

**CO-ADMISSION AGREEMENT  
LINFIELD UNIVERSITY and MT. HOOD  
COMMUNITY COLLEGE NURSING PROGRAM**

Linfield University, an Oregon nonprofit corporation ("Linfield"), and Mt. Hood Community College Nursing Program ("Mt. Hood Community College"), (collectively the "Institutions"), agree to cooperate to promote successful undergraduate educational experiences for nursing students who wish to attend the Institutions as part of a Co-Admission Agreement hereinafter referred to as the "Agreement".

**GOALS OF THE CO-ADMISSION AGREEMENT**

The Institutions do not intend to create nor does this Agreement create or constitute a partnership or joint venture; instead, the Institutions agree that the Co-Admission Agreement will foster the following outcomes:

- Facilitate Mt. Hood Community College student progression to baccalaureate education and the Linfield RN to BSN Program through consistent program communication, curricular coordination, and focused academic advising.
- Develop individualized academic plans for Mt. Hood Community College nursing students that recognize their diverse academic experiences.
- Increase the number of Mt. Hood Community College nursing graduates that progress to the Linfield RN to BSN Program and graduate with the baccalaureate degree.

**IMPLEMENTATION**

Effective 04/15/2022, Linfield University and Mt. Hood Community College hereby agree as follows:

**A. Recruitment and Admission**

1. Students at Mt. Hood Community College who choose to enter the Co-Admission Agreement will have an opportunity to do so in each term of the academic year while a student of the Associate of Applied Science in Nursing degree program at Mt. Hood Community College.
2. Both Institutions will participate in monitoring demographic, progression, and completion data to measure the outcomes of the Co-Admission Agreement and guide next steps.
3. To be eligible, students must be accepted into the Associate of Applied Science in Nursing degree program at Mt. Hood Community College.

4. Nursing students of Mt. Hood Community College who choose to enter the Co-Admission Agreement will be considered for admission to Linfield University. Linfield University admission requirements must be met.
5. Once Mt. Hood Community College nursing graduates have an unencumbered RN license, they are eligible to progress to the nursing major and be considered for admission to the Linfield University RN to BSN program. RN to BSN Program admission requirements must be met. Mt. Hood Community College agrees to send student's official transcripts to Linfield University upon graduation verifying the awarding of the associate degree.
6. If the Mt. Hood Community College student should decide to register for one Linfield University course during a term when they are still enrolled at Mt. Hood Community College, Mt. Hood Community College will provide Linfield University with a copy of his/her transcript prior to graduation.
7. The Linfield University application fee will be waived for the Mt. Hood Community College co-admitted student.
8. Linfield University reserves the right to rescind admission to any student admitted through the Co-Admission Agreement for reasons of academic progression or conduct. Students will be notified in writing.

## **B. Tuition and Fees**

1. Mt. Hood Community College students will pay tuition and fees for each institution according to each institution's normal tuition and fee structure.

## **C. Articulation and Advising**

1. The Co-Admission Agreement will be coordinated through the Office of Academic Affairs at Linfield University, with support from Linfield – Good Samaritan School of Nursing, and the Office of Instructional Services at Mt. Hood Community College.
2. Academic advising will be a shared responsibility with involvement of advisors from both Institutions.
3. Upon admission to Linfield University, courses required for graduation will be identified based upon a Transfer Credit Evaluation completed by Linfield University staff, and as determined under the Linfield University catalog in effect during the year of admission.

4. Students participating in the Co-Admission Agreement will have six academic terms (including fall, winter, spring, summer) from the date of graduation with an Associate of Applied Science in Nursing degree from Mt. Hood Community College to register for Linfield University courses. If a student does not register within six consecutive terms, he/she will be considered for admission as a regular RN to BSN applicant.
5. In the event that substantive curriculum changes occur at either institution, a new credit or curriculum overview document will be submitted as an addendum to the agreement.

**D. Registration and Student Records**

1. Students will register for courses through the regular registration process at each institution.
2. The Registrar's Office at Linfield University and Admissions and Records Office at Mt. Hood Community College will be responsible for maintaining student records for co-admitted students for coursework taken at the respective institutions.
3. Appropriate student information will be shared between the Institutions. Co-Admission students will be coded and tracked in the student information systems of Linfield University and Mt. Hood Community College.

**E. Financial Aid**

1. The following definitions shall apply:

*Home School (Mt. Hood Community College)*-the school where the student is enrolled in an associate degree program and registered for at least one nursing course each term (8-9 hours of credit). The Home School will determine eligibility for financial assistance and will be the school that awards all financial aid. Mt. Hood Community College can only accept 100 and 200 level courses taken at Linfield University as applicable to the associate degree, and when determining eligibility for financial aid.

*Host School (Linfield University)*-the school where the Mt. Hood Community College student is taking part of his or her degree program requirements through a co-admission agreement. The host school agrees not to participate in any way in the awarding and disbursement of financial aid.

**F. Student Expectations and Conduct**

1. Students are required to meet the expectations and standards for student conduct at each institution.
2. Students are required to meet the academic progression policies at both Institutions.

**G. Parties**

1. This Agreement shall not create any right in any third parties, specifically any participating students. The only parties to this Agreement are Linfield University and Mt. Hood Community College.

**H. Term and Termination**

1. This Agreement shall continue in effect until terminated by either institution. Notice of termination shall be in writing and sent to the attention of the President of the other institution.
2. Termination of this Agreement shall take effect on the later of the following dates: a) the date which is ninety (90) days after the Notice of Termination is deposited as certified mail postage prepaid in the United States Mail addressed to the office of the president of the other institution, the "Termination Date" or b) if the Termination Date would occur within an academic semester and/or academic term, then on the date that such academic term is completed.
3. The Institutions agree to thereafter cooperate in providing the information to each other necessary to complete student records.
4. This agreement constitutes the entire agreement of the Institutions. Any amendments to this Agreement must be in writing and signed by the president or chief academic officer of both Institutions.
5. This agreement can be terminated at any time by the mutual written agreement of both Institutions.

*Signatures on file with MHCC's Instructional Services office.*