

## **Memorandum of Understanding**

### **Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas - Fort Smith**

and

### **Arkansas State University – Newport**

#### Article I Introduction

This Memorandum of Understanding (Agreement), effective July 1, 2022, is by and between the Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas - Fort Smith (UAFS) and Arkansas State University – Newport (ASUN).

#### Article II General Purpose

The purpose of this Agreement and the intent of the parties are to set forth and establish procedures for offering of degree programs by UAFS in collaboration with ASUN.

The parties agree that UAFS will offer the following program online:

- Bachelor of Science in Criminal Justice – Appendix A

This agreement will provide ASUN students pursuing the degree programs with a seamless transition toward the completion of the corresponding UAFS degree. These degree programs may be completed fully online or students may attend courses on the UAFS campus. UAFS and ASUN share a commitment to increasing student access to and success in higher education through this Agreement.

Additionally, a Reverse Transfer Agreement is set forth in Appendix B to promote a seamless transfer process for students to complete their bachelor's degree through UAFS while assisting ASUN in awarding the associate's degree. The Reverse Transfer Agreement will provide ASUN academic data for their students attending UAFS.

The parties agree that additional degree programs may be added if agreed upon, and will be set forth in additional exhibits attached to this Agreement. All programs will adhere to the principles of the Agreement.

Students who satisfactorily complete the bachelor's degree requirements with UAFS in accordance with this Agreement and who meet all other program requirements for graduation will earn the appropriate degree from UAFS.

#### Article III Courses and Degree Program

The BSCJ degree program, as well as any other courses or programs offered by UAFS with ASUN, will use the same admission and progression requirements and the same course

requirements as stated in the appropriate UAFS Undergraduate Academic Catalog. Academic guidance for any degree program will be provided as outlined in this Agreement.

Prospective degree students will be provided complete information concerning the academic preparation required for enrollment in and completion of the degree program. Representatives from both institutions will have input into all decisions that directly impact the degree program.

#### Article IV Supervision of Degree Program

The UAFS academic program offered with ASUN will be under the supervision of the Provost and Vice Chancellor for Academic Affairs and the College Dean. Students must meet the degree requirements prescribed in the appropriate UAFS Undergraduate Academic Catalog. The maximum number of hours transferable to the bachelor's degree of this MOU is 64 hours of 1000-2000 lower-level courses as designated on the degree plan; the number of upper-level transferable hours will vary by college and degree program. Students must adhere to the policies and procedures specified in the UAFS Student Handbook and the appropriate UAFS Undergraduate Academic Catalog. The Provost and Vice Chancellor for Academic Affairs and the College Dean will review the degree program each year.

A representative of UAFS will be assigned to ASUN to provide information and advising of students for the UAFS degree program.

#### Article V Operation of Program

- A. It is the intent of this Agreement that ASUN students complete all courses required for the associate degree at ASUN before entering into the bachelor's program at UAFS.
- B. Students must be officially admitted to UAFS meeting all admission requirements, including submission of official transcripts, to enroll in courses offered by UAFS.
- C. Once admitted to UAFS, students will be advised throughout their degree program by a UAFS advisor.
- D. Registration for courses will be processed through the UAFS Web-registration system or with a UAFS advisor. Students may pay tuition and fees online by electronic check or credit card through My.UAFS. Students may also contact the UAFS Cashier's Office at 479-788-7060 to pay by credit card.
- E. All student withdrawals and course additions will be processed through the UAFS Records Office and will adhere to UAFS policies. The UAFS Business Office will issue applicable refunds per UAFS policy.
- F. The UAFS Registrar will issue official transcripts for all UAFS courses.
- G. All books and course supplies will be listed in UAFS course syllabi. Students may obtain books and supplies through the UAFS bookstore or through alternative sources.
- H. ASUN will make library resources, computer resources, and proctoring services available to students enrolled in UAFS degree programs through this Agreement.
- I. UAFS and ASUN will work together to provide program information.

