

RESOLUTION**INTRODUCED BY: BARBARA STAMATO****SECONDED BY: SARAH ALMEIDA**

WHEREAS, the Hudson County Schools of Technology continuously seeks to strengthen course offerings, provide new opportunities and encourage more students to earn college credits; and

WHEREAS, Hudson County Schools of Technology (HCST) would like to enter into a Dual Enrollment Articulation Agreement, herein referred to as the Agreement, for Early College Credits, with New Jersey City University in Radio and Television Broadcasting Technology/Technician; and

WHEREAS, the term of this Agreement shall be effective for the 2025-2026 school year; and

WHEREAS, all HCST instructors teaching courses for NJCU dual enrollment are required to meet the University's educational requirements in the subject areas and approved by the NJCU Faculty Coordinator/Department Dean prior to the start of courses; and

WHEREAS, HCST Instructors teaching NJCU courses agree to utilize agreed upon syllabus, utilize agreed upon course curriculum, utilize agreed upon course materials, administer exams and submit grades and attendance reports to NJCU by specified dates; and

WHEREAS, selection for participation in the courses covered under this agreement will initially be determined by HCST, provided that all selected students meet all course pre-and-co-requisites of HCST and NJCU. HCST will select students who demonstrate a proficiency for college-level work and a reasonable chance for successful completion.

THEREFORE, BE IT RESOLVED, the Board of Education of the Hudson County Schools of Technology does hereby approve the 2025 through 2026 articulation agreements between New Jersey City University and High Tech High School in the Hudson County Schools of Technology school district

This is subject to further action as may be directed by the Board.

Roll Call: 7 Present 2 Absent

Hector A. Zulueta	AYE
Vivanan Webb	AYE
Barbara Stamato	AYE
Adam W. Parkinson	ABSENT
Monica Fundora	ABSENT
Denise C. D'Alessandro	AYE
Sarah Almeida	AYE
Geraldine Perez, Vice-Pres.	AYE
John Minella, President	AYE

*Certified as a true copy of the Resolution adopted
by the Board of Education of the Hudson County
Schools of Technology in the County of Hudson
on the 25TH day of September 2025.*

Denise C. D'Alessandro, Acting Board Secretary

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DUAL ENROLLMENT AGREEMENT

NEW JERSEY CITY UNIVERSITY

AND

HUDSON COUNTY SCHOOLS OF TECHNOLOGY

For the 2025-2026 Academic Year

Purpose

This Dual Enrollment Agreement (“Agreement”) is entered into between 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 “NJCU” or “University”), and the Hudson County Schools of Technology located at 1 High Tech Way, Secaucus, NJ, 07094, (hereinafter referred to as “HCSOT” or the “High School”). This agreement between the University and the High School is intended to cooperatively promote successful undergraduate educational experiences for both parties and to mutually benefit the organizations. Students enrolled in 9th, 10th, 11th, or 12th grades and attending the High School are eligible to take undergraduate University courses provided by NJCU at the High School. This Agreement stipulates the conditions for the mutual agreement and understanding of both Parties in accordance with N.J.S.A. 18A:61C-10.

The goals of this Agreement are to:

- A. Provide multiple and diverse paths for students' success.
 - a. Enable High School students to be admitted as dual-enrolled students and enroll at the University at a reduced tuition rate.
 - b. Award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the NJSLs
- 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.

Recruitment, Admissions and Registration

- A. Recruitment and identification of students will be the High School administration's responsibility.
- 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 (sample provided in Appendix B; the form is also available on the NJCU website). All students' names and registration information will be

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collected (on the application form) and transmitted by the High School's administration to the University. No application fees will be assessed.

D. The High Schools will assist students in registering for courses before the first day of the semester in which the courses are held. The enrollment process will be created by the University.

E. The Registrar's Office at the University will be responsible for maintaining student records for course work taken.

F. The 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. Grades and transcripts will be available for students and High Schools at the conclusion of each semester. To request a transcript, a student or graduate has three options:

1. In person: Complete a form at the Registrar's Office, Hepburn Hall Room 214
2. By mail: Send a signed letter to Registrar's Office
3. Online: <https://www.njcu.edu/directories/offices-centers/registrar/transcript-requests>

H. Students are protected by The Family Educational Rights and Privacy Act (FERPA), which transfers control of the student's educational record to the student as college students are considered responsible adults who determine what personal information will be released to whom. Students can grant parents access to their educational record by submitting "The Release of Information Form" to the Registrar's Office.

Course Offerings

A. For the courses at the High School, the University and High School will identify the relevant dual enrolled courses, no later than the beginning of new student registration and communicate course schedules to the University and High School.

B. Please find the list of available courses in Appendix C for the academic years.

Fiscal Arrangement

A. The High School agrees to pay in full the discounted tuition charge of \$40 a credit for each course taken at the High School and \$100 for each course offered on the NJCU campus. This represents a significant reduction from the full tuition charge.

- B. All salary and space costs for instruction will be the responsibility of the High School when the courses are offered 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 is due within two months upon receipt of the invoice.

Student Grievances and Conduct

- A. Students participating in the program shall comply with the University's student code of conduct standards. Please see Appendix D. 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 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 pursuant to the Undergraduate Academic Policy (Appendix E).

Term and Cancellation of Agreement

- A. This Agreement shall be effective as of September 2025 and shall run for three years. If in agreement, this Agreement may 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.
- B. The Parties may terminate for any reason, or no reason, in writing with a 30-day notice prior to the termination of the semester, effective the following Fall semester.

No Assignment

Neither Party may assign this Agreement or any of their rights nor delegate their obligations hereunder to a third party without the prior written consent of the other Party.

