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## TWO DEGREES, ONE PATH

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### MEMORADUM OF UNDERSTANDING

Northern Kentucky University  
And  
Cincinnati State Technical & Community College

#### DEGREE PATHWAY PARTNERSHIP AGREEMENT

This memorandum of understanding defines the arrangement between Northern Kentucky University (NKU or University) and Cincinnati State Technical & Community College (CState) to promote the successful undergraduate education of learners who are admitted to and enrolled at both institutions. The parties are entering into this agreement to better serve learners and to create a partnership of mutual benefit to both institutions. It is expected that this effort will increase public awareness of the benefits of a partnership between NKU and CState. The following understandings will govern this effort from the date of signature until modified or terminated.

#### **Purpose and Goals**

NKU and CState will cooperate to promote successful undergraduate educational experiences for learners whose academic plans will involve enrollment at both institutions. This partnership will result in better service to learners, more efficient and effective use of resources at both institutions, eliminate barriers for learners in attaining their educational goals, and increase student success.

This partnership is a dual admission and dual enrollment program for learners pursuing their first four-year undergraduate degree who are accepted at CState and plan to complete a baccalaureate degree at NKU. Eligibility for the program is determined by both institutions and learners must be eligible for acceptance at NKU upon transfer.

More specifically, the goals of this partnership are to:

1. Work together to maximize the acceptance and application of transfer credit. Degree program-to-degree program agreements referred to as “pathway guides” will outline selective admission requirements, course equivalencies, and other information affecting learners who will enroll in a

particular academic program. Pathway guides must be consistent with the doctrines of this overarching institutional agreement. Acceptance and application of transfer credit will be determined in accordance with the relevant pathway guide pursuant to this agreement. Learners transferring credit outside of a pathway guide will have the application of transfer credit done on a course-by-course basis by NKU.

2. Use resources more efficiently and effectively to focus on transfer issues.
3. Provide student access to, and to promote success in, degree opportunities for learners.
4. Establish responsibilities for student recruitment, academic advising, and support to make the process of moving from one institution to the next as smooth as possible.
5. Establish responsibilities for each campus for the development, delivery, and assessment of the *CState2NKU* partnership and programs established by specific programs for Transfer Pathways or articulation agreements.
6. CState learners that are participating in the *CState2NKU* program may take NKU courses in their intended NKU major prior to completion of the associate degree and more seamlessly transfer to NKU after earning an associate degree at CState.
7. Encourage more CState learners to complete an associate degree prior to transfer to NKU to complete a baccalaureate degree.
8. Providing the opportunity for those not earning an associate degree prior to transfer to NKU to earn their associate degree through Reverse Transfer (see separate agreement).
9. Expand opportunities for CState learners to improve their time to baccalaureate degree completion.
10. Both parties agree to share metrics to develop and evaluate partnership numerical goals on an annual basis.

### **Eligibility**

Recruitment of learners will be the responsibility of both institutions. As a condition of admission to the partner schools, learners will be required to agree that their student records from the home institution, in either paper or electronic format, may be shared between and available to the partner institution.

Learners are eligible to apply to the *CState2NKU* program at any point while enrolled at CState. Learners must submit the program application, which will be reviewed for admission by both CState and NKU. Learners will be notified via email of their admission status based on the following criteria:

- Must be enrolled in at least 6 credit hours at CState
- Enrolled in an Associate in Arts, Associate in Science, or Associate of Applied Science degree program
- Plan to transfer to NKU
- Maintain a minimum 2.0 cumulative GPA at CState

CState learners participating in the *CState2NKU* program will be dually admitted to NKU as non-degree (visiting) students. Furthermore, NKU will waive all admission-related application fees for learners participating in the *CState2NKU* program.

Learners enrolled in this program are eligible to take up to four courses of pre-major and major coursework at NKU while pursuing an associate degree at CState. *CState2NKU* students pay the CState tuition rate to NKU for the allotted four NKU courses. Learners taking classes at NKU through the



program will also pay student fees (e.g. Campus Rec fee, online course fee, lab fee). Students pay for their CState and NKU bills separately.

