

**Memorandum of Understanding  
Between  
Del Norte Unified School District (DNUSD)  
And  
California State Polytechnic University, Humboldt (CPH)**

Del Norte Unified School District and California State Polytechnic University, Humboldt, desire to establish a relationship between the institutions who agree to cooperate with each other as follows:

**Scope of Cooperation**

Subject to mutual consent, the areas of cooperation will include academic and support services offered by both institutions to carry out the development and implementation of Direct Admissions. DNUSD will identify a Direct Admissions point person and or task force to implement the items listed in the scope of cooperation.

- A. CPH will communicate to the DNUSD point person regarding Direct Admissions policies and processes and related upcoming CPH events and provide promotional materials and messaging regarding Direct Admissions and related CPH programs and services for the DNUSD point person to distribute utilizing DNUSD communication tools. Communications may target populations such as: high school counselors, students, parents, parent associations, clubs, etc.
- B. DNUSD will allow a CPH Representative, per the CPH Representative's availability, to promote Direct Admissions to students and or parents. DNUSD will be responsible for coordinating and reserving a venue location for up to four presentations per academic calendar year.
- C. DNUSD will ensure that all student participants are on track upon high school graduation to complete A-G coursework with a minimum of 2.5 grade point average and/or a multi-factor score of CSU minimum for CA residents and/or are held to the current admissions requirements of CPH for non-impacted majors.
- D. DNUSD acknowledges that Direct Admissions does not apply to Impacted Majors as they have their own set of criteria that needs to be met.
  - a. Students meeting CSU minimum requirements, but do not meet impacted major requirements, will be admitted into their alternate major or undeclared. See list of Impacted Majors.
- E. CPH will organize campus events and programming annually for DNUSD students and families.
- F. DNUSD students must submit a Cal State Apply Application to CPH and pay the application fee by the application deadline.

a. DNUSD or another organization on behalf of DNUSD may purchase application fee coupon codes from the CSU to distribute to students.

G. DNUSD students must graduate in good standing in the Fall or Spring term prior to their admissions entry term at CPH.

H. DNUSD is required to become a California College Guidance Initiative (CCGI) partner institution within the first year of the MOU, with a dedicated point person overseeing the educator/student/parent accounts and will provide all pertinent data to CPH as needed including but not limited to:

a. DNUSD D provides a list of students annually who are A-G eligible between 9th-11th grade by January 31st.

b. DNUSD provides a list of 12th grade students who are A-G eligible annually by September 15th.

c. DNUSD provides an annual list in December of students who are A-G eligible but have not submitted a Cal State Apply application during the priority application period (October 1- November 30) for fall.

d. DNUSD to provide contact information for students and families (mailing address, emails, and parent/guardian information)

I. DNUSD point person to attend CPH's annual counselor conference and distribute information to district counselors.

J. All parties will be responsible for ensuring that its data is shared, matched, exchanged, or used in compliance with all applicable state and federal laws.

The terms for each specific service or activity implemented under this Memorandum of Understanding shall be mutually agreed upon in writing by both parties prior to the initiation of that activity and subject to available resources each academic year. Any such agreements entered into, as outlined above, will form appendixes to this Memorandum of Understanding. The designated liaisons for the purposes of executing services and activities for Direct Admissions are:

**DNUSD School District**

Signature:  \_\_\_\_\_

Name: Jeff Harris

Title: Superintendent, Del Norte Unified School District

Email: [jharris@delnorte.k12.ca.us](mailto:jharris@delnorte.k12.ca.us)

Address: 301 W. Washington Blvd. Crescent City, CA 95531

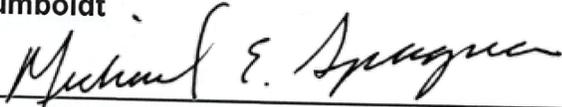
Point of Contact: Shannon Walkley, School Counselor, Del Norte High School

Telephone: (707) 464-0293, ext. 52283

Email: [swalkley@delnorte.k12.ca.us](mailto:swalkley@delnorte.k12.ca.us)

**Cal Poly Humboldt**

Signature:



Name: Michael E. Spagna, Ph.D.

Title: Interim President, Cal Poly Humboldt

Contact: Christin Holliday, Ph.D.

Title: Vice President for Enrollment Management and Student Success, Cal Poly Humboldt

Telephone: 707-826-3011

Email: [ceh118@humboldt.edu](mailto:ceh118@humboldt.edu)

Address: 1 Harpst Street, Arcata, CA 95521

Notification of any change in liaisons shall be made by letter without amending this Memorandum of Understanding.

Renewal, Termination, and Amendment

This Memorandum of Understanding shall remain in force for a period of four (4) years from the date of execution, with the understanding that it may be terminated by the appropriate authorities of either party giving six months' notice to the other party in writing, unless an earlier termination date is mutually agreed upon. The Memorandum of Understanding may be amended or extended by mutual written consent of the two parties.