

**University of Louisiana at Lafayette and South Louisiana Community College
Memorandum of Understanding for
Operational and Instructional Services**

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 higher education budgets are limited, and resourceful methods must be found to effect economics without affecting quality, and,

Since the University of Louisiana at Lafayette (UL Lafayette) and South Louisiana Community College (SLCC) have service as their major mission to the citizens of the South Central Louisiana area, and,

Since these institutions' geographic locations lend themselves to close cooperation between the two institutions, and,

Since cooperation between the University of Louisiana at Lafayette and South Louisiana Community College will underscore for the State of Louisiana the importance of higher education interaction, therefore the following items are addressed collaboratively:

Cross/Concurrent Enrollment

Purpose:

To establish a process and authority for SLCC and UL Lafayette students to cross and/or concurrently enroll in order to fulfill course requirements for a credential or to enroll in a program not offered at the Home campus,

To increase college-going, retention, and post-secondary degree attainment rates.

Definitions:

Home institution:

- The institution where the student is currently enrolled in a degree/diploma/certificate program.

Host institution:

- The institution that is authorized to offer and is offering the program and/or course for enrollment.

Terms and conditions:

1. 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 primary or "Home" institution. The secondary institution, at which the student also takes classes, is designated as the secondary or "Host" institution.

2. ✓ Cross-enrolled students will be assessed tuition and fees at their Home institution based on the combined enrollment hours at each institution. Cross-enrolled students will pay a published cross-enrollment fee at the Host institution.
3. Students may elect to enroll in courses at the Host institution by submitting a completed Cross-Enrollment Form and securing all required signatures deemed necessary by the Home institution.
4. A student enrolling under this agreement must be eligible for admission at both institutions and meet all requisite admissions requirements and must provide required documents (viz., post-secondary transcript and ACT scores, if no credit earned in freshman English and/or math). The student must complete all requirements for admission for the Home institution. This information is shared with the Host institution.
5. A degree-seeking student will be eligible to take one credit hour at the Host institution for each credit hour taken at the Home institution, not to exceed 6 credit hours per fall/spring semesters and 3 credit hours during the summer term. To be entitled to the provisions of this agreement, the student must have attempted the course at the Home institution (if available) before enrolling at the Host.
6. The Home institution will be responsible for assuring that the student meets all prerequisites for the course(s) approved for cross enrollment programs.
7. ✓ Courses taken concurrently at the Host institution may be counted toward meeting the minimum twelve-hour enrollment for full-time status at the Home institution. Courses taken at the Host institution will be included on the student's transcript at the Home institution, with the source of credit designated.
8. Verification that all pre-requisites have been met is the responsibility of the Host institution.
9. Immediately following the census day of the semester, the Registrars of the two institutions will exchange certified rolls of students cross-enrolled at their institutions along with the courses taken. The Host institution will report final grades of cross-enrolled students to the student and to the Registrar of the student's Home institution at the end of each semester.
10. The Louisiana Board of Regents has mandated that, in the case of cross-enrollment agreements, the institution providing the instruction will be awarded the Student Credit Hours (SCH).
11. A cross-enrolled student will follow the academic calendar, academic policies, and student Code of Conduct of the Host institution in all manners related to enrollment at the Host institution; the student will assume responsibility for becoming familiar with said calendar and policies. Note: Students from the Home institution will follow the same registration and timelines posted for the Host institution.

12. A cross-enrolled student will be eligible for library services and will have a student computer account at the Host institution through use of the ID card issued by the Host institution.
13. A student will be advised, register, and pay the tuition and fees of 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 "UL Lafayette/SLCC Cross and/or Concurrent Enrollment" form. The student must pay applicable fees at the Home institution, as specified in the schedule of fees for Cross/Concurrent Enrolled Students. Course assessed fees (e.g., lab fees) required by the Host institution must also be paid. The Host institution will complete the Billing Agreement Form and Financial Liability Form (attached) and submit by date designated on the agreement. Home institution will invoice Host institution for enrolled students.
14. In an effort to better accommodate UL Lafayette students accepted for admissions, while in need of academic remediation, SLCC will make every attempt to teach developmental courses on the UL Lafayette campus. UL Lafayette agrees to pay SLCC \$175 per 3 hour credits (includes applicable fees) for student enrolled in each section taught on UL Lafayette campus. The enrollment limit, class meet times and location will be arranged by UL Lafayette. The planned enrollment limits will range from 20-25 students per section. UL Lafayette students will be allowed to register for remedial courses taught on the campus of UL Lafayette at the time of application and admittance to SLCC. These sections will be closed to only UL Lafayette students participating in the cross enrollment process. SLCC students cross-enrolling with UL Lafayette will be permitted to register at the point of application and admittance. SLCC will invoice UL Lafayette through the Registrar for SLCC courses taught on the campus of UL Lafayette. Students enrolled in the Lafayette Parish Early College Academy through SLCC will be eligible for cross-enrollment once they have reached sufficient hours to be designated as a Senior or qualify via ability.
15. UL Lafayette students who cross-enroll will be allowed to register for SLCC courses during regular registration; at the time of application and admittance to SLCC.
16. Enrollment in certain courses is excluded from this agreement. These include independent study classes, internships, co-op work experiences, special projects and other courses requiring individualized instruction.
17. Copies of each institution's semester class schedule will be made available to the Registrar of the cooperating institution as soon as the schedule is published.
18. Any applicable financial assistance will be awarded by the student's Home institution based on the hours taken at both institutions, as allowed by the Federal Student Aid guidelines.

