



This Dual Enrollment Program Memorandum of Understanding ("MOU" or "Agreement") is between WESTERN OREGON UNIVERSITY ("WOU" or "University") and CLACKAMAS COMMUNITY COLLEGE ("Clackamas"), hereinafter collectively known as the Parties. The Agreement is effective when executed by all Parties.

(1) PURPOSE AND GOALS

The Parties agree to provide access to a quality educational experience leading to the successful completion of an undergraduate education for students attending both institutions. This Agreement provides the framework to better serve students while developing a partnership that benefits both institutions. This partnership will 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 partnership are to:

- (a) Make it possible for students to be jointly 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, the Parties agree as follows to ensure success and efficient operation of the partnership contemplated by this Agreement:

(a) RECRUTMENT AND ADMISSIONS

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

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- (ii) Students will be admitted through the dual admission process using the same WOU Freshman and Transfer Admission requirements as would apply to students seeking admission directly to WOU programs.
- (iii) A joint application process will be available for eligible students. For each joint application, an application fee of \$60 will be assessed.
- (iv) The admission deadline will be two weeks before the start of classes each term based on WOU's academic calendar.
- (v) Enrollment in the dual enrollment program is joint enrollment at WOU and Clackamas. Accordingly, education records will be available to officials at both institutions on an as-needed and authorized basis. For 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, with all rights, duties and obligations available to school officials, including but not limited to obligations regarding the redisclosure of education records.
- (vi) Monthly representatives from WOU Office of Admissions or other designated office will conduct a campus visit at Clackamas. Clackamas will provide a space and assist in promoting the WOU visit. WOU and Clackamas will also design and implement targeted visit events at Clackamas that focus on specific academic majors, student groups or activities.
- (vii) Both institutions agree to develop degree pathway advising guides for use by Clackamas students and advisors. The guides will be reviewed annually to ensure continued accuracy.

(b) TUITION AND FEES

- (i) Tuition and fees will be assessed based on the courses for which students register. College tuition and fees will be assessed for Clackamas courses and WOU tuition and fees will be assessed for WOU courses. Withdrawals and refunds will be handled by the institution that received 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 Clackamas courses will be based on criteria established by Clackamas. Residency classification for WOU courses will be based on criteria established by Western Oregon University.
- (iii) For dually-enrolled students and taking classes only at Clackamas, fees are assessed through the normal fee structure. Students wishing to pay for the optional WOU fee package may request the package at WOU through the Office of Business Affairs.

- (iv) For dually-enrolled students and 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 normal fee structure.

(c) PROGRAM ARTICULATION AND ADVISING

- (i) The management of the Dual Enrollment Program and resulting articulation agreements between the two institutions will be coordinated through the WOU Office of Admissions, Office of the Registrar, Office of Financial Aid, and Enrollment Services Department and Clackamas Office of Education Partnerships, Enrollment Services, Financial Aid, and Student Academic and Support Services departments.
- (ii) Academic advising will be the joint responsibility of the two institutions, which will select and train academic advisors jointly. This Section does not obligate the Parties to hire academic advisors jointly.
- (iii) Disputes or concerns relating to articulation, class content, chronology of content or course scheduling will be resolved by the chief academic officers or their designees at each institution. Disputes or concerns arising in the articulation process at one of the institutions or the other will be resolved by direct consultation between the chief academic officers or their designees at each institution.
- (iv) The Parties will coordinate student advising through joint meetings of the advising center program staff at each of the institutions.

(d) REGISTRATION AND EDUCATION RECORDS

- (i) Students will register for courses through the regular registration processes at each institution.
- (ii) The WOU Office of the Registrar and the Clackamas's Enrollment Services Department will be responsible for maintaining education records for dually admitted students for coursework taken at the respective institutions. Personally identifiable information will be shared between the institutions on an as-needed and authorized basis. For 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, with all rights, duties and obligations available to school officials, including but not limited to obligations regarding the redisclosure of education records.



- (iii) Dually-enrolled students will be coded and tracked in the student information systems at both institutions.
- (iv) The Parties will work together to develop electronic data interchange (EDI) information technologies.

(e) 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 the Parties. Compliance information and end-of-term information will be shared between the Offices of Financial Aid at each institution.
- (ii) Student will receive financial aid only through their "home institution," which is determined by the degree-seeking status of the student.
- (iii) Applications for WOU and Clackamas scholarships will be available to dually enrolled students. Some scholarships may have credit hour or other restrictions.
- (iv) WOU and Clackamas agree to investigate the establishment of scholarships (or fee remissions) that will support students in both their initial enrollment at Clackamas and, then, subsequent enrollment at WOU.

