WSU Contract No. 22436

**INTERAGENCY AGREEMENT**
**BETWEEN**
**WASHINGTON STATE UNIVERSITY**
**AND**
**LOWER COLUMBIA COLLEGE**
**FOR BACCALAUREATE DEGREE PROGRAM(S)**

This Interagency Agreement is made and entered into by and between Washington State University, a public, land-grant research institution located in Pullman, Washington, by and through its Vancouver campus (WSUV), and Lower Columbia College (LCC), a Community College in Longview, Washington.

WHEREAS, WSUV and LCC are interested in expanding degree offerings in Longview, Washington, specifically in the area of nursing education; and

WHEREAS, WSUV offers instruction leading to a Bachelor of Science in Nursing; and

WHEREAS, LCC has the facilities and the ability to provide services to WSUV on the LCC campus;

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth below, the parties agree as follows:

1. **Program.** WSUV will offer an on-site program and instruction for a B.S. in Nursing.

2. **Costs, Facilities, and Services.** LCC will provide office and classroom space, space for administrative activites, and services to support WSUV academic functions, programs, and activities as provided herein. LCC will charge for facilities as services, and WSU will make payment, as provided herein.

   a. **Costs and Payment.** Costs for the use of office and classroom space, services provided, and other fees are outlined in the Appendices to this Agreement. See, for example, Appendix A, Office and Classroom Lease.

   Where a fee or rate is not specified in this Agreement, LCC will assess a reasonable fee or rate to WSU, no higher than those assessed to LCC faculty and staff. Such charges may occur, for example, for the use of conference rooms or special facilities, use of catering services, and duplicating and mailing (the foregoing are provided as examples only).

   LCC shall submit quarterly invoices to the Contact Individual provided in the Notice section herein, including sufficient detail, indicating clearly the nature of all charges be assessed by LCC, and including the WSU Contract # provided at the top of this Agreement.

   WSU shall make payment within 30 days of properly submitted invoices.

LCC shall not bill WSU for services performed under this Agreement if LCC is entitled to payment or has been or will be paid by any other sources, including state funding or grants, for that service.

b. **Utilities and Custodial.** The provision of facilities and services by LCC includes utilities (such as heat, light, power, water, etc.) and custodial services at the same level and frequency as other LCC offices and classrooms. No separate costs for utilities and custodial will be charged to WSUV. WSUV offices will comply, operational needs permitting, with LCC's Energy Conservation policies.

c. **Classroom Support.** LCC will provide the audio visual and other classroom equipment necessary to support those classrooms, along with other services and facilities required for the support of instruction with privileges for WSUV staff and faculty consistent with the facilities and use of state resources policies LCC applies to its own staff and faculty.

d. **WSUV Academic and other Functions.** In addition to classroom space and support, LCC will provide the following to WSUV:

1) Space to WSUV for use for public functions, consistent with the WSUV's academic purposes, which include, but are not limited to student information sessions, open houses, alumni and recruiting gatherings.

2) Space to WSUV for faculty and staff work-related functions such as communications, work preparation, meetings, conferences, and breaks, including access to and use of LCC conference rooms, and staff and faculty lounges.

3) Access to parking and dining services.

a) All WSUV students, faculty and staff who are associated with WSUV programs located on the LCC campus are required to adhere to the Parking and Security Policies of both institutions. In cases where a conflict between policies may arise, the policy of the institution where the vehicle is parked shall prevail.

b) Dining services includes access to the cafeteria, other food services, and catering.

4) Health, Safety, and Security Services for WSUV staff, faculty, students and visitors inlcuding but not limited serviecs provided by the Safety & Security Department that is committed to maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations and standards.

5) Mailing services (outgoing and incoming); printing, graphics and copy-duplicating services through LCC.

e. **Technology Tools, Support Services, and Facilities** LCC will provide access to technology tools, technology support services, and technology facilities to WSUV students, faculty and staff to the same extent they are available to regular LCC students, faculty and staff. Costs for these services are accounted for within the Schedule of Fees provided in Appendix B.

The Parties will designate specific qualified contact persons for all technology services provided herein. LCC will communicate in a timely and collaborative way with WSUV Technical Services to assure video and IP connectivity between LCC and WSUV, if needed.

Technology tools, support services, and facilities include, but are not limited to, the following:

1) Internet access to web-based services for WSUV faculty, staff and students.

2) Student technology support services normally provided to LCC students,faculty, staff including: on-site, website-based or call-in Help Desk support.

3) Technical assistance in the use of campus-based computing, network, and media equipment.

4) Access to any "open student" computer labs and other computer or network resources commonly available to students, including access to the Internet.

5) File storage, printing, and other computing resources available to LCC students in the Open Labs on the LCC campus.

6) General desktop workstation support to WSUV faculty and staff, Internet and local network access, file storage and backup, classroom support, and other additional services as may be negotiated.

7) Interactive TV and videoconferencing services.

3. **Student Support Services.** WSUV and LCC shall collaborate for the provision student services in support of WSUV students, classes, workshops, events, and conferences, including:

a. Access to all applicable student programs and activities funded by the Associated Students of Lower Columbia College, ASLCC.

b. Designation of specific qualified contacts for both parties for all WSUV student support service correspondence.

c. Access to counseling support services for WSUV students (provided by LCC), if LCC counseling support services are available to other LCC students.

4. **Marketing of Baccalaureate Program(s).** WSUV and LCC shall collaborate to promote the programs offered by WSUV at LCC.

   a. The parties will coordinate their marketing plans for the promotion and marketing of WSUV programs in each other's marketing material and efforts, which will include, for example, a listing of WSUV's program in LCC's general promotional material.

   b. The parties are permitted to use each other's logo and name for international student recruitment and advertising, so long as used in conformity with brand and graphic identity standards of each of the institutions and only to further the purposes agreed upon herein.

5. **Library Collection, Management, and Document Delivery Services.** The libraries of WSUV and LCC have established cooperative agreements to share collections, manage document delivery services, and provide services to WSUV students. The terms and conditions of those agreements are included in attached Appendix C: College Learning Commons Operating Agreement.