## Article VI

### Financial Arrangements

- A. The UAFS Business Office will manage all financial transactions related to this Agreement.
- B. Students enrolled in courses offered by UAFS will pay all tuition and fees set forth by the UA System Board of Trustees. The UA System Board of Trustees may adjust tuition and fee charges from year to year, as it deems necessary.
- C. The Financial Aid Office at UAFS will serve as the initial contact for students seeking financial assistance (Pell, Arkansas Challenge, FAFSA, etc.). Transfer students have the opportunity to compete for select transfer scholarships, if qualified.
- D. For students on financial aid, the UAFS Financial Aid Office will disburse financial aid for the semester in which the qualified student is concurrently enrolled at both institutions per the UAFS Consortium Agreement for Financial Aid. Financial aid will be disbursed to the student's account after the 11<sup>th</sup> class day. First-time loan borrowers will not receive a loan disbursement until after the 30-day waiting period. When financial aid is disbursed, UAFS will keep the amount owed to UAFS, and will send any remaining balance to the student. It is the student's responsibility to make payment arrangements with ASUN as needed.

## Article VII

### Meeting Facilities and Testing Services

- A. Every effort will be made by ASUN to provide a location for the UAFS representative when on the ASUN campus to promote or work with students in the degree program.
- B. ASUN will provide proctoring services for a fee for students enrolled in UAFS programs through this Agreement. The UAFS faculty agrees to ensure that all proctored test information and materials are provided for the proctoring services in a timely manner.

## Article VII

### Liability

Pursuant to Article 12 § 12 of the Arkansas Constitution, UAFS may not enter into a covenant or agreement to hold a party harmless or to indemnify a party from prospective damages. The parties are responsible for their own negligent conduct and that of their respective officers, employees, agents and designated representatives acting within the official scope of their positions.

## Article VIII

### Governing Law and Venue

The laws of the State of Arkansas govern this Agreement. The place of execution and venue governing the Agreement is Pulaski County, Arkansas. All matter relating to the validity, construction, interpretation and enforcement of the Agreement shall be determined in Pulaski County, Arkansas.

Article IX  
Sovereign Immunity

UAFS is an instrumentality of the State of Arkansas and is entitled to sovereign immunity. The parties agree that all claims, demands or actions of loss, expense, damage, liability or other relief, either at law or in equity, for actual or alleged personal injuries or property damage arising out of or related to the Agreement by UAFS or its officers, employees, agents or designated representatives acting within the official scope of their position, must be brought before the Claims Commission of the State of Arkansas. With respect to such claims, demands or actions, UAFS agrees that; (a) it will cooperate with ASUN in the defense of any claim, demand or action brought against ASUN seeking the foregoing loss, expense, damage, liability or other relief; (b) it will in good faith cooperate with ASUN should ASUN present any claim, demand or action of the foregoing nature against UAFS to the Claims Commission of the State of Arkansas; (c) it will not take any action to frustrate or delay the prompt hearing on claims of the foregoing nature by the said Claims Commission and will make reasonable efforts to expedite said hearing. The obligations of the paragraph shall survive the expiration or termination of the Agreement. Nothing in the Agreement between the ASUN and UAFS shall be construed as a waiver of UAFS's sovereign immunity or UAFS'S right to assert in good faith all claims and defenses available to it in any proceedings.

Article X  
Attorney's Fees

Neither party shall be liable in the other for any payment or attorneys' fees or costs on any claim, demand or action related to or regarding the validity, construction, interpretation, breach or enforcement of the Agreement.

Article XI  
Notice

Notice to UAFS required or permitted by the Agreement shall be effective upon receipt. In addition to any notice provisions specified in the Agreement, all notices, requests and other communications required or permitted to be sent under the Agreement, including any notice of demand, claim or breach against UAFS, shall be in writing and shall be delivered personally; or by facsimile (provided such delivery is confirmed); by overnight courier service; or by United States certified mail, postage paid, return receipt requested, to the following address set forth below:

University of Arkansas System  
Attn: Office of General Counsel  
2404 North University Avenue  
Little Rock, Arkansas 72207-3608  
Fax: 501-686-2517

Article XII  
Confidential or Proprietary Information

To the extent any provision in the Agreement restricts dissemination of confidential or proprietary information by UAFS, it shall not be construed to prohibit disclosure of such information to comply with a request by valid subpoena, court order or other applicable law.

