

# ***MEMORANDUM OF AGREEMENT***

## **JOINT ADMISSIONS PROGRAM**

### **BOSSIER PARISH COMMUNITY COLLEGE NORTHWESTERN STATE UNIVERSITY**

#### **Introduction**

Bossier Parish Community College (BPCC) and Northwestern State University (NSU), two premier providers of postsecondary education in the State of Louisiana, enter into this memorandum of agreement to create a joint admissions partnership that shall:

- Increase the number of associate's degrees completed by students in the State of Louisiana;
- Increase the number of bachelor's degrees completed by students in the State of Louisiana;
- Meet the higher education needs of a population increasingly interested in an affordable education close to home;
- Ensure the availability of a well-educated and skilled workforce that is vital to economic growth;
- Build upon the existing partnerships which have been forged between the two institutions of higher education;
- Build upon each institution's commitment to world class student services;
- Serve as a pledge to our stewardship of public resources and trust;
- Raise the educational attainment rates of the region and the State; and
- Enhance the quality of life for our citizenry.

This agreement between BPCC and NSU summarizes cooperative efforts to champion successful undergraduate pathways for students admitted to these institutions. The two-fold purpose of this agreement is to better serve students and to foster new, mutually beneficial partnerships. Ultimately, the institutions seek to increase public awareness between BPCC and NSU as well as to set precedents for additional innovative partnerships which, ultimately, expand higher education access for Louisiana's students.

The following understandings will guide this effort, until modified or amended:

#### **1. Purpose and Goals**

1.1 Through this Joint Admissions Program, BPCC and NSU will cooperate to promote

successful undergraduate educational experiences for students who wish to attend both institutions. This partnership will result in better service to students and will increase the potential for more ambitious collaboration in the future.

1.2 More specifically, the goals of this partnership are to

- Make it possible for students to be jointly admitted to both institutions;
- Eliminate barriers for students in attaining their educational goals, improving student success and degree attainment at the associate and baccalaureate levels;
- Reduce the time to degree for both associate and bachelor degree students;
- Expand student options for college services;
- Improve academic program articulation;
- Expand financial aid resources to support students at both institutions;
- Use resources at both institutions more efficiently and effectively; and
- Plan, develop, and align instructional programs at the undergraduate level.

## **2. Recruitment and Admissions of First Year Students**

2.1 Recruitment of students will be the responsibility of both institutions. Students will be admitted through the joint admissions process using the freshman admissions requirements appropriate to each respective institution.

Fulfillment of minimum requirements does not guarantee admission to both institutions. Applicants are not allowed to ignore previous college work; however, both institutions have policies that address academic amnesty and will apply those policies accordingly.

2.2 Applicants for the joint admission program will complete applications for admission to each institution; BPCCC and NSU will assist students to streamline this process.

2.3 Students who have already earned an AA, AS, or AAS at BPCCC may take advantage of this program if certain requirements specific to a baccalaureate program can be met by further BPCCC coursework.

2.4 Students enrolled in the program will be required, as a condition of admission, to agree that their student records will be shared between, and made available to, each institution.

2.5 Students enrolled in the program will be encouraged to participate in the reverse transfer program in order to ensure that credentials earned are awarded.

### **3. Tuition and Fees**

3.1 Tuition and fees will be assessed based upon those of the institution from which the student takes the course(s). NSU tuition and fees will be assessed for enrollment in NSU courses; BPCCC tuition and fees will be assessed for enrollment in BPCCC courses.

3.2 Tuition will be assessed at resident or non-resident rates, using each institution's determination of residency for admission and tuition assessment purposes.

### **4. Program Articulation and Advising**

4.1 The management of the Joint Admissions Program and resulting articulation agreements between the two institutions will be coordinated through BPCCC and NSU.

4.2 Academic advising will be the joint responsibility of the two institutions, and the two will jointly train academic advisors. Opportunities for joint staffing partnerships in the area of advising will be explored.

4.3 All students admitted through this program will have a university advisor assigned to them.

4.4 All advisors will encourage students in the program to complete the associate's degree, recognizing it as the most effective and efficient pathway in meeting the general education requirements for the baccalaureate degree.

4.5 Transfer frameworks correlating programs at each institution will be jointly developed.

4.6 Problems relating to articulation, class content, chronology of content or course scheduling will be resolved by the Chief Academic Officers (or designees) at each institution.

### **5. Registration and Student Records**

5.1 Students will register for courses through the regular registration processes at each institution. Jointly-admitted students will be eligible for enrollment at both institutions.

5.2 BPCCC and NSU will be responsible for maintaining jointly-admitted students' records of coursework taken at the respective institutions.

5.3 Jointly-admitted students will be coded and tracked in the Student Information Systems at both institutions. The institutions will work together to develop a secure, efficient process for information/data interchange.

5.4 Each institution will designate a single point of contact in its Admissions/Records Office.

## **6. Financial Aid and Scholarships**

6.1 Financial aid will be available for qualified students who are jointly-admitted.

6.2 Students will receive financial aid only through their “home institution” (determined by the enrollment status of the student). Applications for BPCC and NSU scholarships will be available to jointly-admitted students.

6.3 Students concurrently enrolled at both institutions under the agreement will complete the necessary steps with their “home institution’s” financial aid department to ensure proper remittance of tuition and associated fees at the delivering institution.

6.4 NSU will identify, expand, and promote transition scholarships for joint admission participants.

6.5 NSU will guarantee transfer scholarships to BPCC students who are enrolled in this program and who transfer to NSU with both an associate degree and membership in Phi Theta Kappa.

