

E-5

**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 **Township of Union Public Schools**, located at 2369 Morris Ave, Union, NJ 07083 desire to enter into an agreement whereby **Township of Union Public Schools**, students 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

- A. **Union College** and the **Township of Union Public Schools** will cooperate to promote successful undergraduate educational experiences for qualified **Township of Union Public Schools'** students during the **2022-2023 Academic Year**.

The goals of this partnership are to:

- Enable a maximum of 20 of the **Township of Union Public Schools'** students to be admitted as **College Readiness Now Dual Enrollment** students at **Union College**.
- Improve student access, success, and degree completion.
- Expand student options for college-level services and curriculum.
- 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 **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. In addition, the registration form may also have the associated developmental course (if needed) that the student is anticipating taking for the semester: ENG101, along with either ENG081 for reading support and ENG091 for writing support, if placed in the supplemental course through DSP.
- C. Students will complete the Directed Self-Placement (DSP) Questionnaire.
- 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 College Readiness Now Dual Enrollment Program.

3. 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 the College Readiness Now Dual Enrollment Program.

- B. Provide every parent with a contract outlining conditions and responsibilities of the parents towards College Readiness Now Dual Enrollment Program, as determined by **Township of Union Public Schools**.
- C. Students will be registered for up to three (3) college credits per semester, and two (2) developmental credits.
- D. Instruction

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.

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. Faculty will be observed by the Academic Dean or designee periodically during the semester/school year.

- E. Inform **Union College** in a timely manner if a student needs to leave the program.

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 High School** 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 College Readiness Now grant budgets for tuition and Cengage Unlimited Learning (e-book) for the course for up to twenty (20) students;
- B. The grant covers Union County Residents tuition charge:
 - **\$214** per credit course and fees for each student enrolled in **Union College** course(s)
 - **\$25** Cengage Unlimited Learning (e-book) one-time charge for the entire year (If needed for the course)
- C. Withdrawals and refunds will be handled by **Union College** in accordance with its existing tuition refund policies.

6. Program Course Offerings and Instruction

- A. The management of the agreement between the two organizations will be coordinated through a representative from **Union College** and a representative from the **Township of Union Public Schools**.
- B. Academic advising will be the responsibility of **Union College**, if applicable.
- C. Students are required to access and use the Internet and **Union College's** Learning Management System (CANVAS).
- D. Students from the **Township of Union High School** will take all courses in person at the **Township of Union High School**
- E. Students will be taking courses taught by **Union College** Faculty.

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**.
- B. Upon registration by the student from the **Township of Union Public Schools**, the student is enrolled in the course and remains in the course unless officially withdrawn
- C. **Union College's** Admissions, Records, and Registration office will be responsible for maintaining student records for coursework 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 after 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 College Readiness Now Dual Enrollment Program at **Union College** shall comply with Union College 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 to 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 year.

