

MEMORANDUM OF UNDERSTANDING
ARKANSAS STATE UNIVERSITY-JONESBORO
AND
ARKANSAS STATE UNIVERSITY-BEEBE

July 1, 2012 - June 30, 2014

Article I

Introduction

Arkansas State University-Jonesboro and Arkansas State University-Beebe agree that Arkansas State University-Jonesboro will offer an additional degree on the Arkansas State University-Beebe campus Center for Advanced Studies. Arkansas State University-Jonesboro will offer in the Center for Advanced Studies the Master of Science in Education, Mid-Level Education, to begin Fall, 2012 semester. Course delivery will consist of traditional on-site, CVN, web-assisted, and online courses. The specifics of this relationship are outlined in the conditions included in this Memorandum of Understanding.

Article II

General Purpose

It is agreed that students who satisfactorily completed all the required courses offered by Arkansas State University-Jonesboro through the Center for Advance Studies and who meet all other program requirements for graduation will earn the appropriate degree from Arkansas State University.

The degrees offered in the Center for Advanced Studies will not indicate the location where the degree was earned. Graduate degree requirements are listed in the *Graduate Bulletin*. It is agreed that Arkansas State University-Jonesboro will emphasize quality in programs offered through the Center for Advanced Studies and will apply its own on-campus quality assurance measures to evaluate the program and its graduates.

Both institutions agree to provide appropriate services for students. Representatives from both institutions will have input into all decisions that directly impact the program. Prospective degree students will be provided complete information concerning the academic preparation required for enrollment in the courses and program offered.

Article III

Degree Programs

Arkansas State University-Jonesboro agrees to offer the selected degree program of Mid-Level Education in a manner that allows a student to earn master's degree in a timely manner.

Courses for the programs will be taught by Arkansas State University-Jonesboro faculty who are adjunct, full-time Arkansas State University-Jonesboro faculty assigned to teach at that location, or Arkansas State University faculty teaching the course through distance learning technology.

Degree programs offered through the Center for Advanced Studies will be housed in Arkansas State University-Beebe facilities with appropriate identification for Arkansas State University-Jonesboro. Arkansas State University-Jonesboro and Arkansas State University-Beebe will each provide adequate personnel as needed in order to properly facilitate the needs of students and degree programs. Arkansas State University-Beebe will provide office space for these persons as well as faculty assigned to the program as needs dictate. Arkansas State University-Jonesboro agrees to purchase needed equipment for full-time Arkansas State University-Jonesboro employees as the needs are presented and the budget provided.

Academic programs at Arkansas State University-Beebe will be under the supervision of the Arkansas State University-Jonesboro's Senior Associate Vice Chancellor for Academic Affairs. Academic guidance for this program will be provided by the Arkansas State University-Jonesboro College of Education , in which the courses and degree are located.

Article IV

Program Operation

The Counseling Center at Arkansas State University-Beebe will provide career counseling for students in the Arkansas State University-Jonesboro programs.

Only students who have been officially admitted to Arkansas State University-Jonesboro may enroll for courses offered by the Center for Advanced Studies.

Class rolls, mid-term grades, final grades, withdrawals, course drops, course additions and enrollment restrictions will be processed by Arkansas State University-Jonesboro. Any refunds due the student will be made by Arkansas State University-Jonesboro.

Arkansas State University-Jonesboro will issue official transcripts for all courses taken from Arkansas State University-Jonesboro.

Arkansas State University-Jonesboro's Office of Institutional Research and Management will be responsible for the preparation and submission of all Arkansas Department of Higher Education student files pertaining to the enrollment in the programs covered under this agreement.

The Financial Aid Office of Arkansas State University-Jonesboro located at the Arkansas State University-Beebe degree center will serve as the initial contact for students seeking financial assistance.

All books and course supplies for sections designated at the degree center at Arkansas State University-Beebe will be available in and will be sold by the Arkansas State University-Beebe Bookstore.

