC Code of Conduct occurring on the HCC campus by a HCPSS dual enrollment student. The HCPSS Office of Dual Enrollment will collaborate with the student's high school to enforce the HCPSS Code of Conduct as appropriate. HCC and HCPSS reserve the right to forego disciplinary action if it is deemed that the other institution's disciplinary action is sufficient.

XIV. Faculty

The selection and supervision of instructional faculty for all community college courses covered by this agreement will be the responsibility of HCC:

- a. HCPSS may recommend qualified teachers who are interested in teaching in the dual enrollment program to HCC for consideration. Each faculty member teaching in the dual enrollment program shall be a member of HCC's full-time

or part-time faculty or an employee of HCPSS. Dual enrollment course faculty must meet the minimum credential requirements set forth by HCC Human Resources and meet the standards of the Middle States Association of Colleges and Schools and Code of Maryland Regulations (COMAR).

- b. When HCC and HCPSS determine that an HCC course will be taught at an HCPSS high school, HCC and HCPSS will jointly identify an instructor. If that instructor is a HCPSS employee, the teacher will be compensated by HCPSS only. HCC faculty teaching at HCPSS will be compensated by HCC.
- c. HCPSS will notify HCC of all three (3) day or longer leave of absences of HCPSS teachers that are known in advance, and of any unplanned absences of more than 10 consecutive school days thus requiring a long-term substitute. A long-term substitute teacher will meet HCC's minimum credential requirements whenever possible. If not possible, at a minimum the substitute teacher will hold a bachelor's degree. Exceptions to this must be approved by a designated content expert at HCC (e.g., division Dean, Chair or Coordinator). Where possible, an HCPSS full-time teacher will be placed to teach or co-teach the dual-enrollment course, in substitution of the absent HCPSS teacher. HCPSS will provide support to long-term substitutes through co-planning, co-teaching, and other curricular support. Additional support may be provided from HCC.

The responsibilities of the dual enrollment program for faculty includes, but is not limited to, the following:

- a. Will conform to college policies and procedures, including due dates, for the dual enrollment courses they teach, such as preparing and submitting course syllabi, verifying class rosters, reporting student progress to HCC at mid-semester, taking attendance, and providing final grades at the end of the semester.
- b. Will be required to attend faculty orientation and other faculty development programs as agreed upon by both parties.
- c. Will work with college mentors, such as department chairs and/or other faculty, to assure college-level course delivery and assessment, and will be observed and evaluated per college policy. Any product and/or information from this assessment will not be used for HCPSS teacher evaluation purposes.
- d. Will work with college mentors, such as department chairs and HCC's Office of Learning Outcomes Assessment to ensure delivery and assessment of general education core courses that are offered as college credit courses within HCPSS sites. Whenever possible this work will be incorporated within scheduled professional development sessions. Where necessary, a sample of college credit courses will be used for assessment.

XV. Accommodations for Students with Disabilities

HCPSS, as a public school system, adheres to Section 504 of the Rehabilitation Act (Section 504) and the Individuals with Disabilities Education Act (IDEA). HCPSS also adheres to the Americans with Disabilities Act and amendments (ADA).

HCC, as a post-secondary institution, adheres to Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act and amendments (ADA), which guarantee "no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified." Accommodations at the post-secondary level provide equal access, and requirements essential to a program or course cannot be waived or modified. Post-secondary accommodations are determined on an individualized basis and may not be equivalent to accommodations offered through special education within the K-12 system.

For courses taught at HCPSS sites, HCPSS will be responsible for providing the accommodations, and for courses taught at HCC sites HCC will be responsible for providing the accommodations.

HCC seeks to provide reasonable accommodations to qualified students with disabilities to give students an equal educational opportunity to participate in HCC's programs, activities, and services. Students with disabilities enrolled in dual enrollment courses may request, and if eligible, receive appropriate academic accommodations for such courses via HCC Office of Disability Support Services. This process will be in place for accommodation requests pertaining to both HCC placement testing and HCC courses.

The HCPSS Departments of Special Education and Program Innovation and Student Well-Being and the HCC Office of Disability Support Services will meet and ensure that applicable staff understand and when appropriate facilitate the process for minimizing barriers and offering appropriate college-level accommodations as governed by the Americans with Disabilities Act (ADA) for eligible dual enrollment students. HCC has made arrangements for the HCPSS Community Connection Program and dual enrollment students to share DH-125, the identified space upon request and when appropriate. HCPSS and HCC will encourage students with disabilities and their guardians to contact the HCC Office of Disability Support Services well in advance of the student beginning courses at HCC to understand and as appropriate take advantage of the accommodations available on campus. It is the student's responsibility to register with the HCC Office of Disability Support Services in order to receive accommodations.

XVI. Communications and Marketing

HCC and HCPSS will develop and agree upon a mutually acceptable public relations and marketing plan to promote dual enrollment to inform students and parents of the opportunities available, as required by the Act. All public relations and marketing language and materials developed by either party must be reviewed and approved in writing by the other party prior to use.

Per this MOU, any outreach with the news media for the purposes of promoting the dual enrollment program must be agreed upon in writing by both parties prior to the outreach. Additionally, each party will ensure that any contact with the media reinforces that the dual enrollment JumpStart program is a partnership between HCC and HCPSS, and that both parties should be consulted for any news story. Each party will promptly alert the other party if a media inquiry may result in a story mentioning the JumpStart program.

The costs associated with the production of public relations and marketing materials will be shared by both parties unless another decision is agreed upon in writing by the parties.

XVII. FERPA and Data Sharing

The Family Educational Rights and Privacy Act of 1974 (FERPA) establishes certain parental rights, and restricts to whom and the circumstances under which schools, local educational agencies (LEAs), and post-secondary institutions can disclose a student's personally identifiable information (PII) from education records without the parent's or eligible student's consent. HCC and HCPSS agree to comply with FERPA and State and Federal confidentiality laws when sharing information pursuant to this MOU and to ensure that the required confidentiality of personal identifiable student information shall always be maintained.

Under FERPA, the rights of parents with respect to their children's education records transfer to the student when the student reaches the age of 18 or enrolls in a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Students participating in dual enrollment with HCC, regardless of their age, control the rights to their own records. Faculty and staff cannot share protected information without the students' written permission except as provided by FERPA. Students can identify third-parties to whom HCC may release information per the HCPSS Dual Enrollment Release Request Form and Statement of Understanding (Attachment 4). Students may also complete this process in-person and with photo identification at HCC's office of records, registration, and veterans' affairs. Even with written permission from the student, HCC is never required to release information. Once a student provides permission to a third-party, the third-party may request information, but the third-party may never change, amend, modify or take action on a student's record.

Per the HCPSS Dual Enrollment Release Request Form and Statement of Understanding (Attachment 4), JumpStart students or their parents/guardians, as the case may be, will sign a FERPA consent disclosure that will allow HCC and HCPSS to exchange student record information/data. HCPSS and HCC will disclose the information in accordance with FERPA and the regulations thereunder.

HCC and HCPSS agree to exchange student level data for program evaluation purposes and to satisfy the pre-requisite and eligibility requirements outlined in this MOU. The type of student level data to be exchanged includes, but is not limited to, student identification number (both HCPSS and HCC), application status, assessment scores, current course enrollment and future course requests, withdraw activity (from HCC course(s), JumpStart program and from high school), contact information, demographics, final grades, financial obligations, and where available, class attendance and assignment scores as needed to implement proactive academic interventions. The designated contacts for the administration of the data sharing per this MOU are listed in Attachment 5: Individuals Who May Have Access To and/or Share Student Data.

HCC and HCPSS agree to treat as confidential all information received pursuant to this MOU, with the exception of information that is contained in material that is a matter of public record, is considered directory under FERPA, or that is otherwise publicly known or publicly available, or that can be disclosed under the Maryland Public Information Act.

Both HCC and HCPSS agree to treat student data according to the following provisions:

- a. Definition of Student Data: Define student data to include all Personally Identifiable Information (PII) including, but not limited to, student academic data, student demographic data, metadata, and user content.
- b. FERPA Compliance: Comply, in all respects, with the provisions of FERPA. For the purposes of the Agreement and the specific projects conducted pursuant to the Agreement and described in addenda to it, FERPA includes any amendments or other relevant provisions of federal law, as well as all requirements of 34 CFR Part 99 and 20 U.S.C. § 1232g. Nothing in this Agreement may be construed to allow either party to maintain, use, disclose, or share student record information in a manner not allowed under Federal law or regulation or necessary to meet the purpose of this Agreement and consistent with the provisions hereof.
- c. Data Protection and Breach Notification: Not copy, reproduce, or transmit data obtained pursuant to the Agreement except to employees, contractors, or agents acting for or on behalf of HCPSS and/or HCC and as necessary to fulfill the purpose of the partnership described herein. Implement administrative, physical and technical safeguards that reasonably and appropriately protect the

confidentiality, security, and integrity of data obtained pursuant to the Agreement and that prevent use and disclosure of such data other than as permitted under the Agreement.

