



Memorandum of Understanding

Co-Admission Partnership

between

Chemeketa Community College

and

Portland State University

PSU Contract # 387300

In Fall 2002, Portland State University (PSU) and Chemeketa Community College developed a Co-Admission agreement and process for students in order to facilitate transfer between the two institutions. Since that time, many students have benefited from this collaboration.

Because of lessons learned in our initial phases of co-admission and through advancements in technology, this partnership is being updated in order to better accommodate students and institution needs. As before, this cooperative partnership is designed to assist students by reducing barriers, promoting transition between institutions, and facilitating academic success. Additionally, this partnership will help to deepen and broaden the already strong relationship between PSU and Chemeketa Community College.

I. PARTNERSHIP GOALS

This partnership is intended to foster the following outcomes:

- Improved student access to undergraduate education, including post-baccalaureate undergraduate degrees and certificates;
- Increased educational choices that best meet the individual student's academic, social, career, and financial needs;
- Improved certificate, associate degree, and baccalaureate degree completion rates;

- Greater ease of student movement between and through both institutions;
- Improved access to comprehensive support services and information, regardless of student location;
- More comprehensive assistance in evaluating career options and designing educational plans;
- Greater public awareness of connections between high schools, Chemeketa Community College, and PSU;
- Enhanced student learning and success.

Students taking advantage of this 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. We are optimistic that continued success in this partnership will expand opportunities for further program articulation and collaboration for students mutually served by both institutions.

This Memorandum of Understanding (MOU) summarizes the agreement between PSU and Chemeketa Community College to cooperatively promote the successful undergraduate education of the students who attend both institutions. We are entering into this MOU to better serve the students that we share and to continue to develop a partnership that results in mutual gain for both institutions. It is expected that this effort will increase public awareness of the benefits of partnership between Chemeketa Community College and PSU. The following understandings will guide this effort, until modified or amended, and shall apply to students beginning in the Fall of 2017.

II. STRATEGIES FOR IMPLEMENTATION

This section describes actions by the institutions as well as requirements for students who wish to be considered for co-admission.

1. Recruitment and Admissions

- A. Recruitment of students to the co-admission program will be conducted by both institutions. Materials and website information will be available to inform prospective students about the program.
- B. Co-admission is available to students pursuing their first bachelor's degree or pursuing a post-baccalaureate undergraduate degree or certificate.

- C. Admission requirements periodically change. Students must meet admission requirements in effect for the term they apply for co-admission. Current admission criteria are as follows:

1. Domestic Students

Freshmen:

- High school graduate;
- Minimum high school GPA of 3.00 or higher from an accredited high school;
- SAT or ACT scores and;
- Completion of college preparatory requirements for English, Math, Social Studies, Science, and Foreign Language;

Or

- If you took the GED after January 1, 2014: earn an overall average score of 170 and a minimum score of 150 on each subject test
- If you took the GED between January 1, 2002 and December 31, 2013: earn a minimum overall average score of 580 and a minimum score of 410 on each subject test
- If you took the GED prior to January 1, 2002: earn an overall average score of 46 and a minimum score of 40 on each subject test

Transfer:

- Minimum grade point average of 2.25 or higher or 2.00 if completed the AAOT, ASOT or other articulated associate's degree;
- Successful completion of no fewer than 30 quarter or 20 semester transferable college credit hours from an accredited U.S. institution;
- Completion of WR 121 or equivalent with a C- or better grade;
- Completion of two years of the same high school-level second language or two quarters or two semesters of a college-level second language.

Post-Baccalaureate:

- Must have an earned bachelor's degree from a regionally accredited post-secondary U.S. institution or appropriately accredited non-U.S. institution.

