

# **A Memorandum of Understanding**

## **By and between the**

### **Louisiana Community and Technical College System and**

### **Louisiana Association of Independent Colleges and Universities (LAICU)**

This MOU shall be effective as of the date of the last signature hereto (the "Effective Date") by and between the LOUISIANA ASSOCIATION OF INDEPENDENT COLLEGES AND UNIVERSITIES (LAICU), whose address is P.O. Box 3222, Baton Rouge, LA 70821 and the LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM (LCTCS), whose address is 265 S Foster Drive, Baton Rouge, LA 70806.

#### **Background**

The Louisiana Community and Technical College System (LCTCS) is composed of 12 public technical and community colleges across Louisiana. LCTCS colleges collectively serve over 130,000 students in traditional credit instruction, workforce training, and adult education. Eighty percent of its over 25,000 annual graduates earned credentials in high-demand, high-income fields as defined by the Louisiana Workforce Commission. Each year, over 15,000 students transfer from an LCTCS institution to a 4-year university.

The Louisiana Association of Independent Colleges and Universities (LAICU) is a statewide nonprofit association which represents Louisiana's 10 regionally accredited nonprofit private colleges and universities: Centenary College, Dillard University, Franciscan Missionaries of Our Lady University, Louisiana College, Loyola University New Orleans, New Orleans Baptist Theological Seminary and Leavell College, Saint Joseph Seminary College, Tulane University, University of Holy Cross, and Xavier University of Louisiana. 28,000 plus students are served by Louisiana nonprofit private higher education. LAICU colleges and universities provide tremendous return on investment in education, community development, skilled workforce creation, research, economic growth, and upward mobility for the people of Louisiana. In addition to coordinating collaborative activities of its member institutions, LAICU works extensively in state and federal public policy arenas advocating on behalf of all LAICU colleges and universities, their faculty and staff, and the students served by Louisiana independent higher education.

#### **General Requirements**

LCTCS and LAICU enter into this MOU for the express purpose of ensuring acceptance of college coursework between institutions and further facilitate the transfer of LCTCS Phi Theta Kappa (PTK) students who satisfy criteria outlined in the articulation agreements between LAICU and each LAICU member institution. (See institutional articulation agreements for outlined criteria). Students who are not members of Phi Theta Kappa are encouraged to seek advisement from the transfer advisor at LAICU member institutions to learn more about alternate transfer pathways that may be available to them at that college or university.

When determined by LAICU member institutions, to their reasonable satisfaction, that a student has satisfied the conditions agreed upon between LAICU and LCTCS, LCTCS PTK transfer students will be afforded the following opportunities:

#### **Guaranteed Admission**

As outlined in each institution's agreement, LCTCS PTK transfer students awarded an Associate Degree, may be guaranteed admission at junior standing. Students will be made aware that additional prerequisites, and graduation requirements may be required for certain majors.

LCTC PTK transfer students without an Associate Degree but obtaining a minimum of 30 transferrable units will be guaranteed admission at an appropriate standing.

In either instance, students will be made aware of the additional prerequisites and graduation requirements in accordance with academic requirements for certain majors. Only students who are in good standing at their last transfer institution will be considered.

### **Transferability of Credit**

Because the Associate Degrees are designed to provide a clear pathway to a baccalaureate degree and they represent strong preparation for upper division coursework in a range of majors, LAICU institutions will guarantee that credits will be used towards graduation of a bachelor's degree.

For LCTCS PTK transfer students without an Associate Degree, but with a minimum of 30 transferrable units, LAICU institutions will accept the minimum number of semester units outlined in their articulation agreement. In cases where, transfer degree pathways are established along with a course articulation table for those transfer pathways, credits transferred will be used towards graduation requirements.

Institutions agree to accept the completion of general education requirements and other courses as identified in the state's Board of Regents' Course Articulation Matrix and agreed upon in their institution's articulation agreement. These courses will be used to satisfy requirements of degree programs.

### **Student Advising**

LAICU institutions will provide pre-transfer advising to LCTCS PTK students through online, onsite, and/or telephone advising. Further advising by discipline will be available to future transfer students prior to and once enrolled. Informational materials for potential transfer students will be available at the community colleges to facilitate the transfer process.