- d. Inform immediately the partner institution when HCC and/or HCPSS either (1) knows, or has reason to know, of a breach of security with respect to the data provided under this Agreement, or (2) when HCC and/or HCPSS knows, or has reason to know, that any of the data described in section was acquired or used by an unauthorized person or used for an unauthorized purpose. In addition to informing the partner institution as provided herein, HCC and HCPSS shall cooperate with each other and such other state and federal entities as necessary in the investigation and further reporting of such breach.
- e. Publications: Provide the partner institution with any proposed publications or presentations which are to make public any findings, data, or results of this partnership. Delete any personally identifiable information in advance of publication or presentation of the findings, data, or research results. Redact the partner institution's name in publications and/or presentations unless the partner institution provides explicit written permission to use its name.

XVIII. Indemnification

Subject to the provisions of the Courts and Judicial Proceedings Article, Section 5-303 of the Annotated Code of Maryland, as amended, HCC agrees to indemnify and hold harmless the Board of Education of Howard County, HCPSS, and its members, trustees, employees, agents, officers, and officials, from and against any and all liabilities, taxes, tax penalties, interest, losses, penalties, damages, and expenses of any kind, nature, or character, including costs and attorney fees, to the extent arising out of or relating to any and all claims, liens, damages, obligations, actions, suits, judgments, settlements, or causes of action of every kind, nature, or character, in connection with or arising out of the negligent, wrongful or unlawful acts or omissions of HCC or its employees, subcontractors, or agents under this Agreement.

Subject to the provisions of the Courts and Judicial Proceedings Article, Section 5-518 of the Annotated Code of Maryland, as amended, HCPSS agrees to indemnify and hold harmless HCC, Howard County, MD and its members, trustees, employees, agents, officers, and officials, from and against any and all liabilities, taxes, tax penalties, interest, losses, penalties, damages, and expenses of any kind, nature, or character, including costs and attorney fees, to the extent arising out of or relating to any and all claims, liens, damages, obligations, actions, suits, judgments, settlements, or causes of action of every kind, nature, or character, in connection with or arising out of the negligent, wrongful or unlawful acts or omissions of HCPSS or its employees, subcontractors, or agents under this Agreement.

XIX. Non-Discrimination

HCC and HCPSS shall not unlawfully discriminate on the basis of race, color, creed, national origin, immigration status, religion, physical, mental or educational disability, pregnancy, age, gender, gender expression, gender identity, genetic information, sexual orientation, marital status, veteran status or socioeconomic status in its educational programs; including co-curricular and extracurricular activities, in the workplace or in hiring practices.

XX. Term, Extension and Termination

This MOU shall be effective from November 21 through June 30, 2023, and shall automatically continue thereafter for a one-year term unless otherwise terminated as provided herein. HCC reserves the right to review and amend this MOU annually to increase tuition and fees and/or change the waiver amount, subject to the requirements of applicable law. By February 1st, HCC will inform HCPSS of any potential considerations of adjustment to the existing tuition rate and the waiver percent to be paid by HCPSS for the following school year.

Either party may terminate the MOU by providing 90 days advance written notice to the other party. If this MOU is terminated, upon budgetary approval of Howard County Board of Education and President of Howard Community the College, it is the intent of the Parties to support students currently enrolled in college courses through completion of their program or through their high school graduation, whichever occurs first. Upon termination of this MOU, the Parties will collaborate to develop a new mutually agreed MOU that outlines support for students currently enrolled in college courses while taking into consideration the provisions of this MOU and the reason for the termination. Termination of the MOU will not terminate HCPSS's financial responsibility for the tuition of the students currently enrolled.

XXI. Amendments

The College and HCPSS will consider, in good faith, any other proposed amendments. The Agreement may only be amended by written amendments signed by both parties.

XXII. Governing Law; Jurisdiction


This Agreement shall be governed by and construed and enforced in accordance with the laws of the Maryland. Any action, suit, or proceeding arising out of, connected with, or pertaining to this Agreement shall be submitted exclusively to the federal or state courts sitting in Howard County, Maryland and the parties consent to the jurisdiction and venue of such courts.

[SIGNATURES ON FOLLOWING PAGE]

The parties have duly approved THIS AGREEMENT on this 25th date of January 2023.

By: _____

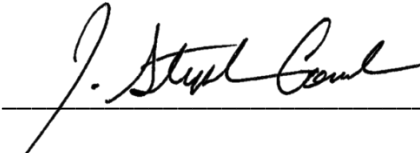
Daria J. Willis, Ph.D., President
Howard Community College

By:  _____

Michael J. Martirano, Ed.D., Superintendent
Howard County Public School System

APPROVED FOR LEGAL FORM AND SUFFICIENCY*

(Subject to Execution by a Duly Authorized Representative of the Board of Education of Howard County)

 _____

1/23/2023
Date

OFFICE OF GENERAL COUNSEL

*Approval of Legal Form and Sufficiency Does not Convey Approval or Disapproval Of the Substantive Nature of this Transaction.
Approval is Based Upon Typeset Document- All Modifications Require Re-Approval.

Attachment 1
DUAL ENROLLMENT COURSE-SPECIFIC REQUIREMENTS

Principles of Business and Management: None

Hotel and Restaurant Management Academy and Culinary & Hospitality:

1. Any adjunct faculty teaching a Culinary & Hospitality course must be a Certified ServSafe® Instructor.

Teacher Academy of Maryland (TAM) and Teacher Education (EDUC):

1. Oversight for TAM/EDUC Dual Enrollment and its implementation will be the joint responsibility of the HCC Chief Program Administrator and HCPSS Career Technology Education (CTE) appointed staff member assigned to TAM/EDUC Dual Enrollment. Oversight will include:
 - a. A minimum of two meetings each academic year to review the agreement, course alignment, and any changes to participating schools and TAM teachers. There will be ongoing communication on an as-needed basis.
 - b. Co-planning professional development workshops for the TAM teachers.
 - c. Identification of instructional resources to support content alignment.
 - d. During the academic year TAM teachers will be required to attend a minimum of one full day professional learning workshops conducted jointly by HCC's teacher education program and the CTE staff member assigned to the TAM/EDUC dual enrollment. In addition, TAM teachers will attend sessions during the countywide professional learning days.
2. To provide content support and program review for this agreement, HCC will assign a Teacher Education program faculty member as a liaison to work with the HCPSS CTE staff member assigned to the TAM/EDUC dual enrollment and the HCPSS TAM teachers. The work of the liaison will be supervised by HCC's Chief Program Administrator or designee for Teacher Education. Support and program review will include:
 - a. Participation in professional development for TAM teachers.
 - b. A minimum of two visits per academic year to each TAM teacher responsible for teaching the TAM/EDUC dual enrollment courses. During these visits, the HCC liaison will:
 - i. Meet with the TAM teacher to review lessons, assignments, and assessments.
 - ii. Review samples of student work and completed projects.

Attachment 1
DUAL ENROLLMENT COURSE-SPECIFIC REQUIREMENTS

3. To ensure that all course outcomes for TAM/EDUC dual enrollment courses, are being met:
 - a. All dually enrolled TAM course sections will be dedicated sections; these sections will not be combined with any other courses.
 - b. HCC will provide the course curriculum and syllabus for the TAM/EDUC dual enrollment courses.

4. To ensure that all dually enrolled students are subject to course requirements and are meeting all outcomes for EDUC 110 or EDUC 130:
 - a. Every dually enrolled student must complete 18 fifty-minute (class period) guided observations. Reflections and related assignments will accompany the observations. Guided observations will be conducted in the student's home high school during the class period when the student is enrolled in EDUC 110 or EDUC 130 (HCPSS course: Teaching as a Professional - G/T 659M). Confidentiality will be maintained in all reflections and related observation assignments: teachers and students will not be identified by name nor will specific course sections be identified. Students will be assigned a mentor teacher.

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
ACCT-111	Principles of Accounting I	3	ENG	CT-420-1	Prin of Acc'ting/Fin-Honors	Eligible to enroll in English 121 and Math 070
ACCT-112	Principles of Accounting II	3				Prerequisite- ACCT 111
AGNG-160	The Aging Process: Gerontology	3				
AMSL-101	Elementary American Sign Language I	4		WL-401-1	American Sign Language I	
AMSL-102	Elementary American Sign Language II	4		WL-501-1	Am Sign Lang II	
AMSL-201	Intermediate American Sign Language I	4		WL-601-1	Am Sign Lang III	
AMSL-202	Intermediate American Sign Language II	4		WL-995-1	World Languages Elective	
AMSL-202	Intermediate American Sign Language II	4		WL-996-1	World Languages Elective Honors	
ANTH-104	Introduction to Physical Anthropology	3	ENG	SO-603-8	Anthropology	Prerequisite-Eligible to enroll in ENGL 121
ANTH-105	Introduction to Cultural Anthropology	3	ENG	SO-603-8	Anthropology	Prerequisite-Eligible to enroll in ENGL 121
ANTH-110	Global Archeology	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
ANTH-120	Comp. World Cultures	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
ANTH-220	Cultures of the Middle East	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
ARAB-101	Foundational Arabic	4		WL-995-1	World Languages Elective	
ARAB-101	Foundational Arabic	4		WL-996-1	World Languages Elective Honors	
ARAB-102	Foundational Arabic II	4		WL-996-1	World Languages Elective Honors	
ARAB-201	Intermediate Arabic	4		WL-996-1	World Languages Elective Honors	
ARAB-202	Intermediate Arabic II	4		WL-996-1	World Languages Elective Honors	
ARTS-101	Two-Dimensional Art & Design	3		VA-400-CC	Art I CC	If taking at HCC, student must take ARTS-101 and 102 to earn credit for the HCPSS Art course.
ARTS-101	Two-Dimensional Art & Design	3		VA-400-1	Art I: Found of Studio	If taking at HCC, student must take ARTS-101 and 102 to earn credit for the HCPSS Art course.

