

1
2 **MEMORANDUM**
3 **OF**
4 **UNDERSTANDING**

5
6 **BETWEEN**

7
8 **OKLAHOMA STATE UNIVERSITY**

9
10 **AND**

11 **NORTHERN OKLAHOMA COLLEGE**



26 **2003**
27
28

1 This Memorandum of Understanding (MOU) between Oklahoma State University (OSU)
2 and Northern Oklahoma College (NOC) is entered into freely and with joint benefits to
3 both institutions for the purpose of providing degree credit courses in Stillwater,
4 Oklahoma. The program is intended to serve students who have not met OSU admission
5 requirements. This MOU will remain in effect as long both institutions desire to maintain
6 the understandings expressed below.

7
8 **WHEREAS:** OSU desires NOC to provide an alternative higher education opportunity
9 in the Stillwater area. **WHEREAS:** NOC desires to deliver such courses beginning with
10 the Spring Semester, 2004;

11
12 **THEREFORE BE IT RESOLVED:** OSU and NOC will enter into this MOU with the
13 intent of providing general education coursework in Stillwater beginning with the Spring
14 Semester, 2004.

15
16 Be it understood between OSU and NOC that:

17
18 **1. Delivery of Coursework**

- 19
20 • Coursework will be provided by NOC in accordance with this
21 Memorandum of Understanding.
22
23 • An adequate number of sections will be provided to serve students who
24 have not met OSU admission requirements.
25
26 • OSU students will be expected to take OSU general education courses.
27 Enrollment in general education courses for non-priority students at NOC-
28 Stillwater will not begin until the sixth week after the beginning of the
29 OSU enrollment period.
30

31
32 **2. Academic Calendar Alignment**

- 33
34 • NOC-Stillwater courses will be offered within the OSU academic
35 calendar.
36

37 **3. Admissions and Enrollment Processes / Transcripts**

- 38
39 • Students will be admitted to NOC-Stillwater by NOC.
40
41 • Students will enroll for these general education courses through the
42 regular enrollment process at NOC. NOC general education courses will
43 not be appear on OSU's SIS enrollment screen.
44 • NOC will provide transcripts for courses taught at NOC-Stillwater.
45
46

1 **4. Advising**

- 2
- 3 • Students enrolled at NOC-Stillwater will be advised by NOC advisers who
 - 4 will have available transfer guides and articulation plans for OSU courses
 - 5 and degree programs.

6

7 **5. Curriculum Content Alignment/Articulation**

- 8
- 9 • NOC-Stillwater will offer general education courses applicable to
 - 10 baccalaureate degrees at OSU. OSU will continue to recognize these
 - 11 courses as equivalent transfer courses according to the OSRHE
 - 12 articulation matrix.
- 13
 - 14 • General education courses that will be offered include, but are not limited
 - 15 to, the following:

16

17	CS 1113	Computer Concepts
18	ENGL 1113	English Composition I
19	ENGL 1223	English Composition II
20	GEOG 2253	World Regional Geography
21	HIST 1483	American History to 1865
22	HIST 1493	American History from 1865
23	HUMN 2113	Ancient Western Culture
24	HUMN 2223	Modern Western Culture
25	MATH 1513	College Algebra
26	MATH 2023	Elementary Statistics
27	POLI 1113	American National Government
28	PSYC 1113	Principles of Psychology
29	SOCI 1113	Principles of Sociology
30	SPCH 1713	Oral Communication

- 31
- 32 • OSU and NOC will establish an Articulation Committee comprised of
 - 33 faculty from affected academic departments to provide continuing
 - 34 coordination and, specifically, to ensure seamless articulation of courses
 - 35 between Northern and OSU. To ensure the success of NOC-Stillwater
 - 36 students who transfer to OSU, NOC-Stillwater courses should employ
 - 37 similar syllabi and textbooks to comparable OSU courses. In addition, the
 - 38 course maximums for NOC-Stillwater courses should not exceed those of
 - 39 comparable OSU courses.

40

41

42 **6. Faculty**

- 43
- 44 • NOC faculty will teach courses in Stillwater.
- 45

- 1 • NOC-Stillwater faculty will be provided access to appropriate OSU
2 services (e.g., library, cultural events, etc.).
3
- 4 • Part-time faculty at NOC may include part-time OSU faculty and graduate
5 students.
6
- 7 • NOC course offerings will be planned in consultation with the OSU
8 Provost's Office so that they will not adversely affect employment of OSU
9 graduate assistants who teach or assist in OSU general education courses
10 as part of their responsibilities.
11
- 12 • In accordance with OSU policy, full-time OSU faculty will be permitted to
13 teach courses at NOC during the regular academic year only with written
14 approval of their department head and dean.
15

16 **7. Academic Support Services**

- 17
- 18 • NOC will provide academic tutors at their Stillwater site during
19 operational hours Monday through Friday.
20
- 21 • NOC-Stillwater students will have access to OSU's academic support
22 services (e.g., Writing Center, Math Learning Resource Center). Funding
23 for such access will be included in the tuition and fee structure for NOC-
24 Stillwater students and subsequently transferred to OSU.
25

