

# **DUAL ENROLLMENT AGREEMENT**

**NEW JERSEY CITY UNIVERSITY**

**AND**

**BELLEVILLE HIGH SCHOOL**

**For the 2024, 2025, and 2026 Academic Years**

## **Purpose**

This Dual Enrollment Agreement (“Agreement”) is entered into on July 3, 2024, between New Jersey City University, a public institution of higher education of the State of New Jersey, located at 2039 Kennedy Boulevard, Jersey City, New Jersey 07305 (hereinafter referred to as “NJCU” or “University”), and Belleville High School, located at 100 Passaic Ave, Belleville, NJ, 07109, (hereinafter referred to as “High School”). Students enrolled in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades are eligible to take undergraduate University courses provided by NJCU at either the High School or University campuses. This Agreement stipulates the conditions for the mutual agreement and understanding of both Parties in accordance with N.J.S.A.18A:61C-10.

## **The goals of this Agreement are to:**

- A. Provide multiple and diverse paths for students' success.
  - a. Enable High School students to be admitted as dual-enrolled students and enroll at the University at a reduced tuition rate.
  - b. Award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the NJSLS
- B. Improve student access, success, and 4-year degree completion.
- C. Expand student options for college-level services and curriculum.
- D. Improve student academic program articulation.

## **Recruitment, Admissions and Registration**

- A. Recruitment and identification of students will be the High School administration's responsibility.
- B. Students will be admitted through an executive process established by both Parties.
- C. Students will apply for admission by completing a visiting student application designed specifically for this program by the University (sample provided in Appendix B; the form is also available on the NJCU website). All students’ names and registration information will be collected (on the application form) and transmitted by the High School’s administration to the University. No application fees will be assessed.

- D. The High School will assist students in registering for courses before the first day of the semester in which the courses are held. The enrollment process will be created by the University.
- E. The Registrar's Office at the University will be responsible for maintaining student records for course work taken.
- F. The students will be coded and tracked in the Student Information Systems at the University. Information will be shared between the institutions for these students. Students must participate in an on-site Orientation, conducted by University personnel. Students will also be issued a University I.D. card.
- G. For courses taken at the University, the registrar's office will give the final grades to the High School.
- H. Grades and transcripts will be available for students and High Schools at the conclusion of each semester. To request a transcript, a student or graduate has three options:
1. In person: Complete a form at the Registrar's Office, Hepburn Hall Room 214
  2. By mail: Send a signed letter to Registrar's Office
  3. Online: <https://www.njcu.edu/directories/offices-centers/registrar/transcript-requests>
- I. Students are protected by The Family Educational Rights and Privacy Act (FERPA), which transfers control of the student's educational record to the student as college students are considered responsible adults who determine what personal information will be released to whom. Students can grant parents access to their educational record by submitting "The Release of Information Form" to the Registrar's Office.
- J. All new and transfer students must comply with NJ State and University immunization requirements if they are taking courses on the NJCU campus. Part-time students are required to have their Measles, Mumps, and Rubella (MMR) vaccination with documentation submitted before the first day of classes. The High School will assist students in the transfer of these documents.

### **Course Offerings**

- A. For courses offered at the University, the University will identify the relevant dual-enrolled courses, no later than the beginning of new student registration and communicate course schedules to the High School.
- B. Please find the list of available courses in Appendix C for the 2024 academic year.

### **Fiscal Arrangement**

- A. The Board of Education agrees to pay in full the discounted tuition charge of \$40 per credit for each student enrolled in a University course in addition to any additional course fees if the course is on campus. If the course is at NJCU, the Board of Education agrees to pay in full the discounted tuition charge of \$100 per credit for each student enrolled in a University course in addition to any additional course fees.
- B. If the course is at NJCU, all salary and space costs for instruction will be the responsibility of the University since the course is offered on-site at the University. If the course is at the High School, all salary and space costs for instruction will be the responsibility of the High School since the course is offered on-site at the High School.
- C. Withdrawals and refunds will be handled by the University in accordance with its existing tuition and fees refund policy.
- D. The University will provide an invoice to the Board of Education and payment is due within two months upon receipt of the invoice.

