

**Memorandum of Understanding**  
**Between**  
**The Trustees of the California State University on Behalf of**  
**Humboldt State University**  
**And**  
**College of the Redwoods**

This Memorandum of Understanding (MOU) dated Nov. 22 2019 sets forth the terms between The Trustees of the California State University on Behalf of Humboldt State University (HSU) and College of the Redwoods (CR) to establish a Memorandum of Understanding for collaboration and partnership between both institutions.

The purpose of this MOU is to establish a formal partnership between Humboldt State University and College of the Redwoods for the purposes of collaborating and partnership on joint academic programs, admissions, intercollegiate athletics, university housing, campus safety, and a commitment to engage discussion on additional partnership and/ or collaboration opportunities. It is understood that a steering committee composed of faculty, staff and/or students will be instrumental in the implementation of the finalized partnership and collaboration initiative(s).

This MOU is strictly for internal management use of each of the parties, and shall not be construed to provide a right or cause of action or by any person or entity, and in no way restricts either of the parties from participating in any activity with other public or private agencies, organizations or individuals.

Further, this MOU is neither a fiscal, nor funds obligation, document. Nothing in this MOU authorizes or is intended to obligate the parties to expend, exchange, or reimburse funds, services, or supplies, or transfer or receive anything of value. The parties to this MOU will review the program one year prior to the expiration to ascertain whether Memorandum of Understanding will be renewed or if revisions are necessary.

**Terms and Conditions**

**Term**

This MOU shall be effective for five years from the date of signing.

**Termination**

This MOU can be terminated by either party at any time by providing notice in writing to the other party.

**Amendment**

This MOU may be amended by either party at any time by providing notice in writing to the other party.

**Notice**

All notices, requests, demands, amendments, modifications, bills, or payments under this Memorandum of Understanding shall be in writing.

Notice to HSU: Humboldt State University  
Department of Contracts & Procurement  
1 Harpst Street  
Arcata, CA 95521  
procure@humboldt.edu

Notice to CR: College of the Redwoods  
7351 Tompkins Hill Road  
Eureka CA 95501  
purchasing@redwoods.edu

**Consideration**

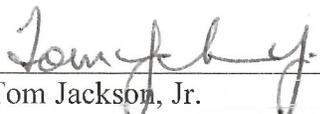
Exchange of value will depend on the type of partnership. Future terms of exchange will be mutually agreed upon by both parties. This value will be outlined in a new agreement or as an addendum to this MOU.

**Authorization**

Each individual executing this Memorandum of Understanding, or its counterpart, on behalf of the respective party, warrants that he/she is authorized to do so and that this Memorandum of Understanding constitutes the legally binding obligation of the entity which he/she represents.

**Mutual Indemnification**

Each party (individually herein as "Indemnifying Party") shall indemnify, defend, and hold harmless to the full extent permitted by law, the other party, its governing body, officers, agents, employees, and volunteers (collectively, "Indemnified Party") from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Indemnifying Party's performance or failure to comply with any of its obligations under this Memorandum of Understanding, except such Liability caused by or arising from the sole negligence or willful misconduct of the Indemnified Party.

 Date: 11-22-19  
Tom Jackson, Jr.  
President, Humboldt State University

 Date: November 23, 2019  
Keith Flamer  
President and Superintendent, College of the Redwoods

## **ADDENDUM 1**

### **to MOU between Cal Poly Humboldt and the College of the Redwoods**

#### **Guaranteed Transfer**

This addendum formally recognizes the strong partnership between Cal Poly Humboldt and College of the Redwoods (CR) and serves to facilitate seamless transfer to meet the educational needs of the California North Coast community. Cal Poly Humboldt has served as the primary transfer institution for CR students for over 50 years. This addendum is designed to maintain access of CR students to high quality bachelor degree programs at Cal Poly Humboldt.

Cal Poly Humboldt recognizes that CR associate degree holding graduates have received a rigorous, high quality education, and thus, are prepared to succeed at a four-year institution. This agreement stipulates the formation of a Guaranteed Admission program under which CR graduates will be admitted to Cal Poly Humboldt.

This agreement does not refer to or replace the California Community Colleges-Associate Degree for Transfer Program (CCC-ADT).

