



Collegiate High School Partnership Agreement
Between
Rowan College of South Jersey
And
Glassboro High School
AY 2026-2027

1. Purpose

This agreement establishes the partnership details described within the Collegiate High School Memorandum of Understanding between Rowan College of South Jersey (RCSJ) and Glassboro High School (High School) to provide secondary education students with curriculum, experiences, preparation, and opportunities they need to confidently transition to their post-secondary education and career goals.

2. Objectives

The objectives of this partnership include:

- Provide high school students with access to college-level courses and exposure to the collegiate environment.
- Facilitate seamless transitions from high school to postsecondary education.
- Expand career exploration and technical education opportunities.
- Reduce time and cost to degree completion.
- Support equity and access for all student populations.

3. Responsibilities of Rowan College of South Jersey

RCSJ will:

- Provide literature for general awareness, as well as to support dual enrollment.
- Provide a routine schedule of individualized advisement within the high school.
- Offer dual enrollment information sessions to support awareness of, and enrollment in HSOP and Dual Credit.
- Offer testing and registration events to help facilitate HSOP enrollment.
- Help to facilitate scholarship opportunities for students with financial need.
- Communicate technology needs to the high school IT department.
- Report grades to High School in compliance with FERPA.
- Offer FAFSA completion support for regulatory compliance.
- Support enrollment in high school equivalency programming for those leaving the district.
- Work to develop skillsets among qualifying Student Ambassadors.

4. Responsibilities of Glassboro High School

High School will:

- Promote RCSJ's Collegiate High School opportunities through web presence and literature, to include the high school's Course Description Booklet.
- Provide access to students and families by supporting RCSJ information sessions, as well as testing and registration events within the high school.

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- Identify eligible students based on academic readiness and maturity and support the enrollment process by providing transcripts and standardized test scores.
- Provide Permission to Enroll, which is obtained by official signature on the form, and indicate financial need based on the free/reduced meals status within the high school.
- Coordinate with RCSJ on course and textbook requests, transportation, and financial obligations as needed.
- Provide space for RCSJ's Collegiate HS Advisor to conduct individual and/or group advisement.
- Help to remove technology barriers by allowing student access to RCSJ related websites/platforms within the high school, to include Respondus Lockdown Browser, YouTube and other academic resources.
- Establish a clear, urgent-response policy for unblocking education-critical websites on district-issued laptops within a 24 hours timeframe during district business hours.
- Follow established procedures for dual credit curriculum and faculty credential review and approval.
- Designate a liaison to facilitate communication with RCSJ.

5. Student Eligibility and Enrollment

- Students must be 14 years of age to enroll in HSOP. Program eligibility remains through the spring semester of the senior year.
- Students must complete the Dual Enrollment application for the campus of interest and select the proper program (Non-Matriculating) and program version (Dual Credit or HSOP).
- Students must submit the proper Permission to Enroll form, which requires the signature of a parent/guardian and high school official.
- Students must meet all testing and course prerequisites for HSOP enrollment. These prerequisites are waived for Dual Credit.
- In addition to possessing a valid photo ID, which includes the high school issued student ID, students are required to have a valid cell phone number when enrolling in HSOP due to Microsoft's two-factor authentication process.

6. Tuition and Costs

- Dual Credit tuition is \$50/credit, which is waived for students who qualify for the Free/Reduced meals program within the high school.
- HSOP tuition is \$85/credit. First Day Complete (textbook program) is \$25/credit.
- HSOP registration generates a bill that is a financial responsibility regardless of attendance. Students who wish to unregister or drop must do so by the established dates for each term.
 - An unregistered course does NOT appear on the student's transcript or bill.
 - A dropped course appears on the student's transcript as a "W" grade. This does not negate the student's bill.



7. FERPA and Confidentiality

Both institutions agree to comply with the Family Educational Rights and Privacy Act (FERPA). Student records will only be shared as allowed under FERPA regulations.

8. Term and Termination

This agreement shall commence on September 1, 2026 and remain in effect until August 31, 2027 unless terminated earlier by either party with a 60-day written notice. The agreement will be reviewed annually and may be amended in writing by mutual consent.

