

MEMORANDUM OF UNDERSTANDING
BETWEEN
NORTHWESTERN STATE UNIVERSITY
AND
CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE
CROSS ENROLLMENT AGREEMENT

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 NSU and CLTCC are committed to providing services to the citizens of the Louisiana as their major mission, and,

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

NSU and CLTCC 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 CLTCC 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 at both the home and host institutions and must provide required documents (e.g., transcript(s) and placement test scores, if no credit is earned in college-level English and/or Math). The student must complete all requirements for admission at both institutions and must follow the admissions procedures of each institution. No application fee will be required at the host institution. Students taking developmental coursework at the host institution will not necessarily be admissible to both institutions. This is the only exception to this requirement.
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/CLTCC Cross-Enrollment Agreement form.
6. Verification that all pre-requisites have been met for cross-enrollment coursework is the responsibility of the host 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 institutions 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. The host institution will notify the home institution when a cross-enrolled student withdraws from a class. Additionally, the host institution will provide the last date of attendance for withdrawn classes.
18. As required by the Financial Aid offices, the host institution will report to the home 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.

NOTICE

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

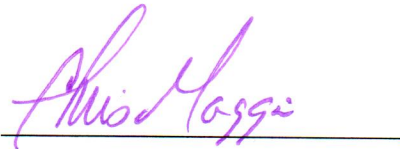
CLTCC

Mr. William Tulak
Vice Chancellor of Academic Affairs
CLTCC
516 Murray Street
Alexandria, LA 71301
318.487.5443
williamtulak@cltcc.edu

NORTHWESTERN STATE UNIVERSITY

Dr. Greg A. Handel
Provost and Vice President of Academic Affairs
Northwestern State University
211 Caspari Hall
Natchitoches, LA 71497
318.357.5361
handelg@nsula.edu

Northwestern State University
Dr. Chris Maggio
President



Central Louisiana Technical Community College
Mr. Jimmy Sawtelle
Chancellor



**Northwestern State University and Central Louisiana Technical Community College
FINANCIAL AID CONSORTIUM AGREEMENT**

Purpose

Cross Enrollment Agreements allow students to be considered enrolled at their home institution while taking coursework at another host institution. Under this agreement students can be enrolled at NSU while taking coursework at CLTCC.

As a rule, coursework taken outside the credential-granting institution is ineligible for federal financial aid funds because only a regular student may receive federal financial aid. A regular student is one enrolled at the institution for the purpose of earning a degree, diploma, or certificate.

The purpose of this agreement is to extend regular student status to students who take additional pre-approved coursework at an institution outside their home institution. This agreement may be used for students who are considered regular degree-seeking students at NSU.

Agreement

In compliance with federal regulations NSU and CLTCC agree to participate in a consortium agreement for Federal Financial Aid. This agreement allows students to take specific courses at a host institution and earn credit toward his/her degree at the home institution. These courses taken at the host institution will count towards his/her degree, diploma, or certificate on the same basis as it would for coursework taken at the home institution. Both institutions certify and attest they meet the definition and requirements of an eligible institution under federal regulations (34 CFR 668.14).

Enrollment Status

The home institution will award the student financial aid based on the enrollment status as determined by combining coursework to be taken at the home and host institutions. After classes begin, the home institution will confirm actual enrollment and revise, if necessary, aid awards to reflect the actual enrollment status. The host will provide the home institution with documentation supporting the student's enrollment status. This documentation must include credit hours enrolled, enrollment period beginning and ending dates, and list of specific courses the student is taking.

If the student's enrollment status changes during the enrollment period at the host institution, it is the host institution's responsibility to inform the home institution of this change in enrollment status. Should the student fail to officially withdraw but cease attendance in all classes, the host institution will notify the home institution of the student's NSU official withdrawal from classes in accordance with 34 CFR 668.22. The host institution will report to the home institution the student's last dates of attendance for final grades of W (withdrawal), I (incomplete), F (fail), or U (unsatisfactory), and any other final grades which do not indicate satisfactory completion.

Disbursing Aid and Return of Title IV

The home institution will disburse all Title IV federal financial aid funds and complete the Return of Title IV calculations.

Monitoring SAP

The home institution will monitor satisfactory academic progress. The Office of Financial Aid shall apply the Satisfactory Academic Progress Policy as it applies to the consortium student's progress. The courses and grades earned at the host institution will be treated as if they were earned at the home institution when determining satisfactory academic progress and academic standing.

Cost of Attendance

The host institution will furnish the estimated cost of attendance upon request. The student's file will document the actual cost of attendance used to determine the student's eligibility.