



## College Challenge Program

Indiana State University  
1-800-GO-TO-ISU  
812-237-8023 (Fax)

# MEMORANDUM OF UNDERSTANDING

## I. PARTIES INVOLVED

- A. Indiana State University Office of Admissions and \_\_\_\_\_  
**High School** agree to offer college-level courses and provide opportunities for students to earn dual credit at \_\_\_\_\_ **High School** and at Indiana State University.
- B. School Contact:
- C. College Challenge Contact: Office of Admissions  
218 N. 6<sup>th</sup> St.  
Terre Haute, Indiana 47809  
812-237-2121 (Phone)  
812-237-8023 (Fax)  
admissions@indstate.edu

## II. BACKGROUND INFORMATION

Under this high school – university agreement, qualified students may participate in dual credit courses, earning credit toward their high school diplomas at the same time they are earning university credit at ISU. This agreement further provides for regular instructional staff and course content from the high school to be reviewed for approval by academic departments on campus. Students pay a reduced tuition rate; take the course during the regular school day, and upon completion, the grade they receive for the course in the high school is submitted for inclusion on their transcript at ISU.

### **III. RESPONSIBILITES OF THE ISU ACADEMIC DEPARTMENT**

- A. Review high school course syllabi and instructor credentials for potential approval.
- B. Conduct workshops, seminars, or other meetings with high school instructors as appropriate and desirable.
- C. Conduct periodic visits as deemed necessary to the high school to meet with the instructor.

### **IV. RESPONSIBILITES OF THE OFFICE OF ADMISSIONS**

- A. Provide all admission, registration, promotional materials, and tuition information in a timely manner for each term.
- B. Submit completed forms and payment to admissions and registrar for processing.
- C. Send letters of confirmation to students after forms have been received and processed.
- D. Send grade rolls to instructors as they are prepared each term.
- E. Submit completed grade rolls to registrar for processing.
- F. Facilitate the resolution of any admission or registration issues that may occur.
- G. Provide assistance and information to school contacts, instructors, parents, and students as necessary.

### **V. RESPONSIBILITIES OF THE PARTICIPATING HIGH SCHOOL**

- A. Discuss with students the advantages of the program and answer general questions on how the program operates.
- B. Distribute admission and registration forms and promotional materials to students.
- C. Verify student qualifications for enrollment:
  - 1. Junior or senior standing.
  - 2. Student in the upper 50% of class.

- D. Submit completed forms and tuition payment each term by the dates provided.
- E. Complete grade rolls and return to the Office of Admissions as soon as possible following the end of the grading period at the school.
- F. Maintain all appropriate academic standards as initially approved.
- G. Submit “verification” form along with registration materials confirming that a student qualifies for free or reduced lunch.

**VI. TUITION**

- A. Students enrolling for credit through the College Challenge Program receive a special tuition rate approved by the ISU Board of Trustees that is significantly lower than other ISU tuition rates. The Board of Trustees reserves the right to change fees at any time in the future. The right to correct errors is also reserved. Those students who qualify for free or reduced lunch are eligible for a tuition fee waiver in this program – it is the responsibility of the participating high school to submit the necessary form verifying that the student meets the eligibility requirements for free or reduced lunch (See VI – G above).

**VII. TERM OF THE AGREEMENT**

- A. This agreement will be initially for one year, and will automatically renew for the next academic year unless cancelled in writing by any of the parties.

**AS SIGNED BY**

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College Challenge Coordinator Date

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Authorized Representative Date  
\_\_\_\_\_ **High School**