



## Memorandum of Understanding

Between

Thomas College and \_\_\_\_\_ (High School)

### Dual Enrollment Program

2019-2020

Thomas College and \_\_\_\_\_ High School agree to enter into an agreement to provide educational opportunities for \_\_\_\_\_ High School students. Students accepted into the program by the College with the advice and recommendation of the school will be eligible to participate in a program which allows for the accumulation of credits at a college level.

The High School agrees to designate a single contact individual for all Thomas College communication regarding the dual enrollment program.

Instructors will be selected and approved by the College. The instructor will remain an employee of the High School. At no time will any such instructor be considered to have any form of employment relationship with Thomas College.

Any instructor selected by the College will adhere to Thomas College academic policies with respect to the delivery and award of college credits.

The instructor will provide Thomas College with a syllabus that meets Thomas College standards as outlined in the Faculty Handbook. Any such syllabus will meet the requirements of the appropriate academic department within Thomas College.

The instructor shall provide Thomas College with a resume and an official transcript of the highest degree earned.

The instructor will cooperate with the appropriate school chair and/or the Academic Affairs office of Thomas College with respect to the resolution of any academic or student issues as outlined in the Faculty Handbook and College Catalog.

Thomas College will provide the High School with any necessary instructional support to facilitate the administration of this program.

This agreement will be reviewed and confirmed annually on or before August 15 by both the High School and the College. In the unlikely event that a dual enrollment agreement between a High School and the College must be terminated prior to the end of a term when students from the High School are enrolled in a course, the College assumes the responsibility for completing the delivery of the course for the students who are enrolled at the time such termination becomes effective.

We are pleased that you are a participant and believe this program could be of significant benefit to you and your students. Please confirm your acknowledgement of this agreement by signing and dating this letter where indicated.

\_\_\_\_\_  
Contact Individual/Liaison

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone (and ext.)

On behalf of \_\_\_\_\_ I agree to the terms and conditions of this  
letter agreement. (High School)

\_\_\_\_\_  
Principal (print name)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Principal signature

\_\_\_\_\_  
Date