

NORTHERN PENNSYLVANIA REGIONAL COLLEGE

DUAL-ENROLLMENT AGREEMENT  
WITH  
WARREN COUNTY SCHOOL DISTRICT  
2023-2024

THIS AGREEMENT is made this 20<sup>th</sup> day of February, 2023 by and between Northern Pennsylvania Regional College (hereinafter referred to as “NPRC”) a post-secondary educational institution in the Commonwealth of Pennsylvania authorized by the Pennsylvania Department of Education to grant associate degrees and the WARREN COUNTY SCHOOL DISTRICT, located at 6820 Market Street, Russell, PA 16345 (herein after referred to as “District” or “Paying Party”) (Federal I.D. #25-1157816).

**BACKGROUND**

**WHEREAS**, NPRC is an educational institution that provides courses in the area of education and is desirous of providing such an educational experience to students; and

**WHEREAS**, the District is desirous of establishing a relationship with NPRC whereby its students may receive experience in college-level education subject to the provisions of this agreement (referred to hereinafter as “Agreement” or “Contract”); and

**NOW THEREFORE**, intending to be legally bound, the Parties hereto agree as follows:

**I. PURPOSE**

The Purpose of the Dual Enrollment Program and this Agreement is to allow eligible and appropriately qualified high school students the benefit and advantage of enrolling in college classes concurrently with high school classes, the benefit of receiving both high school and college credit, and the benefit of experiencing course work at the college level at a reduced cost to students.

**II. DUTIES AND RESPONSIBILITIES OF NPRC**

- a. *Selection of Students.* NPRC shall have the final responsibility for the selection of qualified students to participate in all classes. Selected students must have the appropriate educational experience. Students may be asked to provide appropriate documentation demonstrating that they meet the qualifications to participate. Students who do not provide appropriate documentation by the date designated by NPRC will not be enrolled in the class.
- b. *Education of Students.* NPRC agrees to offer classes in terms as designated in Appendix A during the 2023-2024 academic year, subject to change based upon college needs.

\*Students who enroll in ENG 110 Writing I are required to enroll in the co-requisite support course, ENG 095 Integrated Reading, Writing, and Success Strategies, unless they request and are granted an exemption in alignment with the criteria outlined below:

Students who are currently enrolled in high school as a junior or senior may request and be granted exemption from enrollment in ENG 095 Integrated Reading, Writing, and Success Strategies as a co-requisite to ENG 110 Writing I, if they provide evidence that they meet or exceed ONE of the following standards:

- a. High school GPA of 85/3.25 or higher;
- b. ACT English score of 18 or higher and ACT Reading score of 18 or higher; or
- c. SAT-1 verbal score of 500 or higher.

In addition, students who wish to enroll in ENG 110 Writing I may request exemption from corequisite enrollment in ENG 095 Integrated Reading, Writing, and Success Strategies by completing the Next-Generation Accuplacer exam and receiving a writing scaled score of 254 or higher AND a reading scaled score of 248 if they have a high school GPA between 75/2.5 and 85/3.25 and are currently enrolled in high school as a junior or senior.

\*\*Students who enroll in MTH 120 Foundations of Math or MTH 225 Applied Statistics are required to enroll in the co-requisite support course, MTH 090 Math and College Reasoning Strategies, unless they request and are granted an exemption in alignment with the criteria outlined below:

Students who are currently enrolled in high school as a junior or senior may request and be granted exemption from enrollment in MTH 090 Math and College Reasoning Strategies as a corequisite to enrollment in MTH 120 Foundations of Math or MTH 225 Applied Statistics if they provide evidence that they meet or exceed ONE of the following standards:

- a. High school GPA of 85/3.25 or higher;
- b. ACT Math score of 19; or
- c. SAT-1 Quantitative score of 510

In addition, students who wish to enroll in MTH 120 Foundations of Math or MTH 225 Applied Statistics may request exemption from MTH 090 Math and College Reasoning Strategies by completing the Next-Generation Accuplacer exam and receiving a score of 250 or higher on the arithmetic test AND scaled score of 255 or higher on the quantitative reasoning, algebra, and statistics test, if they have a high school GPA between 75/2.5 and 85/3.25 and are currently enrolled in high school as a junior or senior.

\*\*\*For enrollment in MTH 130 College Algebra, ALL students must meet or exceed ONE of the following standards:

- a. ACT Math Score of 19;
- b. SAT-1 Quantitative Score of 510; or
- c. Concurrent enrollment in MTH 095 Algebra and College Reasoning Strategies.