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
ARTS-102	Three-Dimensional Art & Design	3		VA-400-1	Art I: Found of Studio	If taken at HCC, student must take ARTS-101 and 102 to earn credit for the HCPSS Art course
ARTS-103	Drawing I: Observation & Invention	3				
ARTS-104	Digital Fundamentals	3				Prerequisite-ARTS 101 or ARTT 101
ARTS-110	Art Appreciation	3				
ARTS-125	Introduction to Digital Art	3				
ARTS-220	Photography: Digital I	3				Prerequisite-ARTS 100, ARTS 101, ARTS 102, ARTS 103, and either ARTS 104 or ARTS 105
ARTS-240	Ceramics I	3				Prerequisite-ARTS 100, ARTS 101, ARTS 102, ARTS 103, and either ARTS 104 or ARTS 105
ARTS-260	Survey of Western Art: Prehistory to Middle Ages	3				Prerequisite-ENGL 121
ARTS-261	Survey of Western Art: Renaissance to Present Day	3				Prerequisite-ENGL 121
ASTR-104	Elementary Astronomy	3		SC-805-1	Astronomy	Student must take ASTR-104 and 114 to earn HCPSS Astronomy credit. This course does not fulfill one of the three science credits aligned to NGSS standards required for graduation. Prerequisite-MATH 037 or eligible to enroll in MATH 070
ASTR-114	Elementary Astronomy Lab	1		SC-805-1	Astronomy	Student must take ASTR-104 and 114 to earn HCPSS Astronomy credit. This course does not fulfill one of the three science credits aligned to NGSS standards required for graduation. Prerequisite-MATH 037 or eligible to enroll in MATH 070. Pre- or corequisite: ASTR 104
AVMP-155	Principles of Film & Media Production	3				
BIOL-100	Biology and Society	4				Prerequisite-ENGL 086 or ENGL 096 or 095 or eligible to enroll in ENGL 121 or higher
BIOL-101	General Biology I	4	ENG			Prerequisite-Eligible to enroll in ENGL 121. Pre- or corequisite: MATH 138 or higher

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
BIOL-103	Human Heredity	3				
BIOL-107	Fundamentals of Microbiology	4	ENG			Prerequisite-ENGL 096 or ENGL 086 or ENGL 095
BIOL-120	Biology for Engineers	3				Prerequisite-ENES 100, MATH 143, or MATH 155. Pre- or corequisite: CHEM 101 or CHEM 135
BIOL-141	Foundations of Biology I: Cells, Energy and Organization	4		SC-901-1	Biology - AP	Requisites: Completion of Math 143 (Precalculus I) or higher OR eligible to enroll in Math- 155 (Precalculus I & II) or higher; Eligible to enroll in English-121. Students must take BOTH BIOL-141 and BIOL-142 to earn the NGSS Aligned HCPSS AP Biology credit.
BIOL-142	Foundations of Biology II: Ecology and Evolution	4		SC-901-1	Biology - AP	Prerequisite-BIOL 141, Requisites: Completion of Math 143 (Precalculus I) or higher OR eligible to enroll in Math- 155 (Precalculus I & II) or higher; Eligible to enroll in English-121 Students must take BOTH BIOL-141 and BIOL-142 to earn the NGSS Aligned HCPSS AP Biology credit.
BIOL-203	Anatomy & Physiology I	4				Prerequisite- BIOL 101 or 107 or 141, 3 or higher on AP Biology AP Test; Sequential two-semester learning program (BIOL 203 & BIOL 204)
BIOL-204	Anatomy & Physiology II	4				Additional Pre-req; refer to catalog Prerequisite-BIOL 203 Sequential two-semester learning program (BIOL 203 & BIOL 204)
BMGT-100	Introduction to Business & Organization	3		CT-410-CC	Princ of Bus and Mgt CC	
BMGT-100	Introduction to Business & Organization	3		CT-415-CC	Princ of Bus and Mgt G/T	
BMGT-130	Prin of Marketing	3				Prerequisite-BMGT 100
BMGT-150	International Business Issues Seminar	1				
BMGT-151	Business Law I	3				

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
BMGT-203	Business Ethics	3				Prerequisite-Eligible to enroll in ENGL 121
CADD-101	Introduction to Computer-Aided Drafting & Design	3				
CADD-103	Intermediate CADD	3				Prerequisite-CADD 101
CHEM-101	General Inorganic Chemistry I	4		SC-600-1	Chemistry	Student must take Chem-101 and Chem-102 to earn the HCPSS AP Chemistry Credit. This is aligned with NGSS requirements. Prerequisite-Eligible to enroll in MATH 132 or higher
CHEM-101	General Inorganic Chemistry I	4		SC-903-1	Chemistry - AP	Student must take Chem-101 and Chem-102 to earn the HCPSS AP Chemistry Credit. This is aligned with NGSS requirements. Prerequisite-Eligible to enroll in MATH 132 or higher
CHEM-102	General Inorganic Chemistry II	4		SC-600-1	Chemistry	Eligible to enroll in MATH-132 (Topics in Mathematical Literacy) or higher. Student must take Chem-101 and Chem-102 to earn the HCPSS AP Chemistry Credit. This is aligned with NGSS Requirements. Prerequisite-CHEM 101
CHEM-102	General Inorganic Chemistry II	4		SC-903-1	Chemistry - AP	Eligible to enroll in MATH-132 (Topics in Mathematical Literacy) or higher. Student must take Chem-101 and Chem-102 to earn the HCPSS AP Chemistry Credit. This is aligned with NGSS Requirements. Prerequisite-CHEM 101
CHEM-103	Fundamentals of General Chemistry	4	MATH			Prerequisite-MATH 037 or eligible to enroll in MATH 070
CHEM-105	Chemistry & Society	3				Prerequisite-Pre- or corequisite: CHEM 105
CHEM-115	Chemistry & Society Lab	1				
CHEM-135	Chemistry for Engineers	3	MATH			Additional Pre-req; refer to catalog Prerequisite-Eligible to enroll in MATH 143 or higher
CHEM-136	Chemistry for Engineers Lab	1	MATH			Additional Pre-req; refer to catalog Prerequisite-Pre- or corequisite: CHEM 135

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
CHNS-101	Foundational Mandarin Chinese I	4		WL-402-1	Chinese I	
CHNS-101	Foundational Mandarin Chinese I	4		WL-402-CC	Chinese I CC	
CHNS-102	Foundational Mandarin Chinese II	4		WL-503-1	Chinese II - Honors	
CHNS-102	Foundational Mandarin Chinese II	4		WL-503-CC	Chinese II CC	
CHNS-201	Intermediate Mandarin Chinese I	4		WL-603-1	Chinese III - Honors	
CHNS-201	Intermediate Mandarin Chinese I	4		WL-603-CC	Chinese III CC	
CHNS-202	Intermediate Mandarin Chinese II	4		WL-701-1	Chinese IV Honors	
CHNS-202	Intermediate Mandarin Chinese II	4		WL-801-1	Chinese IV-AP Lang&Cult	
CMGT-115	Food Preparation I	3				Prerequisite-CMGT 100 and CMGT 121
CMSY-110	Software Applications for Micros	3				
CMSY-126	Introduction to the Internet	1				
CMSY-141	Computer Science I	4				Prerequisite-Pre- or corequisite: MATH 181 and eligible to enroll in ENGL 121
CMSY-156	Intro to Python	3				
CMSY-158	Fundamentals and Practice for Network Certification	3				A fairly good understanding of computer operating system (OS) such as DOS is an advantage, but not a requirement.
CMSY-163	Introduction to Firewalls and Network Security Systems	3				
CMSY-164	Introduction to Intrusion Detection Systems	3				Prerequisite-CMSY 158 or CMSY 163
CMSY-171	Computer Science II	4				Prerequisite-CMSY 141
CMSY-172	Intro. To Programming with JavaScript	3				It is assumed that students are familiar with HTML and file management.
CMSY-176	Cybersecurity Fundamentals and Practice	3				A good understanding of the Windows and Linux operating systems, and TCP/IP protocol, or an extensive background in network administration is highly recommended.
CMSY-219	Operating Systems	3				Early College Cyber Security Students Only Keyboarding skills and knowledge of word processing is required.