6. **Coordination of Program Delivery for Administrative and Student Support Services.** WSUV and LCC will collaborate in program delivery for administrative and student support services with the aim of creating for students a "seamless" transition between LCC and WSUV programs. Further, WSUV and LCC will strive to provide consistent service, access, and benefit to students who elect the baccalaureate degree program(s) provided by this Agreement whether those students are enrolled with WSUV, LCC, or both institutions concurrently. To this end, coordination and collaboration between the institutions will include, but not be limited to, the following:

   a. **Annual Meetings:** WSUV and LCC's designated representatives will meet annually to review, negotiate, and harmonize policies regarding library and computer lab use, the schedule of fees, parking, and other traditional college services between the institutions. Changes should be made by July 1 of each year, based upon mutual agreement of both WSUV and LCC.

   b. **Assessment, Collection & Distribution of Fees:** The assessment, collection and distribution of fees for tools and services provided to support administrative and classroom operations for students, staff and faculty pursuant to the terms of this Agreement, are set forth in Appendix B: Schedule of Fees.

   c. **Disabilities Support Services:** WSUV and LCC will coordinate services for disabled services consistent with the provisions of Appendix D Disabilities Support Services.

   d. **Student Financial Aid:** WSUV and LCC will comply with the provisions of Appendix F, regarding Student Financial Aid.

   e. **International Students:** WSUV and LCC will comply with the provisions of Appendix G, regarding International Students.

   f. **Veteran Services:** WSUV and LCC will coordinate services for veteran services through this collaborative relationship. All services available at LCC to student Veterans will be

availabe to WSUV student Veterans.

7. **Baccalaureate Students—Status & Responsibilities.**

a. **Admission:** Students will apply for admission to WSUV in accordance with the yearly academic schedule published by WSUV.

b. **Rules for Students:** Students who have been notified of acceptance for admission at WSUV and/or are taking Baccalaureate Degree program classes provided by WSUV will be subject to the rules, regulations, requirements, policies, conduct code, and privileges of WSUV for all matters including academic, professional, and disciplinary matters. The students are also subject to WSUV's Student and General Conduct Code. (See, Appendix E, Student Conduct). Additionally, as the students are also considered concurrently enrolled at LCC, they will also be subject to the rules, regulations, requirements, policies, conduct code and privileges of LCC for matters including disciplinary matters.

c. **Tuition and Fees:** Students will pay tuition and fees to WSUV upon admission and enrollment in WSUV's Baccalaureate Degree Program(s). See Appendix B for schedule of fees.

8. **Sharing of Information and Records.** Each party will provide information to the extent allowed by law, as necessary, and as requested by the other to enable the effective operation and development of the collaboration. Any information provided by one party to the other, including information and records regarding students or their families, shall be done in compliance with applicable state and federal laws, specifically the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99.

9. **Nondiscrimination.** The Parties will comply with all federal and state nondiscrimination laws with regard to programs, services, activites and employment practices and in the performance of the Agreement, including, but not limited to RCW 49.60, Washington's Law Against Discrimination, and 42 U.S.C. § 12101 et seq., the Americans with Disabilities Act (ADA) of 1990, as amended.

10. **Notices.** WSUV and LCC appoint the following agents to be responsible for receipt of any required notices, to manage the administration of this Agreement and to serve as fiscal agents for billing, invoicing, collections, and disbursements of all funding associated with this Agreement, except as otherwise provided herein. These representatives or their designees will meet at mutually agreed upon intervals to ensure the smooth operation of this Agreement. All notices, demands, requests, or other communications required to be given or sent, will be in writing and will be mailed by first-class mail, postage prepaid, or transmitted by hand delivery or facsimile, addressed as follows:

Lower Columbia College
Attn: Mrs. Renee Carney, Director of eLearning & Educational Partnerships
1600 Maple Street
Longview, Washington 98632

Washington State University Vancouver
Attn: Dr. Renny Christopher, Vice Chancellor for Academic Affairs
14204 NE Salmon Creek Avenue
Vancouver, WA 98686

Each party must designate a change of address by notice in writing. All notices, demands, requests, or communications that are not hand-delivered will be deemed received three (3) days after deposit in the U.S. mail, postage prepaid; or upon confirmation of successful facsimile transmission.

**11. Term of Agreement**. The term of this Agreement is five (5) years beginning on the date of execution of this Agreement, with an option to renew as mutually agreed for up to two additional years.

**12. Termination of Agreement.**

**a. Termination for Convenience.** This Agreement can be terminated by mutual agreement upon 90 days written notice.

**b. Termination Due to Funding. S**hould funds be reduced or not be allocated to WSU, WSU may terminate this Memorandum of Agreement by giving notice, as provided herein, at or before the anniversary date of signing. Any such notice that is given during an academic semester shall not be effective until the conclusion of that semester and shall not affect those students currently enrolled in a course of instruction.

**b. Termination for Cause.**

1) Either party may terminate this Agreement in the event that the other party has fails to materially comply with the conditions of this Agreement. Prior to termination, the non-complying party shall be notified in writing of the need to take corrective action. If corrective action is not taken within 30 days (or such time as reasonable based on the facts and circumstances), the Agreement may be terminated effective immediately at the end of the corrective period.

2) Termination for Cause may also occur as provided in Appendix A, Section 17.B. If Termination for Cause occurs under this section, the termination notice period in Appendix A, Section 17.B. shall control.

3) In the event of a termination for cause, the non-breaching party shall have the right to seek damages as authorized by law. The rights and remedies provided in this Agreement are not exclusive and are in addition to any other rights and remedies provided by law.

**13. Dispute Resolution**. Any disputes arising from this Agreement will be resolved first between the appointed agents as identified in Section 11 of this document. Any significant concerns or disputes which either party has relating to this Agreement shall first be brought to the attention of the other party's designated Agent, in writing. The Agents shall then make prompt, diligent

efforts to resolve any such matter on behalf of the parties. Failure for resolution at that level will move the dispute to the Chancellor of WSUV and Lower Columbia College. The Agents will formally forward the dispute to the Chancellor and President through a written document which details the disputed issue. If the dispute is still unresolved, it may be taken to arbitration. Nothing in this Agreement shall be construed to limit the parties' choice of a mutually acceptable alternative resolution method such as a disputes hearing, a Dispute Review Board, or arbitration.

14. **Hold Harmless.** Each party to this agreement shall be responsible for damages to persons or property resulting from the negligence on the part of itself, its employees, or designated officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

15. **Conformity with State Law.** If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

16. **Applicable Law.** This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington.

