

DUAL-ENROLLMENT AGREEMENT

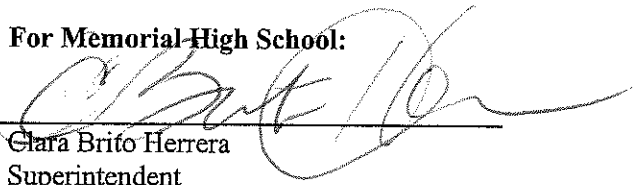
NEW JERSEY CITY UNIVERSITY

AND

MEMORIAL HIGH SCHOOL

Effective: November 2023

For Memorial High School:


Clara Brito Herrera

Superintendent

Date

:

11-12-2024

For New Jersey City University:

Donna Breault

Donna Breault, Ph.D.

Provost

Date 11/21/24

:

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 the Memorial High School of West New York (hereinafter referred to as High School) are able to take undergraduate University courses and will additionally utilize the facilities located at the University. The following incorporates the 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. University and High School Cooperative Management of the Agreement

- A. The management of the Agreement between the High School and the University shall be conducted by and through designated staff of the University and the High School and shall include but not be limited to appropriate consultation.
- B. The University designee for management and consultation related to this Agreement is the Associate Dean of the College of Arts and Sciences.
- C. The High School designee for management and consultation related to this Agreement is the Principal of the High School.
- D. The High School is solely responsible for the conduct of the High School personnel and their adherence to rules, regulations, and law applicable to the treatment and supervision of the High School students in their charge and under their supervision.
- E. The University shall provide the High School with any forms which are required to be read and signed by students, parents (in the case of minor students), and teachers.
- F. All salary for University personnel involved in performance of this agreement are and remain the responsibility of the University.

III. Program Course Offerings and Instruction

- A. High School instructors teaching University courses as part of the High School curriculum are required to meet the University's educational requirements.
- B. High School students enrolled in the program must conform to the college calendar (e.g., college classes may run on days that the high school is not in session).
- C. Course offerings each term will be identified through the collaboration of the High School Principal and the University's College of Arts and Sciences.
- D. Course scheduling is to be organized directly between the High School staff and the University Department Chair(s).

IV. Recruitment, Admissions and Registration

- A. Recruitment and identification of students will be the responsibility of the High School's administration. Auditioning may be required by the University for select courses.
- B. High School students will be admitted through an executive process and will register through processes 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 High School administration to the University. No application fees will be assessed.
- E. The High School will complete registration forms for all students by the end of the University's add/drop period.
- F. The High School will complete registration forms for all students no later than September 30th for the fall semester or January 31st for the spring semester, unless otherwise indicated.
- G. The High School students will be coded and tracked in the Student Information Systems at the University. Information will be shared between the institutions for these students.
- H. Students' final grades will be transmitted by the High School to the appropriate University Department Chair.
- I. Grade and transcripts will be available at the conclusion of each semester.

V. Dual-enrolled Courses Offerings

The courses will run based on the University's schedule. Selected students may enroll in the following courses to be offered during the 2023-2024, 2024-2025, and 2025-2026 academic years.

MGMT 225: Business Enterprise Applications (3 Credits)

This course provides a foundation in current business software and applications. It prepares students for certification in the most widely used software and business applications, including but not limited to Excel and Bloomberg Essentials, an introduction to Word, PowerPoint and other business-related technology. No prior computer experience is necessary.

LTED 160: Languages of Power and Social Justice (3 Credits)

How does academic language provide opportunities for socioeconomic mobility? Students will investigate specific ways in which languages used in different academic disciplines can either limit or broaden prospects for advancement.

VI. Fiscal Arrangement

- A. This tuition represents a significant reduction from the full tuition charge. The High School student's parent and/or guardian agrees to pay in full the discounted tuition charge of \$100 for one academic credit.
- B. All salary costs and space costs for instruction will be the responsibility of the High School since all instruction will take place 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. Payment must be made in full via the University portal. The portal website is gothicnet.njcu.edu. Payment should be made within 14 days upon receipt of invoice.
- E. Financial aid for university courses will not be available for the MHS Program participants.

VII. Student Grievances and Conduct

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

VIII. Medical/Emergency Care

It is understood and agreed that:

- 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 High School 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 High School 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 way a High School student may be contacted while at the University.

IX. 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 New Jersey City 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, two million dollars (\$2,000,000) general aggregate, two million dollars (\$2,000,000) 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. Comprehensive Automobile Liability covering owned, on-owned, and hired vehicles. The limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence.
- D. 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 the 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's liability insurance is included under the umbrella insurance and the umbrella limit exceeds the employer's liability limit requirements.

X. 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, which shall arise from the use of the designated University facilities by the High School students and the High School's personnel under this Agreement. The High School's obligations under this paragraph shall not apply to any claims caused by, or due to the fault of, the University, its trustees, officers, employees, volunteers and/or agents, or which are the responsibility or fault of the Facility.

XI. Terms and Termination

This Agreement shall be effective as of November 2023, and shall run through for three years. 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.

XII. 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 Course 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 07305-1597