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
CMSY-255	Introduction to Unix and Linux	3				
CMSY-262	Encryption and Secure Communications	3				Prerequisite-CMSY 176 Keyboarding skills and knowledge of word processing is required.
CMSY-263	Ethical Hacking and Cyber Defense	3				Prerequisite-CMSY 176
CRIM-101	Introduction to Criminal Justice	3				
CRIM-102	Criminology	3				
CRIM-106	Street Law: Intro to Law and Legal Issues	3				
CSCO-291	Introduction to Networks	3				
CSCO-292	Switching, Routing, and Wireless Essentials	3				Prerequisite-CSCO 291
DANC-100	Introduction to Dance	3				
DANC-114	History & Culture of Hip Hop	3				
DANC-190	Appreciating Dance in Cultures and Communities	3				
DANC-191	World Dance	3				
DANC-201	History of Western Concert Dance: 1600 to the Present	3				
ECON-101	Principles of Economics (Macro)	3		SO-610-1	Macroeconomics - AP	ENGL 121 eligible
ECON-102	Principles of Economics (Micro)	3		SO-609-1	Microeconomics - AP	ENGL 121 eligible
EDUC-110	Introduction to Education	3		CT-925-CC	Teaching as a Prof CC/GT	
EDUC-111	Child Growth & Dev	3		CT-922-CC	Human Grow/Dev-G/T CC	
EDUC-111	Child Growth & Dev	3		CT-920-CC	Human Growth & Dev CC	
EDUC-130	Introduction to Early Childhood Education	3				
EDUC-200	Introduction to Special Education	3	ENG			English 121 Eligible
EDUC-220	Field Experience in Education	3				prerequisite: EDUC 110 and eligible to enroll in ENGL 121.
ENES-100	Intro Engineering Design	3				Prerequisite or Corequisite: MATH 153 or MATH 155 or ENGT 100

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
ENGL-121	College Composition	3	ENG	LA-603-1	English 11 - AP	Prerequisite: 263 on both Accuplacer Reading and Writing Tests, 10 on GSP, 480 on SAT EBRW, 21 on both ACT Reading and English subtests, 21 on ACT Reading and English Composite, 3.0 unweighted HS GPA
ENGL-121	College Composition	3	ENG	LA-604-CC	English 11 CC	Prerequisite: 263 on both Accuplacer Reading and Writing Tests, 10 on GSP, 480 on SAT EBRW, 21 on both ACT Reading and English subtests, 21 on ACT Reading and English Composite, 3.0 unweighted HS GPA
ENGL-121	College Composition	3	ENG	LA-701-1	English 12	Prerequisite: 263 on both Accuplacer Reading and Writing Tests, 10 on GSP, 480 on SAT EBRW, 21 on both ACT Reading and English subtests, 21 on ACT Reading and English Composite, 3.0 unweighted HS GPA
ENGL-200	Children's Literature	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
ENGL-201	American Literature I	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
ENGL-202	American Literature II	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
ENGL-203	English Literature I	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
ENGL-204	English Literature II	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
ENGL-205	The Short Story	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
ENGL-206	African American Literature	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
ENGL-207	Ethics in Literature	3	ENG	LA-703-1	English 12 - AP	Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
ENGL-208	Contemporary Poetry	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
ENGL-210	Introduction to Fiction, Poetry and Drama	3	ENG	LA-703-1	English 12 - AP	Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
ENGL-211	Science Through Science Fiction	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
ENGL-212	By and About Women	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
ENGL-213	Latin American Literature	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
ENGL-217	The English Bible as Literature	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
ENGL-218	Film & Literature	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
ENGL-219	Asian Literature	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
ENGL-226	World Literature I	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
ENGL-227	World Literature II	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
ENGT-100	Foundational skills of technology & engineering	3				Prerequisite-Eligible to enroll in MATH 141
ENST-105	Environmental Science	3		SC-810-1	Environmental Science	Student must take ENST-115 and 105 to earn credit for HCPSS Environmental Science. This course does not fulfill one of the three science credits aligned to NGSS standards required for graduation. Prerequisite-ENGL 096 or ENGL 086
ENST-115	Environmental Science Lab	1		SC-810-1	Environmental Science	Student must take ENST-115 and 105 to earn credit for HCPSS Environmental Science. This course does not fulfill one of the three science credits aligned to NGSS standards required for graduation. Prerequisite-Pre- or corequisite: ENST 105
FILM-101	Introduction to Film	3				
FILM-171	Introduction to the American Cinema	3				
FILM-172	Introduction to World Cinema	3				
FILM-200	Latin American Film	3				
FILM-208	Asian Film	3				

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
FNPL-101	Personal Financial Planning Principles	3				
FREN-101	Foundational French I	4		WL-404-1	French I	
FREN-101	Foundational French I	4		WL-404-CC	French I CC	
FREN-102	Foundational French II	4		WL-505-1	French II - Honors	
FREN-102	Foundational French II	4		WL-505-CC	French II CC	
FREN-201	Intermediate French I	4		WL-605-1	French III - Honors	
FREN-201	Intermediate French I	4		WL-605-CC	French III CC	
FREN-202	Intermediate French II	4		WL-702-1	French IV - Honors	
GEOG-101	Introduction to World Geography	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
GEOG-102	Elements of Cultural Geography	3		SO-607-1	Human Geography - AP	Prerequisite-Eligible to enroll in ENGL 121
GEOL-107	Introduction to Physical Geology	3		SC-995-1	Science Elective Credit	This course does not fulfill one of the three science credits aligned to NGSS standards required for graduation.
GEOL-108	Historical Geology	3				
GEOL-117	Introduction to Physical Geology Lab	1				Prerequisite or Corequisite: GEOL 107
GEOL-118	Historical Geology Lab	1				Prerequisite or Corequisite: GEOL 108
GERM-101	Foundational German I	4		WL-406-1	German I	
GERM-101	Foundational German I	4		WL-406-CC	German I CC	
GERM-102	Foundational German II	4		WL-507-1	German II - Honors	
GERM-102	Foundational German II	4		WL-507-CC	German II CC	
GERM-201	Intermediate German I	4		WL-607-1	German III - Honors	
GERM-201	Intermediate German I	4		WL-607-CC	German III CC	
GERM-202	Intermediate German II	4		WL-703-1	German IV- Honors	
HBRW-101	Foundational Hebrew	4		WL-995-1	World Languages Elective	
HBRW-101	Foundational Hebrew	4		WL-996-1	World Languages Elective Honors	

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
HBRW-102	Foundational Hebrew II	4		WL-996-1	World Languages Elective Honors	
HEED-104	Personal Nutrition Assessment	1				
HEED-106	Introduction to Stress Management	1				
HEED-110	Introduction to Personal Wellness	1				
HEED-113	Drug Use & Abuse	3				
HEED-115	Personal & Community Health	3				
HEED-125	Ethics in Professional Practice	3				
HEED-150	Women's Health	3				
HIST-111	American History to 1877	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
HIST-112	American History since 1877	3	ENG	SO-403-1	US History-GT	Prerequisite-Eligible to enroll in ENGL 121
HIST-121	The Ancient World: Prehistory to the Middle Ages	3	ENG	SO-507-8	Ancient/Medieval His	Prerequisite-Eligible to enroll in ENGL 121
HIST-122	Western Civilization: Medieval to Early Modern	3	ENG			HCC is in the process of rewriting this course to match our local framework. Prerequisite-Eligible to enroll in ENGL 121
HIST-123	Western Civilization and the Modern World	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
HIST-132	Modern World History	3	ENG	SO-630-CC	Modern World History CC	Prerequisite-Eligible to enroll in ENGL 121
HIST-132	Modern World History	3	ENG	SO-602-1	World History - AP	Prerequisite-Eligible to enroll in ENGL 121
HIST-132	Modern World History	3	ENG	SO-621-1	World History: Modern-AP	Prerequisite-Eligible to enroll in ENGL 121
HIST-142	Hist Mod African American Exp	3				Prerequisite-Eligible to enroll in ENGL 121
HIST-210	History of Latin America	3		SO-508-8	Latin American Studies	Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
HIST-231	History of Modern Africa	3				Eligible to enroll in ENGL-121
HIST-232	History of the Modern Middle East	3				Eligible to enroll in ENGL-121
HMG1-101	Introduction to the Hospitality Industry	3				

