

MEMORADUM OF UNDERSTANDING

Northern Kentucky University
And
Southern State Community College

DEGREE PATHWAY PARTNERSHIP AGREEMENT

This memorandum of understanding defines the arrangement between Northern Kentucky University (NKU or University) and Southern State Community College (SSCC) 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 SSCC. The following understandings will govern this effort from the date of signature until modified or terminated.

Purpose and Goals

NKU and SSCC 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 four-year undergraduate degree who are accepted at SSCC 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 SouthernState2NKU partnership and programs established by specific programs for Transfer Pathways or articulation agreements.

6. SSCC learners that are participating in the SouthernState2NKU program may take NKU courses in their intended NKU major, minor or focus area prior to completion of the associate degree and more seamlessly transfer to NKU after earning an associate degree at SSCC.
7. Providing the opportunity for those not earning an associate degree prior to transfer to NKU to earn their associate degree through Reverse Transfer (see Reverse Transfer agreement).
8. Encourage more SSCC learners to complete an associate degree prior to transfer to NKU to complete a baccalaureate degree.
9. Expand opportunities for SSCC 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.

Program 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 SouthernState2NKU program at any point while enrolled at SSCC. Learners must submit the program application, which will be reviewed for admission by both SSCC and NKU. Learners will be notified via email of their admission status based on the following criteria:

- Must be enrolled in, and actively pursuing, an associate degree program
- Plan to transfer to NKU
- Maintain a minimum 2.0 cumulative GPA at SSCC

SSCC learners participating in the SouthernState2NKU 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 SouthernState2NKU program.

Dual-credit students may also participate in the pathway program through SouthernState2NKU *Plus!* Please see Attachment A for additional information.

Eligibility for NKU Courses

Students enrolled in the SouthernState2NKU 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 Southern State while pursuing an associate degree at Southern State. SouthernState2NKU students pay the Southern 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 Southern State

and NKU bills separately.

The four courses must be spread out over the span of several semesters. The number of courses a student is able to take at NKU in a given semester is based on in-progress hours at their home institution. 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 SouthernState2NKU program.

Students may take courses at NKU above and beyond the SouthernState2NKU program courses but will not receive the courses at the Southern State tuition rate.

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. Note: Early Childhood Education and Nursing are excluded from this agreement.

Program Articulation and Advising

The management of the Degree Pathway Partnership Agreement and SouthernState2NKU 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 SSCC. 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 SouthernState2NKU program will be offered enhanced advising by both institutions. SSCC 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 College Source Transfer Equivalency System (TES) and other paper and online transfer guides, authorized staff persons at SSCC and NKU will maintain the transfer equivalencies of the SSCC and NKU courses to help ensure the seamless transfer of learners participating in the SouthernState2NKU program. The NKU transfer advisor working with the SSCC Dean of Articulation and Transfer will coordinate efforts to maintain the accuracy of transfer materials and ensure the timely dissemination of updated materials.

Student Services

Learners in the SouthernState2NKU program will have access to student services at both institutions. The appropriate fee-based student services will be available to SouthernState2NKU program learners who have paid the requisite fees to the institution that is delivering the fee-based services.

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

SSCC learners participating in the SouthernState2NKU 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 SSCC 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.

SSCC learners who have successfully completed an AA/AS degree and the approved degree pathway at SSCC 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 SSCC. SSCC 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.

SSCC learners who have successfully completed an AAS or AAB degree and the approved degree pathway at SSCC 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.

Student Grievances and Conduct

SSCC 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 SSCC 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 SSCC.

Learners participating in the SouthernState2NKU program who are enrolled as a joint admission/dual enrollment student will comply with the conduct standards at both institutions. Authorized officials at SSCC 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 SSCC and NKU reserve the option to decide that only one institution will process a case of misconduct. SSCC 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.

SSCC 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.

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. Southern State 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 Southern State Community College's name, trade names, trademarks, and logos during the term of this Agreement for the sole purpose of marketing to the Southern State Community College student population about this Agreement and Northern Kentucky University's programs in accordance with this Agreement.
3. Northern Kentucky University and Southern State 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 SSCC 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 upon signature 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 Southern State Community College.

SIGNATURES:



Dr. Erika Goodwin
Vice President of Academic Affairs
Southern State Community College



Date



Dr. Diana McGill
Provost and Executive Vice President

Nov 5, 2024

Date

ATTACHMENT A TO MEMORADUM OF UNDERSTANDING

SOUTHERNSTATE2NKU *PLUS!*

SouthernState2NKU *Plus!* is an extension of the SouthernState2NKU program outlined in the SouthernState2NKU MOU. It provides an opportunity for high school students taking college courses through the College Credit Plus program at Southern State to seamlessly work toward their Associate Degree from Southern State 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 SouthernState2NKU *Plus!* program at any point while enrolled in College Credit Plus coursework at Southern State. Learners must submit the program application, which will be reviewed for admission by both Southern State 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 Southern State
- Plan to complete an associate degree at Southern State and then transfer to NKU to complete a bachelor's degree

Southern State learners participating in the SouthernState2NKU *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.

Benefits and Services

As a dual-credit student enrolled in the SouthernState2NKU *Plus!* program, students:

- Are assigned a transfer/academic advisor at NKU and Southern State to answer questions and assist in the transition
- Access to NKU and Southern State events and facilities (e.g., sporting events, Rec Center, etc.)
- Access to NKU and Southern State resources like the Library and Tutoring (some resources excluded).
- Seamless transfer into the SouthernState2NKU program once they complete high school and enroll in an associate degree program at Southern State.

Once a student enrolls at Southern State full time, students receive the above benefits plus the additional SouthernState2NKU benefits outlined in the SouthernState2NKU MOU.