

STATEWIDE MEMORANDUM OF UNDERSTANDING

UNDERGRADUATE CO-ADMISSION AND CO-ENROLLMENT PARTNERSHIP

**Boise State University
Idaho State University
Lewis Clark State College
University of Idaho
College of Eastern Idaho
College of Southern Idaho
College of Western Idaho
North Idaho College**

Idaho's public four-year and two-year postsecondary institutions will cooperate to promote successful undergraduate education experiences for students by expanding learner access, opportunity, and agency through consistent standards for co-admission and -enrollment. This statewide cooperative partnership is designed to reduce barriers, promote smooth transitions between any institution, and to assure that student success is optimized through early identification and support. In cases where a student would benefit from taking classes from multiple institutions toward the completion of a degree or other credential, reliable partnerships built on common understanding between all higher education institutions is necessary to reduce barriers, promote smooth transitions, and to assure success for students.

I. Partnership Goals

This partnership is being formed to foster the following outcomes:

- Improve student access to undergraduate education.
- Increase Associate Degree completion by students in Idaho and the transfer of those credits toward a bachelor's degree at one of Idaho's four-year institutions.
- Promote greater ease of student movement between and through participating institutions, including more seamless transfer of credits and expanded class options spanning two institutions.
- Improve access to comprehensive support services and information, regardless of student location.

Students taking advantage of co-admission and -enrollment partnership will have increased curricular choices and will be able to tailor their educational experiences to fit personal goals, preferences, and needs, resulting in greater student success and retention. From an institutional perspective, the partnership offers opportunities for more effective and efficient use of faculty, facilities, and support services. The parties are optimistic that success in this partnership will expand opportunities for further program articulation and collaboration for students mutually served by the institutions.

II. STRATEGIES FOR IMPLEMENTATION

This **Memorandum of Understanding (MOU)** summarizes efforts undertaken by the two-year and the four-year colleges/universities to promote the successful undergraduate education of the students who attend both types of institutions. This **MOU** will serve to bolster enrollments at both institution types and will serve to create greater awareness of the educational opportunities available at each.

The following understandings will guide this effort, until modified or amended, and shall apply to students beginning in Fall 2022.

1. Recruitment and Admission

- A. Recruitment of degree-seeking students to the Co-Admission and Co-Enrollment Partnership will be the shared responsibility of both institutions.
- B. Students must apply and be admitted to both institutions. Deadlines and admission requirements specific to each institution apply. Select academic programs may require additional application processes and requirements.
- C. Participating students who complete an AA, AS, or AAS with a 2.0 grade point average at the two-year college will be guaranteed admission to the partner four-year institution as a condition of this partnership. There may be specific academic program requirements that are needed for admission to selective academic programs.
- D. Students who apply to or register for classes at a four-year institution but who indicate a change in enrollment plans such that they intend to apply and enroll at a two-year institution will be considered candidates for co-enrollment at both institutions. These students' names and additional data associated with them will be shared between the two institutions. Both institutions will promote the Co-Admission and Co-Enrollment Partnership to these students.
- E. Students who apply to or register for classes at a two-year institution will be informed of the Co-Admission and Co-Enrollment Partnership and encouraged to participate.
- F. Both the four-year and two-year institutions will be responsible for generating correspondence to acknowledge students' participation in the partnership and to outline the benefits associated with their participation.
- G. Each institution will designate a specific point-of-contact in their Admission offices to oversee and coordinate the enrollment process for participating students.

2. Tuition and Fees

- A. Tuition and fees will be assessed by the institution offering the course(s) in which a student enrolls.
- B. Tuition will be assessed at the resident or non-resident rates depending upon the residence classification of the student. Residency classification for Idaho public colleges and universities will be based upon the requirements of Idaho Code § 33-3717B and the Board of Education policy on residency, Board Policy V.Q (both applicable to only the 4-year institutions).
- C. Withdrawals and refunds shall be handled by the institution that received the tuition and fees in accordance with its rules and policies.

3. Program Articulation, Advising, and Academic Support

- A. The enrollment services offices at each institution will administer this MOU. Articulation agreements for specific programs and majors will be developed and approved by the chief academic officers or other designated academic officers at each institution.
- B. Academic advising will be a shared responsibility with involvement of advisors from participating institutions. Each institution shall assign advisors to work with students participating in the partnership and those advisors will maintain regular communication concerning individual student course planning. Academic advisors and students are expected to familiarize themselves with program and degree requirements at both institutions.
- C. All advisors will encourage students in the program to complete an associate degree at the two-year college.
- D. A four-year college or university can be provided advising space on campus at a two-year college for the purpose of recruitment and ongoing advisement for students interested in **bachelor's** degrees. When in-person visits are not feasible, two-year colleges should assist in convening students in a room capable of receiving and delivering synchronous remote services.
- E. For the purposes of academic requirements and student services, students co-admitted and enrolled are regarded as equivalent in status to all other degree seeking students at each institution.
- F. Students who complete an AA or AS degree will be considered core certified and, unless a specific core class is required for a specific baccalaureate program, will have satisfied all general education core requirements at the four-year institution.