### **Student Grievances and Conduct**

- A. Students participating in the program shall comply with the University's student code of conduct standards. Please see Appendix D. The High School may intervene in cases of wrongful conduct, particularly when cases involve health and safety. Students found in violation of the student code of conduct may receive punishments from each institution. Both parties reserve the option to decide that only one institution will process a case of misconduct and will create a process for reporting to the other when the institution has undertaken student conduct actions.
- B. The students have a right to avail themselves of academic grievance and appeal procedures in matters regarding grading, course requirements, attendance, academic integrity, and other

educationally related complaints pursuant to the Undergraduate Academic Policy (Appendix E).

### **Transportation**

It is the High School's responsibility to transport the high school students to and from the University if the courses are at NJCU.

### **Medical/Emergency Care**

It is understood and agreed:

A. The University is responsible for providing emergency medical services as they are needed for students physically located on the University's campus, but provision of such services will not incur any obligation, financial or otherwise, upon the University, and all such obligations will be the responsibility of the High School.

B. The High School is responsible for obtaining all necessary forms, including parental or guardian authorizations for participation, medical treatment, and dispensing medication, waivers of liability, and a list of any physical, mental, or medical conditions any student might have, including any allergies that could impact the student's participation in the program.

C. The High School is responsible for establishing a procedure for the notification of the JCBOE student's parent/legal guardian in case of emergency, including medical or behavioral problems, natural disasters, or other significant Program disruptions.

D. The High School is responsible for providing information to parents or legal guardians detailing the manner in which a student may be contacted while at the University.

### **Term and Cancellation of Agreement**

A. This Agreement shall be effective as of September 2024, and shall run for three years. If in agreement, this Agreement may be renewed annually by the Parties by executing a separate agreement. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement only by written amendment executed by both parties.

B. The Parties may terminate for any reason, or no reason, in writing with a 30-day notice prior to the termination of the semester, effective the following Fall semester.

### **Indemnification and Hold Harmless**

The High School shall assume all risk of and responsibility for, and agrees to defend, indemnify and hold harmless the University, State of New Jersey, and the Educational Facilities Authority including their trustees, officers, employees, volunteers and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses (including reasonable attorney's fees) (collectively "claims") in connection therewith on account of the loss of life, property, or injury or damage to the person, body or property, of any person or persons whatsoever. Subject to the provisions of the New Jersey Tort Claims Act and the New Jersey Contractual Liability Act, the University shall be responsible for and defend itself against any and all suits, claims, losses, demands, or damages of whatsoever kind or nature arising out of or in connection with any part or omission of its employees, agents, or officers, in the performance of its obligations assumed pursuant to this Agreement.

### **Insurance**

- A. The High School shall secure and maintain in force for the term of the Agreement, insurance coverage provided herein. All insurance coverage is subject to the approval of the University and shall be issued by an insurance company authorized to do business in the State of New Jersey and which maintains an A.M. Best rating of A- (VII) or better. The High School shall provide the University with current Certificates of Insurance for all coverage and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty (30) days written notice to the University. All insurance required herein shall contain a waiver of subrogation in favor of the University. All insurance required herein, except Workers' Compensation, shall name the University, the State of New Jersey and the New Jersey Educational Facilities Authority, as additional insureds.
- B. Commercial General Liability insurance written on an occurrence form including liability, fire legal liability and contractual liability, covering but not limited to the liability assumed under the indemnification provisions of this Agreement. The policy shall not include any endorsement that restricts or reduces coverage as provided by the ISO CG0001 form without the approval of the University. The minimum limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence, three million dollars (\$3,000,000) general aggregate, three million dollars (\$3,000,000) product/completed operations aggregate. A "per location

endorsement” shall be included, so that the general aggregate limit applies separately to the location that is the subject of this Agreement.

- C. Worker's Compensation Insurance applicable to the laws of the State of New Jersey and other State or Federal jurisdiction required to protect the employees of High School who will be engaged in the performance of this Agreement. The certificate must so indicate that no executive officer is excluded. This insurance shall include Employers' Liability Protection with a limit of liability not less than one million dollars (\$1,000,000) bodily injury, each occurrence, one million dollars (\$1,000,000) disease, each employer, and one million dollars (\$1,000,000) disease, aggregate limit. Lower primary limits will be accepted if the High School liability insurance is included under the umbrella insurance and the umbrella limit exceeds the employer's liability limit requirements.

**No Assignment**

Neither Party may assign this Agreement or any of their rights nor delegate their obligations hereunder to a third party without the prior written consent of the other Party.

