



## Memorandum of Understanding

### Introduction

The Colleges of the Alamo Colleges District – Northeast Lakeview College (NLC), Northwest Vista College (NVC), Palo Alto College (PAC), St. Philip's College (SPC) and San Antonio College (SAC), hereafter referred to as the Colleges in the Alamo Colleges District, wish to partner with transfer institutions interested in ensuring students take the maximum courses possible prior to transfer with college-level courses earned counting toward their intended field of study or major at the four-year college or university to the greatest extent possible. This Memorandum of Understanding (MOU) formally recognizes that the colleges in the Alamo Colleges District – NLC, NVC, PAC, SPC, and SAC located in San Antonio, Texas and Our Lady of the Lake University are active educational partners, committed to providing greater educational opportunities and services for students transferring between institutions.

NLC, NVC, PAC, SPC, and SAC are each accredited by the Southern Association of Colleges and School – Commission on Colleges (SACS-COC), Our Lady of the Lake University, located in San Antonio, TX, is also accredited by SACS-COC. This commitment strongly supports the concept of seamless transfer that embraces the principle that transfer students should not be required to repeat courses already successfully completed.

Each institution, furthermore, is dedicated to serving students from all walks of life, regardless of race, color, sex, pregnancy, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, any other protected category under applicable local, state or federal law, or persons who have opposed discrimination or participated in any complaint process on campus or before a government agency.

### Purpose

The purpose of this MOU is to formalize a partnership to assist students to achieve both associate and baccalaureate degree completion. This agreement enables students in the Colleges of the Alamo Colleges District who transfer to Our Lady of the Lake University to have the college-level credits earned apply, to the greatest extent possible, toward their intended field of study or major, resulting in degree completion and successful employment. Transfer articulation is with all of the Colleges in the Alamo Colleges District.

### Transfer Advising Guides

In collaboration with the Colleges in the Alamo Colleges District and the Transfer Advising Guide Team, Our Lady of the Lake University will provide appropriate transfer advising guides to identify all freshman and sophomore level courses required for specific baccalaureate degrees. This will ensure maximum transferability of courses with the intent that courses taken at the Colleges in the Alamo Colleges District will count and apply toward degree requirements. The Transfer Advising Guide Team and Our Lady of the Lake University will work closely on the courses that will apply toward degree requirements. Where applicable, Our Lady of the Lake University will encourage students to complete an associate degree at one of the Colleges in the Alamo Colleges District before transfer. If the transfer advising guide does not meet

Associate Degree requirements, both partners agree that the student should transfer and achieve the Associate Degree through reverse transfer.

Our Lady of the Lake University will accept a maximum of 72 transfer credits toward a baccalaureate degree. Where transfer advising guides include greater than 60 credit hours, the student will be advised to earn the maximum allowable hours before transfer.

Our Lady of the Lake University will notify the Colleges of the Alamo Colleges District annually of any changes in degree requirements.

### **Bridge to Transfer**

By the completion of 30 college-level hours, students in the Colleges of the Alamo Colleges District will declare the college/university to which they intend to transfer. Upon receiving notice of intent to transfer, Our Lady of the Lake University and the advising/mentoring teams of the colleges will work together to actively engage the student to support successful completion of the transfer advising guide courses and prepare for transfer.

The Colleges of the Alamo Colleges District and Our Lady of the Lake University agree to provide direct links between their institutional Web sites indicating the existence of this Agreement. Official lists of transfer advising guides (AA, AAT, AS, and AAS) reviewed by both the faculty of the Colleges of the Alamo Colleges District and Our Lady of the Lake University will be made available at all institutions.

### **Core Curriculum**

Completion of the Core Curriculum of the Colleges in the Alamo Colleges District will transfer class by class and will satisfy the general education requirements at Our Lady of the Lake University with the exception of theology. Students must take U.S. or World History to receive core history credit. All College of Arts and Science majors must take two semesters of the same foreign language. If any courses are preferred or required for specific baccalaureate degrees, the courses will be indicated as such in the transfer advising guides.

### **Transfer Admissions Requirements**

Upon completion of a transfer advising guide, students at the Colleges in the Alamo Colleges District will go through the Our Lady of the Lake University transfer process and therefore must meet all applicable requirements and deadlines pertaining to application for admission, orientation and 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. Our Lady of the Lake University will apply the transfer advising guide applicable in the year the student enters a College in the Alamo Colleges District in compliance with Texas Administrative Code Title 19, Part 1, Subchapter B, Rule 4.25.g.

