



MEMORANDUM OF AGREEMENT

I. Purpose

This Memorandum, entered into on December 1, 2014 defines an agreement between the University of Hawai'i – Kapi'olani Community College ("KapCC"), Kaimukī High School ("KHS"), and Hawai'i P-20 Partnerships for Education ("GEAR UP") under which a KapCC credit course will be offered at KHS exclusively for KHS students during the FALL 2014 term under a program called Kaimukī To College (K2C). The purpose of offering this course is to provide students an opportunity to earn credits that can be applied both to a college degree and their high school diploma.

II. KapCC Responsibilities

Name of KapCC Contact Person: Sheldon Tawata, Kuilei Outreach Program Coordinator
 Phone Number: (808) 734-7982
 E-mail: sheldont@hawaii.edu

- A. KapCC will offer the college-level courses below for the above named semester at KHS to match the needs of KHS. The courses will be identical in content and outcomes, as described in the current *KapCC Catalog*, and will be offered according to the *UH Academic Calendar*. KapCC will provide qualified instructors.

Class Title	Class Alpha/No.	Course Reference No.	Credits	Instructor
Introduction to Science: Biological Sciences	BIOL 101	32178	3	Margaret Lam
Composition I	ENG 100	32063	3	David Uedoi

- B. KapCC will provide admission materials, information, and COMPASS Placement Testing services. All students will be required to take the COMPASS placement test to determine if they eligible to participate. Students will be admitted to a KapCC dual enrollment program and must meet all prerequisites and requirements for the course(s). KapCC will be the final authority on admission and course enrollment decisions and will inform KHS of its decisions in a timely fashion.
- C. KapCC will provide instruction to students on the setup and use of MyUH portal and Laulima course management system, and will inform students of important dates through a New Student Orientation.
- D. Students will be admitted to the KapCC and registered for the course(s) prior to the 1st day of instruction.
- E. Upon the conclusion of the semester, KapCC will send the final grades and credits awarded for students enrolled in the above courses to the KHS Registrar so that credits earned can be applied to students' high school diploma requirements.
- F. KapCC will monitor the number of student enrolled, their completion rates, and college enrollment rates to determine K2C's success from KapCC's perspective.

III. KHS Responsibilities

Name of KHS Contact Person: Thomas Schemel, Post-High School Counselor
Phone Number: (808) 733-4900 x247
E-mail: Thomas_Schemel@notes.k12.hi.us

- A. KHS will collect application materials, health clearances, and class roster and then submit the materials in one batch to KapCC's Kuilei Outreach Program by the KapCC Early Admit/Running Start deadline (April 1st for Fall semester). Incomplete packets and packets submitted after the deadline will not be accepted.**
- B. KHS faculty and staff will be responsible for making students aware of the opportunity to participate in these courses through classroom presentations and announcements. The student screening process will include COMPASS Test Placement scores, high school grade point averages, and completed documents by the deadline set by KapCC.**
- C. KHS will be responsible for ensuring that the KapCC course(s) taken by participating students can be applied to students' high school diploma requirements.**
- D. KHS will be responsible for obtaining parental consent that will allow students to participate and will allow for the exchange of student information between institutions. The school will provide signed consent forms (i.e. Running Start applications) to KapCC's Kuilei Outreach Program as part of students' application materials.**
- E. KHS will ensure that at least 15 students are registered for and enrolled in the course.**
- F. KHS will be responsible for supervising its students during UH non-instructional days.**
- G. KHS will provide necessary facilities (classrooms, technology, etc.) and standard teaching supplies as needed.**
- H. Students must abide by all University of Hawai'i/KapCC policies, procedures, and deadlines.**
- I. For federal Clery Act reporting purposes, KHS will provide KapCC with the prior calendar year's crime statistics for all Clery defined crimes that occur on KHS property, including satellite and extension campus'. Statistics will be provided to KapCC by June 30th each year.**

IV. GEAR UP Responsibilities

Name of GEAR UP contact person: Angela Jackson, GEAR UP Project Director
Phone Number: (808) 956-3250
E-mail: angela.jackson@hawaii.edu

- A. GEAR UP shall pay a sum calculated by the number of Student Semester Hours (SSH) multiplied by the cost per credit and fees as stated in the current University of Hawai'i tuition schedule.**
- B. GEAR UP shall pay for required textbooks for the students registered for the course; payment arrangement will be made directly with UH Bookstore.**

V. Payment

In exchange for the above services provided by KapCC to KHS, KapCC will invoice GEAR UP and GEAR UP will pay KapCC a sum calculated by the number of Student Semester Hours (SSH) multiplied by the cost per credit as stated in the current University of Hawai'i tuition schedule. SSH is defined as the number of students enrolled on the first day of instruction multiplied by the class credits (semester hours). Student fees will be assessed according to KapCC's 2014-15 Catalog as follows:

- Student Activity Fee: 1-9 credits - \$2.00 per student per credit**

