



Oklahoma State Regents for Higher Education Reach Higher: DirectComplete Institutional Commitment Agreement

This Institutional Commitment Agreement (ICA) sets forth the understanding between the State Regents and the institution concerning participation in the Reach Higher: DirectComplete state grant project.

The ICA states the institution will collaborate with the State Regents to recruit, enroll, retain, and graduate adult students in programs identified by partners. A listing of eligible degree programs will be reviewed and approved annually by partners.

Within this ICA, the **INSTITUTION AGREES TO:**

- 1. Provide at least one staff member to serve as a Degree Completion Navigator to direct oversight of individual program participants at the institution and assist in all aspects of the student's needs in returning to complete an approved degree program in this project. These activities will include, but are not limited to:**
 - Advisement about institutional degree offerings and requirements from the approved list of degrees programs for the project;
 - Conduct institutional transcript reviews of earned college credits to apply to current institutional degree requirements. Conduct periodic degree checks for graduation requirements;
 - Provide a written and/or online degree program requirements checklist and sequence for completing requirements;
 - Scheduling and enrolling the student in appropriate courses to expeditiously complete the degree selected from the approved list;
 - Advisement and guidance to pursue prior learning assessments and credit as applicable to the individual students to meet degree requirements;
 - Assistance completing the FAFSA annually;
 - Provide direct services such as mentoring, coaching, advising, recognition, encouragement, identification with the program, etc. using existing resources or additional resources as available;
 - Provide information to access other services, such as child care, tutoring, emergency funding, book/fee assistance, transportation, nutritional assistance, housing assistance, etc.

2. Ensure that the designated Degree Completion Navigator(s) will:

- Actively provide the above listed services to project participants and maintain records to document these activities;
- Provide required reporting on activities and students' progress as requested by the State Regents;
- Participate in professional development and training provided by the State Regents for this project;
- Share best practices, successes, and lessons learned with other Degree Completion Navigators as requested.
- Actively engage with local business, non-profits, Indian Education offices, and other partners to promote the program and recruit students with the State Regents or independently, and report on such activities to coordinate with the State Regents.

3. Ensure that the institution will:

- Set the number for admission at their institution based on their agreement with their partners and institutional capacity.
- Make program participants aware of all applicable scholarships and financial assistance available at the institution.
- Provide the required courses in traditional, electronic, or alternative scheduling offerings to provide opportunity for timely graduation within the eligibility timelines for participants in the program. **(Associate Degree Eligibility period for students is 2 years (up to 6 semesters) or Bachelor Degree Eligibility period for students is 3 years (up to 10 semesters) with satisfactory academic progress in degree program.**
- Provide required reporting documents on the program to the State Regents as requested. Such as: enrollment status, GPA, and other information required for tracking student success through the program, etc.

Within this ICA the **STATE REGENTS AGREE TO:**

1. Partner with the institution and businesses/organizations to support students in pursuing a degree identified by the business or organization;
2. Provide dedicated Degree Completion staff at the State office to assist institutions in providing coaching/mentoring/proactive advising;
3. Provide professional development and training for campus Navigators at no cost or minimal cost to the institution;
4. Collect data and provide reporting on the program to stakeholders.

ACCOUNTABILITY

All activities and efforts must be documented for reporting and audit purposes. In addition to the undertakings described above, the above referenced institution will cooperate with the State Regents in the development, preparation, and dissemination of reports, studies, and other related activities designed to further the goals of the Reach Higher: DirectComplete program.

EFFECT, DURATION, MODIFICATION, REVIEW AND TERMINATION

This agreement will become effective upon execution by both parties and will remain in effect until terminated.

This agreement represents a complete agreement of the parties with respect to the matters to which it relates; however, it does not supersede the above referenced institution’s agreement with the State Regents Higher Education Policy and Procedures.

This agreement may be modified upon mutual written agreement of both parties. This agreement will be reviewed annually from its effective date and can be terminated by either party upon issuance of 60 days written notice to the other party.

AUTHORIZED SIGNATURES OF PARTIES

The individuals whose signatures appear below attest to having the right, power, and due authority to enter into this agreement on behalf of each entity.

Institution President

Institution Name

Date: _____

Chancellor/Designee - OSRHE

Date: _____

