

## **Dual Credit Agreement**

between Pennsylvania Highlands Community College and Portage Area School District

The purpose of this agreement is to outline the terms and conditions upon which courses will be offered as part of the Dual Credit Programming through Pennsylvania Highlands Community College to students enrolled at the Portage Area School District. The purpose of this offering is to allow high school students to take college-level courses and receive both college credit and high school credit towards graduation.

Programs in which the school district is participating include(s):

Accelerate College Education (ACE)

Early College Option

## **Principles of Agreement**

1. Under this agreement, Pennsylvania Highlands Community College, (herein after “the College”), will make available college-level courses to students Portage Area School District (herein after “the School”). A list of approved courses will be provided each year as an addendum to this agreement.
2. The School Principal or designated and approved School employee shall be the chief administrator of policies and procedures for dual credit students attending classes located at the high school.
3. The Pennsylvania Highlands Community College *Office of School Partnerships* shall be the chief administrator of policies and procedures for dual credit students attending classes at the College.
4. All dual credit high school students shall be entitled to use college facilities and services. Dual credit students shall be governed by all School and College policies as they affect any student of the School and College. Notification of violation of said policies will be communicated as appropriate to School and College officials. This includes, but is not limited to, Code of Conduct Violations and instances of expulsion or suspension.
5. Students completing the registration and payment process for college dual credit courses must successfully complete all course requirements for college credits to be awarded.
6. Pursuant to the College’s tuition and fees schedule approved by the Board of Trustees, students will be charged a reduced, per credit charge for tuition for those courses taught within the School by School hired faculty. Tuition and fee schedules are approved annually during the preceding academic year and are published on the College’s website. Where the School agrees to pay the tuition and fees, the College will bill the School on a semester

basis. If the parties agree the students are responsible for such payments, the College will collect tuition payment directly from the student.

7. The College reserves the right to review and approve the textbooks used in dual credit courses. The provision of all dual credit course textbooks is the responsibility of the School or student. Required textbooks will either be provided by the school district or be available for purchase or rental from the College's bookstore.
8. College-level courses offered through the Dual Credit Agreement at a School location must be taught by an approved faculty member employed by the School. The approval of instructional faculty for all College courses covered by this agreement will be the responsibility of the College. The School may recommend qualified teachers who are interested in teaching in the dual credit program to the College for consideration. The School is responsible for notifying the College should an approved teacher become unable to teach the course.
9. Dual credit course faculty must meet at least the minimum credential requirements set forth by the College's current collective bargaining agreement. Such credentialing will be reviewed annually by the College and at the time when new courses are considered.
10. High school staff who are teaching a high school course during the regular school day in which the College is offering credit to dual credit students will not receive any additional compensation outside of the teachers' contract with the School.
11. Both the School and College agree to adhere to the regulations set forth by the Family Education Rights and Privacy Act of 1974 (Buckley Amendment) which mandates that once a student enrolls in post-secondary education, the sole ownership of the education record transitions to the student. Personally identifiable information contained within the student record can be shared with parent/guardian and/or School officials when the student formally releases such information.
12. Students desiring to enroll in courses taught on the college campus, either physically, virtually, or asynchronously online, by the college faculty as part of the Early College Option or Associate in High School Program must meet enrollment deadlines and course pre-requisites. These courses are full college credit price.

### **Responsibilities of Parties**

#### Approved Dual Credit Faculty:

1. Dual Credit Faculty will be expected to conform to College policies for the dual credit courses they teach including, but not limited to, preparing/distributing approved course syllabi, verifying class rosters, submitting assessment, and providing final grades at the end of the semester.
2. Prior to teaching any approved course, dual credit faculty will be required to complete a new course orientation, available in an online format, as required by NACEP accreditation.

