

**Memorandum of Understanding  
Between  
Arkansas State University - Beebe  
And  
Arkansas State University – Jonesboro**

**INTRODUCTION**

This Memorandum of Understanding (hereinafter referred to as “MOU”) summarizes an educational partnership agreement between Arkansas State University – Beebe, an institution of higher education and an agency of the State of Arkansas (hereinafter referred to as “ASUB”) and Arkansas State University – Jonesboro, an institution of higher education and an agency of the State of Arkansas (hereinafter referred to as “ASUJ”) to provide undergraduate educational opportunities for students who may attend both institutions. Both institutions are committed to provide a seamless transfer so students may successfully complete their academic goals. This MOU ensures that each institution serves the needs of students by providing them with appropriate and accurate transfer and advising information.

**GENERAL PURPOSE**

The purpose of this MOU and the intent of the Parties is to set forth and establish procedures for the offering of courses and degree programs by ASUJ in collaboration with ASUB.

The Parties expect and anticipate that various courses will be offered through ASUJ via online and/or in person formats. The Parties agree that approved degree programs will be attached as exhibits to this MOU, and all programs will adhere to the principles of the MOU.

Students who satisfactorily complete the bachelor’s degree requirements with ASUJ in partnership with this MOU with ASUB and who meet all other program requirements for graduation will earn the appropriate degree from ASUJ. The degree may be awarded in a commencement ceremony on the ASUB or ASUJ campus.

**COURSES AND DEGREE PROGRAMS**

The degree programs, as well as any other degree programs offered by ASUJ at ASUB, will use the same admission and progression requirements and the same course requirements as stated in the ASUJ Undergraduate Academic Catalog. Academic guidance for any degree program will be provided as outlined in this MOU.

Prospective degree students will be provided information concerning the academic preparation required for enrollment in and completion of the degree programs. Representatives from both institutions will have input into all decision that directly impact the degree programs. It is agreed that ASUJ will emphasize quality in all degree programs offered with ASUB and will apply its own on-campus evaluations and assessments for ASUJ courses, degree programs, and graduates.

## OPERATION OF UNIVERSITY CENTER

- A. The A-State University Center located on ASUB's campus will provide guidance to students enrolled at ASUB to allow for seamless transfer to ASUJ into their attended Bachelor degree program following the completion of a certificate program or associate degree program at ASUB through joint events and collaborative projects.
- B. The "A-State University Center", previously known as the "Degree Center", located on ASUB's campus will be operated by ASUJ's Global Engagement and Outreach department.
- C. An on-site representative of ASUJ will be assigned to the ASUB campus to represent ASUJ and to provide advising and program information for ASUJ degree programs as needed.
- D. The on-site representative of ASUJ assigned to the A-State University Center (hereinafter referred to as the "Coordinator") will report to ASUJ's Global Engagement and Outreach department.
- E. Students will be advised on the requirements to complete the bachelor degree program after graduating from ASUB and throughout their bachelor degree programs by the Coordinator. Students may approach the Coordinator at any time, and may inquire about enrolling in a bachelor degree program following the completion of their associate degree program through the University Center. ASUB shall be responsible for advising students regarding their associate degree program.
- F. Registration for courses will be processed through the web-registration system or with the Coordinator. Students may pay tuition and fees online.
- G. The Coordinator may communicate with ASUB students, faculty, staff, and community members on a regular basis to help promote transfer to A-State.
- H. The Coordinator may display ASUJ approved promotional materials in their office, directly outside their office, or at ASUB events. ASUJ promotional materials displayed elsewhere on ASUB campus may be reviewed by ASUB prior to being displayed.
- I. The Coordinator will work no more than twenty-eight (28) hours per week, Monday through Friday, and occasional weekends as deemed appropriate by ASUJ, if part-time, and no more than forty (40) hours per week, Monday through Friday, and occasional weekends as deemed appropriate by ASUJ, if full-time. ASUJ will have sole discretion in determining whether to utilize a part-time or full-time employee to serve as Coordinator.
- J. ASUJ may hire assistants to the on-site ASUJ representative to assist the Coordinator with duties.
- K. ASUJ will require the Coordinator to:
  - a. Offer advising services to students enrolled at ASUB on the required courses for their desired bachelor degree program at ASUJ, through meeting with, providing course recommendations to, and answering questions of potential transfer students.
  - b. Work cooperatively with interested students on available bachelor degree programs at ASUJ, both on-campus and through its online or hybrid program.
  - c. Coordinate ASUJ bachelor degree programs offered on ASUB's campus.
  - d. Develop and implement collaborative projects between ASUB and ASUJ aimed at engaging students enrolled at ASUB with ASUJ.
  - e. Organize and attend events at ASUB and in the surrounding geographic area to promote transfer of students enrolled at ASUB after the completion of student's associate degree program or certificate program at ASUB.

- f. Create and review Program Check Sheets, aimed at simplifying and streamlining the transfer process, for potential transfer students.
  - g. Assist potential transfer students with admission and registration at ASUJ.
  - h. Work with various community partners in the geographic vicinity of ASUB to promote ASUJ.
  - i. Study transfer trends to identify learning needs to support and increase transfer from ASUB into ASUJ bachelor degree programs after the completion of the associate degree program or certificate program at ASUB, and to refine marketing for maximum effectiveness
- L. If ASUB would like for the Coordinator to perform any duties not contemplated in this MOU, ASUB will direct that request to ASUJ.
- M. ASUJ will provide all necessary and appropriate professional development and training for the Coordinator, and marketing supplies and materials.

