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MEMORANDUM OF UNDERSTANDING ADDENDUM BETWEEN UNITED STATES ARMY GARRISON JRTC AND FORT POLK AND NORTHWESTERN STATE UNIVERSITY

1. **Purpose.** The purpose of this Memorandum of Understanding Addendum (MOUA) is to recognize formally the affiliation between Northwestern State University (NSU) and the United States Army Garrison, Fort Polk in providing educational services to potential or enrolled students on the installation. This MOUA is a supplement to the signed DOD Memorandum of Understanding (MOU).

2. **Scope.** The area of responsibility includes the United States Army Garrison (USAG), Fort Polk. Northwestern State University (NSU) has had a long standing relationship with Fort Polk since 1968. The NSU Leesville-Fort Polk Campus is located on land donated by Fort Polk. As part of the agreement, NSU built additional buildings to house classrooms, a library, and administrative offices. NSU continues to provide regular and accessible academic support services to new and previously enrolled military students, Family Members, Department of the Army Civilians (DACs), and civilians at the Army Education Center. These services help prospective and enrolled students complete educational goals successfully. At Fort Polk, NSU as a member of the Service Members' Opportunity College Army Degrees (SOCAD) will award degree programs and courses in the following approved SOCAD area(s):

- SOCAD-2- (ASN) Associate Degree in Nursing
- SOCAD-4-Bachelor Degree in Business Administration, Criminal Justice, Social Work, Hospitality/Management/Tourism, Nursing and General Studies with concentrations in Arts and Communication, Computer and Natural Science, and Social Science.

3. **Responsibilities.** In support of this MOU, the Army Education Services Officer (ESO) shall maintain a continuing liaison with a designated NSU representative and be responsible for inspections and the acceptance of the NSU services. The ESO will provide assistance to the NSU representative to provide military and Army culture orientation to the NSU personnel.

a. United States Army Garrison (USAG), Fort Polk, DHR, Army Continuing Education System (ACES), Education Services Officer (ESO) in support of the MOUA shall:

- (1) Schedule regular meetings with NSU Cenla Executive Director to discuss problems, pertinent issues, and concerns relating to program operation. At a minimum, meetings will be facilitated on quarterly basis.
- (2) Keep NSU apprised of ACES policy, installation policies, guidelines, and situational conditions.
- (3) Maintain contact with the main campus representatives.
- (4) Assist NSU in obtaining installation passes and vehicle registration for faculty and administrative personnel as required by Fort Polk.

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- (5) Facilitate meetings with all on-post colleges' representatives and other parties, as required, to discuss policies, procedures, functions, and activities, i.e. JRTC and Fort Polk College Graduate Recognition Ceremony, Education Fairs, Warrior Transition Unit (WTU) Advisory Council, Military Voluntary Education Review (MVER) preparation, Organization Day, Family Readiness Group (FRG) events and unit activities.

b. Northwestern State University shall:

- (1) Appoint and designate a Site Director to maintain a continuing liaison with the ESO.
- (2) Adopt the GoArmyEd processes. GoArmyEd is the Army Continuing Education System (ACES) centralized and streamlined management system for the Army's postsecondary voluntary education programs.
- (3) Comply with:
 - a) All applicable federal, state, and local environmental laws and regulations.
 - b) All Army, DOD, and Fort Polk regulations, directives, policies, practices, command policy memoranda, rules, regulations, and directives regarding Fort Polk security, property accountability, property use, safety, sanitation, ingress, egress, information technology access and use, and such other requirements or regulations as Fort Polk may deem compliance necessary.
- (4) Provide for the sale of textbooks and materials to students at the NSU Site at the same prices as those on the main campus.
- (5) Not have policies that discriminate for reasons of age, race, color, religion, sex national origin, marital status, creed, lawful political affiliation, or physical disability.
- (6) Provide the Fort Polk ESO with a projected course schedule for each semester or term 40 days in advance of registration for approval. Courses will be scheduled on a rotating basis to include beginning and advanced courses.
- (7) Will offer courses at flexible times and/or places as requested by the ESO to meet the assessed needs of the installation. This could include courses for Soldiers of a specific unit with the classes being provided at a location provided by the unit.
- (8) Will offer courses in the traditional mode (classroom) as well as non-traditional modes such as Distance Learning/Compressed Video (correspondence, email, fax) and Internet (online), recognizing the needs of the students and the Fort Polk community.
- (9) Acknowledges, any services provided by NSU, on post, not clearly covered in the MOUA, will require approval of the Fort Polk ESO.
- (10) Award the degrees listed in Section 2 to students who have completed all NSU program requirements. The students will receive a NSU diploma at the end of the Fall, Spring, or Summer term.
- (11) Exercise complete management control and supervision of all employees engaged in performing services covered by this MOUA. Under no circumstances will government

