

# Concurrent Enrollment Agreement

This Agreement is entered into by and between the Northwest Tri-County Intermediate Unit (IU5) (hereinafter referred to as the “School District”) and Gannon University (hereinafter referred to as the “College”). This agreement sets out the terms and conditions of the dual enrollment program offered by these two institutions in accordance with Article XVI of the Public School Code (hereinafter “Program”).

The College and the School District do hereby agree to the following:

## 1. Term

The term of this agreement shall be from July 1, 2018 – June 30, 2019.

## 2. Dual Enrollment Committee

The Dual Enrollment Committee appointed for the term of this Agreement is comprised of the following individuals:

<u>Dr. Doris Gernovich</u>	Northwest Tri-County Intermediate Unit Board of Directors
<u>Dr. Dean Maynard</u>	Northwest Tri-County Intermediate Unit, Executive Director
<u>Mary Jones</u>	Northwest Tri-County Intermediate Unit, Coordinator RCI
<u>Merrilyn Dunlap</u>	Clarion University of Pennsylvania, Interim Director of Admissions
<u>Janet Bowker</u>	Edinboro University of Pennsylvania, Director of Operations
<u>Dr. Linda Fleming</u>	Gannon University, Dean, College of Humanities, Education and Social Sciences
<u>Steve Gregg</u>	Mercyhurst University (at Booker T. Washington Center/Corry Campus) – Director of Programming
<u>Erik Kincade</u>	Fairview School District, Superintendent
<u>Kimberly Jensen</u>	Fairview School District, Guidance Counselor
<u>Richard Emerick</u>	Fort LeBoeuf School District, Superintendent
<u>Charissa Uveges</u>	Fort LeBoeuf School District, Guidance Counselor
<u>Donna Miller</u>	Girard School District, Superintendent
<u>Darrin Mayes</u>	Girard School District, Guidance Counselor
<u>William Hall</u>	Millcreek School District, Superintendent
<u>Christine Rys</u>	Millcreek School District, Guidance Counselor
<u>Pamela Miller</u>	Millcreek School District, Guidance Counselor
<u>Scott Boyd</u>	Millcreek School District, Guidance Counselor
<u>John Hansen</u>	Northwestern School District, Superintendent
<u>Yvonne Teed</u>	Northwestern School District, Director of Curriculum
<u>Gayle Gollmer</u>	Northwestern School District, Guidance Counselor
<u>Dr. Sandra Myers</u>	Union City Area School District, Superintendent

Kimberly Dawson  
Kenneth Berlin  
Tim Malinowski

Union City Area School District, Guidance Counselor  
Wattsburg Area School District, Superintendent  
Wattsburg Area School District, Guidance Counselor

### **3. Student Eligibility**

- A. Students who meet all of the following criteria are qualified to participate in the program:
- a. The student is a high school junior or senior.
  - b. The student is making satisfactory progress toward fulfilling applicable secondary school graduation requirements, as determined by the School District. The School District will determine satisfactory progress based on grades and credits completed, GPA, and SAT scores.
  - c. The student demonstrates readiness for college-level coursework in the intended subject area of study, as determined by the College. The College will determine readiness based on the home high school recommendation and required prerequisites.
  - d. The student has scored an acceptable score on the placement exam deemed appropriate by the College for the dual enrollment course to be taken.
  - e. Students must maintain good standing in their home district as outlined in the code of conduct according to school district policy. Disciplinary actions per the district code of conduct can also impact continued participation in dual enrollment.
- B. Students that do not meet the criteria listed under section A may be permitted to enroll in dual enrollment courses if they meet the following alternative criteria and receive appropriate approval from both the College and the School District:
- a. Case by case review by home school principal or guidance counselor using grades, curriculum, PSSA scores, and success in core curriculum courses.
- C. In order to remain in this program, the student must maintain a minimum grade of 2.0 in each dual enrollment course in which the student is enrolled.
- D. Upon receipt of a D or F for a dual enrollment course, the student will discontinue with further dual enrollment courses until they re-take the same course and receive a minimum grade of 2.0. Exceptions must be approved through the Admission's office.