17. **Entire Agreement.** This Agreement represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

18. **Modification of Agreement.** This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

19. **Conflicts in Terms.** In the event of an inconsistency in the terms of this Agreement or its Appendices, or between its terms and any applicable statute or rule, the inconsistency will be resolved by giving precedence in the following order:

    1) Applicable state and federal statues and rules;
    2) The terms of this Agreement; and
    3) The approved Appendices.

20. **Signatures.** This Agreement is executed by the persons signing below, who warrant they have the authority to execute the Agreement.

Dated 5/7/15

**For Washington State University**

Elson S. Floyd, Ph.D.
President

Dated 3/6/15

**For Lower Columbia College**

Christopher Bailey, J.D.
President

Approved as to form:

**Washington State University**
Assistant Attorney General

Approved as to form:

**Lower Columbia College**
Assistant Attorney General

Attachments:

Appendix A: Office and Classroom Lease
Appendix B: Schedule of Fees
Appendix C: College Learning Commons Operations
Appendix D: Disabilities Support Services
Appendix E: Student Conduct
Appendix F: Financial Aid Consortium
Appendix G: International Students Conditional Admissions and Transfer Agreement
Appendix H: Programs for Delivery and Articulation Agreements
Appendix I: Bookstore Operations

## Appendix A
## Office and Classroom Lease

In this Agreement of lease, made and entered into by and between Lower Columbia College, 1600 Maple, Longview, WA 98632, hereafter called the OWNER; and Washington State University, by and through its Vancouver campus, 14204 NE Salmon Creek Avenue , Vancouver, WA 98686, hereafter called the TENANT, the Parties agree as follows:

**1. PREMISES**

The OWNER agrees to lease to the TENANT the following described premises:
Common Street Address: 1600 Maple Street, Longview, WA 98632
Legal Description: (All of) Tracts 30,31,33,34,39,40,41; a portion of Tract 32, and a portion of Assessor's Plat No. 13 in Sections 28 and 33, Township 8 North, Range 2 West of the Willamette Meridian
Square Footage: 210 square feet of office space (rooms 128,129), 1035 square feet of common area, and 970 square feet of classroom space.
Should the described premises become unavailable to the TENANT for any reason, the OWNER agrees to provide similar or better accommodations to the TENANT. TENANT will be notified by the OWNER of any need to alter or adjust the premises occupied by the TENANT in writing at least ninty (90) days prior to the occupied space needing to be vacated. The OWNER agrees to assist the TENANT in the movement of furniture, computer equipment, office equipment, files, books and published materials from occupied spaces to new facilities without additional costs to the TENANT.
The OWNER further agrees to: authorize TENANT's faculty and staff to use OWNER's staff and faculty lounges; to authorize TENANT'S staff, faculty, students and visitors to use OWNER's cafeteria/food services/catering to the same level and rates enjoyed by OWNER's staff, faculty, students and visitors; to use OWNER's technology facilities to the same extent they are available to OWNER's students; and to use OWNER's Learning Commons to support the TENANT's academic programs for staff, faculty and students.

**2. TERM AND COMMENCEMENT**

The term of this lease is to be five (5) years commencing upon execution of this Memorandum of Agreement. If at any time occupany occurs for only a portion of a month, then the rent shall be prorated by the number of days in the month as follows: (monthly base rent/number of days in the month) x the number of days occupied by tenant = prorated rent. Tenant will pay the fully monthly rent amount thereafter, unless otherwise provided herein..

**3. RENT**

The rent shall be payable in monthly installments at the rates listed below. Payment shall be due within 30 days of recieving quarterly billing.

| Lease Period | Monthly Base Rent |
|---|---|
| April 1, 2015 – June 30, 2020 | $600.00 |

**4. EXPENSES**

During the term of this Agreement, the OWNER shall pay for all expenses associated with the operation of the building, including: utilities, heat, electricity, gas, (telephone, data lines, water, sewer, garbage disposal, elevator service, custodial in the public areas, custodial services for classrooms and offices provided at the same level and frequency as other College offices and classrooms,

parking for TENANT faculty, staff, students and visitors at the same level and rates as those of OWNER, real estate taxes, property assessments, insurance, lawn and ground maintenance, exterior and structural maintenance, heating and air conditioning maintenance and plumbing maintenance. The OWNER shall maintain the premises in good repair and tenantable condition during the continuance of this LEASE.

**5. USE**

The TENANT shall occupy and use the premises for on-site programs, classrooms, and general office use. The premises will not be used for any other purpose without the written consent of the OWNER, which shall not be unreasonably withheld. In no event will the TENANT use the premises for any purpose which is unlawful or a nuisance.

**6. SIGNS**

The TENANT shall be allowed to post Signage on Office space internal and external to Leased Facility consistent with signage used by OWNER.

**7. ACCESS**

The OWNER will provide keys or access to space utilized by TENANT upon occupancy. Rekeying requires prior approval and coordination with the OWNER. Any rekeying shall be paid for by the TENANT.

**8. COMPLIANCE WITH STATE/FEDERAL LAWS**

OWNER is responsible for complying with all applicable provisions of the Americans with Disabilities Act of 1990( 42 U.S.C. 12101 – 12213) and the Washington State Law Against Discrimination, Chapter 49.60 RCW, as well as the regulations adopted thereunder with respect to the Leased Premises.

**9. HAZARDOUS SUBSTANCES**

OWNER warrants to his/her knowledge that no hazardous substance, toxic waste, or other toxic substance had been produced, disposed of, or is or has been kept on the premises hereby leased which if found on the property would subject OWNER to any damages, penalty, or liability under an applicable local, state or federal law or regulation. OWNER shall be responsible for any and all damages, costs, attorneys' fees, and penalties arising from the presence of any hazardous or toxic substances on the premises, except for such substances as may be placed on the premises by TENANT.

TENANT agrees that it will not keep on or around the leased premises for use, disposal, treatment, generation, storage or sale, any substances designated as, or containing components designated as, hazardous, dangerous, toxic or harmful and/or which are subject to regulation as hazardous substances by any federal, state or local law. Small quantities of some compounds that are hazardous in large quantities may be allowable under the law. TENANT will be fully liable to OWNER for any and all clean-up costs and other charges imposed by any government authority with respect to TENANT's use, disposal, treatment, generation, storage and/or sale of hazardous substances, in or about the leased premises.