2. Application Process and Submission of Transcripts

Deadlines for applying for co-admission are as follows:

New Applicants to PSU:

**Students currently admitted
and in active status at PSU:**

Fall Term:	August 1 st	September 5 th
Winter term:	November 1 st	December 5 th
Spring term:	February 1 st	March 5 th
Summer Term:	May 1 st	June 5 th

First-Time Undergraduates:

- A. The co-admission application process will be available for any eligible student at Chemeketa Community College or PSU. A \$50 application fee will be assessed by PSU. Students will apply using the on-line co-admission application on the PSU website: <http://www.pdx.edu/admissions/co-admission>. For current PSU students who apply to the Chemeketa Community College/PSU co-admission program and who have an active admission status at PSU, the previously paid application fee will be applied. Current PSU students wishing to add co-admission use the on-line form found [here](https://spreadsheets.google.com/a/pdx.edu/spreadsheet/viewform?formkey=dHYzeFBaTk4xdXhwU191QzZOUC1XbXc6MQ+): <https://spreadsheets.google.com/a/pdx.edu/spreadsheet/viewform?formkey=dHYzeFBaTk4xdXhwU191QzZOUC1XbXc6MQ+>
- B. By submission of the co-admission application, the student grants Chemeketa Community College and PSU the authority to access the student's academic, financial, and other protected student information.
- C. Applicants are responsible for submitting official copies of all transcripts directly to PSU, including Chemeketa Community College transcripts. PSU will evaluate the applications and, upon admission, students' biographical and curricula information will be sent to Chemeketa Community College Admissions, Registration, and Records office. Specifics as to how this information will be transmitted and received are detailed in Appendix A.
- D. Admitted students will receive an information packet from PSU describing, among other things, how to create a PSU student account online, register for an Orientation session, access campus and student services, and create a personal Degree Audit to measure academic progress to degree and any outstanding degree requirements.

Post-Baccalaureate Students:

- A. Students pursuing a 2nd bachelor's degree will apply as a post-baccalaureate student on-line through PSU and pay the \$50 application fee. Once the post-baccalaureate application is submitted, students will then submit the request to add on co-admission found [here](https://spreadsheets.google.com/a/pdx.edu/spreadsheet/viewform?formkey=dHYzeFBaTk4xdXhwU191QzZOUC1XbXc6MQ+): <https://spreadsheets.google.com/a/pdx.edu/spreadsheet/viewform?formkey=dHYzeFBaTk4xdXhwU191QzZOUC1XbXc6MQ+>

- B. By submission of the co-admission application, the student grants Chemeketa Community College and PSU the authority to access the student's academic, financial, and other protected student information.
- C. Post-Baccalaureate students need to submit an official copy of the transcript listing the bachelor's degree awarded. PSU will evaluate the applications and, upon admission, students' biographical and curricula information will be sent to Chemeketa Community College Enrollment Services. Specifics as to how this information will be transmitted and received are detailed in Appendix A.
- D. Admitted students will receive information from PSU describing, among other things, how to create a PSU student account online. Transfer credit is not evaluated automatically. The student's PSU academic adviser must request an evaluation of pertinent classes.

3. Orientation and Course Registration

- A. PSU requires that all students who are working on their first undergraduate degree and are new to PSU attend an Orientation session prior to PSU course registration. Co-admitted students who will not be attending classes at PSU right away may opt to attend an Orientation session for their term of PSU admission or attend a session closer to the start term at PSU. At the Orientation session, students learn about requirements for graduation, understand how co-admission may affect general education requirements, and how financial aid is administered to co-admitted students. Students will also meet with academic advisors who will help them choose and register for appropriate classes for their degree program.
- B. Post-Baccalaureate students are not currently required to attend an Orientation session. If, in the future, Orientation is required for Post-Baccalaureate students, co-admitted students will also be required to attend.
- C. Students will register for courses through the individual registration processes at each institution.

4. Tuition and Fees

- A. Tuition and fees will be assessed based upon courses for which students register. Chemeketa Community College tuition and fees will be assessed for Chemeketa Community College courses; PSU tuition and fees will be assessed for PSU courses. Withdrawals and refunds shall be handled by the institution that received the tuition and fees in accordance with its rules and policies.

- B. Tuition will be assessed at resident or non-resident rates depending upon the residency classification of the student. Residency classification for Chemeketa Community College courses will be based on criteria established by Chemeketa Community College. Residency classification for PSU courses will be based on criteria established by PSU.
- C. Students must adhere to all policies in place at both Chemeketa Community College and PSU regarding payment of tuition, fees, and other expenses incurred.