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employees be asked to participate in management and supervisory activities of NSU employees, including participation in the screening process for hiring new NSU staff members.

- (12) Not hire as instructors, the ESO, Education Services Specialist (ESS), Education Counselor, Administrative Services Manager, or Education Technician to ensure no Conflict-of-Interest.
- (13) Ensure each course taught is evaluated by the Site Director, Fort Polk and reviewed by the Provost and Vice President for Academic and Student Affairs. The Site Director will periodically visit classes and evaluate the instructor's performance. NSU shall inform the Fort Polk ESO on any major evaluation shortfalls, recommendation, and final resolution. NSU shall provide information requested by the Fort Polk ESO to demonstrate that the quality of instruction and professional services rendered to the Soldiers are at least equal to that offered on the home campus. Syllabi for ongoing courses will be made available for review. Access is given to the ESO to observe classes or talk to instructor, if required, to resolve issues.
- (14) Provide all instructors guidelines for instructing military students and the specific care for wounded warriors. Make them aware of class absences due to military training requirements caused by official military duty. NSU will excuse reasonable absences from classes that will not affect the integrity of the student's ability to pass the course; however, class instructors will assign makeup work that must be accomplished.
- (15) Ensure Army personnel have Commander's approval for off-duty employment with NSU before they can teach and must comply with all applicable Office of Government Ethics rules and regulations.
- (16) Be responsible for publicity of a general nature concerning the content of the programs provided by this agreement. A copy of each article or speech will be provided to the ESO for approval before dissemination via TV, radio, briefings, newspaper, flyers, etc. Some publicity items may require approval from the Fort Polk Public Affairs Office (PAO). All advertisements must stay within the guidelines of the MOU and security measures.
- (17) Abide by the Criteria prescribed by Army Regulation 621-5, Army Continuing Education 6 September 2009 Addendums B, C, and D (See MOUA enclosures at Appendix B, C, D that correspond with AR 621-5 Appendix B, C, and D) for the degree plans listed in this MOUA.
- (18) Ensure all courses are taught on the Northwestern State University (NSU) Leesville/Fort Polk Campus. Online courses should also be available but not the only method.
- (19) Ensure courses are taught at nights and weekends and often enough to complete a degree in minimum time.
- (20) Not hold Soldiers responsible for Tuition Assistance (TA) that government provides.

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c. Mutual Agreements.