Article XIII  
Confidentiality of Student Education Records

To the extent that Parties (UAFS and ASUN) shall have access to, store, and receive education records and financial information, the Parties agree to abide by the limitations on use and re-disclosure of such records set forth in the Family Educational Rights and Privacy Act (FERPA). The Parties agree to hold student record information in strict confidence and shall not use or disclose such information as required by law. Parties agree not to use the information for any purpose other than the purpose for which the disclosure was made.

Article XIV  
Non-Discrimination

Parties agree to adhere to any and all applicable Federal and State laws, including laws pertaining to non-discrimination. In particular, consistent with the provisions of Act 954 of 1977, as amended and codified at Ark. Code Ann. § 25-17-101, the Parties agree as follows: (a) the Parties will not discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap or national origin; (b) in all solicitations or advertisements for employees, the Parties will state that all qualified applicants will receive consideration without regard to race color, sex, age, religion, handicap or national origin; (c) failure of the Parties to comply with the stature, the rules and regulations promulgated thereunder and this non-discrimination clause shall be deemed a breach of contract and this contract may be canceled, terminated or suspended in the whole or in part; (d) the Parties will include the provisions or items (a) through (c) in every subcontract so that such provisions will be binding upon such subcontractor or vendor.

Article XV  
Implementation or Termination

This Agreement will commence in summer 2022. To the extent any prior agreements, negotiations, representations or any provision of prior Agreements contradicts or otherwise conflict with the terms or conditions of this Agreement, such provisions are canceled, superseded and revoked. The Agreement shall not be otherwise altered or amended other than an agreement in writing signed by the parties hereto.

The approved degree programs of this Agreement 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 Agreement.

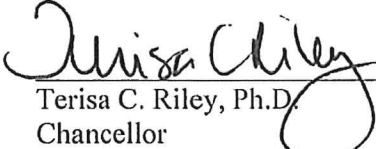
Should either institution decide to terminate this Agreement, or any program conducted under this Agreement, it shall notify the other of the decision to terminate in writing. This written notice shall be sent at least 60 calendar days prior to the beginning of the upcoming semester so as to minimize any negative effects on students enrolled in the program. Any termination will ensure that completion plans are implemented for students enrolled in any program, ensuring that they will be able to complete the degree program then in effect.

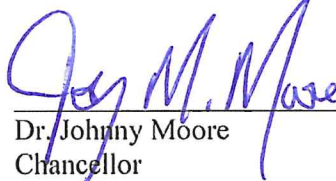
Article XVI  
Official Signatures

We agree to the above conditions and indicate by our signatures our commitment to provide quality academic programs for students in the ASUN Service Area.

Board of Trustees of the University of Arkansas  
acting for and on behalf of the  
University of Arkansas - Fort Smith

Arkansas State University – Newport

 7/28/22  
Terisa C. Riley, Ph.D. (Date)  
Chancellor  
University of Arkansas - Fort Smith

 9/21/22  
Dr. Johnny Moore (Date)  
Chancellor  
ASU - Newport

## Appendix A

**Bachelor of Science in Criminal Justice (BSCJ)  
University of Arkansas - Fort Smith  
In Partnership with Arkansas State University - Newport**

Arkansas State University – Newport (ASUN) students interested in earning a Bachelor of Science in Criminal Justice (BSCJ) degree from the University of Arkansas – Fort Smith (UAFS) may complete the first two years (lower division coursework) of the bachelor degree requirements at ASUN by completing an Associate of Science in Criminal Justice. Completed ASUN courses will be accepted by UAFS and applied to the BSCJ degree requirements according to the UAFS Undergraduate Academic Catalog. UAFS will offer the remaining BSCJ degree requirements through online courses. Per the partnership agreement, UAFS will transfer 64 hours of lower division coursework for the BSCJ.

