

DUAL-ENROLLMENT AGREEMENT

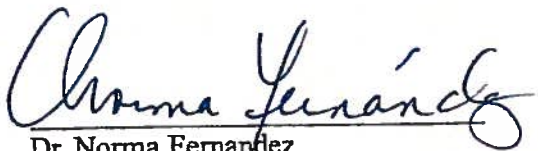
NEW JERSEY CITY UNIVERSITY

AND

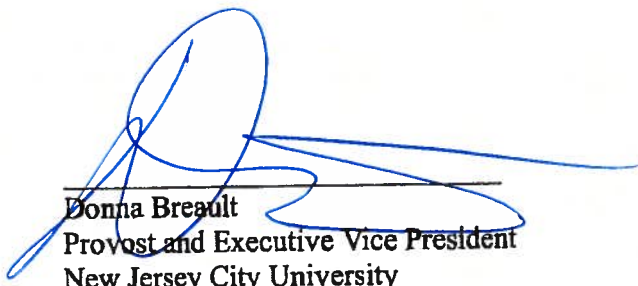
JERSEY CITY BOARD OF EDUCATION

Effective: January 2024

Signatures:



Dr. Norma Fernandez
Superintendent
Jersey City Board of Education




Donna Breault
Provost and Executive Vice President
New Jersey City University



DR. DENNIS FROHNAPFEL
ACTING BUSINESS ADMINISTRATOR
JERSEY CITY PUBLIC SCHOOLS

RP
12/8/23



I. Purpose

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 University), and Jersey City Board of Education, located at 346 Claremont Ave., Jersey City, NJ 07305 (hereinafter referred to as Board of Education), desire to enter into an agreement whereby the High School students are able to take an undergraduate University course in the World Languages and Cultures Department. This Agreement stipulates the conditions for the mutual agreement and understanding of both parties.

The goals of this agreement are to:

- A. Enable High School students to be admitted as dual-enrolled students and enroll at the University at a reduced tuition rate.
- 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.

II. Faculty Qualifications and Responsibilities

- A. High School instructors teaching University courses as part of the High School curriculum are required to meet the University's educational requirements. The High School instructor must receive approval from the discipline specific University department chair and must be "onboarded" by the University's Human Resources office.
- B. High School instructors teaching dual-enrolled courses must follow the assigned curriculum as approved by the discipline specific University department chair, maintain open lines of communication with the department chair, use required course materials, maintain required minimum instructional hours, administer exams, and submit both grades and attendance reports to the University by specified dates.
- C. The chairperson from the University's department of the dual-enrolled course will reach out to invite the High School on campus for a field trip event. This may be a department student event, department or laboratory tour, academic seminar, among

other relevant activities. The Board of Education has the option of attending if resources and time permit.

III. Recruitment, Admissions and Registration

- A. Recruitment and identification of students will be the responsibility of the Board of Education and High School administration. The Board of Education will sponsor fifteen students.
- 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 (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 Board of Education administration to the University. No application fees will be assessed.
- D. Students will register for courses through an enrollment process developed by both parties by September 30th and/or February 15th of each academic year unless otherwise stated.
- 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.
- G. Students' final grades will be transmitted by the Board of Education to the appropriate University Department Chair.
- H. Grade and transcripts will be available at the conclusion of each semester.

IV. Dual-enrolled Course Offering

The High School may elect to run their dual-enrolled course as a semester course or full-year course. Selected students may enroll in the following course to be offered during the spring semester of the 2023-2024 academic year.

There will be one World Language class made available to students at the University in the spring based on mutual agreement, which will meet once a week from 4:00 PM to 6:45 PM

synchronously online. The Board of Education designated World Languages course for the 2023-4 academic year is:

LANG 130 Spanish for Health Professionals (3 Credits)

This course is intended primarily for students planning to enter the health care professions and whose objective is a working knowledge of Spanish. Development of oral skills is fostered through classroom recreations of real-life scenarios. Cultural dimensions are also discussed.

V. Fiscal Arrangement

- A. The Board of Education agrees to pay in full the discounted tuition charge of \$300 for each student enrolled in the University's four-credit course. This represents a significant reduction from the full tuition and fees for a four-credit course.
- B. All salary costs and space costs for instruction will be the responsibility of the Board of Education.
- 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 High School and payment should be made within two months upon receipt of invoice. Invoices can be paid to NJCU by check.

VI. Student Grievances and Conduct

- A. Students participating in the dual-enrollment program shall comply with the University's student code of conduct standards. The Board of Education 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.

VII. 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 Board of Education.
- B. The Board of Education 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 Board of Education 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 Board of Education is responsible for providing information to parents or legal guardians detailing the manner in which a student may be contacted while at the University.

VIII. Terms of Contract

This Agreement shall be effective as of January 2024, and shall run for one year. This agreement has the potential to 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.

IX. 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. The University hereby releases the High School from all liabilities, claims, losses, costs, expenses, and demands of any kind or nature whatsoever arising under state or federal law, solely out of or in connection with the High School's performance of the obligations assumed by it or its employees, agents, or officers pursuant to this Agreement.

X. Insurance

- A. The Board of Education 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 Board of Education 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 Board of Education 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 Board of Education liability insurance is included under the umbrella insurance and the umbrella limit exceeds the employer's liability limit requirements.

XI. Appendices

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

- Appendix A. Checklist of Notification
- Appendix B. High School Visiting Student Registration Form

APPENDIX A.

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

REGISTRAR'S OFFICE

ADMISSIONS

ENROLLMENT MANAGEMENT

FINANCIAL AID

MARKETING

APPENDIX B.

High School Visiting Student Registration Form



OFFICE OF THE REGISTRAR

Hepburn Hall, Room - 214 Email: Registrar@njcu.edu
 Website: www.njcu.edu/registrar
 Phone: 201 200-3334 Fax: 201/200-2062

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: _____

Ethnic Codes

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

Student Courses Request

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 07305-1587

This is A Requisition, Not An Actual PO

24-006095

InComplete Requisition

Jersey City Board of Education

Vendor # 3759

Date 12/06/2023

Vendor:

NEW JERSEY CITY UNIVERSITY OFFICE OF STU
2039 KENNEDY BLVD.
JERSEY CITY, NJ 07305

Ship To:

Attn To : Teresita Eldredge
CURRIC/INSTR ASSOC SUPER.
CURRICULUM/INSTRUCTION
346 CLAREMONT AVE
JERSEY CITY, NJ 07305

Requested by EFIGUEROA

PO Type = Open Market

Control #

PO Description

Qty.	Unit	Print Description	Price	Extended Price
1	Each	New Jersey City University will provide a World Languages course for the Spring 2024: LANG 130 Spanish for Health Professionals (3 credits) for fifteen high school students.	4,500.0000	4,500.00
				<u>\$4,500.00</u>

ATTN: Dual Enrollment Program Staff
New Jersey City University
2039 John F. Kennedy Boulevard
Science Building, Room 150
Jersey City, NJ 07305-1597

20701/11-240-100-500-308-00-0000- (\$4,500.00)

Administrator Approval :

Date :

