

**Dual Enrollment Agreement Between
Innovation High School
&
New Jersey City University**

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 UNIVERSITY), and Innovation High School, located at 239 Bergen Ave, Jersey City, NJ (hereinafter referred to as IHS), desire to enter into a dual enrollment agreement whereby HIS students receive undergraduate UNIVERSITY credit for specific courses offered at the UNIVERSITY.

The following incorporates the mutual agreement and understanding of both parties.

1. Purpose and Goals

Through this agreement, the UNIVERSITY and the HIS will cooperate to promote successful undergraduate educational experiences for qualified students during the 2022-2023 academic year.

The goals of this partnership are to:

- A. Enable IHS students to be admitted as dual-enrolled students and enroll at the UNIVERSITY at a reduced tuition rate.
- 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.

2. Recruitment, Admissions and Registration

- A. Recruitment and Identification of students will be the responsibility of IHS.
- B. Students will be admitted through an administrative process established by the UNIVERSITY and IHS.
- C. Students will apply for admission by completing an application designed specifically for this program, collected by IHS administration. No application fee will be assessed.
- D. Students will be registering for the Fall 2022 and Spring 2023 semesters at least two weeks before the first day of class, unless otherwise indicated.

3. Tuition and Fees

- A. IHS can enroll up to ten students in pre-selected 3- or 4-credit college level courses per academic semester.
- B. IHS agrees to pay in full the discounted tuition charge of \$290 per course (plus lab fees).
- C. This represents a significant reduction from the full tuition charge.

- D. Withdrawals and refunds will be handled by the UNIVERSITY in accordance with its existing tuition and fees refund policy.
 - E. The UNIVERSITY will provide an invoice to the IHS by September 30 for the Fall semester and January 31 for the Spring semester.
 - F. All charges will be paid in full upon receipt of the invoice.
4. Program Course Offerings and Instruction
- A. Instruction will be provided by a member of the UNIVERSITY faculty who meets all qualifications for designation as a UNIVERSITY adjunct faculty member.
 - B. All salary costs and space costs for instruction will be the responsibility of the UNIVERSITY since all instruction will take place at the UNIVERSITY.
 - C. Academic advisement for the dual enrollment program will be the responsibility of IHS.
 - D. Students enrolled in the program will be limited to enrolling in the following option of 3-credit course(s) or 4-credit course(s) at the UNIVERSITY for each semester.

HIST 231: US in the World (3 credits)

What happens in the United States affects people, governments, and institutions outside the nation. The reverse is also true. This course explores the value of a global approach to US history, especially in terms of political democracy, capitalism, and human rights.

HIST 233: Beyond Boundaries: Global History (3 credits)

This course explores globalization as a cultural interchange subject to divergence, convergence, contagion, and systemization. Students build empathy skills and detect biases in sources through close reading and historical inquiry. In final projects, students research the historical context of immigrant communities and write annotated historical narratives about immigrants they interview.

ENGL 101 English Composition I (4 Credits)

This course, required of all students, is an introduction to the basic communicative skills needed in college-reading, writing, speaking, and listening-through the interpretation of textual, visual, and digital materials. It also provides an introduction to research skills.

ENGL 102 English Composition II (4 Credits)

This course, required of all students, continues to develop the skills practiced in ENG 101. Students learn to identify and to write critically about literary forms including fiction and nonfiction, and they learn how to conduct research and write a research paper. Pre-Requisite(s): ENGL 101 English Composition I

MATH 140 Statistics I (3 Credits)

Statistics I is a study of mode, median, mean, standard deviation, various descriptive techniques, the binomial and normal distributions, and an introduction to statistical inference. Statistical concepts are applied primarily to the natural and social sciences, business administration, and criminal justice using packaged software such as Minitab and SPSS.

MATH 165 Pre Calculus (3 Credits)

Selected topics from algebra, exponential and logarithmic functions, trigonometry and analytic geometry are chosen to provide a suitable background for Calculus I. Pre-Requisite(s): **MATH 112** intermediate or its equivalent in High School or College.