Students with a minimum cumulative GPA of 2.0 and any additional departmental admission requirements entering under the terms of this agreement are guaranteed admission into the university. Students who have completed the transfer advising guide requirements with the minimum cumulative GPA required for entry into the intended field of study or major plus any other admission requirements will be accepted into the program, subject to capacity availability.

### **Associate in Applied Science (AAS) Degree**

The Associate in Applied Science (AAS) Degree represents the attainment of depth of technical competency in identified occupational areas. Students transferring an AAS degree to Our Lady

of the Lake University will have achieved competency in many areas generally considered to be upper division. However, some courses in the area of general education may still need to be earned. Our Lady of the Lake University will provide transfer advising guides that maximize the AAS course requirements and will bridge the two institutions as the student completes the Transfer Advising Guide courses and prepares for transfer.

### **Provision for Student Financial Assistance**

The Colleges in the Alamo Colleges District and Our Lady of the Lake University understand that all rules and regulations regarding the administration of Federal Title IV Student Financial Aid apply to students who may wish to attend both institutions simultaneously. A consortium agreement must be obtained by the student from the Financial Aid Office of their primary "home" institution and submitted to the Financial Aid Office of the "host" institution for completion. All consortium agreements must be approved by the appropriate Alamo Colleges District official.

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### **Provision for Campus Visits/Transfer Fairs**

Our Lady of the Lake University will be offered many options designed to recruit students and alumni. Opportunities include but are not limited to: transfer fairs, campus visits, events posting, and university-specific fairs. Information sessions and advisors will be available on campus by appointment for transfer planning.

Any marketing or advising materials developed by Our Lady of the Lake University will adhere to the terms of this MOU.

### **Exchange of Data**

The Colleges of the Alamo Colleges District and Our Lady of the Lake University 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.

Any exchange by the parties of student record information protected by the Family Education Rights and Privacy Act (20 USC § 1232g) and implementing regulations (34 CFR Part 99) ("FERPA") shall occur only in full compliance with FERPA, including, without limitation, committing the receiving party to limit the use of such information to the purposes for which the disclosure was made, and to impose such limits on any re-disclosure, and the parties agree to comply with all applicable statutory and regulatory provisions, including, without limitation 34 CFR 99.31, 99.32, 99.33, 99.34 and 99.35.

Our Lady of the Lake University will provide an annual update at the beginning of each fall semester to the Colleges of the Alamo Colleges District on the success of students transferring to Our Lady of the Lake University, which will include:

- Number of transfer students in the past academic year;
- Total number of student transfers from each of the Colleges in the Alamo Colleges District;
- Credits completed at Our Lady of the Lake University;
- Number of stop-outs;
- Average University GPA; and
- Average time from admission to completion.

## Limited Trademark License

The undersigned copyright owner parties hereby enter into this Limited Trademark Cross-License ("License") to one another under the following terms and conditions.

1. **Mark Ownership.** Each Party represents and warrants to the other Party that it has ownership rights in the trade and service marks represented by its logos set forth at its website ("Marks").
2. **Consideration.** This Cross-License is made in consideration of the mutual promises herein, the mutual benefit of the authorized use herein licensed, and for other good and valuable consideration, the receipt of which is hereby acknowledged.
3. **Grant of Cross-License.** The undersigned Parties hereby grant to one another a non-exclusive, fully paid, revocable license to use its Marks for the limited purpose publicizing the existence of the Agreement for so long as the Agreement remains in effect.
4. **No Additional Rights.** The Parties acknowledge that each Party shall have no further interest or rights in the intellectual property of the other Party other than the limited, revocable rights herein granted.
5. **Choice of Law, Jurisdiction & Venue.** This Agreement is made and is to be performed in Bexar County, Texas, and will be interpreted and governed by the Constitution and the internal laws of the State of Texas. Non-exclusive jurisdiction and venue of any court action brought directly or indirectly by reason of this agreement shall be in the state and federal courts of competent jurisdiction of Bexar County, Texas.

