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University Registrar



**DUQUESNE UNIVERSITY  
COLLEGE IN HIGH SCHOOL  
LETTER OF AGREEMENT  
www.duq.edu/chs**

This document serves as a Letter of Agreement for participation in the College in High School (CHS) program offered collaboratively between Duquesne University (DU) and Chartiers Valley High School.

Duquesne University offers the College in High School Program in partnership with select high schools which offer students academically rigorous courses that are equivalent to Duquesne University courses. Students enrolled in these high school courses may register for and receive Duquesne University credit based on the terms of this agreement.

Signed copies of this agreement will be filed with the Provost, University Registrar, and School Dean/s at Duquesne University and returned to the authorizing high school official.

### **Student Eligibility**

Students who meet all of the following criteria are qualified to participate in the program:

- The student is in high school grades 9-12.
- The student is making satisfactory progress toward fulfilling secondary school graduation requirements as determined by the School District.
- The student demonstrates readiness for college-level coursework in the intended area of study as determined by the high school.

### **Courses**

The following criteria apply to all high school courses:

- The courses are taught at an advanced level and thus cannot be remedial.
- The courses are in a core academic subject as defined by the *Every Student Succeeds Act of 2016*. Core subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography.
- The courses offered to students enrolled for college credit are identical to those offered to students who are not enrolled for college credit, including the use of identical curriculum, assessment, and instructional materials.
- The courses enforce prerequisite coursework requirements identical to those enforced for the courses when students are not enrolled for college credit.

### **Official Registration Policy and Credit for Courses**

The communication and planning process for course offerings each academic year will be initiated by Duquesne University and will commence in late spring for the following academic year. A schedule for each academic year will be provided as the process begins for the new year. Tuition and fees are established annually by the University and will be provided to the high school administration and faculty by September 30<sup>th</sup> of each year.

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The Office of the University Registrar at Duquesne will register students for courses upon receipt of the registration form along with payment of tuition. The registration form must be signed by the student, the parent or legal guardian, and the high school official. All courses and grades become part of the student's permanent academic record (transcript) at Duquesne University.

**Duquesne University will be responsible for:**

1. Communicating each year with each high school faculty member who is offering a CHS course and reviewing the course syllabus as well as other course materials such as texts, assignments, tests, and grading rubric, so as to ensure that the course content, grading scales, and expectations meet university-level standards.
2. Providing information about course offerings, registration, tuition and fees.
3. Issuing official transcripts upon receipt of the student's formal request.

Chartiers Valley

**High School will be responsible for:**

1. Notifying Duquesne University each year of proposed course offerings for annual review.
2. Submitting for review to the designated Duquesne University faculty member each year the course syllabus as well as other course materials such as texts, assignments, tests, and grading rubric, so as to ensure that the course content, grading scales, and expectations meet university-level standards.
3. Faculty hiring, review, and retention.
4. Providing facilities appropriate for course offerings.
5. Maintaining academic standards for approved CHS courses.
6. Disseminating information to students and parents about Duquesne's CHS offerings on-site.

**DU and Chartiers Valley High School further agree as follows:**

1. No stipend or payment of any kind will be made by DU to Chartiers Valley High School during the term of this Agreement for salary or expenses related to CHS program classes.
2. Chartiers Valley High School hereby agrees that teachers involved in teaching classes in the CHS program will remain at all times as employee(s) of Chartiers Valley High School, which will retain responsibility for their salary, benefits and all related taxes.
3. For no purposes will Chartiers Valley High School teachers be considered as employees of DU, and therefore they are not entitled to any salary or benefits available to employees of DU, including, but not limited to, Workers' Compensation or medical insurance of any kind.
4. This Agreement is for a period of three academic years: 2022-2023, 2023-2024, and 2024-2025. However, Chartiers Valley High School acknowledges that Duquesne may terminate this Agreement at any time in its sole discretion by providing Chartiers Valley High School with the appropriate notice. In the event of termination before any participating Student(s) has completed the then-current course, such Student(s) shall be permitted to complete the then-current course subject to the applicable terms of this Agreement, which shall survive until the date of such completion. If a Dean decides to cancel a course, s/he will inform the high school no later than January 1 of the calendar year preceding the academic year in which the course will cease to be offered.

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- 5. Each party agrees to indemnify and hold harmless the other from all loss or liability resulting from the negligent acts or omissions of the respective party and/or its employees or agents arising out of the performance or the terms and conditions of this Agreement.
- 6. This Agreement sets forth the entire understanding of the parties hereto and supersedes any and all prior agreements, arrangements and understandings, oral or written, of any nature whatsoever, between the parties with respect to the subject matter hereof.
- 7. This Agreement will be governed by and interpreted in accord with the laws of the Commonwealth of Pennsylvania.

**Duquesne University Academic Vice President/Provost:**

Printed Name: David J. Dausey Signature: [Signature]

Title: Executive VP & Provost Date: 8/30/22

School Address: 600 Forbes Avenue, Pittsburgh, PA 15282

**High School Principal/Superintendent:**

Printed Name: Patrick Myers Signature: [Signature]

Title: Principal Date: 6/6/2022

Email: pmyers@cvsd.net Phone: (412) 429-2265

School Address: 50 Thoms Run Road

