

**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 **2022-2023 Academic Year**. The following incorporates the mutual agreement and understanding of both parties.

**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 2022-2023 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 options for college-level services and curriculum.
- 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 conditions and responsibilities of the parents and the high school, as determined by **Township of Union Public Schools**;
- C. Provide a classroom for the course;
- D. Register students for up to six (6) college credits per semester;

E. **Instruction:**

1. **Option 1:**

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:**

1. **Union College** will provide instructors 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. Instructors will be observed by the Academic Dean or designee periodically during the semester/school year.

4. **Union College agrees to:**

- A. Release academic and disciplinary records (if applicable) regarding the **Township of Union Public Schools'** students participating in the Dual Enrollment Program to the **Township of Union Public Schools'** administrator upon request;
- B. Approve the instructors to teach the course 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)

5. **Tuition and Fees**

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

• **Option 1:**

1. **SPRING 2023 - CST 100 and ENG 129**
2. **\$214** (66% discount rate) per three-credit course for each student enrolled within a **Union College** dual enrollment course at the high school, when instructor (Union College vetted) is provided by the **Township of Union Public Schools**.
3. **\$25 Cengage Unlimited Learning (e-book) per product**
4. **\$214 Tuition**
5. **Total Cost \$239 per three-credit course, and e-book, for each student enrolled**
6. **Fees are waived**

• **Option 2:**

1. **SPRING 2023— CST 100 and ENG 129**

2. **\$428** (33% discount rate) per three-credit course for each student enrolled within a **Union College** dual enrollment course at the high school, when the instructor (Union College vetted) is provided by **Union College**.
  3. **\$25 Cengage Unlimited Learning (e-book) per product will be used**
  4. **\$428 Tuition**
  5. **Total Cost \$453 per three-credit course, and e-book, for each student enrolled.**
  6. **Fees are waived**
- 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 2022-2023 Academic Year.

## 6. Program Course Offerings and Instruction

- A. 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**.
- B. All space costs for instruction will be the responsibility of the **Township of Union Public Schools**.
- C. Academic advising will be the responsibility of **Union College**, if applicable.
- D. **The following courses will be offered during the 2022-2023 Academic Year:**
  - **SPRING 2023 CST 100 and ENG 129**

## 7. 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 2022-2023 Academic Year**
  2. **Once registered, students will have access to the Cengage Unlimited Learning e-book(s) for the 2022-2023 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.

## 8. Financial Aid and Scholarships

- A. Financial aid will not be available for the **Township of Union Public Schools'** program participants.

## 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. The **Township of Union Public Schools** and **Union College** will create a process for reporting to the other when the institution has undertaken student conduct actions.

## 10. Marketing

- A. Promotional plans and materials related to this agreement will be subject to approval by each institution.

## 11. Terms and Termination

- A. The only parties in this agreement are **Union College** and the **Township of Union Public Schools**.
- B. Amendments to this agreement must be in writing and approved by the designated representative of each institution.
- C. This agreement shall cover the **2022-2023 Academic Year** and the parties may renew, in writing, the agreement for additional course work for any subsequent years.



