

**AGREEMENT BETWEEN HUDSON
COUNTY COMMUNITY COLLEGE
AND
HUDSON COUNTY SCHOOLS OF
TECHNOLOGY FOR
THE DELIVERY OF DUAL CREDIT
INSTRUCTION IN WOOD TECHNOLOGY
FOR ACADEMIC YEAR 2024-25**



This Agreement between the Hudson County Community College (HCCC) and the Hudson County Schools of Technology (HCST) is for the purposes of HCCC providing dual credit instruction in selected courses for high school students enrolled in High Tech High School (HTHS). HTHS students enrolled in HCCC classes will have the opportunity to earn HCCC credits for selected college courses taught by their high school instructors during or after school as part of their regular teaching responsibilities.

Faculty Qualifications and Responsibilities

1. High school instructors teaching HCCC courses as part of the high school curriculum are required to meet the minimum educational requirements in the subject area(s) being taught or in a closely related discipline and must receive approval from the HCCC faculty coordinator or Dean responsible for that subject area prior to the commencement of instruction.
2. High school instructors teaching HCCC courses must follow the HCCC curricula, utilize required texts, maintain required minimum instructional hours (i.e., 750 minutes per credit), administer HCCC exams and submit both grades and attendance reports to HCCC by specified dates.
3. Class observation(s) will be conducted by HCCC supervisor(s). HCCC reserves the right to remove approvals of HCST instructors who do not meet HCCC standards of instruction.

Provision for Alternate Scheduling and Registration

Instruction for each approved course on HCST campuses may follow the high school schedule as it relates to start-and-end dates and frequency, as long as the required minimum instructional hours and all course outcomes are met.

Student Enrollment

1. Selection for participation in the courses covered under this agreement will initially be determined by HTHS, provided that all selected students meet all course pre-and-co-requisites of HTHS and HCCC. HTHS will select students who demonstrate a proficiency for college-level work and a reasonable chance for successful completion. HCCC Course pre-and-co-requisites may be waived with prior approval of the HCCC faculty coordinator or Dean responsible for that subject area.

2. HCCC will arrange with HTHS for the administration of the College Placement Test for selected students and students must meet the minimum scores required by each applicable HCCC academic division to qualify to take specific HCCC courses. Students who do not meet the minimum requirements in both items 1 and 2 shall not be permitted to participate in the courses covered under this agreement. However, such students will be permitted to take required developmental and/or pre-requisite courses for the below listed course at the same tuition rates listed below.
3. Participating students must complete the HCCC Early College online application and student agreement form within the time frames established by HCCC. HTHS will submit completed student agreement forms, signed by the participating student's school counselor and each student's parent or guardian, to Office of Early College Programs. Participating students shall comply with and be subject to all HCCC policies applicable to HCCC students.
4. HCCC does not guarantee that any credits earned will be transferable to another institution. Whether or not to accept those credits is determined by the policies and procedures of the accepting institution.
5. HCCC and HCST are authorized to exchange pertinent student information. Such information shall be considered confidential and shall not be disclosed except to the extent required by law or for a party to fulfill its obligations under this Agreement. HCCC will forward final grades for participating students to the high school administration upon completion of the semester and payment of all fees and tuition required by this agreement.

Courses for AY (2024-2025)

Selected students may enroll in the following courses to be offered during the 2024-25 academic year.

- EGS-100 Fundamentals of Engineering Design (3 Credits)
- ADM-185 Fund. Arch Manufacturing (3 Credits)
- ADM-282 Mach Pro in Architect Woodwork (3 Credits)

Fiscal Arrangement

A. HCCC shall directly invoice HCST for participating student tuition in accordance with the following charges and terms:

1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities, HCST will be required to pay HCCC tuition of \$40.30 per credit.

B. HCST shall make full payment to HCCC no later than sixty (60) days of HCST's receipt of the bill from HCCC. Non-payment or late payment of all or part of an invoice may result in students being prohibited from registering for future classes, holds on grades and transcripts and the possible referral of the bill for collections. HCST agrees to be responsible for all collection fees and costs incurred by HCCC, including, without limitation, court fees and attorneys' fees, in the event that full payment is not received

from HCST within sixty (60) days of HCST's receipt of an invoice from HCCC. Invoices shall reflect enrollment through the posted withdrawal dates based on the Student Refund and Academic Calendar. HCCC shall not be obligated to make any adjustments in the per credit price charged to HCST if the discontinuation of a student's participation in the program is not communicated to HCCC prior to the appropriate withdrawal dates.

- C. HCCC will waive non-tuition fees (e.g., admission, registration, technology, student activity) for the courses covered under this agreement.
- D. HCST shall be responsible for making arrangements directly with the HCCC Bookstore for the purchase by HCST of required textbooks and supplies prior to the start of classes. The cost of textbooks and supplies is not included in the tuition rates set forth herein.
- E. For participating students who have been determined by HCST as being responsible for their own tuition payments, HCCC shall directly invoice students for participating tuition in accordance with the following charges and terms for the 2024-25 academic year:
 - 1. For courses taught by approved high school instructors during the school day as part of their regular teaching responsibilities, students will be required to pay HCCC tuition of \$40.25 per credit.
 - 2. For courses taught by HCCC faculty during or after the school day, students will be required to pay HCCC tuition of \$80.50 per credit.
- F. A student's failure to timely pay an invoice may result in the student being prohibited from registering for future classes, holds on grades and transcripts, and the possible referral of the bill for collections. Invoices shall reflect enrollment through the posted withdrawal dates based on the Student Refund and Academic Calendar. HCCC shall not be obligated to make any adjustments in the per credit price charged to students if the discontinuation of a student's participation in the program is not communicated to HCCC prior to the appropriate withdrawal dates.
- G. HCCC will waive non-tuition fees (e.g., admission, registration, technology, student activity) for the courses covered under this agreement.
- H. Students shall be responsible for making arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes. The cost of textbooks is not included in the tuition rates set forth herein.

Terms of Contract

This Agreement shall be effective as of July 1, 2024 and shall run through June 30, 2025 and may be renewed annually by the parties by executing a separate agreement. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement only by written amendment executed by both parties.

Choice of Law/Venue

This Agreement shall be subject to and interpreted in accordance with the laws of the State of New Jersey regardless of New Jersey's conflict of laws, provisions or principles. Any and all disputes between the parties arising out of or relating to this Agreement or the services provided thereunder shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey located in Hudson County, New Jersey.

SIGNED:



CC

President or Designee
Hudson County Community College

7-22-2024

Date

Superintendent or Designee
Hudson County Schools of Technology

Date