- G. Disputes relating to aspects of program articulation **MOUs**, class content, chronology of content, or course scheduling will be resolved by the Chief Academic Officers or their designee of each institution.

4. Registration and Student Records

- A. Students will register for courses through the regular registration processes at each institution. Students participating in the partnership will be eligible for registration and enrollment at both institutions.
- B. Students will be responsible for meeting the satisfactory academic progress requirements at each institution per each institution's published requirements in order to remain eligible to participate in the partnership.
- C. Each institution's Registrar will be responsible for overseeing student data sharing and student records.
 - a. Each student enrolled in the partnership will be required, as a condition of participation, to agree **in writing** that his or her student academic and conduct records covered under FERPA will be shared between and available to each institution.
 - b. Co-admitted students will be coded and tracked in the student information systems of each institution.
 - c. Student transcripts will be shared electronically and automatically processed by institution registrars at the appropriate times of each term with no cost to the student.
 - d. The four-year institution will notify the two-year institution when co-enrolled students graduate with a bachelor's degree.
 - e. Should a student not complete a two-year degree a reverse transfer process could take place to transfer the appropriate courses back to the two-year institution to complete the outstanding degree requirements.

5. Financial Aid and Scholarships

- A. Students will receive financial aid through their "home institution" as defined by the Idaho Financial Aid Consortium **MOU**.
- B. Students will apply for scholarships at their home institutions using the same processes as other students enrolled at that institution.
- C. Partners will pursue the possibility of creating joint scholarship opportunities for co-admitted and enrolled students.

6. Student Grievances and Conduct

- A. Students must follow students' rights and responsibilities policies as defined by each institution.
- B. Students participating in the Co-Admission and Co-Enrollment Partnership will be accountable to conduct standards at each institution. Students found in violation of conduct codes may receive sanctions from each institution. The institution where the infraction happened will process the case and communicate with the other institution. Each institution reserves the option to recognize the sanctions; however, only one institution will process a case of misconduct.

7. Student Services

- A. Enrolled students will have access to student services and events, including library services, at both institutions. Fee-based services will be available to co-enrolled students who have paid required fees and satisfy any other requirements.
- B. Enrolled students will be issued an ID by each institution.
- C. ADA accommodation for any particular course will be provided by the institution delivering the course.

8. Marketing

- A. Both the two-year and four-year institutions will collaborate on marketing initiatives to advertise and otherwise promote the Co-Admission and Co-Enrollment Partnership.
- B. Publication costs for materials used to promote the partnership will be borne by the institution producing the materials unless other financial arrangements are agreed upon in advance.

9. Miscellaneous

- A. This **MOU** offers opportunities for more effective and efficient use of faculty, facilities, and support services. Faculty and staff will be encouraged to develop cooperative efforts related to the delivery of courses and support services.
- B. This **MOU** shall not create any right in any third parties, including any students participating in the program, not enumerated above.

10. Terms and Termination

- A. The term of this MOU shall remain effective until one institution provides a notice, written by the provost of the institution, of termination no less than six months prior to the intent to terminate. All institutions participating in this MOU must be notified.
- B. Amendments to this **MOU** must be in writing and approved by the official at the level of vice president of academic affairs or provosts at each institution. The workflow for the discussion and approval of amendments will be at the Council on Academic Affairs and Programs (CAAP) meetings. No amendment can lengthen the term of this **MOU**.
- C. This **MOU** can be terminated at any time by the mutual written **MOU** of the institution provosts and vice president of academic affairs.



John Buckwalter, Provost and Vice President of Academic Affairs
Boise State University

Date: 7.5.22



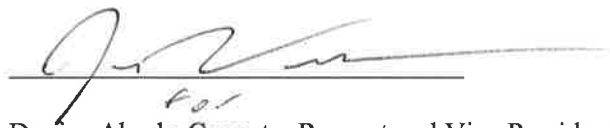
Lori Barber, Vice President of Academic and Student Affairs
College of Eastern Idaho

Date: 8.5.22



Todd Schwarz, Provost
College of Southern Idaho

Date: 8.5.2022



Denise Aberle-Cannata, Provost and Vice President of Academic Affairs
College of Western Idaho

Date: 8/5/22



Valerie Martin Conley, Provost and Vice President of Academic Affairs
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Fred Chilson, Provost and Vice President of Academic Affairs
Lewis-Clark State College

Date: 8/5/22

Dr. Kassie Silvas

Dr. Kassie Silvas (Aug 9, 2022 14:03 PDT)

Kassie Silvas, Interim Provost
North Idaho College

Date: 08/09/2022



Torrey Lawrence, Provost and Executive Vice President of Academic Affairs
University of Idaho

Date: 8/5/22