Print Name: \_\_\_\_\_ Student ID \_\_\_\_\_  
Major Code: 4097, Catalog Year 2022-2023

ASU - Newport A.S. Criminal Justice Program Hours to Transfer to UAFS BSCJ <i>[UAFS course numbers are italicized in brackets.]</i>			
Hours	Courses	Notes	Grade
<b>General Education Requirement (35 Hours)</b>			
6	English Composition ENG 1003 Composition I [ <i>ENGL 1203</i> ] ENG 1013 Composition II [ <i>ENGL 1213</i> ]	1	
3	SPCH 1203 Oral Communication [ <i>SPCH 1203-Speech requirement</i> ]	1	
3	Math <i>Select one course from the following:</i> MATH 1023 College Algebra [ <i>MATH 1403</i> ] or MATH 1083 Quantitative Literacy [ <i>MATH 1303</i> ]	1	
8	Lab Sciences <i>Select one lab science from Biology</i> <i>Select one lab science from Physical Sciences CHEM, GEOL, PHSC or PHYS</i>	1	
3	Fine Arts <i>Select one course from the following:</i> ART 2503 Fine Arts Visual [ <i>HUMN 2563</i> ] MUS 2503 Fine Arts Musical [ <i>MUSI 2763</i> ] THEA 2503 2203 Fine Arts Theatre [ <i>THEA 1203 (FA)</i> ]	1	
3	Humanities <i>Select one course from the following:</i> ENG 2003 Introduction to Literature of the Western World I [ <i>2GEN ENGL HU</i> ] ENG 2013 Introduction to Literature of the Western World II [ <i>2 GEN ENGL HU</i> ] PHIL 1103 Introduction to Philosophy [ <i>PHIL 2753</i> ]	1	
9	Social Science SOC 2213 Principles of Sociology [ <i>SOCI 2753</i> ] <i>Choose 1 of the following:</i> HIST 1013 World Civilization to 1660 [ <i>HIST 1123</i> ] or HIST 1023 World Civilization Since 1660 [ <i>HIST 1133</i> ] <i>And take the following [History/Government requirement]</i> POSC 2103 Introduction to US Government [ <i>POLS 2753</i> ]	1	
<b>Criminal Justice Program Requirements and additional lower level hours to be taken at ASUN (16 Hours)</b>			

3	CRIM 1023 Introduction to Criminal Justice [CJ 1013]		
3	CRIM 2043 Community Relations [3 UAFS LL electives]	4	
3	CRIM 2253 Criminal Investigations [CJ 2402]		
3	CRIM 2273 Criminal Law [CJ 2003] or CRIM 2263 Criminal Evidence and Procedure [CJ 2603]		
3	CRIM 1053 Introduction to Corrections [CJ 2313]		
1	SOC 2223 Social Problems – Social Science requirement [UAFS LL 1hr. elective]	4	
<b>Additional courses that can be taken at ASUN or UAFS (9 Hours)</b>			
3	PSY 2013 Introduction to Psychology [PSYC 1163]	1	
3	SPAN 1013 Elementary Spanish I [World Language requirement]	5	
3	POSC 2203 State and Local Government [POLS 2853]		
<b>Total Hours 60 ASUN A.S. Criminal Justice Program Hours that will transfer to the BSCJ.</b>			
<b>ADDITIONAL BSCJ PROGRAM REQUIREMENTS TO BE COMPLETED ONLINE THROUGH UAFS (63 Hours)</b>			
Some courses may be transferred from another bachelor’s degree granting institution with UAFS advisor approval.			
1	FIN 1521 Personal Finance Applications	6	
3	CJ 1253 Criminology	2	
3	CJ 2003 Introduction to Criminal Law OR CJ 2603 Courts and Criminal Procedure (depending on what is taken at ASU - Newport above)	2	
3	CJ 2373 Police Systems and Practices	2	
3	CJ 2403 Legal Aspects of Law Enforcement	2	
4	CJ 2504 Criminalistics: An Introduction to Forensic Science	2	
3	CJ 2513 Juvenile Delinquency and Juvenile Justice	2	
3	CJ 3983 Introduction to Research Methods	2	
3	CJ 4113 Professionalism and Ethics in Criminal Justice	2	
3	CJ 4963 Criminal Justice Capstone	2	
21	CJ upper-level electives	2, 3	
3	MATH 2233 Applied Statistics or ECON 2113 Business Statistics [Can be taken at ASUN as MATH 2233 or ECON 2113]	1	
3	Upper-level History/Government elective	4	
3	Upper-level Humanities elective	4	
4	Upper-level electives	4	
<b>Total Hours 123 Must complete 40 hours of upper-level courses</b>			
<b>NOTES</b>			
1: General Education Core Requirements, see Graduation Requirements section of UAFS Undergraduate Academic Catalog OR follow the ASUN General Education Core requirements. History/Government stipulation: must take POSC 2103 United States Government [POLS 2753] and SOC 2213 Principles of Sociology [SOVI 2753] for social science.			
2: These courses are used to determine major courses in residency, see Graduation Requirements section of UAFS Undergraduate Academic Catalog.			
3: Upper-level Criminal Justice electives, 21 hours. Confer with advisor.			
4: Electives, 14 hours. In consultation with the faculty advisor, select three hours upper-level in history or political science, three hours upper-level in humanities, and four hours of upper-level electives. The remaining hours may be lower- or upper-level electives.			
5. Must complete one foreign language course.			