BIOL 130 Principles Biology I (4 Credits)

This lecture/lab course introduces the basic building blocks of life through the scientific investigation. Topics include the scientific method, basic chemistry, the cell and its structure, function, metabolism and reproduction, and nucleic acid structure and function.

BIOL 131 Principles Biology II (4 Credits)

This lecture/lab course is a continuation of the basic building concepts of life. Topics include Mendelian genetics, evolution and an overview of microorganisms, fungi, animals and plants, with selected topics for concentrated study.

Pre-Requisite: **BIOL 130** Principles of Biology I

5. Use of Certain UNIVERSITY Laboratory Facilities

- A. Students identified by IHS to participate in the laboratory program may only participate if they have taken required training by the UNIVERSITY and have signed required safety forms. In the case of minor students, the safety forms will not be considered fully executed to permit student use of the laboratories until signed by their parent/guardian.
- B. IHS is responsible for costs incurred by the UNIVERSITY due to breakage or damage to laboratory utensils, glassware, and equipment caused by IHS students or IHS personnel and shall reimburse the UNIVERSITY for these costs.
- C. The scheduling, allocation, and designation of certain UNIVERSITY laboratory facilities that IHS students use shall be determined by corresponding UNIVERSITY department chairs in consultation with IHS's designated staff.

- D. The type and nature of the experiments which will be performed or conducted by IHS students in the designated UNIVERSITY laboratories are subject to prior consultation and approval of the corresponding UNIVERSITY department chairs.
- E. Laboratory experiments by IHS students will performed or conducted under the supervision of IHS personnel.
- F. IHS is responsible for providing for the safety and security of its students and employees at all times while using the UNIVERSITY'S facilities. It is IHS's obligation to inspect the laboratory facilities prior to each use, to identify any unsafe condition and take any appropriate action and warn and give notice to the UNIVERSITY. If the unsafe condition is the UNIVERSITY'S responsibility, IHS must give notice to the UNIVERSITY but continue to take action to warn and/or safeguard its students and employees of the unsafe condition. IHS is responsible for the conduct and safety of HIS students on the UNIVERSITY campus and assigned to have access to UNIVERSITY laboratories under the supervision of IHS personnel who have taken required training for laboratory use from UNIVERSITY personnel IHS shall assure that all students participating in the IHS laboratory program at the UNIVERSITY take UNIVERSITY prescribed training before the conduct or performance of experiments at UNIVERSITY laboratories.
- G. IHS students participating in the laboratory program shall at all times be supervised by IHS personnel when coming to the campus, while engaged in the hands-on laboratory experience and associated classroom activity, and when leaving the UNIVERSITY campus. It is understood and agreed that IHS students participating in the laboratory program shall only be permitted to come to the campus for that purpose. Participating students shall only enter the campus as a class under the supervision of IHS assigned personnel. As a class the students may participate in the laboratory program. When laboratory class is concluded it is understood and agreed that the students will leave the UNIVERSITY campus as a class under supervision of IHS assigned personnel.

6. Registration and Student Records

- A. The UNIVERSITY'S registrar's office will be responsible for maintaining student records and coursework taken.
- B. IHS students will be coded and tracked in the Student Information System at the UNIVERSITY. Information will be shared between the institutions for these students.
- C. Grade and transcripts will be available at the conclusion of each semester.

7. Financial Aid and Scholarships

No additional financial aid or scholarship will be available.

8. Student Grievances and Conduct

Students participating in the HIS Dual Enrollment Program shall comply with the UNIVERSITY student code of conduct standards. IHS may intervene in cases of

misconduct, particularly when cases involve health and safety. Students found in violation of the UNIVERSITY student code of conduct may receive sanctions from each Institution. The IHS and the UNIVERSITY reserve the option to decide that only one institution will process a case of misconduct. IHS and the UNIVERSITY will create a process for reporting to the other when the institution has undertaken student conduct action.

