

Memorandum of Understanding between Bermuda College and the Department of Education of Bermuda regarding Dual Enrolment Programmes for Public Secondary Schools

Statement of Understanding

Bermuda College (BC) and the Department of Education of Bermuda (DoE) agree to collaborate in offering dual enrolment (DE) pathways for senior school students to acquire college credit, to complete an Associate's Degree in a specified programme or a Technical Certificate in Applied Technology.

The DE Programme allows senior school students to earn college credit while simultaneously enrolled in public secondary schools (The Berkeley Institute or Cedarbridge Academy) and BC. College level courses taken at BC may satisfy academic requirements in the government schools, particularly in Math and English, and also contribute to the completion of an associate's degree at BC. College course credit and/or degrees may be transferred for further education to overseas tertiary institutions according to the rules of those institutions.

Description of Partners

Bermuda College (BC), a community college, the only tertiary institution located in Bermuda, was incorporated by the Bermuda College Act of 1974 to grant Diplomas, Certificates, and Associate's Degrees in various disciplines within the academic areas of Arts and Science, Business, Hospitality, Nursing, and Technical or Applied Sciences.

The Department of Education of Bermuda (DoE) provides oversight for the education of Bermuda's learners in accordance with the Education Act of 1966 and subsequent amendments to ensure that each student has the opportunity to reach their full learning potential; and operates 38 schools providing education for over 6,000 students and employs more than 1200 educators.

BC Dual Enrolment programmes

Bermuda College currently offers two dual enrolment programmes: the Associate Degree Program in various academic disciplines and the Technical Certificate in Applied Technology Programme.

The Associate Degree

Courses. There are a variety of courses available to students in the Associate's Degree Programme. Specific Associate Degrees programmes of study are outlined in the BC Catalogue and can be accessed online at: <https://www.college.bm/index.php/academics>

Enrolment Status: Full-time or Part-time. Full-time students meet all entry requirements and place into both freshmen mathematics and English on the placement test. They can enroll for up to 15 credits or more each semester depending on the successful completion of

courses with a minimum grade of C (2.0). Student who qualify for full time enrolment may opt for part-time enrolment.

Part-time students meet all entry requirements and place into either freshmen mathematics or English on the placement test. They can enroll in up to two academic courses (6-8 credits).

The Technical Certificate

Courses. All students meet entry requirements and enroll into pre-selected programme courses Applied Sciences such as MVA, HVAC, Plumbing, Carpentry, and Electronics) and Hospitality. Specific programmes of study for the Technical Certificate in Applied Technology are outlined in the Bermuda College Catalogue and can be accessed online at:

<https://www.college.bm/index.php/academics/certificate-programmes/cert-applied-science-technology>

Enrolment Status: Full-time only. The Applied Technology programme is a full time programme with no part-time student option.

Dual Enrolment Eligibility and Entry Requirements

- Be enrolled in a Bermuda public senior school.
- Have completed all of the academic requirements of the S2 and be classified as a S3 student with a minimum of B grades in the chosen course of study and an overall GPA.
- Have been selected/recommended for entrance into the programme by the Office of Student Services at the senior school that the student attends.
- Submit the BC Application with a senior school transcript.
- Submit a recommendation letter from the school.
- Sign an agreement for the senior school to release their student record to Bermuda College.
- Demonstrate academic readiness based on selected sections of the College Placement Test.
- Be interviewed by the DE Coordinator or her designee to assess college readiness and to ensure understanding of the demands of college participation.
- Not have already received a senior school diploma or General Education Development (GED) diploma.

Eligibility Duration

Students can remain in the dual enrolment programme for the duration of their high school enrolment provided that they maintain academic standing, usually an overall GPA of 2.0. They are also eligible to take summer college courses

Students who fail courses, present unacceptable behaviour, or otherwise violate college policies may be administratively withdrawn from the dual enrolment programme by the college and may not be allowed to participate in the college programmes until they have completed high school. At this time, they would be subject to the regular application process, tuition and fees.

Academic Regulations

Registration

The registration process is completed by the student with the BC Dual Enrolment Coordinator and/or a designee from the Division of Applied Science, Business and Hospitality

Academic Records

DE courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA at Bermuda College as well as their high school transcript.

Academic Progress

Student progress is monitored by both the high schools and the college at mid-term and the end of each semester. The BC DE Coordinator will disseminate DE grades to the respective senior schools. Students failing courses at mid-term or the end of the semester may be administratively removed from the programme.

College Policies

Students must abide by all BC policies, procedures and regulations as indicated in this agreement and the college catalogue.

Attendance. DE students attend classes for the duration of the semester, which is typically 15 weeks, including the final exam period. Additionally,

- DE students are expected to attend college classes when high school is not in session and school closures do not coincide.
- Absences from college courses due to high school activities will impact grades and could lead to administrative withdrawal from the programme.
- In the case of absences, students are expected to contact their lecturers by using the lecturer contact information.

Failure to comply. Students who fail courses, present unacceptable behavior, or otherwise violate college policies may be administratively withdrawn from the DE programme by the college and may not be allowed to participate in the DE programme.

Tuition, Fees, and other costs

- Tuition and fees for DE students are waived according to the terms of this agreement.
- Students are responsible for the purchase of course materials such as textbooks, calculators, instructional supplies etc. from the BC Bookstore.
- Students are responsible for their own transportation to and from their senior schools.

Additional Costs

The DoE agrees to pay BC for additional costs for accommodating DE students. In the event that BC incurs additional costs for accommodating DE students, BC will prepare and submit an invoice detailing the additional costs to the DoE. Qualifying costs shall include any direct costs that BC incurs related to the DE programme including, but are not limited to the following:

- when DE students are enrolled in a BC class which is oversubscribed,
- when enrolling DE students requires BC to add an additional section of a class to accommodate dual enrolment students

Such fees will allow BC to make salary adjustments such as paying a full-time lecturer for DE students, paying a lecturer for overload, or hiring an adjunct lecturer. BC will advise the Department of Education of the potential for additional costs based on enrolment data each semester for academic courses and on an annual basis in the spring semester for the cohort of students entering the Technical Education programme.

Student Resources

Academic Support

DE students are required to work with the DE Coordinator or a designee to develop an approved course plan.

The DoE provides Academic Support to the Technical Certificate DE students by way of personnel designated to address student needs, assist in attendance matters, and liaise between BC and both senior schools.

Access

Students have access to all College services, including but not limited to library, Academic Resource Centre, computer labs, Counseling Services, Academic Advising.

SIGNATURES OF RESPONSIBLE AUTHORITIES AT THE CO-OPERATING INSTITUTIONS

For the Department of Education

A handwritten signature in blue ink, appearing to read 'Kalmar Richards', written over a horizontal line.

Mrs. Kalmar Richards, Commissioner of Education

Date: September 17, 2018

For Bermuda College

A handwritten signature in blue ink, appearing to read 'Dr. Phyllis Curtis-Tweed', written over a horizontal line.

Dr. Phyllis Curtis-Tweed
Vice President, Academic and Student Affairs

Date: September 18, 2018