- (1) NSU providing on-post courses or degree programs may provide academic program support e.g., scholarships, internships for students to work in education center, on-line or face-to-face tutorial services, and no-cost instruction in locations such as classrooms, Multi-Use Learning Facility (MLF), and computer laboratories. Academic support will be available to all new, current, previously enrolled Soldiers, Family Members, DACs, and civilians from the local community at the Library and Education Center, Education Wing, Building 660.
- (2) NSU will supply ESO, ESS, and each Army Education Counselor with references needed for advisement of Soldiers Academic, including but not limited to, current catalogs, schedules of on-post classes, publicity items, and such information needed to provide Soldiers accurate information on which they can evaluate and compare the various programs available on the installation.
- (3) The Army agrees to provide administrative space and classrooms on a space available basis, adequate and suitable to accommodate enrollees in NSU courses offered on Fort Polk, including essential utilities, for use by NSU adequate for provision of the services identified in this memorandum. Although, reasonable effort will be made to ensure that a professional environment is furnished, no guarantees can be made as to square footage, exclusive use of space, or location within the Army Education Center. Classroom space will be supplied with student desks, whiteboards, and similar common general-purpose classroom items to support all classes. Office space, to be furnished by NSU, will include class "C" (on-post) telephone service.
- (4) The Army agrees to provide access to the installation for all administrative and instructional staff of NSU within military security requirements. Access will be customarily of that afforded to contractor personnel.
- (5) The Army agrees to provide custodial services in accordance with the Installation Facility Janitorial Management policies and contracts.
- (6) Fort Polk cannot make any commitment regarding specific numbers of Soldiers nor availability of tuition assistance. The Army will pay a specified percentage of the total tuition assistance IAW Army Regulation 621-5 of an educational institution and current GoArmyEd policies. The total educational Tuition Assistance (TA) received will not exceed the Department of Defense established fiscal year (FY) tuition ceiling and caps. NSU will ensure that the combination of TA and Department of Education, state, and private funding does not exceed the Soldier's need.
- (7) Fort Polk ACES agrees to allow non-active duty students (civilians from the local community) the right to enroll in courses taught on-post, provided they satisfy local security and installation access requirements.
- (8) In consideration of operating their education program on Fort Polk, NSU (including its agents, representatives, employees, and contractors) releases, indemnifies and holds harmless the United States Government, the United States Army, Fort Polk, the Joint

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Readiness Training Center, and all their officials, officers, Soldiers, representatives, agents, and DAC employees of and from any and all liability and responsibility for any and all claims, lawsuits, actions, civil actions, damages, personal injuries, deaths, demands, charges, losses, expenses, cost, and attorney fees arising out of any connected, in whole or in any part, with the NSU educational program on Fort Polk; NSU further promises and agrees that NSU shall never prosecute or in any way aid in the prosecution of any claim, lawsuit, action, civil action, damage, demand, charge, loss, expense, cost, or attorney fees against the United States Government, the United States Army, Fort Polk, the Joint Readiness Training Center, or Department of the Army Civilian employees that occurs or may occur from any cause whatsoever as a result, in whole or in any part, from the NSU operation of its education program on Fort Polk; the foregoing applies whether such claim, lawsuit, action, civil action, or other action or cost referred to results in any way, in whole or in any part, from the negligence, gross negligence, or intentional act of NSU, its agents, representatives, employees or contractors; NSU further promises and agrees that NSU will fully indemnify and hold harmless the United States Government, the United States Army, Fort Polk, the Joint Readiness Training Center, and their officials, officers, Soldiers, representatives, agents and Department of Army Civilian employees of and from any and all claims, lawsuits, actions, civil actions, damages, personal injuries, deaths, demands, charges, losses, expenses, costs, and attorney fees brought by, against or for any third party that are caused in any manner, in whole or in any part, by NSU, its agents, representatives, employees, and contractors including, but not limited to the elements set out above, resulting in any way from operation of the NSU education program on Fort Polk; NSU further promises and agrees to indemnify and hold harmless the United States Government, the United States Army, Fort Polk, and Joint Readiness Training Center from any loss, damage or destruction of Government property that may be caused in any way, in whole or in part by NSU its agents, representatives, employees, and contractors, from operation of the NSU education program on Fort Polk. Save and except, NSU reserves the right to take whatever legal action it deems appropriate to collect for checks returned for insufficient funds or account closed, or consortium funds not transferred to NSU in a timely manner.

- 4. Tuition and Fees. Note: This section is in compliance per the new DOD MOU Tuition Rate Documentation Guidelines which requires educational institutions to identify one single tuition rate.**
- a. The Tuition and Fee structure for students is the responsibility of NSU. Current Tuition and Fees are listed at Appendix A.
 - b. Any change in the structure of tuition and fees will be given in writing to the ESO no less than sixty (60) days prior to the effective date of the change to initiate an updated Appendix A in the MOUA.
 - c. Registration priority of active duty military students shall be the same whether payment is through tuition assistance or other means (VA/self pay).

