



Memorandum of Understanding Between

* High School and Genesee Community College's ACE Programs

This memorandum establishes that college credit bearing courses are offered to students at a discounted tuition rate, set annually by the Genesee Community College Board of Trustees, through a partnership between the Accelerated College Enrollment (ACE) Programs of Genesee Community College and * **High School**

Genesee Community College requires the following standards and conditions be met in order to offer credit through the College:

1. The College establishes the context of the course, advertises the course, and approves the instructor. The High School provides classroom space and reimburses the high school instructor.
2. High school administration is responsible for indicating the courses and the semester(s) the courses are being taught (fall, spring, full year or not offering). Registration for full year courses must take place during fall registration.
3. The superintendent or his/her designee is responsible for appropriate placement of students in Advanced Studies courses. The district is permitted to set eligibility requirements for Advanced Studies courses with the student's skill level, knowledge base and preparation level in mind. GCC course prerequisites still apply.
4. An ACE programs representative must be permitted to conduct a brief classroom or assembly style information session for all students enrolled in courses available for Advanced Studies credit. This includes each term and section regardless of whether the course may be sequential from one semester to another or if one teacher offers multiple sections. If the information session is done outside the actual class time, it must be made mandatory for all students enrolled in Advanced Studies sections to attend. Information sessions require a minimum of 15 minutes.
5. ACE Programs and Genesee Community College administration will assume that administrators and instructors have read and understand the "Handbook for Administrators and Instructors." Special attention should be given to the "Advanced Studies Teacher Expectations" section.
6. Instructors must submit a syllabus that meets GCC requirements for each semester that they offer a course by the announced deadline. ACE Programs will not allow students to be registered for classes where there is not a current and approved syllabus on file.
7. Instructors are required to verify the class rosters to ensure all students are registered properly. ACE staff will provide teachers and counselors with class rosters soon after the registration deadline.
8. Instructors will adhere to all requirements of the given course as outlined by the student learning outcomes listed on the official course outlines.
9. Advanced Studies Instructors are required to attend discipline specific training events when and if such events are made available by college faculty or staff. ACE staff will give instructors a minimum of 30 days notice of any planned training event. If multiple events are available within the same academic year, instructors will only be required to attend one. Failure to attend training may result in revocation of approval to offer an Advanced Studies course.

10. Instructors must submit grades online through "MyGCC" by the published deadline.
11. Instructors must submit requested data concerning SUNY and Genesee course assessment initiatives. Assessed student learning outcomes are identified on the official course outlines available at <http://www.genesee.edu/academics/catalog/dspSubjectList>.
12. College faculty must be permitted to visit an Advanced Studies class for the purpose of evaluating whether course objectives are being addressed and that the course is appropriately rigorous. This visit will include a meeting between the College faculty member and the high school instructor as an opportunity for both to discuss course related matters and questions.
13. Upon request, instructors must submit samples of tests and assignments, attendance records and other materials used in their Advanced Studies course. This includes graded samples.
14. Students must be given the opportunity to evaluate the course and their instructor. An instructor evaluation survey is available online and each teacher is required to share the instructions with registered students according to dates and procedures provided by ACE staff. Results will be shared with the instructor when available. If the evaluation uncovers any concerns then ACE staff will first discuss the results with the teacher and if needed, with the principal. Failure to conduct this student survey may result in termination future offerings.
15. Textbooks will be purchased by either the school district or by the student.
16. This agreement shall be subject to "State University and New York Guidelines on Credit in High Schools."
17. The high school principal will notify the ACE Programs office immediately if an approved instructor vacates their position or is unable to complete the given college credit course. This includes any teacher absence of longer than two weeks.
18. Instructors are required to notify the ACE Programs office if a student has or expects to have an extended absence of two weeks or longer. ACE will work with the instructor to help students with excessive absences complete their course provided that the circumstances for their absences are beyond the student's reasonable control. Regardless of the circumstances, it may not always be possible for a student to complete the class. In this event, the Associate Dean of ACE Programs will consider granting a late withdrawal to the student.
19. Any changes to the original method of course delivery as agreed upon between the school district and ACE Programs are prohibited. ACE courses are not eligible for independent study options without the express consent from the Associate Dean of ACE Programs and the appropriate GCC academic dean. Individual tutoring is not an acceptable substitute to missed class time unless tutoring is delivered by a college approved instructor and done so with the approval of GCC faculty and deans.

Course #	Course Title	Approved Instructor	Credits	Term Offered
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Genesee Community College has approved the courses listed on page 3 of this document to be taught by the coinciding teachers during the 2020 - 2021 academic year. This list was recently verified through the high school counseling office and will be used for registrations and management of courses. By signing the MOU, the superintendent and principal are acknowledging that this list is accurate to the best of their knowledge and that the district agrees to the standards and policies outlined in this document.

Genesee Community College hereby enters into agreement to the aforementioned terms and conditions of the Memorandum of Understanding with* **High School**

Superintendent

Date

Principal

Date

Edward Levinstein
Associate Dean of ACE Programs
Genesee Community College

Date