26 **8. Identification Card**

- 27
- 28 • All NOC-Stillwater students and faculty will be required to obtain an
29 NOC/OSU Gateway Program identification card.
30
- 31 • NOC-Stillwater student information (not including a photograph) will be
32 submitted electronically to OSU for the creation of student identification
33 cards. The student will go to the Student Union to have a picture taken
34 and receive a "NOC-Stillwater" identification card. These students will be
35 assessed a student identification fee for the cost of the identification card.
36 When students transfer from NOC to OSU, the cost of the OSU cards will
37 be in accordance with existing OSU Policies and Procedures.
38

39 **9. Resident Tuition Waivers—Faculty and Staff**

- 40
- 41 • Waiver of tuition charges for faculty and staff are institutionally specific.
42 The institution in which the employee holds faculty or staff status will
43 administer all resident and nonresident waivers for faculty and staff.
44 Institutions will pay full tuition to the institution providing the course(s)
45 for the employee.
46

- 1 • All nonresident tuition will remain with the employee’s institution of
2 record, no matter the waiver status.
3

4 **10. Resident Tuition Waivers—Students**
5

- 6 • Institutions may waive tuition charges, however the total cost of tuition
7 must be remitted to the institution providing instruction by the other
8 institution.
9
- 10 • Any nonresident tuition charged will remain with the student’s institution
11 of record.
12

13 **11. Student Systems—Bursar Accounts**
14

- 15 • NOC-Stillwater students will be billed for tuition and fees by NOC
16 and will adhere to the policies and procedures established by NOC in regard
17 to bursar accounts. However, there may be occasions when an NOC-
18 Stillwater student will incur a miscellaneous OSU Bursar charge unrelated to
19 tuition and fees. In these instances, the NOC-Stillwater student will be billed
20 by OSU for the miscellaneous charges. NOC will not allow NOC-Stillwater
21 students to reenroll if they have an outstanding balance on the OSU Bursar’s
22 system.
23
- 24 • The Director of NOC-Stillwater will communicate with OSU bookstore
25 personnel to coordinate the distribution and sale of textbooks needed for
26 NOC courses. NOC-Stillwater students may charge to their OSU Bursar
27 account through the OSU Bookstore.
28

29 **12. Financial Aid**
30

- 31 • Financial aid eligibility is based, in part, on the total number of hours in
32 which a student is enrolled; hours from both NOC and OSU will be
33 included in the calculation of total hours. To ensure the student receives
34 the maximum possible eligibility, a financial aid consortium agreement
35 between NOC and OSU will be signed.
36

37 **13. Administrative Systems – Financial Reporting System**
38

- 39 • A mid-term settlement of institutional payables/receivables will be utilized
40 to allow adequate time for enrollment to stabilize.
41
- 42 • Settlement amounts will be based on the allocation of fees to be retained
43 by each institution. Appropriate documentation will be provided to
44 support settlement amounts.
45

- 1 • The OSU Controller and NOC Vice President for Financial Affairs will be
2 designated to coordinate business affairs.
3

4 **14. Allocation of Tuition and Fees**
5

- 6 • The OSU Controller and NOC Vice President for Financial Affairs will
7 coordinate institutional business affairs to ensure that parity exists in
8 relation to tuition and fee charges.
9
- 10 • The special fees charged by OSU will be adopted by NOC for all students
11 attending the Stillwater site.
12
- 13 • NOC-Stillwater students will have access to campus academic and other
14 student support services and will be charged the same fees as OSU
15 students.
16
- 17 • Fees should be allocated to the institutions on the following basis for
18 students taking general education and basic courses.
19
- 20 ➤ NOC will retain/receive the following:
21
- 22 Resident Tuition; Nonresident Tuition; Student Facility Fees;
23 Assessment Fee; Records Maintenance Fee; Application Fee;
24 International Student Fee; Association Fee; Student Academic
25 Services Fee; Classroom Renovations Fee.
26
- 27 ➤ Oklahoma State will retain/receive the following:
28
- 29 Library Resource; Library Electronic Resource Fee; Student
30 Activity Fee; Campus Recreation Facility Fee; Cultural &
31 Recreation Fee; Student Health Fee; Health Risk Assessment Fee;
32 Daily O'Collegian Fee; Transit Fee; Living Group Fee.
33
- 34 ➤ The Technology Fee collected for remedial courses taught at NOC
35 will be the same amount charged to general education students in
36 OSU's College of Arts and Sciences. The fee will be split the
37 same as an Arts and Sciences fee with the designated Institutional
38 amount going to OSU and the designated college amount going to
39 NOC.
40
- 41 • Special events such as Orange Peel, All Sports Tickets (students only),
42 Allied Arts, theatre performances, etc will be offered to NOC students,
43 faculty, and staff at the rates established by the appropriate OSU entity.
44

