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 all college-level courses earned counting toward their intended field of study or major at the four-year college or university. 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 Southern New Hampshire University – College of Online and Continuing Education (SNHU-COCE) are active educational partners, committed to providing greater education opportunities and services for students transferring between institutions.

NVC, PAC, SPC, and SAC are each accredited by the Southern Association of Colleges and Schools with NLC currently in candidacy status. SNHU-COCE, located in Manchester, NH, is accredited by New England Association of Schools and Colleges, Inc. (NEASC) through its Commission on Institutions of Higher Education (CIHE). 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, gender identity, gender expression, veteran or military 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 completion. This agreement enables students in the colleges of the Alamo Colleges District who transfer to SNHU-COCE 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.

Advising Guides

In collaboration with the colleges in the Alamo Colleges District, SNHU-COCE will provide appropriate 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 toward degree requirements. Where applicable, SNHU-COCE will encourage students to complete an Associate degree at one of the colleges in the Alamo Colleges District before transfer. If the program map does not meet Associate Degree requirements, both partners agree that the student should transfer and achieve the Associate degree through reverse transfer.
1. If a student has completed an AA Liberal Arts degree at a regionally-accredited community college, then the only additional SNHU general education requirements students would need to complete are any general education requirements for the student's intended program.

Students must have completed SNHU Foundation requirements within the community college associate degree (English Composition I, English Composition II and Math College Algebra or higher). Those who have not taken a second composition course would have to take ENG 123 upon transfer. (See Appendix 1 for examples)

2. Based on the course equivalency tables attached (see Appendix 1), SNHU College of Online and Continuing Education guarantees transferability of all credits outlined in the following Alamo College General Education Core Curriculum (42=Credits) equivalency table attached, to a Southern New Hampshire University undergraduate degree program that coincides with their associate's degree, as long as the following criteria are met.

- The colleges of the Alamo Colleges District General Education Curriculum to SNHU-COCE General Education Core (see Appendix 1)

3. As SNHU is regionally accredited, all academic course work in which a student has earned a grade of "C" or higher is fully transferable based on the attached course equivalents. Academic course work in which a student has earned a "C" or better will transfer provided the GPA of transferring coursework is a 2.0 or higher. Up to 90 credits may be accepted in transfer toward a bachelor degree program.

4. Additionally, and upon a student's admission to the university, SNHU College of Online and Continuing Education guarantees transferability of a minimum of 60 credits outlined in any Alamo College Associate of Arts or Associate of Science degrees to the SNHU Bachelor of Arts in General Studies.

5. Military students enrolling at SNHU College of Online and Continuing Education may transfer up to 90 hours for a bachelor's with unlimited CLEP, DANTES and Excelsior credits—providing students meet residency requirements.

SNHU-COCE will accept a maximum of 90 transfer credits toward a baccalaureate degree. Where advising guides include greater than 60 credit hours, the student is encouraged to earn the maximum allowable hours before transfer.

SNHU-COCE will notify the colleges of the Alamo Colleges District annually of any changes in degree requirements.

**SNHU-College of Online and Continuing Education Articulation Agreement Benefit**

Through this Articulation Agreement, SNHU-COCE will offer a ten percent (10%) reduction in SNHU-COCE tuition rates to the eligible:

- Graduates from the colleges of the Alamo Colleges District

- Alamo Colleges District employees and the immediate family of employees (spouses, domestic partners, children, siblings and parents)
In order to receive the reduced tuition benefit offered, applicants must identify Alamo Colleges District or their specific college in the Alamo Colleges District on the SNHU-COCE application.

The reduced tuition benefit is applicable as of the date this Agreement is fully executed by the parties below.

In addition, those eligible graduates, employees and immediate family of employees who enroll in Southern New Hampshire University's online graduate program will receive a waiver of the application fee normally required by Southern New Hampshire University-College of Online and Continuing Education. No application fee waiver, tuition credit or refund shall be made retroactively for any eligible employee, their family member or alumnus already enrolled at SNHU College of Online and Continuing Education on the date of execution of this Agreement; however, the tuition reduction shall be applied to such eligible employees, their family members or graduates for course enrollments following the execution of this Agreement. Programs offered at military tuition assistance levels are not subject to this reduction. As of the Effective Date of this Agreement, there is no difference in SNHU-COCE tuition based on the student’s state of residence. SNHU-COCE retains the right to differentiate between in-state and out-of-state tuition in the future; however, if SNHU-COCE were to begin to differentiate between in-state and out-of-state tuition in a way that affected students subject to this Agreement at any point during the term of this Agreement, SNHU-COCE shall inform the Alamo Colleges District immediately and shall work with the Alamo Colleges District to amend the provisions of this Agreement relating to the tuition rates for students under this Agreement to the Parties’ mutual satisfaction.