**10. MAINTENANCE**

The OWNER shall maintain the premises in good repair and tenantable condition during the continuance of this Lease, except in case of damage arising from the negligence of the TENANT'S clients, agents or employees. For the purposes of maintaining and repairing the premises, the OWNER reserves the right at reasonable times to enter and inspect the premises and to make any necessary repairs to

the building. OWNER's maintenance and repair obligations shall include, but not be limited to, the mechanical, electrical, interior lighting (including replacement of ballasts, starters and fluorescent tubes as required), plumbing, heating, ventilating and air-conditioning systems (including replacement of filters as recommended in equipment service manual); floor coverings; window coverings; elevators (including communications systems); inside and outside walls (including windows and entrance and exit doors); all structural portions of the building (including the roof and the watertight integrity of same); porches, stairways; sidewalks; exterior lighting; parking lot (including snow removal, cleaning and restriping as required); wheel bumpers; drainage; landscaping and continuous satisfaction of all governmental requirements generally applicable to similar office buildings in the area (example: fire, building, energy codes, indoor air quality and requirements to provide architecturally barrier-free premises for persons with disabilities, etc.).

The TENANT shall keep the premises in neat and orderly condition. At the end of the term the TENANT agrees to return the premises to the OWNER in as good a condition as they were at the beginning of the term, reasonable wear and tear excepted.

**11. FIXTURES**

The TENANTS may not make any alterations, additions, or changes without the prior written consent of the OWNER, and then only at the sole cost of the TENANT. Such consent shall not be unreasonably withheld. All fixed and permanent improvements by the TENANT shall become the property of the OWNER and shall be surrendered by the TENANT at the end of the term. The TENANT shall be responsible for the costs for repair any damage, consistent with fair market value, caused by removal of personal property.

**12. INSURANCE REQUIREMENTS**

OWNER, an agency of the State of Washington, warrants that it is self-insured against liability claims in accordance with the risk management and tort claims statutes, including RCW 4.92 and RCW 43.21.280 et seq. The tort claims procedure, RCW 4.92.100 et seq., provides the fundamental remedy for all tort liability claims against the Agency and its officers, employees, and agents acting as such and all such claims must be filed and processed as provided therein.

**13. DELIVERY, ACCEPTANCE AND SURRENDER OF PREMISES**

The OWNER represents that the premises are in fit condition for use by the TENANT on the occupancy date. TENANT shall surrender the premises at the end of the lease term, or any renewal thereof, in the same condition as when TENANT took possession, allowing for reasonable use and wear.

**14. HOLD HARMLESS**

Each party to this agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this agreement.

**15. ASSIGNMENT OR SUBLEASE**

The TENANT shall not sub-let or assign any part of this lease without the written consent of the OWNER. Such consent shall not be unreasonably withheld.

**16. ACCESS**

The TENANT will allow the OWNER or its employees or agents access to the premises at reasonable times to enter and inspect the premises and to perform any necessary custodial, maintenance or

repair work.

**17. TERMINATION**

A. Termination for Convenience shall occur as provided for in this Memorandum of Agreement.

B. Termination for Cause. Termination for cause shall occur as provided for in this Memorandum of Agreement. Termination for Cause may also occur pursuant to the following, in which case the termination notice period of this Section will control:

1. If at any time during the term of this Agreement, Tenant determines that physical barriers exist which deny full access to the facilities for any person, disabled or not, TENANT shall so notify the OWNER in writing. If OWNER and TENANT cannot arrive at a mutually satisfactory agreement for accomplishing necessary alterations within thirty (30) days of said written notice, TENANT shall then have the option to terminate this Memorandum of Agreement by giving at least sixty (60) days prior written notice, in which event rent shall be prorated to the date of termination.

**18. QUIET ENJOYMENT**

So long as the TENANT is not in default in the payment of its rent or any other obligation of this lease or in the performance of any of the terms, covenants or conditions of the lease, TENANTS possession and rights and privileges under the lease shall not be diminished by any mortgagee or any successor to the OWNER'S interest in the property.

**19. MONTH TO MONTH TENANCY**

If TENANT remains in possession of the premises after the expiration or termination of the Memorandum of Agreement, or any extension thereof, such possession by the TENANT shall be deemed to be a month-to-month tenancy, terminable as provided by law. During such month-to-month tenancy, Tenant shall pay all rent provided in this Agreement or other rent as the parties mutually agree in writing and all provisions of this Agreement shall apply to the month-to-month tenancy, except those pertaining to term and option to extend.

**20. WAIVER**

Failure of either party to declare any default immediately upon occurrence thereof, or delay in taking any action in connection therewith, shall not waive such default, but party shall have the right to declare any such default at any time thereafter.

**21. ATTORNEYS' FEES**

In the event of litigation or other action brought to enforce the terms of this Agreement, each party shall bear its own attorneys fees and costs.

**22. LIENS**

The TENANT agrees to keep the premises free from all liens and charges for any material or service supplied at its request.

**23. BINDING EFFECT**

All provisions of this lease shall apply to and be binding on the parties hereto, their successors, heirs, executors and assigns.

**24. AUTHORITY**

The parties hereto warrant that they have the authority to commit to this agreement.

**25. NOTICE**

Notice shall occur as provided in the Memorandum of Agreement.

**26. NEGOTIATION AND CONSTRUCTION**

This Agreement and each of its terms and provisions are deemed to have been explicitly negotiated between the parties, and the language in all parts of this Agreement will, in all cases, be construed according to its fair meaning and not strictly for or against either party.

**27. APPLICABLE LAW**

This Settlement Agreement shall be construed and interpreted according to the laws of the State of Washington.

## Appendix B:
## Schedule of Fees

Based on the Memorandum of Agreement between WSU and LCC for Baccalaureate Degree Program(s), students attending WSUV baccalaureate classes at LCC will be provided access to library, computer labs, parking, and other traditional college services consistent with the access provided to regular LCC students. Students enrolled in upper level baccalaureate courses will be assessed Student Fees by WSUV as authorized by RCW 28B.15.031, as part of and in addition to their tuition. These fees will be assessed at WSUV rates. LCC will bill WSUV directly for reimbursement for student services and for expenses incurred by WSUV in its classroom operations as detailed below on a quarterly basis. Reimbursement for the student service and classroom operation expenses will be made by WSUV to LCC.

**1. STUDENT SERVICES:**

WSUV will reimburse LCC for services provided to students pursuant to the terms of the Agreement at a rate of $70.00 per student per term. No other fee shall be applied to WSUV students attending classes at LCC.

