MEMORANDUM OF UNDERSTANDING
DUAL ADMISSION AND ENROLLMENT PROGRAM
STRATEGIES FOR IMPLEMENTATION
SOUTHWESTERN OREGON COMMUNITY COLLEGE
OREGON STATE UNIVERSITY

This memorandum of understanding ("Agreement") summarizes agreements between Oregon State University ("OSU") and Southwestern Oregon Community College ("Southwestern") to cooperate in promoting the successful undergraduate education of the students who attend both institutions. We are entering into a closer relationship to better serve the students that we share and intend a partnership that results in mutual gain for both institutions. It is hoped that this effort will increase the public's awareness of the benefits of partnerships between Southwestern and OSU. The following understandings will guide this effort, until modified or amended.

Recruitment and Admissions

A. Recruitment of students will be the responsibility of both institutions.

B. Dual admission criteria are as follows:

First Year Admission:
- Minimum high school GPA of 2.50 or higher from an accredited high school
- College preparatory requirements for English, Math, Social Studies, Science, and Foreign Language
- SAT or ACT test results
- High school or GED graduate
- Math Placement Exam at either Southwestern or OSU

Transfer Admission
- Minimum grade point average of 2.25 or higher
- Successful completion of no less than 24 quarter graded, transferable credits from an accredited U.S. institution.
- Grade of C- or higher in College level writing beginning with WR 121 (English Composition) or equivalent.
- Be eligible to return to most recent college or university attended.
- Math placement documentation from either Southwestern or institution last attended.
- Transfer students who have graduated from high school in spring 1997 or later have to meet the foreign language requirement under First Year Admission.

C. A joint application process will be available for eligible students in all transfer majors at Southwestern including the AA-OT and all majors at OSU. The $50 application fee will be split equally between OSU and Southwestern. If a student is a current Southwestern or OSU student and applies to the Southwestern/OSU program, the previously paid application fee will be applied to the $50 application fee and the total fee divided equally between OSU and Southwestern. Students will complete a baccalaureate degree through OSU Statewide programs or on the OSU-Corvallis campus.
D. Admission deadline will be one week before the start of classes each term.

E. Each student enrolled in the program will be required as a condition of application to agree that his or her student records will be shared between and available to each institution.

Tuition and Fees

A. Tuition and fees will be assessed based upon the courses for which students register. Southwestern tuition and fees will be assessed for Southwestern courses; OSU tuition and fees will be assessed for OSU 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 Southwestern courses will be based on criteria established by Southwestern. Residency classification for OSU courses will be based on criteria established by the Oregon University System. Qualification for residency at Southwestern does not translate to qualification for residency at OSU.

C. For students enrolled in the program and taking classes only at Southwestern, Southwestern fees are assessed through the normal fee structure. Students wishing to pay for the optional OSU fee package will request the package at OSU through the Office of Business Affairs.

D. For students enrolled in the program and taking only OSU classes, OSU fees are assessed through the normal fee structure except for programs currently being run on a self-support basis. Students wishing to pay for the optional Southwestern fee package will request the package at Southwestern through the Business Office.

E. For students admitted in the program and taking classes at both OSU and Southwestern, students will pay fees for each institution according to each institution's normal fee structure.

Program Articulation and Advising

A. The management of the program and resulting articulation agreements between the two institutions will be coordinated through OSU's Offices of Academic Affairs and Admission and Orientation and Southwestern's Office of Instruction.

B. Academic advising will be the responsibility of program advisors at both institutions.

C. Problems relating to articulation, class content, chronology of content or course scheduling will be resolved by the Chief Academic Officers or their designees of each institution.

Registration and Student Records

A. Students will register for courses through the regular registration processes at each institution.
B. The Registrar's Offices at both institutions will be responsible for maintaining student records for dually admitted students for coursework taken at the respective institutions. Information will be shared between the institutions for these students.

C. Dually admitted students will be coded and tracked in the Student Information Systems at both institutions. Only the records of dually applied and dually admitted students shall be accessed by both institutions.

Financial Aid and Scholarships
A. Financial aid will be available for qualified students who are dually admitted. 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.

B. Students will receive financial aid through their "home institution" (determined by degree seeking status of the student). For OSU to be the "home institution", a student must be enrolled in at least 6 credit hours at OSU. If Southwestern is the "home institution", only 100 and 200 level courses at OSU will apply toward enrollment status.

C. Applications for OSU and Southwestern scholarships will be available to dually admitted students. Some scholarships may have credit hour or other restrictions.

Student Grievances and Conduct
A. Southwestern agrees that no complaint or grievance by a Southwestern student against or involving OSU and/or its administration, faculty, staff, services or facilities will be addressed through Southwestern grievance procedures and all such complaints or grievances shall be referred to the appropriate OSU institutional process or grievance procedures. OSU agrees that Southwestern students will not be allowed to use OSU grievance procedures to pursue complaints solely involving Southwestern.

B. Students participating in the Dual Admission Program between Oregon State University and Southwestern Oregon Community College will be accountable to conduct standards at both institutions. Southwestern Oregon Community Colleges and Oregon State University 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 each institution. Southwestern and OSU reserve the option to decide that only one institution will process a case of misconduct.

Marketing
A. Marketing of the program will be coordinated by the respective offices at each institution.
Student Services

A. Dually admitted and enrolled students will have access to student services at both campuses. Fee-based student services will be available to dually admitted students who have paid these fees. Southwestern and OSU University Housing (room and meals) will be available to dually admitted and enrolled students under the normal fee structure at each institution. ID cards will be provided to students at both institutions.

Term and Termination

A. The term of this agreement shall be for one academic year, beginning Fall Term 2000. The agreement will renew automatically for one additional year unless either party gives notice to the other at least 90 days prior to the end of the 2000-2001 academic year. This notice must be in writing to the institution president.

B. Amendments to this agreement must be in writing and approved by the Chief Academic Officers or their designees of each institution. No amendment can lengthen the term of this agreement.

C. Either party may terminate this agreement for cause by giving written notice to the institution president at least 15 days prior to the commencement of a new academic term.

D. This agreement can be terminated at any time by the mutual written agreement of the institution presidents.

Miscellaneous

A. This agreement offers opportunities for more effective and efficient use of faculty, facilities, and support services by Southwestern and OSU. 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 OSU and Southwestern.

[Signatures and dates]

Stephen Kidelbaugh, President
Southwestern Oregon Community College

Paul G. Risser, President
Oregon State University