



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Early College Program

Memorandum of Agreement between

**Fairleigh Dickinson University
and
_____ High School
for 2024-2028 Academic Years**

This Agreement is by and between Fairleigh Dickinson University (“FDU”) having a location at 1000 River Road, Teaneck, New Jersey 07666 and **Name** High School (“HS”) located at **Street, City**, New Jersey, **Zip Code** (“Agreement”). This Agreement sets out the terms and conditions of the FDU Early College Program (“Program”). Each of FDU and the HS are sometimes referred to in this Agreement as a “Party,” and collectively as the “Parties.”

NOW THEREFORE, in consideration of the mutual promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. This Agreement shall become effective on July 1, 2023 and shall remain in effect through June 30, 2028. This Agreement may be terminated at any time upon the mutual written agreement of FDU and HS or terminated without cause upon 120 days prior written notice by either Party. Such termination shall not take effect, however, with regard to students already enrolled in the Program until such time as those students have completed their courses for the semester during which the termination notice is given.
2. Each Party shall appoint a member of its staff to act as the primary point of contact for the implementation and coordination of the Program.
3. All Program courses will be held at HS and instructors will be HS teachers who have been nominated by HS and approved by FDU.
4. Program courses taught at HS are equivalent in rigor to courses taught by FDU faculty at FDU. HS students will receive official FDU transcripts for courses successfully completed under the Program in accordance with course requirements.
5. Each year, HS will request the courses it would like to offer to HS students and nominate a teacher for each requested course.

6. The list of available courses for Academic Year 2023-2024 is appended to this Agreement (see Appendix A). FDU will notify HS of any changes to the list prior to the beginning of each academic year.
7. Standard or sample syllabi will be provided by FDU to HS for each available course. Standard and sample syllabi may be modified by HS pursuant to the FDU Early College Program syllabus policy (see Appendix B).
8. For each nominated HS teacher, HS will provide a current resume detailing academic, teaching, and/or professional background relevant to the requested course pursuant to the Early College Program Teacher Nomination and Review Policy (see Appendix C).
9. The Course Request/Instructor Nomination Form (see Appendix D) must be submitted each year by May 1. Course requests and teacher nominations will be reviewed by FDU. HS will be notified of approved courses and teachers each year by June 1 pursuant to the Early College Program Confirmation Process (see Appendix E).
10. If HS has requests for changes or additions to a standard FDU course syllabus, such requests must be submitted each year by July 1 to allow time for the request to be reviewed and approved by FDU prior to the start of the academic term.
11. Teachers will not be deemed to be employees of FDU. HS will retain sole responsibility for all employer obligations related to the teachers, including compensation, benefits, tax withholdings, social security contributions, etc.
12. HS will inform all eligible students and their parent(s) and/or guardian(s) of the opportunities for student participation in the Program and will use reasonable efforts to promote the Program to its students and their families. FDU agrees to provide reasonable support for promotion and communications to HS, including providing materials to HS for distribution via email and website and/or other methods of communication.
13. Student and their parents or guardians exercise the option to participate in the FDU Early College Program by registering through FDU's secure online registration portal by visiting www.fdu.edu/ec.
14. Students who meet all of the following criteria are qualified to initially participate in the FDU Early College Program:
 - a. The student is a high school freshman, sophomore, junior or senior at HS,
 - b. The student is making satisfactory progress toward fulfilling applicable secondary school graduation requirements and has the required academic background, as determined by the HS,
 - c. The student has the written endorsement of the HS.
14. HS will provide final letter grades for Program courses to FDU in a suitable and secure format. Students who earn a grade of "C" or higher for each course taken through the Program will earn college credit in accordance with Appendix A and will receive an FDU transcript reflecting same. HS may request from FDU a list of students' letter grades and course credits earned.

15. Tuition for each academic year as follows:

Academic Year	1 Credit Course	3 Credit Course	4 Credit Course
2023-2024	\$100	\$300	\$400
2024-2025	\$102	\$306	\$408
2025-2026	\$104	\$312	\$416
2026-2027	\$106	\$318	\$424
2027-2028	\$108	\$324	\$432

16. Tuition payment can be made in two ways, as follows. (HS will initial preferred option):

Option 1: _____ (Please Initial if this is the option you prefer)

The responsibility of payment remains with the HS. Payment shall be made 60 calendar days after the date of the invoice from FDU to the school district/high school.