(f) STUDENT GRIEVANCES AND CONDUCT

- (i) Clackamas agrees that no complaint or grievance by a student solely against or solely involving WOU and/or its administration, faculty, staff, services, or facilities will be addressed through Clackamas College's grievance procedures and all such complaints or grievances will be referred to the appropriate WOU institutional process of grievance procedure. WOU agrees that students will not be permitted to use WOU grievance procedures to pursue complaints solely involving Clackamas.
- (ii) Dually-enrolled students will comply with the conduct standards at both institutions. Clackamas and WOU reserve the right to intervene in cases of misconduct, particularly when cases involve health or safety. Students found in violation of conduct codes may receive sanctions from each institution. Clackamas and WOU reserve the option to decide that only one institution will process a case of misconduct. Clackamas and WOU may consult with each other regarding jurisdiction regarding which institution will process alleged violations of the conduct code. Students who are ineligible to return to WOU due to conduct violations may not be eligible to return to Clackamas.

(g) MARKETING

- (i) The institutions will coordinate the marketing of the Dual Enrollment Program.

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(h) STUDENT SERVICES

- (i) Dually-enrolled students will have access to student services at both institutions. Fee-based student services will be available to dually admitted students who have paid the requisite fees for the service.
- (ii) Dually-enrolled students who are eligible to receive support and accommodations as the result of a documented disability may seek appropriate services from the Office of Disability Services. Each institution reserves the right to coordinate the delivery of services with the other institution.
- (iii) Each institution will provide services to eligible students in accords with federal guidelines regarding service to US military veterans. Each institution reserves the right to coordinate the delivery of services to US military veterans with the other institution.

(i) HOUSING AND DINING

- (i) Dually-enrolled students will be eligible to use WOU Housing and Dining Services. Students will be required to complete an application for housing and pay the housing application fee. For purposes of this Agreement, these students must comply with the same terms and conditions for housing as other WOU students.

(j) STUDENT INFORMATION SYSTEMS AND INFORMATION TECHNOLOGY

- (i) Each institution may share, as appropriate and permissible, software coding and technology expertise in a manner than supports the successful operation of the Dual Enrollment partnership.

(3) MISCELLANEOUS

- (a) This Agreement offers opportunities for more effective and efficient use of faculty, facilities, and support services by WOU and Clackamas. 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. WOU and Clackamas are the only parties to this Agreement.
- (c) This Agreement is non-assignable.
- (d) This Agreement is subject to the laws of the State of Oregon.

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- (e) If any section or language 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.

(4) TERM AND TERMINATION

- (a) The term of this Agreement will be three academic years, starting with Fall Term 2016.
- (b) Amendments to this Agreement may only be in writing and executed by a duly-authorized representative of each institution. Amendments are only valid if they are executed by persons authorized to bind the institution in contract.
- (c) Either party may terminate this Agreement for cause by giving written notice to the institution at least sixty (60) days prior to the commencement of a new academic term.
- (d) This Agreement may be terminated at any time by mutual written agreement.


IT IS SO AGREED:

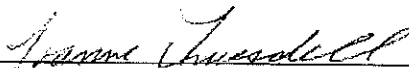
FOR WESTERN OREGON UNIVERSITY:

FOR CLACKAMAS COMMUNITY COLLEGE:

Rex Fuller
PRESIDENT

Joanne Truesdell
PRESIDENT


SIGNATURE

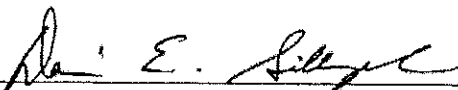

SIGNATURE

11/14/2016
DATE

11/14/16
DATE

Darin Silbernag^ele
Business Office Director

David Plotkin
Vice President of Instruction and Student Services


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11/7/2016
DATE

11-14-16
DATE

Western Oregon University Clackamas Community College Consortium Agreement Title IV Federal Financial Aid

Under this agreement, beginning November 14, 2016 for the start of winter term 2017, students admitted to Western Oregon University (WOU) and who are also attending Clackamas Community College (CCC) may receive federal, state and institutional aid from their home institution based on the combined credit hours in which they enroll each quarter at both institutions.