Alamo Colleges District’s employees, their family members and graduates must inform SNHU College of Online and Continuing Education admissions representatives about their affiliation to receive their tuition reduction.

SNHU College of Online and Continuing Education may change its tuition rates at any time at its sole discretion and the reduction will be calculated based on the current tuition in effect for the applicable academic term for the enrolled program. Eligible employees and alumni shall not be entitled to any other reduction and are subject to all other admission and continuation requirements as set forth in the respective Southern New Hampshire University policies and catalogs.

**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, SNHU-COCE’s and the advising/mentoring teams of the colleges will work together to actively engage the student to support successful completion of the Program Map courses and prepare for transfer.

The colleges in the Alamo Colleges District and SNHU-COCE agree to provide direct links between their institutional Web sites indicating the existence of this Agreement. Website to include approved Transfer Pathways (AA, AAT, AS, and AAS) as agreed between the faculty of the colleges of the Alamo Colleges District and SNHU-COCE will be made available.

**Core Curriculum**

Based upon the course equivalency table attached (see Appendix 1), completion of the colleges in the Alamo Colleges District Core Curriculum will transfer to SNHU, and the Texas 42- hour
core general education requirements will satisfy 42 hours of general education requirements at SNHU with the following exceptions:

1. Any course that is required by a specific baccalaureate program.

2. Any course for which the student has not received a C or better.

If any courses are preferred or required for specific baccalaureate degrees, the courses will be indicated as such in the advising guides.

Transfer Admissions Requirements

Upon completion of an advising guide, students at the colleges in the Alamo Colleges District students will go through SNHU-COCET's 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. SNHU-COCE will apply the 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.

As SNHU is regionally accredited, all academic course work in which a student has earned a grade of "C" or higher is fully transferable based on the attached course equivalents. Academic course work in which a student has earned a "C" or better will transfer provided the GPA of transferring coursework is a 2.0 or higher. Up to 90 credits may be accepted in transfer toward a bachelor degree program.

Nursing students who are entering the SNHU RN to BSN program must have successfully completed their Associate Degree in Nursing program with a minimum GPA of 2.5 and have passed the national NCLEX-RN licensing exam to be unconditionally admitted to the RN to BSN program. Nursing students with a cumulative GPA between 2.0 and 2.5 on the degree or diploma awarding transcript may be provisionally accepted and must also meet the licensure requirements.

Students with a minimum cumulative GPA of 2.0 and any additional admission requirements entering under the terms of this agreement are guaranteed admission into the university. Students who have completed the program map 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.

Alamo Colleges' 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 SNHU-COCE 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. SNHU-COCE will provide advising guides that maximize the AAS course requirements and will bridge the two institutions as the student completes the Program Map courses and prepares for transfer.

Provision for Student Financial Assistance

The colleges in the Alamo Colleges District and SNHU-COCE 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.

Provision for Campus Visits/Transfer Fairs

SNHU-COCE 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 SNHU-COCE will adhere to the terms of this MOU.

Exchange of Data

The colleges of the Alamo Colleges District and SNHU-COCE 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) shall commit 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.

SNHU-COCE 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 SNHU-COCE 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 SNHU-COCE
- Number of stop-outs
- Average University GPA
- Average time from admission to completion

Limited Trademark License

The undersigned copyright owners Alamo Community College District, a political subdivision of the State of Texas ("Alamo Colleges District") and its articulation agreement ("Agreement") counterparty signatory below (collectively, "Parties"), do 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 SNHU-COCE back to the Alamo Colleges 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 leave the Alamo Colleges prior to degree completion. SNHU-COCE and the colleges of the Alamo Colleges District are committed to developing a reverse transfer process to provide students with the opportunity to complete the associate's degree while working on their SNHU-COCE bachelor's degree. Student records will be exchanged between SNHU-COCE and the colleges of the Alamo Colleges District for this purpose, strictly adhering to all privacy regulations and ensuring compliance with 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 for a cumulative total of not less than 90 credits may qualify the transfer institution may qualify for an Associate's Degree at the two year institution.


**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.

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
   
   Alamo Colleges District Point of Contact
   Myrella Gonzalez
Longevity of the Agreement

This agreement will commence with the start of the Fall Semester 2017 for a period of three years. It will terminate with the start of the Fall Semester 2020 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 SNHU-COCE.

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