



## MEMORANDUM OF UNDERSTANDING & AGREEMENT

### CO-ADMISSION AND CO-ENROLLMENT PARTNERSHIP

**Lewis-Clark State College**  
500 8<sup>th</sup> Avenue, Lewiston, ID 83501

**College of Eastern Idaho**  
1600 S 25<sup>th</sup> E, Idaho Falls, ID 83404

The State of Idaho has made substantial progress in creating multiple pathways for people to access higher education. Increased attention is given to preparing Idaho's high school students to pursue post-secondary education upon graduation from high school and renewed focus has been placed on enhancing the state's educational infrastructure such that Idaho's working adults can more easily access higher education opportunities. Lewis-Clark State College (LC State) and the College of Eastern Idaho (CEI), two robust, student-centered institutions, seek to expand these efforts even further.

LC State and CEI will cooperate to promote successful undergraduate education experiences for students who wish to attend both institutions. This cooperative partnership is designed to further reduce barriers, promote smooth transitions between institutions, and to assure that student success is optimized through early identification and support.

#### 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 the eastern Idaho region and the transfer of those credits toward a bachelor's degree at LC State;
- Promote greater ease of student movement between and through participating institutions, including more seamless transfer of credits and expanded class options spanning both institutions;
- Improve access to comprehensive support services and information, regardless of student location.

Students taking advantage of the 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 (Agreement) summarizes efforts undertaken by both LC State and CEI to promote the successful undergraduate education of the students who attend both institutions. This Agreement will serve to bolster enrollments at both institutions 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 2020.

### **1. Recruitment and Admission**

- A. Recruitment of degree seeking students to the Co-Admission and Co-Enrollment Partnership will be the responsibility of both institutions.
- B. Students must apply and be admitted to both institutions. Deadlines and admission requirements specific to each institution apply. LC State programs such as education, nursing, and social work require additional application processes and requirements.
- C. Students who apply to or register for classes at LC State but who indicate a change in enrollment plans such that they intend to enroll at CEI will be considered candidates for co-enrollment at both institutions. These students' names and additional data associated with them will be shared with CEI. Both institutions will promote the Co-Admission and Co-Enrollment Partnership to these students.
- D. Students who apply to or register for classes at CEI will be informed of the Co-Admission and Co-Enrollment Partnership and encouraged to participate.
- E. Students already having earned an AA, AS, or AAS at CEI may take advantage of this partnership but may be required to satisfy additional 100-level or 200-level courses if they are required for a particular baccalaureate degree. In the case of AAS graduates, this includes general education core classes.
- F. Each student enrolled in the partnership will be required, as a condition of application, to agree that his or her student academic and conduct records will be shared between and available to each institution.
- G. LC State and CEI will be responsible for generating correspondence to acknowledge students' participation in the partnership and to outline the benefits associated with their participation.
- H. 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. At College of Eastern Idaho, this includes in-state or out-of-state rates as well as in-county and out-of-county rates.

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B. Tuition will be assessed at the resident or non-resident rates depending upon the residence classification of the student. Residency classification for CEI and LC State will be based upon the requirements of Idaho Code § 33-3717B and IDAPA 08.01.04.

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 and Advising

A. The management of the partnership and resulting articulation agreements between the two institutions will be coordinated through the enrollment services offices at each institution. Articulation agreements for specific programs and majors will be developed 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 an advisor 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's degree at CEI.

D. LC State will be provided advising space on campus at CEI for the purpose of recruitment and ongoing advisement for students interested in LC State degrees. When in-person visits are not feasible, CEI will 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 students who started their baccalaureate studies at LC State.

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 LC State.

G. Problems relating to aspects of program articulation agreements, 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 CEI and LC State per each institution's published requirements in order to remain eligible to participate in the partnership.

C. Appropriate student information will be shared among institutions.

- D. Co-admitted students will be coded and tracked in the Student Information Systems of each institution.
- E. Student transcripts will be shared electronically and processed by institutional Registrars at the end of each term.
- F. LC State will notify CEI of Co-enrolled students who graduate with a bachelor's degree.
- G. Each institution's Registrar will be responsible for overseeing student data sharing and student records.

## 5. Financial Aid and Scholarships

- A. Students who are enrolled in classes at both institutions and receiving federal financial aid must work with the Financial Aid offices at each institution. Eligibility and specific processes will depend upon how many credits a student takes at each institution.
- B. Students will receive financial aid through their "home institution" as defined by a formal Institutional Financial Aid Consortium Agreement developed by the Financial Aid and Student Accounts officers at each institution. The agreement will stipulate
  - i. A home institution is defined as the school in which a degree will be granted. A host institution is defined as the institution from which the student may be taking required classes to count toward financial aid eligibility at the home institution.
  - ii. Students will only receive financial aid and scholarship funds through their home institution. The home institution is responsible for calculating award eligibility, disbursing aid, monitoring satisfactory academic progress, providing the student an award notification, keeping records, returning funds when a student withdraws, tracking enrollment status for financial aid eligibility, providing the student with the required disclosures, and other student eligibility requirements.
  - iii. Each semester, a student wanting to count credits from an institution other than their home institution for financial aid eligibility must submit a signed Concurrent Enrollment form to the host institution for certification. The host institution will record the required information and forward the completed form to the home institution Financial Aid Office.
  - iv. The home institution agrees to accept all required credits from the host institution used in calculating financial aid eligibility as credits counting toward the degree at the home institution.
  - v. When credits are counted from both institutions for financial aid eligibility, the host institution will notify the home institution when a student withdraws from a class and the last date of attendance or activity in the class. If a student fails a class, the host institution will notify the home institution whether the student ever attended that class or the last date of attendance or activity in the class.
  - vi. Students will apply for scholarships at their home institutions using the same processes as other students enrolled at that institution.

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- 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. Each institution reserves the option to decide that only one institution will process a case of misconduct. Each institution will create a process for reporting to the other when the institution has applied disciplinary sanctions.
- C. Students participating in the Co-Admission and Co-Enrollment Partnership will be accountable to academic progress and performance standards at each institution. Students failing to meet academic progress and performance standards may receive intervention and/or sanctions from each institution.

## 7. Student Services

- A. Enrolled students will have access to student services, 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 card by CEI that will include a logo from LC State.
- C. ADA accommodations will be provided by the institution providing the course.

## 8. Marketing

- A. LC State and CEI 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 Agreement 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 Agreement shall not create any right in any third parties, specifically any students participating in the program. The only parties to this Agreement are LC State and CEI.

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## 10. Term and Termination

- A. The term of this Agreement shall remain effective until one institution provides written notice of termination no less than 90 days prior to the intent to terminate. This must be provided in writing to the institution's president.
- B. Amendments to this Agreement must be in writing and approved by the president or official designated by the president of each institution. No amendment can lengthen the term of this Agreement.
- C. This agreement can be terminated at any time by the mutual written agreement of the institution presidents.



Dr. Cynthia Pemberton  
President  
Lewis-Clark State College



Dr. Rick Aman  
President  
College of Eastern Idaho

Date: 10/19/2020

Date: 10/22/20