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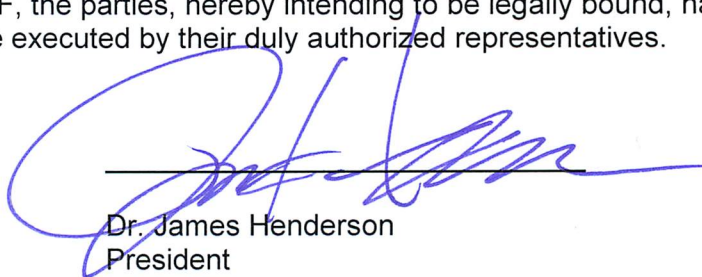
5. Effective Date and Termination.

- a. Termination of MOUA: Either party may terminate this MOUA at any time by giving the other party 180 days advance written notice of such termination. In the event of termination of the program(s), NSU shall notify the Fort Polk ESO and all students concerned of provisions and options available to ensure a smooth transition to another program or the option of completing remaining degree requirements w/ NSU without loss of credit. NSU shall not enroll new students into a program once that program is identified for termination. NSU shall advise and provide each student with a plan for completing remaining degree requirement.
- b. This MOUA defines the relationship between Fort Polk and NSU, and supersedes any previous verbal or written agreements or understandings. The MOUA may be modified at any time by written modification mutually agreed upon by both parties. Unresolved negotiations will result in termination of this MOUA. Should termination occur, a smooth transition period will be established to minimize any impact on students.
- c. This MOUA is effective upon approval and signature by authorized representatives of the Garrison Commander and President, Dr. James Henderson. The MOUA will expire five years from the effective date unless cancelled prior to that date in writing and will be reviewed annually.
- d. Points of contact for this MOUA are the ESO, Roger Skluzacek, 337-531-1537 roger.w.skluzacek.civ@mail.mil and Executive Director, NSU Cenla Campuses, Jason Parks, 318-484-2184 ext. 118, parksj@nsula.edu.
- e. IN WITNESS WHEREOF, the parties, hereby intending to be legally bound, have caused this MOUA to be executed by their duly authorized representatives.



T. Glenn Moore
Colonel, US Army
Garrison Commander

27 Apr 15
Date



Dr. James Henderson
President
NSU of Louisiana

27 Apr 15
Date

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APPENDIX A - TUITION Leesville/Fort Polk Campus

UNDERGRADUATE Active Duty Military Soldier and Family Member -\$205 per credit hour:

Hours	Tuition
3	\$ 615.00
6	\$1,230.00
9	\$1,845.00
12	\$2,460.00

Fees: No Fees

ONLINE FOR UNDERGRADUATE & GRADUATE COURSES : SAME COSTS AS ABOVE

Note: Copy of the Request for Military Fee Exemption Form is provided on page #8. Fee Exemption is for Active Duty and Family Members/Dependents taking classes at Northwestern State University Leesville/Fort Polk Campus.

This form to be used for the current semester enrolled. Please circle the semester for which you are requesting fee exemption. Forms are for one semester only. You must complete additional forms prior to the beginning of each semester.

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NORTHWESTERN STATE UNIVERSITY
A Member of the University of Louisiana System
Natchitoches, LA 71497

REQUEST FOR FT. POLK FEE EXEMPTION

NAME: FIRST _____ LAST _____
DOD ID # _____ STUDENT ID # _____
CHECK ONE:
ACTIVE DUTY _____
ACTIVE DUTY DEPENDENT _____

Military ID verified: Yes _____ No _____
Expiration Date: _____
Verified by: _____
Date: _____
TO BE VERIFIED BY FT. POLK NSU EDUCATION CENTER OR AT THE
LEESVILLE FT. POLK CAMPUS.

