

**MEMORANDUM  
OF  
UNDERSTANDING**

*between*

**Merritt College – Peralta Community College District**

*and*

**CSU, East Bay**

## Guiding Principles

This MOU between Merritt College and CSU, East Bay differs from other partnership agreements in several ways. First, this MOU provides the *conceptual framework for cooperation and coordination*, which are the lynch pins to achieve and sustain collaboration. The goals and objectives described in this document were jointly agreed upon between district, college and university personnel as fundamental to achieving the short-term numeric enrollment goals and to address the underlying conditions of student academic achievement and preparation for collegiate work.

Second, the MOU *delineates specific strategies that are aligned with district, college and university goals*. The MOU is comprehensive in scope because it calls for strategies specifically designed for prospective transfer students. Preparation for the baccalaureate and the pursuit of graduate professional degrees is at the nexus of this agreement. Thus, the MOU is holistic in orientation in that it addresses the fundamental issues at each level of the educational continuum. The delivery of services is tailored to the unique needs of the students rather than arbitrary or fragmented responses by the post secondary partners.

*The MOU provides an historical context and documentation* for sustaining the collaboration; articulating the needs of each institution; outlining a partnership and staffing system to be aligned, college and university curricula and performance standards with university academic preparation requirements; and identifies and allocates resources to providing critical and adequate support for the above initiatives.

Finally, the provisions of the *MOU provide tangible evidence of cooperation and coordination*. The strength of the MOU initiatives lies in the development of working relationships between the Merritt College and CSU, East Bay's staff, faculty and students. The MOU collaborative process calls for stakeholders to identify what combination of efforts work best to meet the needs of students, faculty and staff.

## II. Program Overview

Merritt College and CSU, East Bay agree to partner in offering enhanced opportunities, beyond the existing articulation agreements, for Merritt College students to transfer to the undergraduate programs by CSU, East Bay. To that end, the goal envisioned by the collaborative partnership is the establishment of a CSU, East Bay undergraduate baccalaureate degree program delivered directly on-site at Merritt College. Provision for office space and classrooms at the Southwestern Community College District campus(es) will be negotiated in a separate agreement.

As such, CSU, East Bay agrees to provide upper division courses and baccalaureate degree program in articulation with specific Merritt College associate degrees and courses.

Baccalaureate degree program included in this Agreement would be determined by the following:

Environmental scan of market potential of proposed courses

Course-to-course articulation agreements

Provisions to jointly recruit prospective students

FTES and headcount targets

The number of semester hours transferred from Merritt College will conform to the guidelines and policies of CSU, East Bay as specified in the university's catalog

### **ACCREDITATION OF PROGRAM(S) OFFERING(S)**

Any undergraduate educational program included by the parties to this Agreement shall be a program that has been approved by the Western Association of Schools and Colleges (WASC).

### **CLASS SCHEDULES**

Each of the Parties shall work cooperatively to develop a schedule of class offerings that will attempt to provide maximum convenience to students enrolled in both associate and baccalaureate programs which are part of this Agreement. Institutional class schedules shall be exchanged and coordinated when possible and kept available for student planning and coordinated when possible.

### **ADMISSION AND ENROLLMENT IN CONJUNCTION WITH MERRITT COLLEGE**

Enrollment for CSU, East Bay courses will take place at the Registrar's offices or other specified locations at the Merritt College campus at times agreed to by both Parties.

### **ADMISSION AND REGISTRATION**

Students who are pursuing a baccalaureate degree with CSU, East Bay must complete the formal admission process and declare a four-year degree program. Students may register for classes with a CSU, East Bay representative in specified Merritt College locations or online during a scheduled registration period for each academic term.

## **TRANSFER OF CREDIT**

### ***AA/AS Degree***

CSU, East Bay will accept all of the Merritt College Associate of Arts and Associate of Science degrees that satisfy the Intersegmental General Education Transfer Curriculum (IGETC) or other transfer curricula (specify?) described in the current Merritt College catalog as satisfying all of the lower-division requirements of CSU, East Bay.

### ***Individual Courses***

All other transfer applications from Merritt College students and/or residents of Alameda County will be evaluated individually by the Evaluations/Admissions Office at CSU, East Bay, to determine the number of transferable credits earned at Merritt College and/or other accredited institutions. CSU, East Bay will accept approved transfer courses from students at Merritt College. A formal articulation agreement detailing the course equivalencies will be provided by the Admissions Office of CSU, East Bay to all Merritt College academic advisors and administrators.

## **BACCALAUREATE PROGRAMS**

CSU, East Bay will provide upper-division degree (BA) completion courses in a day or evening format at Merritt College. Lower division courses will be offered by CSU, East Bay only when specifically agreed upon by Merritt College.

To qualify for admission to CSU, East Bay under the 2+2 program, Merritt College transfer students must have completed an A.A./A.S. degree with a cumulative GPA of 2.00 or above. Students who have not completed the A.A./A.S. degree may qualify for transfer under the existing transfer articulation agreement between Merritt College and CSU, East Bay.

All students transferring from Merritt College to CSU, East Bay will work closely with a full-time undergraduate academic advisor who will assist them in developing their academic schedule so that they will graduate in a timely manner.