**2. CLASSROOM OPERATION EXPENSES:**

WSUV will be assessed fees that pertain to the LCC operations that include:

- A classroom fee of $15.00 per classroom per hour to cover the usage of special distance education classroom space, maintenance, and general overhead involved in offering courses at Lower Columbia College.
- Any special set-up or use of facilities or equipment not covered by this schedule of fees will be billed directly to the requestor of those services. All LCC classrooms include a desktop computer with internet access, speakers, a projector and screen. LCC shall provide a listing of other equipment available.
- LCC's Disabilities Support Services(DSS) office will assist WSUV's Disability Coodinator with Sign Language interpreter coordination for qualified students enrolled in WSUV classes. LCC's DSS may provide names of interpreters who are available to WSUV. LCC DSS will also provide contact information for outside agencies for interpreter coordination assistance when needed. Sign Language Interpreters for WSUV classes will be employees of WSUV. WSUV will be responsible for all interpreter fees and expenses to any outside agency used for interpreter coordination.

LCC will bill WSUV each quarter after LCC's 10th day census for these fees. Fee payment will be due and payable within 30 days.

The schedule of fees will be reviewed annually each summer by designated representatives. Changes to this schedule should be made by July 1 of each year, based upon mutual agreement of both WSUV and LCC.

## Appendix C:
## College Learning Commons Operations

WHEREAS WSUV and LCC are interested in ensuring that faculty, staff and students participating in the Baccalaureate Degree Program have access to LCC's Learning Commons (LC) resources and services to support their academic program;

NOW THEREFORE, LCC and WSU agree they will share responsibility for information resources as follows:

1. The LC will be the primary place on the LCC campus for library and media resources and services to support the WSUV students.

A. LCC Librarians and LC staff will provide the following services to WSUV students and faculty:
- On-site services for reference, circulation, reserve of print and non-print materials.
- Orientation to the LCC LC services and collections.
- Instruction in research materials and methods appropriate to the course of study as applied to resources available in the LCC LC.
- On-site services for media support in classrooms.

B. WSUV librarians and staff will provide the following services to WSUV students and faculty:
- Telephone, chat, and email reference service.
- Resource materials for WSUV courses as requested.
- Orientation to remote use of the WSUV Libraries.
- Instruction in research materials and methods appropriate to the course of study.
- Borrowing of physical materials.

2. LCC and WSUV librarians will collaborate in conducting orientation and information literacy instruction appropriate to each WSUV program.

3. LCC Librarians will be familiar with courses offered by WSUV at the LCC.

4. LCC and WSUV Librarians will familiarize themselves with resources of both libraries for WSUV classes offered at LCC.

5. LCC Librarians will have access to WSUV electronic databases only for the purpose of assisting WSUV students and faculty needing help with the use of those databases WSUV students and faculty will have access to all WSUV electronic resources available for remote access.

6. Students of WSUV will have on-site access to all databases available to LCC students.

7. A designated LCC Librarian will serve as a direct contact with a designated WSUV librarian

**LCC LC Policies for WSUV Students and Faculty**

1. When borrowing from the LCC LC, WSUV students will be governed by all LCC LC policies established for LCC students and faculty (circulation policies, overdue fines, use of media equipment).

2. When borrowing directly from the WSUV Libraries and Summit, WSUV students and faculty will be governed by WSUV policies.

**Technical Support**

1. Allow on-site access to WSUV Libraries' electronic resources without hinderance (e.g. firewalls or wireless restrictions)

2. College support to help WSUV librarians use LCC classrooms for library instruction.

**Financial Considerations**

LCC will monitor the use of reference and other LCC LC services by WSUV students so that LCC and WSUV can agree on a reasonable compensation plan for additional staffing needs, if such needs occur.

## Appendix D:
## Disabilities Support Services

**Accommodating Students with Disabilities Attending WSUV Programs at LCC**

Both WSUV and LCC offices serving students with disabilities are committed to providing seamless, efficient, effective, equitable, and timely accommodations to qualified WSUV students with disabilities enrolled in WSUV classes at LCC.

1. WSUV will determine accommodations for WSUV students enrolled on the LCC Facilities. An WSUV staff member will provide support services under the direction of the WSUV Disability Coordinator.

2. The location of these services will be in the LCC facility leased/occupied by WSUV. Some communication regarding individual accommodations will be either electronic (email) and/or phone.

3. WSUV will be responsible for:
   - Intake interviews coordinated with Disability Coordinator at WSUV
   - Document intake and transfer to WSUV Disability Coordinator
   - Ensuring that accommodations are in place, including instructor notification letters, moving furniture and equipment, and the provision of auxiliary and alternative formats as directed by WSUV Disability Coordinator
   - Intervention and advocacy
   - Ongoing communication and collaboration with the WSUV Disability Coordinator

4. WSUV academic program will be responsible for reasonable expenses related to student accommodations. WSUV will provide all Sign Language Interpreter coordination.
5. WSUV funding will be provided, by the academic program, to purchase required equipment, or potential emergency arrangements will be made to utilize LCC's existing equipment.

6. WSUV will provide the LCC DSS office with referral materials, including business cards for WSUV students requesting assistance. LCC DSS office will provide assistance in scheduling appointments with the WSUV Disability Coordinator.

7. Requests for classroom re-arrangements or moves will be coordinated by the WSUV academic coordinator working with LCC staff.

**Appendix E:**
**Student Conduct**

Based on the Memorandum of Agreement between WSU and LCC for Baccalaureate Degree Programs, WSUV students attending classes at LCC will be subject to the Washington State University Student Conduct Code in the Washington Administrative Code (WAC) Chapter 504-26..

1. WSUV will provide the Student Service office with referral materials, including business cards and student handbooks for WSUV students requesting assistance.

2. In the event that a student allegedly violates the WSUV Student Conduct, WSUV will provide a conduct review officer to adjudicate the alleged violation.

3. WSUV will send a conduct review officer to LCC's campus to review the case, hold a preliminary conference the student and provide a hearing for the student as outlined in the WSUV student conduct code.

LCC will designate an administrative contact that will help coordinate room scheduling needs for the conduct review officer while on LCC's campus.

