

The Community College of Allegheny County (“CCAC”) and Colorado State University–Global Campus (“CSU-Global”) hereby establish a Memorandum of Understanding (“MOU”) to facilitate students’ transfer from CCAC to CSU-Global.

### **PURPOSE**

- This MOU formally recognizes that both institutions are active educational partners, committed to providing greater educational opportunities and services for students transferring between institutions. This commitment strongly supports the concept of seamless transfer that embraces the principle that transfer students should not be required to repeat competencies already achieved.
- Both institutions enter into this MOU in the spirit of cooperation and mutually recognize each other as quality institutions of higher learning. Each institution, furthermore, is dedicated to serving students from all walks of life, regardless of race, ethnicity, religion, sex, disability, color, age, marital status, national origin or other non-merit factors.
- Under the terms and conditions of this MOU, participating students will maximize as much as possible their community college coursework and credits.
- Through ongoing communication between their faculty and staff, CCAC and CSU-Global will better understand the obstacles confronting students who are transferring and cooperate in removing such obstacles. By working at the department level, the courses that a student takes at CCAC can be matched with courses required at CSU-Global.

The MOU provides a structure through which transfer articulation on all levels can be supported. CSU-Global understands and agrees that transfer articulation is with CCAC as a whole and not with individual campuses. Therefore, it is understood and agreed that courses taken at any CCAC Campus, Center or online are considered equally transferable.

### **TRANSFER ELEMENTS**

#### **Treatment of associate degrees and general education core as admission criteria**

This MOU establishes the principle that all applicable associate degrees at CCAC transfer to CSU-Global. CCAC graduates will not need to repeat completed equivalent lower-division general education requirements at CSU-Global. All credits that are completed with a grade of C- or higher are accepted and applied toward the designated/appropriate college degree(s). Courses completed with a grade lower than C- will not transfer. Articulated associate degrees will be identified, maintained, and available as separate documents from this MOU.

CCAC associate degree graduates with a minimum cumulative GPA of 2.0, entering under the terms of this MOU are guaranteed admission into the university. However, students should be advised that some degree programs at CSU-Global might require a higher GPA for admission.

CCAC graduates will follow CSU-Global's transfer process and, therefore, must meet all applicable requirements and deadlines pertaining to application for admission, advising, registration, and payment of tuition and fees. They will abide by the policies and procedures, along with any revisions thereof that apply to all students from that institution.

In order to complete the baccalaureate program in a timely manner, students are advised to follow the transfer guide for the academic program they plan to pursue at CSU-Global. If the student intends to change degree focus upon admission to CSU-Global, the student may be required to complete some lower division preparation work prior to beginning the program at CSU-Global.

### **Treatment of Community College of Allegheny County coursework as admission criteria**

Students who transfer to CSU-Global with less than an Associate or non-articulated degree (and have not completed the General Education requirements) will have their General Education courses evaluated on a course-by-course basis and may be required to take any additional courses necessary to satisfy the General Education requirements at CSU-Global. However, if these students have completed equivalent General Education courses with a grade of C- or higher at the sending institution, these courses will be accepted toward satisfying General Education requirements at CSU-Global.

CCAC students who plan to transfer to CSU-Global may complete any missing general education by [i] taking the additional CCAC lower-division courses required to complete the general education core at CCAC, [ii] complete the general education requirements at CSU-Global, or through approved CLEP or DSST exams.

### **Award of Upper-Division Credit**

Students who transfer lower-division credits beyond that required for an associate degree or whose lower-division credits/competencies are equivalent to designated upper-division credits/competencies, can request/petition these courses/competencies be evaluated by CSU-Global and, where appropriate, equivalent upper-division credit will be awarded.

### **Total Number of Transferable Credits**

Transfer credits will be maximized and associate degrees will be accepted in their entirety where applicable. However, the maximum number of lower-division credits that can be accepted and applied to the university degree at CSU-Global is **sixty-four (64)**. This transfer credit limit will be the difference between total credits required for degree completion and university upper-division requirements.

If Competency Based Exam (CBE) and/or Prior Learning Assessment (PLA) credit was earned and awarded as part of the transferring associate degree, those credits will be accepted as part of the sixty-four (64) maximum number of lower-division credits.

## **Evaluation Process**

There will be an annual evaluation process of the partnership supported by this MOU. The information obtained from this evaluation will be used to improve the transfer process for the benefit of students.

## **Longevity of the MOU**

This MOU shall be effective immediately upon approval and shall continue in force and effect until terminated by either party. Termination shall occur upon written notice by either party to the other submitted six (6) months prior to the termination date. Students accepted into the program prior to the termination date will be allowed to continue in the program.

## **OBLIGATIONS OF CSU-GLOBAL**

- CSU-Global will award academic tuition discount scholarships to all qualified graduates admitted to Colorado State University-Global Campus pursuant to this Agreement. Full-time Colorado State University-Global Campus students with a minimum of 2.0 final cumulative CCAC GPA and who have enrolled with Colorado State University-Global Campus within 1 year after graduation from CCAC will receive a 10% tuition discount scholarship to be applied toward tuition. Students may also be eligible for need-based financial aid and other types of financial aid. Scholarships are dependent on yearly funding and may be stopped at any time.
- CSU-Global will provide materials, catalogs, and other information to CCAC advisors to facilitate their understanding of university requirements and academic programs. CSU-Global agrees, at its own expense, to hold at least one advising event each year at CCAC for prospective transfer students.
- CSU-Global may place CCAC students, interested in attending CSU-Global, on its mailing lists and invite the students to participate in cultural events, social activities, and presentations open to the public and occurring on campus.
- If warranted by the student's academic achievement and/or special talents, CSU-Global will inform the student of scholarship opportunities.
- CSU-Global will inform students from CCAC of the possibilities of reverse transfer of credits that may be applied to complete their Associate's Degree. However, the process must be initiated by the student to send transcripts and documentation to CCAC.

## **OBLIGATIONS OF COMMUNITY COLLEGE OF ALLEGHENY COUNTY**

- CCAC will provide CSU-Global with timely curriculum updates.

## **JOINT OBLIGATIONS**

- CCAC and CSU-Global agree to exchange data and documents as agreed that will contribute to the maintenance and improvement of these transfer arrangements, and promote effective cooperation between the two institutions. The institutions will exchange admission, grades,

and retention data after obtaining appropriate permission from the students involved and in compliance with all federal, state, and local laws.

- CSU-Global and CCAC agree to maintain regular communication between CSU-Global's advising and enrollment team and CCAC's advising and enrollment teams.
- CSU-Global will work with CCAC on recruitment efforts.
- Students transferring to CSU-Global will receive advising from both institutions, assisting them in timely degree completion.
- Information about this MOU will be available at both institutions and on both institutions' websites.
- CCAC and CSU-Global agree to provide direct links between their institutional websites, indicating the existence of this MOU.
- Neither institution shall use the name or marks of the other institution in connection with any product, service, promotion, news release, or other publicity without the prior written consent of the institution whose name or likeness may be under consideration.
- Transfer articulation materials developed by an articulating institution are not valid without an MOU signed by CCAC's President.
- In collaboration with CCAC, the development, distribution, and accuracy of all transfer articulation products (e.g. Transfer Guide) are the responsibility of CSU-Global.

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**Community College of Allegheny County**  
Dr. Quintin B. Bullock  
President



4/22/15  
Date

**Colorado State University–Global Campus**  
Dr. Jon Bellum  
Provost & Senior Vice President



5/14/15  
Date

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