SEMESTER: Fall 2015 _____
Spring 2015 _____
Summer 2015 _____

**TO QUALIFY FOR THIS EXEMPTION, YOU MUST BE ACTIVE DUTY
MILITARY OR BE THE SPOUSE OR CHILD OF A MILITARY SERVICEMEMBER
WHO IS ACTIVE DUTY. IT IS THE STUDENTS RESPONSIBILITY TO COMPLETE
& HAVE THIS FORM VERIFIED EVERY SEMESTER.**

APPENDIX B Institutional Requirements for membership in SOCAD

Section I

SOCAD

In order to qualify for membership in SOCAD, postsecondary institution must agree to the following—

B-1. Residency

Limit academic residency requirements for graduation (credits taken with the degree-granting, regardless of location or degree delivery option) to 25 percent or less of the total requirements for SOCAD degrees or to 15 SH (or equivalent) for SOCAD-2 certificates or diplomas. The student may fulfill these requirements at any time during the life of the SOCAD student agreement.

B-2. Student Agreement

Issue a SOCAD student agreement (which is an official evaluation and a degree plan on a standard form) for each student who applies for an official evaluation in a SOCAD-approved network. A college may not require the completion of more than 6 SH or the equivalent before the student is eligible for a student agreement.

B-3. Service school credit

Award credits appropriate to the curriculum for Army formal training and military work experience based on the recommendations of the ACE Guide.

B-4. Other credit

Award credit appropriate to the curriculum for non-traditional or other prior learning from the results of one or more nationally recognized standardized tests, based on ACE recommendations in the Guide to Educational Credit by Examination, in addition to other means the college may use to evaluate this learning.

B-5. Degree completion

Permit the student to complete the degree under the terms of the student agreement even after separation from active military service and even if the college's membership in a network is terminated.

B-6. Transfer of comparable courses

Accept in transfer, with no individual prior approval necessary, comparable courses listed in the SOCAD transferability tables and course substitutions sections in the handbook, provided the courses are taken after the student agreement is issued. Accept in transfer, with no individual prior approval necessary, general education elective courses (as defined in the appropriate table in SOCAD-2 Handbook and SOCAD-4 Handbook). The courses must have been taken with an accredited college after the student agreement is issued.

B-7. Additional requirements

a. The same transfer of general education elective courses applies as in SOCAD-2. However, if a student completes an associate degree before the student agreement is issued, this guarantee applies to appropriate general education courses from all accredited 4-year institutions. If less than half of the credits towards the bachelor's degree requirement have been completed, the guarantee will apply to general education courses from accredited 2-year colleges.

b. The institution will accept an associate degree completed by a student in a SOCAD-2 network designated as related to a SOCAD-4 curriculum network, with a minimum award of 45 percent of the credits needed to complete the bachelor's degree in that curriculum per guidance provided in the *SOCAD-4 Handbook*.

c. Each SOCAD-4 member college may apply the following limitations to the guaranteed transfer or award of credit from designated SOCAD-2 associate degrees to related SOCAD-4 bachelor's degrees— (1) Traditional delivery option member institution are obligated to apply the SOCAD-4 transfer guarantees to SOCAD-2 related degrees only in the traditional delivery option. (2)

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DL/eArmyU institutions are obligated to apply SOCAD–4 transfer guarantees to SOCAD–2 related degrees in both the DL and traditional delivery option. (3) Learning assessment option member institution are obligated to apply the SOCAD–4 transfer guarantees to SOCAD–2 related degrees in all three delivery options, traditional, DL, and learning assessment.

In compliance with Institutional Requirements for Membership in SOCAD:

NORTHWESTERN STATE UNIVERSITY agrees to comply with all SOCAD requirements as stated above in AR 621-5 Appendix B. NORTHWESTERN STATE UNIVERSITY is an institution member of the Service members' Opportunity Colleges (SOC). It offers SOCAD programs for Soldiers and their Family Members. The programs are networked through SOC.