6: Prior to graduation students must demonstrate competency in financial literacy by satisfying completion of FIN 1521 Personal Finance Applications (or an approved substitution) with a grade of C or better, or by a score of 70% or more on a challenge exam for FIN 1521.

Program requirements- Must earn at least a "C" grade in all Criminal Justice courses applied to the degree.

**ACTS Transfer Course Information**

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment of the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Courses." See ACTS - Arkansas Course Transfer System at [acts.adhe.edu/studenttransfer.aspx](http://acts.adhe.edu/studenttransfer.aspx) for specific course information. See Acceptance of Transfer Credits section of the UAFS Undergraduate Academic Catalog for a complete list of transfer provisions.

**Student Degree Program Requirements**

A student's degree program requirements are those specified in the catalog in effect at the time of declaration of program major. Students must meet the above program requirements and the graduation requirements as indicated by institutional and college policy. The program can be changed only with the approval of the official advisor. If original courses are eliminated, students may be required to meet new curriculum requirements in the degree program. If students are not enrolled for two or more consecutive terms (excluding summer terms), they must reenter under the program requirements of the current catalog. Students are responsible for understanding program requirements and changes. This document is not official until signed and dated by both the student and an authorized university representative.

Student signature \_\_\_\_\_

Date \_\_\_\_\_

Advisor signature \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix B**

### **Reverse Transfer Agreement**

The University of Arkansas - Fort Smith (UAFS) and ASUN wish to facilitate the transfer of students, enhance the number and quality of learning options at the institutions, and provide a seamless transfer process for students. The Reverse Transfer Agreement is entered into in order to accomplish two primary objectives:

1. Communicate a message which encourages completion of the bachelor's degree among college transfer students.
2. Assist ASUN in awarding associate degrees.

UAFS and ASUN have entered into this Reverse Transfer Agreement and hereby agree as follows:

- UAFS and ASUN are active educational partners in providing educational opportunities for currently enrolled and potential students of both institutions. Each institution will maintain the integrity of their separate programs and enter into this agreement as equal partners.
- UAFS understands ASUN's mission of educating members of its service area and of awarding two-year associate degrees. The purpose of this Agreement is to permit eligible and interested students to transfer certain course work from UAFS to ASUN, through an MOU, to complete requirements for the associate degree. This process is called reverse transfer. It is created to increase student transfer rates to UAFS and raise associate degree completion rates at ASUN.
- Separate academic records for students will be maintained at each institution and each institution will be responsible for complying with all applicable laws related to such records, including, but not limited to FERPA. Students give permission to release their academic student data for the reverse transfer program when they complete the application for admission at both ASUN and UAFS.
- For ASUN students admitted to and enrolled in UAFS, UAFS will review its database and determine whether the students are eligible for reverse transfer by meeting the following conditions:
  - Have earned at least 24 hours at ASUN with a minimum 2.0 grade point average
  - Have earned at least 15 hours at UAFS with a minimum 2.0 grade point average
  - Have earned at least a total of 60 college credit hours
  - Have completed the 35 hours of general education core requirements
  - Be a degree-seeking student at UAFS in "good academic standing"

