

**MEMORANDUM OF UNDERSTANDING
DEGREE PARTNERSHIP PROGRAM
CHEMEKETA COMMUNITY COLLEGE
WESTERN OREGON UNIVERSITY**

This Degree Partnership Program Memorandum of Understanding ("MOU" or "Agreement") supersedes any existing Degree Partnership Program Agreement and summarizes agreements by and between Western Oregon University ("WOU") and Chemeketa Community College ("Chemeketa"), hereinafter known as the Parties or Institutions. The Parties cooperatively provide access to quality educational experiences leading to the successful completion of an undergraduate education for students attending both Institutions. This Agreement provides the framework to better serve students while further developing a partnership that benefits both Institutions. This Agreement will immediately benefit the citizens of Marion, Polk and Yamhill counties. The following understanding will guide this effort, until modified or amended.

(1) PURPOSE AND GOALS

The Parties will cooperate to promote successful undergraduate educational experiences for students who wish to attend both Institutions. This Agreement shall serve to create an institutionally sustainable and student-focused framework that can be expanded to meet future student and institutional needs.

More specifically, the goals of this Agreement are to:

- (a) Make it possible for students to be dually admitted to and eligible to enroll concurrently at both Institutions.
- (b) Eliminate barriers for students in attaining their educational goals.
- (c) Improve academic program articulation.
- (d) Improve student success and retention to degree completion.
- (e) Use resources at both Institutions more efficiently and effectively.
- (f) Expand student options for college services and curriculum.
- (g) Increase enrollments at both Institutions.

(2) AGREEMENT OBLIGATIONS

In exchange for mutual promises and consideration contained herein, including Appendices A and B attached and incorporated herein, the Parties agree as follows to ensure success and efficient operation of the partnership contemplated by this Agreement:

(a) RECRUITMENT AND ADMISSIONS

- (i) Recruitment of students will be the responsibility of both Institutions.

- (ii) Enrollment in the Degree Partnership Program is dual enrollment at Chemeketa and WOU. Accordingly, education records will be available to officials at both Institutions on an as-needed and authorized basis. For the purposes of this Section and Agreement, each Institution is a "school official," as defined by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, of the other Institution, including but not limited to obligations regarding the re-disclosure of education records.
- (iii) The Parties agree to investigate ways to collaborate in the areas of international student recruitment and retention.

(b) TUITION AND FEES

- (i) Tuition and fees will be assessed based on the courses for which students register. Chemeketa tuition and fees will be assessed for Chemeketa courses and WOU tuition and fees will be assessed for WOU courses. Withdrawals and refunds will be handled by the Party that receives the tuition and fees in accordance with its policies and procedures.
- (ii) Tuition will be assessed at resident or non-resident rates depending upon the residency classification of the student. Residency classification for Chemeketa courses will be based on criteria established by Chemeketa. Residency classification for WOU courses will be based on criteria established by Western Oregon University.
- (iii) For dually-enrolled students taking classes only at Chemeketa, fees are assessed through the normal Chemeketa fee structure. Students wishing to pay for the optional WOU fee package may request the package at WOU through the Business Office.
- (iv) For dually-enrolled students taking only WOU classes, WOU fees are assessed through the normal WOU fee structure.
- (v) For dually-enrolled students and taking classes at both Institutions, students will pay fees for each Institution according to each Institution's standard fee structure.

(c) PROGRAM ARTICULATION AND ADVISING

- (i) Each Institution will be independently responsible for academic advising.
- (ii) In an effort to minimize loss of credit, Chemeketa and WOU will coordinate communication among advisors from both Institutions to provide optimal service to students. Chemeketa and WOU will coordinate the advising of students through the use joint meetings of advising center program staff.
- (iii) Academic advising will be available to dually-enrolled students enrolled at each Institution.

(d) FINANCIAL AID AND SCHOLARSHIPS

- (i) Financial aid will be available for qualified students who are dually-enrolled. Student data for financial aid will be shared between Institutions.

