

Concurrent Enrollment Agreement

This Agreement is entered into by and between West Chester Area School District (hereinafter referred to as the "School District") and West Chester University of Pennsylvania (hereinafter referred to as the "University"). This Agreement sets out the terms and conditions of the Concurrent Enrollment program offered by these two institutions in accordance with Article XVI-B of the Public School Code (hereinafter "Program").

The University and the School District do hereby agree to the following:

1. Term

It is agreed that this Agreement will be in effect as of the date of the last signature, for a period of one year. It will be reviewed annually by the appropriate parties at the School District and at the University and will be renewed automatically for additional one-year terms, up to a maximum of five years, unless formally terminated.

2. Student eligibility

Students who meet all of the following criteria are qualified to participate in the program:

- a. The student is a high school junior or senior.
- b. The student is making satisfactory progress toward fulfilling applicable secondary school graduation requirements, as determined by the School District. The School District will determine satisfactory progress based on credits earned.
- c. The student must have achieved proficiency on the Algebra 1, Biology, and Literature Keystone Exams.
- d. In order to remain in this program, the student must maintain a secondary school grade point average of 3.0 in the applicable subject area of study. The student also must maintain a minimum grade of "C" in each concurrent enrollment course in which the student is enrolled.
- e. Students must meet all University non-degree admissions and eligibility requirements.
- f. Students will be required to apply online to the University's non-degree program.

3. Courses offered

The following criteria apply to all courses covered by this Agreement:

- a. The courses are non-remedial.
- b. The courses, as offered to concurrent enrollment students, are identical to those offered when concurrent enrollment students are not enrolled, including the use of an identical curriculum, assessments, and instructional materials.
- c. The courses enforce prerequisite coursework requirements identical to those enforced for the courses when concurrent enrollment students are not enrolled.
- d. The courses shall be offered in accordance with the terms of this Agreement and Article XVI-B of the Public School Code. A letter will be mailed from the District to all parents/guardians of the students attending these courses, prior to the start of the course. The letter will contain language that indicates that the students will be exposed to college appropriate materials, teaching methods, and topics. An acknowledgement copy signed by the parent will be required to be kept on file by the District.
- e. The University Courses are open to a limited number of students who meet the selection requirements. Students who successfully complete the course satisfy the School District graduation requirement as well as earn University credit: 3 credits per semester. The determination of the courses to be offered is at the discretion of the University in consultation with the school district.
- f. The University course list will be finalized 30 days prior to the start of the semester in which the courses are offered and will be attached to this document.

4. Program Details

- a. Program and Courses will be governed by the Academic Policies of the University
- b. Location: West Chester University Graduate Center
- c. Instructors: TBD
- d. College credits: 3 per semester
- e. Secondary credits/graduation requirement equivalent: Determined by district
- f. Number of concurrent enrollment students to be enrolled in this course: Range = 15-35, at the discretion of the University, the course may be offered when enrollment is less than 15 students.

- g. Students enrolled in this course are responsible for their own transportation.
- h. Course schedule will align with the University's academic calendar, including University breaks, Spring Break, Fall Break, Winter Break, University-observed holidays, and other University closures.
- i. All non-degree students must comply with University policies including academic guidelines, requirements for attendance, class and campus behavior. All students are required remain in Good Academic Standing while at West Chester University.
- j. It is the responsibility of the student to activate their myWCU account, including email, once the student receives their WCU ID number. All communication with University staff and faculty members will be through the student's West Chester University email account.

5. Enrollment and Cost

Program is offered under the terms of the State System of Higher Education (SSHE) Board of Governors Policy 1983-18-A: Waiver of Fees which allows all fees to be waived for programs offered under a contract that covers all program costs. Cost per student is set at \$600 and the minimum enrollment required in order to run a course is ten students. Cost and minimum enrollment will be reviewed at the time of the annual renewal of the agreement to consider changes in University costs. The cost per student shall only be modified in writing with the same formality as the original Agreement. Concurrent enrollment students are exempt from the University application fee. Only high school students will be enrolled in the courses offered through this program. Students must meet the admission criteria established by the University.