## Reverse Transfer

"Reverse Transfer" allows students to transfer course work from Our Lady of the Lake University back to the Colleges in the Alamo Colleges District to complete requirements for the associate degree from one of the Colleges of the Alamo Colleges District. This program is specifically designed to allow students to receive the advantages pursuant to completion of the associate degree when they transfer prior to degree completion. Our Lady of the Lake University and the Colleges of the Alamo Colleges District will develop a reverse transfer process to provide students with the opportunity to complete the associate's degree while working on their Our Lady of the Lake University bachelor's degree. Student records will be exchanged between Our Lady of the Lake University and the Colleges of the Alamo Colleges District for this purpose, strictly adhering to all privacy regulations and ensuring compliance with Texas House Bill 3025.

Any student who transfers from a two-year degree awarding institution to another Texas public college or university, has completed 25% of the Associate degree (usually 15 college-level credit hours) and has subsequently earned credits at the transfer institution may qualify for an Associate's Degree at the two-year institution.

Earned hours must include the courses required by the Texas Higher Education Act as set forth in Subchapter F, sections 51.301 and 51.302 (six [6] semester hours in U.S./Texas government and six [6] semester hours in U.S./Texas history).

## Reverse Transfer Guidelines

1. Transcripts must be identified as a Reverse Transfer. "Reverse Transfer" can be indicated in the address line of the receiving institution (ATTN: Reverse Transcript Office)

2. Student Information
  - a. Student's name
  - b. Student's current address
  - c. Student's current email
  - d. Student's date of birth (DOB)
3. Sending Institution Contact Information
  - a. Name (Point of Contact)
  - b. Title
  - c. Telephone number
  - d. Email address
4. Send student information and point of contact information to:  
[dst-reversetransfer@alamo.edu](mailto:dst-reversetransfer@alamo.edu)

**Alamo Colleges District Point of Contact**

Myrella Gonzalez

Associate Director

Center of Student Information

~~Alamo Colleges District~~

[mgonzales1@alamo.edu](mailto:mgonzales1@alamo.edu)

(210) 486-5041

### **Longevity of the Agreement**

This agreement will commence with the start of the Fall semester 2018 for a period of three years. This agreement will terminate with the start of the Fall semester 2021 unless it is renewed.

The agreement may be terminated by either institution by submitting written notice of the intent to terminate. The termination notice must be submitted at least one year prior to the start of the date the termination is to become effective.

In the event this agreement is terminated, both parties agree to make every effort to protect individual students who are already part of the program.

This framework of cooperation is agreed to between the Colleges of the Alamo Colleges District and Our Lady of the Lake University.

#### **Contact Information at the Alamo Colleges District:**

Christa Emig, Ed.D

Director of Curriculum Coordination and Transfer Articulation

201 W. Sheridan

San Antonio, TX 78204

(210) 485-0167 phone

(210) 486-9287 fax

[cemig@alamo.edu](mailto:cemig@alamo.edu)

#### **Contact Information at Participating Institution:**

Maria Miller, MEd

Assistant Director of Articulation and Transfer Resources

411 SW 24<sup>th</sup> Street

San Antonio, TX 78207

(210) 528-7162 phone

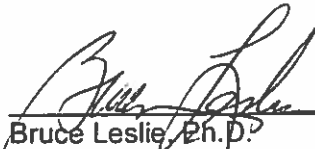
(210) 432-4463

[mmiller2@ollusa.edu](mailto:mmiller2@ollusa.edu)



**Alamo Colleges District**

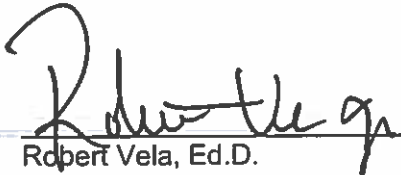
**Our Lady of the Lake University:**

  
Bruce Leslie, Ph.D.  
Chancellor, Alamo Colleges District  
201 W. Sheridan, SA, TX 78204

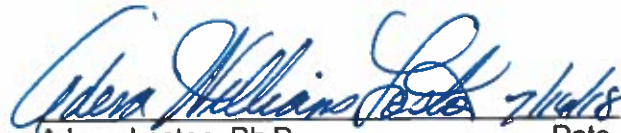
7/16/18  
Date

  
Diane Melby, Ed.D.  
President  
Our Lady of the Lake University


9/7/18  
Date

  
Robert Vela, Ed.D.  
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7/16/18  
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Veronica Garcia, Ph.D.  
President, Northeast Lakeview College  
1201 Kitty Hawk Rd. Universal City, TX 78148

7/16/18  
Date