

Mt. Mercy University and St. Ambrose University
Joint Enrollment Agreement

In a spirit of collaboration and cooperation, Mt. Mercy University (MMU), of Cedar Rapids, Iowa, and St. Ambrose University (SAU), of Davenport, Iowa, agree to enter into a joint enrollment (i.e., consortial) agreement whereby undergraduate students enrolled at either institution may enroll, simultaneously, in an agreed upon number of agreed upon courses offered by the partner institution and receive credit for those courses that will be transcribed by the home institution.

I. Definition of Terms and other Items:

- a. Partner Institution—This agreement employs the language of “partner institutions” in instances where the language of “home institution” and “host institution” (see below) is not relevant and/or creates needlessly awkward phrasing. The partner institutions referred to in this agreement are Mount Mercy University and St. Ambrose University.
- b. The Home Institution is defined as the institution at which the student is pursuing a degree. The Host Institution is defined as the institution at which the student is not seeking a degree, but is enrolled in one or more courses through the cross-registration agreement.
- c. Students may cross register for courses offered in all formats (e.g., face-to-face, online, and hybrid formats).
- d. Cross-registered students are counted only at the Home Institution (and not by the Host Institution) for purposes of determining total enrollment for reporting obligations and public relations purposes.

II. Conditions governing student participation in the joint enrollment agreement

- a. Courses eligible for joint enrollment will be determined by the respective administrations of both MMU and SAU as well as by faculty of the relevant academic programs. Students may enroll only in those courses that have been approved for joint enrollment.
- b. In order to be eligible for joint enrollment, a student must be an actively enrolled, full-time student at either institution who is in good standing at their Home institution (e.g., academically, financially, and behaviorally) at the time the student seeks approval for cross-registration and while actively enrolled in the course. Any exceptions to this rule will be determined on a case-by-case basis. Courses that a student is enrolled in through the cross-registration program may count toward a student’s full-time status.
- c. Students who wish to cross-register for one or more courses during a given semester or term must complete all necessary forms at the Host and Home

institutions and have the advance approval of both the Registrar and the Department Chair at the Home Institution.

- d. Students may register for a cross-registered course based on availability at the Host Institution after the regular registration period has been completed.
- e. MMU and SAU students may enroll in a maximum of eight (8) college credits at the partner institution during a single semester (i.e., during the Fall, Spring, or Summer semesters). Enrollment beyond the eight (8) hour limit will be considered on a case-by-case basis.
- f. All credits earned through the joint enrollment agreement will be applied to the degree the student is pursuing at their home institution.
- g. Through the collaboration of Registrar's Offices of the partner universities, course grades and credits earned will be transcribed by the student's home institution.
- h. Student enrolled in courses at the partner institution will be expected to abide by the policies and procedures of the institution for the courses in which they are enrolled. This includes all requirements for the courses for which they cross register.
- i. Students must have fulfilled any prerequisite requirements for the cross-registered course, and/or have completed co-requisites for the course and pass any appropriate competency or placement tests to the satisfaction of the Host Institution.
- j. Students participating in the joint enrollment agreement are not eligible for any additional financial aid beyond what they are receiving from their home institution.
- k. If the institutions' grading scales are not identical, a student's grade will be converted to the most appropriate grade at the Home Institution (e.g., a B+ or B- will be converted to a B at a Home Institution which does not award plus or minus grades).
- l. Students are expected to adhere to the dates specified by the partner institution for add / drop, withdrawal, and so forth.
- m. Participating in the joint enrollment program does not confer additional privileges such as the ability to participate in intercollegiate athletics, intramural athletics, or student clubs and organizations at the host institution.

III. Financial Arrangements for Cross-Registration

- a. The cross-registered student will pay tuition and fees and apply for financial aid

only at their Home Institution.