APPENDIX C, AR621-5 Institutional Requirements for On-Post Operation

C-1. SOCGuard membership

Institution providing courses, programs and/or student services such as registration on-post will be SOCAD members or SOC if offering only certificate or graduate programs and will meet the criteria specified in this appendix.

C-2. Department of Defense requirements

Institution providing courses, programs and/or student services such as registration on-post will meet DODD 1322.8E criteria—

a. Be chartered or licensed by a state government or by the Federal government.

NSU is licensed by the Louisiana State Board of Regents to operate as a postsecondary academic degree-granting institution in Louisiana (Verifying documentation provided to the ESO).

b. Provide proof of compliance with 38 USC 3672 regarding state approving agency approval of courses and 38 USC 3696 regarding limitations on advertising, sales, and enrollment practices.

NSU will keep ESO abreast of all education and training benefits available to veterans and eligible students applicable to Federal and State laws, i.e. scholarships, special awards, etc. NSU will actively promote the development of programs of training for disabled veterans.

c. Be accredited by an agency recognized and approved by the ED.

NSU is regionally accredited by the Commission on Colleges of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The most recent ten-year continued accreditation was received in December 2007 (Document: Letter of Reaffirmation provided to the ESO).

d. Conduct programs only from those offered or authorized by the main campus in accordance with standard procedures for authorization of degree programs by the NSU.

NSU shall not conduct any programs that are not approved or part of the main campus offerings. NSU will provide on-post the same student evaluation procedures as for programs on the main campus.

e. Follow procedures used on the main campus and involve the main campus in the approval of on-post programs; faculty selection, assignment, and orientation; and the teaching, monitoring, and evaluation of programs.

NSU will follow the procedures used on main campus and involve main campus in the approval of on-post programs.

f. Provide adjunct or part-time faculty possessing the same or equivalent qualifications as full-time, permanent faculty on the main campus.

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NSU shall select fully-qualified instructors, who meet the same requirements as campus instructors. All instructors are approved by the Department Heads on the main campus ensuring qualifications equal to full-time instructors on campus.

g. Deliver courses on-post that carry identical credit values, represent the same content and experience, and contain the same student evaluation procedures as courses on the main campus.

NSU shall not conduct any courses that are not approved or part of the main campus offerings. All credit for courses will be the same as those offered on the main campus, and the courses will satisfy residency requirements. NSU will provide on-post the same student evaluation procedures as for courses on the main campus.

h. Accept credit for courses given off-campus at the same value as those given on-campus and include such credit in the fulfillment of residency and other degree requirements.

Credit earned from courses conducted under this MOUA will be considered resident credit and will count toward the meeting of required academic residency requirements. All courses offered shall be conducted and recognized as resident courses. No distinction shall be made on the transcript. Remedial courses (all courses numbered below 0100) do not meet resident and curriculum requirements.

i. Provide or arrange for library and other reference and research resources that are appropriate for the level of the academic offerings.

NSU will provide or arrange for adequate library references, research materials, supplementary materials, and text as needed to support each discipline at the NSU library. Library resources from the main campus are available, and materials can be obtained by the NSU Librarian through the NSU website and applicable methods. The Fort Polk Post Library is available to all Soldiers and their Family Members possessing a current military identification card. Civilians may use the facility, but may not check materials out of the Library. The Librarian at NSU may request inter-library loans from the Post Library.

j. Maintain the same admission, grading, academic, and graduation standards as those on the main campus.

Admissions of students into any academic program is the prerogative of NSU. All students shall meet the admission, grading, academic, and graduation standards as on the main campus.

k. Ensure regular and frequent contact between campus-based faculty and off-campus faculty, administrators, and other NSU representatives.

NSU will ensure regular frequent contact between campus-based faculty and off campus faculty, administrators and other NSU representatives through the onsite representative's office.

l. Regularly assess and evaluate program effectiveness using evaluation techniques appropriate to the level and type of program, for example, examination scored by external norms, student course critiques, faculty monitoring of classes, and faculty review of final examinations.