Activities may include the following:

- a. Participation in transfer conferences, transfer fairs, professional conferences, and visits to community colleges to educate administrators, counselors, faculty, staff, and students about University admissions requirements, costs, etc.
- b. Provision of onsite admissions to eligible LCTCS PTK students at transfer conferences, transfer fairs, and during college visits; and,
- c. Work with the LCTCS campus transfer centers to provide outreach to all students. Additional efforts will be made to reach out to PTK students.

For students without an Associate Degree, LCTCS and LAICU institutions will collaborate in communication and advice for students to have the opportunity to complete the Associate Degree while at their transfer institution, when applicable. This is commonly known as reverse transfer.

If an institution modifies the degree requirements or prerequisites after admission, transfer students will be accommodated with equivalent coursework credit and not penalized in total units required for their degree. Admitted transfer students will be required to follow the degree requirements as outlined in the catalog that was in effect at the time of application.

### **Housing and Scholarship Opportunities**

Priority consideration will be given to LCTCS PTK students for available campus housing during the first year if all applicable housing fees are paid by applicable housing application deadlines.

Transfer scholarship opportunities for incoming PTK students based on grade point average and meeting all other applicable criteria will be developed, based on available funding.



**Data Sharing**

For the purposes of this Agreement, parties agree to share student information that assists with the furtherance of the activities outlined herein. Both parties agree to keep student information confidential and to use such information only for the activities outlined in this agreement. All information about students obtained from any of the Parties shall be held confidential pursuant to the provisions of the Family Educational Rights and Privacy Act (20 U.S.C.A. 1232g) ("FERPA") and of La. R.S. 17:3914.

**Marketing & Communication**

The LCTCS will work with LAICU to develop an internal and external marketing plan to communicate and publicize the President's support of this Agreement to all LCTCS campuses. Dissemination may include print media, news releases, email, webinars, and social media distribution channels. The system office will assist in promoting this opportunity to each LCTC and ensure that Transfer Center Directors understand the benefits of the program for students. Professional organizations and initiatives will be encouraged to disseminate information about the agreement.

Students who are not members of Phi Theta Kappa are encouraged to seek advisement from the transfer advisor at LAICU member institutions to learn more about alternate transfer pathways that may be available to them at that college or university.

**Terms of Agreement and Severability**

The term of this MOU shall be ongoing commencing on the date first set forth above, provided that either party may terminate this MOU at any time and for any reason upon written notice, with the termination effective at the start of the following academic year. If the MOU is terminated, all students identified on or before the date of termination will retain their transfer guarantee and all other terms stated in the Agreement.

This Agreement contains the entire agreement between the parties pertaining to the subject matter hereof and may not be amended, unless in writing and signed by both parties.

This Agreement shall not be construed to create any rights in favor of any non-party hereto, including as third-party beneficiaries.

All notices (including, without limitation, approvals consents and exercises of rights or options) required or permitted to be given hereunder shall be in writing and shall be deemed served, if by personal delivery or by facsimile, on the date the same is actually received by the addressee thereof or, if by mail, two business days after the same is deposited with the United States Postal Service (or its successors) for mailing by Certified Mail, Return Receipt Requested, postage fully prepaid, addressed as hereinafter set forth, or, if by overnight messenger service (e.g., Federal Express) on the date of delivery by such overnight messenger service to the address as hereinafter set forth. All notices shall be addressed as follows or to such other address as the party entitled to receive such notice may, from time to time hereinafter, designate by giving written notice pursuant hereto:

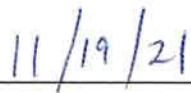
If to LAICU: Louisiana Association of Independent Colleges and Universities  
Attn: President & CEO  
P.O. Box 3222  
Baton Rouge, Louisiana 70821

If to LCTCS: Louisiana Community and Technical College System  
Attn: President  
265 S Foster Drive  
Baton Rouge, LA 70806

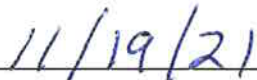
**ACCEPTANCE OF MEMORANDUM OF UNDERSTANDING**

In witness whereof, the undersigned signifies their intent to execute this Agreement and agrees to comply with the stated terms and conditions.

  
\_\_\_\_\_  
Kenya Messer  
President and CEO  
Louisiana Association of Independent Colleges and Universities

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Monty Sullivan  
President  
Louisiana Community and Technical College System

  
\_\_\_\_\_  
Date