The School District will remit a single payment for the total number of students enrolled in that semester as of the end of the drop/add period. The payment for any given semester is due thirty days after the receipt of notification of final enrollments for that semester. The School District will ensure that students complete the enrollment form, which is available on the website of the University Registrar.

Non-degree students are not eligible to receive Financial Aid.

6. Student Credit

Students will not be allowed to enroll in more than 18 postsecondary credits through concurrent enrollment per academic year. These credit will count towards the

student's overall non-degree credit limit of 24 credits. In order to successfully complete a course listed in this Agreement, students must earn a minimum grade of "C". The School District will award credit for and recognize courses that are successfully completed under this Agreement as fulfilling the graduation requirements identified above. All grades received will remain on the student's permanent college transcript.

The University will award postsecondary credit to students issue a university transcript.

Enrollment in the non-degree program does not imply admission to the University. To make a request for formal admission into a degree-seeking program, students must apply through the Office of Undergraduate Admission. If a concurrent enrollment student becomes a regularly enrolled student at the University following graduation from secondary school, the University shall recognize those credits as applying to the student's degree requirements as it would for any regularly enrolled postsecondary student who took the course. The grades earned as a non-degree student will remain on their transcript and will be included in the computation of the cumulative GPA should a non-degree student be accepted into a degree program.

All grades received will remain on the student's permanent college transcript. Accordingly, release of those records is bound by the Family Education Rights and Privacy Act. Information pertaining to student's coursework will only be released to the student, not to parents or school officials, unless the student is participating in a program that permits the release of an official transcript to another institution. [For more information on this Act, see the WCU Family Education Rights and Privacy Act \(FERPA\) policy.](#)

7. Faculty / Instructors

- a. The University will ensure prior to instruction that all instructors will have first obtained:
(i) a criminal background check as described in Section 111 of the Public School Code; (ii) a child abuse background check in accordance with the Child Protective Services Law; (iii) an FBI Criminal History Record; (iv) a current TB Test and proof of medical insurance coverage.
- b. University instructors shall not be considered to be employees or independent contractors of the School District by virtue of their involvement with the program.
- c. In the event a student with an I.E.P. or Section 504 plan, the School District's Director of Pupil Services and the University's Office of Services for Students with Disability will coordinate necessary accommodations.
- d. Instructors for each course shall keep attendance records of student attendance and

share them with the School District on a weekly basis.

8. Mutual Terms and Conditions

- a. The School District, the University and their respective employees shall comply with all disclosure and re-disclosure requirements for educational records under Family Educational Rights and Privacy Act and its regulations.
- b. School District and University agree not to unlawfully discriminate on the basis of race, nationality, ethnicity, religion, gender, age, or disability in any undertaking pursuant to this agreement.
- c. The School District understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance Program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/ University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims act, 42 Pa. C.S.A. §§ 8521, et seq.
- d. Either party may terminate this Agreement for any reason with ninety (90) days written notice. Either party may terminate this Agreement in the event of substantial breach. Should the School District or the University terminate this Agreement, all students enrolled under the Agreement at the time of termination, may continue under the terms of this Agreement to complete their registered classes.
- e. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- f. This Agreement shall only be modified in writing with the same formality as the original Agreement.
- g. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
- h. This agreement is not a third party beneficiary contract and confers no rights upon any students or employees of the parties.
- i. Neither of the parties shall assume any liabilities to each other. As to liability to each

other for death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's or University's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.

- j. This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

SIGNATURE PAGE TO FOLLOW

For the School District:


Authorized Signature

5-29-18
Date:


James P. Scanlon EdD, Superintendent of Schools
Print Name and Title


Authorized Signature

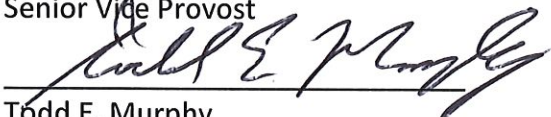
5.29.18
Date:

Robert Sikunowski EdD, Assistant Superintendent of Schools
Print Name and Title

For West Chester University:


Dr. Jeffery L. Osgood, Jr.
Senior Vice Provost

5/31/18
Date:


Todd E. Murphy
Chief Financial Officer, AVP FBS

5/31/18
Date:

Reviewed as to form and legality:

Joseph Miller
University Legal Counsel

6/4/18
Date:

