

SAMPLE INSTITUTION AND DISTRICT OF COLUMBIA PUBLIC SCHOOLS  
DUAL ENROLLMENT PARTNERSHIP

DUAL ENROLLMENT PARTNERSHIP AGREEMENT BETWEEN SAMPLE INSTITUTION AND DISTRICT OF  
COLUMBIA PUBLIC SCHOOLS

This Dual Enrollment Partnership Agreement ("Agreement") sets forth the responsibilities and expectations of Sample Institution and District of Columbia Public School system ("DCPS") in support of the Dual Enrollment Program offered by Sample Institution to DCPS High School students. DCPS and Sample Institution are individually referred to herein as a "Party" and collectively as the "Parties."

RECITALS

WHEREAS, Dual Enrollment programs allow high school students to experience the academic rigor of college courses, and to understand better what is required of them to succeed in college by enabling high school students to enroll in approved college courses, taken at a postsecondary institution, and earn both high school and college credit;

WHEREAS, Sample Institution and DCPS jointly operate one Dual Enrollment Program: the Sample Institution Dual Enrollment Program

WHEREAS, the Parties intend that this Agreement covers program policies and roles and responsibilities for Sample Institution, DCPS, and Dual Enrollment students and families; and

WHEREAS, this Agreement is established pursuant to 5-A DCMR § 2400.2 and adheres to the requirements set forth in 5-A DCMR § 2400, et seq.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

AGREEMENT

**General DCPS Dual Enrollment Policies**

*Helping Families Understand Dual Enrollment Options*

1. To help students and families understand Dual Enrollment options, Sample Institution will provide DCPS with a list of current courses (either printed or online) and descriptions of courses in which a student may be dually enrolled. Sample Institution will provide DCPS with requirements for participation in the Sample Institution Dual Enrollment Program. Further, Sample Institution will designate a point of contact at the University for students with questions about registration or enrollment.
2. DCPS will work with the participating DCPS high school(s) principal(s) to designate a high school staff member to serve as the Dual Enrollment Coordinator. Students may obtain application materials and program information from their high school. Participating DCPS high school(s) are responsible for notifying students and families about Dual Enrollment application deadlines during the appropriate academic semester. Designated liaisons from Sample Institution and DCPS designated high school(s) will collaborate to recruit Dual Enrollment students. Students attending [All DCPS high schools OR enter list of DCPS high schools] will be eligible to participate in the Sample Institution Dual Enrollment Program.

3. To enroll, students must meet the participation requirements established by each partnering party, DCPS and Sample Institution. Sample Institution may limit Dual Enrollment participation based on capacity.

#### *Credit Transfer and Grade Reporting*

1. Students will be able to earn both Sample Institution and DCPS credit for dual enrollment approved courses taken and passed (grade of C or better) at Sample Institution. Dual Enrollment students will be graded on the same basis as traditional college students in the same courses. Grades and credits earned will be reported on both the student's official Sample Institution transcript and the DCPS transcript as specified in 5-A DCMR § 2403.1. Sample Institution will provide DCPS with an official record of enrolled courses, grades and credits earned ("Official Transcript") for each DCPS student participating in the Dual Enrollment Program each semester. Sample Institution will also provide each participating DCPS student their Official Transcript. DCPS will transfer college grades and credits earned in a Dual Enrollment Program to the student's DCPS transcript.
2. By matriculating in a Dual Enrollment Program, students and families understand that grades earned for Dual Enrollment approved college courses will be reported on the DCPS official transcript no matter the grade earned (A through F). These grades will be calculated as part of each participating student's DCPS grade point average (GPA). DCPS designated high school(s) are responsible for communicating grade and credit reporting rules to students and families.
3. DCPS and Sample Institution will collaboratively agree to the set of Dual Enrollment approved college courses (see Appendix A, the "Pre-Approved Course Chart"). The Pre-Approved Course Chart outlines Sample Institution courses that align with DCPS graduation requirements. Each course will count as a college-level course for the purpose of meeting the requirement in 5-A DCMR § 2203.3(c) that every student complete at least two credits of college level or career-prep coursework.
4. DCPS does not guarantee awarding of credit or satisfaction of graduation requirements for courses not included in the attached Pre-Approved Course Chart (Appendix A).
5. The Pre-Approved Course Chart will be reviewed by DCPS and Sample Institution each year to ensure that the approved courses meet the needs of the designated DCPS high school(s) and participating students. New courses for the following school year will be agreed upon by both parties by February 1 each year.
6. After all updates have been completed to the Pre-Approved Course Chart (Appendix A), the updated Appendix will be provided to the OGC of DCPS and Sample Institution to update the MOA.

#### *Weighted Grade Calculations for Qualified Courses*

1. The courses included in the Pre-Approved Course Chart (Appendix A) qualify as college-level and will receive weighted credit to the level of Advanced Placement (AP) and International Baccalaureate (IB) courses as allowed for by 5-A DCMR § 2403.3 and as calculated according 5-B DCMR § 2200.7. Accordingly, approved college-level courses will receive an additional weight of 1.0 factored into each participating student's cumulative GPA (A=5.0; 8=4.0; C=3.0; 0=2.0).

#### *Cost of Tuition and Other Expenses*

2. According to 5-A DCMR § 2401.3, DCPS students/families shall not be held responsible for the cost of tuition for courses taken as part of a recognized DCPS Dual Enrollment Program. Therefore, Sample Institution will waive the cost of tuition and all university fees for students participating in the Sample Institution Dual Enrollment Program. Please note, students may be responsible for the additional costs of transportation, books/course materials, costs incurred during field trips, and other costs associated with participating in the Dual Enrollment Program.
3. Sample Institution shall coordinate with Office of the State Superintendent of Education (OSSE) to access OSSE funds (if available) designated to defray the student cost of transportation and books/course materials.
4. Students/Families are solely responsible for the full cost of domestic or international travel included in a Dual Enrollment course.

#### *Provision of Student Support*

1. Participating DCPS high school(s) are responsible for providing guidance about course choice and college course alignment with DCPS graduation requirements. The school's Dual Enrollment Coordinator will meet with each Dual Enrollment student at least twice per academic semester to advise him or her about course choice and assess the progress of the Dual Enrollment student.
2. Sample Institution will allow Dual Enrollment students access to on-campus tutoring and academic support services as available to traditional college students.

#### *Family Education Rights and {FERPA} Waiver*

1. As part of the matriculation process in a Dual Enrollment Program, parents/guardians of participating minor students and participating adult students shall sign a FERPA waiver allowing the release of their educational records from the postsecondary institution to DCPS.
2. DCPS high school(s) will maintain a record of FERPA waivers for each Dual Enrollment student until that student has graduated or withdrawn from DCPS.

#### *DCPS Background Check Requirement*

1. Pursuant to 5-A DCMR § 2404.3, DCPS will notify parents of Dual Enrollment Program students that this provision of the DCMR, as implemented by the OSSE, states that employees of postsecondary institutions are not subject to the criminal background checks that are applicable to the elementary and secondary school environment. Therefore, as part of the enrollment process in the Sample Institution Dual Enrollment Program, parents/guardians will be required to sign an acknowledgement that instructors, staff, and administration at Sample Institution have not undergone the DCPS fingerprinting and background check process.
2. DCPS will maintain a record of such acknowledgements for each Dual Enrollment student until that student has graduated or withdrawn from DCPS.

#### *Code of Conduct*

1. Dual Enrollment students are held to the behavior and attendance standards of traditional college students. Students enrolled at Sample Institution will follow the policies and guidelines set forth in the Sample Institution Student Handbook, including the Student Code of Conduct.

Students will also be held to attendance and participation policies established by each Sample Institution course instructor.

2. If a Dual Enrollment student violates a policy or guideline set forth in the Sample Institution Student Handbook, the Dual Enrollment coordinator at each participating DCPS high school and the parent will be notified within 48 hours.
3. Students shall also follow the Student Discipline Code established by DCPS and their DCPS high school.
4. Dual Enrollment students will follow Sample Institution's procedures for registration, drop, petition, and withdrawal for Dual Enrollment courses.

#### *Data Collection and Reporting*

1. Participating DCPS high school(s) will collect data on Dual Enrollment Program student participation, course enrollment, and credits earned in the Sample Institution Dual Enrollment Program for all students participating in the Dual Enrollment Program at Sample Institution. Sample Institution shall provide DCPS with official educational records for all DCPS Dual Enrollment students.
2. Each DCPS designated high school shall provide the information described in Subsection 1.1.1 above to DCPS central office. DCPS central office will provide data to the OSSE upon request for use in the educational data warehouse established pursuant to D.C. Official Code § 38-2609 (2012 Supp.); provided, however, DCPS shall only provide OSSE with personally identifiable information from education records to the extent allowable by FERPA.
3. According to 5-A DCMR § 2404.1, DCPS shall submit a copy of this Agreement to the OSSE by February 15 each year. If the OSSE determines that any part of this Agreement does not align with applicable law, it will notify DCPS and Sample Institution of the components of the Agreement that must be addressed and resubmitted to OSSE no later than sixty (60) days after receipt of the initial notification. DCPS and Sample Institution agree to cooperatively address any such notification from OSSE concerning this Agreement.

#### **Dual Enrollment Program at Sample Institution**

Dual Enrollment students accepted to Sample Institution can take college courses part-time while maintaining their status as high school students.

#### *Qualification, Application, and Enrollment at Sample Institution*

1. Dual Enrollment students can enroll as part-time non-matriculating college students taking up to seven credit hours per semester, but no more than two courses during fall, spring, and summer semesters and enroll in a maximum of two courses during each summer session.
2. To be considered for admission, students are required to have the following admission requirements:
  - a. List admission requirements here.

Sample Institution and DCPS will annually agree upon a reasonable deadline for students submitting Dual Enrollment Program at Sample Institution applications. Sample Institution's Office of Admission completes the application review and determines the admission decision for the Dual Enrollment Program in consultation with administration at DCPS and DCPS designated high schools.

Sample Institution will provide Dual Enrollment students with personal academic support services.

Dual Enrollment students may take any course offered at the undergraduate level at Sample Institution as long as Sample Institution's pre-requisite requirements and assessment level(s) for each enrolled credit-bearing course have been met, but courses not included in the Pre-Approved Course Chart are not eligible for DCPS credit.

Continued student eligibility for the Dual Enrollment Program is contingent upon successful completion of Sample Institution course(s) in which a student is currently enrolled, with a minimum grade of "C" or better.

Priority consideration for admission to Sample Institution is given to students who successfully complete high school and the Dual Enrollment Program; however, participation in the program does not imply subsequent admission to Sample Institution.

### **Term and Option Years**

This Agreement shall be effective as of the last date of signing by the signatories (the "Effective Date") and, unless terminated in writing by either Party prior to its expiration, terminate one (1) year from the Effective Date (the "Term"). The Parties may renew this Agreement for up to five (5) additional one (1) year terms, or any fraction thereof, by written agreement signed by both Parties prior to expiration of the Term or any subsequent term agreed to pursuant to this provision.

### **Notices and Contact Persons**

Any inquiries under this Agreement shall be directed to the parties listed below. Any notices required under this Agreement shall be in writing, sent by a recognized form of communication and by any recognized delivery method agreed to by the Parties.

DCPS CONTACT

SAMPLE INSTITUTION CONTACT

These individuals are responsible for the management and coordination of the requirements for each Party under this Agreement. Copies of correspondence related to modification, extension or termination of this MOA, any legal matters concerning this MOA or any other transactions stemming from this MOA shall be furnished to these individuals with additional copies to:

DCPS CONTACT

SAMPLE INSTITUTION CONTACT

### **Definitions**

For the purposes of this agreement, the term:

Dual Enrollment refers to the status of being enrolled as a student at both a DCPS high school and Sample Institution through the Dual Enrollment Program.

Dual Enrollment Program refers to an educational path with specified admissions, eligibility, enrollment, and completion procedures, formally agreed to by DCPS and Sample Institution, and governed by this Dual Enrollment Partnership Agreement.

Student refers to a person enrolled at a DCPS designated high school.

### **Miscellaneous**

- A. **Modifications.** This Agreement may only be amended or modified by a written instrument signed by both Parties.
- B. **Severability.** If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions shall remain in force and unaffected to the fullest extent permitted by law and regulation.
- C. **Entire Agreement.** This Agreement, including any applicable exhibits, contains the entire understanding of the Parties with respect to matters contained herein, and supersedes any and all other agreements between the Parties relating to the matters contained herein.
- D. **Survival.** The provisions of this Agreement that require performance after the expiration or termination of this Agreement shall remain in force notwithstanding the expiration or termination of the Agreement.
- E. **Other Relationships or Obligations.** This Agreement shall not affect any pre-existing or independent relationships or obligations between the Parties.
- F. **Non-Assignable Agreement.** This Agreement may not be assigned by either Party.
- G. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same document.
- H. **Applicable Law.** This Agreement and all matters pertaining to this Agreement shall be governed by the laws of the District of Columbia, including all applicable statutes, regulations, directives, and procedures of the District of Columbia and DCPS.
- I. **Authority of the Parties.** By executing this Agreement, each Party represents to the other that it is authorized to enter into this Agreement and that the person executing this Agreement on its behalf is duly authorized to do so.