

Dual Enrollment Agreement

This Agreement is entered into by and between the School District of Philadelphia (hereinafter referred to as the "School District") located at 7100 Henry Avenue in Philadelphia, Pennsylvania, part of the Philadelphia School District, West Chester University of Pennsylvania (hereinafter referred to as the "University") an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania, and Steppingstone Scholars (hereinafter referred to as "Steppingstone"), an educational social mobility organization that creates pathways to college and the workforce for talented, underserved students in the City of Philadelphia. This Agreement sets out the terms and conditions of the Dual Enrollment program offered by the School District and University in accordance with Article XVI-B of the Public School Code (hereinafter "Program"). This Agreement also sets out the terms and conditions for Steppingstone to provide Steppingstone Scholar Students in their junior and senior year at Walter B. Saul High School with a designated scholarship to participate in West Chester University's dual enrollment program (hereinafter referred to as "program") for the Spring 2022 semester.

The University and 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 and will expire June 30, 2022.

2. Student eligibility

School District shall ensure that students meet all the following criteria:

- a. The student is a high school junior or senior and a participant in the Steppingstone Scholars Program at Walter B. Saul High School.
- b. The student is making satisfactory progress toward fulfilling applicable secondary school graduation requirements, as determined by the School District.
- a. In order to participate in this program, the student is required to have a secondary school cumulative grade point average of 2.8. Students who do not meet this requirement will be reviewed on a case-by-case basis. The student also must maintain a minimum grade of "C" in the dual enrollment course.
- b. The student must demonstrate readiness for college-level coursework in the intended subject area of study and must be able to work independently.

- c. Students must meet all University non-degree admissions and eligibility requirements.
- d. Students will be required to apply online to the University's non-degree program. Dual Enrollment Students are exempt from the application fee.

3. Course offered—Writing 200

The following criteria apply to the Writing 120 Course covered by this Agreement:

- a. The Writing 200 Critical Writing and Research course is non-remedial. This three-credit course continues the expository writing experience offered in Effective Writing I (Writing 120), and explores techniques of gathering, evaluating, and selecting materials to be used in writing research papers.
- b. The course is in a core academic subject as defined by the No Child Left Behind Act of 2001.
- c. The course, as offered to dual enrollment students, are identical to those offered when dual enrollment students are not enrolled, including the use of an identical curriculum, assessments, and instructional materials.
- d. Students who are part of this agreement would have successfully completed WCU's Writing 120 course.
- e. A letter will be mailed from the School 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 School District.
- f. The University Course is open to students who meet the selection requirements. Students who successfully complete the course satisfy the School District's criteria for credit toward applicable graduation requirement as well as earn University credit: 3 credits per semester. The determination of the course being offered was determined by the University in consultation with the School District.

4. Program Details

- a. Program and Courses will be governed by the Academic Policies of the University

- b. Location: asynchronous and synchronous online hyflex and Walter B. Saul High School
- c. Instructors: TBD
- d. College credits: 3 credits
- e. Secondary credits/graduation requirement equivalent: Determined by School District
- f. Number of dual enrollment students to be enrolled in this course: Range = 25-33, at the discretion of the University, the course may be offered when enrollment is less than 15 students.
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- h. 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.
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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 \$200 per credit and the minimum enrollment required in order to run a course is ten students. Dual enrollment students are exempt from the University application fee. Only Steppingstone Scholar students at Saul high school students will be enrolled in the course offered through this program. Students must meet the admission criteria established by the University.

Steppingstone Scholars shall provide Students participating in this program with a designated scholarship applied to their account at the end of the drop/add period. The \$600.00 designated scholarship will cover the tuition cost for the 3 credit Writing 120 course. There are no fees for the course.

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- 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 Finance and Risk 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.
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under the terms of this Agreement to complete their registered classes.

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William R. Hite, Jr., EdD
Superintendent for School District of Philadelphia

Date

Paul McCarthy
General Counsel (Contracts), School District of Philadelphia

Date

For Steppingstone Scholars:

Sean Vereen, President

Date

Chris Avery, Vice President of Programs

Date

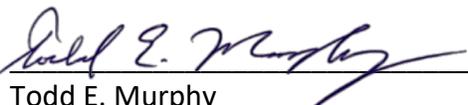
For West Chester University:



Jeffery L. Osgood, Jr., MPA PhD
Vice President for Academic Operations

01/04/2022

Date



Todd E. Murphy
Vice President for Finance and Administration

1/4/2022

Date

Approved as to form and legality:



Joseph Miller
University Legal Counsel

1/5/22

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- j. Binding Signatures and Counterparts. For the purpose of this Agreement, a copy of the party's original signature shall be considered to be an original signature; and as such shall be sufficient to bind such parties. Provided that all parties hereto execute a copy of this Agreement, this Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.
- k. 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