**Appendix F:**
**Financial Aid Consortium**
For Title IV Federal Financial Aid Programs

**1. INTRODUCTION**

A consortium agreement is a written, formal agreement between two institutions eligible to participate in the Title IV federal financial aid programs. These programs include, but are not limited to Federal Pell Grants, SEOG, Work Study, Perkins Loan, and Direct Loans. This agreement also includes all relevant state aid programs. The consortium agreement allows a student to enroll in courses at the "host" institution while working toward a degree from the "home" institution. For purposes of this agreement, Lower Columbia College will serve as the "home" institution until such time the student is admitted to Washington State University. Beginning with the first semester of admittance, Washington State University becomes the "home" institution. By signing this agreement, Lower Columbia College and Washington State University are stating that they have a clear understanding of their rights and responsibilities under the agreement.

**2. APPLICATION, VERIFICATION, AND RECORD RETENTION**

Students must apply to the "home" institution for financial aid. The home institution will be responsible for compliance with all applicable aid regulations and retention of financial aid records. The Financial Aid Office at the home institution will be responsible for insuring that students do not apply for and receive financial aid at the host institution during any term for which they receive aid.

**3. AWARDING**

Awarding and notification of financial aid will be the responsibility of the Financial Aid Office at the home institution. The host institution will be responsible for informing the home institution of the number of credits and cost of tuition and books for each student in the program for each quarter. The home institution will determine the enrollment status and cost of attendance based upon the total enrolled hours at both institutions. The home institution has the right to cancel any funds for which the student is not eligible and may adjust aid funds according to changes in enrollment status and/or cancellation of enrollment by the student.

**4. DISBURSEMENT OF FUNDS**

Disbursement of aid will be the responsibility of the home institution.

**5. SATISFACTORY ACADEMIC PROGRESS**

Satisfactory academic progress will be monitored by the home institution according to that institution's policies and procedures. The host institution will be responsible for registering students and posting student grades by the deadlines established by the home institution.

**6. RETURN OF TITLE IV FUNDS**

Students must adhere to each institution's published tuition payment deadlines. The respective program coordinators will be responsible for reporting the dates of any official withdrawals to the other institution. In the event of an unofficial withdrawal, the program coordinators will determine the last date of attendance from each of the student's instructors and report that date to the other institution. Each institution in which the student is enrolled will be responsible for calculating and applying a refund of tuition, fees or other charges according to institutional refund policies. The home

institution will be responsible for calculating repayments owed by the school and/or the student under the applicable Return of Title IV funds regulations.

**7. ENROLLMENT REPORTING**

Enrollment reporting to the Clearinghouse and other agencies will be the responsibility of each institution and will not reflect the combined credits from both institutions.

## Appendix G:
## INTERNATIONAL STUDENTS TRANSFER ADMISSION GUARANTEE (TAG) AND TRANSFER AGREEMENT

In order to facilitate the transfer admissions guarantee of eligible international students enrolled in associate degree programs at Lower Columbia College with Washington State University, LCC and WSU enter into this Transfer Agreement.

**CONDITIONS:**

1. Criteria to be admitted to WSU are pursuant to this Transfer Agreement. Criteria include:
   A. Students provide permission for LCC to transmit request to participate in Transfer Admission Guarantee Program, and submit official student records to WSU;
   B. Students maintain contact with a WSU representative;
   C. Student meets all the terms of admission to WSU at the time they plan to enroll:
   - Maintain a cumulative college grade point average of 2.5 or better in all transferable college/university course work.
   - Successfully complete a transferable associate degree from LCC.
   - Meet WSU's English Language Proficiency (ELP) requirement or qualify for an ELP waiver as listed at www.ip.wsu.edu/apply/admission-requirements.html.
   - Send educational credentials and supporting information, including transcripts or evaluation reports.
   - Complete and return the Certificate of Finances and provide a Bank Letter showing adequate finances.
   - Apply for International Undergraduate Admission by the deadline of your chosen major with the application fee.

   D. Upon completion of the above requirements, students are eligible for general admission to WSU Vancouver. Admission into some competitive WSU majors is not guaranteed and depends on specific school/college requirements that are not affected by this agreement. Some majors which have additional requirements include, but are not limited to, Business, Computer Science, Mechanical Engineering, Nursing, and Education.
   E. LCC international students who complete an Intent to Enroll Form will be governed by the WSU degree requirements in effect at the time of their WSU matriculation.

2. Courses taken by international students at LCC which are listed in the WSU Transfer Credit Equivalencies website shall qualify as transfer credits at WSU. Transfer credit for any LCC course not listed in the Transfer Credit Equivalencies website shall be granted at the discretion of WSU.

3. International students in the TAG shall be governed by the regulations, requirements and procedures of LCC until such time as they are granted an eligible associate degree. After they have matriculated at WSU, international students shall be governed by the regulations, requirements and procedures at WSU.

4. International students in the TAG program under this appendix are expected to enroll at WSU within two semesters following the completion of an eligible associate degree. International students who do wish to continue their baccalaureate program at WSU at a later time must apply for a deferral, enabling them to delay study for up to one year from the original term of intended entry, dependent

upon space availability. International students who enroll at a third institution subsequent to the final quarter at LCC shall lose their automatic transfer to WSU INTENT TO ENROLL PROCEDURES:

A. Eligible international students who intend to participate in the TAG program must, after admission to LCC, complete an "Intent to Enroll" form for WSU available in the International Student Programs Office at Lower Columbia College.
B. LCC will attach a copy of each student's LCC admissions form to his/her "Intent to Enroll" form for WSU and send both documents to the International Education Office at WSU.
C. After reviewing the application, admission officers at WSU will send a letter outlining the student's provisional transfer status to WSU Vancouver, with final acceptance assured providing student meets all of the conditions outlined above. The letter will note the term that the student has indicated as the anticipated entry term at WSU (future term), subject to the limitations set forth in this Memorandum of Agreement.

**OBLIGATIONS OF WSU:**

In order to facilitate this agreement, WSU agrees to the following responsibilities:

1. To process the transferring TAG students' I-20 forms via the SEVIS system in a timely manner to ensure a smooth transfer.

2. Per WSU policies and deadlines, LCC International students may apply for and be considered for academic scholarships. Scholarship qualifications will be determined by WSU.

3. To support a Direct Transfer Agreement and/or articulated agreement that allows transferring TAG students to transition smoothly and predictably between LCC and WSU.

4. To send to LCC international students a letter of provisional transfer admission and general WSU information covering the following:
   A. That students must fulfill all requirements for WSU admission, such as meeting application deadlines and satisfying all other regular admissions requirements as determined by WSU;
   B. That admission into some competitive WSU majors is not guaranteed and depends on specific school/college requirements that are not affected by this agreement; and
   C. That Lower Columbia College international students admitted through this process will be governed by the WSU degree requirements in effect at the time of their WSU matriculation.

