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<i>Policy Reference 4.2.1</i>	

**Memorandum of Agreement for Awarding Academic Credit  
for Non-Collegiate Instruction  
Between  
Eastern Kentucky University and**

Department of Criminal Justice Training

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**For**

Criminal Justice Executive Development

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**I. Purpose**

The purpose of this Memorandum of Agreement (MOA) is to describe the conditions under which academic credit will be awarded for non-collegiate instruction and to assign, as appropriate the responsibilities of the agreement's designated parties.

**II. Background and General Information**

[Include relevant background as well as any general information about the non-collegiate instruction here.]

Since the inception of the Criminal Justice Executive Development program (CJED) in 1998, ECU has provided the opportunity for students successfully completing the CJED course to request and earn college credit; nine (9) undergraduate hours OR three (3) graduate hours. The nine undergraduate hours consisted of three separate courses: CRJ 313 Criminal Justice Ethics (3 credit hours), PLS 315 Police Administration (3 credit hours), and PLS 330 Special Topics (3 credit hours). The graduate level course is CRJ 897 Independent Study (3 credit hours).

The CJED program is a 204 hour, five-week course of instruction structured for small to medium size, law enforcement agency administrators and managers. Purpose is to provide the students with contemporary theories, management techniques, and leadership skills enabling them to perform more effectively as community leaders.

The Kentucky Law Enforcement Council (KLEC) approves the curriculum that includes objectives of all topics taught as well as a schedule and bibliography. Additionally, all presenters in the CJED course are certified by the KLEC as well.

**III. Recruitment, Admission, and Advisement of Students**

[Indicate who is responsible for recruiting students to apply for credit at Eastern Kentucky University and describe how this recruitment will occur.]

Individuals who wish to receive academic credit at ECU must be admitted to the University based on the normal requirements outlined in the Undergraduate or Graduate Catalog. If they are matriculating as degree-seeking students, prospective students may also need to meet admission requirements for a specific program. Students will be advised by ECU faculty/advisors concerning the process for receiving credit for [name of the non-collegiate experience].

The academic advisor for the College of Justice & Safety (or person responsible for MOA at the College) will recruit students to apply for credit during the first meeting of the CJED class.

During this meeting the College representative will outline the agreement in place specifying that credit will be awarded only to an individual who applies to ECU and is admitted based on normal admission requirements as outlined by the Undergraduate or Graduate catalog. If the student will be matriculating as a degree-seeking student, they will also have to meet the admission requirements for a specific program.

The student will be advised by the College of Justice & Safety academic advisor (or person responsible for MOA) concerning the process for receiving credit for CJED.

## IV. Awarding and Transcribing of Credit

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Eastern Kentucky University agrees to accept the [name of the non-collegiate experience] for [insert number of hours] hours of [undergraduate/graduate] credit. [If there is a condition for awarding credit (i.e. earning XX of credits at EKU before transcribing the non-collegiate experience).]

[Describe the mechanism by which EKU has determined the amount and level of credit. The mechanism should include a periodic review of the non-collegiate experience to ensure that the amount and level continue to be appropriate.]

Credit for [non-collegiate experience] will be transcribed as CR with the name of the experience and the number of credit hours. Credit for non-collegiate instruction will not be recorded on student transcripts unless a valid Memorandum of Agreement is in effect.

Eastern Kentucky University agrees to accept Criminal Justice Executive Development program (CJED) for 9 undergraduate hours OR 3 graduate credit hours after the individuals passing completion of the CJED program.

EKU has determined the amount and level of credit by having College of Justice & Safety faculty from the department of Criminal Justice & Police Studies as well as the academic advisor for the College, evaluate the course and topics covered to ensure that material covered is at the appropriate level of credit received and consistent with academic content. The course comparisons have also been evaluated by the College curriculum committee and approved. A three year periodic review will be initiated by the College of Justice & Safety to ensure that content of the CJED program is consistent with the agreement. EKU or CJED may request a review of the credit received at any time to ensure consistency and will notify the other party if curriculum has changed.

Credit for CJED will be transcribed as CR with the name of the experience and number of credit hours. Credit for non-collegiate instruction will not be recorded on student transcripts unless a valid Memorandum of Agreement is in effect.

