

MEMORANDUM OF UNDERSTANDING
BETWEEN
CADDO CAREER & TECHNOLOGY CENTER / CCTC
AND NORTHWESTERN STATE UNIVERSITY
Effective-2021-2022 Academic Year

PURPOSE

This Memorandum of Understanding (MOU) summarizes an educational partnership agreement between the Caddo Career & Technology Center (CCTC) 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 an articulated credit program whereby CCTC students may earn credits for NSULA classes,
- 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 CCTC students entering NSULA,
- Improve collegiality and communication among the institutions' discipline faculty and administrators.

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

PROVISIONS

- Faculty employed by CCTC 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.
- CCTC must submit a course portfolio, to include, but not limited to examinations and other course documents, for review by NSULA annually or upon request. CCTC will provide an opportunity for NSULA faculty to observe course instruction.
- Students must submit a formal Northwestern State University of Louisiana Application for Undergraduate Admission and an official transcript from the Caddo Career & Technology Center.
- CCTC students 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. Application materials are available online at <http://recruiting.nsula.cclu>.

- Students must receive a grade of A, B, or S for CCTC coursework in order to receive credit from NSULA. 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 credit to be awarded.
- CCTC students must interview/audition/present their portfolio confirming mastery in order to receive credit for select courses.
- Students will be awarded credit based on the course equivalencies and related requirements listed in this agreement (Appendix A). Course credit will be earned only and indicated with a "CR" on the NSULA transcript. Thus, this course work will not be included in the cumulative grade point average calculations.
- Upon enrollment at NSULA for a baccalaureate degree, students must have their CCTC 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 CCTC students 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.
- CCTC students pursuing the undergraduate degree at NSULA must complete at least 25% of the semester credit hours required for the degree through instruction offered by NSULA. One third of the credit hours required in the major, minor, or concentration must be included in the 25% degree requirement.
- Articulation of CCTC credit is optional. A CCTC graduate must inform NSULA that s/he does not wish to have their credit articulated.
- The Principal of CCTC may recommend students for dual enrollment in NSULA classes.
- 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. CCTC 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 NSULA and CCTC discipline faculty and administrators. The Principal or designee at CCTC will direct these meetings
- 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 _____ 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.

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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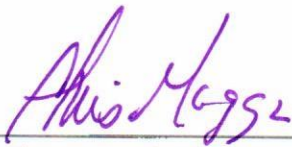
In witness whereof, the authorized representatives of the parties have executed this agreement on the _____



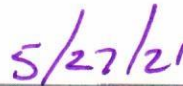
Caddo Career Center
Harold Berg, Principal



Date



Northwestern State University
Dr. Chris Maggio, President



Date

Appendix A
TRANSFER/ARTICULATION CREDIT EQUIVALENCIES GUIDE

| Caddo Course | Caddo Transcript | NSULA Course |
|--|---|----------------------------------|
| Fashion Styling, Makeup Art, and Costume Design - 100172 | Custom Sewing II 100172 - 2 Carnegie credits | THEA 3340 – Costume Construction |