Compliance information and end-of-term information will be shared between Financial Aid Offices at each Institution.

- (ii) Students will receive financial aid only through their "Home Institution," which is determined by federal financial aid regulations and in accord with Appendix A, attached and incorporated into this Agreement.
- (iii) Applicants for WOU and Chemeketa scholarships will be available to dually-enrolled admitted students. Some scholarships may have credit hour, enrollment or other restrictions.
- (iv) Chemeketa and WOU agree to investigate the establishment of scholarships (or fee remissions) that will support students in both their initial enrollment at Chemeketa and then subsequent enrollment at WOU.

(e) STUDENT GRIEVANCES AND CONDUCT

- (i) Chemeketa agrees that complaints or grievances made by a student solely involving WOU and/or its administration, faculty, staff, services or facilities shall be referred to the appropriate WOU institutional process or grievance procedures.
- (ii) WOU agrees that complaints or grievances made by a student solely involving Chemeketa and/or its administration, faculty, staff, services or facilities shall be referred to the appropriate Chemeketa institutional process or grievance procedures.
- (iii) Students participating in the Degree Partnership Program shall comply with the conduct standards at both Institutions. Chemeketa and WOU reserve the right to intervene in cases of student misconduct, particularly when cases involve threats to the health and safety of their respective communities. Chemeketa and WOU will consult with each other regarding jurisdiction over cases, and reserve the right for one or both Institutions to adjudicate a case of student misconduct. Consequently, students found responsible for conduct violations may receive sanctions from one or both Institutions. Chemeketa and WOU will create a process for reporting appropriate student conduct case outcomes and sanctions between each other.

(f) MARKETING

- (i) The respective offices at each Institution will coordinate marketing of the program.

(g) STUDENT SERVICES

- (i) Students in the Degree Partnership Program will have access to student services at both Institutions. Fee-based student services will be available to dually enrolled students who have paid these fees.
- (ii) Students who are eligible to receive support services and accommodations, as the result of a documented disability, may seek

appropriate services from the respective responsible office at each Institution. Each Institution reserves the right to coordinate the delivery of services with the other campus.

- (iii) Each Institution shall provide services to eligible students in accordance with federal guidelines regarding service to U.S. military veterans. Each Institution reserves the right to coordinate the delivery of services to U.S. veterans with the other campus.

(h) SOFTWARE AND TECHNOLOGY

- (i) Each Institution shall share, as appropriate, software coding and technology expertise in a manner that further supports the successful operation of this Degree Partnership Program.

(3) MISCELLANEOUS

- (a) This Agreement offers opportunities for more effective and efficient use of faculty, facilities and support services by Chemeketa and WOU. Faculty and staff will be encouraged to develop cooperative efforts related to the delivery of courses and support services.
- (b) 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 WOU and Chemeketa.
- (c) This Agreement is non-assignable.
- (d) This Agreement is subject to the laws of the State of Oregon.
- (e) If any section of this Agreement is deemed to be illegal or unenforceable by a court of competent jurisdiction, it will not affect the enforceability of the remainder of the Agreement.
- (f) Both Institutions will abide by procedural agreements as outlined in applicable appendices (Appendices A and B), to the extent that procedural agreements shall at no time contradict the MOU.
- (g) Changes to procedural appendices (Appendices A and B) may only be made by mutual agreement of the responsible officers, and must be made in writing and reflected in dated changes to the impacted appendix (Appendix A or B).

(4) TERM AND TERMINATION

- (a) This Agreement shall remain effective until one of the Institutions provides written notice of intent to terminate no less than ninety (90) days prior to date of termination.
- (b) The initial term of this Agreement will be five academic years, starting with Winter term 2019.
- (c) Prior to the extension of the initial term, the Parties will meet to determine if any mutually agreeable changes to the Agreement are necessary or advisable.