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
HNDI-101	Foundational Hindi	4		WL-995-1	World Languages Elective	
HNDI-101	Foundational Hindi	4		WL-996-1	World Languages Elective Honors	
HNDI-102	Foundational Hindi II	4		WL-996-1	World Languages Elective Honors	
HNDI-201	Intermediate Hindi	4		WL-996-1	World Languages Elective Honors	
HUMN-100	Creative Writing	3				Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
HUMN-101	Introduction to the Humanities	3				
HUMN-102	Happiness: A Humanities Approach	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
HUMN-107	Arts, Cultures, & Ideas	3				Prerequisite-Eligible to enroll in ENGL 121
HUMN-108	Introduction to the Creative Arts	3				
HUMN-115	EntrpnsHP/Creativity	3				Prerequisite or corequisite - English 121 Credit will only be granted for one of the following: ENTR 100 or HUMN 115
HUMN-200	Advanced Creative Writing	3				Prerequisite: HUMN-100
HUMN-223	Cultures of Asia	3				Prerequisite-Eligible to enroll in ENGL 121
INFO-100	First Year Experience	3		LA-503-CC	English 10 CC	Prerequisite - Eligible to enroll in ENGL 086 or ENGL 096 or ENGL 095
JPNS-101	Foundational Japanese	4		WL-995-1	World Languages Elective	
JPNS-101	Foundational Japanese	4		WL-996-1	World Languages Elective Honors	
JPNS-102	Foundational Japanese II	4		WL-996-1	World Languages Elective Honors	
JPNS-201	Intermediate Japanese	4		WL-996-1	World Languages Elective Honors	
JPNS-202	Intermediate Japanese II	4		WL-996-1	World Languages Elective Honors	
KORE-101	Foundational Korean	4		WL-995-1	World Languages Elective	

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APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
KORE-101	Foundational Korean	4		WL-996-1	World Languages Elective Honors	
KORE-102	Foundational Korean II	4		WL-996-1	World Languages Elective Honors	
KORE-201	Intermediate Korean	4		WL-996-1	World Languages Elective Honors	
KORE-202	Intermediate Korean II	4		WL-996-1	World Languages Elective Honors	
MATH-067	Elementary Algebra	4	MATH	MA-491-1	Adv Algebra/Functions	Prerequisite-22 on ALEKS, A or B in MATH 063, C in MATH 063, 2.5 unweighted GPA with A or B in a math course in the past 2 years; must have eligibility for ENGL 086 or 095
MATH-070	Intermediate Algebra	3	MATH	MA-491-1	Adv Algebra/Functions	Prerequisite-30 on ALEKS, 530 on SAT, 21 on ACT, 4 or 750 or 70% on PARCC Algebra 2, 3 or higher on AP Statistics AP Test 3.0 unweighted HS GPA, A or B in MATH 063 or 067, C or higher in MATH 067E
MATH-070	Intermediate Algebra	3	MATH	MA-463-1	Algebra II - GT	Prerequisite-30 on ALEKS, 530 on SAT, 21 on ACT, 4 or 750 or 70% on PARCC Algebra 2, 3 or higher on AP Statistics AP Test 3.0 unweighted HS GPA, A or B in MATH 063 or 067, C or higher in MATH 067E
MATH-070	Intermediate Algebra	3	MATH	MA-995-1	Math Elective Credit	Prerequisite-30 on ALEKS, 530 on SAT, 21 on ACT, 4 or 750 or 70% on PARCC Algebra 2, 3 or higher on AP Statistics AP Test 3.0 unweighted HS GPA, A or B in MATH 063 or 067, C or higher in MATH 067E
MATH-132	Topics in Mathematical Literacy	3	MATH	MA-995-1	Math Elective Credit	Prerequisite-30 on ALEKS, 530 on SAT, 21 on ACT, 4 or 750 or 70% on PARCC Algebra 2, 3 or higher on AP Statistics AP Test, 3.0 unweighted HS GPA, A or B in MATH 063 or 067, C or higher in MATH 067E; must have eligibility for College Level Reading

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APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
MATH-138	Statistics	4	MATH	MA-995-1	Math Elective Credit	Prerequisite-30 on ALEKS, 530 on SAT, 21 on ACT, 4 or 750 or 70% on PARCC Algebra 2, 3.0 unweighted HS GPA, A or B in MATH 063 or 067, C or higher in MATH 067E; must have eligibility for College Level Reading
MATH-138	Statistics	4	MATH	MA-565-1	Statistics - AP	Prerequisite-30 on ALEKS, 530 on SAT, 21 on ACT, 4 or 750 or 70% on PARCC Algebra 2, 3.0 unweighted HS GPA, A or B in MATH 063 or 067, C or higher in MATH 067E; must have eligibility for College Level Reading
MATH-141	College Algebra	4	MATH	MA-995-1	Math Elective Credit	Prerequisite-46 on ALEKS, 530 on SAT, 21 on ACT, 4 or 750 or 70% on PARCC Algebra 2, 3 or higher on AP Statistics AP Test, 3.0 unweighted HS GPA with A or B in Algebra 2 or Topics in Advanced Algebra, A or B in MATH 063 or 067, C or higher in MATH 067E
MATH-141	College Algebra	4	MATH	MA-502-1	Math Analysis - Honors	Prerequisite-46 on ALEKS, 530 on SAT, 21 on ACT, 4 or 750 or 70% on PARCC Algebra 2, 3 or higher on AP Statistics AP Test, 3.0 unweighted HS GPA with A or B in Algebra 2 or Topics in Advanced Algebra, A or B in MATH 063 or 067, C or higher in MATH 067E
MATH-143	Precalculus I	3	MATH	MA-544-CC	Precalculus 1 CC	We will not award our Precalculus Credit until completion of Math 153 (Precalc II) Prerequisite- 46 on ALEKS, 570 on SAT, 24 on ACT
MATH-143	Precalculus I	3	MATH	MA-543-CC	Precalculus CC	We will not award our Precalculus Credit until completion of Math 153 (Precalc II) Prerequisite- 46 on ALEKS, 570 on SAT, 24 on ACT
MATH-143	Precalculus I	3	MATH	MA-995-1	Math Elective Credit	We will not award our Precalculus Credit until completion of Math 153 (Precalc II) Prerequisite- 46 on ALEKS, 570 on SAT, 24 on ACT
MATH-143	Precalculus I	3	MATH	MA-502-1	Math Analysis - Honors	We will not award our Precalculus Credit until completion of Math 153 (Precalc II) Prerequisite- 46 on ALEKS, 570 on SAT, 24 on ACT

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APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
MATH-145	Business Calculus	3	MATH	MA-603-1	Business Calculus - GT	Prerequisite- 61 on ALEKS Students cannot receive credit for both MATH 145 and MATH 181
MATH-145	Business Calculus	3	MATH	MA-995-1	Math Elective Credit	Prerequisite- 61 on ALEKS Students cannot receive credit for both MATH 145 and MATH 181
MATH-153	Precalculus II	3	MATH	MA-543-1	Precalculus - GT	Additional pre-reqs; refer to catalog. If taking with MATH 143 (Precalc I) Prerequisite-MATH 143 with a grade of C or higher The use of a graphing calculator is required
MATH-153	Precalculus II	3	MATH	MA-544-CC	Precalculus 1 CC	Additional pre-reqs; refer to catalog. If taking with MATH 143 (Precalc I) Prerequisite-MATH 143 with a grade of C or higher The use of a graphing calculator is required
MATH-153	Precalculus II	3	MATH	MA-545-CC	Precalculus 2 CC	Additional pre-reqs; refer to catalog. If taking with MATH 143 (Precalc I) Prerequisite-MATH 143 with a grade of C or higher The use of a graphing calculator is required
MATH-153	Precalculus II	3	MATH	MA-543-CC	Precalculus CC	Additional pre-reqs; refer to catalog. If taking with MATH 143 (Precalc I) Prerequisite-MATH 143 with a grade of C or higher The use of a graphing calculator is required
MATH-153	Precalculus II	3	MATH	MA-995-1	Math Elective Credit	Additional pre-reqs; refer to catalog. If taking with MATH 143 (Precalc I) Prerequisite-MATH 143 with a grade of C or higher The use of a graphing calculator is required
MATH-153	Precalculus II	3	MATH	MA-522-1	Trigonometry - Honors	Additional pre-reqs; refer to catalog. If taking with MATH 143 (Precalc I) Prerequisite-MATH 143 with a grade of C or higher The use of a graphing calculator is required
MATH-155	Precalculus I & II	5	MATH	MA-543-1	Precalculus - GT	Prerequisite - 61 on ALEKS, C in AP Calculus AB or BC course

