

INTERLOCAL AGREEMENT BETWEEN THE \_\_\_\_\_ SCHOOL DISTRICT AND THE  
BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION  
ON BEHALF OF WESTERN NEVADA COLLEGE

This Interlocal Agreement (Agreement) is entered into between the \_\_\_\_\_ School District (District) and

- g. Independent Affiliate: Approved high school teacher who teaches classes on a high school campus to high school students only
- h. Co-Teacher Affiliate: Approved high school teacher who is paired with a college faculty member to deliver instruction on a high school campus to high school students only

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- a. Students must be enrolled at a District high school.
  - b. Students must be in grades 9 or above.
  - c. Students must be in good academic and behavioral standing.
  - d. Students are not eligible for federal financial aid through Free Application for Federal Student Aid (FAFSA) but may be eligible for institutional scholarship funds designated for Dual Enrollment, when available.
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- a. Students and parents/guardians shall complete an online application using the WNC Application for Admission.
  - b. Students and parents/guardians shall complete and submit a High School Authorization Form for each academic year. This must be completed prior to registering for classes.
  - c. Students must obtain written approval of the appropriate principal, counselor or other designee that may be required for enrollment in a specific course or program of study.
  - d. Approval from the secondary school official indicates that the student has demonstrated academic talent, social maturity and readiness for college classes.
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- a. To earn a degree, students must maintain a minimum cumulative WNC grade point average (GPA) of 2.0. Thus, to continue eligibility in the Dual Enrollment program students must maintain this threshold. Students with a GPA below this minimum threshold may be allowed to continue upon meeting with a WNC advisor and approval from the Executive Director of Student Services or th

equivalencies as outlined in NRS 389.310, 2a. Note: Community service courses are not available for dual credit.

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- ii. School separation: When a student leaves the high school for reasons such as transfer or relocation, the school shall act on behalf of the student to withdraw the student from a high school class in which he/she is dually enrolled in a college course.

The school counselor or high school designee shall withdraw the students within one week of school separation.

The school counselor or high school designee will facilitate the withdrawal through the WNC Dual Enrollment Coordinator, in conjunction with Admissions and Records.

Withdrawals after WNC's identified drop dates will not be approved except in extenuating

- i. Co-teaching affiliate instructors will be paired with a qualified WNC faculty who will design, share and guide delivery of the curriculum.
  - ii. Independent affiliate instructors will develop course content that adheres to WNC requirements for student learning outcomes and assessment. The course shall be available for access by the Dual Enrollment Instructional Facilitator or appropriate Division Director at any time for review.
- a. All affiliate instructors shall attend an orientation and any required training before the semester begins.
  - b. All affiliate instructors shall work with WNC faculty and staff to ensure student enrollment is accurate and complete.
  - c. All affiliate instructors shall manage day to day course delivery and instruction. Co-teaching affiliate instructors shall follow the guidance provided by the WNC faculty co-instructor.
  - d. All affiliate instructors shall assess, grade and provide feedback on student work in a timely manner. Co-teaching affiliate instructors will do so in collaboration with the WNC faculty co-instructor.
  - e. All affiliate instructors will regularly check their assigned WNC email for important college information.
  - f. All affiliate instructors shall regularly check rosters and submit information in compliance with WNC dates and deadlines.
  - g. All affiliate instructors shall enter course data and grades in Canvas and myWNC in compliance with WNC dates and deadlines.
  - h. All affiliate instructors shall maintain regular contact with the Dual Enrollment Coordinator (independent affiliates) or the WNC faculty co-instructor (co-teaching affiliates).
1. Student Identification Numbers: The District shall assign a unique identification number to each pupil who is enrolled in a Dual Enrollment course. WNC shall retain the unique identification number assigned to each student by the District.
  2. FERPA Compliance: The District and WNC agree to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), upon the terms and conditions set forth in Exhibit A of this Agreement.
  3. Insurance: The District and WNC shall procure and maintain, during the term of this Agreement, General Liability insurance or provide for their respective obligations through a program of self-insurance in compliance with NRS Chapter 41. The parties shall maintain Workers Compensation insurance as required by Nevada law.
  4. Indemnification: Neither party waives the right or defense to indemnification that may exist in law or equity. The parties shall not waive and intend to assert available NRS Chapter 41 liability limitations in all cases.
  5. Data Sharing: WNC shall have direct access to Dual Enrollment program students and prospective student's identifiable information, to include courses taken, GPA, class rankings, and standardized placement assessment, which is protected as "educational records" under both state and federal laws, for the purposes and intentions of WNC direct contact. Release, sharing, or any other disclosure of student identifiable information is prohibited. WNC's Dual Enrollment Coordinator, Dual Enrollment Instructional Facilitator, appropriate Division Director, WNC Co-teaching Instructors and other designated WNC faculty/staff will have full access to Affiliate-taught courses in the WNC Learning Management System (LMS) for the purpose of observing dual credit course instruction and assessing student learning in the dual credit course and the Dual Enrollment program.
    - a. The District shall provide, at its own expense, classroom/laboratory space in which the Dual Enrollment program and dual credit courses and activities shall be conducted. Facilities and ancillary services provided for the delivery of Dual Enrollment program courses shall comply with all applicable provisions of the state Fire Marshal Code and applicable state and federal laws.
    - b. The District shall furnish, at its own expense, all course materials, specialized equipment, and other necessary equipment for District students participating in Dual Enrollment program courses.
    - c. The District shall adopt and utilize WNC approved textbooks and resources applicable to the Dual Enrollment program courses being taught.
    - d. Each student shall be responsible to purchase required textbooks, supplies or materials for the dual credit course in which he/she is enrolled if it is not otherwise provided by the District.



- v. Determining if dual credit earned through the Dual Enrollment program will transfer to another institution of higher education.
  - vi. Notifying WNC Student Support Services if the student has an Individualized Education Plan (IEP) in order to develop an ADA plan for supports offered by WNC.
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- a. WNC shall determine, in collaboration with the District, which dual credit courses to offer during the term of this Agreement.
  - b. WNC shall ensure that the Dual Enrollment program and dual credit courses offered to students are:
    - i. Of a quality and depth to qualify for college credit as determined by WNC.
    - ii. Evaluated and approved through the WNC curriculum adoption process.
    - iii. Transferable to a college or university in the Nevada System of Higher Education, whenever possible.
    - iv. Compliant with standards applied to all college courses.
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