The number of courses a student is able to take at NKU in a given semester is based on earned and in-progress hours. Students with 15 earned and in-progress hours are eligible to take their first course at NKU. Once students have at least 30 earned and in-progress hours, they are eligible to take a second course at NKU. After 45 earned and in-progress hours, learners can take their last two courses. If a student has 45 or more earned and in progress hours but has yet to take any classes at NKU through the CState2NKU program, he or she would be eligible to take two courses in the first semester of the program. Students must never exceed the maximum of two courses at NKU in any given semester through the CState2NKU program.

Learners enrolled in the CState2NKU program are eligible to take courses at NKU that are not offered at CState. Learners may take courses at NKU beyond the fourth course included in the CState2NKU program, but will not receive the courses at the CState tuition rate.

Dual-credit students may also participate in the pathway program through *CState2NKU Plus!* Please see Attachment A for additional information.

### **Program Articulation and Advising**

The management of the Degree Pathway Partnership Agreement and *CState2NKU* program between the two institutions will be coordinated through the Chief Academic Officer or designee at NKU and the Chief Academic Officer or designee at CState. Problems relating to articulation, class content, and chronology of content or course scheduling will be resolved by the persons or offices designated by each institution. The two institutions will assume joint responsibility for academic advising, including the training of academic advisors and the ongoing dissemination of information.

Learners admitted under the *CState2NKU* program will be offered enhanced advising by both institutions. CState and NKU are responsible for coordinating the course of study to complete the agreed upon relevant prerequisite and General Education courses prior to transfer to NKU. Learners will be encouraged to engage fully in the educational experience offered at each campus and will have the benefit of NKU's advising initiatives, including regular advising and timely declaration of major.

### **Transfer Pathways**

Using the CollegeSource Transfer Equivalency System (TES) and other paper and online transfer guides, authorized staff persons at CState and NKU will maintain the transfer equivalencies of the CState and NKU courses to help ensure the seamless transfer of learners participating in the *CState2NKU* program. The NKU transfer advisor working with the CState Transfer Center will coordinate efforts to maintain the accuracy of transfer materials and ensure the timely dissemination of updated materials.

### **Student Services**

Learners in the *CState2NKU* program will have access to student services at both institutions. The appropriate fee-based student services will be available to *CState2NKU* program learners who have paid the requisite fees to the institution that is delivering the fee-based services.

Learners may live in on-campus housing (subject to availability) at NKU while attending CState or upon transfer to NKU. A housing application must be completed and all required fees apply. Learners are responsible for paying their housing balance upfront.

Additionally, learners will have access to NKU tutoring, library services, Campus Recreation Center, Career Services, theater events, sporting events, and student clubs/organizations (excluding Greek Life).

### **Registration and Student Records**

CState learners participating in the *CState2NKU* program will be eligible to participate in NKU's Priority (advanced) Registration with the same registration priority as a comparable NKU student.

Learners participating in the program will be coded in the student information system at both institutions to facilitate the tracking and monitoring of participants as they progress through their designated program. NKU Office of the Registrar and CState Office of the Registrar will be responsible for maintaining student records for jointly admitted learners for coursework taken at the respective institutions by ensuring transfer credit is evaluated and updated each semester.

CState learners who have successfully completed an AA/AS degree and the approved degree pathway at CState and who matriculate at NKU under the terms of this Agreement ("Transfer Learners"), shall be considered to have completed that portion of the NKU general education requirements approved by NKU's Faculty Senate that are common to both NKU and CState. CState learners completing the AA or AS degree will not be required to complete any additional general education courses unless a course is required for a specific major as a pre-major requirement. The pathway guides will assist learners with identifying the appropriate general education courses for a specific major.

CState learners who have successfully completed an AAS/AAB degree and the approved degree pathway at CState and who matriculate at NKU under the terms of this Agreement ("Transfer Learners") will still need to complete additional general education requirements at NKU unless the student has completed the Transfer Module established by the Ohio Department of Education's Transfer and Articulation Policy.

The institutions will work together to develop a secure, efficient process of electronic information/data interchange.

### **Financial Aid**

Financial aid will be available for qualified learners who are jointly admitted and learners will receive financial aid only through their home institution. Financial aid can be used to pay for courses taken at the partner school that are required for the degree at the home school. Learners will obtain a financial aid consortium form from the home school and the home school will submit the completed application to the partner school prior to the student's enrollment in courses at the partner school.

