



## AGREEMENT BETWEEN UNION COLLEGE OF UNION COUNTY, NJ AND TOWNSHIP OF UNION PUBLIC SCHOOLS

**Union College of Union County, NJ** (*hereafter referred to as Union College*) located at 1033 Springfield Avenue, Cranford, NJ 07016, and the **Township of Union Public Schools**, located at 2369 Morris Ave, Union, NJ 07083 desire to enter into an agreement whereby Union High School juniors and seniors will be able to take college credits. This agreement established will be for the **2023-2024 Academic Year**. The following incorporates the mutual agreement and understanding of both parties.

The management of the agreement between the two organizations will be coordinated through the Union College Dean of Student Success, Dean of Curriculum & Accreditation, and a representative from the Township of Union Public Schools.

### 1. Purpose and Goals

**Union College** and the **Township of Union Public Schools** will cooperate to promote successful undergraduate educational experiences for qualified high school students during the 2023-2024 Academic Year.

The goals of this partnership are to:

- A. Enable the **Township of Union High Schools'** students to be admitted as Dual Enrollment students at **Union College**.
- B. Improve student access, success, and degree completion.
- C. Expand student experiences in college-level courses.
- D. Use resources at both institutions more efficiently and effectively.

### 2. Recruitment, Admissions and Registration

- A. Recruitment and identification of students will be the responsibility of the **Township of Union Public Schools'** administration.
- B. To be admitted, students will complete a high school dual enrollment form that has the course(s) the student is anticipating taking for the semester. The dual enrollment form needs to be signed by the high school guidance counselor and parent/guardian.
- C. Students will complete the Directed Self-Placement (DSP) Questionnaire or have the following SAT or ACT Scores to be exempt from taking the Math and/or English portions of the DSP:
  1. Math SAT score of **500** or higher; Math ACT score of **20** or higher.
  2. Critical Reading SAT score of **450** or higher; English and Reading ACT scores of at least **18** and **22**, respectively.
- D. Comply with the terms and conditions of the **Township of Union Public Schools'** Student Code of Conduct as outlined in the Student Handbook;
- E. Maintain a minimum term grade point average of 2.0 in Union College courses to remain in the Dual Enrollment Program.

**3. The Township of Union Public Schools Agrees to:**

- A. Serve as the point of contact for parents of the **Township of Union Public Schools** students participating in the Dual Enrollment Program;
- B. Provide every parent with a contract outlining the conditions and responsibilities of the parents and the high school, as determined by the **Township of Union Public Schools**;
- A. Provide a classroom for the course, any space costs for instruction will be the responsibility of the **Township of Union Public Schools**;
- C. Register students for up to six (6) college credits per semester.

**4. Union College agrees to:**

- A. Release academic and disciplinary records (if applicable) of students participating in the Dual Enrollment Program to the **Township of Union Public Schools'** administrator upon request;
- B. Approve the instructors who teach the course(s) at the **Township of Union Public Schools** who meet **Union College** requirements for adjunct faculty (i.e. master's degree in the discipline and approval of the Academic Dean)
- C. Provide academic advising, if applicable.

**5. Instruction:**

• **Option 1 (High School Instructor):**

- 1. The **Township of Union Public Schools** will provide instructors who meet **Union College** requirements for adjunct faculty (i.e. master's degree in the discipline and approval of the Academic Dean).
- 2. Instructors will be observed by the Academic Dean or designee periodically during the semester/school year.

**2. Option 2 (Union College Faculty Member):**

- 1. **Union College** will provide faculty to teach the course at the high school who meet **Union College** requirements for adjunct faculty (i.e. master's degree in the discipline and approval of the Academic Dean).
- 2. Faculty will be observed by the Academic Dean or designee periodically during the semester/school year.
- 3. The faculty member will complete a background check if applicable.

**6. Tuition and Fees**

- A. The **Township of Union Public Schools** agrees to be responsible for all costs associated with the Dual Enrollment Program (tuition, fees, books, supplies and course materials);
- B. The **Township of Union Public Schools** agrees to pay in full the following Union County Residents tuition charge:

[ X ] **Option 1** Tuition and Fees if the course is taught by a UCC Instructor  
\$428 + \$25 (cost of books) = **\$453 per 3 credit** course / per student.

- [ ] **Option 2** High School UCC vetted Instructor  
\$214 +\$25 (cost of books) = **\$239 per 3 credit** course / per student
  - [ ] **Option 3** Tuition and Fees if the course is taught by a UCC Instructor  
\$565+ \$25 (cost of books) = **\$590 per 4 credit** course / per student
  - [ ] **Option 4** High School UCC vetted Instructor  
\$282.50 + \$25 (cost of books) = **\$307.50 per 4 credit course** / per student
- C. Withdrawals and refunds will be handled by **Union College** in accordance with its existing tuition refund policies.
  - D. The **Township of Union Public Schools** will pay in full upon receipt of the invoice for courses taken by their students during the 2023-2024 Academic Year.
  - E. **Billing and Payment:** Bills are submitted to the School District. High Schools are asked to collect tuition and fees and submit one payment to Union College.
  - F. **Financial Aid:** Financial Aid is not available for high school students.

## 7. Program Course Offerings and Instruction

- A. **The following courses will be offered during the 2023-2024 Academic Year:**
  - Students will register for a variety of courses for which they are eligible and attend on the Cranford campus.

## 8. Registration and Student Records

- A. Students will register for courses through a registration process developed by both **Union College** and the **Township of Union Public Schools**.
  1. **Students will register in advance for the course(s) that will run for the 2023-2024 Academic Year**
  2. **Once registered, students will have access to the Cengage Unlimited Learning e-book(s) for the 2023-2024 Academic Year**
- B. After the registration of all students participating in the Dual Enrollment Program is complete, an invoice will be provided by Union College and given to the **Township of Union Public Schools** to make payment.
- C. **Union College** Admissions, Records, and Registration office will be responsible for maintaining student records for course work taken.
- D. The **Township of Union Public Schools'** students will be coded and tracked in **Union College's** computer information systems. Information will be shared between the institutions for these students.
- E. Grades and transcripts will be available at the conclusion of each semester.

## 9. Student Grievances and Conduct

- A. Students participating in the Dual Enrollment Program at the **Township of Union Public Schools** shall comply with the **Township of Union Public Schools'** student code of conduct standards. Students participating in the Dual Enrollment Program at **Union College** shall comply with the **Union College** student code of conduct standards.