#### 4. Courses offered

The following criteria apply to all courses covered by this Agreement:

- A. The courses are non-remedial.
- B. The courses are in a core academic subject as defined by the No Child Left Behind Act of 2001. *Core subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography.*
- C. The courses, as offered to dual enrollment students, are identical to those offered when dual enrollment students are not enrolled, including the use of an identical curriculum, assessments and instructional materials.
- D. The courses enforce prerequisite coursework requirements identical to those enforced for the courses when dual enrollment students are not enrolled.
- E. Courses offered must appear in the College catalog.

The following courses shall be offered in accordance with the terms of this Agreement and Article XVI of the Public School Code:

Course 1: See attached list. Additional courses are as listed in the College catalog.

Location: See attached

Instructor: See attached

College Credits: 3

Secondary credits/graduation requirement equivalent:

- A. Maximum number of dual enrollment students to be enrolled in this course in the fall 2018 semester: 25  
(A minimum of 15 students are to be enrolled, with a target of 25 – not to exceed 30 students.)
- B. Maximum number of dual enrollment students to be enrolled in this course in the spring 2019 semester: 25  
(A minimum of 15 students are to be enrolled, with a target of 25 – not to exceed 30 students.)

C. Total approved cost per course: \$300

a. Allowable tuition: \$300

b. Fees: \$0

Students enrolled in this course are responsible for their own transportation.

The school entity will provide transportation.

D. A dual enrollment student will be responsible for:

a. Tuition: \$300

b. Books: Determined per class

c. Fees: \$0

## 5. Student Credit

Students will not be allowed to enroll in more than 24 postsecondary credits through dual enrollment legal guidelines per academic year. Any student who wishes to take more than six credits per semester shall obtain prior approval from the Admission's office.

In order to successfully complete a course listed in this Agreement, students must earn a minimum grade of 2.0.

The School District will award credit for and recognize courses that are successfully completed under this Agreement as fulfilling the graduation requirements identified above.

The College will award postsecondary credit to students who successfully complete courses identified in this Agreement as identified above. The College will transcript this credit in a manner similar to other students who take a course at this institution. If a dual enrollment student becomes a regularly enrolled student at the College following graduation from secondary school, the College shall recognize those credits as applying to the student's degree requirements as it would for any regularly enrolled postsecondary student who took the courses.

## 6. Promotional material

Both the College and the School District agree to provide a mechanism for communicating the educational and economic benefits of higher education as well as the requirements for participation and enrollment procedures for dual enrollment to parents and students.

## 7. Additional Administrative Responsibilities

The following people will be responsible for the tasks listed below:

A. Registration: Northwest Tri-County Intermediate Unit, the College contact, and the school district guidance counselor.

- B. Record Keeping: The College will maintain records during each year that ten or more dual enrollment students enroll directly at the College. The College will submit aggregate data as listed below to the RCI program by July 15<sup>th</sup> of each school year. (Records required for dual enrollment only.)
- a. Number of students applied, accepted, and enrolled
  - b. Average GPA in English and mathematics
  - c. Courses taken in the first year
  - d. Number placed in remedial courses
  - e. Number returning year two
  - f. End of year two GPA

Progress Reports (for RCI off-campus courses): The college faculty member will provide progress reports to students in danger of failing, every 8 weeks (D or below). A copy will also be provided to the RCI program.

- C. Fiscal Transactions: Student invoicing for tuition and fees will consist of a process involving the RCI Program (Northwest Tri-County Intermediate Unit), the College, and the families.
- D. The College will provide students with information on how to access academic support for dual enrollment classes.
- E. The College will provide library privileges to dual enrolled students.
- F. The College will require signed releases from the students to provide grades to the home school and parent.

## Signature Page

The School District and The College agree not to unlawfully discriminate on the basis of race, nationality, ethnicity, religion, gender, age, or disability in any undertaking pursuant to this agreement.

For the School District:

\_\_\_\_\_  
Superintendent/Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Board of School Directors-IU5

\_\_\_\_\_  
Date

For the University:

\_\_\_\_\_

\_\_\_\_\_  
Date