MEMORANDUM OF UNDERSTANDING
between
METROPOLITAN STATE UNIVERSITY OF DENVER
(“MSU Denver” or “HOST School”)
AND
NORTHEASTERN JUNIOR COLLEGE
(“HOME School”)

Recitals:
The RN-BSN dual enrollment program will allow Students to complete some BSN credits at MSU Denver while they are completing required pre-requisite courses for the nursing program at the HOME School. This program will also allow Students to begin their pursuit of their BSN with 79 credits (combination of HOME School and MSU Denver School credits), as opposed to only 64 credits (if they completed a standalone RN program). Students will be directed to follow the official curriculum guide (Attachment B). Once the Student has completed the HOME School nursing program, they will move on to MSU Denver to complete their BSN, provided that they successfully meet program admission requirements.

This Memorandum of Understanding (MOU) will articulate a mutual agreement between MSU Denver and the HOME School concerning shared responsibilities for the nursing dual enrollment program that will begin during the fall 2014 semester.

Required approval, clearance and coordination has been accomplished from and with appropriate agencies.

1. HOME School Responsibilities:
   a. Responsible for financial aid reporting and distribution while the Student is completing the HOME School’s nursing program.
   b. Assign a dedicated advisor/counselor for the dual enrollment program.
   c. Ensure that Students make a good faith effort to follow the proposed RN-BSN curriculum. Communicate with MSU Denver advisors if any changes are made to a Student’s proposed curriculum sequence.
   d. Transfer appropriate courses related to the completion of the RN-BSN to MSU Denver by the end of 8th semester.
   e. The HOME school will accept transfer credits, earned by the above student, with a ‘C’ grade or better from the HOST school during the term(s) specified in this agreement.
   f. Coordinate marketing plans for the dual enrollment program before each application cycle with MSU Denver to ensure consistency and shared financial responsibility.
2. **MSU Denver/HOST School Responsibilities:**
   a. MSU Denver is the HOST School until the Student completes the HOME School’s nursing program, per Financial Aid Consortium agreement (Attachment A).
   b. Assign a dedicated advisor/counselor for the dual enrollment program. Advisor will be on site at the HOME School at least once per semester.
   c. Ensure that Students make a good faith effort to follow the proposed RN-BSN curriculum. Communicate with HOME School advisors if any changes are made to a Student’s proposed curriculum sequence.
   d. Transfer appropriate courses related to the completion of the RN-BSN back to HOME School by the end of every semester.
   e. MSU Denver will coordinate marketing plans for the dual enrollment program before each application cycle with the HOME School to ensure consistency and shared financial responsibility.

3. **HOME School and MSU Denver Shared Responsibilities:**
   a. Coordinate dual enrollment and admissions. Acceptance and completion of the HOME School’s nursing program qualifies a student to enter the MSU Denver RN to BSN program provided that the student successfully meets admission requirements.
   b. Communicate appropriate transfer of funds related to the financial aid consortium agreement by the end of every semester.
   c. Coordinate regular meetings between MSU Denver and HOME School’s nursing leadership teams. Frequency of meetings will be determined by both Schools’ nursing program leadership.
   d. Shared marketing responsibilities. Both Schools will create both an internal and external marketing strategy.
   e. Both Schools agree to the terms contained in the Financial Aid Consortium Agreement, attached hereto and incorporated herein by reference as Attachment A.

4. **Term and Termination**
   This MOU shall become effective on April 1st, 2014 or the date it is signed by both parties, whichever is later (the “Effective Date”), and shall automatically renew each year upon the anniversary of the Effective Date unless terminated pursuant to this section.

   Except as otherwise provided herein, either Party may terminate this MOU at any time without cause upon at least thirty (30) days’ prior written notice, provided that all participating Students at MSU Denver at the time of notice of termination shall be given the opportunity to complete the then-current semester at MSU Denver, such completion not to exceed the current academic term or five (5) months.

5. **Notices:**
   Each individual identified below is the principal representative of the designating Party. All notices required to be given hereunder shall be hand delivered with receipt required or sent by certified or registered mail or by email to such Party’s principal representative at the address set forth below. Either Party may from time to time designate by written notice substitute addresses or persons to whom such notices shall be sent. Unless otherwise provided herein, all notices shall be effective upon receipt.
6. Record Keeping Requirements.
Both Schools shall maintain a complete file of all records, documents, communications and other material which pertain to this MOU for a period of three (3) years from the date of final Student completion of the Program under this MOU, unless either party requests that the records be retained for a longer period.