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At the end of each term, NSU will issue an end of course critique provided by Fort Polk ACES to all students attending class at the NSU Leesville-Fort Polk Campus or on-post. A summary tabulation of statistics and comments will be provided to Fort Polk ACES with a copy of all completed end-of-course critiques. Both NSU Executive Director and ESO will ensure all issues addressed in comments are resolved. NSU will comply with the ACES ESO on any other data or reports required showing enrollees, enrollments, costs, and instructor training.

m. Provide Soldiers with regular and accessible advisement services.

NSU shall provide adequate personnel during registration periods to, as a minimum, collect all required registration documentation, collect required fees, orient students, and provide regular advisement services as required by the student population. NSU employees will advise students only after an Army Education Center (AEC) Counselor has verified and approved the established degree plan in GoArmyEd. NSU representatives shall limit services available on the installation to administrative advisement of potential and enrolled students.

n. Charge tuition and fees that correspond to those charged to non-military clientele except when the need for a variance can be documented. High enrollment courses must be used to underwrite the expense of offering small elective courses and laboratory courses.

NSU shall deliver a complete program of instruction utilizing the fee structure in existence at the time this agreement is signed. NSU will not implement a change in the existing fee structure for any costs associated with the programs listed in this agreement without first negotiating necessary increases with Fort Polk ESO. The ESO reserves the right to request from NSU complete and accurate cost data to determine if any increase in the existing fee structure is warranted and, if so, the level of increase necessary to continue providing the specific service in question. All Soldiers and Family members will follow the rates noted in Appendix A. NSU shall notify Fort Polk in writing at least 60 days in advance of their intent to change any tuition rate. All increases must be fully justified in writing and provided to the Fort Polk ESO for review before implementation of a new Appendix A to the existing MOUA. Free or minimal cost, non-credit community services courses, lectures, seminars, or workshops, conducted on post by NSU may be offered from time to time without amendment of this MOUA when approved by the Fort Polk ESO and the cost of the services to be paid by enrollees.

o. Ensure a reasonable proportion of tuition income, comparable to that on the home campus, is provided for such education support to the installation as library and laboratory support, computer facilities, equipment, administrative services, and student advisement.

- (1) NSU will ensure a reasonable proportion of tuition and/or other income, comparable to that on the main campus is provided for education support to the installation. This support includes the purchase/donation of books for the library, laboratory equipment, and other instructional supplies as applicable. NSU will participate in on-base events such as job fairs, information sessions and work with DFMWR as needed to coordinate activities.
- (2) NSU will provide such office furniture and equipment, duplicating machines, telephones, and supplies needed by its employees to sustain its programs on the installation. If facility relocation is necessary, NSU will provide and fund relocation of its furniture, equipment,

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telephones, and other office supplies.

- (3) NSU will coordinate and manage as needed with other colleges per a Memorandum of Agreement (MOA) to provide a building monitor to open, secure classrooms, and close the facility Monday – Friday from 1700 – 2200, or until all classes have concluded for the evening. On weekends, open facility prior to and close facility after classes have concluded.
- (4) NSU will participate and help fund, when required, on-post Joint College Graduation Recognition Ceremonies, Organizational Days, Family Readiness Group (FRG) activities, Education Fairs, American Education Week activities, and other mutually agreed upon and available Educational promotional events.

p. Agree to participate in any independent third-party evaluation of postsecondary programs requested by the DOD and the Services.

NSU agrees to participate in any independent third-party evaluation of postsecondary programs requested by the DOD and the services, DA ACES HQ, or IMCOM HQ.

q. Have established policies for awarding credit for military training by examinations experiential learning and courses completed using modes of delivery other than instructor-delivered, on-site classroom instruction.