3. All faculty teaching a dual credit course will be required to attend an annual discipline meeting available in both in-person and online formats, as required by NACEP accreditation.
4. All dual credit courses offered at the School will receive a site visit according to the schedule set forth by the Office of School Partnerships. This review will not include an assessment or evaluation of faculty but will include a review of course rigor, applicability to college level learning methodologies, and student learning outcomes and success, as required by NACEP accreditation. Scheduling of the site visit will be coordinated between the College's liaison and the dual credit faculty member.

#### Students:

1. In order to be eligible to participate in Dual Credit Programming, high school students must have permission of their parent or guardian to participate, be recommended by their high school principal to cross register and meet course prerequisites.
2. For students to be enrolled in dual credit courses they must have the approval of the College and the School and meet the eligibility requirements as set by the College for the selected program.
3. Students are responsible for completing the appropriate College application, completing any applicable required placement testing, registering for courses, and paying tuition (unless in a district where the School pays tuition) by all dates set by the College. The College will not provide payment information to the school district unless the School takes responsibility for tuition payment.

#### College Administrative Responsibilities:

1. At the conclusion of each college academic term, the student will receive a college grade for each course in which he/she was registered and such grades will become part of the student's permanent college record.
2. A record will be maintained by the College for each student in the Dual Credit Program as a part of the permanent college record maintained by the College's Registrar's office. The College will send transcripts to colleges/universities upon a student's request.
3. The College will provide course rosters to instructors when official rosters become available.
4. The College will provide key dates to school districts and instructors for application, registration, required trainings, and other required administrative duties, such as grade entry and roster verification.

#### High School Administrative Responsibilities:

1. The School will verify enrollments in each class section, and instructors will report grades to the College within a prescribed period of time, according to mutually agreed-upon procedures.
2. In accordance with NACEP guidelines, the College will provide services to all students enrolled in the College's Dual Credit Programming. These services may include but are not limited to academic advising, assessment, career exploration, courses selection guidance, and degree completion and transfer options. The School agrees to grant access to the College's admissions and advising staff for this purpose. This access will be scheduled by the College Admissions Office through the School Guidance Office as appropriate.

This agreement will be in effect as of the date of its signing, however, the agreement may be renewed with the written consent of both institutions. Either institution may terminate this agreement by written notice of at least six (6) weeks in advance of the effective date of termination. Should this agreement be terminated, it is understood that the termination will not apply to students already accepted to Pennsylvania Highlands Community College under terms of this agreement, and currently enrolled in classes at Pennsylvania Highlands Community College.

**For Pennsylvania Highlands Community College:**

**For Portage Area School District:**

*Cyuthia Doherty*

2025-03-27

Vice President of Academic Affairs

Date

Superintendent

Date

*Kay-Leigh Davis*

2025-03-27

Associate Dean of Academic Affairs

Date

Chair, School Board

Date



# CERTIFICATE *of* SIGNATURE

REF. NUMBER  
PV5AS-WHWME-Z8DG3-R4EK8

DOCUMENT COMPLETED BY ALL PARTIES ON  
27 MAR 2025 18:06:24 UTC

## SIGNER

**CYNTHIA DOHERTY**

EMAIL  
CDOHERTY@PENNHIGHLANDS.EDU

## TIMESTAMP

SENT  
27 MAR 2025 17:22:00 UTC

VIEWED  
27 MAR 2025 17:28:45 UTC

SIGNED  
27 MAR 2025 17:29:00 UTC

## SIGNATURE



IP ADDRESS  
198.137.161.2

LOCATION  
JOHNSTOWN, UNITED STATES

## RECIPIENT VERIFICATION

EMAIL VERIFIED  
27 MAR 2025 17:28:45 UTC

**KAY-LEIGH DAVIS**

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KDAVIS2@PENNHIGHLANDS.EDU

SENT  
27 MAR 2025 17:22:00 UTC

VIEWED  
27 MAR 2025 18:06:11 UTC

SIGNED  
27 MAR 2025 18:06:24 UTC



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