HOME School:

Signature: ________________________

Name (print): Stanton Gartin

Title: Vice President Academic Services

Date: March 26, 2014

HOST School:

Metropolitan State University of Denver

By: ______________________________

Dr. Vicki Golich, Provost

HOST School (MSU Denver)

Metropolitan State University of Denver
Nursing Department, Campus Box 72
PO Box 173362
Denver, CO 80217-3362
Attn: Linda Stroup
Ph: 303-556-4391
Email: lstroup@msudenver.edu

And To:
Metropolitan State University of Denver
Extended Campus Program, Campus Box 6
5660 Greenwood Plaza Blvd., Ste. 100
Greenwood Village, CO 80111
Attn: Carol Svendsen
Ph: 303-721-1313
ATTACHMENT A
Nursing Financial Aid Consortium Agreement

As allowed in Part 668.19, Student Assistance General Provisions, this consortium agreement is entered into between the institutions listed below for the purpose of providing financial aid to the named student. For the purposes of this Agreement, “HOME School” shall mean Northeastern Junior College. “HOST School” shall mean Metropolitan State University of Denver.

CERTIFICATION

1. The HOME school is the parent institution for all financial matters.
2. The HOME school agrees to disburse all financial aid in accordance with federal and state regulations, as appropriate, for the term(s) specified by the HOST school.
3. The HOST school agrees NOT to process any federal, state and/or campus-based program financial assistance for the student during the term(s) specified.
4. The HOME school will accept transfer credits, earned by the above student, with a ‘C’ grade or better from the HOST school during the term(s) specified in this agreement.
5. The student is a degree-seeking student at the HOME school and is making satisfactory academic progress.
6. The HOME school considers the student accepted as a degree candidate at the HOME school although the said student will be taking course(s) at the HOST school.
7. The HOST school will verify in writing that the student is enrolled and attending course(s) and will notify the HOME school of any changes in the student’s enrollment status.

STUDENT REGULATIONS/CERTIFICATION

1. The student will submit a copy of their transcripts to the HOME school at the end of each term of enrollment prior to additional financial aid disbursements.
2. The student will notify each institution if they withdraw from course(s) at either institution.
3. Student is responsible for the payment of tuition, fees and all incurred debt at both the HOST School and the HOME School.

Students enrolled in less than 6.0 credits at the HOME or HOST School will not be reported as "at least a half-time" student to the National Student Loan Clearinghouse (NSLCH). Therefore, the student may need to verify enrollment with a paper copy requiring hand-carrying instead of electronically from the school to their student loan lender or NSLCH.

By signing below, the student agrees to comply with all policies and procedures at both the HOME School and the HOST School.

Completed forms must be submitted to the Financial Aid Office at both the HOME & HOST School.

______________________________
Student Signature (I have read & agree)

______________________________
Date

______________________________
Printed Student Name

______________________________
Student Phone Number

______________________________
HOME School Student ID

______________________________
HOST School Student ID
HOME SCHOOL: Northeastern Junior College

HOST SCHOOL: Metropolitan State University of Denver

The two institutions named above are herein entering into a consortium agreement for the student:

Enrollment Dates (M/D/Y) ___________________ to ___________________

HOST SCHOOL- Nursing Department – please list all the courses student is registered for during the enrollment period:

Enrollment Period is from _______________ through _______________. Term __________________

Actual number of credit hours enrolled ____________.

HOST SCHOOL Financial Aid Office – Please provide your actual Tuition and Fees for the course(s) the student is enrolled in.

