

**SOUTH DAKOTA BOARD OF REGENTS**

**Academic and Student Affairs**  
**Consent**

**AGENDA ITEM: 5 – G**  
**DATE: October 5-6, 2022**

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**SUBJECT**

**Dual Credit In-District Delivery Approvals: Brookings High School**

**CONTROLLING STATUTE, RULE, OR POLICY**

[BOR Policy 2:5](#) – Seamless Transfer of Credit

[AAC Guideline 7.1](#) – Dual / Concurrent Credit Administration Guidelines

**BACKGROUND / DISCUSSION**

South Dakota State University (SDSU) is requesting authorization to renew a preexisting Memorandum of Understanding (MOU) to offer In-District Delivery of High School Dual Credit (HSDC) to the Brookings School District for the Spring 2023 semester. Brookings High School looks to offer two sections of MATH 114: College Algebra.

Previous agreements between SDSU & Brookings High School were approved at the Board’s [April 2019](#) and [December 2021](#) meetings.

**IMPACT AND RECOMMENDATION**

Board office staff recommends approval.

**ATTACHMENTS**

Attachment I – In-District HSDC Memorandum of Understanding – SDSU & Brookings School District

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**DRAFT MOTION 20221005\_5-G:**

I move to approve the Memorandum of Understanding between the Board of Regents and the Brookings School District for in-district delivery of High School Dual Credit courses, as presented in Attachment I.

**MEMORANDUM OF UNDERSTANDING**  
South Dakota Board of Regents/Brookings  
High School/District  
July 2022

**1. Purpose**

The purpose of this Memorandum of Understanding (MOU) is to establish guidelines for a collaborative partnership between the South Dakota Board of Regents and the Brookings High School/District. Both parties share a goal of developing and promoting a partnership to deliver fully accredited transferable university courses taught by university personnel at designated school district sites. This MOU will be effective July 1, 2022 through July 1, 2023.

**2. Scope**

This agreement identifies the commitments of each party to develop and deliver university courses to the Brookings High School/District. The South Dakota Board of Regents designates South Dakota State University as the institution providing instruction under this MOU.

**3. Responsibilities**

**3.1 Authority**

- 3.1.1 All current and applicable regental and university policies, guidelines and procedures apply to all course offerings and enrollment requirements.
- 3.1.2 University academic departments, faculty and/or personnel will determine the textbooks and course materials required for each course.
- 3.1.3 Brookings High School/District accepts responsibility for providing appropriate facilities, equipment and technology to deliver university courses in a manner that meets university standards.

**3.2 Development and coordination of course offerings**

- 3.2.1 Institutional staff will serve as the point of contact for communications between the regental system office and the school district regarding course offerings, instructor assignments and schedule of classes.
- 3.2.2 Brookings High School/District will propose course offerings for each semester, with the Institution determining the final schedule of course offerings in collaboration with the regental system office.

**3.3 Scheduling and delivery of courses**

- 3.3.1 The calendar and schedule for courses will align with the university calendar for each semester.
- 3.3.2 Course schedules must meet university accreditation requirements in regard to total hours of class time for the semester, as outlined in SDBOR Policy [2:32](#), Definition and Assignment of Credit Hours.
- 3.3.3 All courses will be taught by university personnel, to be approved by South Dakota State University for each course.

**3.4 Enrollment**

**3.4.1** South Dakota State University will determine the minimum/maximum enrollment for each course and the number of course sections offered each semester with input from Brookings High School/District. However, guidelines and policies established by the Board of Regents require that in-district delivery shall only occur for sections with a minimum of 18 students; Brookings High School/District shall be assessed the equivalent full HSDC tuition rate per student below the 18 student minimum.

**3.5 Tuition and course materials**

**3.5.1** Applicable tuition rates will be determined by regental and/or university policy and legislative requirements, with the Brookings High School/District responsible for payment of tuition for its students in university courses offered as part of the in-district delivery.

**3.5.2** Brookings High School/District or its students will be responsible for the purchase of textbooks and materials required for each course, to be determined by the school district.

**3.6 Registration and advising**

**3.6.1** South Dakota State University staff will provide a student orientation session at the start of each semester in coordination with the school district and respective universities.

**3.6.2** All students enrolled in South Dakota State University courses will be assigned an advisor to manage all questions, issues and concerns. Students should not rely on school district staff for guidance on any issues involving university courses.

**3.6.3** Course registration processes will follow regental system and university requirements and procedures, and South Dakota State University staff will process registrations and assist students as needed.

**3.6.4** Instructors for university courses will utilize their university's internal early alert system to inform Institutional advisors of any academic performance concerns.

**3.6.5** South Dakota State University staff will coordinate with the appropriate university entities to provide deficiency reports and final grades to the school district.

Approved by:



\_\_\_\_\_  
Brookings High School/District

7/18/22

\_\_\_\_\_  
Date

\_\_\_\_\_  
South Dakota Board of Regents

\_\_\_\_\_  
Date