



**ILLINOIS STATE
UNIVERSITY**
Illinois' first public university

Mennonite College of Nursing
Campus Box 5810
Normal, IL 61790-5810
Phone: (309) 438-7400

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU"), dated December 1, 2018, establishes mutual understandings and agreements between Lake Land College ("LLC") and the Board of Trustees of Illinois State University on behalf of its Mennonite College of Nursing ("ISU") with respect to the Bachelor of Science in Nursing ("BSN") transfer pathway ("Pathway") from the Associate Degree in Nursing ("A.D.N.") to the RN to BSN program at ISU.

WHEREAS, ISU has the expertise and equipment to provide instruction leading from an A.D.N. degree to a BSN degree; and

WHEREAS, LLC wishes to have ISU facilitate transfer into its RN to BSN program; and

WHEREAS, the parties find it mutually beneficial to enter into an agreement to establish the guidelines for performing these services;

THEREFORE, the parties agree as follows:

1. A. ISU will collaborate with LLC to facilitate transfer of A.D.N graduates into ISU's RN to BSN program. Under the Pathway agreement, ISU will offer pre-admission for up to 75% of a projected admission cohort to students from the combined Pathway institutions, including LLC into its RN to BSN Program.
- B. After acceptance into the Pathway program, students must submit transcripts each semester to ensure retention requirements are met. Specifically, the student must remain in good standing at the A.D.N. institution and obtain C's or better in prerequisite courses as specified by ISU and in other courses as specified by the Illinois Articulation Initiative ("IAI").
- C. ISU will work collaboratively with A.D.N. institution's designated academic advisor; monitor progress of students for continued academic compliance; provide health and safety requirements to students upon admission to the Pathway program with expectation that they comply prior to *enrolling* in RN to BSN coursework; meet with prospective students at transfer institution a minimum of one time per year to discuss admission process and timeline; provide plan of study to prospective students that incorporates A.D.N. / RN to BSN coursework and update yearly in consultation with LLC; provide LLC with graduation statistics of students from its program, if Pathway participant signs appropriate FERPA waivers to allow such sharing of information.
2. A. LLC commits to facilitate smooth transfer of its Pathways participants into ISU'S RN to BSN Program;
- B. LLC Nursing Department commits to obtain FERPA waivers from admitted students to allow for effective communication about student progression; work collaboratively with Illinois State's designated academic advisor (noting that A.D.N. advisor will provide primary academic advisement of student with Illinois State advisor assuming primary role upon *enrolling* in RN to BSN

coursework); monitor progress of students for continued academic compliance and for completion of all academic requirements for transfer, including but not limited to: prerequisites, LAI, AS degree; promote compliance with Illinois State student health and safety requirements; provide space for Illinois State administrators/ recruiters to meet individually with prospective students at the transfer institution a minimum of one time per year to discuss transfer and admission process and timeline; and provide updates to Illinois State regarding changes to A.D.N. plan of study as needed.

3. This MOU will become effective on the date written above, and will continue for a period of one (1) year, and will be automatically renewed for additional one (1) year terms for a total of five (5) years, unless earlier terminated in accordance with the terms hereof.
4. It is understood and agreed that neither party to this MOU shall be legally liable for any negligent or wrongful acts, either of commission or omission, of the other, unless such liability is imposed by law and this MOU shall not be construed as seeking to either enlarge or diminish any obligation or duty owed by one party against the other or against third parties.
5. Either party may terminate this MOU for any reason upon at least sixty (60) days' written notice to the other party. Any monies due at time of termination will be paid immediately upon termination.
6. Both parties agree to comply with all applicable federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. Neither party shall engage in unlawful discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, protective order status, or status as a disabled veteran or a veteran of the Vietnam era.
7. Neither party shall use the name of the other in any written material without the prior written consent of the other party.
8. The relationship of each party to the other under this MOU shall be that of independent contractor, and no employment, partnership or joint venture relationship shall be created by the entry into or performance of this MOU by the parties.
9. LLC affirms that, to the best of its knowledge, there exists no actual or potential conflict between LLC's family, business, or financial interests and its obligations under this MOU; and, in the event of change in either its private interests or obligations under this MOU, LLC will raise with ISU any questions regarding possible conflict of interest which may arise as a result of such change.
10. This MOU may not be assigned by either party without the prior written consent of the other party. Such consent shall not be unreasonably withheld.
11. This MOU, attachments, and incorporated references shall constitute the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior communications and writings with respect to the content of said MOU.

12. This MOU may not be amended by either party unless such amendment is mutually acceptable to both parties, and is reduced to writing and signed by both parties.
13. Any notice required hereunder shall be deemed given when delivered in person or three (3) days after being sent by first class mail to the following addresses, which may be changed by notice provided pursuant to this MOU:

For ISU:

Janeen Mollenhauer, MS, LCPC
 Associate Dean, Academic Support
 Mennonite College of Nursing at Illinois State University
 Campus Box 5810
 Normal, IL 61790-5810

For LLC:

Cheryl Beam, MSN, RN
 Director of Nursing Programs
 Lake Land College
 5001 Lake Land Boulevard
 Mattoon, IL 61938

14. The failure of either party to enforce any provision hereof shall not be construed as a waiver of such party's right to enforce such provisions in the future. In the event that any provision of this MOU shall be held to be void, voidable or otherwise unenforceable, the remaining provisions shall remain in full force and effect. This MOU shall be governed by the laws of the State of Illinois, without regard to the conflicts of laws. Any dispute arising hereunder shall be brought only in the federal or state courts located in Illinois, all protest based on jurisdiction or venue being hereby waived. This MOU may be executed in counterparts, including by facsimile signature, each of which shall be deemed an original, and all of which together shall constitute a single instrument.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the date first written above.

**THE BOARD OF TRUSTEES OF
 ILLINOIS STATE UNIVERSITY**

LAKE LAND COLLEGE

Jan Murphy 2/2/19
 Date
 Jan Murphy
 VP, Provost

Jonathan Bullock 1-3-19
 Date
 Jonathan Bullock
 President

Approved as to legal form:

Lisa M. Huson Date
 General Counsel

Emily Hartke 1/3/19
 Date
 Emily Hartke
 Chair of Counseling &
 Judicial Affairs Advisement

Reviewed and Approved

 Office of General Counsel