

## **Articulation Agreement**

**Between**

**Board of Trustees of the University of Arkansas acting for and on behalf of the  
University of Arkansas – Fort Smith  
and  
Northeast State Community College**

### **I. PURPOSE**

This Articulation Agreement (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 Northeast State Community College (Northeast State).

This Agreement is designed to coordinate transfer policies, enhance advising, set forth and establish procedures for the offering of courses and a degree program by UAFS, and promotes the acceptance of the transfer of an Associate of Applied Science (AAS) degree from Northeast State to UAFS.

UAFS will offer courses through the Bachelor of Science in Organizational Leadership (BSOL) online degree completion program. This degree program will begin July 1, 2022 as set forth in Exhibit A. The BSOL is offered through the College of Applied Science and Technology at UAFS.

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

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

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.

### **II. ELEMENTS OF THE AGREEMENT**

#### **A. Admission Practice and Acceptance & Application of Credit**

1. This degree program, as well as any other degree programs offered by UAFS at Northeast State, will use the same admission and progression requirements and the same course requirements as stated in the UAFS Undergraduate Academic

Catalog. Academic guidance for any degree program will be provided as outlined in this Agreement.

2. UAFS agrees that if a student satisfactorily completes an AAS degree and presents the appropriate transcript documentation through the UAFS Admission process, the following principles will apply:
  - a. Northeast State students who have a cumulative GPA of at least 2.0 on all previous coursework will be eligible for admission to UAFS. Once admitted, students are subject to all other policies and procedures, including residency requirements of UAFS, as outlined in the UAFS Undergraduate Academic Catalog.
  - b. Students must complete the admission application process and provide official transcripts from all colleges/universities attended (sent directly to the UAFS Records Office or submitted to the UAFS Records Office in an official, sealed, school envelope). All official transcripts must be received prior to the beginning of the term in which the student wishes to enroll at UAFS to complete the application process. UAFS does not charge an application fee.
  - c. All courses required to complete the specific related associate degree program in which a grade of C or higher has been earned will be transferred into the BSOL degree program in their entirety, allowing the student to complete a related degree program at UAFS in approximately two years of full-time study.
  - d. UAFS will evaluate credits earned through Advanced Placement (AP), College-Level Examination Program (CLEP), or other testing programs.
3. Although students are encouraged to complete an AAS degree prior to transfer, UAFS will accept applications from all Northeast State students. Course transfer will be evaluated on a course by course basis in accordance with the UAFS transfer policy.
4. Students enrolled under this Agreement will be subject to all UAFS policies and procedures specified in the UAFS Undergraduate Academic Catalog and UAFS Student Handbook.

## **B. Operation of Degree Program**

1. UAFS academic programs offered at Northeast State will be under the supervision of the Provost and Vice Chancellor for Academic Affairs and the College Dean. The maximum number of hours transferable to the BSOL degree of this Agreement is 75 hours of 1000-2000 lower-level courses as designated on the degree plan; the number of upper-level transferable courses will vary by college and degree program. The Provost and Vice Chancellor for Academic Affairs and the College Dean will review the degree program each year.
2. A representative of UAFS will be assigned to Northeast State to provide information and advising of students for the UAFS degree program.

3. It is the intent of this Agreement that Northeast State students complete all courses required for the associate degree at Northeast State before entering into the bachelor's program at UAFS.
4. Northeast State students will follow the UAFS registration process as follows:
  - a. Students must be officially admitted to UAFS meeting all admission requirements, including submission of official transcripts, to enroll in courses offered by UAFS. (MOU)
  - b. Once admitted to UAFS, students will be advised throughout their degree program by a UAFS advisor.
  - c. 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.
  - d. 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.
  - e. The UAFS Registrar will issue official transcripts for all UAFS courses.
5. Under this Agreement, financial arrangements for UAFS enrollment will be coordinated by UAFS.
  - a. 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.
  - b. The UAFS Business Office will manage all financial transactions related to this Agreement.
  - 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 Northeast State as needed.
6. 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.

7. Northeast State will make library resources, computer resources, and proctoring services available to students enrolled in a UAFS degree program through this Agreement.
8. Every effort will be made by Northeast State to provide a location for the UAFS representative when on the Northeast State campus to promote or work with students in the degree program.
9. UAFS will manage the proctoring of exams according to its established proctoring policies. In the event a student completing a degree through this agreement needs an exam proctored, Northeast State will provide proctoring services free of charge. The UAFS faculty agrees to ensure that all proctored test information and materials are provided for the proctoring services in a timely manner.

### **C. Implementation of the Agreement**

1. This Agreement will commence in July 1, 2022, and will continue until either Northeast State or UAFS deems it advisable to terminate this agreement.
2. Upon request, UAFS will provide Northeast State reports on enrolled Northeast State transfer students and their academic performance to the extent permitted by law.
3. UAFS and Northeast State agree to assist each other in promoting this Agreement appropriately in their respective promotional materials, events, websites, and reports and through the sharing of mailing/email lists, consistent with the Family Educational Rights and Privacy Act.
4. This Agreement may be amended, as necessary, for specific program articulation without affecting the master agreement.
5. The approved degree programs of this Agreement are outlined in the attached Exhibits. The student's degree program requirements will be those specified on the signed degree plan when the student declares the major. Current degree plans will be provided yearly for this Agreement.