19. The Registrar's Office from the Host institution will notify the Home institution when cross-enrolled students withdraw from a class.

Charges for Cross/Concurrent Enrollment: (Not applicable to Developmental/Remedial courses)

<u>Credits</u>	<u>Resid Charges</u>	<u>Non-Res Charges</u>
3	\$120	\$425
6	\$240	\$849

Charges include the following fees: ERP, Academic Excellence, Technology, Operational, Student Services, and SGA.

Late Registration at SLCC:

Students scheduling during late registration must pay a late registration charge to SLCC which is currently \$15.

Other:

All non-resident students will be charged in accordance with LCTCS and Board of Regents guidelines.

Student Referral

Purpose:

To facilitate the referral of students denied admission to UL Lafayette to SLCC by providing a roadmap on how to earn the highest degree possible,

To increase student success by referring them to an institution that is a better fit for student educational needs and goals,

To increase college-going, retention, and post-secondary degree attainment rates.

Terms and conditions:

1. Students who applied for admission and have been denied through the Admission-by-Committee process will be referred to SLCC
2. SLCC will provide UL Lafayette with the necessary recruitment material to be included in the referral letter sent to denied students from UL Lafayette
3. Students referred to SLCC will be advised of the transfer student policy and will be required to meet the transfer student admission criteria if they wish to attend UL Lafayette in the future.

Student Transfer

Purpose:

To facilitate transfer of SLCC students to UL Lafayette,

To increase college-going, retention, and post-secondary degree attainment rates.

Terms and conditions:

1. Students completing associate degree programs will be referred to UL Lafayette for transfer

2. UL Lafayette Transfer Counselor and SLCC Advisors will work with students on the SLCC campus to assist in the transition of students from SLCC to UL Lafayette
3. UL Lafayette will provide SLCC with the necessary recruitment material to be included in information provided to transfer students

Revision, Renewal and Termination

The University of Louisiana at Lafayette and South Louisiana Community College are responsible for identifying and communicating to each other any change in the policies or requirements of their respective institutions that affect this Agreement. Students enrolled while the agreement is in effect will be afforded all provisions of the agreement through the end of the semester of enrollment. Changes in the agreement will impact students beginning the semester subsequent to the designated changes.

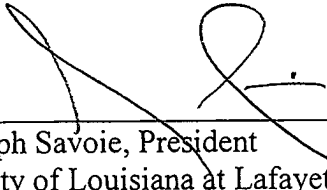
This Agreement will be in effect as of the date of its signing. It will be reviewed by appropriate individuals at each institution. Either institution may terminate this Agreement at any time by written notice at least one year in advance of the effective date of termination.

The cross/concurrent enrollment fees will be reviewed annually to determine if adjustments are necessary.

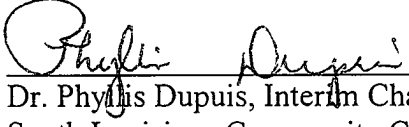
The undersigned of both institutions to enter into this Agreement in order to facilitate the referral of students to South Louisiana Community College is indicated by the following signatures.

This agreement is effective 1/3/2012 and concludes on 12/31/2015. Conditions and terms of the agreement will be reviewed and evaluated every 3 years.

Signed and agreed to on this 12th day of DECEMBER 2011.



Dr. Joseph Savoie, President
University of Louisiana at Lafayette



Dr. Phyllis Dupuis, Interim Chancellor
South Louisiana Community College