

# University of La Verne

## MEMORANDUM OF UNDERSTANDING AGREEMENT

THIS MEMORANDUM OF UNDERSTANDING AGREEMENT (hereinafter "Agreement") is entered into on the latest date set forth below (the "Effective Date") by and between University of La Verne, a California nonprofit benefit corporation (hereinafter "La Verne") and Alvord Unified School District ("District"). La Verne and District may be referred to individually as "Party" or collectively as "Parties".

- A. La Verne operates a university in La Verne, California and is committed to educating and training students from throughout the region including communities served by the District.
- B. District operates a school District that prepares students in its community for college entrance and/or work placement; many of which go on to attend the University of La Verne.
- C. La Verne and District each believe that a formal relationship between them will enable each to enhance and expand their service to District's students through creation of a mechanism to increase the number of District students qualifying for admission into La Verne.
- D. The Parties desire to formalize their commitments to the creation and support of a college preparation program and guaranteed admission program (the "Program") in accordance with the terms and conditions set forth herein.

### Operative Provisions

1. **DISTRICT COMMITMENT.** The District agrees to provide all incoming ninth grade students beginning with the 2022-2023 school year with a rigorous program of studies and support, which will provide them an opportunity to meet the admission requirements for entrance into La Verne upon graduation from district without need for remedial courses. This agreement will be effective as of July 30, 2021. Working with La Verne, the following benchmarks will be used by the District:
  - Continuous enrollment in the District for four years.
  - Completion of all A-G coursework required by La Verne admission policies.
  - If not exempt, participation in and successful completion of the Early Assessment Program in their junior year (11<sup>th</sup> Grade) in Mathematics and English or successfully complete additional coursework designed to build the appropriate skills and knowledge as approved by La Verne.
  - Option of taking the SAT or ACT exam for applying students.
  - Submission of La Verne application or Common Application during the application filing period to be completed by February 1<sup>st</sup>.
  - Final transcripts, letter of recommendation, and optional SAT or ACT scores submitted by the specified deadlines.

- If admitted, submission of their confirmation/deposit form by the May 1<sup>st</sup> deadline of the year in which they are applying.

The District will support the attainment of these benchmarks with an enhanced program including the following:

- A clear statement of academic expectations to students, staff, parents, and community for 9<sup>th</sup> grade and each year thereafter.
- Additional approved 12<sup>th</sup> grade English course based on the Expository Reading and Writing course for students who do not receive an EPT status of “proficient”.
- AVID (advancement via individual determination) opportunities for district students (if available at the school District).
- Clear criteria for identifying and supporting incoming 9<sup>th</sup> grade at-risk students.
- A systematic program of parent communication and education.
- Annual reports on the progress of each participating class.
- Frequent notification to students and parents of academic progress.
- On-going teacher, counselor, and parent training regarding La Verne’s admission requirements and their role of facilitating students’ application, admission, and enrollment at La Verne.
- Facilitation of the development and distribution of supplemental financial aid for participating students.

**2. LA VERNE COMMITMENT.** La Verne will provide a guarantee of admission to La Verne for graduating District twelfth grade students who:

- Meet the standard admission requirements of La Verne:
- A cumulative 9-12 weighted grade point average that is in accordance to the current term.
- Official final transcripts, letter of recommendation, and other required documents by the specified deadlines.
- Complete the online application process as well as read and agree to the expectations given.
- La Verne will waive the required application fee for District students.

In addition, La Verne will:

- Facilitate La Verne and District faculty dialogue regarding course expectations.
- Provide materials and information regarding La Verne’s enrollment, attendance, and event data to be distributed by District and other feeder Districts.
- Work with District to communicate this guarantee to all students, staff, and community members.
- Share freshman course expectations with District counselors and administrators.
- Provide on-going La Verne admission and enrollment training for teachers, counselors and parents.