Option 2: _____ (Please Initial if this is the option you prefer)

The responsibility of payment remains with the student and parent/guardian(s) and shall be made via the FDU website at the time of registration.

HS may elect to use both options if HS plans to pay tuition for some students and allow other students/parents to pay at registration on the website: fdu.edu/ec.

17. Notices. Every notice required or permitted under this Agreement shall, unless otherwise specifically provided herein, be given in writing, via email and/or may be sent by either United States Postal Service Certified Mail, return receipt requested, or by reputable overnight courier, provided that such courier obtains and makes available to its customers evidence of delivery. All notices shall be addressed by the Party giving, making or sending the notice to the other Party at their address set forth below or to such other address as either Party may designate from time to time by written notice.

Notice shall be deemed to be given upon receipt, provided, however, that in the event a Party refuses to accept delivery, the notice shall nevertheless be deemed to be given upon the date of refusal to accept delivery. Notwithstanding the above, a notice of change of address shall not be effective until received.

Fairleigh Dickinson University
1000 River Road
Teaneck, New Jersey 07666
Attn: General Counsel

High School/School District
Street Address
City, State Zip Code
Attn: Representative, Title

with a copy to:
Fairleigh Dickinson University
1000 River Road
Teaneck, New Jersey 07666
Attn.: Jakyrra S. Tyson, Director
Office of High School Programs

18. Miscellaneous Provisions

- a. During the term of this Agreement, both parties shall keep all student information strictly confidential in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and its implementing regulations at 34 C.F.R. § 99.1 et seq. and N.J.A.C. 6A: 32-7.1 et seq.
- b. It is expressly understood that FDU and the HS are independent contractors with respect to one another.
- c. Each Party will perform this Agreement in accordance with applicable law. Without limitation, the Parties agree that they shall not discriminate on the basis of race, sex, gender, creed, color, national origin, marital status, ancestry, age, marital status, affectional or sexual orientation, gender identity or expression, pregnancy status, veteran status religion, disability, or socioeconomic status, or other legally-protected status, and that each shall fully comply with all Federal and State statutes, and all rules and regulations promulgated thereunder, concerning discrimination in connection with their respective obligations pursuant to this Agreement.
- d. This Agreement shall be governed by the laws of the State of New Jersey.
- e. This Agreement constitutes the entire agreement and understanding between the Parties relating to the subject matter it addresses and supersedes all other agreements, representations and understandings between the Parties with respect thereto. This Agreement may not be supplemented or modified except through a written and dated amendment signed by both Parties.
- f. In the event a court of competent jurisdiction declares any provision of this Agreement to be void or unenforceable, the remaining provisions shall be deemed severed and shall remain enforceable to the full extent permitted by law.
- g. This Agreement may be executed in counterparts.
- h. This Agreement is subject to ratification and final approval by HS after receipt from FDU of a signed Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date of last signature set forth below.

High School/School District

by: _____

Name
Representative Title

Date:

Fairleigh Dickinson University

by: _____

Jennifer K. Sipila, Ph.D.
Associate Provost for Academic Affairs

Date:

Appendices

- A. FDU Early College Program Course List and Codes (Effective 2/10/23)
- B. Syllabus Policy
- C. Teacher Nomination and Review Policy
- D. Course Request/Teacher Nomination Form
- E. Confirmation Process