Military credit (Military Occupational Specialty (MOS) and Service School) will be evaluated after a student has earned six (6) hours of credit with NSU using the SOCAD degree plan. Credit is awarded in accordance with the recommendations set forth by the American Council of Education (ACE), SOCAD requirements, and NSU's Individualized Career Evaluation Process Manual. Soldiers who entered the Army on or after 1 October 1981 can submit an official "NSU Copy" of the Joint Services Transcript (JST) located at www.jst.doded.mil. The Community College of the Air Force (CCAF) and JST are treated as regular college transcripts and no fee is charged for their evaluation. Experiential NSU's award of credit for CLEP and DANTES is found at Appendix D. An unofficial evaluation of all transferred credit will be made at the time the student meets with a NSU advisor/director providing all transcripts available.

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APPENDIX D

Institutions providing programs through the eArmyU Program will meet the criteria specified in appendix B, section I. Additionally, Institution will also meet the criteria listed in this appendix.

D-1. Confirm or obtain membership in the Service members Opportunity College SOC membership can be confirmed at the SOC Web site, www.soc.aascu.org, click List of SOC Member institution. If the school recently applied and is not listed, confirmation of membership can be obtained by calling 1-800-368-5622 or 202-667-0079. If application is applicable, the application and supporting information is provided at the SOC Web site.

NSU is a member of the Service members Opportunity College (SOC).

D-2. Complete the Preliminary SOCAD Membership Form (for applicable institutions and programs) for NSU seeking to provide associate degrees, bachelor's degrees, or for-credit certificates, membership in the SOCAD Network is required for each applicable program. The Preliminary SOCAD Membership form will be completed. Institutions do not need to send this form to SOC directly. Upon acceptance in the eArmyU Program, the next steps for finalizing membership in the SOCAD Network will be communicated by the contractor.

NSU has attained membership for all programs listed in this MOUA through SOCAD.

D-3. Ensure commitment to award maximum credit for non-traditional learning, testing programs, Military experience, and transferability.

a. Only institution awarding maximum credit for military experience will be considered: Institution must provide processes to determine credit awards and learning acquired for specialized military training and occupational experience when applicable to a Soldier's degree program. Institution must recognize and use the *ACE Guide to the Evaluation of Educational Experiences in the Armed Services* to determine the value of learning acquired in military service and award credit for appropriate learning acquired in military service at levels consistent with *ACE Guide* recommendations and/or those transcripts by the Community College of the Air Force, when applicable to a Soldier's program.

NSU awards maximum ACE credit for military experience.

b. Only institutions agreeing to award academic credit for the minimum test scores as determined by ACE will be considered: Recognizing learning occurs in extra institutional and non-instructional settings, a SOC institution provides processes to evaluate and awards appropriate undergraduate level credit for such learning through practices that reflect the principles and guidelines in the statement on *Awarding Credit for Extra Institutional Learning* adopted by ACE and affirmed by CORPA. This will include awarding credit through use of one or more of the nationally recognized, nontraditional learning testing programs provided for Service members by the OSD, such as described in the *ACE Guide to Educational Credit by Examination*. These examinations include CLEP, DSST, and ECEP whether or not they supplement institutional challenge examinations or test out procedures. See <http://www.acenet.edu> for more information.

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ACE Recommended Credit for Military Training and Experience: A student who has completed four or more months of honorable, federal, continuous active duty may be granted up to two hours of credit in personal fitness and conditioning and two hours of credit in first aid. Additional credit may be given for experience in military occupations and completion of military training as recommended by the American Council on Education in the Guide to the Evaluation of Educational Experience in the Armed Services. The DD form 214 and other acceptable documents, including official military training transcripts such as JST, must be submitted to verify successful completion of the courses. Credit is awarded only in areas currently offered within the University and will not duplicate credit already earned by the student. Any credit awarded is placed on a student's transcript after one semester of attendance at Northwestern State University.

CLEP General or Subject Examination and DANTES Subject Examination – Results of CLEP General and Subject Examinations and DANTES Subject Examination will be evaluated when the Registrar's Office receives official test results from College Board CLEP or an official DANTES transcript. Credit will be awarded by the Office of the Registrar for satisfactory scores.