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Bd App 08/08/24

KEYSTONE COLLEGE
DUAL ENROLLMENT AGREEMENT - CANTON AREA SCHOOL DISTRICT
2024-2025

Thank you for working together with us to promote student learning and success. This agreement is entered into by and between **CANTON AREA SCHOOL DISTRICT** (referred to as the "School District") and **Keystone College** (referred to as the "College"). This agreement sets out the terms and conditions of the dual enrollment program offered by these two institutions in accordance with Article XCI of the Public School Code ("Program"). The terms of this agreement are for the 2024-2025 school year or September 1, 2024, through June 30, 2025.

Student Eligibility

- Students who are enrolled in the School District in their junior or senior year of high school may participate in the Program. Students who are regularly enrolled in eligible courses but are in their freshman or sophomore year may enroll in the Program with the approval of the School District's Guidance Department.
- Students who have an outstanding financial obligation to the College may not participate in the Program until that obligation is satisfied.

Courses Offered at the High School

- Courses will be offered on-site at the high school and taught by a School District faculty member.
- The courses 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.
- The courses require prerequisite coursework identical to those enforced for the courses when dual enrollment students are not enrolled.
- Students wishing to add/drop a course must use the official Add/Drop Form and it must be submitted by March 15 for all semester courses.

Awarding of College Credit

- Students may enroll in up to 30 postsecondary credits total through dual enrollment with the College.
- The College will award postsecondary credit to students who successfully complete courses taken at the high school as identified in this Agreement with a final grade of 'C' or better. The College will transcript this credit in the same manner as matriculating students at the College.
- The College will not transcript courses for which the student has earned less than a 'C'; however, students are still responsible for the costs associated with enrollment.
- If a dual enrollment student becomes a regularly enrolled student at the College following graduation from secondary school, the College shall recognize those credits as applying to a student's degree requirements as it would for any regularly enrolled postsecondary student who took the same courses.
- Students may request an official transcript from Keystone College. Normal College fees and procedures apply. Keystone does not guarantee the acceptance of these credits to other Colleges or Universities.

Registration, Tuition, and Payment Schedules

- The College is pleased to offer dual enrollment to contracted districts at a significantly reduced rate of \$100/credit for the 2024-2025 academic year, a substantial discount from our standard per credit rate of \$490/credit. This is a testament to our commitment to making higher education more accessible. It is the shared responsibility of the student, parent, and home district to ensure timely registrations and payment.
- Students must provide their social security number on the dual enrollment registration form for the enrollment to be processed.
- Invoices will be mailed to student homes within 10 business days of the School District's approval of class rosters. Payment can be made via credit card, check payable to "Keystone College," and/or cash and is due 30 days from the date of the invoice. If necessary, invoices for second semester courses will be mailed following this same procedure.
- If a student withdraws from a course at the high school for which they were pursuing Dual Enrollment credit, the student should contact the Guidance Department of the School District for assistance with submitting the proper add/drop form to the College.
- Payment is required regardless of the grade earned in the course, whether the course transfers to another institution, or whether the student elects not to transfer the course to another institution.
- The College will follow standard procedures for collecting outstanding balances for dual enrollment registrations as it would for any regularly enrolled student.

Responsibilities of the College

- The College will provide the School District with contracts and registration forms for the upcoming school year by June 30 of each year.
- The College will provide the School District with class rosters for each dual enrollment course.
- The College will register students, enter grades, invoice students, and transcript coursework as detailed above.
- The College will review and approve course syllabi and instructor credentials to ensure compliance with standards relevant to the level of instruction and the College's accreditation.
- The College will inform the School District of any issues with registration to provide transparent communication.
- The College will promptly provide the School District with current contact information for all personnel involved in the Dual Enrollment process.
- The College will determine the equivalent for each high school course to maintain consistency throughout this program.

Responsibilities of the School District

- The School District will provide the College with current contact information for all individuals involved in the Dual Enrollment process, including, but not limited to, the Superintendent, High School Principal, and Representative responsible for registration forms, verification of course rosters, and grade submission.
- The School District will notify the College of any change in instructor for a Dual Enrollment course and provide the new instructor's resume for review in a timely manner. If the College does not approve the new instructor's credentials, the School District cannot include the corresponding course(s) on the registration form.
- The School District will review and approve/provide edits for the class rosters within one week of their receipt.
- The School District will submit final letter grades to the College by no later than June 30 of each year.

- The School District will assist students with dropping/adding Dual Enrollment courses should such a need arise due to changes in the student's high school schedule.
- For students with documented special circumstances, the School District is responsible for providing support services as prescribed in their IEP or similar documents.
- School Districts are asked to use the official registration form the College provides each year. No changes should be made to this form, and no other form can be accepted as an official registration.
- Course syllabi and faculty résumés must be reviewed and approved by Keystone College. The School District is asked to provide updated syllabi and resumes to the College if course content or instructors are changed.
- The College will assess the Program with School Districts on a four-year rotating basis. The School District will be notified of the assessment schedule six months prior. During this assessment process, the School District will be asked to provide documents necessary for the process, including, but not limited to, current syllabi and instructor resumes for select courses and updated contact information for the School District.

Keystone College Dual Enrollment Contact Information

General Program Questions:	Adrienne Mellott	570.945.8434	adrienne.mellott@keystone.edu
Registration Questions:	Barb Kelley	570.945.8223	barb.kelley@keystone.edu
Billing Questions:	Rebecca Thomas	570.945.8300	rebecca.thomas@keystone.edu

SIGNATURE PAGE

Canton Area School District and Keystone College agree not to unlawfully discriminate on the basis of race, nationality, ethnicity, religion, gender, age, or disability in any undertaking pursuant to this agreement.

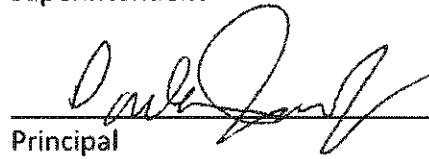
School District Signatures



Superintendent

Aug 8, 2024
Date

Amy Martell, Ed.D.
Printed Name

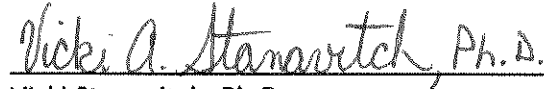


Principal

Aug 8, 2024
Date

Donnie Jacopetti
Printed Name

College Signature:



Vicki Stanavitch, Ph.D.,
Provost and Vice President for Academic and Student Affairs

8/14/2024
Date