## **III. Policies Governing Contracting with the University of Arkansas - Fort Smith**

**A. 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.

**B. 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.

**C. 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 Northeast State in the defense of any claim, demand or action brought against Northeast State seeking the foregoing loss, expense, damage, liability or other relief; (b) it will in good faith cooperate with Northeast State should Northeast State 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 Northeast State 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.

**D. 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.

**E. 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

**F. 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.

**G. Confidentiality of Student Educational Records** - To the extent that Parties (UAFS and Northeast State) 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.

**H. 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.

#### **IV. 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.

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.

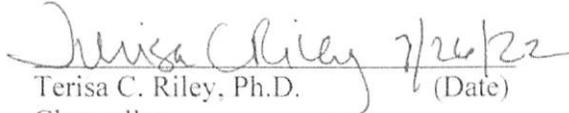
For UAFS: Dr. Shadow Robinson, Provost & Vice Chancellor for Academic Affairs  
University of Arkansas - Fort Smith, P. O. Box 3649, Fort Smith, AR 72913

For Northeast State Community College: Dr. Connie Marshall, Interim President Northeast State  
Community College, 2425 Highway 75, P.O. Box 246, Blountville, TN 37617-0246.

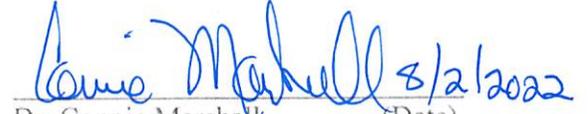
**OFFICIAL SIGNATURES**

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

Board of Trustees of the  
University of Arkansas acting for

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

Northeast State Community College  
and on behalf of the  
University of Arkansas - Fort Smith

  
Dr. Connie Marshall (Date)  
President  
Northeast State Community College

**Exhibit A**

<p><b>Bachelor of Science in Organizational Leadership (BSOL)</b>  <b>University of Arkansas-Fort Smith</b>  <b>In Partnership with Northeast State Community College</b></p>
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Northeast State Community College (NSCC) students may earn the Bachelor of Science in Organizational Leadership degree online from the University of Arkansas - Fort Smith. Students will complete the first two years (lower-level coursework) of the bachelor’s degree requirements at NSCC by completing an Associate of Applied Science degree in a technical area. Completed NSCC courses will be accepted by UAFS and applied to the BSOL degree requirements according to the UAFS Undergraduate Academic Catalog. UAFS will offer the remaining BSOL requirements through online courses. Students will be able to transfer up to 75 credit hours of lower-level credits following this degree plan.

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

IDN: \_\_\_\_\_

Major Code: 0201, Catalog Year 2022-2023

NSCC A.A.S. DEGREES TO TRANSFER TO UAFS BSOL DEGREE			
The Bachelor of Science in Organizational Leadership (BSOL) degree is an online degree completion program for students who have completed an Associate of Applied Science degree from NSCC. <i>[UAFS course numbers are italicized in brackets.]</i>			
Hours	Courses	Notes	Grade
<b>Pre-Program Requirements:</b>			
6	English <i>[English Composition requirement]</i> ENGL 1010 English Composition I <i>[ENGL 1203]</i> ENGL 1020 English Composition II <i>[ENGL 1213]</i>	1	
3	COMM 2045 Public Speaking <i>[SPCH 1203]</i>	1	
6	Mathematics <i>[Mathematics requirement]</i> MATH 1530 Introductory Statistics <i>[MATH 1403]</i> Plus one additional higher math course with College Algebra as a prerequisite.	1	
8	Life and Physical Sciences <i>[Lab Science requirement]</i> <i>Select two lab sciences from the General Education Core requirements</i>	1	
3	History/Government <i>[History/Government requirement]</i> <i>Select one course from the following:</i> HIST 2010 The United States History before 1877 <i>[HIST 2753]</i> HIST 2020 The United States History since 1877 <i>[HIST 2763]</i> POLS 1030 American Government <i>[POLS 2753]</i>	1	
3	Fine Arts <i>[Fine Arts requirement]</i> <i>Select one Fine Arts course from the General Education requirements.</i>	1	
3	Humanities <i>[Humanities requirement]</i> <i>Select one Humanities course from the General Education requirements.</i>	1	
6	Social Sciences and Behavior Sciences <i>[Social Sciences requirement]</i> PSYC 1030 Introduction to Psychology <i>[PSYC 1163]</i> ECON 2200 Principles of Microeconomics <i>[ECON 2813]</i>	1	
37	Career Block (NSCC AAS technical course requirements) will transfer to BSOL	4	
<b>Total Hours: 75 Maximum number of lower-level (1000-2000) hours transferable to the BSOL Degree.</b>			

