



CROSS ENROLLMENT AGREEMENT

Northwestern State University and Bossier Parish Community College

Since it is incumbent upon the institutions of higher learning in the State of Louisiana to serve their clients in an efficient manner, and,

Since postsecondary education budgets are limited, and resourceful methods must be found to affect economics without affecting quality, and,

Since the Northwestern State University (NSU) and Bossier Parish Community College (BPCC) are committed to providing services to the citizens of the Louisiana as their major mission, and,

Since cooperation between NSU and BPCC will underscore for the State of Louisiana the importance of postsecondary education interaction, therefore:

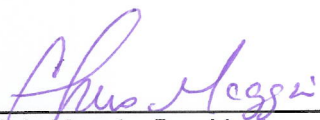
NSU and BPCC hereby enter into this Cross-Enrollment Agreement to accommodate students enrolled at either institution subject to the following terms and conditions:

1. For the purposes of this MOU, NSU will be considered the HOME institution, and BPCC will be considered the HOST institution.
2. A student enrolling under this Agreement must enroll in and pay tuition and fees at one institution, which the student designates as his or her home institution. The secondary institution, at which the student also takes classes, is designated as the secondary or host institution. The home institution will assess tuition and any mandatory fees for courses taken at the host institution, based on the host institution's rate.
3. A student enrolling under this Agreement must be eligible for admission to the home institution.
4. A student may not enroll at the host institution for any course offered at the home institution during the academic semester of the cross enrollment, unless the course is full or not offered at the home institution and space is available at the host institution. Exception to this policy will require the permission of the appropriate academic administrator at the home institution. No permission is required to take developmental coursework.
5. Both the home and the host institutions will monitor the registration of cross-enrolled students via the NSU/BPCC Cross-Enrollment Agreement form.
6. Verification that all pre-requisites have been met for cross-enrollment coursework is the responsibility of the home institution.

7. Prior to and immediately following the home official census date of each term, semester, and part of term, the registrars of the two institutions will exchange lists of students cross-enrolled at their institutions along with the courses taken. The host institution will send an official transcript for each cross-enrolled student to the Office of Admissions of the student's home institution at the end of each term. Each institution will share attendance and grading information as required by the Louisiana Department of Education and other internal and/or external agencies as necessary.
8. The attendance policy of the home institution must be followed for cross-enrolled coursework.
9. At the end of each term of cross-enrollment, courses taken at the host institution will be transcribed on the home institution's transcript as transfer courses with the source of the credit designated, following the transfer credit policies of the home institution.
10. The host institution will create and organize semester courses based on the home institution's academic calendar, i.e. beginning and end semester dates. Appropriate holidays and closures should be aligned as practicable.
11. The cross-enrolled student will adhere to the Student Code of Conduct and academic policies of both the home institution and the host institution.
12. HOST agrees that no complaint or grievance by a student solely against or solely involving HOME and/or its administration, faculty, staff, services or facilities will be addressed through HOST's grievance procedures and all such complaints or grievances shall be referred through the appropriate HOME institutional process or grievance procedures. HOME agrees that no complaint or grievance by a student solely against or solely involving HOST and/or its administration, faculty, staff, services or facilities will be addressed through HOME's grievance procedures and all such complaints or grievances shall be referred to the appropriate HOST institutional process or grievance procedures.
13. The host institution will bill the home institution within 45 days of the host institution's official census date. The payment terms will be 30 days from the invoice date. The host institution will not be paid for outstanding balances due from the student. The home institution will inform the host institution when the debt is considered uncollectible; at which time, both institutions will write off the debt.
14. A student will be advised and will register and then pay the tuition and fees to the home institution for courses taken at both institutions. The student will then register at the host institution for the advisor-approved courses using the appropriate cross enrollment forms. The student must pay course-specific fees (e.g., Lab fees) at the host institution, as specified in the published class schedule or a schedule of fees to be provided. Refunds for resignations will be processed by the home institution following the home institution's policy for all classes.
15. Financial assistance will be awarded by the students' home institution based on the hours taken at both institutions for courses that are applicable to the student's degree plan.
16. The home institution is responsible for reporting a cross-enrolled student's enrollment status to the National Student Clearinghouse, to the National Student Loan Data System, or with an enrollment verification document. The home institution will include all courses when reporting the enrollment status.
17. Within five business days, the home institution will notify the host institution when a cross-enrolled student withdraws from a class. Additionally, the host institution will provide the last date of attendance for withdrawn classes within five business days of the information being reported by the instructors.
18. As required by the Financial Aid offices, the home institution will report to the host institution the student's last dates of attendance for final grades of W (withdrawal), I (incomplete), F (fail), U (unsatisfactory), and any other final grades which do not indicate satisfactory completion.

19. Each institution agrees to identify individuals in the Offices of the Registrar, Admissions, Financial Aid, and Controller's Office that will be responsible for cross-enrollment and third-party billing.
20. Each institution will only report Student Credit Hours (SCHs) for its courses to the Louisiana Board of Regents.
21. Promotional plans and materials associated with cross-enrollment will be subject to approval by each institution.
22. Non-resident and International students:
 - a. Residency Status Assignment
A student enrolled under this Agreement will be defined as a resident or non-resident or international by the HOME institution's policies. The HOST institution will adhere to the HOME institution's policies and assign the appropriate resident or non-resident or international status to student records at the HOST institution participating in this Agreement.
 - b. Residency Tuition and Fees Applied
Non-resident and international students at the HOME institution who receive non-resident tuition and fee waivers as a result of the HOME institution's policies, e.g. scholarships and athletics, are adhered by the HOST institution, and tuition and fees assessed by the HOST institution will be billed at the HOST institution's resident tuition and fee schedule as a result of waiving non-resident tuition and fees.

The terms and conditions contained in this Agreement will remain in effect until or unless a request for modification or termination is made by either institution.



Chris Maggio, President
Northwestern State University
July 10, 2017



Rick Bateman, Chancellor
Bossier Parish Community College
July 10, 2017