### **SUPERVISION OF DEGREE PROGRAMS**

ASUJ academic programs offered at ASUB will be under the supervision of the of ASUJ's Provost and Executive Vice Chancellor for Academic Affairs and Research, and the appropriate dean for the respective programs. Students must meet the degree requirements prescribed in the appropriate ASUJ Undergraduate Academic Catalog. Students must adhere to the policies and procedures specified in the ASUJ Student Handbook and the ASUJ Undergraduate Academic Catalog. The Provost and Executive Vice Chancellor for Academic Affairs and Research, and the appropriate dean for the respective programs will review the degree programs each year.

### **OPERATION OF DEGREE PROGRAMS**

- A. It is the intent of this MOU that ASUB students complete all courses required for the ASUB associate degree program or certificate program before entering into a bachelor's degree program with ASUJ.
- B. Students must be officially admitted to ASUJ meeting all admission requirements, including submission of official transcripts, to enroll in courses offered by ASUJ.
- C. All student withdrawals and course additions will be processed through the ASUJ Registrar's Office and will adhere to ASUJ policies. The ASUJ Treasurer's office will issue applicable refunds per ASUJ policies.
- D. The ASUJ Registrar's Office will issue official transcripts for all ASUJ courses.
- E. All required books and course supplies will be listed in ASUJ course syllabi. Students may obtain books and supplies through the ASUJ bookstore or through alternative sources.
- F. ASUB and ASUJ will work together to provide program information and communication with the students.

### **FINANCIAL ARRANGEMENTS**

- A. Under this MOU, students enrolled in courses offered by ASUJ will pay all tuition and fees set forth by ASUJ. ASUJ may adjust tuition and fee charges from year to year, as it deems necessary.

- B. The ASUJ Financial Aid Office will disburse financial aid for the semester in which the qualified student is enrolled per ASUJ policies and procedures.
- C. Once students begin their courses with ASUJ, the ASUJ Financial Aid Office will serve as the contact for students seeking financial assistance. Transfer students, if qualified, will have the opportunity to compete for select transfer scholarships.
- D. Twenty Dollars (\$20.00) per credit of the distance education fee will be remitted to the ASUB for Fiscal Year 2021-22. *FY 24, 25, 26, 27 JJK*

**FACILITIES, SUPPORT, AND SERVICES**

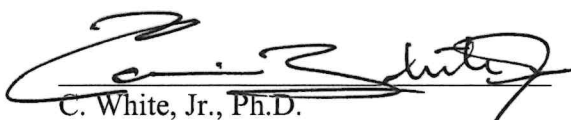
- A. ASUB will provide an office, adequate bathrooms, and parking opportunities for the Coordinator, ASUJ Faculty who are housed on site and any assistants to the Coordinator when on the ASUB campus to promote or work with students in a degree program.
- B. ASUJ will provide appropriate supplies, computer with updated anti-virus software, and printer for use for the Coordinator and assistants to the Coordinator.
- C. ASUB will provide phone and internet services at no charge. ASUB will provide copier access for a fee charged per semester at an amount equivalent to all other ASUB departments. ASUB will provide maintenance and cleaning of office provided. ASUB will provide utilities, including but not limited to electric, water, sewer, phone, and internet, for the office.
- D. ASUB will provide security during normal operating hours. If ASUJ classes or events are outside of ASUB’s normal operating hours, every effort will be made by ASUB to provide appropriate security for a fee to cover the additional expenses.


**IMPLEMENTATION, MODIFICATION, AND TERMINATION**

This MOU will commence on this 7th day of March, 2024, and shall remain in effect for a period of three (3) years. This MOU may be renewed for additional terms upon the mutual written consent of the Parties. The approved degree programs are outlined in the attached Exhibits. The student’s degree program requirements will be these specified on the signed degree plan when the student declares the major. Current degree plans will be provided yearly for this MOU.

Should either institution decide to terminate this MOU, or any degree program conducted under this MOU, it shall notify the other of the decision to terminate this MOU in writing. The written notice shall be sent at least sixty (60) calendar days prior to the beginning of the upcoming semester so as to minimize any negative effects on students enrolled in any listed programs. Any termination agreement will include a completion plan for students enrolled and on-track in any degree program, ensuring that they will be able to complete the degree program then in effect.

**WITNESS MY HAND.**

  
 C. White, Jr., Ph.D.  
 Provost and Executive Vice Chancellor  
 Arkansas State University – Jonesboro

  
 Jennifer Methvin, Ph.D.  
 Chancellor  
 Arkansas State University - Beebe

**Exhibit A**

**B.S.A. Agricultural Business**

**B.S. Engineering Technology**

**B.S.E. Elementary Education**

**B.S.E. Middle-Level Education**

*B.S. Business Administration*

*B.S. Construction Management*

*B.S. Digital Technology & Design*

*B.S. Engineering Management Systems*

*B.S. Strategic Communication*

*B.A. in Communication Studies*

*B.A. in Psychology*

*Bachelor of General Studies*