Cooperative Academic Agreement
Between
Hawaii Tokai International College
And
The Arizona Board of Regents
On Behalf of
Northern Arizona University

In view of a common commitment to global education, to continue to promote understanding and goodwill, to strengthen cultural ties, and to broaden the experience and horizons of faculty and students, Hawaii Tokai International College (hereinafter referred to as HTIC) and The Arizona Board of Regents for and on behalf of Northern Arizona University, (hereinafter referred to as NAU) agree to enter into a cooperative academic relationship for the purpose of providing academic experiences for students. The following are the terms of this agreement:

Principles of the transfer program
1. On the basis of this transfer model, HTIC undergraduate students will complete their associate's degree at HTIC and then enroll at NAU for the last two years or until the requirements for the program of study have been completed.
2. Upon successful completion of all requirements, a student will be awarded a bachelors degree from NAU.

Eligibility
1. HTIC students are eligible to enroll in any NAU program to which transfer students are admitted.
2. HTIC will review applications to ensure that students recommended to NAU meet the requirements of NAU Office of International Admissions in terms of GPA and English proficiency, and have sufficient academic preparation for the programs of study they wish to pursue.
3. NAU will consider the applications of all students enrolled at and nominated by HTIC for participation in any program covered by this agreement.

Admission and Enrollment
1. HTIC will submit dossiers containing all of the documents required for admission to NAU to the designated staff person at the Center for International Education.
2. Applications must be submitted prior to the published deadlines.
3. NAU reserves the right to make the final admission decision regarding all applications.
4. NAU will offer an orientation program to all newly admitted HTIC students at the start of each semester and will provide assistance with the registration process to HTIC students.

**Academic Credit and Advising Issues**
1. HTIC students will receive appropriate academic advising by NAU staff and faculty prior to the start of their program of study.
2. NAU considers enrollment in at least 12 credits to constitute a full course of study in a given semester and necessary for completion of the program of study within the time frame prescribed.
3. No representations are given to HTIC regarding the time in which they will complete the requirements of their program of study.
4. The academic transcript reflecting each student’s performance will be sent to HTIC at the conclusion of each student’s period of study.

**Academic and Disciplinary Regulations**
1. HTIC students will be expected to remain in good academic and disciplinary standing in accordance with the rules that apply to regularly enrolled students at NAU. NAU reserves the right to dismiss students from the program and NAU if they fail to comply in this regard.
2. NAU agrees to make HTIC students aware of its academic and disciplinary policies and procedures during orientation and in various written material.

**Housing**
NAU undertakes to make all reasonable efforts to locate and provide suitable on-campus accommodation for HTIC students, provided the appropriate housing forms are completed and returned to NAU by the deadline dates.

**Health Insurance**
All HTIC students enrolled at NAU are required to purchase the student health insurance provided through NAU and will be eligible to use the campus student health center.

**Access to Facilities**
HTIC students will be granted the same access to university facilities as regularly enrolled NAU students, including the library, computing, sports and social facilities.

**Student Integration**
NAU will make every reasonable effort to integrate HTIC students into life in the United States and international student life by integrating them into regular undergraduate courses and providing a range of programming options through student organizations, etc.

**Financial Arrangements**
1. NAU will bill HTIC students for the tuition, housing costs and other fees incurred in a given semester.
2. HTIC students are responsible for all other costs associated with their stay at NAU.

**Non-Discrimination**

Neither party will discriminate on the basis of race, sex, age, national origin, color, religion, sexual orientation, veterans/national guard/reserves status, disability or any other prohibited characteristic.

**Revision and Duration**

This agreement is subject to revision by mutual consent. It shall be considered a continuing agreement with the understanding that it may be terminated by mutual consent at any time. Either party may terminate it at the completion of an academic year by giving at least 90 days prior written notice. This agreement may only be altered or amended by the written agreement of both parties.

Agreed and Accepted this \( 6^{th} \) day of \( March \), 2010

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**For Hawaii Tokai International College:**

Naoto Yoshikawa, Ph.D.
Chancellor
Hawaii Tokai International College

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**For Northern Arizona University:**

Liz Grobsmith, Ph.D.
Provost & Vice President
for Academic Affairs
Northern Arizona University