

DUAL-ENROLLMENT AGREEMENT

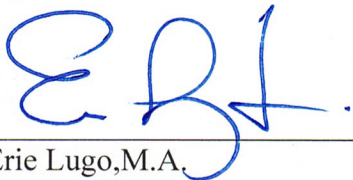
NEW JERSEY CITY UNIVERSITY

AND

UNIVERSITY ACADEMY CHARTER HIGH SCHOOL

Effective: January 2024

Signatures:



Erie Lugo, M.A.
Principal
University Academy Charter High School



Donna Breault, Ph.D.
Provost and Executive Vice President
New Jersey City University

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 the University) and University Academy Charter High School, located at 275 West Side Ave., Jersey City, New Jersey 07305 (hereinafter referred to as High School) desire to enter into an agreement whereby High School junior and senior students are able to take undergraduate University English composition courses. 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 High School 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 High School's administration. The High School will sponsor no less than a minimum of 10 students (number can be adjusted in consultation with the University) but up to a maximum of 25 students enrolled in pre-selected four-credit college level course(s).
- 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 High School 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 of each academic year unless otherwise indicated.
- E. The Registrar's Office at the University will be responsible for maintaining student records for course work taken.
- F. 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.
- G. Students' final grades will be transmitted by the High School 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 2023-2024 academic year.

ENGL Composition I (4)

English Composition I prepares students to meet the requirements of writing for university course work. This course introduces students to the basic communicative skills of reading, writing, speaking, and listening as well as provides an introduction to research skills.

V. Fiscal Arrangement

- A. The High School agrees to pay in full the discounted tuition charge of \$100 per credit. This represents a significant reduction from the full tuition and fees.
- 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. The University will provide an invoice to the High School and payment should be made within 14 days upon receipt of invoice. Invoices can be paid on the NJCU portal by credit card. The portal website is gothicnet.njcu.edu.

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 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.

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 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.

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. 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.

- 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



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**