MEMORANDUM OF UNDERSTANDING
between
METROPOLITAN STATE UNIVERSITY OF DENVER
(“MSU Denver” or “HOST School”)
AND
ARAPAHOE COMMUNITY 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 A). 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 2013 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. HOME School nursing program leadership team will coordinate at least one meeting per semester with the MSU Denver RN-BSN program leadership team.
g. 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. HOST School until the Student completes the HOME School’s nursing program, per Financial Aid Consortium agreement (Attachment B).
   b. Assign a dedicated advisor/counselor for the dual enrollment program. Advisor will be on site at the HOME School at least once per month.
   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. The MSU Denver nursing program leadership team will coordinate at least one meeting per semester with the HOME School’s nursing program leadership team.
   f. 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.

4. **Term and Termination**
   This MOU shall become effective on August 6th, 2013 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.

**HOME School**
Arapahoe Community College
5900 South Santa Fe Drive
Littleton, CO 80120-1801
Attn: Geri Rush
Ph: 303-797-4222
Email: geri.rush@arapahoe.edu

**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

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:**
Arapahoe Community College

**HOST School:**
Metropolitan State University of Denver

Signature: [Signature Image]
Name (print): Diane E. Hegeman
Title: Vice President for Instruction
Date: 8/7/2013

By: [Signature Image]
Dr. Vicki Golich, Provost
Date: 8/9/2013