The list above is subject to change. Some of the courses listed require prerequisite courses which students may or may not have completed. Complete course description are available on the [College website](#) in the [College Catalog](#). Additional courses that become available during academic terms may also be offered to the students upon the mutual agreement of the Parties hereto. Courses may be cancelled at the discretion of NPRC.

NPRC shall assume full responsibility for the classroom education of its students. NPRC shall be responsible for the administration of the program, the curriculum content, the requirements for participation, grading, graduation, maintenance of records, and faculty appointments. All students are subject to NPRC policies detailed in the current Catalog.

- c. *Provision of Materials.* NPRC will be responsible for providing all necessary registration materials to the appropriate district personnel and will provide whatever support is necessary for successful completion of the enrollment process.
- d. *Student Requirements/Eligibility.* Students must have successfully completed their sophomore year of secondary education, have been granted junior standing to be eligible for admission and enrollment, and have made satisfactory progress toward fulfilling applicable school graduation requirements as determined by the District based on credits earned. Students must have a minimum grade point average of 2.5 for eligibility. All students must have the recommendation of the high school principal and/or guidance counselor.

NPRC staff review transcripts to determine eligibility. In order to remain in this program, the student must maintain a minimum high school grade point average of 2.5. The student also must earn a minimum of C in each completed dual enrollment course.

Enrollment is limited to a maximum of six (6) credit hours during the first semester and a maximum of twelve (12) credit hours during each subsequent semester for dual enrollment students. The maximum credit-hour enrollment permitted includes the total of all credit hours of enrollment at all post-secondary institutions of higher learning.

NPRC acknowledges and agrees that, in the event a student is suspended or expelled by the District, the student shall not be permitted to participate in the dual enrollment program during the period of said suspension or expulsion. Under such circumstances and when applicable, NPRC shall utilize its withdrawal policies and tuition reimbursement policies in order to determine whether the student, the student's parents/guardians, or the District is entitled to a refund of any portion of the tuition costs paid to NPRC.

- e. *No Remedial Courses.* Dual enrollment students are subject to the same placement standards as all other students as provided by the NPRC Catalog. Courses offered to dual enrollment students are identical to those offered to regularly matriculated students. Required prerequisite coursework requirements are identical to those enforced for courses when dual enrollment students are not enrolled. Co-requisite support courses are provided for ENG 110, MTH 120, and MTH 130 (see II.b. for details).
- f. *Direct Contact with Children.* NPRC shall provide proof of compliance with all applicable requirements of 24 P.S. § 1-111, 24 P.S. §1-111.1, 24 P.S. §12-1205.6, 22 Pa. Code §8.1, et. seq. and 23 Pa.C.S.A. §6301, et. seq. for any NPRC employee who will have direct contact with children.

### **III. DUTIES AND RESPONSIBILITIES OF THE DISTRICT**

- a. *Establishment of Classroom Facilities.* The District authorizes the use of its facilities as may be agreed upon by the District and NPRC.
- b. *Student Records.* The District shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.
- c. *Recruitment.* The District shall recruit and designate such students that it wishes to enroll in the contracted class.

### **IV. MUTUAL TERMS AND CONDITIONS**

- a. *Number of Participating Students.* The Parties agree that NPRC will determine class enrollment limits and enrollment will be contingent in individual classes based upon the space available. District students will be given every consideration for class placement.
- b. *Compensation.* Tuition shall be \$60 per credit hour (\$180 per 3-credit course). As with the District's other dual enrollment programs that meet all requirements of 24 P.S. 16-1611-B et. seq. and the eligibility requirements for grant funding, the District, in accordance with the District's Dual Enrollment Resolution and at

its sole discretion (unless required to do otherwise by law), may contribute tuition assistance in addition to the NPRC scholarship for any District student who chooses to enroll in the program. The remaining tuition amount will be the responsibility of the student/parent(s).

Notwithstanding Section V(2) of the Agreement, the Parties agree that the District reserves the right to modify the amount of any District contribution at its sole discretion, without the consent of NPRC, and without the necessity of amending this Agreement.

The Parties understanding and agree that said District Contribution is contingent upon a student's voluntary choice and the circumstances under which tuition reimbursement is afforded when a student withdraws from a course, NPRC's withdrawal policies and tuition reimbursement policies will be in effect and shall govern all classes covered by this Agreement. In the event NPRC terminates the Agreement for its convenience in accordance with Section V(6)(a) of this Agreement, the District shall be entitled to a pro-rated refund for services that have been paid for but not yet performed by NPRC.