Appendix A

FDU Early College Program Course List and Codes

2023 – 2024 Academic Year

OLD CODE	NEW CODE	TITLE	CREDITS	SYLLABUS POLICY ¹
AC_E103	ACCT_2021	Intro Financial Accounting ³	3	c.
AC_E104	ACCT_2022	Intro Managerial Accounting ³	3	c.
AF_E2001	AFAM_2001	Intro to African American Studies	3	a.
AO_E1650	ANIM_1650	Game Design	3	b.
AO_E104	ART_1151	General Drawing I	3	a.
AO_E111	ART_1161	General Painting I	3	a.
EG_E103	ARTH_1500	Architecture Design & Culture	3	b.
BI_E122	BIOL_1002	Plants and Society	4	b.
HT_E3108	BIOL_1055	Food Safety & Nutrition ²	4	b.
BI_E108	BIOL_1180	Climate Change Biology	3	b.
BI_E111	BIOL_1205	Anatomy and Physiology I ²	4	b.
BI_E119	BIOL_1233	Molecules, Cells & Genes ²	4	b.
BI_E101/BI_E123	BIOL_1251	General Biology I ²	4	b.
BI_E102	BIOL_1252	General Biology II ²	4	b.
BI_E104	BIOL_2009	Marine Biology ²	4	b.
MG_E101	BUSI_1110	Business in Global Society	3	c.
BU_E103	BUSI_1111	Introduction to Business Mgmt	3	b.
BU_E102	BUSI_2201	Introduction to Business Finance	3	b.
BU_E101	BUSI_2203	Introduction to Personal Finance	3	b.
BU_E104	BUSI_2205	Intro to Investing in the Stock Market	3	b.
AO_E128	CGD_1212	Intro to Graphic Design	3	b.
VE_E101	CGD_1843	Design for the Web	3	b.
CH_E1118	CHEM_1118	Forensic Science	3	b.
CH_E101	CHEM_1201/ 1203	General Chemistry I ²	4	b.
CH_E102	CHEM_1202/ 1204	General Chemistry II ²	4	b.
CH_E103	CHEM_2261	Organic Chemistry I ²	4	b.
PO_E105	CMLGY 1210	Introduction to Law	3	b.
SP_E105	COMM_1001	Communication in Everyday Life	3	b.
CO_E101	COMM_2011	Introduction to Journalism	3	a.
EN_E107	CREW_1001	Introduction to Creative Wrtg	3	b.
CR_E101	CRIM_1101	Intro to Criminal Justice	3	b.
IS_E101	CSCI_1145	Computer Science Fundamentals	3	b.
CM_E120	CSCI_1201	Computer Programming I ⁴	3	c.

CM_E121	CSCI_1202	Computer Programming II ⁴	3	c.
CM_E124	CSCI_2215	Intro to Computer Science ⁴	3	c.
CM_E131	CSCI_2500	Intro to Cybersecurity	3	c.
BU_E108	DSCI_1234	Math for Business Decisions ³	3	c.
MA_E104	DSCI_2029	Introduction to Statistics ³	3	c.
EC_E101/103	ECON_2001	Intro to Microeconomics ³	3	c.
EC_E102	ECON_2102	Intro to Macroeconomics ³	3	c.
ED_E101	EDUC_1108	Seminar: Prof Practice I	3	b.
ED_E102	EDUC_2401	Field Experience I	1	b.
N/A	ENGR_1233	Intro to Computer Aided Design (CAD) ⁴	2	c.
N/A	ENGR_1301	Engineering Practices/Graphics/Design ⁴	3	c.
BU_E106	ENTR_2710	Intro/Entrepreneurship & Innov ³	3	c.
BI_E103	ENVR_1001	Intro to Environmental Science ²	4	b.
LF_E201	FREN_2103	Intermediate French I	3	b.
LF_E202	FREN_2104	Intermediate French II	3	b.
N/A	GEOG_1101	Physical Geography	3	b.
GE_E101	GEOG_1102	Geography and World Issues	3	b.
BI_E117	GEOG_1101	Introductory Geology ²	4	b.
PO_E1000	GOVT_1000	American Government & Politics	3	b.
HI_E104	GOVT_1100	Global Politics	3	b.
HI_E103	GOVT_1101	Intro to Political Science	3	b.
HI_E101	HIST_1130	The United States to 1877	3	b.
HI_E102	HIST_1131	The United States Since 1877	3	b.
HI_E121	HIST_1150	World History to 1500	3	b.
HI_E126	HIST_1151	World History since 1500	3	b.
HI_E105	HIST_1170	European History to 1750	3	b.
HI_E109	HIST_1171	European History From 1750	3	b.
HI_E120	HIST_2233	The Modern World	3	b.
HI_E107	HIST_2341	Jewish History & Culture I	3	b.
HI_E108	HIST_2342	Jewish History & Culture II	3	b.
HI_E113	HIST_2502	Modern Latin America	3	b.
HT_E2212	HRTM_2212	Dining Service and Etiquette	3	b.
HT_E2223	HRTM_2223	Heads in Beds	3	b.
HT_E2233	HRTM_2233	Exploration Food/Bev Services	3	b.
HT_E3108	HRTM_3108	Nutrition/Sanitation/Food Sfty	3	b.
HU_E115	HUMN_1100	Introduction to the Humanities	3	a.
LA_E101	LANG_1001	American Sign Language I	3	a.
LL_E201	LATN_2801	Intermediate Latin I	3	b.
MK_E2120	LAW_2276	Business and the Law ³	3	c.
EN_E103	LITS_1001	Intro to Fiction	3	a.
EN_E104	LITS_1002	Intro to Drama	3	a.
EN_E123	LITS_1003	Intro to Poetry and Song	3	a.
HU_E114	LITS_2009	The Bible and Its Influence	3	a.
EN_E125	LITS_2140	African-American Literature	3	a.