5. Program Articulation and Advising

- A. The management of the program and resulting articulation agreements between the two institutions will be coordinated through PSU's Division of Enrollment Management and Student Affairs, and Chemeketa Community College's Student Services Office.
- B. Academic advising will be a shared responsibility with involvement of advisors from both institutions. Advisors will be conversant on the co-admission process and requirements, and will be able to guide students through the program.
- C. For students working on their first undergraduate degree: Students who complete the Associate of Arts/Oregon Transfer degree, the Associate of Science degree or any degree program formally articulated between the two institutions where the student transfers at least 90 credits to Portland State University will be considered as having met all lower division general education requirements. This will apply to co-admitted students even though they may begin their studies at PSU prior to completing their associate's degree or 90 transferable credits at Chemeketa Community College. Students who transfer fewer than 90 credits to PSU will be placed in University Studies accordingly.
- D. Post-Baccalaureate students will seek advising from their major department at PSU. A minimum number of credits taken in residence at PSU may be required depending upon the student's major. Students are responsible for working with a PSU advisor to determine which courses can be taken at Chemeketa Community College.

III. POLICIES AND PROCESSES

This section describes internal processes and policies related to the co-admission program. Specific details around processes will be included in Appendix A at the end of this Agreement.

6. Student Records

- A. The Registrar's Offices at both institutions will be responsible for maintaining student records for co-admitted students for coursework taken at the respective institutions. Information will be shared between the institutions for participating students.
- B. Co-admitted students will be coded and tracked in the Student Information Systems at both institutions. Only the records of students who have applied for co-admission or who have been co-admitted will be accessible by both institutions. Students grant this consent when they sign and submit their co-admission application.
- C. Students may decide to cancel their co-admit status but must inform PSU in writing of this change. "Request to Cancel Co-admission" forms are available on the PSU website and in the Admissions office. PSU will send a list of students who have canceled their co-admission status to Chemeketa Community College. Canceling co-admission terminates the transmission of transcripts between schools effective with the subsequent quarter.

7. Financial Aid and Scholarships

- A. Financial aid will be available for qualified students who are co-admitted. Student data required for financial aid administration will be shared between Chemeketa Community College and PSU. Compliance information and end-of-term information will be shared between Financial Aid Offices at each institution.
- B. Students will receive financial aid through their "home institution" as defined by Federal Financial Aid regulations. PSU will automatically become the "home institution" unless the student specifies that they want Chemeketa to be their "home institution".
- C. Applications for PSU and Chemeketa Community College scholarships may be available to co-admitted students. Some scholarships may have credit hour or other restrictions.

8. Student Grievances and Conduct

- A. Chemeketa Community College agrees that no complaint or grievance by a Chemeketa Community College student against or involving PSU and/or its administration, faculty, staff, services or facilities will be addressed through Chemeketa Community College's grievance procedures and all such complaints or grievances shall be referred to the appropriate PSU institutional process or grievance procedures. PSU agrees that Chemeketa Community College students will not be allowed to use PSU grievance procedures to pursue complaints solely involving Chemeketa Community College.
- B. Students participating in the co-admission program between PSU and Chemeketa Community College will be accountable to Student Code of Conduct standards at both institutions. Chemeketa Community College and PSU may each intervene in cases of misconduct, particularly in issues involving health and safety. Students found in violation

of conduct codes may receive sanctions from the applicable institution. Chemeketa Community College and PSU will create a process for reporting to the other when the institution has undertaken student conduct actions.

- C. Students participating in the co-admission program between PSU and Chemeketa Community College will be accountable to academic progress and performance standards at both institutions. Course work taken at PSU will be evaluated according to the PSU standards for academic progress and performance. Coursework taken at Chemeketa Community College will be evaluated according to the Chemeketa Community College standards for academic progress and performance. Students failing to meet academic progress and performance standards may receive intervention and/or sanctions from the applicable institution.

9. Outreach

Outreach efforts regarding the co-admission program will be made to the community, local high schools, and prospective students. These efforts will be coordinated through the appropriate offices at each institution.

