



**Dual Enrollment Program
2020-2021 School Year
Central Nine Career Center**

Central Nine Career Center

Director: William E. Kovach
1999 US 31 South
Greenwood, IN 46143

DATE: 09-03-2020

This document serves as the official agreement between Your High School and Trine University Dual Enrollment for the purpose of offering a Dual Enrollment Program in the 2020-2021 school year.

The following Trine University course is available at Your High School:

- BA 123 Business Concepts (year-long)
- BA 201 Professional Development and Strategies (year-long)

The following teacher is qualified for Trine University DEP Instructor status:

- Corinna Vonderwell

Dual Enrollment Credit Information

Courses offered through the DEP fulfill requirements for high school graduation and earn the allotted amount of credits through Trine University. (The third number of the three digit code indicates the number of semester credit hours in a course.) The school district is responsible for determining which graduation requirements the course meets for use on the high school transcript.

Trine University Stipend Information

Trine University will pay a \$250 stipend for every course the high school offers. Course must have a minimum of six enrolled students to qualify for the stipend. Stipends will be mailed each semester after the registration period ends. The money can be used as the school sees fit; examples might be to help students who may need help paying tuition, for classroom supplies, to help pay for textbooks, or professional development.

Course Registration Information

All students must apply and be accepted to the Trine University Dual Enrollment program. An updated high school transcript must be sent to Trine University each school year in order to enroll in classes. Accepted students must enroll in the class before the add/drop date provided by the dual enrollment coordinators at time of registration. Course drop dates are determined by the dual enrollment staff. Students are not permitted to drop a course after the final drop date. Special circumstances may be reviewed and approved by the DEP Instructor, the high school principal, the Dual Enrollment Staff, and the university registrar.

Financial Information

Tuition for students enrolled for dual credit is \$25 per credit hour. Bills will be sent directly to Central Nine Career Center and Central Nine will arrange payment with Trine's business office.

Grade Reporting Information

DEP Instructors are required to submit mid-term and final grades at the appropriate time (specified by the university registrar). Trine University has the following grades available: A, B+, B, C+, C, D+, D, F. Trine University operates on a 4.0 grade point scale; however, the high school may figure the high school GPA according to the policies of the school system.

Administrative Information

All DEP Instructors must have full-time teaching status and a current contract at a participating high school. If the teaching contract is terminated for any reason, the DEP contract is terminated through Trine University, as well. All media releases concerning the dual enrollment program will be approved by both the school system and Trine University to ensure accuracy. Please contact the Dual Enrollment office in advance of any media release.

DEP Instructor Expectations

DEP instructors will be expected to:

- Complete online new instructor training (new instructors only);
- Participate in Trine University approved professional development opportunities at least one time per academic year;
- Prepare a syllabus and submit an electronic copy for review/revision by the Dual Enrollment and Faculty Liaison at least one week prior to the first day of classes;
- Maintain accurate attendance records and inform the Dual Enrollment staff if a student misses more than seven consecutive classes;
- Make yourself available to students in person and/or by phone as needed for academic success;
- Respond to student and DEP staff emails within 24-48 hours;
- Allow Trine University representatives to schedule and complete visits to the classroom;
- Inform Dual Enrollment staff of students with consistent academic deficiencies (D or F work) early in the semester;
- Distribute all assignments and graded materials directly to students without relying on the university staff;
- At a minimum, prepare and grade a midterm and final exam or project;
- Maintain a grading system and submit final grades for the course by the deadline specified by the Trine registrar;
- Utilize your Trine University email account and strongly encourage usage of the Trine University student email account by all students;
- Complete required technology training as indicated by Trine University Help Desk;
- Comply with all policies in the Trine Employee Handbook and Faculty Supplement.

Fraternization

Unprofessional, inappropriate social contact with students is prohibited.

If these terms are agreeable, please sign and date below, and return this document as soon as possible to the **Dual Enrollment Staff**. Please retain a copy for your own files.

I accept the contract indicated on this document for the 2020-2021 academic year, and I understand that this is a term-specific contract, which may not be renewed.

Instructor

Date

Principal

Date

Trine University Dual Enrollment Staff

Date