- UAFS agrees to send, at no cost, the transcripts of students who have met the qualifying conditions above. The following conditions apply to transcript delivery:
  - The qualifying transcripts will be sent electronically to ASUN.
  - Transcripts will be automatically sent once the eligible student completes at least 60 or more hours of all combined college credits. The transcripts will continue to be sent until the student completes a bachelor's degree or until ASUN notifies UAFS that a student has met the degree requirements at ASUN and will be awarded an associate's degree. The student can then be removed from the reverse transfer reporting system.
  - UAFS will also include student UAFS email addresses and current phone numbers in a separate email at the time the transcripts are sent. This information will only be used for educational purposes and not be distributed further.

Communication of this student information will occur each September and January or at other appropriate intervals agreed upon by the parties.

- Upon receipt of official UAFS transcript information, ASUN will conduct a degree audit of each affected student and evaluate all coursework that may assist in the completion of the student's associate degree at ASUN. Students who meet all ASUN degree requirements are eligible to receive an associate degree at no cost to the student. ASUN will notify each affected student that he or she is eligible to receive an associate degree and eligible to participate in ASUN's graduation ceremony. The diploma will be mailed to the new graduate.
- UAFS will send a bi-annual data report on all former ASUN students to include:
  - Number of students transferring from ASUN to UAFS each year
  - Number of credit hours students transfer with (an average and also how many 12-30 hours,
  - 31-45 and 46-60+) and how many transferred with an Associate's degree
  - Majors students declare upon transfer
  - Number of students who come to UAFS undecided
- Whether or not students were awarded scholarship(s) at UAFS — institutional and/or departmental
  - Any other longitudinal data about the students that is available, such as GPA when first start at UAFS and also the graduation GPA, baccalaureate degree completion rates & how many semesters to completion, % male and female, % minorities and breakdown of race and ethnicity, etc.
- UAFS and ASUN agree to cooperate in communicating with each other and with their common and respective communities concerning the relationship between the two institutions. UAFS and ASUN agree to acknowledge and recognize the reverse transfer agreement on each institution's website and via other marketing and publicity methods.

- UAFS and ASUN agree to communicate with each other any future curriculum changes, policy changes or resident credit requirements that will affect this MOLT.
- Each institution will designate in writing an employee who will serve as the point of contact for administration of this MOU and each institution will notify the other if the contact person changes.
- Any termination of this MOU, however, shall not relieve either party from completing obligations in progress prior to the effective date of the termination. Both institutions agree that students who are currently enrolled on the effective date of the termination shall be allowed to continue their programs in accordance with the terms and conditions in effect prior to the termination of the MOU. UAFS and ASUN intend and desire a continuing relationship for the purpose of exchanging information contained in the educational records of students who are participating in the program at the time of termination or expiration of this Agreement. The right of either institution to reserve educational records terminates once all eligible students have completed their programs or are no longer eligible for the reverse articulation program.

## **The University of Arkansas – Fort Smith Consortium Agreement for Financial Aid**

The University of Arkansas - Fort Smith Consortium Agreement is a written contract between University of Arkansas - Fort Smith (UAFS) (home school) and ASUN (host school) which enables students to apply for financial aid to take courses concurrently for the purpose of completing a baccalaureate degree. Under the Consortium Agreement, students may take courses at ASUN and have their financial aid count toward a degree at UAFS as identified through this Agreement.