EN_E1100	LITS_2200	Approaches to World Literature	3	a.
EN_E113	LITS_2300	American Literature	3	a.
EN_E110	LITS_2331	Myths & Sacred Texts	3	a.
MA_E105, 109, 110	MATH_1107	Precalculus	4	c.
MA_E107	MATH_1203	Calculus I	4	c.
MA_E108	MATH_2202	Calculus II	4	c.
CM_E114	MIS_2123	Microsoft Office: Intro Concepts	3	c.
MK_E102	MKTG_2120	Principles of Marketing ³	3	c.
PL_E101	PHIL_1102	Intro to Philosophy	3	b.
HU_E120	PHIL_2272	The Hebrew Bible	3	a.
PH_E101	PHYS_1001/ 1011	General Physics I ²	4	b.
PH_E102	PHYS_1002/ 1012	General Physics II ²	4	b.
AS_E101	PHYS_1125	Astronomy ²	4	b.
PY_E103	PSYC_1201	General Psychology	3	b.
PY_E106	PSYC_2002	Child & Adolescent Development	3	b.
PY_E107	PSYC_2204	Child Development	3	b.
SO_E100	SOCI_1201	Introduction to Sociology	3	b.
SO_E103	SOCI_2310	Social Problems	3	b.
SA_E101/E102	SPAD_2004	Intro to Sport Management	3	b.
NA	SPAD_2007	Introduction to Esports	3	b.
SA_E3024	SPAD_2023	Sports in Contemporary Society	3	b.
NA	SPAD_2088	Esports Live Event/Operations	3	b.
LS_E201	SPAN_2103	Intermediate Spanish I	3	a.
LS_E202	SPAN_2104	Intermediate Spanish II	3	a.
SP_E107	SPCH_2351	Persuasive Speaking	3	a.
AO_E115	THEA_1103	Introduction to Theater	3	a.
CE_E2001	UNIV_2001	Cross-Cultural Perspectives	3	c.
CE_E2002/E106	UNIV_2002	Global Issues	3	c.
CO_E102	VDEO_2214	Intro to Broadcasting	3	b.
CO_E107	VDEO_2659	Broadcast News	3	b.
CO_E106	VDEO_3349	Intro to Television	3	b.
CO_E108/109	VDEO_3351	TV Studio Production	3	b.
EN_E101/E109	WRIT_1002	Composition I	3	c.

¹ The Syllabus Policy indicates the extent to which the Syllabus provided by FDU may be revised and/or enhanced.

² This is a 4-credit Lab Science and must include a Laboratory component as part of the course. A sample syllabus for the Lab will be provided; schools may not exclude the Lab requirement.

³ This course is part of an accredited program at FDU: the Association to Advance Collegiate Schools of Business (AACSB). Additional review of instructor credentials will be required.

⁴ This course is part of an accredited program at FDU: the Accreditation Board for Engineering & Technology (ABET). Additional review of instructor credentials will be required.

Appendix B

FDU Early College Program

Syllabus Policy Key

- a. Sample syllabus provided. Most courses in this category fulfill specific FDU general education requirements. Final syllabi **must incorporate the learning outcomes** included in the sample syllabus, although instructors may change course topics and/or incorporate additional learning outcomes **without prior approval** of FDU.
- b. Standard syllabus provided. Most courses in this category fulfill specific FDU major requirements. Final syllabi **must incorporate the learning outcomes** included in the standard syllabus, although instructors may change course topics and/or incorporate additional learning outcomes **with prior approval** of FDU.
- c. Official syllabus provided. Most courses in this category fulfill requirements in accredited programs, including the Accreditation Board for Engineering & Technology (ABET) for computer science and engineering) and the Association to Advance Collegiate Schools of Business (AACSB) for business and accounting. Final syllabus **must incorporate the learning outcomes and course topics** included in the official syllabus, although instructors may incorporate additional content with prior approval of FDU.

Appendix C

FDU Early College Program

HIGH SCHOOL FACULTY NOMINATION AND REVIEW POLICY

Faculty with credentials comparable to FDU adjunct professors are eligible for non-probationary approval. Faculty without such credentials but who are otherwise qualified may be eligible for probationary approval.

