

**Memorandum of Understanding  
For Intake Advising for On Campus Students  
Between  
The UW-Superior Academic Advising Center  
And  
The Legal Studies Programs  
(Legal Studies and Concentration in Criminal Justice)**

**Overview**

This Memorandum of Understanding pertains to the in-take advising model being developed by The UW-Superior Academic Advising Center. It serves to clarify the responsibilities and expectations of all partners, formalize resource commitments, and establish consensus regarding the general process of advising in this model. As a volunteer in this pilot, the Legal Studies program has the unique opportunity to inform this new model and create the standard by which on campus advising will be delivered to UW-Superior students in the future.

This new in-take advising model will begin October 1, 2015, with the acceptance and signature of this Memorandum of Understanding, and will be re-evaluated on May 13<sup>th</sup>, 2016 to assess effectiveness.

**The UW-Superior Academic Advising Center agrees to:**

1. Provide advising services to all on-campus students who are admitted to UW-Superior and declare a major in Legal Studies Programs through the general education requirements. These students must have less than 60 credits. Those students with more than 60 credits will be advised by Legal Studies Program faculty. Once students reach 60 credits, they will be transitioned to the Legal Studies Program faculty advisor.
2. Provide the Legal Studies Program access to the Legal Studies programs advisee list by assigning both Coordinator of Legal Studies Program and Director of Criminal Justice program as secondary advisors to all declared Legal Studies programs Majors. After students have earned 60 credits and transitioned to a faculty advisor, the professional advisor will then become a secondary advisor.
3. Provide an advisor to work with the Legal Studies Programs who will attend Program meetings, build relationships and work collaboratively with Legal Studies Programs instructional staff and faculty to include any course pre-requisites that are required for admission into the Legal Studies major.
4. Ensure timely attention and response to all declared Legal Studies Programs major students for whom the advisor is assigned.

5. Initiate and conduct enrollment and advising conferences for all new and transferring Legal Studies programs majors with fewer than 60 credits.
6. Attend all SOAR sessions to help facilitate the advisement and registration of declared Legal Studies program students.
7. Inform about and refer students to available on campus support services.
8. Monitor assigned student progress throughout the semester and reach out to students who may exhibit signs of risk.

**The UW-Superior Legal Studies Program agrees to:**

1. Allow the professional advisor assigned to the Legal Studies Program to attend Program meetings.
2. Provide guidance about how best to advise declared Legal Studies Programs majors in the general education requirements and program pre-requisites.
3. The Legal Studies Program will provide plans of study to be used for the Academic Advising Center staff, and communicate any curricular or course rotation changes to keep students informed.
4. Legal Studies faculty advisors will advise all Legal Studies Programs majors (continuing and new transfer students) with more than 60 earned credits.

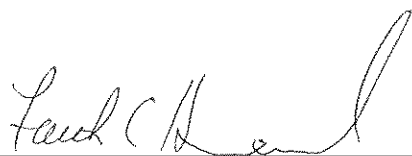
**It is mutually agreed that:**

1. Both the Academic Advising Center and the Legal Studies Program will meet regularly to assess the effectiveness of the in-take advising model and make decisions about changing procedures when necessary.
2. Follow best practices and advising standards set for by NACADA (The Global Community for Academic Advising) and CAS (Counsel for the Advancement of the Standards in Higher Education).

**Summary and Signatures**

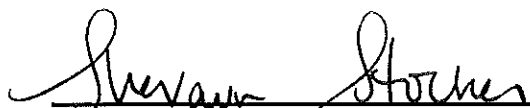
This Memorandum of Understanding applies to the UW-Superior Academic Advising Center and the UW-Superior Legal Studies Program regarding the in-take advising model for on-campus students at UW-Superior. By signing this MOU, the undersigned agree to continue their involvement as partners in the on-going development, implementation, and delivery of the in-take advising Model for on-campus students at UW-Superior.

Approved by:



9/29/15

Faith Hensrud, Provost



9/16/15

Shevaun Stocker, Chair, Human Behavior, Justice and Diversity

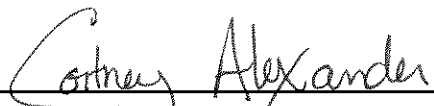


Gary Keveles, Criminal Justice Program Director



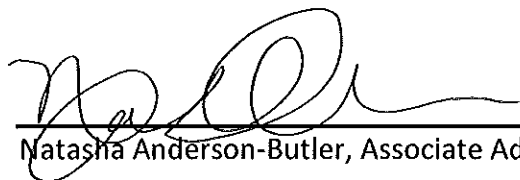
9/16/15

Maria Cuzzo, Legal Studies Program Coordinator



Sept. 18, 2015

Cortney Alexander, Director, Academic Advising



9/18/2015

Natasha Anderson-Butler, Associate Advisor