- Assist and support District graduates at La Verne with structured programs designed to improve retention and completion rates.
- Facilitate financial aid and scholarship workshops for students and parents and distribute financial aid materials.
- Students that are admitted including (citizens, DACA students, and undocumented students), will receive a minimum scholarship in the amount of \$10,000 per year. U.S. citizens are encouraged to fill out the FAFSA application (Free Application for Federal Student Aid). DACA students are encouraged to complete the Dreamers Scholarship.
- Provide a scholarship for employees of District (See Appendix A). Scholarships will be awarded per enrollment in the program.
- Invite District, all families, and communities served by the District to participate in functions, programs, and events put on by the University that enrich and enhance the partnership and collaborative efforts of all parties.

**3. EMPLOYEE PARTNERSHIP AWARD.** As part of this Agreement, District employees, and spouses and domestic partners of employees, shall also receive an award that will be applied to their cost of tuition based on enrollment status with the University (see Appendix A for specific Award Level). This Partnership Award is applicable for all degree and credential programs offered by the University at the central campus and/or at the regional campuses with the exception of the following programs: traditional undergraduate program at the La Verne campus, the Physician Assistant program, programs offered through the College of Law, programs offered on military bases, and the non-degree Professional Development Courses; however, the University reserves the right to modify the eligible programs and offerings at any time. The Partnership Award is applied in the term in which the student has been officially admitted and employment verification is received by the University and is not retroactive to prior terms.

District employees must meet all admission requirements for the program and campus to which they are applying. Once an employee is admitted to a degree or credential program, the Award is valid for five years from the date of the initial official admission and verification of employment and under the condition that the student remains an active University student and is not required to apply for readmission due to a break in attendance as specified in the University's catalog. The Partnership Award applies only to tuition, and no fees applicable to the student will be discounted. This award cannot be combined with any other tuition award or University-funded grants or scholarships. The required employment documentation is described in Appendix C. The University reserves the right to modify the required documentation as necessary.

The District agrees to provide opportunities for the University to publicize this Partnership Award program and the University's degree/credential offerings to the employees of the District in a manner the District shall deem appropriate, such as via emails, posters, brochures, information sessions, staff meetings, postings on internal website, and any other opportunities with the District as noted in Appendix D.

4. **REVIEW/AMENDMENT.** This Agreement becomes effective during the current University term/semester in which this document is signed by both Parties and is to remain in effect until it is modified or cancelled in writing by either institution with at least 60 days prior notice. Additionally, the Agreement will be reviewed every three years for necessary modifications.

This agreement is signed by the representatives of the University of La Verne and District.

LA VERNE	DISTRICT
UNIVERSITY OF LA VERNE	ALVORD UNIFIED SCHOOL DISTRICT
By _____	By _____
Name: <u>Matthew Rinehart</u>	Name: <u>Sherri Kemp, Ed.D</u>
Title: <u>Director</u>	Title: <u>Assistant Superintendent, Educational Services</u>
Date: _____	Date: _____

## APPENDIX A

### Scholarship/Partnership Award Amounts

<b>Undergraduate</b>		
	<b>Half-Time</b>	<b>Full-Time</b>
<b>Term</b>		
Units to Qualify	4-7 Units	8+ Units
Amount of Award	\$400	\$800
<b>Semester</b>		
Units to Qualify	6-11 Units	12+ Units
Amount of Award	\$800	\$1200
<b>Teacher Education</b>		
<b>Term</b>		
Units to Qualify	4-7 Units	8+ Units
Amount of Award	\$400	\$800
<b>Semester</b>		
Units to Qualify	6 Units	12 Units
Amount of Award	\$800	\$1200
<b>Graduate (masters)</b>		
<b>Term</b>		
Units to Qualify	3-5 Units	6+ Units
Amount of Award	\$300	\$600
<b>Semester</b>		
Units to Qualify	5-8 Units	9+ Units
Amount of Award	\$600	\$900
<b>Psy D / Ed D</b>		
<b>Semester</b>		
Units to Qualify	5-8 Units	9+ Units
Amount of Award	\$600	\$900
<b>DPA</b>		
<b>Term</b>		
Units to Qualify	3-5 Units	6+ Units
Amount of Award	\$300	\$600