#### **Degree Programs with Guaranteed Admission**

Cal Poly Humboldt and College of the Redwoods will work together to identify Cal Poly Humboldt's STEM degree programs for Guaranteed Admission. These programs will be mutually agreed upon and will be formalized through an articulation agreement to ensure that the transfer of general education credits and core curriculum courses satisfy requirements at both institutions. This agreement will reside in the official course transfer and articulation system for California's public colleges and universities (ASSIST).

Each degree program that is agreed upon for inclusion in this addendum shall be incorporated into articulation agreements.

#### **Student Eligibility Criteria**

To be eligible for guaranteed admission, a student must:

1. Have graduated with an Associate of Arts (AA) or an Associate of Science (AS) from College of the Redwoods and have an overall grade point average of 2.0 or higher in all transferable units attempted.
2. Met all eligibility criteria for admission to Cal Poly Humboldt.
3. Met all of the requirements outlined in the official Articulation Agreement for the major.

#### **College of the Redwoods agrees to:**

1. For each agreed upon Cal Poly Humboldt program, develop a prescribed academic pathway to ensure transfer entrance to the associated Cal Poly Humboldt academic program.
2. Advise students appropriately to ensure that necessary coursework is met for admission to Cal Poly Humboldt.

3. Promote the Guaranteed Admission program and identify students who may be interested in the program.
4. Maintain currency of program requirements to reflect changes to Cal Poly Humboldt degree requirements.

**Cal Poly Humboldt agrees to:**

1. Admit all qualified CR students under this addendum into their designated program with upper-division standing.
2. Invite students to attend information sessions with details on Cal Poly Humboldt's admission process and points of contact.
3. Notify CR of changes to curriculum in relevant programs.
4. Notify CR of any changes to admissions policies.

Tom Jackson, Jr.

Tom Jackson, Jr. (Feb 17, 2022 14:10 PST)

Date: \_\_\_\_\_

Tom Jackson, Jr.  
President, Cal Poly Humboldt

Keith Flamer

Keith Flamer (Feb 17, 2022 14:11 PST)

Date: \_\_\_\_\_

Keith Flamer  
President and Superintendent, College of the Redwoods

## **ADDENDUM II**

### **to MOU between Cal Poly Humboldt and the College of the Redwoods Reverse Transfer**

This addendum affirms the partnership between College of the Redwoods and Cal Poly Humboldt and serves to increase degree completion of students who attend College of the Redwoods to Cal Poly Humboldt. This addendum is designed to allow students to transfer credits earned at Cal Poly Humboldt back to College of the Redwoods to complete their associate degree. This agreement helps meet the California Community College Vision for Success Goal of increasing the number of degree completers.

This initiative applies to students who earned at least 30 semester credit hours from the College of the Redwoods and have earned at least 40 credit hours at Cal Poly Humboldt.

Cal Poly Humboldt and College of the Redwoods agree to:

1. Identify a person to serve as the liaison for the initiative who is knowledgeable about the Reverse Transfer Program.
2. Share student transcripts in a manner that is compliant with FERPA.
3. Establish and follow an annual timeline for which procedures and communications regarding how the program will be carried out.

Cal Poly Humboldt agrees to:

1. Identify the qualifying students who have earned 40 credit hours at Cal Poly Humboldt.
2. Contact qualified students at the end of each semester to explain the opportunity to obtain a reverse transfer, and ask interested students to sign a transcript request release form.
3. Send transcripts to College of the Redwoods' Registrar for those students who have signed the release.

College of the Redwoods agrees to:

1. Evaluate transcripts from Cal Poly Humboldt and award associate degrees to those students meeting graduation requirements.
2. Provide an updated transcript to Cal Poly Humboldt that reflects the degree awarded or the courses/credits earned.
3. Market the program and inform students transferring to Cal Poly Humboldt about the program.

Operational Guidelines:

1. This addendum shall commence on the date it is signed by both institutions.
2. Amendments to this addendum may be made by the mutual consent of both institutions.
3. This addendum may be terminated by either party upon written notification provided that the students participating in the program shall be given an opportunity to complete the program.

Tom Jackson, Jr.

Tom Jackson, Jr. (Feb 17, 2022 14:10 PST)

Date: \_\_\_\_\_

Tom Jackson, Jr.  
President, Cal Poly Humboldt

Flamer

Keith Flamer (Feb 17, 2022 14:11 PST)

Date: \_\_\_\_\_

Keith Flamer  
President and Superintendent, College of the Redwoods

# CR CalPoly MOU

Final Audit Report

2022-02-17

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