Concurrent and Dual Enrollment
MEMORANDUM OF UNDERSTANDING
2026
Between Northwest College
and
Big Horn School District #3
GHS

DEFINITIONS

Concurrent Enrollment

Concurrent enrollment courses are college classes taught by high school faculty who have been approved as community college adjunct faculty and who are teaching said courses as part of their duties as a school district employee. As such, these college courses simultaneously satisfy high school graduation requirements. These courses have been approved by the college as having equivalent course content, learning objectives, and work assignments as an existing college course. Course content and learning objectives are equivalent to the related college course as determined and defined by the college faculty.

High school faculty teaching concurrent enrollment courses will be considered adjunct faculty for the purposes of the college. Adjunct faculty teaching concurrent enrollment courses are approved by the college and will be included in communications with all college adjunct faculty. Additionally, high school faculty teaching concurrent courses interact as required with the appropriate college representative for issues such as student records, grades, and other student or learning issues.

Because it is a college course, the student will be graded consistent with the standards, expectations and academic freedom governed by full-time and adjunct faculty at the college. The students will receive a grade on the official college and high school transcripts.

Dual Enrollment

Dual enrollment credit is given to qualified high school students who complete college level courses for which the college hires and pays the instructor and in which the high school agrees to allow high school graduation credit.

Because it is a college course, the course will typically be delivered on the college's academic calendar and schedule; students and the local high school may need to make adjustments collaboratively to meet this schedule. The high school student will be treated as equal to any college student in that course. Coursework and grading will be according to the college standards and expectations. The students will receive a grade on the official college transcript, as well as the official high school transcript. Qualified high school students have access to the full variety of delivery modalities such as face-to-face, online, or compressed video.

PURPOSE

The purpose of this agreement is to establish a partnership that provides post-secondary opportunities for eligible high school students, specifically concurrent and dual enrollment classes. Additionally, the purpose of this agreement is to define the procedures related to concurrent enrollment of high school students in college classes as defined by Wyoming

Statute 21-20-201.

Wyoming community colleges believe that concurrent enrollment programs allow for opportunities to

- **Serve as an impetus or vehicle for seamless transition between high school and post secondary education.**
  - Establish a partnership to support student success.
  - Establish written agreements between the school district and a community college that clarify the process and mutual expectations.
  - Ensure that the high school faculty and students are informed of the rigor of college courses.
  - Ensure that more high school students are prepared for college-level work upon graduation.

- **Serve as an access point for students who otherwise are unlikely to attend college.**
  - Reduce the time associated with completing a postsecondary credential.
  - Provide opportunities for those who did not know that they were "college material."
  - Facilitate successful student completion of college courses and demonstrate that there are college programs available for them.
  - Align and fortify curricular options available to advanced high school students through enrollment in college transfer and technical courses.

- **Provide a head start for advanced students already planning to attend college or enter the workforce.**
  - Ensure that more high school students are college-ready upon graduation and have acquired the skills necessary to compete in the state's global economy.

COURSE OFFERINGS

The College will collaborate with the appropriate personnel at the local high school to identify potential courses and faculty for that high school. NWC will approve only courses that are in the NWC catalog. On the advice of program faculty NWC reserves the right to determine concurrent offerings above the 1000 level and will nota approve courses above the 2000 level for concurrent enrollment.

FACULTY APPROVAL

High school faculty who teach concurrent enrollment courses are college adjunct faculty; therefore, their applications to teach a college course are reviewed in the same manner and according to the same standards as all other college adjunct faculty. All employment forms and transcripts must be submitted through the appropriate office. A Master's degree in the content area (not a Master's of Education), or a Master's and 18 credits in the content area are required of all adjunct instructors.

STUDENT ELIGIBILITY

1. Be seniors, juniors, or have the permission of a high school official; and,
2. Have permission from their parent(s) or guardian(s) and a designated school official; and
3. Meet course entrance requirements and/or prior course work required before enrolling in a particular course.

Note: No high school, community college or BOCES/BOCHES can impose additional eligibility requirements.

PROGRAM COORDINATION & QUALITY

Each partnership shall provide a liaison between the high school and college with responsibilities for coordinating advisement, arranging course schedules, regular and standardized communications, course transferability, and support services.

The high school will provide a designated official at the high school to serve as the point of contact on matters related to concurrent enrollment. Duties include (but are not limited to) coordination of appropriate paperwork (WDE requirements, course summary form, student registration, etc.), act as communication liaison for college with faculty and students, assist college personnel in implementation of electronic course evaluations, etc. The designated high school official will also assure that each student and parent signs a copy of the *Community College-High School Dual/Concurrent Registration* form which discusses student responsibility and transfer issues. It is important that the student and his/her parents clearly understand that enrolling in a concurrent enrollment course will result in a college grade on a college transcript and a high school grade on a high school transcript.

