



## Memorandum of Understanding

### Introduction

The Colleges of the Alamo Colleges District located in San Antonio, Texas— 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 of 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 of the Alamo Colleges District – NLC, NVC, PAC, SPC, and SAC and University of the Incarnate Word are active educational partners, committed to providing greater educational opportunities and services for students transferring between institutions, in support of the concept of seamless transfer so that transfer students are not required to repeat courses already successfully completed.

NLC, NVC, PAC, SPC, and SAC are each accredited by the Southern Association of Colleges and School – Commission on Colleges (SACS-COC). University of the Incarnate Word, located in San Antonio, TX, is also accredited by the Southern Association of Colleges and Schools Commission on Colleges.

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 completion. This agreement enables students in the Colleges of the Alamo Colleges District who transfer to University of the Incarnate Word to have the college-level credits earned apply, toward their intended field of study or major, resulting in degree completion and successful employment. Transfer articulation is with all Colleges of the Alamo Colleges District.

### Transfer Advising Guides

In collaboration with the Colleges of the Alamo Colleges District and the Transfer Advising Guide Team, University of the Incarnate Word 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 of the Alamo Colleges District will count and apply toward degree requirements. The Transfer Advising Guide Team and University of the Incarnate Word will work closely on the courses that will apply toward degree requirements. Where applicable, University of the Incarnate Word will encourage students to complete an Associate degree at one of the Colleges of 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.

University of the Incarnate Word does not limit the number of transfer credits from the Colleges of the Alamo Colleges district. However, University of the Incarnate Word does require 45 credit hours to be completed at UIW—36 of which must be upper division hours. Where transfer advising guides include greater than 60 credit hours, the student will be advised to earn the maximum allowable hours before transfer.

University of the Incarnate Word 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 at 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, ~~University of the Incarnate Word Advising Services 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 University of the Incarnate Word 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 University of the Incarnate Word will be made available at all institutions.

### **Core Curriculum**

Completion of the Core Curriculum at the Colleges of the Alamo Colleges District may not satisfy the core curriculum requirements at the University of the Incarnate Word. 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 a transfer advising guide, students at the Colleges of the Alamo Colleges District wishing to transfer to University of the Incarnate Word will go through the University of the Incarnate Word 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. University of the Incarnate Word will apply the transfer advising guide applicable in the year the student enters a College of 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 University

of the Incarnate Word will have achieved competency in many areas. While, all work completed at Alamo Colleges will carry lower-division credit, a lower-level course may be substituted for an upper level course with the approval of the University of the Incarnate Word. However, a lower-level course substituted for an upper-level course will not count toward the advanced hour requirement for the degree. University of the Incarnate Word 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 of the Alamo Colleges District and University of the Incarnate Word 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**

University of the Incarnate Word 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 University of the Incarnate Word will adhere to the terms of this MOU.

### **Exchange of Data**

The Colleges of the Alamo Colleges District and University of the Incarnate Word 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.

University of the Incarnate Word 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 University of the Incarnate Word.

University of the Incarnate Word which will include:

- Number of transfer students in the past academic year
- Total number of student transfers from each of the Colleges of the Alamo Colleges District
- Credits completed at University of the Incarnate Word
- Number of stop-outs
- Average University GPA

## 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  
Marisol Scheer  
Interim Registrar  
[scheer@uiwtx.edu](mailto:scheer@uiwtx.edu)  
(210) 805-3038
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 University of the Incarnate Word.

### 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 University of

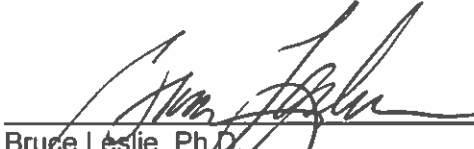
#### Incarnate Word:

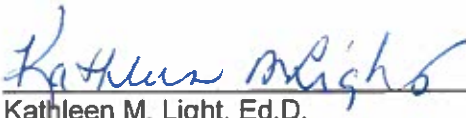
Sandy McMakin  
Associate Provost  
Academic Support Services  
4301 Broadway CPO 96  
San Antonio, TX 78209  
(210) 805-3005 phone  
(210) 805-1235 fax  
[mcmakin@uiwtx.edu](mailto:mcmakin@uiwtx.edu)

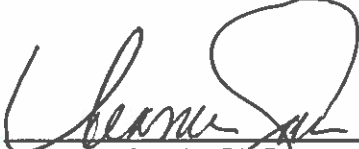
Alamo Colleges District:




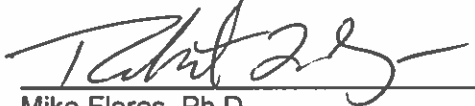
University of the Incarnate Word:


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

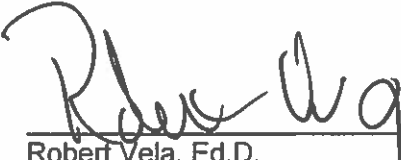
 10/8/18  
Kathleen M. Light, Ed.D. Date  
Provost, University of the Incarnate Word  
4301 Broadway, SA, TX 78209

 9/11/18  
Veronica Garcia, Ph.D. Date  
President, Northeast Lakeview College  
1201 Kitty Hawk Rd. Universal City, TX 78148

 9/10/18  
Ric Baser, Ed.D. Date  
President, Northwest Vista College  
3535 N. Ellison Drive, SA, TX 78251

 9/10/18  
Robert Garcia Mike Flores, Ph.D. Date  
President, Palo Alto College  
1400 W. Villaret Blvd, SA, TX 78224

 9/10/18  
Adena Loston, Ph.D. Date  
President, St. Philip's College  
1801 Martin Luther King Drive, SA, TX 78203

 9/10/18  
Robert Vela, Ed.D. Date  
President, San Antonio College  
1819 N. Main Ave. San Antonio, TX 78212