**Entire Agreement**

This Agreement sets forth the entire agreement and understanding of the Parties relating to the subject matter herein and merges all prior discussions between them. This Agreement cannot be changed, altered, modified, or discharged except by a contract amendment signed by both Parties.

**Mutual Drafting**

This Agreement is the joint product of NJCU and the High School, and each provision has been subject to the mutual consultation, negotiation, and agreement of NJCU and the High School, and consultation with respective legal counsel, and will not be construed for or against any Party.

**Third-Party Beneficiaries**

No person or entity other than NJCU and the High School and their successors and permitted assigns has any rights, remedies, claims, benefits, or powers under this Agreement. This Agreement will not be construed or interpreted to confer any rights, remedies, claims, benefits, or powers upon any third party. There are no third-party beneficiaries of this Agreement.

**Costs & Expenses**

Each Party will bear its own costs, expenses, and attorneys' fees incurred by it under or in connection with this Agreement.

**Independent Entities**

The Parties acknowledge that they are and will remain independent legal entities, that this Agreement does not create an employment or agency relationship, and that neither Party is empowered to bind the other legally.

**Governing Law/Forum Selection**

Any judicial proceeding related to this Agreement will be brought exclusively in the state or federal courts of the State of New Jersey in Hudson County. Each Party submits to those courts' exclusive jurisdiction for any such proceeding. Each Party

waives any claim that any legal proceeding brought in accordance with this section has been brought in an inconvenient forum or that the venue of that proceeding is improper. This Agreement will be governed by and construed in accordance with the laws of the State of New Jersey without regard to its conflict of laws and rules.

## Notice

All notices or other communications required or permitted to be given under this Agreement will be in writing. They will be deemed to have been given when mailed by certified or registered mail, return receipt requested with proper postage prepaid, addressed to the appropriate party at the following address or such other address as may be given in writing to the Parties:

### If to New Jersey City University from Belleville High School:

**New Jersey City University**  
**Att: Dr. Donna Breault**  
Provost and Executive Vice President  
Affairs  
2039 JFK Blvd.  
Hepburn Hall, Room 309  
Jersey City, NJ 07305

**New Jersey City University**  
**Att: Dr. Scott O'Connor**  
Assistant Provost for Academic  
2039 JFK Blvd.  
Hepburn Hall, Room 308  
Jersey City, NJ 07305

Office of University Counsel  
**Att: Ms. Monica de los Rios**  
Interim University Counsel  
2039 JFK Blvd  
Hepburn Hall, Room 306  
Jersey City, NJ,07305

### If from Belleville High School to New Jersey City University:

**Att: Mr. Caleb Rhodes**  
Principal  
100 Passaic Ave  
Belleville, NJ 07109

## Appendices

As part of this Agreement, the following have been included:

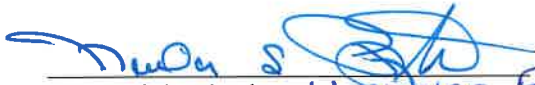
- Appendix A. Checklist of Notification
- Appendix B. High School Visiting Student Registration Form Sample
- Appendix C. List of Available Courses



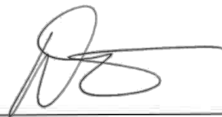
- Appendix D. Student Code of Conduct
- Appendix E. Undergraduate Academic Policy

The representatives of each Institution have executed this Agreement on the date(s) indicated below.

**Signatures:**

  
~~Mr. Caleb Rhodes~~ **Nicholas Perrapato**  
~~Principal~~ **Interim Superintendent**  
Belleville High School

Date: 8/27/24

  
\_\_\_\_\_  
Dr. Donna Breault  
Provost and Executive Vice President  
New Jersey City University

Date: 8/28/24

## **APPENDIX A.**

Checklist of Notification: Core teams to notify the following offices once the agreement is signed.