## V. Curriculum and Faculty

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[Indicate that the development and delivery of the curriculum as well as the qualifications and hiring of faculty is the responsibility of the partner in this agreement.]

CJED is solely responsible for the development and delivery of the curriculum delivered by the CJED program.

CJED is also responsible for ensuring the qualifications and hiring the faculty that will be delivering their program.

## VI. Recordkeeping

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An original signed copy of this MOA will be kept in the Academic Affairs Office at Eastern Kentucky University. Copies will be distributed to the Registrar, the appropriate dean and department, and to the Graduate Dean (if applicable).

To execute the awarding of credit for [name of non-collegiate experience], the Office of the Registrar must have a completed Credit for Non-Collegiate Instruction form. This form is initiated by the student.

An original signed copy of this MOA will be kept in the Academic Affairs office at Eastern Kentucky University. Copies of the agreement will be distributed to the Registrar, the Dean of the College of Justice & Safety, Chair of department of Criminal Justice & Police Studies, and to the Graduate Dean.

To execute the awarding of credit for CJED, the Office of the Registrar must have a completed Credit for Non-Collegiate Instruction form. This form is initiated by student.

## VII. Terms, Review, Renegotiation, and Review of MOA

### A. Terms of the MOA.

[Describe the terms of the MOA, including the period of the agreement and the mechanism for periodic review of the MOA.]

### B. Renewal and Renegotiation of the MOA.

[Describe the conditions under which any possible renewal or renegotiation of the agreement would take place. The conditions should, at the very least, include changes in the EKU mission, changes in programs for which the credit could count, changes in federal or state regulations, or changes in policies of the accrediting bodies for the institution. The other party to this agreement may also have conditions for renewal or renegotiation.]

### C. Termination of the MOA.

Either Eastern Kentucky University or [name of other party] may terminate this agreement with adequate notice. Adequate notice is defined as providing sufficient time to implement the "affected students" agreement below. Termination of the MOA may occur for any number of reasons but particularly if changes in any of the following make it impossible to continue accepting credit for [name on non-collegiate experience]: EKU's mission, state or federal regulations, accrediting policies/standards.

### D. Affected Students Agreement.

In the event that a decision is made to terminate this MOA, every effort will be made to accommodate students so as to minimize the disruption to their academic careers. To the extent possible, students already admitted to EKU or students who have a reasonable expectation of receiving credit for [name of non-collegiate experience] at EKU will be accommodated. When this is not possible, students will be advised by EKU advisors as to their options.

Please see attachment A

The undersigned agree to the terms and conditions set forth in this document.

President (or designee)  
Eastern Kentucky University

Date

Date

This MOA has been reviewed by EKU Counsel

University Counsel  
Eastern Kentucky University

Date

Other Signators (Optional)

Date

Date

Date

**EASTERN KENTUCKY UNIVERSITY**

Original to Office of Academic Affairs. Copies: 1. Dean 2. Department 3. Graduate Dean (if applicable) 4. Registrar

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Attachment A:

- A. This agreement will be considered active upon final approval by the President of Eastern Kentucky University and ??? of CJED. The agreement shall be in effect three calendar years upon approval until the review period for the MOA has been completed. If no changes have been made, the agreement will stand for another three years until a new agreement has been agreed upon by both parties. This agreement will also be retroactive to include CJED classes that were not covered under the old MOA and the current MOA.
- B. Renegotiation of this agreement will take place upon any change in curriculum that will affect how credit will be awarded at EKU or by any change in curriculum of CJED. Renegotiations will also take place upon any change in the EKU Mission, changes in programs for which the credit could count, changes in Federal or state regulations, or changes in policies of the accrediting body for EKU or CJED.
- C. Either Eastern Kentucky University or CJED may terminate this agreement with adequate notice. Adequate notice is defined as providing sufficient time to implement the "affected students" agreement below. Termination of the MOA may occur for any number of reasons but particularly if changes in any of the following make it impossible to continue accepting credit for the CJED program: EKU's mission, state or federal regulations, and accrediting policies/standards.
- D. In the event that a decision is made to terminate this MOA, every effort will be made to accommodate students as to minimize the disruption to their academic careers. To the extent possible, students already admitted to EKU or students who have a reasonable expectation for receiving credit for CJED at EKU will be accommodated. When this is not possible, students will be advised by EKU advisors as to their options.