5. To schedule periodic advising days at the LCC campus as the institutions mutually deem necessary and to provide advising information for WSU academic programs.

6. To the extent permitted by FERPA, to provide LCC, during the term of this appendix, student retention rates, graduation rates and the grade point averages for those LCC international students who entered WSU as part of the Transfer Agreement.

7. To market and publicize the Transfer Admission Guarantee (TAG) program with LCC to prospective international students.

**OBLIGATIONS OF LOWER COLUMBIA COLLEGE:**

In order to facilitate this appendix, LCC agrees to the following responsibilities:

1. To process the transferring ITA students' I-20 forms via the SEVIS system in a timely manner to ensure a smooth transfer.

2. To publicize the Transfer Admission Guarantee (TAG) program with WSU to prospective international students.

3. To ensure the necessary "Intent to Enroll" forms are available to international students at the LCC International Programs office.

4. To distribute, receive, and process "Intent to Enroll" forms that international students complete in order to participate in this program.

5. To issue the initial I-20 to incoming international students.

6. To provide WSU with information (name, address, choice of degree program and academic record) of those students interested and admitted under this Transfer Agreement, each quarter.

**JOINT OBLIGATIONS/MISCELLANEOUS PROVISIONS:**

In order to facilitate this agreement, WSU and LCC agree to the following responsibilities:

1. The International Office Directors from each institution will initiate the review of this agreement annually in April and recommend any changes that are mutually agreed to by the parties as needed. No changes shall become effective unless in writing and signed by the President or his/her designees from both parties.

2. Either institution may terminate the agreement at any time by written notice at least two quarters in advance of the effective date of termination. However, it is understood that such termination will not apply to international students already provisionally accepted to WSU under the terms of this agreement, even though not yet enrolled.

3. Each institution will designate a representative who will coordinate and monitor the Transfer Agreement agreement.

4. LCC and WSU will develop and implement advertising and promotional efforts to attract international students to both LCC's and WSU's programs that include:
   A. Collaboration on the design, content, and production and to share the costs of a common brochure, web page and other recruitment collateral materials to promote the 2 + 2 agreement that contains the basic program concepts, requirements, and the benefits of the program for students as well as contact persons at LCC and WSU and their addresses and admission procedures.
   B. Joint participation in selected recruitment fairs domestically and abroad.
   C. Promotion of the LCC /WSU Tranfser Agreement when recruiting international students.
   D. Representatives, appointed by the President of LCC and Chancellor of WSUV, shall meet periodically to assess the combined marketing and promotional programs for the 2+2 TAG program. It shall be the responsibility of these representatives to plan, develop, consult and recommend to their respective institution the appropriate recruitment and marketing strategies in promoting this agreement.

5. LCC and WSU will develop, maintain and share records of the LCC international students admitted into the program to the extent permitted by the Family Educational Rights and Privacy Act of 1974

(FERPA).

6. International students who do not complete an eligible associate degree from Lower Columbia College will not be granted automatic admission to WSU and must apply for admission under the regular transfer admissions process.

7. This Transfer Agreement shall not be construed to create a relationship of partners, brokers, employees, servants or agents as between the parties. The institutions to this appendix are acting as independent parties.

8. Neither party to this Transfer Agreement appendix shall have the right to assign any duty or responsibility arising hereunder without the written consent of the other party.

9. Each party to this agreement shall be responsible for damages to persons and/or property resulting from negligence on the part of itself, its employees, or its officers or agents. Neither party will be considered the agent of the other nor does neither party assume responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this agreement.

10. Only 3 semester online credits/term may be counted toward the full-time enrollment requirement for F-1 students.

This agreement does not restrict either WSU or LCC from working with other entities, schools, agents and recruiters in promoting their own programs.

## Appendix H:
## Programs for Delivery and Articulation Agreements

Pursuant to the Memorandum of Agreement between WSU and LCC for Baccalaureate Degree Program(s), WSUV will use LCC's facilities to provide an on-site program and classes for the following identified programs:

**1. Baccalaureate of Science in Nursing**

A. DESCRIPTION: The WSU College of Nursing Registered Nurse to Bachelor of Science in Nursing (RN-BSN) degree is offered for new or experienced licensed nurses who want to enhance their nursing career by earning their BSN, and for newly graduated Associate Degree in Nursing (ADN) students. The RN-BSN program builds on the RN background and includes essential course work in assessment, research, leadership and management, ethics, and community health. Advanced practicum experiences bridge course work and theory with clinical practice.

B. COURSES OFFERED:

**NURS 360 Professional Nursing Concepts and Issues** 2-credit Course Prerequisite: Certified major in Nursing. Philosophical, historical, economic, legal/ethical, and professional issues designed for registered nurses to build upon previously acquired professional concepts. Typically offered Fall, Spring, and Summer.

**NURS 365 Nursing Concepts: Assessment and Application of Physiological Concepts to Nursing Practice I** 2-credit Course Prerequisite: Certified major in Nursing. Integration of pathophysiological, assessment, pharmacological nursing concepts with diverse client populations; emphasizing neurological, EENT, skin, musculoskeletal, endocrine, and respiratory systems. Typically offered Fall.

**NURS 366 Nursing Concepts: Assessment and Application of Physiological Concepts to Nursing Practice II** 2 Course Prerequisite: Certified major in Nursing. Integration of pathophysiological, assessment, pharmacological nursing concepts with diverse client populations; emphasizing fluid/electrolytes, oncology, GI/GU; cardiovascular; immune system, renal. Typically offered Spring and Summer.

**NURS 400 Nursing Research, Evidence-Based Practice, and Informatics** 3-credit Course Prerequisite: Certified major in Nursing. Application of informatics skills and research processes to evidence-based clinical practice. Typically offered Fall, Spring, and Summer.

**NURS 405 Nursing Leadership** 2-credit Course Prerequisite: Certified major in Nursing. Application of group leadership and management theories to professional nursing practice. Typically offered Fall and Summer.

**NURS 406 Nursing Management** 3-credit Course Prerequisite: Certified major in Nursing. Management, leadership, and group theories are utilized and applied to the management of nursing and health care. Typically offered Spring and Summer.

**NURS 440 Population Health Theory** 3-credit Synthesizes population-based nursing and public health concepts with a focus on upstream interventions in partnership with the community. Typically offered Fall, Spring and Summer.