- c. *Textbook Charges.* Textbook costs will be the responsibility of the student/parent(s).
- d. *Term of Agreement.* The term of this Agreement shall be from July 1, 2023, through June 30, 2024.
- e. *Student Credit.* In order to successfully complete a course listed in this Agreement, students must earn a minimum grade of "C". The District will award credit (and determine whether it's a core or an elective credit) for and recognize courses that are successfully completed under this Agreement as fulfilling its graduation requirements. The District awards 1 high school credit per 3 credit hour college course completed under the terms of this agreement. However, the District will award a student no more than one credit for courses successfully completed during the Summer (after the completion of the Spring Semester and prior to the start of the Fall Semester), regardless of how many courses are successfully completed and regardless of the fact that July 1 marks the beginning of the District's new year. For example, (i) if a student successfully completes one or more courses after the conclusion of the Spring Semester and prior to July 1 and also successfully completes one or more courses on or after July 1 and prior to the start of the Fall Semester, the District will award only one credit; (ii) if a student successfully completes two or more courses after the conclusion of the Spring Semester and prior to July 1, the District will award only one credit; or (iii) if a student successfully completes two or more courses on or after July 1 and before the start of the Fall Semester, the District will award only one credit.

NPRC will award postsecondary credit, not to exceed 30 postsecondary credits in any academic year, to students who successfully complete courses identified in

this Agreement as identified above. NPRC will transcript this credit in the same manner other students who take a course at this institution. If a dual enrollment student becomes a regularly enrolled student at NPRC following graduation from secondary school, NPRC shall recognize those credits as applying to the student's degree requirements as it would for any regularly enrolled postsecondary student who took the courses.

- f. *Promotional Materials.* Both NPRC and the School District agree to provide a mechanism for communicating the educational and economic benefits of higher education as well as the requirements for participation and enrollment procedures for dual enrollment to parents and students.
- g. *Committee Members.* The Dual Enrollment Committee appointed for the term of this Agreement is comprised of the following individuals:

Mr. Glenn Smith, District Principal  
Ms. Ericka Alm, District Principal  
Mr. Eric Mineweaser, Director of Curriculum, Instruction and Assessment  
Ms. Amy O'Donnell, Academic Coach  
Ms. Lynette Swab, District Parent  
Mr. Joseph Colosimo, District Board Member  
Melinda Saunders, Vice President of Academic and Student Affairs, Northern Pennsylvania Regional College  
Leigh Anne Kraemer-Naser, Director of Applied Studies  
Lori McNeal, Registrar, Northern Pennsylvania Regional College

Notwithstanding Section V(2) of this Agreement, the Parties agree that, in the event that any member of the Dual Enrollment Committee becomes unable to serve in said capacity for any reason during the term of this Agreement, the District or NPRC shall be entitled to select a new member without the need to amend this Agreement.

- h. *Termination of Class Offering.* Without terminating this Agreement, NPRC or the District may terminate any class offering covered by this Agreement for any reason with ten (10) days' notice prior to the commencement of the class. In the event that any class offering is terminated in accordance with this provision, the Parties agree that NPRC shall not be entitled to any compensation for said course.
- i. *Transportation.* Unless otherwise required by law, the District shall have no obligation to, and shall not be required to, transport students to and from the classroom facilities. In the event the District elects to provide transportation, said decision is discretionary and District transportation can be terminated at any time at the sole and unrestricted discretion of the District.

- j. *Notice.* All notices hereunder shall be deemed to have been delivered immediately upon hand-delivery or, if mailed, then three days after mailing by United States mail when sent by certified or registered mail, to the following address:

Warren County School District  
6820 Market Street  
Russell, PA 16345  
ATTN : Superintendent

Northern Pennsylvania Regional College  
300 2<sup>nd</sup> Avenue, Suite 5  
Warren, PA 16365  
ATTN: Melinda Saunders  
Vice President of Academic and Student  
Affairs

V. **TERMS AND CONDITIONS FOR CONTRACTS WHERE NPRC IS RECEIVING MONEY AND/OR PERFORMING SERVICES**

1. **Liability.** Neither of the Parties shall assume any liabilities to each other. As to liability to each other or 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 District's 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 NPRC or the District.
2. **Amendments.** This Contract represents the complete agreement between the Parties, superseding any other prior or contemporaneous written or oral agreements. Any changes, corrections or additions to this Contract shall be in writing in the form of a supplemental agreement signed by all necessary Parties, shall set forth therein the proposed change, correction, or addition, and shall be approved by the District's Board of School Directors at a public, advertised meeting held in compliance with the Pennsylvania Sunshine Act.
3. **Applicable Law.** This Contract shall be governed by, interpreted, and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of laws provisions) and the decisions of the Pennsylvania courts. Paying Party consents to the jurisdiction of any court or administrative tribunal of the Commonwealth of Pennsylvania and any federal courts in Pennsylvania, waiving any claim or defense that such forum is not convenient or proper. The Paying Party agrees that any such court shall have personal jurisdiction over it, and consents to service of process in any manner authorized by Pennsylvania law.
4. **Independent Contractor.** In performing the services required by the Contract, each Party will act as an independent contractor and not as an employee or agent of the other Party. 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.
5. **Conflict in Terms.** Should any portion of the Agreement contain terms which conflict with those contained within this page, the terms contained on this page shall unequivocally control.