## **APPENDIX B**

### Scholarship/Partnership Award Amounts for Extended Learning

Partner Discount	Customer Code
15% off all programs on the Extended Learning site	FIFTEEN

The University of La Verne's Extended Learning department provides professionals with access to quality certificate programs. Refer to our site at <https://laverne.edu/extendedlearning/>. Outlined below are a few of our programs. See website for more programs and details.

#### **PROFESSIONAL DEVELOPMENT CERTIFICATE PROGRAMS**

##### **HUMAN RESOURCES**

- SHRM California Employment Law Micro-Credential
- SHRM Essentials of Human Resource
- SHRM SCP/CP Human Resource Management

##### **SUPPLY CHAIN MANAGEMENT**

- APICS Certified in Production and Inventory Management (CPIM)
- APICS Certified in Logistics, Transportation and Distribution (CLTD)
- APICS Certified Supply Chain Professional (CSCP)

##### **PROJECT MANAGEMENT**

- Project Management Professional (PMP)
- Scrum Master Certified (SMC)
- Agile Certified Practitioner (ACP)

- Event and Wedding Planning
- Construction Management

## **SIX SIGMA**

- Lean Six Sigma Green Belt
- Lean Six Sigma Black Belt

## **IT/DATA MANAGEMENT**

- AWS (Amazon Web Services) Cloud Computing Architecture

## **MEDICAL**

- AAPC Certified Professional Medical Coder (CPC)
- AAPC Certified Professional Medical Biller (CPB)

## **MARKETING/BUSINESS DEVELOPMENT**

- Digital Marketing
- Leadership Development

## **Appendix C**

### **Employee Documentation**

Proof of District employment can be documented in the following ways:

- Provide a letter on District letterhead from the Human Resources Department or from the employee's supervisor that verifies current District employment, or,
- Provide a copy of a current pay stub that lists the District's name, the name of the employee, address of the employee, and the date of the pay period. All financial information applicable to the employee should be redacted.

### **Spouses or Registered Domestic Partners Documentation**

#### **Spouses:**

- To receive a Partnership Award for a spouse, the employee must provide a letter/email indicating the name of his/her spouse and,
- A driver's license or state identification card which indicates that he/she has the same last name as the employee and resides at the same residence.
- If the above information does not match, a copy of their marriage certificate is required.

#### **Domestic Partners:**

- To receive a Partnership Award for a domestic partner, the employee must provide a letter/email indicating the name of his/her domestic partner and,
- Provide proof of being a registered domestic partner in the State of California or any other State.

#### **Student Status of Employee:**

If the employee is not currently a La Verne student, employment documentation as described above must be provided and included with the spouse/domestic partner documentation. In addition, proof of address for the employee must be provided in the form of a driver's license, state identification card or a paycheck stub, and it must match the address of the spouse.



## APPENDIX D

The students/employees of the District will receive a Scholarship or Partnership Award applied to cost of tuition according to the terms of this document provided the District implements opportunities to promote the University's programs as noted below:

Activity Selected	ACTIVITY	DATE, POPULATION or DESCRIPTION OF EVENT (If necessary)
Yes____ No____	La Verne Posters in all District departments and teachers' lounges (required)	All District sites - Posters delivered to District by La Verne.
Yes____ No____	Email – sent by District announcing partnership. (4 emails per year or as specified)	
Yes____ No____	La Verne flyers distributed to District at La Verne's expense. <u>Frequency</u> : X times a year (Approved by District in advance)	
Yes____ No____	Web Links (Partnership information posted on District HR website)	
Yes____ No____	Onsite Information Sessions – Coordinated with District in advance	
Yes____ No____	Table Top Displays (lobby, lunch area, etc.)	