

## **MEMORANDUM OF UNDERSTANDING**

# **DEGREE PARTNERSHIP PROGRAM**

### **KAPI'OLANI COMMUNITY COLLEGE OREGON STATE UNIVERSITY**

This memorandum of understanding (MOU) summarizes agreements between Oregon State University (OSU) and Kapi'olani Community College (Kapi'olani) to cooperatively promote successful undergraduate educational experiences for students who attend both institutions. We are entering into this Degree Partnership Program (DPP) to better serve students and to mutually benefit our institutions. The following understandings will guide this effort, until modified or amended.

#### **1. Purpose and goals**

Through the Degree Partnership Program, Oregon State University and Kapi'olani Community College will cooperate to promote successful undergraduate educational experiences for students who wish to attend both institutions and earn baccalaureate degrees in science, technology, engineering and math (STEM).

The goals of this partnership are to:

- Enable students to be jointly admitted and enroll concurrently at both institutions.
- Improve student access, success, and 4-year degree completion in STEM majors.
- Expand student options for college-level services and curriculum.
- Improve academic program articulation.
- Use resources at both institutions more efficiently and effectively.

#### **2. Recruitment and Admissions**

- A. Recruitment of students will be the responsibility of both institutions.
- B. Students will be admitted through a joint admission process using the same OSU Freshman and Transfer Admission requirements as would apply to students seeking admission directly to OSU-Corvallis. The only exception to standard OSU requirements is that students will be considered for transfer admission based on 24 transferable hours of college-level credit, rather than the standard 36 hours.
- C. Students will apply for admission through an on-line application process. An application fee of \$50 will be assessed. Application fees will be split between the institutions.
- D. The admission application deadline will be three weeks before the start of classes each term based on Kapi'olani Community College's academic calendar.
- E. Students enrolled in the program will be required as a condition of admission to authorize joint access to their student records for both institutions.

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

- A. Tuition and fees will be based on the courses for which students register. Kapi'olani tuition and fees will be assessed for Kapi'olani courses; OSU tuition and fees will be assessed for OSU courses. Withdrawals and refunds will be handled by the institution that received the tuition and fees in accordance with its policies.
- B. For students enrolled in STEM programs and taking classes only at Kapi'olani, Kapi'olani tuition and fees will be assessed through the normal fee structure. Students wishing to pay for the optional OSU student service fee package will request the package through the OSU Business Office.
- C. For students enrolled in the program and taking only OSU classes, OSU tuitions and fees will be assessed through the normal fee structure. Students wishing to pay for the optional Kapi'olani student service fee package will request the package at Kapi'olani through the Kekaulike Information and Service Center.
- D. For students enrolled in STEM programs and taking classes at both OSU and Kapi'olani, students will pay tuition and fees for each institution according to each institution's policies.
- E. Students may elect to pay a nominal-per-term fee to obtain an OSU e-mail (ONID) address, used for OSU campus communications, including course information.
- F. Tuition will be assessed at resident or non-resident rates depending upon the residency classification of the student. Residency classification for Kapi'olani courses will be based on criteria established by Kapi'olani. Residency classification for OSU courses will be based on criteria established by the Oregon University System.

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

- A. The management of the Degree Partnership Program and resulting articulation agreements between the two institutions will be coordinated through OSU's Office of Enrollment Management and Kapi'olani Community College Office for Academic Affairs.
- B. Academic advising will be the joint responsibility of the two institutions, which will jointly select and train academic advisors.
- C. Issues relating to articulation, class content, or other curricular matters will be resolved by the Chief Academic Officers or their designees at each institution.

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

- A. Students will register for courses through the regular registration processes at each institution.
- B. The Registrar's Office at OSU and Kekaulike Information and Service Center at Kapi'olani will be responsible for maintaining student records for DPP students for coursework taken at the respective institutions.
- C. DPP students will be coded and tracked in the Student Information Systems at both institutions. Information will be shared on a read-only basis between the institutions for these students.
- D. The institutions will share student records via electronic data interchange (EDI) and the Oregon Financial Aid Exchange (OFAX).

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

- A. Financial aid will be available for qualified DPP students.
- B. OSU and Kapi'olani have entered into an institutional financial aid consortium agreement.
- C. Student data for financial aid will be shared between institutions via the Oregon Financial Aid Exchange (OFAX) on-line system. Compliance information and end-of-term information will be shared between Financial Aid Offices at each institution.
- D. Students will receive financial aid only through their "home institution", as determined by the degree seeking status of the student.
- E. DPP students are eligible to receive OSU and Kapi'olani scholarships, subject to application and selection policies. Some scholarships may have credit hour or other restrictions.

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

- A. Kapi'olani agrees that no complaint or grievance by a student solely against or solely involving OSU and/or its administration, faculty, staff, services or facilities will be addressed through Kapi'olani grievance procedures and all such complaints or grievances shall be referred to the appropriate OSU institutional process or grievance procedures. OSU agrees that students will not be allowed to use OSU grievance procedures to pursue complaints solely involving Kapi'olani Community College.
- B. Students participating in the DPP shall comply with the conduct standards at both institutions. Kapi'olani and OSU may each intervene in cases of misconduct, particularly when cases involve health and safety. Students found in violation of conduct codes may receive sanctions from each institution. Kapi'olani and OSU reserve the option to decide that only one institution will process a case of misconduct. Kapi'olani and OSU will create a process for reporting to the other when the institution has undertaken student conduct actions.


## **8. Marketing**

Promotional plans and materials will be subject to approval by each institution.

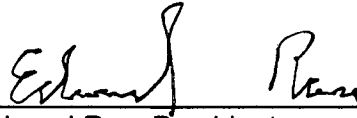
## **9. Terms and Termination**

- A. 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 OSU and Kapi'olani.
- B. Amendments to this agreement must be in writing and approved by the designated representative of each institution.
- C. 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.

**10. Signatures**



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Leon Richards, Chancellor  
Kapi'olani Community College



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Edward Ray, President  
Oregon State University

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December 3, 2009

Date

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December 7, 2009

Date