REQUIREMENTS AFTER ADMISSION INTO THE BACHELOR OF SCIENCE IN ORGANIZATIONAL LEADERSHIP PROGRAM							
Junior Year – Fall Semester: 12 Hours				Junior Year – Spring Semester: 12 Hours			
Hours	Courses	Notes	Grade	Hours	Courses	Notes	Grade
3	LEAD 3603 Foundations of Organizational Leadership	2		3	LEAD 3623 Professional Communication	2	
3	LEAD 3133 Organizational Ethics	2		3	LEAD 3643 Group Dynamics	2	
3	RHET 3603 Writing for the Workplace	2		3	LEAD 3633 Leadership Theory	2	
3	PRFS 4133 Project Management	2		3	PSYC 3133 Social Psychology	2	
Senior Year – Fall Semester: 12 Hours				Senior Year – Spring Semester: 9 Hours			
Hours	Courses	Notes	Grade	Hours	Courses	Notes	Grade
3	LEAD 4673 Global Complexities	2		3	LEAD 4693 Dimension of Leadership Capstone	2	
3	LEAD 4403 Non-Profit Organizations	2		3	LEAD 3683 Leadership Systems	2	
6	Upper-level elective	4		3	Upper-level elective	4	
<b>Total Bachelor Hours: 120 At least 40 hours must be upper-level.</b>							
NOTES							
1. General Education requirements, see Graduation Requirements section of UAFS Undergraduate Academic Catalog OR follow the NSCC General Education requirements. Mathematics stipulation: must take six hours of mathematics to include College Algebra and one additional math course with College Algebra as a prerequisite; Social Sciences: General Psychology is required and choose one additional course.							
2. These courses are used to determine major courses in residency, see Graduation Requirements section of the UAFS Undergraduate Academic Catalog.							
3. Lower-level Electives, 37 hours. Lower level elective courses earned as part of the associate degree (excluding Intermediate Algebra.)							
4. Upper-level electives, 9 hours. Consult with advisor. Select to ensure completion of 40 upper-level hours required for graduation.							
Prior to graduation students must demonstrate competency in financial literacy by satisfactory 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.							

### 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 \_\_\_\_\_

## **Exhibit B Reverse Transfer Agreement**

The University of Arkansas - Fort Smith (UAFS) and Northeast State 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 Northeast State in awarding associate degrees.

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

- o UAFS and Northeast State 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.
- o UAFS understands Northeast State'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 Northeast State, 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 Northeast State.
- o 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 Northeast State and UAFS.
- o For Northeast State 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 Northeast State 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"

- o 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 Northeast State.
  - 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 Northeast State notifies UAFS that a student has met the degree requirements at Northeast State and will be awarded an associate's degree. The student can then be removed from the reverse transfer reporting system.
  - AFS 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.
- o Upon receipt of official UAFS transcript information, Northeast State 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 Northeast State. Students who meet all Northeast State degree requirements are eligible to receive an associate degree at no cost to the student. Northeast State will notify each affected student that he or she is eligible to receive an associate degree and eligible to participate in Northeast State's graduation ceremony. The diploma will be mailed to the new graduate.
- o UAFS will send a bi-annual data report on all former Northeast State students to include:
  - Number of students transferring from Northeast State 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
- o 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.
- o UAFS and Northeast State agree to cooperate in communicating with each other and with their common and respective communities concerning the relationship between the two institutions. UAFS and Northeast State agree to acknowledge and recognize the reverse transfer agreement on each institution's website and via other marketing and publicity methods.

- o UAFS and Northeast State agree to communicate with each other any future curriculum changes, policy changes or resident credit requirements that will affect this MOLT.
- o 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.
- o 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 Northeast State 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 Northeast State (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 Northeast State 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. Northeast State 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 Northeast State 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, Northeast State (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, Northeast State (to include the withdrawal date and other relevant information).
  - d. Providing UAFS with the student’s Northeast State 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 Northeast State as needed.
  6. Enrollment status will be calculated on combined enrollment hours from UAFS and Northeast State. 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, based 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

<b>University of Arkansas - Fort Smith</b>
(Home School)

<b>Northeast State Community College</b>
(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:
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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 _____
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- 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:
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**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:
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Department:	Telephone:
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**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:
<b>Section IV – To be completed by the Host School financial aid office</b>	
Will the student receive financial aid at your institution? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
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>	
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.	
2. Will make available applicable student consumer information required under Title IV.	
3. Will provide UAFS with documentation of the student's enrollment at the Host School.	
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).	
5. Will provide UAFS with a Host School academic transcript upon completion of the consortium period.	
Host School Financial Aid Officer's Signature:	
Printed Name:	Title:
E-mail Address:	Date:
	Telephone:
<b>Return this completed form to:</b> University of Arkansas - Fort Smith Financial Aid 5210 Grand Avenue, PO Box 3469 Fort Smith, AR 72913-3649 FAX: (479) 788-7095	<b>Comments:</b>