High Schools will recommend HS faculty members to serve as approved instructors as part of the Program. HS faculty must be vetted and deemed academically qualified by FDU to participate in the Program.

For Non-Probationary approvals, instructor qualifications must include one or more of the following:

- HS faculty member holds a master's or other advanced degree (JD, Ph.D.) in the academic subject they will be teaching, OR
- HS faculty members hold a bachelor's degree in the academic subject they will be teaching and a master's or other advanced degree (Ed.D., Ph.D.) in education.

For Probationary approvals, instructor qualifications must include one or more of the following:

- HS faculty member holds a bachelor's degree in the academic subject they will be teaching, has 3 or more years of demonstrable teaching experience in that subject , and agrees to be mentored* by a member of the FDU faculty, or
- HS faculty member's credentials (degree, experience, other certifications or professional development activities or workshops) have been reviewed and approved by the HS principal and HS faculty member agrees to be mentored by a member of the FDU faculty.

Probationary approvals will be subject to additional review by the related FDU unit that houses the academic subject being requested.

Probationary approvals may become non-probationary upon HS faculty member (1) meeting the conditions required for non-probationary faculty or (2) upon the recommendation of the FDU Faculty Mentor following the HS faculty member's successful teaching of one Program course (either one semester or one full year in length)

All HS faculty serving as approved instructors, both probationary and non-probationary, must attend and participate in an Orientation session *prior to teaching an FDU Early College Program class*. The Orientation will address:

- a. FDU Early College Program policies and protocols;
- b. Expectations for teaching FDU Early College Program courses (instructional strategies, degree of rigor);
- c. FDU resources and Professional Development opportunities for FDU Early College Program Teachers;
- d. Aligning FDU Early College Program learning outcomes and assessment with School District requirements;
- e. The role of the FDU faculty mentor*

HS shall complete, and the principal shall,

- sign the FDU Early College Program Course Request/Teacher Nomination Form (Appendix D);
- verify that all information regarding a HS teacher's acceptance as a probationary or non-probationary faculty member to serve as an approved instructor is accurate and submit a current curriculum vitae to FDU.

*Mentors - The HS teacher serving as approved instructors must meet with an FDU faculty mentor at least 4 times over the duration of the course, including prior to the start of the term, the mid-point of the semester or academic year, prior to the end of the semester or academic year, and after the course has been completed.

The FDU faculty mentor will be available to support the HS teacher regarding course content, learning outcomes, assessment, pedagogy, and other topics relevant to the FDU Early College Program and relevant classes.

Appendix D

FDU Early College Program

Course Request/Teacher Nomination Form

School: _____ **District:** _____

Please complete the form below, using the course numbers and names on the attached list. For term, indicate whether a course will be offered during the Fall semester, Spring semester, or full year. For each instructor, please attach a current resume including contact information, detailed educational experience (institutions attended, degrees earned, dates), relevant teaching experience, and any relevant professional experience in the academic area.

1.	Course Number	Course Name	Term	Instructor
2.				
3.				
4				
5				
6				
7				
8				
9				
10.				

The undersigned affirms that the instructors nominated to teach courses in the FDU Early College Program are presently employed in good standing by the school/school district. The undersigned affirms that the school/school district has verified the academic credentials of the nominees and has conducted all legally mandated background checks. The undersigned pledges to notify FDU of any changes to the employment status and/or standing of a nominee. The undersigned acknowledges that FDU reserves the right to reject nominees who do not meet its customary criteria or require a probationary period (one course) under the mentorship of a member of the FDU faculty.

Name: _____ Title: _____

Signature: _____ Date: _____

Phone: _____ Email: _____

Please return forms to:
Jakyrra S. Tyson, M.S. - Director, FDU Early College Program
Office: 201-692-6504, Cell: 973-202-9600, Fax: 973-443-8513
Email: j.tyson@fdu.edu

Appendix E

FDU Early College Program Confirmation Process

Upon FDU's receipt of HS's signed Agreement, FDU will provide HS with:

- Fully executed copy of Agreement;
- Approved Course/Teacher Nomination Form;
- Confirmation of Courses for Academic Year;
- Invoice for tuition (if applicable).

CONFIRMATION of COURSES

Name of High School				
FDU Early College Program Contact Person				
Phone Number and Email Address				
Address of High School				
#	FDU Early College Program Course Code	FDU Early College Program Course Title	Approved Teacher Name and Email Address	Course is Offered: Fall Semester, Spring Semester, or Full Year
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
NOTE SECTION				