10. Services for Co-Admitted Students

Co-admitted students have access to a variety of services at both PSU and Chemeketa Community College. Some services may require minimum enrollment and/or a fee at the institution providing the service.

Services available for co-admitted students:

	PSU	Chemeketa Community College
Academic Advising	Yes	Yes
Athletic events	Yes	Yes
Computer labs	Yes	Yes
Diversity & Multicultural Student Services	Yes	Yes
E-mail access	Yes	Yes
Library access	Yes*	Yes
Student Activities – Clubs, etc	Yes	Yes
Women’s Resource Center	Yes	No
Career Center	Requires Enrollment at PSU	Yes
Counseling Services	Requires Enrollment at PSU	Yes
Financial Aid	Requires Enrollment at PSU	Requires Enrollment at Chemeketa Community College
Health Insurance	Requires Enrollment at PSU	No
Recreation Center	Requires Enrollment at PSU	No
Student Health Center	Requires Enrollment at PSU	No
Student Housing	Requires Enrollment at PSU	No
Student Legal Services	Requires Enrollment at PSU	No
Tutoring Center	Requires Enrollment at PSU	Yes

*For non-enrolled students, library access is limited to access provided to community members.

11. Miscellaneous

- A. This Agreement offers opportunities for more effective and efficient use of faculty, facilities, and support services at Chemeketa Community College and PSU. 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 rights in any third parties, specifically any students participating in the program. The only parties to this MOU are PSU and Chemeketa Community College.

12. Term and Termination

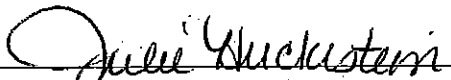
- A. This MOU shall remain effective until one of the institutions provides written notice of termination no less than 90 days prior to the intent to terminate. This notice must be provided in writing as specified in Section E below. This MOU will be reviewed again in five years. In the event this MOU is dissolved, students will have two years from the date the MOU is ended to work with PSU admissions counselors and advisers to complete their matriculation to PSU. Chemeketa Community College will continue to send transcripts for students coded as co-admit during this time, PSU will continue to update student transfer evaluations, and the financial aid consortium will be honored. Other co-admission benefits may not be available. Students who have not matriculated to PSU by the end of this two-year period will need to re-apply for admission.
- B. Amendments to this MOU must be in writing and approved by each institution.
- C. Either party may terminate this MOU for cause by giving written notice to the other party as outlined in Section E below at least 15 days prior to the commencement of a new academic term.
- D. This MOU can be terminated at any time by the mutual written agreement of the institution parties.
- E. Notice. Any notice provided for under this MOU shall be sufficient if in writing and (1) delivered personally to the following addressee or deposited in the United States mail, postage prepaid, certified mail, return receipt requested, (2) sent by overnight or commercial air courier (such as Federal Express), or (3) sent by facsimile transmission addressed as follows, or to such other address as the receiving party hereafter shall specify in writing:

a. If to Chemeketa Community College: Chemeketa Community College
Enrollment Services
P.O. Box 14007
4000 Lancaster Dr NE
Salem, OR 97309-7070
Fax: 503-399-3918

b. If to PSU: Portland State University
Office of Purchasing & Contracting
P.O. Box 751-PUR
Portland, OR 97207-0751
FAX: (503) 725-5591

- F. PSU may terminate this MOU upon 30 days written notice if PSU fails to receive funding, appropriations, limitations, allotments, or other expenditure authority as contemplated by PSU's budget or spending plan and PSU determines, in its assessment and ranking of the policy objectives explicit or implicit in PSU's budget or spending plan, that it is necessary to terminate the MOU.
- G. Chemeketa Community College shall save, defend, indemnify, and hold harmless Portland State University and their officers, agents, employees, and members from all claims, suits, and actions of whatsoever nature resulting from or arising out of acts or omissions of Chemeketa Community College, its agents, or employees acting under this agreement. Neither Chemeketa Community College nor any attorney retained by Chemeketa Community College shall defend a claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as a legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General.
- H. PSU shall save, defend, indemnify, and hold harmless the State of Oregon acting on behalf of Chemeketa Community College and their officers, agents, employees, and members from all claims, suits, and actions of whatsoever nature resulting from or arising out of acts or omissions of PSU, its agents, or employees acting under this agreement. Neither PSU nor any attorney retained by PSU shall defend a claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as a legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General.
- I. To the extent permitted by Article XI, Section 7 of the Oregon Constitution and by the Oregon Tort Claims Act, ORS 30.260 through 30.300, and any successor statutes, the State shall indemnify Chemeketa Community College against any liability for damage to life or property arising from the State's actions under this contract provided, however, the