- (d) In the event this Agreement is dissolved, students will have two (2) years in which to complete their matriculation to WOU. Chemeketa will continue to send transcripts for students coded as participants in this Agreement during this time. WOU will continue to update student transfer evaluations and the Financial Aid Consortium (Appendix A) Agreement will be honored. Other Agreement benefits may not be available. Students who have not matriculated to WOU by the end of this two (2) year period will need to reapply for admission.
- (e) Amendments to this Agreement must be in writing and approved by the designated representative of each Institution.
- (f) Either party may terminate this Agreement for cause by giving written notice to the designated representative at least 90 days prior to the commencement of a new academic term.
- (g) This Agreement can be terminated at any time by mutual written agreement.

IT IS SO AGREED:

FOR WESTERN OREGON UNIVERSITY:

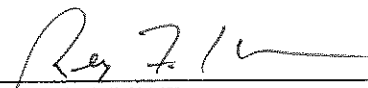
FOR CHEMEKETA COMMUNITY COLLEGE:

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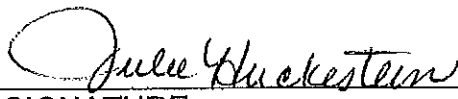
 PRINT NAME OF PRESIDENT

Julie Huckestein

 PRINT NAME OF PRESIDENT



 SIGNATURE



 SIGNATURE

6/25/2019

 DATE

4/7/19


 DATE

 PRINT NAME OF CONTRACT OFFICER

Miriam Scharer

 PRINT NAME OF CONTRACT OFFICER

 SIGNATURE



 SIGNATURE

 DATE

4/3/19

 DATE

Appendix A

Chemeketa Community College Western Oregon University Degree Partnership Program Financial Aid Consortium Agreement

Under this Agreement, both new and continuing students admitted to the Chemeketa Community College and Western Oregon University (WOU) Degree Partnership Program may receive federal, state and certain institutional aid from their Home Institutions based on the combined hours in which they enroll each term at both Institutions.

Home Institution:

The Home Institution will be determined by the students' immediate degree objective. For example, if the student's immediate degree objective is a bachelor's degree, then WOU will be designated as the Home Institution. Should the student be pursuing either an Associate of Arts or Sciences prior to completing a bachelor's degree, Chemeketa will be designated as the Home Institution.

The Home Institution will be responsible for processing, awarding, and distributing federal, state, and certain institutional aid, as well as, monitoring academic progress and calculating refunds and repayments, as warranted.

The Home Institution must retain all required records for the requisite time necessary to making compliance with pertinent federal, state, and institutional regulations.

Students must enroll in a minimum of six (6) credit hours at their Home Institution each term they participate in the Degree Partnership Program.

Due to the probable delay inherent in transferring federal aid from one Institution to the other, students will be discouraged from changing their Home Institution within an academic year.

Host Institution:

The Host Institution will ensure that Degree Partnership Program participants do not receive federal and state aid from both Institutions during the same term.

In addition, the Host Institution will provide the Home Institution with information relevant to participant's enrollment, fee payment, and grades in a timely manner.

Data Exchange:

The Home and Host Institutions will exchange electronic enrollment data on a weekly basis, consistent with Appendix B of this Agreement.

Other Considerations:

Institutional Scholarships: Dually-admitted students are eligible to apply for and receive scholarships and other forms of institutional aid based on credits from their Home Institution only.

Emergency Loans:

Students who have designated Chemeketa as their Home Institution may apply for an emergency loan from WOU.

Tuition Refunds:

For students who withdraw from all of their classes or fail to satisfactorily complete any credit hours at both Institutions, the Home Institution tuition refund and cash disbursement repayment policies will prevail.

This Agreement will be reviewed and revised, as needed, to accurately reflect the policies of the Chemeketa/WOU Degree Partnership Program and maintain compliance with pertinent federal and state student aid regulations.