Students enrolled in the Center for Advanced Studies programs will receive Arkansas State University-Beebe identification cards. Students holding those identification cards will be granted privileges such as library services, student activities, etc. Students enrolled in Arkansas State University-Jonesboro courses are also eligible to receive a student ID card from the university. The card will entitle the students to specific student rights and activities. Those rights and activities will be determined by the fees paid for those services.

Arkansas State University-Jonesboro will provide Arkansas State University-Beebe with class schedules for publication at requested times. All program information will be coordinated between the two institutions.

Arkansas State University-Jonesboro will assist in the collection of all data necessary for the completion of all required reports in connection with the Center for Advanced Studies program.

Arkansas State University- Jonesboro and Arkansas State University-Beebe will work together to provide program information, communication, and public relation activities. Both institutions recognize the need to have the appropriate news and publication offices of both campuses involved in the process.

The Code of Conduct and Student Affairs policies of Arkansas State University-Jonesboro shall be applicable for students enrolled in Arkansas State University-Jonesboro courses offered under this agreement.

Article V

Financial Arrangements

Tuition and fees will be set for the Center for Advanced Studies by the Arkansas State University Board of Trustees. The Arkansas State University Board of Trustees may adjust tuition rates and fees from year-to-year as they deem necessary. Arkansas State University-Jonesboro will provide information on such rate changes to the appropriate Arkansas State

University-Beebe officials in a timely manner.

Arkansas State University-Beebe will provide building space. Arkansas State University-Jonesboro will reimburse Arkansas State University-Beebe for supplies, postage, copies, and long-distance phone calls for all Arkansas State University-Jonesboro programs. Arkansas State University-Beebe will provide basic capital equipment, but Arkansas State University-Jonesboro will be responsible for special needs equipment.

Students who live in a neighboring state will qualify for in-state tuition at Arkansas State University-Jonesboro if they reside in a county that borders the state of Arkansas. This in-state tuition policy will apply to any student who is enrolled in the Center for Advanced Studies

Arkansas State University-Jonesboro agrees to provide Arkansas State University-Beebe \$5.00 of the tuition collected for each credit hour to be used to enhance library holdings including appropriate technology by Arkansas State University-Beebe. Arkansas State University will collect a host fee as approved by the Arkansas State University Board of Trustees to be provided for the host campus for support of general costs of being the host. This fee will be \$25 per credit hour.

Article VI

General Agreements

Arkansas State University-Beebe will make building use guidelines available to Arkansas State University-Jonesboro and to the program staff in the Center for Advanced Studies. These guidelines include but are not limited to parking, security arrangements, emergency procedures, and school closing.

The schedule of classes at the Center for Advanced Studies may not match the schedule of classes followed at Arkansas State University-Beebe. Every attempt will be made to have a calendar match. However, that may not be possible. Also, the Center for Advanced Studies may operate at hours or on days when the Arkansas State University-Beebe does not offer classes.

Arkansas State University-Jonesboro will be responsible for preparing the Center proposals for submission to Arkansas Higher Education Coordinating Board. The implementation of a resident center where the credit hours earned are treated as resident on-campus for funding purposes is dependent upon the approval of Arkansas Higher Education Coordinating Board.

It is understood by both parties that not all conditions or arrangements can be anticipated. Consequently, a committee composed of two individuals from each institution will be formed to evaluate and deal with unanticipated issues that may arise.

The Center for Advanced Studies will continue after an annual review in March of each

year. Either institution may choose to terminate the agreement with minimum notice, in writing to the partner institution and students, of one year beyond the current academic year.

Official Signatures

We agree to the above conditions and indicate by our signatures our commitment to a quality university center program for students in the Arkansas State University-Beebe service area.

Don Howard by Ben Jones

Dr. Dan Howard
Interim Chancellor
Arkansas State University-Jonesboro

3/21/12
Date

Dr. Eugene McKay
Chancellor
Arkansas State University-Beebe

Eugene McKay *3-20-12*
Date