

Cooperative Agreement

Between

Saint Francis University and Bellefonte Area School District

Saint Francis University (SFU) and Bellefonte Area School District, agree to establish a cooperative academic program entitled College in High School (CiHS) for the 2026-2027 academic year. This program will be administered through the Division of Professional Studies (DPS) and is inclusive of dual credit, career development series, and online course offerings. The stipulations associated with these offerings include:

CiHS Student Responsibilities:

1. Saint Francis University's College in High School (CiHS) program will be offered to academically approved students. Academically approved means they have a high school GPA of 3.0 or higher, recommended by a teacher of that same subject and will also have consent from a parent/guardian.
2. All students who plan to enroll in this program are required to complete the online Saint Francis University - College in High School application, have parent/guardian provide consent, and pay the total amount due for tuition for the course(s).
3. The tuition rate will be sixty-five (\$65) dollars per credit (unless otherwise agreed upon in writing) for the dual credit courses taught by high school personnel. Textbooks will be the responsibility of the student unless provided by the high school for the dual credit courses. Please refer to Appendix A for a list of the dual credit courses offered through this agreement.
4. Appropriate representatives from the High School will determine whether any enrollment limits are set for the dual credit courses.
5. The tuition rate will be four hundred eighty-five (\$485) dollars per credit for the Career Development Series and online courses. High school students enrolled will receive a scholarship of \$285 per credit resulting in the out-of-pocket cost of \$200 per credit. Textbooks will be the responsibility of the student.
6. Students registered for this program will be considered as part-time, non-degree seeking students through the Division of Professional Studies.

7. It is the student's responsibility to complete all coursework as assigned by the faculty member to receive full transcribed credit from Saint Francis University.
8. Bellefonte Area School District is not responsible for the payment of any costs or expenses associated with this agreement, and University shall not seek payment from the District.

CiHS Faculty Responsibilities at the High School

1. The courses taught will follow an outline agreed upon by the appropriate Saint Francis University Department Chair. These outlines will contain the course content of the equivalent course taught at Saint Francis University.
2. For courses taught in the high school by high school faculty, a CV/Resume and transcripts must be on file prior to teaching and approved by the appropriate Saint Francis University Department Chair based on teaching credentials and qualifications.
3. All syllabi must be approved by the appropriate Saint Francis University Department Chair prior to the course beginning and must be received at least two weeks prior to the beginning of each semester.
4. All faculty must verify their course roster in a timely manner. Rosters will be sent out for electronic verification within 2 weeks of the registration deadline.
5. University policies must be followed by all programs regardless of where they are taught, by whom they are taught (SFU faculty or high school faculty), or what modality they are taught such as online unless otherwise noted in this Cooperative Agreement.
6. If a student wishes to drop or withdraw from a course throughout the semester, the College in High School Coordinator must be notified by 4pm on the associated drop or withdraw date.
7. All faculty must submit their grades to the College in High School Coordinator in a timely manner. Grade sheets will be sent out for electronic submission at the end of the course session.

CiHS School Responsibilities:

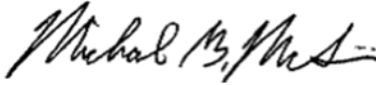
1. The high school will market programs to students and will coordinate with the College in High School Coordinator on student application/registration.

2. The high school will ensure that all high school faculty teaching dual credit courses abide by the responsibilities listed in this Cooperative Agreement.
3. If faculty are unable to complete their duties or shall leave the high school prior to completion of the course, the College in High School Coordinator must be notified immediately, and new faculty arrangements must be made to ensure students are able to complete the course.
4. If an enrolled student leaves the high school for any reason, it is the high school's responsibility to notify the College in High School Coordinator.

CiHS Saint Francis University – Division of Professional Studies Responsibilities (SFU-DPS):

1. SFU-DPS will assist the school in marketing all programs to the students including supplying collateral marketing materials, assistance in back-to-school nights, parent meetings, registration night, etc.
2. SFU-DPS will work with the high school and all faculty to ensure that students are able to complete their coursework in a timely manner and receive transcribed credit.
3. SFU-DPS will work with the school and high school faculty to provide any assistance with policies, guidelines or administrative questions pertaining to the high school programs.

Both parties will review the cooperative agreement during the spring of 2027 to explore the continuation for the following year.

<u>Bellefonte Area School District</u>	For SAINT FRANCIS UNIVERSITY
	
	Michael B. McGinnis, Ph.D. Vice President for Academic Affairs
Date:	Date: 4/14/2026

Appendix A

Dual Credit Courses at Bellefonte Area School District

FREN 112: Beginning French I & II, 3 credits, Danielle Siebenhuener

FREN 201: Intermediate French I, 3 credits, Danielle Siebenhuener

SPAN 112: Beginning Spanish I & II, 3 credits, Victoria Smith

SPAN 201: Intermediate Spanish I, 3 credits, Emily McManus

SPAN 202: Intermediate Spanish II, 3 credits, Emily McManus