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APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
MATH-155	Precalculus I & II	5	MATH	MA-995-1	Math Elective Credit	Prerequisite - 61 on ALEKS, C in AP Calculus AB or BC course
MATH-181	Calculus I	4	MATH	MA-625-1	Calculus AB - AP	Prerequisite- 76 on ALEKS Credit will only be granted for one of the following: MATH 140, MATH 145, or MATH 181
MATH-181	MATH 145 or MATH 181"					
MATH-181	Calculus I	4	MATH	MA-625-CC	Calculus AB CC	Prerequisite- 76 on ALEKS Credit will only be granted for one of the following: MATH 140, MATH 145, or MATH 181
MATH-181	Calculus I	4	MATH	MA-995-1	Math Elective Credit	Prerequisite- 76 on ALEKS Credit will only be granted for one of the following: MATH 140, MATH 145, or MATH 181
MATH-182	Calculus II	4	MATH	MA-705-1	Calc C/Multivar Calc-AP	Prerequisite- C or higher in MATH 181 The use of a graphing calculator will be an integral part of this course. A computer algebra system, such as MATLAB, will be introduced in this course.
MATH-182	Calculus II	4	MATH	MA-995-1	Math Elective Credit	Prerequisite- C or higher in MATH 181 The use of a graphing calculator will be an integral part of this course. A computer algebra system, such as MATLAB, will be introduced in this course.
MATH-220	Discrete Structures	3	MATH	MA-643-1	Discrete Mathematics GT	Prerequisite- C or higher in MATH 181, 4 or 5 on AP Calculus AB AP Test, 3 on AP Calculus BC AP Test
MATH-220	Discrete Structures	3	MATH	MA-995-1	Math Elective Credit	Prerequisite- C or higher in MATH 181, 4 or 5 on AP Calculus AB AP Test, 3 on AP Calculus BC AP Test
MATH-250	Linear Algebra	4	MATH	MA-710-1	Linear Algebra GT	Prerequisite- C or higher in MATH 181, 4 or 5 on AP Calculus AB AP Test, 3 on AP Calculus BC AP Test

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APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
MATH-250	Linear Algebra	4	MATH	MA-995-1	Math Elective Credit	Prerequisite- C or higher in MATH 181, 4 or 5 on AP Calculus AB AP Test, 3 on AP Calculus BC AP Test
MATH-260	Differential Equations	3	MATH	MA-723-1	Diff Equations-GT	Prerequisite- C or higher in MATH 182, 4 or 5 on AP Calculus BC AP Test
MATH-260	Differential Equations	3	MATH	MA-995-1	Math Elective Credit	Prerequisite- C or higher in MATH 182, 4 or 5 on AP Calculus BC AP Test
METO-111	Meteorology	3		SC-995-1	Science Elective Credit	This course does not fulfill one of the three NGSS-aligned science credits required for graduation.
METO-112	Meteorology Lab	1				Prerequisite or Corequisite: METO 111
MUSA-100	Fundamentals of Music	3				
MUSA-101	Music Appreciation	3				
MUSA-103	American Popular Music	3				
MUSA-104	African American Music	3				
MUSA-105	World Music	3	ENG			
MUSA-106	Tunes in 'Toons: Classical Music in Cartoons & Animation	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
MUSA-107	Music Technology in Society	3		MU-450-1	Music Technology I	If taken at HCC, must be taken with MUSA 140 in order to receive credit for MU-450-1.
MUSA-120	Fundamentals of Music for Pre-Music Majors	3				Students need permission from the Music department to register for this course.
MUSA-140	Introduction to Music Technology & Entrepreneurship	3		MU-450-1	Music Technology I	When taken at HCC, must be taken with MUSA 107 in order to receive credit for MU-450-1.
MUSA-140	Introduction to Music Technology & Entrepreneurship	3		MU-450-CC	Music Technology I CC	When taken at HCC, must be taken with MUSA 107 in order to receive credit for MU-450-1.
MUSA-141	Sound Creation in Music	3				Prerequisite-MUSA 100 or MUSC 100 Students are expected to have a basic working knowledge of music theory and should be able to read music.
MUSA-152	Class Piano	2				
MUSA-154	Class Guitar	2				

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APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
MUSA-180	Introduction to Jazz Improvisation	3				Students must be able to read and write music and possess basic technical proficiency on a melodic instrument.
MUSA-201	Music Literature in Context I	3				Prerequisite-MUSA 124 and MUSA 125, or MUSC 111A and MUSC 111P
MUSA-202	Music Literature in Context II	3				Prerequisite-MUSA 201 or MUSC 202
MUSA-203	Music of East Asia: China, Japan, & Korea	3	ENG			Prerequisite-Eligible to enroll in ENGL-121
NUTR-211	Nutrition	3	ENG			Prerequisite-Eligible to enroll in ENGL-121
PERS-101	Foundational Persian	4		WL-995-1	World Languages Elective	
PERS-101	Foundational Persian	4		WL-996-1	World Languages Elective Honors	
PERS-102	Foundational Persian II	4		WL-996-1	World Languages Elective Honors	
PERS-201	Intermediate Persian	4		WL-996-1	World Languages Elective Honors	
PHIL-101	Introduction to Philosophy	3	ENG			Prerequisite-Eligible to enroll in ENGL-121
PHIL-102	Introduction to Logic	3	ENG			
PHIL-103	Introduction to Ethics	3	ENG	SO-618-8	Ethics in Contemporary Culture	Prerequisite-Eligible to enroll in ENGL-121
PHIL-104	Introduction to Religious Studies	3				Prerequisite-Eligible to enroll in ENGL-121
PHIL-110	Introduction to Chinese Taoism	1	ENG			Prerequisite-Eligible to enroll in ENGL-121
PHIL-111	Introduction to Japanese Zen Buddhism	1	ENG			Prerequisite-Eligible to enroll in ENGL-121
PHIL-112	Introduction to African Philosophy	1	ENG			Prerequisite-Eligible to enroll in ENGL-121
PHIL-141	Philosophy & Practice of Yoga	3				
PHIL-201	Religions of the World	3		SO-614-8	World Religions	Prerequisite-Eligible to enroll in ENGL-121
PHIL-203	Civility and Virtue Ethics	3	ENG			Prerequisite-Eligible to enroll in ENGL-121
PHIL-260	Film & Philosophy	3	ENG			Prerequisite-Eligible to enroll in ENGL-121

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
PHYS-103	Fundamentals of Physics I	4		SC-907-1	Physics I - AP	Requisites - Enrollment in or completion of MATH-153 (Precalculus II), 155 (Precalculus I & II), or higher. This course meets an NGSS requirement.
PHYS-103	Fundamentals of Physics I	4		SC-655-1	Physics	Requisites - Enrollment in or completion of MATH-153 (Precalculus II), 155 (Precalculus I & II), or higher. This course meets an NGSS requirement.
PHYS-104	Fundamentals of Physics II	4		SC-909-1	Physics II - AP	Requisites: Completion of PHYS-103, Enrollment in or completion of MATH-153 (Precalculus II), 155 (Precalculus I & II), or higher This course is NGSS aligned.
PHYS-104	Fundamentals of Physics II	4		SC-655-1	Physics	Requisites: Completion of PHYS-103, Enrollment in or completion of MATH-153 (Precalculus II), 155 (Precalculus I & II), or higher This course is NGSS aligned.
PHYS-106	Earth and Space Science	4		SC-995-1	Science Elective Credit	This course does not fulfill one of the three NGSS-aligned science credits required for graduation. Course requires field work: involve investigation of geology sites, constellation identification, and trips to local museums/planetariums.
PHYS-107	Physical Science	4	MATH			Prerequisite-Eligible to enroll in MATH 070 or higher
PHYS-110	General Physics I (Calculus)	4	MATH	SC-655-1	Physics	If a student prefers to take this Calculus version of the course (both 110 and 111), they may receive credit for SC-655-1. This course does not fulfill one of the three NGSS-aligned science credits required for graduation. Prerequisite-Eligible to enroll in ENGL 121. Pre- or corequisite: MATH 181

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
PHYS-111	General Physics II (Calculus)	4		SC-655-1	Physics	Additional pre-reqs; refer to catalog. If a student prefers to take this Calculus version of the course (both 110 and 111), they may receive credit for SC-655-1. This course does not fulfill one of the three NGSS-aligned science credits required for graduation. Prerequisite-PHYS 110 and eligible to enroll in ENGL 121. Pre- or corequisite: MATH 182
PHYS-120	Oceanography	3		SC-825-1	Marine Science	Student must take PHYS-120 and PHYS-121 to earn HCPSS Marine Science credit. This course does not fulfill one of the three NGSS-aligned science credits required for graduation.
PHYS-121	Oceanography Lab	1		SC-825-1	Marine Science	Student must take PHYS-120 and PHYS-121 to earn HCPSS Marine Science credit. This course does not fulfill one of the three NGSS-aligned science credits required for graduation. Prerequisite or corequisite: PHYS 120 This course has required weekday and/or weekend field trips.
POLI-101	American Federal Government	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
POLI-102	State & Local Government	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
POLI-201	Comparative Government	3		SO-604-1	Compare Gov/Pol- AP	Prerequisite-Eligible to enroll in ENGL 121
POLI-202	International Relations & Contemporary Foreign Policy	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
PSYC-101	General Psychology	3		SO-612-1	Psychology - AP	Prerequisite-Eligible to enroll in ENGL 121
PSYC-200	Lifespan Development	3	ENG			Prerequisite-PSYC 101 and eligible to enroll in ENGL 121
PUBH-101	Introduction to Public Health	3				Prerequisite-Eligible to enroll in ENGL 121
PUBH-280	Global Health	3	ENG			Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
RUSS-101	Foundational Russian I	4		WL-412-1	Russian I	All world language courses can be used to meet HCPSS WL reqs. No courses have prerequisite.
RUSS-102	Foundational Russian II	4		WL-513-1	Russian II - Honors	All world language courses can be used to meet HCPSS WL reqs. No courses have prerequisite.
RUSS-201	Intermediate Russian I	4		WL-613-1	Russian III - Honors	All world language courses can be used to meet HCPSS WL reqs. No courses have prerequisite.
RUSS-202	Intermediate Russian II	4		WL-706-1	Russian IV - Honors	All world language courses can be used to meet HCPSS WL reqs. No courses have prerequisite.
SOCI-101	Introduction to Sociology	3		SO-613-8	Sociology	Prerequisite-Eligible to enroll in ENGL 121
SOCI-102	Social Problems	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
SOCI-202	Urban Sociology	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
SPAN-101	Foundational Spanish I	4		WL-414-1	Spanish I	
SPAN-101	Foundational Spanish I	4		WL-414-CC	Spanish I CC	
SPAN-102	Foundational Spanish II	4		WL-515-1	Spanish II - Honors	
SPAN-102	Foundational Spanish II	4		WL-515-CC	Spanish II CC	
SPAN-201	Intermediate Spanish I	4		WL-615-1	Spanish III - Honors	
SPAN-201	Intermediate Spanish I	4		WL-615-CC	Spanish III CC	
SPAN-202	Intermediate Spanish II	4		WL-707-1	Spanish IV - Honors	
SPCH-101	Introduction to Human Communication	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
SPCH-105	Fundamentals of Public Speaking	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
SPCH-110	Interpersonal Communication	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
SPCH-115	Intercultural Communication	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
SPCH-151	The Spoken Word	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
SPCH-175	Business Communications	3				Prerequisite-Eligible to enroll in ENGL 121
THET-102	Acting for Non-Theatre Majors	3	ENG			Prerequisite-ENGL 086 or ENGL 096 or higher