- ADMISSIONS (UNDERGRADUATE AND GRADUATE)
- DEAN'S OFFICE OF DEPARTMENT
- ENROLLMENT MANAGEMENT
- FINANCIAL AID
- MARKETING
- OPPORTUNITY SCHOLARSHIP PROGRAM
- PROVOST'S OFFICE
- REGISTRAR'S OFFICE
- TRANSFER RESOURCE CENTER
- UNIVERSITY ADVISEMENT CENTER
- UNIVERSITY COUNSEL

**APPENDIX B.**

High School Visiting Student Registration Form Sample



OFFICE OF THE REGISTRAR

Regents Hall, Room 214, Email: [Registrar@njcu.edu](mailto:Registrar@njcu.edu)

Website: [www.njcu.edu/registrar](http://www.njcu.edu/registrar)

Phone: 201-201-3344 Fax: 201-201-3162

NEW JERSEY CITY UNIVERSITY  
HIGH SCHOOL VISITING STUDENT REGISTRATION FORM

Applicant Information

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Gender:  M  F Ethnic Status: \_\_\_\_\_  
 Permanent Home Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ County Code: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 High School: \_\_\_\_\_  
 Student Course Request

**Ethnic Code**  
 1 - American Indian or Alaska Native  
 2 - Asian  
 3 - Black or African American  
 4 - Hispanic  
 Latino: 2 - White  
 5 - Native Hawaiian or other Pacific Islander  
 7 - Non-resident Alien

COURSE TITLE	DEPT	CAT#	CLASS#

**New Jersey County Codes**  
 99 - Out of State  
 01 - Atlantic  
 03 - Bergen  
 05 - Burlington  
 07 - Camden  
 09 - Cape May  
 11 - Cumberland  
 13 - Essex  
 15 - Gloucester  
 17 - Hudson  
 19 - Hunterdon  
 21 - Mercer  
 23 - Middlesex  
 25 - Monmouth  
 27 - Morris  
 29 - Ocean  
 31 - Passaic  
 33 - Salem  
 35 - Somerset  
 37 - Sussex  
 39 - Union  
 41 - Warren

ALL INFORMATION PROVIDED IS TRUE. THIS IS TO CERTIFY THAT I HAVE COMPLIED WITH THE POLICIES AND PROCEDURES OF NEW JERSEY CITY UNIVERSITY.

Signature of Applicant (Required)

Date

Authorization for Release

To Parent/Guardian: Please complete and sign this form to authorize disclosure of limited information from the student's HS educational records to the New Jersey City University Dual Enrollment Program.

I hereby voluntarily authorize the High School to release information to New Jersey City University Dual Enrollment Program. Specifically, I authorize disclosure of the following information: class schedules and student's planned/intended college/university enrollment upon graduation. This authorization will remain in effect from the date it is executed until revoked by me, in writing, and delivered to the Dual Enrollment Program at New Jersey City University.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To the School: The student above is applying to the Dual Enrollment Program at New Jersey City University. Please forward copies of the student's educational records (as described in the Release) to:

Attn: Dual Enrollment Program Staff  
 New Jersey City University  
 2039 John F. Kennedy Boulevard  
 Science Building, Room 150  
 Jersey City, NJ 07305-1397

APPENDIX  
 C. List of Available Courses:  
 Course list will be reviewed annually.

LANG 137  
 Spanish I for Law Enforcement (3 Credits)  
 This course provides students with a foundation in listening, speaking, reading, and writing in Spanish for Law

Enforcement students. It utilizes authentic materials such as videos, internet resources and readings to promote learning by doing. This online course will seek to enhance student's language skills in the target language by providing basic and simple real-life Law Enforcement task situations. Also, students will learn technical vocabulary and idiomatic expressions related to arrests, traffic stops, medical emergencies, and many other common law enforcement situations.

MS 101 Fundamentals of Leadership I (3 Credits)

Introduces students to the personal challenges and competencies that are critical for effective leadership. Instructors explain and illustrate how the personal development of life skills such as critical thinking, goal setting, time management, physical fitness, and stress management relate to leadership (in both the civilian and military environment), officership, the Army profession, and daily life. Leadership principles within the current context of a university are emphasized. Application is also made to leadership in military and civilian settings that include government, corporate, and non-profit organizations. Cross-listed as ROTC 1010 at Seton Hall University (SHU) ROTC.

### **SECU 150 Introduction to Security (3 Credits)**

This introductory course provides an overview of the principles and problems of effective security enforcement. An analysis is made of the security officer's role in the organization served, the procedures and regulations which govern that role and the laws as they relate to the rights of citizens. The organization and administration of the security department are stressed.

### **SECU 151 Security Systems & Design (3 Credits)**

Detailed examination into the administrative planning of security activities, requirements for their effective execution and the supportive equipment and physical layout design for maintaining an effective security system are conducted in this course.