FOR WESTERN OREGON UNIVERSITY:
COLLEGE:

FOR CHEMEKETA COMMUNITY

Kella Helyer
PRINT NAME OF FINANCIAL AID DIRECTOR
DIRECTOR

Ryan West
PRINT NAME OF FINANCIAL AID
DIRECTOR

Kella Helyer
SIGNATURE

Ryan West
SIGNATURE

6/17/19
DATE

4/2/19
DATE

Appendix B

Degree Partnership Program Process Addendum

Admission:

- Students must be admitted to WOU.
- Students will initiate admission to the Degree Partnership Program through WOU.
- A joint application process will be available for eligible students. Students must meet admission requirements for WOU in order to participate in the Degree Partnership Program.
- Deadline for admission to the Degree Partnership Program will be three (3) weeks prior to the start of an academic term based on WOU's academic calendar.
- For each joint application, an application fee of \$60 will be assessed. Application fees will be split equally between the Institutions.
- Students participating in this Agreement shall be coded and tracked in the Student Information System at both Institutions. The records of dually-applied and admitted students will be accessed on a read-only basis by both Institutions.
- Reports will be electronically sent to Chemeketa Community College using a secure transmission format. The reports will include information on admitted students only.

Use of OFAX for sharing enrollment information:

- Chemeketa and WOU will exchange, via Oregon Financial Aid eXchange (OFAX), registration records of dually enrolled students who show current term registration. This information will be utilized to determine eligibility for financial aid and for enrollment reporting.
- Downloads to OFAX by both Chemeketa Community College and WOU will be done on an agreed-upon schedule.

Registration & Records:

- Registration:
 - Students will register for courses through the regular registration processes at each Institution.
 - The registrar's Office at WOU and Admissions and Records Office at Chemeketa will be responsible for maintaining student records for dually-admitted students for coursework taken at the respective Institutions. Information will be shared on a read only basis between the Institutions for these students.

- Records:
 - Chemeketa Community College will send WOU official transcripts free of charge for each term that a Degree Partnership Program dually enrolled student has registration resulting in an academic record, provided the student has no hold on their account at Chemeketa Community College.
 - WOU will send free of charge official transcripts for Degree Partnership Program dually enrolled 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 WOU account that prevents release of transcripts.
 - The Institutions will work together to maintain the electronic data interchange (EDI) information technologies for transmitting student transcripts.

Updating Student Status:

- WOU will notify Chemeketa Community College when Degree Partnership Program dually admitted students graduate and/or cancel their Degree Partnership Program status. Chemeketa Community College will update their records accordingly.
- Students who do not attend WOU within ten (10) terms of becoming a Degree Partnership Program participant will be required to complete re-enrollment processes at WOU.

Miscellaneous:

- Articulation Agreements- Articulation agreements are separate agreements independent from this Degree Partnership Program.
- Fees- For students enrolled in the Degree Partnership Program and taking classes only at Chemeketa, Chemeketa fees are assessed through the standard fee structures. Students wishing to pay for the optional WOU fee package may request the package and WOU through the Office of Business Affairs.
- Housing and Dining- Students may be eligible to use WOU Housing and Dining Services. Students must comply with the WOU Housing and Dining terms and conditions.
- Parking- Parking permits will be honored at each Institution.
- Respective units will meet annually to review this Agreement and processes.

Responsible Officers:

- Admission
 - WOU: Director of Admissions
 - Chemeketa: Dean Student Recruitment, Enrollment and Graduation Services/Registrar

- Registration & Records:
 - WOU: Registrar
 - Chemeketa: Dean Student Recruitment, Enrollment and Graduation Services/Registrar
- Financial Aid:
 - WOU: Director Financial Aid
 - Chemeketa: Director Financial Aid & Veterans Services
- Business Office:
 - WOU: Controller
 - Chemeketa: Director Business Services
- Institutional Contacts:
 - Chemeketa: Vice President of Instruction and Student Services
 - WOU: Provost and Vice President of Academic Affairs and University Transfer Specialist.