**NURS 455 Cultural Safety and Social Justice in Global** Society 3-credit Balance of power in health professional relationships, cultural safety, social justice, and diversity in global society. Typically offered Spring as elective.

**NURS 456 Narrative Health Care in Clinical Practice** 3-credit Narrative processes of attention, representation, and affiliation experienced by health professional students in clinical encounters. Typically offered Fall as elective.

**NURS 462 Selected Nursing Concepts: Psychiatric/Mental Health** 2-credit Nursing process with individuals and families experiencing psychiatric/mental health disruptions. Typically offered Fall, Spring and Summer.
**NURS 465 Nursing Practice: Community and Psychiatric Mental Health** 3-credit Course Prerequisite: NURS 462 or concurrent enrollment, and NURS 440 or concurrent enrollment. Application of community health, public health, and psychiatric/mental health nursing concepts to individuals, families, and communities with identified health needs. Typically offered Fall, Spring and Summer.
**NURS 476 Health Law: Application to Practice** 3-credit Course Prerequisite: Junior standing. Laws, principles and issues related to regulations of health care professionals, practice settings and public and private programs. Typically offered Summer Session as elective.
**NURS 477 Health Care Ethics** V 2-3-credit Ethical theories including deontology, teleology, virture ethics and applicability to ethical dilemmas in nursing. Typically offered Fall, Spring and Summer.
**NURS 478 Plateau Tribes: Culture and Health** 3- credit Course Prerequisite: Certified major in Nursing, Nutrition and Exercise Physiology, or Pharmacy; Junior standing. History, culture, and health care needs of the Plateau Indian tribes; both classroom and practicum experience. Typically offered Spring.
**NURS 481 International Health Care** 3-credit. Study abroad experience in global health care; assessment and evaluation skills in planning and implementing culturally appropriate health care for individuals and communities. Typically offered Summer Session.
**NURS 492 Essentials of Disaster Management for Health Professions** 3-credit Course Prerequisite: Certified major in Nursing; junior standing. Implications for disaster management across the health professions; mental health and ethical issues and concerns related to vulnerable populations. Typically offered Summer Session as elective.
**NURS 495 [CAPS] Nursing Practice: Advanced Clinical Practicum** 3-credit Course Prerequisite: Certified major in Nursing. Taken in graduation term. Application and integration of theoretical content in an area of nursing practice of special interest to the student. Typically offered Fall, Spring, and Summer.
**NURS 498 Special Topics in Nursing** V 1-3-credit May be repeated for credit; cumulative maximum 6 hours. Typically offered Fall, Spring, and Summer.
**NURS 499 Special Problems** V 1-4-credit May be repeated for credit. Independent study conducted under the jurisdiction of an approving faculty member; may include independent research studies in technical or specialized problems; selection and analysis of specified readings; development of a creative project; or field experiences. Typically offered Fall, Spring, and Summer. S, F grading.

C. METHOD OF DELIVERY: the RN-BSN Program is flexible, hybrid course delivery with face-to-face class sessions offered over the WSU AMS system to multiple sites. Students are required to be on campus at least 1x per semester per course. Additional course work is offered on-line via password protected learning management system. Full-time, part-time, or individualized plans of study can be arranged with an RN-BSN advisor. Clinical experiences are completed at a variety of sites. Appropriately licensed RN students may complete their clinical in Oregon or in Washington.

D. D. SPECIAL PROVISIONS AND RESPONSIBILITIES:

Prerequisites to the program:

- A current, unencumbered Washington State RN License or eligibility for licensure is required.
- Applicants must be at junior standing (60 semester hours/90 quarter hours), have a direct transferable AA/AS degree, or have a bachelor's degree.
- Cumulative GPA of 3.0 or higher in all college course work.
- Students must complete College of Nursing prerequisite courses and WSU's University Common Requirements (UCORE) or equivalent course work. Some Associate of Arts

(AA), Associate of Science (AS), or Bachelor's degrees may satisfy these requirements. Check with academic advisor or compare completed courses at the Transfer Credit Equivalencies website.

- College of Nursing's prerequisite courses - Cumulative GPA of 3.0 or higher.
- Minimum grade for each prerequisite course - 2.0. (Pass/satisfactory grades and CLEP scores are not accepted).

Application to the Program:

- Contact an RN-BSN advisor at prospective site
- Obtain College of Nursing RN-BSN application and application guidelines from advisor.
- Fill out and return College of Nursing application to RN-BSN advisor.
- Send official transcripts to WSU campus of application (Vancouver).
- In addition to the RN-BSN application, apply to WSU as directed by RN-BSN advisor.
- Apply for financial aid (FAFSA). WSU school code: 003800.
- Late applications are only reviewed and accepted if space is available.

## Appendix I:
## Bookstore Operations

### 1. Introduction

Pursuant to the Memorandum of Agreement between WSU and LCC for Baccalaureate Degree Program(s) and in order to provide for bookstore services to students attending WSUV courses and programs on the LCC campus, WSU and LCC establish the following terms and conditions with regard to text book and merchandising supplies for students.

### 2. Responsibilities of Lower Columbia College

A. LCC Bookstore shall serve as the primary physical retail distribution point for academic and textbook materials needed by students participating in WSUV courses at the LCC location.

B. LCC Bookstore shall have on-hand all of the appropriate materials needed by WSUV students at LCC no later than two weeks prior to the start of every semester.

C. LCC Bookstore shall set the price for textbooks and academic materials needed by WSUV students on the LCC campus.

D. LCC Bookstore shall prescribe the manner and time schedule for the WSUV textbook and academic materials request each quarter for subsequent semesters.

E. LCC Bookstore shall provide space for WSUV merchandise within the bookstore as appropriate and in proportion to the amount of sales that these products generate. LCC Bookstore shall set the price point of WSUV merchandise in the LCC Bookstore.

F. In the event required textbooks or materials will not be available to students by the prescribed time, LCC agrees to notify the WSUV coordinator within twelve (12) hours of being made aware of the problem.

### 3. Responsibilities of WSUV

A. WSUV program coordinator shall provide the LCC bookstore with a complete listing of all books and materials necessary for students to aquire for their WSUV courses. This listing shall be provided in the manner and at the times prescribed by the LCC bookstore management.

B. WSUV Bookstore shall serve in a consultation and marketing advisement role as needed and as called upon by LCC.