45 **15. Residence Halls and Dining Facilities**
46

- 1 • NOC-Stillwater students may be housed in OSU Residence Halls on a
2 space available basis.
- 3
- 4 • NOC-Stillwater students will participate in meal plans as specified by
5 applicable OSU Policies and Procedures.
- 6
- 7 • NOC-Stillwater students will not be eligible for Greek housing options.
- 8
- 9

10 **16. Conduct**

- 11
- 12 • All NOC-Stillwater students using OSU facilities and services must
13 comply with the policies on Student Rights and Responsibilities
14 Governing Student Behavior. Violations of these policies will be
15 adjudicated by the appropriate OSU staff (e.g., Department of Residential
16 Life, Student Conduct Office, etc.) and will be reported to NOC
17 administrative officials for information purposes and possible additional
18 sanctions.
- 19

20 **17. Student Disability Services**

- 21
- 22 • OSU Student Disability Services will coordinate all assistance required by
23 NOC-Stillwater students with disabilities. To receive services, students
24 must meet eligibility requirements established by the Americans with
25 Disabilities Act and interpreted by OSU-SDS personnel. The cost for sign
26 language interpreters for NOC courses will be billed to NOC.
- 27

28 **18. Student Organizations**

- 29
- 30 • Unless specifically excluded by the organization's charter or institutional
31 policy, NOC-Stillwater students will be eligible to participate in all OSU
32 recognized student organizations.
- 33

34 **19. NOC Lease with the Education, Research and Economic Development
35 Foundation, INC. (EREDF)**

- 36
- 37 • The lease between NOC and EREDF will specify parking arrangements
38 associated with Cowboy Mall. Students taking courses at NOC-Stillwater
39 will be required to obtain parking privileges in accordance with existing
40 OSU Policies and Procedures if they bring a vehicle to campus and use
41 campus parking facilities.
- 42
- 43 • It is NOC's responsibility to contract for adequate safety and code-
44 compliance services.
- 45
- 46 • NOC is responsible for the entry and exit keying of its facilities.

- 1
- 2 • NOC will provide electronic security devices at NOC's cost as it deems
- 3 appropriate.
- 4
- 5 • NOC will provide video surveillance at NOC's cost as it deems
- 6 appropriate.
- 7
- 8 • Classroom configuration and scheduling are the responsibility of NOC.
- 9
- 10 • NOC will follow OSU's classroom labeling and numbering system.
- 11
- 12 • NOC is responsible for custodial services for their leased space.
- 13
- 14 • NOC is responsible for equipping (i.e., chairs, desks, computers, etc.) their
- 15 leased space.
- 16
- 17 • Data communications infrastructure within Cowboy Mall is NOC's
- 18 responsibility. All extensions from the NODE room and jacks are NOC's
- 19 responsibility.
- 20
- 21 • OSU's IT will provide networking service to NOC-Stillwater classes at no
- 22 charge as long as technology fees are collected and distributed in
- 23 accordance with the agreement above and such methodology does not
- 24 significantly change.
- 25
- 26 • NOC network servers are deemed to be insignificant at this time and will
- 27 not be charged. This issue is subject to review on at least an annual basis.
- 28
- 29 • NOC will use OSU's phone system and will be charged the same as any
- 30 other OSU unit.
- 31
- 32 • NOC will pay rent to EREDF in accordance with the lease agreement
- 33 between NOC and EREDF.
- 34

35 **20. Joint OSU/NOC Coordinating Committee**

36

37 The OSU President and the NOC President will each appoint three members to a

38 Joint OSU/NOC Coordinating Committee. One of the three members from each

39 institution must be a faculty member currently teaching general education

40 courses. The chair of the committee will rotate between institutions on an annual

41 rotation. Committee members will be appointed for three-year terms and may

42 succeed themselves. The purpose of the committee is to provide continuing

43 coordination and evaluation of the OSU/NOC joint efforts.

44

1 The above understandings constitute the entirety of understandings between NOC
2 and OSU pertaining to delivery of general education courses in Stillwater by
3 NOC. Any modifications, additions or deletions to the understandings must be in
4 writing and agreed to by both parties. This MOU will be evaluated annually at
5 the end of the Spring Semester for modification. The annual evaluation will be
6 the responsibility of the OSU Provost and Senior Vice President and NOC Vice
7 President for Academic Affairs with input from OSU's Vice President for
8 Enrollment Management and Marketing, OSU's Vice President for Administration
9 and Finance, OSU's Vice President for Student Affairs, OSU's Dean of the
10 College of Arts and Sciences, OSU's Faculty Council Chair, NOC's Vice
11 President for Financial Affairs and Director of NOC-Stillwater. If any
12 modification is needed between the annual evaluations, it must be presented to the
13 Joint Coordinating Committee for consideration.

14
15 Recommendations by the Joint Coordinating Committee will be forwarded to the
16 President of OSU, and the President of NOC, for action.

17

18 Agreed to this _____ day of 2003 by:

19

20 OKLAHOMA STATE UNIVERSITY

 NORTHERN OKLAHOMA COLLEGE

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David J. Schmidly, President

Joe Kinzer, President