

**MEMORANDUM OF UNDERSTANDING
BETWEEN
DIGITAL MEDIA INSTITUTE
AND
NORTHWESTERN STATE UNIVERSITY
Effective January 21, 2025**

PURPOSE

This Memorandum of Understanding (MOU) summarizes an educational partnership agreement between Digital Media Institute (DMI) and Northwestern State University (NSULA) to provide undergraduate educational opportunities for students who may attend both institutions. This agreement ensures that each institution serves the needs of students by providing them with appropriate and accurate transfer and advising information.

GOALS

The goals of this agreement are to:

- Provide a dual enrollment program whereby DMI students may earn credits taking NSULA classes,
- Provide the opportunity for qualified DMI students to enroll in college courses at NSULA while completing requirements for the DMI diploma,
- Improve the transfer and advising process for the benefit of students attending both institutions,
- Develop an Expanded Course Articulation Crosswalk between the institutions,
- Identify personnel in each institution who will coordinate and serve as advisors for DMI students entering NSULA,
- Improve collegiality and communication among the institutions' discipline faculty and administrators.

To achieve these goals, DMI and NSULA hereby enter into the following agreement.

PROVISIONS

- Faculty employed by DMI must meet stated professional credential requirements set forth by the Southern Association of Colleges and Schools Commission on Colleges which governs the acceptability of coursework taught and accepted for articulated credit by colleges and universities.
- For articulated credit opportunities, DMI must submit a course portfolio, to include, but not limited to examinations and other course documents, for review by NSULA annually or upon request.
- DMI will provide an opportunity for NSULA faculty to observe course instruction.
- DMI graduates who meet all requirements for the DMI diploma must submit a formal Northwestern State University of Louisiana Application for Undergraduate Admission and an *official* transcript from DMI. DMI graduates must meet required academic standards in effect for

beginning freshmen (or transfer students, if applicable) at the time of application in order to be admitted to NSULA and receive articulated credit as outlined in this agreement.

- DMI students will be responsible for all charges/fees assigned by NSULA for dual enrollment courses per NSULA's current schedule for courses offered at NSU's campus or for courses offered online taught by NSU faculty; this same amount will be charged for any course(s) pursued for traditional college credit by DMI students.
- Students must meet all pre- and co-requisite requirements stated in the current *University Catalog* for any course pursued at NSU, either for dual enrollment credit or traditional credit. Exceptions to this policy may be granted by the NSULA Provost in consultation with the Dean of the College where the course is housed and the Director of Academic Affairs at DMI. In determining eligibility for course enrollment, these administrators will review each student's academic profile including standardized test scores, course transcripts and participation in honors programs for gifted and/or talented students.
- Students must receive a grade of A, B, or S for DMI coursework in order to receive articulated credit from NSU. Lab credit will not be awarded without corresponding lecture credit. A full-year course requires a grade of A or B in both semesters for articulated credit to be awarded.
- Students will be awarded credit based on the course equivalencies and related requirements listed in this agreement (Appendix A). Articulated course credit will be earned only and indicated with a "CR" on the NSULA transcript. Thus, an actual grade earned will not be included in the NSULA cumulative grade point average calculations.
- Upon enrollment at NSULA for a baccalaureate degree, DMI graduates must have their DMI transcript evaluated by the Office of the University Registrar at NSULA. This should take place before the student registers to eliminate any problems with course credit.
- Degree and program requirements for DMI graduates who attend NSULA and are granted course work under this agreement will be determined in the same manner as if their initial enrollment had been at NSULA.
- DMI students pursuing the undergraduate degree at NSU must complete at least 25% of the semester credit hours required for the degree through instruction offered by NSU. One third of the credit hours required in the major, minor, or concentration must be included in the 25% degree requirement.
- Articulation of DMI credit is optional. A DMI graduate must inform NSULA that s/he does not wish to have their credit articulated.
- The Academic Director of DMI may recommend students for dual enrollment in NSULA.
- The institutions will engage in joint marketing efforts to promote the articulation partnership. Promotional efforts will include but are not limited to - links on respective Web sites for placement of articulation agreements, information in the *University Catalog*, and transfer information in other school/college publications.
- DMI will submit a list of graduates and mailing addresses upon request to NSULA in an effort to encourage graduates to further their education with NSULA.
- The institutions will encourage meetings between the NSU and DMI discipline faculty and administrators. The chief academic officer or designee at DMI will direct these meetings.
- NSULA will be responsible for teaching the following General Education courses, with DMI equivalencies noted in Appendix A;
 - CIS 1015 Intro to CIS (Computer Science)
 - ENGL 1010 Composition and Rhetoric I
 - PSYC 1010 General Psychology
 - MATH 1035 Contemporary Math

- PHYS 2030/2031 General Physics and Lab
- Art 2290 Photography II
- The General Education courses taught by NSULA shall not make up more than 25% of the total instruction of the DMI program.
- The institutions will discuss mutually beneficial collaborations among faculty and will seek opportunities for such collaborations to develop.

TERMS

This agreement shall be effective on January 21, 2025 and shall continue until terminated by either party giving one year written notice to the other party in order to protect students enrolled in the dual enrolment program.

COUNCIL ON OCCUPATIONAL EDUCATION

DMI is accredited by the Council on Occupational Education (“COE”). Notwithstanding anything to the contrary, this Agreement shall be terminated if any circumstances should arise with the Agreement that prohibit DMI from complying with the standards, criteria, and conditions adopted by the COE.

NOTICE

Any changes to this MOU must be in writing and delivered by certified mail or by personal delivery to the person to be notified.

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In witness whereof, the authorized representatives of the parties have executed this agreement on January 21, 2025

Digital Media Institute, BRF
John F. George, President and CEO

Northwestern State University of Louisiana
James Genovese, JD, President



 John George (Feb 11, 2025 14:45 CST)



Appendix A
TRANSFER/ARTICULATION CREDIT EQUIVALENCIES GUIDE

DMI COURSE (Effective AY24-24)		NSULA COURSE
Visual and Performing Arts		
SC1110 Front-End Web Development		ART 2000 Ceramics I
DM1120 Design for Interactive Platforms		ART 2140, Painting I
DC1520 Digital Photography and Video		ART 2290, Photography II
AD1505 Advertising Design Prototypes and Mock-ups		ART 2140, Printmaking I
AD1500 Advertising Basics		ART 1350 Sculpture I
AD1140 Advertising Design Demo Reel I		ART 2160 Creative Technology
DC1130 Intro to Hard Surface and Organic Modeling		ART 2340 Painting II
SD1530 Web Design		ART 3410 New Media Design I
AD1540 Advertising Design Demo Reel II		ART 4160 New Media Design II
AD2110 Motion Media Design		ART 2340 Painting II
AD2120 Illustration Fundamentals for Designers		ART 4400 Commercial Illustration
DM2130 Law and Copyrights		ART 3819 New Media Design II
AD 2500 The Business of Advertising Design		BUAD 1040 Foundations of Business Enterprise
AD2510 Design for New and Unusual Mediums		ART 4810 New Media IV
Computer Science		
DC1520 Principles of Computer Science		CIS 1015, Intro to CIS
Social Sciences		
GE2413 Social Psychology		PSYC 1010, General Psychology

English		
GE1013 English Composition		ENGL 1010, Composition and Rhetoric I

Mathematics		
GE1103 Contemporary Math		MATH 1035 Contemporary Math
Science		
GE 1003 Physics		PHYS 2030, General Physics
		PHYS 2031, General Physics Laboratory