### **SECU 152 Loss Prevention Technique (3 Credits)**

This course stresses individual research in all aspects of loss prevention situations. Students are required to develop security systems that reflect new techniques and concepts. The case study method is employed.

### **SECU 153 Occupational Safety and Health (3 Credits)**

Management and supervisory principles and basic concepts in occupational safety and health are introduced in this course.

### **SECU 154 Careers in Professional Security Studies (3 Credits)**

Course focuses on the many and varied career opportunities in the field of professional security studies. In addition to researching and understanding the requirements for these positions, the application, interviewing process and the preparation of a professional resume and/or curriculum vita will be emphasized.

**Pre-Requisite:** Secu 150 Introduction To Security

### **SECU 155 Introduction to International Security (3 Credits)**

This course introduces theories and problems in international security and applies them to current events. Topics include the causes and ethics of war, security policy decisions, balancing offense and defense, and threats from non-state actors, such as terrorists.

**SECU 210 Introduction to Intelligence (3 Credits)**

This course covers the history and evolution of intelligence, covering areas that include principles and processes, ethics, and how it is used in a national security setting. Students will develop knowledge of the use and practices of intelligence with respect to homeland and national security interests.

**Pre-Requisite:** SECU 150 Introduction to Security

**SECU 214 Crime Scene Investigation (3 Credits)**

This course will review basic and advanced procedures of crime scene investigation. Students will learn the procedures for documenting crime scenes. The course will also cover the proper search techniques, documentation, and collection of evidence. The course will also introduce students to fingerprint examination, bloodstain pattern analysis, and crime-scene reconstruction.

**SECU 215 Behavioral Analysis and Criminal Profiling (3 Credits)**

This course will explore a comprehensive approach to behavioral analysis and criminal profiling. It will examine the foundations and methods of profiling and application of such methods to the investigation of various crimes or threats. The course will also address the application of behavioral analysis to our understanding of terrorism.

**Prerequisite:** SECU 150 Introduction to Security

**SECU 220 Current Security Problems (3 Credits)**

This course analyzes special problem areas in national and industrial security. The focus is on security education and training, community relations, white collar crime, subversion and sabotage, civil disturbance, and emergency and disaster control.

**SECU 221 Contemporary International Security Topics (3 Credits)**

This course applies the theories and lessons from international security to new and emerging threats, risks, and sources of conflict and cooperation including terrorism, human security, climate changes, and cyberspace. Students learn security responses ranging from policy development to kinetic operations.

**Pre-Requisite(s):** SECU 155 Introduction to International Security

**SECU 222 Computer Security I (3 Credits)**

This introductory course focuses on the importance of information security and the impact technology has in the field of security. Specific areas of coverage include: history vs. current methodology, capabilities and limitations of communications; automated information systems (AIS); hardware; software; memory; media; networks; system operating environment and security policies.

**SECU 280 Security Organization & Administration (3 Credits)**

This course is designed as an introduction to the organization and administration of security functions within a corporation, company or municipality. Topics such as administrative procedures and corporate management philosophy are examined.

**SECU 224 Ethics in National Security (3 Credits)**

This course examines how ethical standards apply to human relations and the specific implications for national Security professionals. It combines lectures, case studies, and discussions to critically analyze the impact of ethical behavior and conduct in support of national security objectives.

**Pre-Requisite:** SECU 150 Introduction to Security

**SECU 226 Critical Thinking and Problem Solving for Professionals (3 Credits)**

This course introduces students to the problem solving process, focusing on mastering the skills that enable them to make critical decisions in a variety of contexts. Operating in a collaborative environment that focuses on problem based learning: students establish and work within groups that will utilize strategies for identifying ROOT problems, generating alternatives or solutions, implementing a chosen solution, and evaluating the outcome. Students will discuss issues of group interaction as well as the importance of working within a group and as an individual.

**SECU 2305 Special Topics: National Security Policy (3 Credits)**

This course covers selected topics in Professional Security Studies that are of recent or current interest in the field. The National Security Policy topic is selected from the major domain of National Security. The other two domains of Corporate Security and Information Assurance/Cyber Security will be integrated.

**Pre-Requisite(s):** SECU 150

**APPENDIX D.**

Student Code of Conduct:

**APPENDIX E.**

Undergraduate Academic Policy