9. Signatures

Brenden Rickards, Ph.D. Date
President
Rowan College South Jersey

Dr. Al Lewis Date
Superintendent
Glassboro Public Schools

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Appendix A

Dual Credit Articulation
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Based upon mutual concern for providing programs which will build upon past experiences of students and eliminate unnecessary duplication of instruction, the administration of Rowan College South Jersey (RCSJ) and Glassboro High School (High School) subscribes to the following Articulation Agreement.

DUAL CREDIT

Following discussion and the exchange of course materials, it was concluded that there is substantial agreement in content articulation between High School and corresponding courses at RCSJ.

It is therefore agreed, subject to the following conditions, that a recommendation for granting RCSJ credit to High School students who have completed these courses as part of the Dual Credit Program will be forwarded to RCSJ's Center for College and Career Readiness:

- RCSJ will award credit for courses taught at High School that are deemed equivalent to collegiate work by RCSJ's Academic Services Division through the Dual Credit program.
- RCSJ and High School will collaborate to ensure appropriate outcomes are established for these courses prior to this program being offered.
- Students must:
 - Complete the online Dual Enrollment application and select the Dual Credit program version by the dates established for fall semester and/or spring semester registration at RCSJ.
 - Submit the Dual Credit Registration & Permission to Enroll Form
 - Complete any additional requirements as specified by High School
- Participating in Dual Credit will begin a student's permanent academic record. Grades of "A, B, C, D or F" will be posted to the RCSJ transcript. Poor academic performance may negatively affect the GPA and ability to receive Financial Aid (to include NJSTARS) upon high school graduation.
- Students can earn up to 30 college credits between RCSJ's Dual Credit and transfer credit (credit by exam & credit from another institution) programs.
- It is understood that no college, including RCSJ, can guarantee the transferability of credit to institutions not named in this agreement.

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Dual Credit Courses:

High School Course	RCSJ Course Code	Credits	Approved Teachers
AP Biology	BIOL 101 – General Biology I	4	
AP Chemistry	CHEM 101 – General Chemistry I	4	
AP Computer Science	CSCI 121 - Introduction to Programming	4	
AP Statistics	MATH 103 - Statistics I	3	Nick Tarasevich
AP Calculus AB	MATH 130 - Calculus I	4	Wayne Rulon
AP Calculus BC	MATH 140 - Calculus II	4	
AP Physics I	PHYS 123 - General Physics I	4	Paul Albert
AP Physics II	PHYS 124 - General Physics II	4	Paul Albert

Dual Credit Instructors:

The instructor(s) will be selected by the high school administration and approved by RCSJ administration through RCSJ's Adjunct onboarding process. A master's degree in the specific subject area, or a master's degree with 18 graduate credits in the subject area, will be required of the instructor. While the instructor will be considered an RCSJ Adjunct, no compensation will be provided by the instructor by the college.

The instructor is expected to be familiar with the Faculty Handbook and College Catalog. Attendance at Adjunct orientation and workshops may be advised, schedule permitting.

College administrators may make scheduled visits to the high school to evaluate the program, review examinations, student projects and reports, and to discuss any problems the students of the instructor(s) may be experiencing. All dual credit courses will be assessed each academic year through RCSJ's Office of Academics, Curriculum, Research & Compliance.

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Appendix B

Customized Program Articulation
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CUSTOMIZED PROGRAM ARTICULATION

Following discussion and the exchange of course materials between the faculty involved, it was concluded that there is substantial agreement between competencies developed in career-oriented programs of study and those developed in corresponding programs at the college.

It is therefore agreed, subject to the following conditions, that a recommendation for granting credit to High School program graduates will be forwarded to RCSJ's Center for College & Career Readiness:

- The high school graduate must have completed the series of course within the program of study at High School with a minimum grade of a "B" or better in each course identified.
- The graduate must have a written recommendation from the instructor or counselor in the form of an Application for Credit by Articulation.
- Eligibility for the transfer of college credit will continue for a maximum of two years following graduation from high school. Note: transfer credit does not transfer to other institutions of higher education.
- Students must matriculate into a degree or certificate program at RCSJ prior to receiving credit for the course(s) listed.

High School Course	Rowan College South Jersey	RCSJ Credit
Accounting I	ACCT 101 – Accounting I	4
Accounting II		
Software Applications		
Marketing Education I: Sports Entertainment OR	BUSN 101 – Introduction to Business	3
Entrepreneurship		
Marketing Education II (Co-Op)		
Software Applications		

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