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
THET-103	Acting Foundations for Performance	3	ENG			Additional Pre-req; refer to catalog Prerequisite-Eligible to enroll in ENGL 121 and permission of Theatre program coordinator Corequisite-THET 125
THET-110	Introduction to Theatre	3				
THET-119	Introduction to Playwriting	3				Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
THET-125	Text Analysis	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
THET-131	Theatre Appreciation	3				
THET-202	Advanced Acting	3				Prerequisite-THET 103 Corequisite-THET 260
THET-209	Modern Drama	3				Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
THET-216	Contemporary Drama: Topics in Diversity	3				Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
THET-241	Acting for Television	3				Prerequisite-THET 103
THET-250	Shakespeare from Page to Stage	3				Prerequisite - English 121, 3 or higher on AP English Language and Composition AP Test, 3 or higher on AP English Literature and Composition AP Test
THET-291	Theatre History I	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
THET-292	Theatre History II	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
TURK-101	Foundational Turkish	4		WL-995-1	World Languages Elective	
TURK-101	Foundational Turkish	4		WL-996-1	World Languages Elective Honors	

Attachment 2
APPROVED HCC DUAL ENROLLMENT COURSES AND PREREQUISITE REQUIREMENTS

College Course Number	College Course Name	College Course Credits	Accuplacer Requirement	HCPSS Course ID	HCPSS Course Title	Notes
TURK-102	Foundational Turkish II	4		WL-996-1	World Languages Elective Honors	
TURK-201	Intermediate Turkish	4		WL-996-1	World Languages Elective Honors	
WMST-193	Intro. to Women's Studies: Women, Art, & Culture	3	ENG	SO-619-8	Women's Studies	Prerequisite-Eligible to enroll in ENGL 121
WMST-225	Women in American History: Colonial Times to 1880	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
WMST-227	Women in American History: 1880 to Present	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
WMST-228	Women in European History: 1750 to Present	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
WMST-229	African American Women's History	3	ENG			Prerequisite-Eligible to enroll in ENGL 121
WMST-230	Women in Colonial Maryland	1	ENG			Prerequisite-Eligible to enroll in ENGL 121
WMST-231	American Women & Suffrage	1	ENG			Prerequisite-Eligible to enroll in ENGL 121
WMST-270	Women & Film	3	ENG			Prerequisite-Eligible to enroll in ENGL 121

Attachment 3

HOWARD COMMUNITY COLLEGE READINESS PLACEMENT REQUIREMENTS

Measures to Determine Eligibility for College Course Registration

All measures contained in this section are used by the college to determine eligibility to register for college courses. HCPSS will determine eligibility for high school level courses.

College Level English

Students who have an unweighted cumulative GPA of 3.0 at the end of 10th grade will be eligible to dually enroll in and receive college credit for college level composition.

	ACT	SAT	PARCC	ACCUPLACER
Reading	21	480	4 or 5 (English 10)	263 or higher
Sentence Skills	21	N/A	N/A	263 or higher

Attachment 3

HOWARD COMMUNITY COLLEGE READINESS PLACEMENT REQUIREMENTS

College Level Math

Students with an unweighted cumulative GPA of 3.0 and appropriate high school math course grades at the end of 10th grade or who meet one of the other measures stated below may be considered ready for college level mathematics courses as described below.

	ACT	SAT	PARCC	High School Grade Equivalencies	ALEKS
College Level Math Topics in Mathematical Literacy Statistics	21-23	530- 560	4,5 (Algebra 2)		30-45 263 or higher in reading comprehension or eligible for college level reading
Concepts of Mathematics I Concepts of Mathematics II College Algebra	21-23	530- 560	4,5 (Algebra 2)	Plus A or B in Algebra 2 <u>or</u> Topics in Advanced Algebra	46-60
Precalculus I	24	570 or higher	4,5 (Algebra 2)	Plus A or B in Math Analysis & Trigonometry or A or B in Precalculus	46-60
Business Calculus	N/A	N/A	N/A	Plus A or B in Math Analysis & Trigonometry or A or B in Precalculus	61-75
Precalculus I & II	N/A	N/A	N/A	Plus C or better in AP Calculus AB or Calculus AP BC	61-75
Calculus I	N/A	N/A	N/A	Plus A or B in AP Calculus AB or AP Calculus BC	76-100

Attachment 4
HCPSS DUAL ENROLLMENT RELEASE REQUEST FORM
and STATEMENT OF UNDERSTANDING



JUMPSTART RELEASE REQUEST FORM

JumpStart Release is the procedure whereby a high school student is allowed to leave school during normal school hours for the purpose of taking college level courses. This form must be completed, and prior approval from the school must be given in order to register for courses at the college.

HCPSS Eligibility

Applicants must meet the following conditions as a minimum:

1. Have completed a four-year plan for high school graduation and are on track to complete that plan.
2. At the time of application, students must have satisfactory attendance (94%) and have at least a 2.0 unweighted GPA after their first year of high school. If a student is currently in 9th grade and does not have a GPA, the student must be recommended by their high school counselor.
3. Plan to take another college course at the same time during the next semester or plan to take a semester long class at High School during the period.
4. Be able to meet credit counts for completion of the grade level they are enrolled in by June of the year in which the request will be implemented.

Maximum Credit Load

Students in structured programs following the prescribed course sequences may exceed the following guidelines.

Students in flexible programs may register for the following:

- 11th and 12th graders should discuss dual enrollment course options and requests with their school counselor; discussions may include the High School Principal. Students must be making adequate progress towards meeting HCPSS High School graduation requirements. They should also discuss this with their HCC advisor.
- 9th and 10th grade students must receive pre-approval from their school counselor and the JumpStart Coordinator.

Participation Details

In order to participate in JumpStart courses, the student must:

- Talk to their counselor about their interest in taking a class at HCC. Complete the Statement of Understanding for both students and parents/guardians. Complete tuition agreement. Meet HCC requirements for admission, complete the HCC online application for admission, and provide proof of legal residency through the HCC application process.
- Meet HCC Readiness Placement Requirements associated with the desired course.
- Complete this HCPSS JumpStart Release Request Form.
- Fulfill the financial obligation associated with each course (fees and textbooks).

Additional Information

1. Students and families understand that courses taught by HCC faculty are subject to HCC's policies, procedures and academic calendar.
2. Students enrolled in JumpStart must make arrangements on dates the college class is not held, including during snow emergencies or other unexpected school closings. Students can use their own or HCPSS-provided transportation (where available) to go to HCC and utilize on-campus resources during these times. Students are not to be on HCPSS school premises except for their regularly scheduled classes and other authorized school activities.

Attachment 4
HCPSS DUAL ENROLLMENT RELEASE REQUEST FORM
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JUMPSTART RELEASE REQUEST FORM

PARENT SECTION (PLEASE PRINT)

I request that my child _____ be allowed to have release time from the school day for Periods _____ in order to take the following course(s):

I recognize that the Howard County Public School System cannot be held responsible for the student once the student leaves school property. I also understand that my child must have transportation to their college. If the student does not have regular transportation, I understand that they will be scheduled into classes for the entire day, and that these classes may not be eligible for credit. **I also understand that the student should not be on school premises except for regularly scheduled classes and other authorized school activities.** If the conditions upon which approval was granted change, I understand that it is my responsibility to inform the school of this change.