Tuition and Fees $ ________________

HOME School  
Northeastern Junior College  
Financial Aid Officer:

Signature ___________________ Date ___________________

Printed Name: ___________________

HOST School  
Metropolitan State University of Denver  
Financial Aid Officer:

Signature ___________________ Date ___________________

Printed Name: ___________________
# Dual Enrollment Course Sequence Guide:
## Northeastern Junior College and Metropolitan State University of Denver

### Courses Taken at NJC and MSU Denver

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CRD.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJC</td>
<td>BIO 106</td>
<td>Basic Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>NJC</td>
<td>ENG 121</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>NJC</td>
<td>HPR 108</td>
<td>Dietary Nutrition</td>
<td>1</td>
</tr>
<tr>
<td>NJC</td>
<td>PSY 235</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>MSU Denver</td>
<td>MUS 100</td>
<td>Introduction to Music*</td>
<td>3</td>
</tr>
</tbody>
</table>

**2nd, 3rd, and 4th Semesters**

**Complete PN Program at NJC**

<table>
<thead>
<tr>
<th>Semester 5: Fall semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJC</td>
</tr>
<tr>
<td>NJC</td>
</tr>
<tr>
<td>NJC</td>
</tr>
<tr>
<td>MSU Denver</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 6: Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJC</td>
</tr>
<tr>
<td>NJC</td>
</tr>
<tr>
<td>MSU Denver</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 7: Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSU Denver</td>
</tr>
<tr>
<td>MSU Denver</td>
</tr>
</tbody>
</table>

**9th, 10th, and 11th Semesters**

**Complete Associate Degree Nursing Program at NJC**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CRD.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSU Denver</td>
<td>Hlthcare Elective</td>
<td>Any ITP/HCM 3000 or 4000 course</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS NEEDED FOR BACHELOR OF SCIENCE DEGREE IN NURSING = 120**

### MSU Denver Baccalaureate Registered Nurse Completion Option

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CRD.</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th Semester - Spring*** late start 8 week courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSU Denver</td>
<td>NUR 3100</td>
<td>Transitions</td>
<td>3</td>
</tr>
<tr>
<td>MSU Denver</td>
<td>NUR 3800</td>
<td>Advances in Clinical Practice</td>
<td>3</td>
</tr>
<tr>
<td>13th Semester - Summer***</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSU Denver</td>
<td>NUR 3700</td>
<td>Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>MSU Denver</td>
<td>NUR 3150</td>
<td>Intro to Gerontology Nursing</td>
<td>3</td>
</tr>
<tr>
<td>14th Semester - Fall***</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSU Denver</td>
<td>NUR 3400</td>
<td>Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>MSU Denver</td>
<td>NUR 4000</td>
<td>Community Health Nursing</td>
<td>6</td>
</tr>
<tr>
<td>MSU Denver</td>
<td>NUR 4150</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MSU Denver</td>
<td>Hlthcare Elective</td>
<td>Any ITP/HCM 3000 or 4000 course</td>
<td>3</td>
</tr>
<tr>
<td>15th Semester - Spring***</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSU Denver</td>
<td>NUR 4300</td>
<td>Leadership &amp; Management</td>
<td>4</td>
</tr>
<tr>
<td>MSU Denver</td>
<td>NUR 4850</td>
<td>Nursing Senior Experience</td>
<td>5</td>
</tr>
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**Dual enrollment does not guarantee admission to either the NJC or MSU Denver nursing programs.**

*These courses are recommended. Other courses can also satisfy this requirement - see an MSU Denver advisor.

**30 credits articulated from ADN program to MSU Denver.

***Can be taken on a part time track

+This course applies to A.D.N., does not transfer to Metro BSN program.

This course sequence guide is NOT meant to replace academic advising. This is only a suggested guide. For questions about the course sequence guide, please contact the MSU Denver Department of Nursing at 303-556-4391.

For questions about courses transferring to MSU Denver, please contact Transfer Services at transferquestions@msudenver.edu or 303-556-3774.

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Signature: [Signature]

Name (print): Stanton Gorth

Title: Vice President Academic Services

Date: March 26, 2019

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PO Box 173362
Denver, CO 80217-3362
Attn: Linda Stroup
Ph: 303-556-4391
Email: lstroup@msudenver.edu

And To:
Metropolitan State University of Denver
Extended Campus Program, Campus Box 6
5660 Greenwood Plaza Blvd., Ste. 100
Greenwood Village, CO 80111
Attn: Carol Svendsen
Ph: 303-721-1313

**HOST School:**

Metropolitan State University of Denver

By: Dr. Vicki Golich, Provost

By: __________________________

Date: _________________________

Date: _________________________