

This agreement is entered into this day, [*Contract Date*], at Ellensburg, Washington, between Central Washington University on behalf of the Office of Continuing Education Credit Programs, herein referred to as the “University” and [*School District Name*] herein referred to as “School District”, in the following manner:

During the period [*Start Date*], through [*End Date*], the School District wishes to make available CWU Cornerstone Program course(s), which carry University credit, in its service area. The University, as part of its educational services is authorized to arrange for credit course(s), and agrees to provide such credit.

THE SCHOOL DISTRICT AGREES:

1. To provide all services and facilities (including adequate rooms, equipment, computer terminals, software, handouts and supplies) as may be necessary for the instruction of the course(s). Services and facilities shall be Americans with Disabilities Act (ADA) compliant.
2. To contract with and pay the instructor’s fees, or any other person involved in providing the instruction, including any travel or living expenses incurred.
3. To provide the administrative services and personnel as may be required to conduct the local aspects of the programs as far as the objectives of the School District are concerned.
4. To pay or arrange for student payment to the University of \$40.00 per credit per student. Included in this cost per credit is the mandatory \$2.50 per credit technology fee.
5. To ensure that course(s) offered through CWU Cornerstone Program adhere to approved CWU curriculum guidelines, i.e. syllabi, learner outcomes, teaching methodology and textbooks by receiving inservice training or orientation on University curriculum standards.
6. To ensure that Cornerstone instructor(s) have reviewed the prerequisite screening test scores to verify that the high school students meet CWU standards for enrollment.
7. To provide the instructor a copy of this agreement and to inform him/her that a) services may be terminated at any time at the option of either the School District or the University, and b) that the State of Washington Conflict of Interest Law (RCW 42.18) applies to State employees.
8. To deliver course(s) consistent with University curriculum policies.
9. To comply with the University course approval process by arranging for the submission of a) all lecturer approval materials, b) a schedule for each requested course, and c) documentation that students have met all course prerequisites, no later than six weeks prior to the first class.
10. To perform an instructor/course evaluation at the end of each course and provide the University with copies of those evaluations.
11. To publicize courses and register students only after the University approval process has been completed.
12. In accordance with RCW 28B.10.293. the University reserves the right, in the collection of any debt of claim owing to it, to impose reasonable financing or late charges, as well as reasonable costs for expenses incurred in the collection of such debts.
13. To insure that approved Cornerstone Instructors comply with appropriate CWU academic departments ongoing requirements for maintaining lecturer status.
14. Shall be responsible for insuring compliance with federal and state laws concerning reasonable accommodations for Cornerstone students with disabilities and the development of Individuals Education Programs, (IEP) should they be required.

THE UNIVERSITY AGREES:

1. With respect to full-time University employees who are selected as instructor, to ascertain that the assignments are made in accordance with the Faculty Code.
2. To maintain the quality of course(s) offered for University credit by providing copies of Cornerstone course syllabi and to establish inservice training or orientation on University curriculum standards for instructors and other school district staff.
3. To approve or disapprove the use of the proposed instructor.

ALL PARTIES AGREE:

1. That the University reserves the right to discontinue offering credit for any given course(s) or the use of a given instructor based on evaluation of the instructor or program.
2. To be responsible for the negligence of their own employees, agents, or students in the performance of this agreement. The University agrees to indemnify and hold the School District harmless for all claims for damages or injuries alleged to arise or to accrue to any person or entity as a result of the actions and/or conduct of the University. The School District agrees to indemnify and hold harmless the University from all claims for injuries or damages alleged to arise or accrue to anyone or entity as a result of any activity of which the University has assumed responsibility and/or supervision unless such damages and/or injuries are caused by the negligence of the University.
3. That this agreement is not assignable in whole or in part; that they shall not discriminate on the basis of sex, age, religion, national origin or physical disability; that the agreement shall not be altered unless all parties agree in writing; that all obligations existing under the agreement on the date of termination shall survive such termination; and that the agreement shall be enforced in accordance with the laws of the State of Washington.
4. That they have read and understand this agreement including the accompanying documents specified below, and that this constitutes the entire agreements, superseding all previous written or oral communications.
5. That college or university courses administered through CEPs reflect the pedagogical, theoretical and philosophical orientation of the colleges and universities sponsoring faculty and/or academic department.

This agreement is executed on behalf of the parties hereto the day and year written above:

CENTRAL WASHINGTON UNIVERSITY

SCHOOL DISTRICT

Signature: _____

Signature: _____

Print Name: Kevin Nemeth_____

Print Name: _____

Title: Director, Office of Continuing Education

Title: _____

Date: _____

Date: _____