The Home School is responsible for:

- Granting the degree;
- Determining the student's eligibility for financial aid;
- Monitoring the student's ongoing eligibility for financial aid;
- Establishing the procedures for calculating financial awards, disbursing financial aid, monitoring satisfactory progress and other student eligibility requirements, maintaining records, and recovering funds, if applicable or required, in the event the student withdraws from a class or school;
- Notifying partner school of changes to enrollment status

The partner school is responsible for:

- Notifying the home school of the student's enrollment status;
- Notifying the home school of the student's final grades.

### **Tuition & Scholarships**

Students who earn an associate degree and who live in qualifying counties may be eligible for the Ohio Reciprocity Tuition Rate. The Reciprocity Tuition rate at NKU is equivalent to the Kentucky in-state tuition rate.

### **Student Grievances and Conduct**

CState agrees that no complaint or grievance by a student solely against or solely involving NKU and/or its administrative, faculty, staff, services, or facilities will be addressed through CState grievance procedures and all such complaints or grievances shall be referred to the appropriate NKU institutional process or grievance procedures. NKU agrees that learners will not be allowed to use NKU grievance procedures to pursue complaints solely involving CState.

Learners participating in the *CState2NKU* program who are enrolled as a joint admission/dual enrollment student will comply with the conduct standards at both institutions. Authorized officials at CState and NKU may each intervene in cases of misconduct, particularly when cases involve health and safety. Learners found in violation of conduct codes may receive sanctions from each institution. Authorized officials at CState and NKU reserve the option to decide that only one institution will process a case of misconduct. CState and NKU will create a process for reporting to the other when the institution has undertaken student conduct actions.

### **Marketing**

Promotional plans and materials will be subject to approval by each party.



1. CState shall appropriately include this agreement in any listing of articulation and transfer agreements to which it is a party and shall communicate this information through a web portal designated to disseminate transfer information to learners, staff and faculty. Other methods of communication, when appropriate, might include and are not limited to inclusion in the college catalog, program specific materials, and graduate materials.
2. NKU shall appropriately include this agreement in any listing of articulation and transfer agreements to which it is a party and shall communicate this information, and afford the appropriate training when necessary, to staff and faculty to support Transfer Learners.

#### Mutual Use of Trade names, Trademarks and Logos.

1. Cincinnati State Technical and Community College is hereby granted a limited, non-exclusive, non-transferable license to use Northern Kentucky University's name, trade names, trademarks, and logos during the term of this Agreement for the sole purpose of promoting this Agreement and Northern Kentucky University programs in accordance with this Agreement.
2. Northern Kentucky University is hereby granted a limited, non-exclusive, non-transferable license to use Cincinnati State Technical and Community College's name, trade names, trademarks, and logos during the term of this Agreement for the sole purpose of marketing to the Cincinnati State Technical and Community College student population about this Agreement and Northern Kentucky University's programs in accordance with this Agreement.
3. Northern Kentucky University and Cincinnati State Technical and Community College shall confer and coordinate their respective marketing efforts to maximize the impact of such efforts and to assure that one party's use of the other's trade names, etc., is in compliance with the other's brand standards.
4. Upon termination of this Agreement, the limited licenses set forth in this section will immediately terminate and each party shall (i) cease all such aforementioned use; and (ii) discard, destroy or delete any printed and electronic materials containing the name, trade names, trademark, or logo of the other party.
5. Neither party shall use the name, trade names, logo, or trademark of the other party in any way that would cause confusion in the public mind as to the relationship between the parties, and, except for the limited license set forth in this section, neither party shall by virtue of this Agreement gain any right, title, or interest in any name, trade names, trademark, or logo of the other party.

#### Miscellaneous

The agreement offers opportunities for more effective and efficient use of faculty, facilities, and support services by CState and NKU. Faculty and staff will be encouraged to develop cooperative efforts related to the delivery of courses and support services.

This agreement shall be effective Fall 2023 and reviewed annually and amended upon mutual consent of the signors. This agreement does not create any rights in any third parties, specifically any learners participating in the programs. The only parties to this agreement are Northern Kentucky University and Cincinnati State Technical and Community College.