The college shall require:

1. Collaboration with individual high schools to develop plans for providing dual or concurrent courses to meet the needs of their students and ensure quality.
2. Classes taught in high schools use the syllabi, assignments, and end-of-course assessments as provided by NWC.
3. The college faculty responsible for concurrent courses collaborate with high school concurrent course teachers and review student work on a regular basis. College faculty overseeing concurrent classrooms shall have access to concurrent classrooms upon request.
4. Colleges will review course agreements annually to assure quality.

COLLEGE RESOURCES

Students will have access to all the standard support services that any college student has available. College services include: tutoring, use of computer labs, counseling, career planning, library, access to student portal. In addition, High School support services are also available to the student. High Schools are responsible for ADAA and/or IDEA accommodations for all concurrent and/or dual enrolled students.

STUDENT SEXUAL MISCONDUCT AND TITLE IX COMPLIANCE

Instances of or pertaining to sexual misconduct occurring within a *concurrent enrollment* classroom shall be handled in accordance with the school district's and high school's policies. *Dual enrollment* students taking a course(s) directly from Northwest College are entitled to all protections outlined within the Northwest College Sexual Misconduct Policy as it is presented in the Student Handbook.

As required by Title IX of the Higher Education Act, as amended, Northwest College does not discriminate on the basis of sex in its education programs and activities. Inquiries concerning the application of Title IX may be referred to NWC Title IX Coordinator – Northwest College, 231 West Sixth Street, Powell, WY 82435, (307) 754-6000. Inquiries may also be sent to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Ave, SW, Washington, DC 20202 or by email to OCR @ed.gov.

TUITION AND FEES

By WS 21-20-201, if there is a concurrent and dual enrollment agreement, students cannot be charged.

As required by Wyoming Statute 21-20-201, (d), *"The school district and the university or community college district entering into an agreement for purposes of this section shall, if there are any fees within the agreement, establish fees to be assessed the school district for student participation under the program, the payment schedule for the established fees and other necessary arrangements to facilitate fee payment and collection."*

Therefore, the school district agrees to pay the tuition for all students enrolled in concurrent enrollment based on the final class roster issued on or about midterm of the current semester. After the college receives the sum for students' tuition from the school district, the college agrees to pay an identical amount to that school district for space, supplies, instruction, and other related costs.

Northwest College will work with each school to provide dual enrollment courses as offerings are available and college and school district resources can support.

TEXTBOOKS AND MATERIALS

The high school is responsible for ensuring that textbooks and materials are available for these students. As required by Wyoming Statute 21-20-201(d), *"Any textbooks, materials or equipment purchased under the established fees shall be addressed within the agreement entered into between the university or college and the school district. The university or community college shall not directly assess and collect any fee from the participating student*

for textbooks, materials, student services or any other fees otherwise assessed and collected from students attending the institution."

GRADING

Grading shall be valid and reliable and based on student academic performance. Weighted grades may be used in secondary schools, but final grade point average (GPA) shall be computed on a 4.0 (A=4.0, B=3, C=2, D=1, F=0) scale.

DISTANCE EDUCATION

Ongoing collaborations between the University, community colleges, school districts, WDE, and the Wyoming Distance Learning Center should continue regarding technological infrastructure and distance delivery methods to improve access to quality dual and concurrent enrollment courses.

Renewal of Agreement: This agreement will be renewed on an annual basis.

School District Contact

X: Robyn Wilkinson

Date: 2-2-2026

College Contact

X: Lisa M. Watson

Date: 2-12-26

Approved Concurrent Courses:

ART 1010 Intro to Art
ENGL 1010 English I: Intro to Comp
ENGL 2020 Literature, Media, and Culture
PHTO 1510 Beginning Digital Photography
SPAN 1010 First Year Spanish I
SPAN 1020 First Year Spanish II
WELD 1600 General Arc Welding
WELD 1700 General Welding

Northwest College
Extended Campus

Dual Enrollment
MEMORANDUM OF UNDERSTANDING

Between Northwest College
and
BHSD#3 - GHS

Designated Contacts

Northwest College

Name	Email	Phone	Mailing address
Nancy Gilmore	nancy.gilmore@nwc.edu	754-6147	231 West Sixth Bldg 1 Powell 82435

Highschool

Name	Email	Phone	Mailing address
Robyn Wilkinson	rwilkinson@bgh3.k12.wy.us	765-2537	732 N. 6th St. Greybull, WY 82426