

Memorandum of Understanding

March 4, 2016

Overview

Post University (Post) and Derby Public Schools/Derby High School (Derby) are entering into a Memorandum of Understanding to establish a partnership wherein Post will offer identified courses and certificate programs to Derby students. This partnership will focus on Derby students at the sophomore, junior, and senior level. As part of this Memorandum of Understanding, students who meet the minimum academic requirements will have the opportunity to enroll at Post as a non-matriculated student to (1) complete up to 27 credits of coursework and/or (2) enroll in an identified Post certificate program as a member of a designated cohort.

Derby Responsibilities:

- Derby will provide requested verification that interested Derby students meet the specified criteria for enrollment in the High School Academy, including but not limited to a 3.0 or higher GPA, and a recommendation from a high school administrator, guidance counselor, or faculty member.
- At least eight (8) weeks prior to the start of an upcoming term, an identified representative from Derby will submit a written request to Post (email is sufficient) identifying the Post courses Derby is requesting in the upcoming term. Enrollment of ten (10) students minimum per course is required for a course to run as part of the High School Academy.
- At least four (4) weeks prior to the start of an upcoming term, Derby will provide completed registration forms and required documentation to Post for all students planning to enroll. This lead time is needed so that Post can register students and ensure new students receive an orientation to Post's online learning management system prior to the start of the term.
- Derby will be invoiced and remit payment to Post the specified tuition (details below) for each student enrolled in a course payable Net 30 from day one of class.
- Derby will assign one faculty or staff member to serve as a Derby on-site facilitator for each course (the same person may facilitate multiple courses each term), and guarantee that person's participation in Post's facilitator training program.

Post University Responsibilities:

- Post will maintain ownership of the Post courses offered through the High School Academy and host the courses for Derby students through Post's learning management system.
- Post will hire and supervise faculty teaching the High School Academy courses, will maintain curricular oversight, and will ensure academic rigor and quality of course content and instruction.
- Post will create High School Academy course sections specific to Derby students. In order for a course to run, a section must have an enrollment of ten (10) students at the minimum. Post will consult with Derby prior to including non-Derby high school students in the same section as Derby students.
- Upon receipt of completed registration materials, Post will register students in the Post University registration systems.
- Following standard University policies for the awarding of credit to non-matriculated students, upon successful completion of each High School Academy course, Post will award Derby students with 3 credits.
- Upon request from Derby and/or students, Post will provide University transcripts (separate transcript fees may apply – see university catalog and/or website for fees).
- Post will ensure that Derby students have access to the same online tutoring and writing services available to all Post University Online students.

- As with any other Post student, Post will hold Derby students accountable to Post's Civility Code, Academic Dishonesty Policy, and other Academic Policies. A full description of the Academic Policies can be found on Post's website.

Brand Control Points

Derby will provide co-branding and co-marketing on all materials used by Post to market the Derby/Post partnership. Post University can market the Derby/Post partnership and can cobrand or market this articulation partnership on the University website and in published materials. Derby can cobrand or market this articulation partnership on their website and in published materials. Post University and Derby acknowledge that when cobranding or marketing this partnership, each party may use the name and/or logo of the other party. Each will provide the other with an approved logo for such use. Each party agrees to only use the other party's name and/or logo in ways as preapproved in writing (email is acceptable), and with the same level of care with which it uses its own name and logo. Either party will not unreasonably withhold approval for the use of names and/or logos. Post and Derby agree to use the other's name only in a positive light and will refrain from disparaging the other in any way.

Duration

The Memorandum of Understanding will begin on March 1st, 2016 and continue until either party terminates the Understanding. If either party for any reason wishes to terminate the MOU, it can be terminated with written notice of the intention to terminate with at least 90-days' notice. Expansion of the program to include Summer Academies and/or Mod 6 requires confirmation and commitment by both parties by March 31 of each successive year.

Accreditation and Transfer of Credits to Other Institutions

Post University is accredited by the New England Association of Schools and Colleges (NEASC) and by the State of Connecticut. While credits from Post University are regularly accepted at universities and colleges across the country, we cannot guarantee that any particular higher education institution will accept all credits. Post University guarantees that credits earned with a grade of "C" or better from the High School Academy will be accepted into Post University's undergraduate degree programs.

Financial Structure

Derby will pay an all-inclusive tuition of \$500 per each student enrolled in each 3-credit course. This discounted tuition may not be combined with any other discounts, grants, or institutional aid offered by Post University. Derby students will be considered non-matriculated students and not eligible for Title IV funding. Post University retains the right to review and revise the tuition at any time. Post University will invoice Derby at the start of each term and payments will be NET 30 from the first day of the module or semester in which courses are delivered.

Derby students who continue their undergraduate studies in Post's online program will receive a 15% tuition discount. The 15% tuition grant cannot be combined with any other scholarships offered by Post. Derby students who continue their undergraduate studies in Post's full-time Main Campus program will also receive a 15% tuition discount. However, Derby students may be eligible for other more generous University scholarships as detailed on the Post University Scholarship page: <http://www.post.edu/tuition-and-financial-aid/financial-aid/campus/scholarships>. Main campus applications and corresponding financial packages will be reviewed on a case-by-case basis. Online and Main Campus tuition discounts, as well as, University scholarships may be combined with scholarships and grants provided by third parties, such as the US Department of Education.

Execution Plan

Post University and Derby Public Schools/Derby High School will begin collaborating immediately and offer select course(s) for the Fall 2016 semester, as well as, plan for participation in 2016 Post University Summer Academies and the 2016-2017 academic year.

Signed:

Post University

Christina Agvent
Director of Post University High School Academy

Date

Dr. Elizabeth Johnson
Provost, Post University

Date

Derby Public Schools

Mark Izzo
Business Manager, Derby Public Schools

Date

Dr. Matthew Conway
Superintendent, Derby Public Schools

Date

All official mail correspondence will be sent to the following addresses:

Post University
Attn: Finance Office/ Post HSA
800 Country Club Road
Waterbury, CT 06732-2540

Derby Public Schools
Attn: Mark Izzo, Business Manager
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