UAFS is the school that will grant the student's baccalaureate degree. It is also the school that will process, award, and disburse financial aid. ASUN will be responsible for certifying the student's enrollment status and providing grade information upon completion of any concurrent enrollment term.

1. Students enrolling in both institutions and applying for financial aid must complete the attached University of Arkansas - Fort Smith Consortium Agreement. This form may be downloaded from the UAFS Financial Aid website at [www.admissions.uafs.edu/financial-aid/consortium-agreement](http://www.admissions.uafs.edu/financial-aid/consortium-agreement).
2. The University of Arkansas – Fort Smith's Consortium Agreement consists of four sections which must be completed by the student, UAFS Academic Advisor, UAFS Financial Aid Office, and ASUN Financial Aid Office. Once the Consortium Agreement has been completed, it must be returned to the UAFS Financial Aid Office for processing.
3. Under this Agreement, UAFS (home school) will be responsible for the following:
  - a. Certification that the student listed has been accepted for enrollment in an academic program that meets the Title IV student financial aid eligibility requirements.
  - b. Processing of the student's Title IV financial aid application and providing payment of Title IV funds (if eligible) for the consortium period.
  - c. Making available applicable student consumer information required under Title IV.
  - d. Certification that the student is making satisfactory academic progress toward the completion of his/her degree at UAFS.
  - e. Conducting Enrollment Reporting to the National Student Loan Data System.
  - f. Calculating returns of Title IV funds, when appropriate.
  - g. Maintaining Title IV recordkeeping and reporting requirements.
4. Under this Agreement, ASUN (host school) will be responsible for the following:
  - a. Making available applicable student consumer information required under Title IV.
  - b. Providing UAFS with documentation of the student's enrollment at the host school each semester.
  - c. Notifying UAFS if the student fails to enroll in, or withdraws from, ASUN (to include the withdrawal date and other relevant information).
  - d. Providing UAFS with the student's ASUN academic transcript upon completion of the consortium period.
5. The UAFS Financial Aid Office will disburse aid to the student's account after the 11<sup>th</sup> class day. First-time loan borrowers will not receive a loan disbursement until after the 30-day waiting period. When aid is disbursed, UAFS will keep the amount owed to UAFS, and will send the remaining balance to the student. There is no guarantee that the

student's financial aid will cover the balance at both institutions. It is the student's responsibility to make payment arrangements with ASUN as needed.

6. Enrollment status will be calculated on combined enrollment hours from UAFS and ASUN. All hours will be semester credit hours.
7. The student's Cost of Attendance will include tuition, fees, supplies, room and board and other allowable charges incurred for specific intended terms of enrollment at each institution.
8. Tuition and fees are charged by each institution, BSCJed on each institution's separate distinct tuition and fee policy.

For questions regarding the University of Arkansas - Fort Smith Consortium Agreement, contact the UAFS Financial Aid Office at 479-788-7090. Fax number is 479-788-7095.

See below a sample of the University of Arkansas - Fort Smith Consortium Agreement for Financial Aid that the student must complete and return to the UAFS Financial Aid Office. Students may download this form from the Financial Aid website at [www.admissions.uafs.edu/financial-aid/consortium-agreement](http://www.admissions.uafs.edu/financial-aid/consortium-agreement).

## UNIVERSITY OF ARKANSAS - FORT SMITH CONSORTIUM AGREEMENT FOR FINANCIAL AID

BETWEEN

**University of Arkansas - Fort Smith**

(Home School)

**Arkansas State University - Newport**

(Host School)

The Home School and the Host School listed above are hereby entering into a consortium agreement.

### Section I – To be completed by the student (Please type or print)

Name:	UAFS I.D.:
Telephone Number: (    )    -	
Name of Host School's Financial Aid Contact:	Fax Number for Financial Aid Contact:
Current Permanent Address:	Email Address for Financial Aid Contact:
Consortium Period: <b>(Must be completed for each term prior to Studying Away)</b> <input type="checkbox"/> Fall ____ <input type="checkbox"/> Spring ____ <input type="checkbox"/> Summer ____	

#### **Under this agreement, the student will:**

1. Be enrolled in a degree program at University of Arkansas - Fort Smith.
2. Maintain satisfactory academic progress.
3. Take courses at the Host School which are transferable to his/ her University of Arkansas - Fort Smith degree, as certified by his/her University of Arkansas - Fort Smith Academic advisor.
4. Notify University of Arkansas - Fort Smith Financial Aid Office if he/she does not begin attendance in the courses listed in section II of this agreement.