- b. Each institution will record and track the number of courses and the number of credit hours enrolled in by students from the partner institution.
- c. For purposes of this agreement, the academic year will be understood as beginning on June 1 and ending on May 31 of the subsequent year. By July 1 the partner institutions will compare data to determine the difference in the number of credits earned by students at each campus through the cross-registration agreement. The total difference for the academic year will be computed. If this difference is less than or equal to eight (8) semester hours, no monies will be exchanged for the year, If the difference exceeds eight (8) semester hours, the institution whose students earned more credits will compensate the other institution at a rate of \$240 per credit hour times the number of semester credit hours in excess of eight (8).
- d. Each academic year, the counting of cross-registered course credits will begin anew, with no carry over from one year to the next and with necessary payments made from one school to another in the fiscal year of unbalanced credits.

IV. Marketing and Communication

- a. For the purposes of this agreement, SAU grants to MMU, and MMU grants to SAU, permission to use, display, reproduce and publish, without compensation, one another's trademarks as an institutional partner on websites, co-branded web portals, and in print marketing publications.
- b. The parties will provide an electronic version of the Trademarks for the use permitted by this agreement. Each party represents and warrants that it possesses all rights necessary for the granting of the permissions set forth in this Agreement.
- c. Each Institution reserves the right to review in advance any information including, but not limited to, websites, cobranded web portals, and printed marketing publications.

V. Accreditation

- a. Mt. Mercy University and St Ambrose University will earnestly endeavor to ensure that they maintain accreditation through the Higher Learning Commission (i.e., their regional, institutional accrediting body), as well as through any specialized accrediting bodies, and ensure that all operations remain in keeping with accreditation requirements of their respective accrediting bodies.

VI. Duration, Termination, and Modifications to the Agreement

- a. Mt. Mercy University and St. Ambrose University agree that this Agreement

shall be in force the date of the signing of the Agreement and shall remain in force until modified or terminated in writing, following reasonable and mutual discussion by appropriately authorized representatives of the two institutions. Should either institution wish to terminate the agreement they must provide the partner institution, minimally, with 60 days' notice.

- b. Mt. Mercy and St Ambrose University reserve the right to revise or eliminate academic programs and courses. Such changes will be communicated to the appropriate parties. This articulation agreement will be reviewed annually to assure currency with each party's degree requirements and may be modified by attachment.
- c. The agreement may be modified at any time with the mutual consent of the partner institutions.

VII. Notification of Equal Educational Opportunities

- a. It is the policy of St. Ambrose University to provide equal opportunity in all terms and conditions of employment and education for all faculty, staff and students. The University is a non-profit educational institution which admits academically qualified students of any race, color, age, sex, religion, or national origin without regard to any physical handicap and extends all rights, privileges, programs, and activities generally available to students at the University. It does not discriminate on the basis of race, color, sex, religion, national origin, marital status, veteran status, or disability in the administration of its educational policies or programs including admissions, financial aid, and athletics. It also is an affirmative action/equal opportunity employer. St. Ambrose University is authorized under federal law to enroll non-immigrant alien students.
- b. Mount Mercy is committed to providing opportunity to people regardless of economic or social status and will not consider race, color, creed, religion, national origin, ethnic origin, sex, sexual orientation, disability, gender identity, age, marital status, citizenship, genetic testing, veteran's/military status, pregnancy or related medical conditions, other medical conditions, or any other factor protected by law unrelated to ability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Mount Mercy University compliance with the regulations implementing Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Vocational Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, or other related federal and state laws and regulations is directed to contact the Equal Opportunity Officer, Mount Mercy University, 1330 Elmhurst Drive NE, Cedar Rapids, Iowa 52402-4797, 319-363-8213, who has been designated by Mount Mercy to coordinate the institution's efforts to comply with the federal and state regulations concerning equal opportunity and affirmative action in admissions, programs, activities, and employment.

Tom Castle

Dr. Tom Castle, Provost and Vice President
for Academic Affairs

Mount Mercy University

May 2, 2024

Date

Todd Olson

Dr. Todd Olson, President

Mount Mercy University

5-1-2024

Date

JMR

Dr. Joe Roidt, Provost and Vice President
Academic Affairs

St. Ambrose University

MAY 1, 2024

Date

Amy C. Novak

Dr. Amy Novak, President

St. Ambrose University

May 1, 2024

Date