

AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT (“Agreement”) is made and entered into this 30th day of July, 2025, by and between SPALDING UNIVERSITY (UNIVERSITY), located at 845 S. Third Street, Louisville, Kentucky, 40203 and the Jefferson County Board of Education, on behalf of EASTERN HIGH SCHOOL (SCHOOL), located at 12400 Old Shelbyville Road, Louisville, Kentucky, 40243.

W I T N E S S E T H:

WHEREAS, UNIVERSITY offers one or more courses in Management, and

WHEREAS UNIVERSITY desires to participate in the Dual Credit Scholarship (DCS) and Work Ready Kentucky Scholarship (WRKS) programs administered by the Kentucky Higher Education Assistance Authority (KHEAA), has so executed the KHEAA Dual Credit Scholarship Program Administrative Agreement, and is listed as a Participating Postsecondary Institution (PPI) and

WHEREAS UNIVERSITY desires to offer as a part of its curriculum an opportunity for students of Eastern High School to enroll in courses at Spalding University and earn academic credit from Spalding University and

WHEREAS, SCHOOL operates a high school within the Jefferson County Public School district and is capable of providing and desires to provide students dual credit for Management courses, and

WHEREAS, UNIVERSITY and SCHOOL consider it mutually advantageous to cooperate to further the above-described purposes and desire to commit their entire agreement to writing;

NOW, THEREFORE, in consideration of the mutual agreements and undertakings herein specified, UNIVERSITY and SCHOOL agree as follows:

1. **TERM:** This agreement is effective from September 3, 2025, through June 30, 2026.
2. **STUDENT LEARNING EXPERIENCES:** Upon mutual consent of the UNIVERSITY and SCHOOL, instructors meeting the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) faculty credentialing standards will be assigned to design the courses according to UNIVERSITY guidelines and requirements. The instructors will possess credentials according to the requirements of UNIVERSITY faculty. The SCHOOL instructor named below will be teaching the following courses for dual credit:
 - a) Ms. Danielle Wells Lamb
BA-250: Principles of Management (3 credit hours)
FIN-210: Foundations in Personal Finance (3 credit hours)

3. **UNIVERSITY RESPONSIBILITIES:**

- A. UNIVERSITY will not discriminate against any student, instructor, employee or other person because of race, color, national origin, age, religion, marital or parental status, political status, political affiliation or beliefs, sex, sexual orientation, gender, identity, gender expression, veteran status, genetic information, or disability, or limitations due to pregnancy, childbirth, or related medical conditions.
- B. UNIVERSITY will provide instructors and enrolled students access to “Canvas” to be used as an assessment, teaching, and learning tool.
- C. UNIVERSITY will assign a Spalding e-mail addresses to instructor and enrolled students.
- D. UNIVERSITY will provide lab space (on a scheduled basis) on campus as requested and available.
- E. UNIVERSITY agrees to charge no more than the Dual Credit Tuition Rate Ceiling, equal to two-fifths (2/5) of the Kentucky Community and Technical College System in-state hourly tuition rate for the 2025-2026 academic year, regardless of the number of dual credit courses an individual student elects to take. Further, UNIVERSITY specifically agrees not to assess any other fees, including, but not limited to, equipment charges, laboratory fees, or other charges.
- F. UNIVERSITY understands that DCS and WRKS funds will only be disbursed for each eligible student with a grade greater than or equal to a D-; UNIVERSITY will be financially responsible in instances where dual credit students do not pass the course.
- G. UNIVERSITY will, upon successful completion of course requirements, verification of such, and the submission and posting of final grades, release an official UNIVERSITY transcript to each enrolled student upon request.
- H. UNIVERSITY will follow all Federal guidelines regarding students with Individual Education Plans (IEPs). These students will receive documented services when taking dual credit courses on the high school campus with a high school instructor. Students taking courses at Spalding (including online courses taught by Spalding faculty) will receive accommodations from the Spalding Disability Office.

4. **SCHOOL RESPONSIBILITIES**

- A. SCHOOL will not discriminate against any student, instructor, employee or other person because of race, color, national origin, age, religion, marital or parental status, political status, political affiliation or beliefs, sex, sexual orientation, gender, identity, gender expression, veteran status, genetic information, or disability, or limitations due to pregnancy, childbirth, or related medical conditions.
- B. SCHOOL will participate in selection of instructors who meet the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) faculty credentialing standards.
- C. SCHOOL will facilitate class registration and require that STUDENTS complete and submit an Application for Admission and Dual Credit Course Registration form for each student to UNIVERSITY designee no later than September 15, 2025 for the classes as outlined above.
- D. SCHOOL will provide class time for the students. Per Federal guidelines, students with an Individual Education Plan will receive documented services when taking Dual Credit courses on the high school campus with a high school instructor.
- E. Through a program of self-insurance, SCHOOL shall provide and maintain comprehensive general liability coverage in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate. A certificate of insurance evidencing such coverage shall be provided to UNIVERSITY upon request.

5. **STUDENTS' RESPONSIBILITIES**

- A. STUDENTS will meet all course requirements as outlined in the Syllabus.
- B. STUDENTS will complete and submit UNIVERSITY Application for Admission to the designated SCHOOL representative.
- C. STUDENTS will complete and submit UNIVERSITY Registration Form to the designated SCHOOL representative for the courses in which they want to enroll:
 - BA-250: Principles of Management (3 credit hours)
 - FIN-366: Financial Management (3 credit hours)
- D. STUDENTS may withdraw from the following courses up until the following withdrawal deadlines:
 - BA-250: Principles of Management – withdraw by November 15, 2025
 - FIN-366: Financial Management – withdraw by March 7, 2026DCS grade report will reflect a “W” indicating course withdrawal.
- E. STUDENTS enrolled in a dual credit course not covered by the Dual Credit Scholarship (DCS) will be responsible for payment of tuition charges not to exceed the Dual Credit Tuition Rate Ceiling, equal to two-fifths (2/5) of the Kentucky Community and Technical College System in-state hourly tuition rate per credit hour for the 2025-2026 academic year.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on this date as noted below.

‘UNIVERSITY’

Spalding University
845 S. Third Street
Louisville, KY 40203

By: Melissa Chastan
Title: Registrar
Date: 8/4/2025

‘SCHOOL’

Eastern High School
12400 Old Shelbyville Road
Louisville, KY 40243

By: _____
Title: _____
Date: _____

Jefferson County Board of Education

By: _____
Title: Superintendent
Date: _____