Letter of Agreement  
California & Shippensburg Universities  
Cybersecurity

This Letter of Agreement (LOA) is entered into on this 25th day of May, 2015 between California University of Pennsylvania (California) and Shippensburg University of Pennsylvania (Shippensburg), each a member of Pennsylvania’s State System of Higher Education (State System). California and Shippensburg wish to collaborate to offer and deliver a concentration in cybersecurity within an existing master’s program to meet workforce needs in the south central Pennsylvania region. In October 2014, California secured the State System’s Board of Governors approval for a master’s degree in Cybersecurity. Shippensburg will use courses within the California Professional Science Master’s degree in Cybersecurity to develop a new concentration in Shippensburg’s existing Master of Science in Computer Science program within the Shippensburg Department of Computer Science and Engineering. This LOA guides faculty and staff at both universities in sharing the California courses for the Shippensburg concentration.

NOW THEREFORE, the parties of this LOA set forth the following as the terms and conditions of their understanding:

A. Administrative/Fiscal Issues

1. California will offer three courses (PSC 735 Biometrics, PSC 755 Wireless Networks and Security, PSC 745 Cybersecurity Risk Management & Assessment) online.
2. Shippensburg students will enroll in the three courses (9 credits) when offered.
3. The three courses will be delivered on a mutually agreed-upon program schedule. Under the initially-agreed-upon schedule, California will offer the three courses on a rotating basis; one course each Fall, Spring, and Summer, in the order listed above starting in Fall 2015 (PSC 735 in Fall 2015, PSC 755 in Spring 2016, PSC 745 in Summer 2016, etc.).
4. California will make available for Shippensburg students up to five registrations in each course, each term.
5. Shippensburg students will register for the California courses using the PASSHE Board of Governors Policy 1991-03-A Visiting Student Program, as follows:
   a. Each Shippensburg graduate student must be accepted into the Shippensburg Master in Computer Science graduate program. Students must be in good academic standing each semester they intend to use the Visiting Student Policy to register for California courses.
   b. Under the Visiting Student Policy, students may take up to 12 credits from other PASSHE universities. Since this LOA covers 9 credits, Shippensburg will monitor the 12-credit limit and request a waiver on a case-by-case basis to the Office of the Chancellor.
   c. For financial aid purposes, Shippensburg will serve as the host institution and will process all financial aid on behalf of Shippensburg students, including the California courses.
   d. California will complete for each Shippensburg student a consortium agreement that confirms costs to be included in the Shippensburg student’s financial aid awarding at Shippensburg.
   e. All credits and grades earned by Shippensburg students in the three California courses shall be accepted in full by Shippensburg and thereafter treated as Shippensburg credits, residency, and grades.
i. It is the responsibility of the Shippensburg student to work with, and get approval from, their graduate advisor at Shippensburg regarding applicability of credits toward graduation requirements at Shippensburg consistent with PASSHE procedures.

ii. It is the responsibility of the Shippensburg student to complete the Visiting Graduate Student Notification Form and submit to Shippensburg prior to enrolling in the three courses at California.

iii. Students cannot use the Visiting Student Program to repeat courses taken at the home institution.

iv. Students cannot use the Visiting Student Program for internship or practica that are required for the program of study or for licensure or certification without the express written permission of the home university Dean of Graduate Study and placement availability at the host institution.

f. For the purposes of this agreement, the faculty in the California Department of Mathematics, Computer Science & Information Systems has agreed to not include the C+ grade option in any graduate course shared with Shippensburg to ensure alignment in grading systems.

g. Shippensburg students shall register at, and pay tuition and fees to, California for the California courses covered in this LOA. A Shippensburg student wishing to divide a course load between two institutions during the same term shall register and pay appropriate tuition and fees at both universities.

6. Each university is equally responsible for the administration and curricular design and delivery of their master's degree programs.

7. Each university will receive tuition and fee payments for all students accepted for and enrolled in the master's degree courses at its campus.

8. Individuals representing constituencies of the library, student services, academic records, graduate school admissions, financial aid, billing/bursar, technology, LMS administration, and other related services will meet initially to establish implementation policies and procedures. In addition, this group, and others as appropriate, will continue to meet on an as-needed basis to assure consistency between institutions.

9. Each university will provide budget support for the day-to-day operations of their individual programs.

10. The two universities will market and advertise their individual programs.

11. Educational records related to this LOA will be available to those officials at both universities who have a legitimate educational interest in the records. The California and Shippensburg faculty will inform the students of this sharing of educational records during the initial orientation program.

B. Program Operation

1. Each of the respective department chairpersons will maintain communications with the program directors and each other for smooth operation of the program. Issues of concern or unresolved conflict are to be communicated to the respective graduate deans who will maintain on-going communication about the program.

2. Program directors will be in regular contact through phone, email, face-to-face meetings, and video conferencing, as needed.

3. The faculty from both campuses will meet at least once a year, either face-to-face or electronically, to review the status of program operation.
4. California will manage the assignment of regular and temporary faculty to the teaching of each
course. Faculty performance review and evaluation, as per the CBA, will follow the California
policies and procedures.
5. Shippensburg students will adhere to the academic calendar of California for the courses
included in this LOA and will follow California timelines for registration, drop/add, breaks, and
withdrawals. For Shippensburg courses, Shippensburg students will follow the Shippensburg
academic calendar and timelines.
6. Upon successful completion of Shippensburg’s program requirements, the diploma will be
awarded by Shippensburg.

C. Technology
1. California will deliver each course using a 100% asynchronous online method utilizing the
   existing LMS at California.
2. California faculty will be approved under California standards for teaching via online distance
   education.
3. California will be responsible for providing technical training for its faculty to assure continuing
   competence of faculty in distance technologies.
4. California will be responsible for providing the facilities, equipment, and supplies deemed to be
   essential for transmitting or receiving courses in the program.
5. California will be responsible for making and tracking distance incentive payments, if any, to its
   faculty in accordance with the CBA.

This LOA will be reviewed and renewed annually from the date in the first paragraph of this document. If
parties request amendments, these should be submitted, in writing, 60 days prior to the annual renewal
date. A minimum of three years notification is required to terminate the agreement.

This LOA is not a legally binding contract and is not enforceable in a court or in the Board of Claims. In
the event of a dispute between the parties, advice and direction will be requested from the Office of the
Chancellor or Office of Chief Counsel.

This LOA is not intended to modify the Collective Bargaining Agreement (CBA) and the parties will
adhere to the CBA at all times.

IN WITNESS WHEREOF, this Agreement has been executed and delivered as of the date set forth in the
caption above.

Geraldine M. Jones, Interim President
California University of Pennsylvania

Date

G. F. “Jody” Harpster, President
Shippensburg University of Pennsylvania

Date