



## 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 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, located in San Antonio, Texas and Wilmington University, located in New Castle, Delaware, are active educational partners, committed to providing greater educational opportunities and services for students transferring between institutions.

NVC, PAC, SPC, and SAC are each accredited by the Southern Association of Colleges and Schools. NLC is currently in candidacy status. Wilmington University located in Wilmington, DE is accredited by the Middle States Commission on Higher Education. 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, sexual orientation, gender, transgender 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 in completing both associate and baccalaureate degrees. This agreement enables students in the Colleges of the Alamo Colleges District who transfer to Wilmington 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 accredited Colleges in the Alamo Colleges District. Upon Northeast Lakeview College's affirmation of accreditation we will amend our agreement to include their credits.

### Advising Guides

In collaboration with the Colleges of the Alamo Colleges District, Wilmington University will provide appropriate advising guides to identify all freshman and sophomore level courses required for specific baccalaureate degrees that may be taken at the Colleges in the Alamo Colleges District and accepted in transfer towards that baccalaureate degree. This will ensure maximum transferability of courses with the intent that courses taken at the Colleges of the Alamo Colleges District will count toward degree requirements. Where applicable, Wilmington University will encourage students to complete an Associate degree at the Colleges of the Alamo Colleges District before transfer. If the advising guide does not meet associate degree

requirements, both partners agree that the student should transfer and achieve the associate degree through reverse transfer.

Wilmington University 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.

Wilmington 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, Wilmington University's and the Alamo Colleges' advising/mentoring teams will work together to actively engage the student to support successful completion of the advising guide courses and prepare for transfer.

The Colleges of the Alamo Colleges District and Wilmington University agree to provide direct links between their institutional websites indicating the existence of this Agreement. Official lists of advising guides (AA, AAT, AS, and AAS) approved by both the faculty of the Colleges in the Alamo Colleges District and Wilmington University will be made available online at both institutions. Wilmington University will provide program information sessions for students, faculty and staff members of the Colleges in the Alamo Colleges District in addition to the admissions offices of all campuses through the coordination of each college's transfer team.

### **Transfer Admission Requirements**

Upon completion of an advising guide, students at the Colleges of the Alamo Colleges District will go through Wilmington University'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.

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.

### **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 Wilmington 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. Wilmington University will provide advising guides that maximize transferability of 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 of the Alamo Colleges District and Wilmington 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.

### **Provision for Increasing Visibility and Cross-Promotion of Agreement**

#### **Wilmington University agrees to:**

- Identify the primary offices and designees responsible for oversight of this Agreement as the Wilmington University external affairs office (for managing degree articulation elements) and Wilmington University recruitment office (for managing partnership elements).
- Encourage the development of discipline specific articulation agreements. Articulation agreements will include a course articulation chart/transfer credit evaluation/sequence map for the associate to baccalaureate degree articulated in each agreement developed.
- Provide updated materials, website content, and program information sessions about degree and transfer process for staff, faculty, students, and graduates.
- Provide collaborative marketing assistance, literature, and other information about WilmU admission/transfer processes, recruitment events, and scholarship opportunities through such deliverables as posters, brochures, messaging within graduate publications, student newspapers, faculty newsletters and other marketing communications materials that may be distributed and posted around the Colleges of the Alamo Colleges District campuses to inform potential students of Wilmington University programs and services. Any marketing or advising materials developed by Wilmington University will adhere to the terms of this MOU.
- Provide updated program information sheets to the advisors of the Colleges of the Alamo Colleges District annually.
- Participate in transfer fairs, graduate events, campus visits, and other university-specific fairs at the Colleges of the Alamo Colleges District.
- Encourage Alamo students to complete their associate degrees at the Colleges of the Alamo Colleges District prior to transferring to WilmU.
- Recognize the graduates of the Colleges in the Alamo Colleges District for their academic achievement with a one-course scholarship. Transfer students who have completed their associate degrees with 2.5 GPA or higher and enroll as full-time students, 12 credits or more, for their first semesters, will qualify for the Alamo Colleges District Transfer Student Scholarship. Wilmington University will credit the students accounts in the amount equal to one undergraduate course within 15 work days after the Block II drop/add deadline of their first semesters.
- Invite the Colleges of the Alamo College District faculty and staff to participate in on-site or web-based presentations on topical issues that are relevant to professional and student development.

## **The Colleges of the Alamo Colleges District agree to:**

- Identify the primary offices and designees responsible for oversight of this Agreement and host meetings with key contacts to track progress on the partnership at least annually.
- Communicate information about this Agreement to transfer services representatives, advisors, faculty, and staff.
- Provide Wilmington University a list of transfer articulation council members and their contact information. This information will be updated as changes occur.
- Promote seamless transfer to WilmU by students in the Colleges of the Alamo Colleges District via:
  - Featuring information and content provided by WilmU on the Alamo Colleges District transfer services websites.
  - Displaying the WilmU logo on any campus signage where partners are highlighted. (WilmU will provide banners/signs as needed to fit spaces designated for partner visibility).
- Assist in coordinating and promoting Wilmington University on-site recruitment visits on each of the Colleges in the Alamo Colleges District. Opportunities include but are not limited to:
  - The Colleges of the Alamo Colleges District transfer fairs, campus visits, events posting, and university-specific fairs.
  - WilmU table setups several times each month.
  - WilmU-hosted information sessions and opportunities to meet with students on campus by appointment for transfer planning. If available, the Colleges of the Alamo Colleges District will try to accommodate and provide space for representatives to meet with students by appointment upon advanced request.
- Participate in collaborative marketing activities with WilmU and ensure deliverables (as listed above) are distributed and posted around the Colleges of the Alamo Colleges District.

## **Exchange of Data**

The Colleges of the Alamo Colleges District and Wilmington University agree to exchange data and documents 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.

Wilmington 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 Alamo Colleges District students transferring to Wilmington 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 Wilmington University
- Number of stop-outs
- Average GPA
- Average time from admission to completion

### **Limited Trademark License**

The undersigned copyright owners Colleges of the Alamo Colleges District, a political subdivision of the State of Texas (“Alamo Colleges”) 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 (“Marks”) represented by its logos set forth at its website.
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.

### **Longevity of the Agreement**

This agreement will commence with the start of the spring semester 2018 for a period of three years. It will terminate with the start of the spring 2021 semester unless it is renewed. Wilmington University will coordinate the renewal of the agreement four months prior to its termination date. The current agreement may be extended for a period not to exceed six months if both parties agree, provided a new agreement is actively being coordinated.

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 Wilmington University.

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

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**Contacts at Wilmington University:**

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**Alamo Colleges District**

**Wilmington University:**

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Bruce Leslie, Ph.D. Date  
Chancellor, Alamo Colleges

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LaVerne T. Harmon, Ed.D. Date  
President  
Wilmington University

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Robert Vela, Ed.D. Date  
President, San Antonio College

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Jim D. Wilson, Ed.D. Date  
Vice President, Academic Affairs  
Wilmington University

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Adena Loston, Ph.D. Date  
President, St. Philip's College

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Mike Flores, Ph.D. Date  
President, Palo Alto College

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Ric Baser, Ed.D. Date  
President, Northwest Vista College

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Veronica Garcia, Ph.D. Date  
President, Northeast Lakeview College