5. Immediately inform University of Arkansas - Fort Smith and Host School of any change in enrollment status, including withdrawing from all courses or substitution of approved courses.
6. Ensure that the Host School provides University of Arkansas - Fort Smith with an academic transcript upon completion of the consortium period.
7. File a FAFSA and complete the required financial aid process prior to all applicable deadlines.
8. Pay tuition, fees, and other expenses as charged by University of Arkansas - Fort Smith and/or Host School.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Section II – To be completed by University of Arkansas - Fort Smith Academic Advisor (UAFS Advisor should forward Form to UAFS Financial Aid Office)**

Number of credit hours the student is taking at the Host School: \_\_\_\_\_

Student's enrollment status while at the Host School:      Full-time      Three-quarter time      Half-time      Less than half-time

List the individual course(s) and credits the student is (will be) taking at the Host School which are applicable to his/her academic program at University of Arkansas - Fort Smith:

Course	Credits	Course	Credits
_____	-	_____	-
_____	-	_____	-
_____	-	_____	-

**Under this agreement, University of Arkansas - Fort Smith:**

1. Certifies that the student is enrolled in a degree program at University of Arkansas - Fort Smith.
2. Agrees to accept the course work listed above toward the completion of the student's degree requirements.

Advisor's Signature and Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Section III – To be completed by University of Arkansas - Fort Smith Financial Aid Office**

**Under this agreement University of Arkansas - Fort Smith:**

1. Agrees to process the student's Title IV financial aid application and provide payment of Title IV funds (if eligible) for the consortium period.
2. Will make available applicable student consumer information required under Title IV.
3. Certifies that the student is making satisfactory academic progress toward the completion of his/her degree at University of Arkansas - Fort Smith
4. Will conduct Enrollment Reporting to the National Student Loan Data System (NSLDS).
5. Will calculate returns of Title IV funds, when appropriate.
6. Will maintain Title IV recordkeeping and reporting requirements.

University of Arkansas - Fort Smith Financial Aid Officer's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Section IV – To be completed by the Host School financial aid office**

Will the student receive financial aid at your institution?      Yes      No

Type & amount of aid from Host School:	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

Enrollment period dates: From:		to:	
Number of credits student is enrolled for:			
Student's enrollment status: <input type="checkbox"/> Full-time <input type="checkbox"/> Three-quarter time <input type="checkbox"/> Half-time <input type="checkbox"/> Less than half-time			
Tuition & fees:	\$		Room & board: \$
Books & supplies:	\$		Transportation: \$
Misc. personal expenses:	\$		Other (specify): \$
<b>Under this agreement, the Host School:</b>			
<ol style="list-style-type: none"> <li>1. Certifies that the student listed has been accepted for enrollment in an academic program that meets the Title IV student financial aid eligibility requirements.</li> <li>2. Will make available applicable student consumer information required under Title IV.</li> <li>3. Will provide UAFS with documentation of the student's enrollment at the Host School.</li> <li>4. Agrees to notify UAFS if the student fails to enroll in, or withdraws from, the Host School (to include the withdrawal date and other relevant information).</li> <li>5. Will provide UAFS with a Host School academic transcript upon completion of the consortium period.</li> </ol>			
Host School Financial Aid Officer's Signature:			
Printed Name:		Title:	
E-mail Address:		Date:	
		Telephone:	
<b>Return this completed form to:</b>		<b>Comments:</b>	
<b>University of Arkansas - Fort Smith Financial Aid</b> <b>5210 Grand Avenue, PO Box 3469</b> <b>Fort Smith, AR 72913-3649 FAX: (479) 788-7095</b>			