Entire Agreement

This Agreement sets forth the entire agreement and understanding of the Parties relating to the subject matter herein and merges all prior discussions between them. This Agreement cannot be changed, altered, modified, or discharged except by a contract

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amendment signed by both Parties.

Mutual Drafting

This Agreement is the joint product of NJCU and the High School, and each provision has been subject to the mutual consultation, negotiation, and agreement of NJCU and the High School, and consultation with respective legal counsel, and will not be construed for or against any Party.

Third-Party Beneficiaries

No person or entity other than NJCU and the High School and their successors and permitted assigns has any rights, remedies, claims, benefits, or powers under this Agreement. This Agreement will not be construed or interpreted to confer any rights, remedies, claims, benefits, or powers upon any third party. There are no third-party beneficiaries of this Agreement.

Costs & Expenses

Each Party will bear its own costs, expenses, and attorneys' fees incurred by it under or in connection with this Agreement.

Independent Entities

The Parties acknowledge that they are and will remain independent legal entities, that this Agreement does not create an employment or agency relationship, and that neither Party is empowered to bind the other legally.

Governing Law/Forum Selection

Any judicial proceeding related to this Agreement will be brought exclusively in the state or federal courts of the State of New Jersey in Hudson County. Each Party submits to those courts' exclusive jurisdiction for any such proceeding. Each Party waives any claim that any legal proceeding brought in accordance with this section has been brought in an inconvenient forum or that the venue of that proceeding is improper. This Agreement will be governed by and construed in accordance with the laws of the State of New Jersey without regard to its conflict of laws and rules.

Notice

All notices or other communications required or permitted to be given under this Agreement will be in writing. They will be deemed to have been given when mailed by certified or registered mail, return receipt requested with proper postage prepaid, addressed to the appropriate party at the following address or such other address as may be given in writing to the Parties:

If to New Jersey City University from Hudson County Schools of Technology:

New Jersey City University
Att: Dr. Donna Breault
Provost and Executive Vice President
2039 JFK Blvd.
Hepburn Hall, Room 309
Jersey City, NJ 07305

New Jersey City University
Att: Dr. Scott O'Connor
Assistant Provost for Academic Affairs
2039 JFK Blvd.
Hepburn Hall, Room 308
Jersey City, NJ 07305

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Office of University Counsel
Att: Ms. Monica de los Rios
Interim University Counsel
2039 JFK Blvd
Hepburn Hall, Room 306
Jersey City, NJ, 07305

If to **Hudson County Schools of Technology** from **New Jersey City University**:

Att: Thomas Macagnano
Superintendent of Schools
1 High Tech High
Secaucus, NJ, 07094

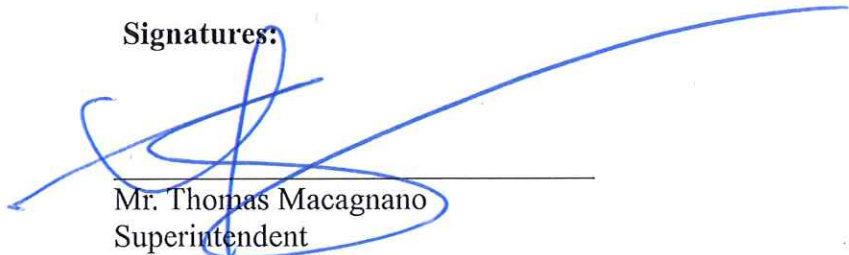
Appendices

As part of this Agreement, the following have been included:

- Appendix A. Checklist of Notification
- Appendix B. High School Visiting Student Registration Form Sample
- Appendix C. List of Available Courses
- Appendix D. Student Code of Conduct
- Appendix E. Undergraduate Academic Policy

The representatives of each Institution have executed this Agreement on the date(s) indicated below.

Signatures:



Mr. Thomas Macagnano
Superintendent
Hudson County Schools of Technology

Date: 9/2/25

Donna Breault

Dr. Donna Breault
Provost and Executive Vice President
New Jersey City University

10/21/25
Date: _____

APPENDIX A.

Checklist of Notification: Core teams to notify the following offices once the agreement is signed.

- ☐ ADMISSIONS (UNDERGRADUATE AND GRADUATE)
- ☐ BURSAR'S OFFICE
- ☐ 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 Sample

OFFICE OF THE REGISTRAR

Hesperia Hall, Room 214 Email: Registrar@njcu.eduWebsite: www.njcu.edu/registrar

Phone: 201.200.3334 Fax: 201.200.2002

**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: _____ Country Code: _____
 Telephone Number: _____ E-mail Address: _____
 High School: _____

Student Course Request

COURSE TITLE	DEPT	CAT#	CLASS#

Ethnic Code:

- 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

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

**New Jersey
County Codes**

- 99 - Out of State
- 01 - Atlantic
- 02 - Bergen
- 03 - Burlington
- 04 - Camden
- 05 - Cape May
- 06 - Cumberland
- 07 - Essex
- 08 - Gloucester
- 09 - Hudson
- 10 - Hunterdon
- 11 - Mercer
- 12 - Middlesex
- 13 - Monmouth
- 14 - Morris
- 15 - Ocean
- 16 - Passaic
- 17 - Salem
- 18 - Somerset
- 19 - Sussex
- 20 - Union
- 21 - Warren

APPENDIX C.

List of Available Courses: Course list will be reviewed annually.

MEDI 110 – Foundations of Media Design – Radio and Television Production I: Intro to Podcasting

MEDI 311- Video 1—Radio and Television Production II: Intermediate Broadcasting Techniques

MEDI 410- Video Field Design — Radio and Television Production III:
Advanced Broadcasting Techniques

MEDI 413- Television Production Workshop – Radio and Television Production IV:
Professional Development & Industry Preparation

APPENDIX D.

Student Code of Conduct:

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APPENDIX E.

Undergraduate Academic Policy