## **7. Student Grievances and Conduct**

7.1 BPCC agrees that no complaint or grievance by a student solely against or solely involving NSU and/or its administration, faculty, staff, services or facilities will be addressed through BPCC grievance procedures, and all such complaints or grievances shall be referred to the appropriate NSU institutional process or grievance procedure. Similarly, NSU agrees that no complaint or grievance by a student solely against or solely involving BPCC and/or its administration, faculty, staff, services or facilities will be addressed through NSU grievance procedures, and all such complaints or grievances shall be referred to the appropriate BPCC institutional process or grievance procedure.

7.2 Notwithstanding the language of 7.1 above, students participating in the Joint Admissions Program found in violation of conduct codes may receive sanctions from each institution. Of particular concern will be cases involving health and safety.

7.3 BPCC and NSU reserve the option to decide that only one institution will process a case of misconduct. BPCC and NSU will create processes for reporting to the other when either institution has undertaken student conduct actions.

## **8. Marketing**

8.1 Promotional plans and materials for the joint admissions program will be subject to approval by each institution.

## **9. Student Services**

9.1 Jointly-admitted students will receive access to student services and campus activities at BPCC and NSU upon payment of appropriate fees for the semester/term in question. Student services covered include, but are not limited to, student organizations, library services, cultural events, intramural sports, health and wellness services and facilities, athletic events, transportation services, residential housing, and dining facilities.

## **10. Miscellaneous**

10.1 This agreement offers opportunities for more effective and efficient use of faculty, facilities, and support services by BPCC and NSU. Faculty and staff will be encouraged to develop cooperative efforts related to the delivery of courses and support services.

10.2 This agreement shall not create any rights in any third parties, specifically any students participating in the program. The only parties to this agreement are BPCC and NSU.

10.3 This agreement may be terminated by either party. Notice must be provided in writing at least one semester in advance of the termination date. All students already participating in the program will be allowed to complete the program under the above requirements as long as they remain continuously enrolled in the program.

## Conclusion

This agreement will allow for the deeper alignment of policies and procedures, providing seamless student transitions which are consistent with the missions of both institutions. Collaboration between the institutions shall be based in a climate of trust and goodwill, with the goal of furthering innovations, best practices, and the general welfare of our students and the communities we serve.

## SIGNATURES

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Dr. Rick Bateman, Jr. Date  
Chancellor  
Bossier Parish Community College

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Dr. Jim Henderson Date  
President  
Northwestern State University

## Appendix A

### **Financial Aid Consortium Agreement NORTHWESTERN STATE UNIVERSITY AND BOSSIER PARISH COMMUNITY COLLEGE**

The purpose of this consortium agreement is to define the responsibilities for correctly awarding and disbursing financial aid to students cross-enrolled with Northwestern State University (NSU) and Bossier Parish Community College (BPCC). Students participating in this program are regular students jointly admitted to NSU and BPCC as described in the Memorandum of Agreement for the Joint Admissions Program. NSU awards the Bachelor Degree, in the student's chosen field of study, upon completion of all degree requirements.

- Financial aid will be available for qualified students who are jointly-admitted.
- Students will receive financial aid only through their "home institution" (determined by the enrollment status of the student).
- Students concurrently enrolled at both institutions under the agreement will complete the necessary steps with their "home institution's" financial aid department to ensure proper remittance of tuition and associated fees at the delivering institution.

A jointly-admitted/cross-enrolled student's enrollment status is defined in the same way as a regularly admitted student:

Full-time	12 or more hours
Three-quarter time	9 to 11 hours
Half-time	6 to 8 hours

The student is responsible for knowing and understanding the following policies at both NSU and BPCC:

- Admission standards
- Satisfactory Academic Progress Policy
- Refund policies
- Title IV refund policies
- Student code of conduct

Tuition and fees are published annually on the respective school's websites.

## **Appendix B**

### **Reverse Transfer Agreement**

#### **Background:**

Bossier Parish Community College (BPCC) and Northwestern State University (NSU) have developed this collaborative arrangement to promote the success of BPCC students as they transition to the University. This Agreement is an extension of other such collaborative endeavors designed to increase the number of certificate, diploma, and associate degree completers.

#### **Agreement:**

Reverse Transfer is the process by which former BPCC students enrolled at NSU transfer credits back to BPCC for the purpose of attaining a degree, diploma, or certification. NSU will forward BPCC a list of students who have 66 hours of credit at NSU and have earned at 18 hours or more at BPCC, along with transcripts. BPCC will then evaluate this coursework to determine if degree, diploma, or certification requirements are met.

The purpose of this agreement is to facilitate the implementation of an initiative to assist students who have transferred to NSU in completing a credential (certificate, diploma, or associate degree) at BPCC. This initiative is an extension of the transfer agreements already in place between BPCC and NSU and applies to BPCC students that have earned at least 18 credit hours at BPCC prior to transferring to NSU. The signatories to this Agreement commit to work collaboratively to enable qualified students to earn additional credentials.

Each signatory to this Agreement commits to the following:

- 1.) Appoint a single point of contact for coordination of this reverse transfer initiative.
- 2.) Share student information and ensure it is done in a manner that is in compliance with FERPA.
- 3.) Develop a method to track the success of the reverse transfer initiative and share these results annually.
- 4.) Follow parameters of the law and regional accreditation agencies.
- 5.) Develop and document the systems, processes, communications, and timeline supporting the initiative.
- 6.) Explore opportunities to leverage existing technology in an effort to create an effective, efficient, and seamless process for reverse transfer.
- 7.) Ensure that reverse transfer is achieved at no cost to the student.
- 8.) Outline student communication, procedures, and advisement assistance to complete certificate, diploma, and associate degree requirements.

The effective date of this Agreement is July 1, 2016.

This Agreement may be reviewed for renewal periodically.