

Duluth Campus

*College in the Schools
Office of the Registrar*

*139 Darland Admin Bldg
1049 University Drive
Duluth, Minnesota 55812*

MEMORANDUM OF AGREEMENT

**between the University of Minnesota Duluth
and Independent School District 001**

Term of Agreement: 2026 - 2027

By this agreement, the University of Minnesota Duluth College in the Schools (CITS) Program and Aitkin Public Schools (ISD 001) agree to partner in the delivery of UMD approved coursework to qualified students.

The Aitkin Public School District agrees to partner with UMD CITS for the academic year 2026-2027 and will:

- Provide the UMD approved curriculum, instruction, textbooks, and facilities for the courses, and pay all expenses involved in the preparation and ongoing CITS curriculum development as well as student instruction of a dual enrollment course. **Hybrid and/or online course modalities may be approved by UMD on a course by course basis, please reach out to umdcits@d.umn.edu.** Students enrolled in UMD CITS courses must use course materials approved by a UMD CITS Faculty Liaison that are deemed similar to those used on the UMD campus.
- Coordinate student records and class rosters with UMD Office of the Registrar administration. Qualified students must be a junior or senior in high school with a cumulative grade point average of 3.0 or higher. A school counselor or CITS teacher may submit a course permission form to request that a high-potential student who does not meet the GPA or grade level requirements be allowed to enroll in CITS classes. The form needs support and specific rationale from the school counselor and/or the CITS teacher. The UMD Registrar has the final decision regarding student enrollment with the ability to earn college credit from the University of Minnesota Duluth. Students who do not meet the program requirements to enroll in the course for college credit, may remain in the class for high school credit only.
 - The CITS class must maintain at least 70% of students enrolled in the course for college credit (Up to 30% of students may take the course for high school credit only). Any course not meeting this enrollment requirement, will need CITS program approval.
 - Students must maintain a minimum of a 2.5 UM GPA in order to remain eligible to take CITS courses.
 - The maximum number of UMD credits allowed during one semester for students participating in the UMD College in the Schools (CITS) program, Postsecondary Enrollment Options (PSEO), or a combination of both programs is 16 credits. For CITS courses that run all year, the credits will be divvied up among each semester (i.e. MATH 1296 is a 4 credit class that often runs all year, 2 credits will count towards the fall semester, and 2 credits will count towards the spring semester). Special permission will be required for students who wish to enroll in over 16 credits.
- Adhere to UMD's enrollment limits, a maximum of 40 students per CITS class section except where otherwise noted in Addendum A. Due to pedagogical best practices, WRIT 1120 and all of the World Languages classes (French, German, and Spanish) are limited to a maximum of 25 students. For Physical Education courses, the classroom enrollment is determined by equipment/weight room space, and will be listed in Addendum A. In addition, students enrolled in a UMD course may not be of mixed levels. For example, you may not combine German 3 students in a classroom with German 4 students.

- Provide UMD CITS program staff with a copy of the final class syllabi and the paired assessment tool each semester for every class offered. UMD Liaisons may request copies of the class syllabi while it is in development.
- Only UMD certified faculty are to teach the UMD CITS curriculum. High School administration must notify UMD CITS program staff as soon as possible regarding CITS teacher staffing changes during the school year. If CITS teachers will be out on leave for an extended period UMD CITS staff must be notified prior to the leave and the substitute instructor must be approved to teach the CITS curriculum or another accommodation must be agreed upon. CITS staff will work with administrators and teachers to obtain an expedited approval. In addition, student teachers may assist with but not be the primary instructor of a concurrent enrollment course offered through UMD CITS.
- Administratively approve and coordinate with the CITS high school faculty any UMD on-campus learning experiences, field trips etc. in accordance with the local ISD district rules for travel. The High School CITS faculty will coordinate any UMD on-campus learning experience with the UMD CITS Program Coordinator and the UMD Faculty Liaison for that course.
- Adhere to University of Minnesota Duluth and the College in the Schools program policies, procedures, and deadlines as set through the Office of Academic Affairs. This includes posting final grades to MyU within 3 working days of the end of the class.
- Advise students in the program and coordinate CITS program curriculum and courses with UMD Office of the Registrar administration.
- Collaborate with UMD to provide students and their families the best possible information regarding the program and the benefits/implications of participation.

With the coordination of the Office of the Registrar and CITS program staff, UMD will:

- Provide NACEP accredited UMD College in the Schools program and UMD CITS college curriculums to the Aitkin Public School's qualified students for UMD credit taught by UMD approved faculty /teaching specialists. See Addendum A for the course list for the terms of this contract
- Coordinate CITS registration, provide assistance to CITS students and teachers to access UMD resources, and provide academic oversight of the program
- Facilitate all internal UMD administrative/academic duties, including program assessment and evaluation
- Select and support CITS faculty liaisons who provide curriculum and professional development to and collaborate with UMD CITS teaching specialists
- Facilitate access to UMD student/faculty benefits and services, including: internet/email, library and tutoring resources
- Share course evaluations per term, along with generalized CITS survey and research information

Both parties will agree to perform within the requirements of the [Minnesota Data Practices Act, Minnesota Statutes, Chapter 13](#), in handling all data relative to this agreement.

UMD will charge \$92 per student, per course enrollment (see Addendum A for course listing) based on the UMD CITS class lists printed after the CITS drop deadline. Refunds after the drop deadline will be determined on a case-by-case basis. UMD will bill the ISD 001 School District using the following schedule:

- Fall semester student enrollments are final in November and billed in January.
- Spring semester enrollments are final in early April and are billed later in April.
- All year student enrollments are final in January and are billed in April.
- Trimester 1 student enrollments are final in November and are billed in January.
- Trimester 2 student enrollments are final in January and are billed in April.
- Trimester 2/3 student enrollments are final in early April and are billed later in April.
- Bills are payable within 30 days.

CITS courses offered in the Aitkin School District may be amended and/or expanded in each succeeding year.

APPROVALS:

Title	Name	E-Signature	Date
UMD Executive Vice Chancellor and Provost	Rebecca Ropers		
UMD Registrar	Tracey Bolen		
Aitkin Schools Superintendent	Daniel Stifter		
Aitkin High School Principal	Lisa DeMars		

Addendum A

2026-2027 List of UMD CITS Courses To Be Offered in ISD 001

Course #	Course Title	Credits	Maximum Class Size	Term	CITS Teacher(s)
COMM 1112	Public Speaking	3	40	TBD	Kline, Lindsey

Notes:

- To ensure that our records are current, please provide the names and contact information in the table below.

CITS Request	Role	Name	Email
Billing/Invoices			
Registration/Rosters (Student Information)			
Main CITS Contact			