SIGNATURES:

  
\_\_\_\_\_  
Dr. Monica Posey, President  
Cincinnati State Technical and Community College

4/27/23  
Date

  
\_\_\_\_\_  
Bonita Brown, Interim President  
Northern Kentucky University

7/10/2023  
Date

## Attachment A: *CState2NKU Plus!*

### **CState2NKU Plus!**

*CState2NKU Plus!* is an extension of the CState2NKU program outlined in the CState2NKU MOU. It provides an opportunity for high school students taking college courses through the College Credit Plus program at CState to seamlessly work toward their Associate Degree from CState followed by their Bachelor degree at NKU.

### **Eligibility & Admission**

Recruitment of learners will be the responsibility of both institutions. As a condition of admission to the partner schools, learners will be required to agree that their student records from the home institution, in either paper or electronic format, may be shared between and available to the partner institution.

Learners are eligible to apply to the *CState2NKU Plus!* program at any point while enrolled in College Credit Plus coursework at CState. Learners must submit the program application, which will be reviewed for admission by both CState and NKU. Learners will be notified via email of their admission status based on the following criteria:

- Must be enrolled in at least one dual-credit course at CState
- Plan to complete an associate degree at CState and then transfer to NKU to complete a bachelor's degree

CState learners participating in the *CState2NKU Plus!* program will be dually admitted to NKU as non-degree (visiting) students. Students in the program are expected to maintain a minimum college GPA of 2.0.

Upon admission to the program, learners may participate in a *CState2NKU* Orientation event to learn more about the program and its benefits.

### **Benefits and Services**

As a dual-credit student enrolled in the *CState2NKU Plus!* program, students:

- Are assigned a transfer/academic advisor at NKU and CState to answer questions and assist in the transition
- Access to NKU and CState events and facilities (e.g., sporting events, Rec Center, etc.)
- Access to NKU and CState resources like the Library and Tutoring (some resources excluded).
- Seamless transfer into the CState2NKU program once they complete high school and enroll in an associate degree program at CState.

Once a student enrolls at CState full-time, students receive the above benefits plus the additional CState2NKU benefits outlined in the CState2NKU MOU.





## TWO DEGREES, ONE PATH

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### FIRST ADDENDUM TO MEMORADUM OF UNDERSTANDING

Northern Kentucky University  
And  
Cincinnati State Technical & Community College

#### DEGREE PATHWAY PARTNERSHIP AGREEMENT

##### **Program Eligibility**

Students are eligible to apply to the *CState2NKU* program at any point while enrolled at Cincinnati State. Students must submit the program application, which will be reviewed for admission by both Cincinnati State and NKU. Students will be notified via email of their admission status based on the following criteria:

- Must be enrolled in, and actively pursuing, an Associate in Arts, Associate in Science, or Associate of Applied Science degree program
- Plan to transfer to NKU
- Maintain a minimum 2.0 cumulative GPA at Cincinnati State

##### **Eligibility for NKU Courses**

Students enrolled in the *CState2NKU* program are eligible to take up to 12 credit hours (or four courses) of pre-major, major, minor, and/or focus area coursework that is not offered through Cincinnati State while pursuing an Associate degree at Cincinnati State. *CState2NKU* students pay the Cincinnati State tuition rate to NKU for the allotted 12 credit hours (or four courses) of NKU courses. Students taking classes at NKU through the program will also pay part-time fees per credit hour. Some courses may also incur specific charges from the respective college. Students pay their Cincinnati State and NKU bills separately.

The four courses must be spread out over the span of several semesters. Students may not enroll in more NKU courses than home institution courses and they must never exceed the maximum of two NKU courses in any given semester through the *CState2NKU* program.

Students may take additional courses at NKU above and beyond the four allowed courses but would be

charged full NKU tuition rate.

This addendum shall be effective on the date signed and reviewed annually and amended upon mutual consent of the signors. This agreement does not create any rights in any third parties, specifically any students participating in the programs. The only parties to this agreement are Northern Kentucky University and Cincinnati State.

**SIGNATURES:**



**Robbin Hoopes**  
Provost  
Cincinnati State Technical and Community College

8/21/24  
Date

  
[Chris Calvert \(Aug 21, 2024 12:46 EDT\)](#)

**Chris Calvert**  
Chief Financial Officer  
Northern Kentucky University

Aug 21, 2024  
Date







# NKU\_Cincinnati State MOU

Final Audit Report

2024-08-21

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