**6. Termination of Contract.** NPRC or District has the right to terminate the Contract for any of the following reasons. Termination shall be effective upon written notice to the other Party:

- (a) Termination for Convenience. NPRC or District shall have the right to terminate the Contract for its convenience if it determined termination to be in its best interest. NPRC shall be paid for work satisfactorily completed prior to the effective date of the termination.
- (b) Termination for Cause. NPRC or District shall have the right to terminate the Contract upon written notice for the other Party's default as to any of the terms contained in the Contract between the Parties or by law. If it is later determined that NPRC or District erred in terminating the Contract for cause, then, at NPRC's or District's discretion, the Contract shall be deemed to have been terminated for convenience under subparagraph (a).
- (c) Notwithstanding the provisions of sections (a) and (b) of this section, if semester classes have already commenced prior to termination of this Agreement by either Party, NPRC and District agree to complete all course offerings for the semester in which notice is given, and NPRC shall be paid for work through the completion of the semester in which notice is given.

IN WITNESS WHEREOF, the authorized representatives of the Parties have executed the Agreement as of the date previously indicated.

**ATTEST:** (SEAL)

WARREN COUNTY SCHOOL DISTRICT

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
By: President, Board of School Directors

NORTHERN PENNSYLVANIA REGIONAL COLLEGE

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Melinda Saunders,  
Vice President of Academic and Student  
Affairs



**Appendix A**  
**NPRC Course Offerings Academic Year 2023-24**  
*\*Courses may be subject to change based upon college needs.\**

Course Designator	Course Name	Semester Offered		
		Fall 2023	Spring 2024	Summer 2024
ACC 120	Accounting I	X		
ACC 125	Accounting II		X	
BIO 105	Environmental Biology	X	X	X
BIO 110	Human Biology	X	X	
BIO 111	Human Biology Lab	X	X	
BIS 155	Introduction to Business Information Systems		X	
BUS 105	Business Foundations	X		
BUS 220	Principles of Marketing	X		
BUS 230	Principles of Management		X	
CIS 150	Business Technology	X	X	
CRJ 110	Introduction to Criminal Justice	X		
CRJ 200	Corrections	X		
CRJ 225	Criminology		X	
CRJ 230	Police Function		X	
CRJ 235	Criminal Procedure	X		
CRJ 240	Criminal Justice Ethics		X	
CRJ 245	Cyber Crime		X	
CRJ 250	Investigation	X	X	
CRJ 260	Criminal Law		X	
ECE 216	Social and Emotional Growth of Infants and Toddlers	X		
ECE 220	Children's Literature		X	
ECE 232	Child Development		X	
ECN 220	Microeconomics	X		
ECN 225	Macroeconomics		X	
ECS 245	Meeting the Needs of Children with Exceptionalities	X		
ENG 095	Integrated Reading, Writing, and Success Strategies	X	X	
ENG 110	Writing I	X	X	
ENG 115	Writing II	X	X	X
ENG 210	Business and Professional Communication	X		
FIN 110	Music Appreciation		X	
FIN 205	Humanities through the Arts	X		
HST 110	Western Civilization	X	X	X
MTH 090	Math and College Reasoning Strategies		X	X
MTH 095	Algebra and College Reasoning Strategies	X		
MTH 120	Foundations of Math		X	X
MTH 130	College Algebra	X	X	
PHL 110	Introduction to Philosophy	X	X	X
POL 210	US Government and Politics	X	X	X
PSY 110	Introduction to Psychology	X		X
PSY 210	Human Development		X	
SOC 110	Introduction to Sociology	X	X	X
SPC 205	Interpersonal Communication		X	X

SPC 210	Public Speaking	X	X	
SPS 125	Fundamentals of Private Security Services		X	
SWK 105	Introduction to Social Work	X		
SWK 205	Human Behavior and the Social Environment I		X	
SWK 210	Human Behavior and the Social Environment II	X		
SWK 215	Human Behavior and the Social Environment III		X	
SWK 230	Human Diversity	X		