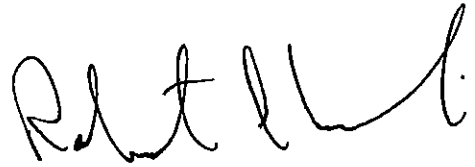
State shall not be required to indemnify Chemeketa Community College for any such liability arising out of the acts or omissions of employees or agents of Chemeketa Community College.



Julie Huckestein, President
Chemeketa Community College

10/12/17

Date



Rahmat Shoureshi, President
Portland State University

8, 25, 2017

Date

Appendix A

CO-ADMIT PROCESS ADDENDUM

Applying for Admission:

First-time undergraduate:

- Students will apply on-line through PSU at: <http://www.pdx.edu/admissions/co-admission>
- Applicants are responsible for submitting initial official copies of all transcripts directly to PSU, including Chemeketa Community College transcripts.
- Students who are already admitted or have a current application in process do not need to pay the application fee. They will be directed to a link where they will submit the needed information to add the co-admit code.

Post-baccalaureate:

- Students will apply on-line through PSU at: <http://www.pdx.edu/admissions/postbaccalaureate-applicant>
- Once the post-baccalaureate application has been submitted, students will need to complete the co-admission information found [here](https://spreadsheets.google.com/a/pdx.edu/spreadsheet/viewform?formkey=dHYzeFBaTk4xdXhwU191QzZOUc1XbXc6MQ+):
<https://spreadsheets.google.com/a/pdx.edu/spreadsheet/viewform?formkey=dHYzeFBaTk4xdXhwU191QzZOUc1XbXc6MQ+>
- Post-Baccalaureate students must submit an official transcript from the school awarding their bachelor's degree.

International:

- International students will not be eligible for the co-admission program between Chemeketa Community College and PSU because it was determined that the existing international agreement and following additional procedures better serves both institutions and our mutual students
- PSU will send contact information of International students who express interest in co-admission to Chemeketa Community College in a bi-weekly report
- When International students express interest in co-admission, Chemeketa Community College will work with them on meeting admission and academic eligibility requirements to transfer to PSU based on the Notice of Educational Collaboration between Chemeketa Community College and Portland State University

Application Decision Notification:

- Students will be notified by PSU of the admission decision.
- Bi-weekly reports will be electronically sent to Chemeketa Community College in a password protected document. The reports will include information on admitted students only.

Sharing of Transcripts:

- Chemeketa Community College will send PSU official transcripts free of charge for each term that a co-admit student has registration resulting in an academic record, provided the student has no hold on their account at Chemeketa Community College.
- PSU will send free of charge official transcripts for co-admitted students to Chemeketa Community College when requested by Chemeketa Community College or by the student as long as there are no holds on the student's PSU account that prevents release of transcripts.

Sharing of Registration Information:

- Chemeketa Community College will send, via Oregon Financial Aid eXchange (OFAX), registration records of co-admitted students who show current term registration at Chemeketa Community College. This information will be utilized by PSU academic advisers and financial aid counselors to determine eligibility for financial aid.
- PSU will download to OFAX registration records of co-admitted students who show current term registration at PSU. This information will be utilized by Chemeketa Community College academic advisers and financial aid counselors to determine eligibility for financial aid.
- Downloads to OFAX by both Chemeketa Community College and PSU will be done on an agreed upon schedule.

Updating Student Status:

- PSU will notify Chemeketa Community College when co-admitted students graduate and/or cancel their co-admission status. Chemeketa Community College will update their records accordingly.
- Students who do not attend PSU within 10 terms of becoming co-admitted will have their admission status at PSU cancelled.