Mode of transportation on "A" days:

Contact Information

Mode of transportation on "B" days:

Contact Information

Parent/Guardian Signature

Date of Application

Parent/Guardian Phone #

Student Signature

Date of Application

COUNSELOR SECTION

Course(s) for which student will be registered: 1. _____ 2. _____ 3. _____

4a. _____ 4b. _____ 5. _____ 6. _____

Student and counselor have created and ensured progress on the four-year plan.

Having discussed this request with the student, it is possible for the student to meet graduation requirements with the draft plan created.

Counselor Name

Counselor Signature

PRINCIPAL SECTION

I have reviewed this request and I approve I do not approve _____

Principal's Signature

Date

Attachment 4
HCPSS DUAL ENROLLMENT RELEASE REQUEST FORM
and STATEMENT OF UNDERSTANDING

JumpStart Statement of Understanding

FERPA AGREEMENT

Students & parents must complete the Family Educational Rights and Privacy Act (FERPA) agreement each year, prior to course registration. FERPA agreements remain active for the following academic year and allow for the exchange of student record information between HCC and HCPSS.

As part of my participation in the dual enrollment (JumpStart) program, I, _____, authorize the Howard County Public School System (HCPSS) and Howard Community College (HCC) to share my student record information between organizations, both in writing and verbally. Student record information may include but is not limited to grades/grade point average, demographics, registration, student ID number, academic progress, enrollment information, billing information, contact information (including phone number), application data, and communication history. I understand that this information may include student records covered under the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA).

ACCOMMODATIONS AGREEMENT

HCPSS, as a public school system, adheres to Section 504 of the Rehabilitation Act (Section 504) and the Individuals with Disabilities Education Act (IDEA). HCPSS also adheres to the Americans with Disabilities Act and amendments (ADA).

HCC, as a postsecondary institution, adheres to Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act and amendments (ADA), which guarantee "no otherwise qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination." Accommodations at the post-secondary level provide equal access, and requirements essential to a program or course cannot be waived or modified. Post-secondary accommodations are determined on an individualized basis and may not be equivalent to accommodations offered through special education within the K-12 system.

For courses taught at HCPSS sites, HCPSS will be responsible for providing the accommodations, and for courses taught at HCC sites, HCC will be responsible for providing the accommodations.

HCC provides reasonable accommodations to qualified students with disabilities to give students an equal educational opportunity to participate in HCC's programs, activities, and services. Students with disabilities enrolled in dual enrollment courses may request, and if eligible, receive appropriate academic accommodations for such courses via HCC Office of Disability Support Services. This process will be in place for accommodation requests pertaining to both HCC placement testing and HCC courses.

HCPSS and HCC encourage students with disabilities and their guardians to contact the HCC Office of Disability Support Services well in advance of the student beginning courses at HCC to understand and, as appropriate, take advantage of the accommodations available on campus.

It is the student's responsibility to register with the HCC Office of Disability Support Services in order to receive accommodations.

Attachment 4
HCPSS DUAL ENROLLMENT RELEASE REQUEST FORM
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OTHER AGREEMENTS

The HCC Student Code of Conduct (<https://www.howardcc.edu/student-life/student-handbook/>) and HCPSS Student Code of Conduct (<http://www.hcpss.org/about-us/student-code-of-conduct/>) will apply to students taking dual enrollment classes. Students who enroll in an HCC course, either at a HCPSS site or an HCC site, will be responsible for adhering to the academic rigor and course standards. Final grades earned in HCC courses will be recorded on the HCC transcript. HCC reserves the right to change the eligibility of an HCPSS-based course for HCC credit at any time. Students who have not earned a high school diploma are not eligible for Federal Student Financial Aid or state scholarships and will be responsible for the incurred cost of HCC course fees. Students must adhere to all HCC payment and registration policies and deadlines.

Student Name:

Signature:

Parent Name:

Signature:

Date:

Attachment 4
HCPSS DUAL ENROLLMENT RELEASE REQUEST FORM
and STATEMENT OF UNDERSTANDING

JumpStart Tuition Agreement

Tuition for HCPSS dual enrollment students will be 50% of HCC's applicable tuition costs based on residency (In-County, Out-of-County or Out-of-State). For students, HCPSS will pay the balance of tuition and consolidated fees for approved courses. Tuition costs are subject to change.

HCC will serve as the fiscal agent for HCPSS for the processing and billing of fees and costs. Notification to students and families in regard to student accounts will be sent to the student using his/her HCC email account and via US mail prior to the start of term.

I (the student) understand that my parent(s) and/or guardian(s) will receive all information related to HCC course registration and payment of HCC tuition and fees.

For billing purposes, records shared with HCC could (with parental consent) include student eligibility to receive Free and Reduced Meals (FARMS).

I provide my consent for HCPSS to share student eligibility to receive FARMS with HCC. I understand that this information shared between HCPSS and HCC will be considered confidential and used solely for the purposes of determining the cost of tuition for participation in dual enrollment (JumpStart).

I do not provide my consent for HCPSS to share student eligibility to receive FARMS with HCC. I understand that by not sharing this information, I may be waiving my eligibility for HCPSS to cover the cost of tuition for participation in Dual Enrollment.

Student Name:

Signature:

Parent Name:

Signature:

Date:

Attachment 4
HCPSS DUAL ENROLLMENT RELEASE REQUEST FORM
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JumpStart Dual Enrollment Opt-In Sign-Off

The JumpStart Dual Enrollment program is a collaboration between Howard Community College and Howard County Public Schools to provide expanded access for students to earn college credits in a nurturing and inclusive environment. By participating in the JumpStart Dual Enrollment program, students and families acknowledge that the following conditions may apply:

- Eligibility for participation will be determined by the student’s school counselor. Eligibility will be determined on an ongoing basis and may vary based on a variety of factors, including, but not limited to, adequate progress towards high school graduation requirements, attendance, grade point average (GPA) and discipline record.
- A student must complete all required sign-off materials in order to authorize sharing of information between HCPSS and HCC regarding the student’s academic records. This authorization is needed for academic interventions, where necessary and available as described in the Memorandum of Understanding between Howard Community College and Howard County Public Schools.
- Should a student be approved to earn HCPSS credit in an HCC-based course and then decide to withdraw, the student must withdraw from the HCC-based course prior to the HCPSS withdrawal date in order to prevent the course from being included on their high school transcript.
- A student is required to receive pre-approval from their high school counselor to receive HCPSS credit for a course taken on HCC’s campus.
- For matters relating to HCC, including, but not limited to, fees, transferability of college credits, and credit registration, students are responsible for working directly with the HCC admissions and advising counselor or the appropriate HCC office.
- For matters relating to HCPSS, it is the student’s responsibility to work closely with their high school counselor to determine continued progress towards high school graduation requirements when participating in the JumpStart Dual Enrollment program.
- Based on the differing grading schedules of HCPSS and HCC, participation in JumpStart Dual Enrollment courses on HCC’s campus may impact eligibility for participation in HCPSS-sponsored extracurricular activities and athletics.
- When HCC and HCPSS have discrepant schedules, it is the student’s responsibility to work with their HCPSS and HCC instructors to arrange for attendance and makeup work as needed.
- Summer courses taken at HCC do not fall under the JumpStart Dual Enrollment umbrella. Signing these agreements in advance prevents students from having to complete them later in the year and ensures data accuracy.

Student Name:

Signature:

Parent Name:

Signature:

Date: _____

Attachment 5
INDIVIDUALS WHO MAY HAVE ACCESS TO and/or SHARE STUDENT DATA

HCC and HCPSS designate the following individuals to be the principal program administrators for overseeing the use and sharing of student data under this MOU:

Howard Community College:

- Executive Director of Planning, Research and Organizational Development

Howard County Public School System:

- Executive Director, Program Innovation and Student Well-Being
- Director Strategy and Data Privacy

HCC and HCPSS may authorize individuals within the HCC and HCPSS Offices below to have access to and/or share student data in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), and HCPSS and HCC policies and procedures. The data will be used and/or shared only to the extent necessary to administer and support the dual enrollment program under this MOU.

1. HCC and HCPSS Curricular Offices – responsible for conducting and monitoring the work required to administer the dual enrollment JumpStart program.
2. Student Services Offices:
 - a. HCC: Admissions and Advising, Records, Registration and Veterans Affairs; Disability Support Services; Financial Aid Services; Counseling and Career Services; Test Center; Student Support Services
 - b. HCPSS: Program Innovation and Student Well-Being; Special Education
3. Technology Offices:
 - a. HCC: Office of Information Technology – responsible for maintaining the day-to-day security of the licensed data, including the implementation, maintenance, and periodic update of security procedures to protect the data in strict compliance with statutory and regulatory requirements.
 - b. HCPSS: Student Information Systems, Learning Management Systems, Data Warehouse and Reporting – responsible for the creation and maintenance of student data, including security procedures.
4. HCC and HCPSS Finance Offices – responsible for administering financial transactions for billings and payments of student accounts.