Home Institution

- The "home" institution shall be determined by the student's 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 Science degree prior to completing a bachelor's degree, Clackamas Community College will be designated as the home institution. Once a student has earned an associate degree then WOU will be the home institution.
- The home institution shall be responsible for establishing the financial aid Cost of Attendance (COA); processing, awarding and disbursing federal, state and institutional aid; issuing refunds for financial aid in excess of tuition and fees; conducting entrance and exit counseling; monitoring satisfactory academic progress; calculating return of Title IV funds, obtaining cash management authorizations and disseminating required consumer information notifications. The home institution will also retain all required financial aid records for the requisite time necessary to maintain compliance with federal, state and institutional regulations and procedures.
- The beginning and ending dates of the enrollment period for Title IV purposes will follow the home institution's Academic Calendar. Additionally, the home institution will identify from the electronic enrollment data received from the host institution, the coursework that is approved for Title IV purposes. Certain grades will be accepted and/or unaccepted based upon the home institution's policy.
- Included in the consumer information to the student, the home institution will inform students of their responsibility to pay the host institution for tuition, fees and any other costs associated with courses delivered by the host institution.

Host Institution

- The host institution shall ensure that consortium participants do not receive federal and state aid from both institutions during the same quarter. In addition, the host institution will provide the home institution information concerning participating students' financial aid and academic records in an electronic format in a timely manner.
- The host institution will bill and collect from students the tuition and fees associated with classes enrolled at their institution.

Data Exchange

- CCC and WOU will exchange electronic student data on an agreed upon time schedule. The transmission of the data will occur via the Oregon Financial Aid Exchange (OFAX) system, which is maintained by the Office of Student Access and Completion (OSAC). Student data may also be exchanged via other means as long as the mechanism ensures security of the data and as long as both institutions agree to exchange the data via that mechanism.

Eligible Programs

- Students must be admitted in the dual enrollment program to participate.
- All two (2) year transfer programs at Clackamas Community College and all undergraduate programs at WOU are eligible to participate in the dual admission and enrollment program. However, only 100 and 200 level courses at WOU can be used if Clackamas Community College is the home institution.
- WOU will be considered the home institution when the student takes 300 or higher level courses.


Return of Title IV Funds and Institutional Tuition Refunds

- Each institution will follow its own tuition refund policies for the courses students enroll in at their respective institution. Should a student withdraw from all courses at the host institution, or should a student fail to establish eligibility for federal aid by not beginning attendance in the coursework for the term, the host institution will notify the home institution of such in a timely manner. The home institution will complete the Return of Title IV Funds process, including establishing the student's withdrawal date, should a student withdraw from all courses at both institutions.


Other Considerations

- Institutional Scholarships will be administered according to the eligibility criteria at the home and/or host institution. Scholarships received from the host institution must be reported to home institution and will be treated as a resource for the term in which the student receives the scholarship.
- Each institution will complete required federal and state reports on enrollment [including but not limited to: Student Status Confirmation Reports to the National Student Loan Data System (NSLDS) and IPEDS Enrollment Reports] for the courses students enroll in at their respective institution. The home institution will be responsible for reporting to NSLDS the information on the financial aid funds received. The students will also be included in the annual FISAP report submitted by the host institution. Each institution will be responsible for maintaining student academic records for coursework taken at the respective institution.
- Each institution will set its own tuition (and any applicable fee) rates for the courses delivered by that institution. Tuition and fees assessed to students will be based on the courses for which students register at each institution. Students will register for courses through the regular registration processes at each institution.
- Students must enroll for at least six credits at the home institution in order to participate in the dual enrollment program.
- WOU will consider students enrolled for 12 credit hours or more per term to be full-time, 9 to 11 credits per term to be three-quarter time, 6 to 8 credits per term to be half-time, and 5 credits or less per term to be less than half-time.
- Due to probable delays inherent in transferring federal aid eligibility from one school to the other, students will be discouraged from changing their home institution within an academic year.

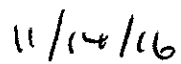
This agreement shall be reviewed annually and revised, as needed, to accurately reflect the policies of WOU and CCC and to maintain compliance with pertinent federal and state student aid regulations. Termination of the Consortium Agreement or other substantive changes should be done prior to May 1st to take effect no earlier than July 1st of that year.



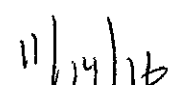
Kella Helyer
Director of Financial Aid
Western Oregon University



Ryan West
Director of Financial Aid
Clackamas Community College



Date



Date