Students are admitted to CSU, East Bay in both fall and spring semesters.

Under this agreement Merritt College students who complete any one of the following A.A./A.S. degrees may transfer into the corresponding undergraduate major at CSU, East Bay.

## **GRADUATION REQUIREMENTS**

The following requirements must be fulfilled in order for a student to be awarded a Bachelor's degree in (provided by transfer institution):

Completion of all academic requirements specified by the academic department and as delineated in the CSU, East Bay catalog.

Submission of application for graduation.

Degree verification to be completed by the Registrar's Office.

Submission of all relevant documents to the Registrar's Office.

## **EDUCATIONAL SERVICES**

Moving students through the educational process takes work. It is a carefully orchestrated process that includes identification of students with potential and making them aware of the opportunities to achieve their academic and career goals.

Some of the unique features of this agreement are:

### *Workshops and Specialized Services*

- Transfer admissions seminars
- Guaranteed transfer agreements (articulation, 2 + 2 agreements, acceptance of coursework that meets IGETC transfer pattern)
- Academic and Career Advising
- Financial Aid - application workshops, debt management counseling, scholarships
- Orientation - multiple formats and times (mandatory)
- Registration (on-line)
- Campus visits/tours
- Semester exchange
- Student Activities - linking transfers and their families to the University and its alumni
- Tutoring through the Learning Center

CSU, East Bay will provide on-site representatives at Merritt College as agreed to by all Parties. The Outreach/Admission representatives will serve as a resource to Merritt students, faculty and staff by working a period of time each week at the College. CSU, East Bay will also provide local telephone numbers, fax numbers and email addresses for the Merritt College Site.

CSU, East Bay will:

- a) Provide Merritt College staff with information materials (applications for admissions, catalogs, etc.)
- b) Conduct informational/application workshops for students on admissions and financial aid.
- c) Provide scholarships and/or internships
- d) Monitor and track student matriculation to CSU, East Bay.
- e) Assign staff and/or faculty to serve as mentors for students who enroll at CSU, East Bay.

Merritt College will:

- a) Identify prospective students and their educational plans.
- b) Schedule group information sessions for prospective students.
- c) Arrange for in-service training sessions for staff.
- d) Monitor and track student matriculation to CSU, East Bay
- e) Provide identifiable office space for Dillard adjunct faculty and staff.

Faculty and staff from CSU, East Bay will provide information and orientation sessions to students on the Merritt College campus.

Merritt College students will be hosted by CSU, EAST BAY staff on tours of the CSU, EAST BAY campus. These visits will include one-on-one sessions with an academic advisor who will develop a personalized graduation plan for each student.

## **RECORDS**

CSU, East Bay shall maintain all admission records and transcripts and will issue CSU, EAST BAY degrees to students upon successful completion of the baccalaureate program. Upon the written request of the student, each institution will provide student records to the other institution.

## **PUBLICITY**

Any educational program offered through this Agreement shall be duly published as a cooperative articulated program in the Merritt College catalog and other publications (as appropriate).

## **DISCLOSURE OF TERMS AND CONDITIONS**

As part of the collaborative effort between Merritt College and CSU, East Bay, representatives from each educational institution shall make every effort, both at individual and shared information sessions, to explain, in detail the terms and conditions of this Agreement. In addition, it shall be communicated to students

seeking to further their education or obtain a baccalaureate degree that they are expected to be familiar with/subject to policies and procedures outlined in each respective institution's published catalog.

## **TUITION**

CSU, East Bay shall charge the tuition and fees set by the CSU, East Bay Board of Trustees for the programs offered at Merritt College.

## **COOPERATIVE PROGRAM OPERATIONAL CONSIDERATIONS**

- a) CSU, East Bay will establish a format for the delivery of classes in accordance with student needs to the extent of available resources and within university guidelines.
- b) A list of courses equivalencies will be completed by both Parties to this Agreement to facilitate advisement and counseling of transfer students.
- c) CSU, East Bay will provide educational support for its program offerings. This support can be in the areas of library support, student administrative services, and other appropriate areas as mutually agreed upon by both parties to this agreement.

To ensure the establishment of a baccalaureate degree completion opportunity for the Alameda county residents, students of Peralta Community College District and the Merritt College students, CSU, East Bay and the Peralta Community College District will develop cooperative programs for community information and other shared administrative concerns.

## **LENGTH OF CONTRACT**

Administrative representatives of each respective party shall examine, confer upon, and agree to all terms and conditions as set forth in this document prior to its execution, which shall take effect upon the date of the respective party's signature of this Contract. This Contract shall remain in effect for a period of no less than two (2) years from the date of signing. Intention to cancel this Contract, on the part of either party, shall necessitate appropriate documentation a propos Contract cancellation. Said notification shall necessitate a minimum of sixty (60) days prior to the end of academic calendar.

## **AMENDMENT TO CONTRACT**

During the course of the execution of this Contract, any amendments or revisions must be mutually agreed upon, prepared as an Addendum to the Contract, and made a part of the document in its entirety. In addition, each party shall show due diligence with respect to an annual collaborative review of the Contract, the terms

and conditions therein, and update as appropriate, in aforementioned written Addendum form, specific items necessary to the continued success of this collaborative academic endeavor.