



 **DISTINCT BY DESIGN**

# Partnership Agreement

Truman State University  
Early College

The undersigned parties do hereby agree to cooperate in the formation of a Concurrent Enrollment Partnership. Under this partnership, the parties agree to collaborate in the development of learning opportunities beneficial to their shared population of students.

1. The University shall provide such services as are described in the attached **Exhibit A**, and at the prices set forth in such **Exhibit A**, as may be desired by the District on behalf of individual students enrolled in the courses contemplated by this agreement.
2. The term of this agreement will commence on \_\_\_\_\_ and will continue indefinitely unless terminated by one of the parties.
3. This agreement and its Exhibits and attachments constitute the entire agreement between the parties and are subject to revision but only by written agreement of the parties.
4. In addition to this Agreement, the parties agree to be bound by the following documents which are attached hereto and made part of this agreement by reference:
  - a. Exhibit A: Truman State University Services.
  - b. Exhibit B: \_\_\_\_\_ Contributions and Opportunities
5. The parties agree that the University may cancel classes should unavoidable, extenuating circumstances such as an Act of God interfere with the delivery of the agreed services and in such circumstances the University shall not be deemed in default.

**IN WITNESS WHEREOF**, the parties, through their respective authorized agents, have executed this agreement on \_\_\_\_\_.

\_\_\_\_\_  
Truman State University

\_\_\_\_\_  
Signature of High School Administrator

\_\_\_\_\_  
By (printed name and title)

\_\_\_\_\_  
By (printed name and title)

## EXHIBIT A

### TRUMAN STATE UNIVERSITY SERVICES

Truman State University, as part of its Agreement with [REDACTED] shall:

1. Extend a discount tuition rate of \$85 per credit hour for eligible students enrolled in Truman State University courses while in high school. This includes Truman's Competency-Based Mathematics program (CBM), dual credit courses taught by high school faculty approved by Truman, online courses taught by Truman faculty, and courses taught on campus. Unless otherwise stipulated by the program, all textbook and software costs are to be borne by the school or the student.
2. Extend a discount tuition rate of \$0 per credit hour to all students verified by their high school to be approved for "free and reduced lunch" services. This benefit is limited to nine (9) credit hours of coursework. Any coursework beyond nine (9) credits will be charged at the \$85 tuition rate. Unless otherwise stipulated by the program, all textbook and software costs are to be borne by the school or the student.
3. Notify the school of any planned changes in tuition rates at least six months in advance of the anticipated change.
4. Provide a detailed accounting to the District of all students enrolled in Truman coursework under the terms of this agreement.
5. Provide access to appropriate documentation, for receipt and tax purposes, to each student (or their responsible parent/guardian) documenting tuition paid.
6. Provide technical support, when needed, for users of instructional software.
7. Provide participating students with a Truman ID number, username, and network access for the purposes of accessing grades and making tuition payments.
8. Provide Truman academic credit and a graded record for students participating for University credit. All coursework awarding University credit under this program will be appropriately transcribed as a University course.
9. Provide student support services including, but not limited to: academic advising, college search guidance, college course success mentoring.

## EXHIBIT B

### **CONTRIBUTIONS**

\_\_\_\_\_ as part of its Agreement with Truman State University shall:

#### **For all programs:**

1. Share with students information about learning opportunities with Truman State University.
2. Provide admissions personnel from Truman State University at least one opportunity to visit participating students at the high school per year.
3. Provide one or more primary points of contact at the high school/district for addressing needs of students and the partnership as they arise.
4. Provide documentation, via an online form, confirming student claims of the “free and reduced lunch” reduced tuition benefit.
5. Assist students by providing copies of transcripts, letters of approval, or other required documentation, as may be needed from time to time, for purposes of evaluating eligibility for enrollment in particular Truman courses.

#### **The following contributions apply only to the Competency-Based Mathematics (CBM) program.**

1. Require its teachers to complete all required elements of an online orientation prior to beginning the course with the understanding that schools whose teachers fail to complete this orientation and verify completion by August 1 may be dropped from the program by the University.
2. In a timely manner, distribute Registration Packets to interested and eligible students.
3. Promptly, upon the beginning of the term, provide Truman State University a list of students intending to enroll for cross-checking purposes.
4. In a timely manner, collect from students and parents, and submit to the Institute for Academic Outreach, all forms acknowledging the responsibilities of students’ parents/guardians for payment of all applicable charges as instructed. Schools may retain copies of these forms for their own use but cannot opt-out of providing these documents to the University.
5. Regularly remind students about registration, payment, and coursework completion deadlines.
6. Designate staff to provide assistance, where possible, to students needing tutoring in the subject matter of the course(s), or refer them, as needed to Truman for technical assistance.
7. Install the course software on the computers at the school that students will use for testing prior to the start of testing.
8. Provide proctoring services to all enrolled students when they are ready to take computer-based tests confirming certain competencies.
9. Inform the designated Math Department Liaison when each student has completed the final test.
10. Comply with all policies set out by the Institute for Academic Outreach as outlined in the Teachers Handbook for the CBM Program.
11. Refrain from any attempts to alter problems, change grades, or otherwise circumvent the instructional and grading functions of the program software and promptly submit appeals for any grades in dispute.

**The following contributions apply only to Dual Credit courses.**

1. Shall furnish a qualified teacher to participate in the program(s) and work with Truman to ensure that said teacher(s) complies with the expectations of the Department of Elementary and Secondary Education (DESE) and the Missouri Department of Higher Education (MDHE) in adherence to best practices for dual credit coursework, as well as ensuring students meet Truman learning objectives for the approved course(s).
2. Collect from students and parents, and submit to Truman, any documentation, waivers, applications, or other required paperwork that shall be needed from time to time; work with Truman personnel to acquire from students or parents any information that may be missing from a student's file.
3. Assist in communicating to students and parents information about relevant enrollment, drop, withdrawal, and refund dates.
4. Provide a letter indicating that the Principal has authorized the registering students to enroll in a dual credit course.
5. Provide documentation that the registering students meet the minimum MDHE dual credit expectations which shall include, minimally, a 3.0 GPA on a 4.0 scale and junior or senior standing. If a competency exam in the subject area is administered by the school, the student should score at least "Proficient" on the exam. Students at the freshmen or sophomore level may also be certified to enroll provided that they have achieved at least the 90<sup>th</sup> percentile on the ACT or SAT.
6. Purchase all required textbooks for the course, which shall be identical to the texts used in the on-campus iteration of the course.
7. Assume all reporting responsibilities with respect to Missouri Department of Elementary and Secondary Education (DESE) requirements.