9. Marketing

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

10. Insurance

- A. IHS shall secure and maintain in force for the term of the Agreement, insurance coverage provided herein. All insurance coverage is subject to the approval of the UNIVERSITY and shall be issued by an insurance company authorized to do business in the State of New Jersey and which maintains an A.M. Best rating of A-(VII) or better. IHS shall provide the UNIVERSITY with current Certificates of Insurance for all coverage and renewals thereof, which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty (30) days written notice to the UNIVERSITY. All insurance required herein, except Workers' Compensation, shall name New Jersey City University, the State of New Jersey and the New Jersey Educational Facilities Authority, as additional insureds.
- B. Commercial General Liability insurance written on an occurrence form including liability, fire legal liability and contractual liability, covering but not limited to the liability assumed under the indemnification provisions of this Agreement. The policy shall not include any endorsement that restricts or reduces coverage as provided by the ISOCG0001 form without the approval of the UNIVERSITY. The minimum limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, two million dollars (\$2,000,000) product/completed operations aggregate. A "per location endorsement" shall be included, so that the general aggregate limit applies separately to the location that is the subject of this Agreement.
- C. Comprehensive Automobile Liability covering owned, non-owned, and hired vehicles. The limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence. Worker's Compensation Insurance applicable to the laws of the State of New Jersey and other State or Federal jurisdiction required to protect the employees of the IHS who will be engaged in the performance of this Agreement. The certificate must so indicate that no executive officer is excluded. This insurance shall include Employers' Liability Protection with a limit of liability not less than one million dollars (\$1,000,000) bodily injury, each occurrence, one million dollars (\$1,000,000) disease, each employer, and one million dollars (\$100,000) disease, aggregate limit.

Lower primary limits will be accepted if IHS liability insurance is included under the umbrella insurance and the umbrella limit exceeds the employer's liability limit requirements.

11. Medical/Emergency Care

It is understood and agreed by IHS:

- A. The UNIVERSITY is responsible for providing emergency medical services as they are needed for students physically located on the UNIVERSITY's campus, but provision of such services will not incur any obligation, financial or otherwise, upon the UNIVERSITY, and all such obligations will be the responsibility of IHS.

It is understood that IHS is responsible for:

- a. Obtaining all necessary forms, including parental or guardian authorizations for participation, medical treatment, and dispensing medication, waivers of liability, and a list of any physical, mental, or medical conditions any IHS student might have, including any allergies that could impact the student's participation in the program.
- b. Establishing a procedure for the notification of the IHS student's parent/legal guardian in case of emergency, including medical or behavioral problems, natural disasters, or other significant Program disruptions.
- c. Providing information to parents or legal guardians detailing the manner in which an IHS student may be contacted while at the UNIVERSITY.

12. Indemnification and Hold Harmless

IHS shall assume all risk of and responsibility for, and agrees to defend, indemnify and hold harmless the UNIVERSITY, State of New Jersey, and Educational Facilities Authority including their trustees, officers, employees, volunteers and agents from and against any and all claims, demands, suits, actions, recoveries, judgements, costs and expenses (including reasonable attorney's fees) (collectively "claims") in connection therewith on account of the loss of life, property, or injury or damage to the person, body or property, of any person or persons whatsoever, which shall arise from the use of the designated UNIVERSITY facility should courses in the futures be offered on the University's campus. Subject to the provisions of the New Jersey Tort Claims Act and the New Jersey Contractual Liability Act, the UNIVERSITY shall be responsible for and defend itself against any and all suits, claims, losses, demands, or damages of whatsoever kind of nature arising out of or in connection with any part or omission of its employees, agents, or officers, in the performance of its obligations assumed pursuant to this Agreement. The UNIVERSITY hereby releases IHS from any and all liabilities, claims, losses, costs, expenses, and demands of any kind or nature whatsoever arising under state or federal law, solely out of in connection with IHS' performance of the obligations assumed by it or its employees, agents, or officers pursuant to this Agreement.

13. Terms and Termination

- A. The only parties to this agreement are the UNIVERSITY and IHS.
- 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 the agreement for subsequent years in writing.