
MEMORANDUM OF UNDERSTANDING

DUAL ENROLLMENT PROGRAM

MT. HOOD COMMUNITY COLLEGE OREGON STATE UNIVERSITY

This memorandum of understanding (Agreement) summarizes agreements between Oregon State University (OSU) and Mt. Hood Community College (MHCC) to cooperatively promote the successful undergraduate education of the students who attend both institutions. We are entering into this agreement to better serve students 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 MHCC and OSU. The following understandings will guide this effort, until modified or amended.

1. Purpose and goals

Oregon State University (OSU) and Mt. Hood Community College will cooperate to promote successful undergraduate educational experiences for students who wish to attend both institutions. This partnership will result in better service to students and will increase the potential for more ambitious collaboration in the future.

More specifically, the goals of this partnership are to:

- Make it possible for students to be jointly admitted to and eligible to enroll concurrently in both institutions.
- Eliminate barriers for students in attaining their educational goals, to improve student success and retention..
- Improve academic program articulation.
- Expand student options for college services and curriculum.
- Use resources at both institutions more efficiently and effectively.

2. Recruitment and Admissions

- A. Recruitment of students will be the responsibility of both institutions.
- B. Students will be admitted through the dual admission process using the same OSU Freshman and Transfer Admission requirements as would apply to students seeking admission directly to OSU-Corvallis programs
- C. A joint application process will be available for eligible students. For each joint application, an application fee of \$50 will be assessed. Application fees will be split between the institutions proportionate to the amount of work each incurs in the admission process.
- D. The admission deadline will be one week before the start of classes each term based on OSU's academic calendar.
- E. Students enrolled in the program will be required, as a condition of admission, to agree that their student records will be shared between and available to each institution.

3. Tuition and Fees

- A. Tuition and fees will be assessed based on the courses for which students register. MHCC tuition and fees will be assessed for MHCC courses; OSU tuition and fees will be assessed for OSU courses. Withdrawals and refunds shall be handled by the institution that received the tuition and fees in accordance with its rules and policies.
- B. For students enrolled in the Dual Enrollment Program and taking classes only at MHCC, MHCC fees are assessed through the normal fee structure. Students wishing to pay for the optional OSU fee package will request the package at OSU through the Office of Business Affairs.
- C. For students enrolled in the program and taking only OSU classes, OSU fees are assessed through the normal fee structure. Students wishing to pay for the optional MHCC fee package will request the package at the MHCC Enrollment Services Office.
- D. For students admitted in the program and taking classes at both OSU and MHCC, students will pay fees for each institution according to each institution's normal fee structure.
- E. Tuition will be assessed at resident or non-resident rates depending upon the residency classification of the student. Residency classification for Mt. Hood Community College courses will be based on criteria established by MHCC. Residency classification for OSU courses will be based on criteria established by the Oregon University System.

4. Program Articulation and Advising

- A. The management of the Dual Enrollment Program and resulting articulation agreements will be coordinated through OSU's Office of Enrollment Management and the MHCC Office of Student Development and Services.
- B. Academic advising will be the joint responsibility of the two institutions, which will jointly select and train academic advisors.
- C. Problems relating to articulation, class content, chronology of content or course scheduling will be resolved by the Chief Academic Officers or their designees of each institution.

5. Registration and Student Records

- A. Students will register for courses through the regular registration processes at each institution.
- B. The Registrar's Office at OSU and the Admissions and Records Office at MHCC will be responsible for maintaining student records for dually admitted students for coursework taken at the respective institutions. Information will be shared on a read only basis between the institutions for these students.
- C. Students in the Dual Enrollment Program will be coded and tracked in the Student Information Systems at both institutions. The records of dually applied and admitted students will be accessed on a read only basis by both institutions.
- D. The institutions will work together to develop electronic data interchange (EDI) information technologies.

6. Financial Aid and Scholarships

- A. Financial aid will be available for qualified students who are dually admitted. Student data for financial aid will be shared between institutions. Compliance information and end-of-term information will be shared between Financial Aid Offices at each institution.
- B. Students will receive financial aid only through their “home institution” (which is determined by the degree seeking status of the student).
- C. Applications for OSU and MHCC scholarships will be available to dually admitted students. Some scholarships may have credit hour or other restrictions.

7. Student Grievances and Conduct

- A. Mt. Hood Community College agrees that no complaint or grievance by a student solely against or solely involving OSU and/or its administration, faculty, staff, services or facilities will be addressed through MHCC grievance procedures and all such complaints or grievances shall be referred to the appropriate OSU institutional process or grievance procedures. OSU agrees that students will not be allowed to use OSU grievance procedures to pursue complaints solely against MHCC.
- B. Students participating in the Dual Enrollment Program shall comply with the conduct standards at both institutions. MHCC and OSU may each intervene in cases of misconduct, particularly when cases involve health and safety. Students found in violation of conduct codes may receive sanctions from each institution. MHCC and OSU reserve the option to decide that only one institution will process a case of misconduct. MHCC and OSU will create a process for reporting to the other when the institution has undertaken student conduct actions.

8. Marketing

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

9. Student Services

Students in the Dual Enrollment Program will have access to student services at both campuses. Fee-based student services will be available to dually admitted students who have paid these fees.

10. Miscellaneous

- A. This agreement offers opportunities for more effective and efficient use of faculty, facilities, and support services by Mt. Hood Community College and OSU. Faculty and staff will be encouraged to develop cooperative efforts related to the delivery of courses and support services.
- B. This agreement shall not create any rights in any third parties, specifically any students participating in the program. The only parties to this agreement are OSU and MHCC.

11. Amendments and Termination

- A. Amendments to this agreement must be in writing and approved by the designated representative of each institution.
- B. Either party may terminate this agreement for cause by giving written notice to the designated representative at least 60 days prior to the commencement of a new academic term.

Signed, this 3rd day of May, 2005



Dr. Robert M. Silverman, President
Mt. Hood Community College



Dr. Edward J. Ray, President
Oregon State University