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COLLEGE

## **St. Charles Community College / Westminster College Memorandum of Understanding**

St. Charles Community College (St. Charles CC) and Westminster College (Westminster) hereby establish a memorandum of understanding (MOU) to facilitate student transfer from St. Charles CC to Westminster.

### **General Provisions**

The following information outlines a formal transfer articulation agreement between St. Charles Community College and Westminster College. By this agreement, these two institutions have identified the following common goals:

- To share a commitment to increasing opportunities for student access to and success in higher education;
- To assist prospective transfer students at St. Charles CC to progress toward their baccalaureate degree goals at Westminster;
- To enable St. Charles CC students to follow a course of study that allows them to begin appropriate upper division course work immediately upon transfer to Westminster;
- To minimize barriers to transfer and to increase the number of students who successfully complete the baccalaureate degree;
- To assure St. Charles CC students that if they follow the terms of the approved transfer agreement, they are guaranteed admission to Westminster;
- To facilitate cooperation between the student success and advising offices and the transfer centers at their respective institutions;
- To assist students in making a seamless transfer from the associate to the baccalaureate degree by clarifying transfer policies and procedures.

### **Terms of Agreement**

This agreement becomes effective beginning in the Spring, 2014 semester and remains in force unless changed in writing by mutual agreement of both parties. Either institution may terminate this agreement for any reason by providing written notice before August 1 of the

academic year in which the transfer agreement shall terminate. Any St. Charles Community College student enrolled under this agreement as of the August 1 termination notice will have the agreement remain in force so long as a student remains continuously enrolled at Westminster College. No St. Charles Community College student may enroll under this agreement after the termination notice date. Any student enrolled prior to the termination date who discontinues their continuous enrollment at St. Charles Community College will lose their guaranteed admissions privileges at Westminster College.

The schools have developed transfer procedures to implement this agreement. To assure that the transfer articulation guarantee remains current, the respective parties to this understanding agree to consult regularly on issues of enrollment, articulation, and program change. Transfer Advising Guides for specific majors and general education requirements will be updated annually.

### **Transfer Elements**

St. Charles CC graduates with a minimum cumulative GPA of 2.0, courses numbered 100 and above, entering under the terms of this MOU are guaranteed admission into Westminster. However, students should be advised that some degree programs at Westminster might require a higher GPA for admission.

St. Charles CC graduates will follow Westminster's transfer process, and, therefore, must meet all applicable requirements and deadlines pertaining to admission, advising, 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.

In order to complete the baccalaureate program in a timely manner, students are advised to follow the transfer guide for the academic program they plan to pursue at Westminster. If the student intends to change his or her degree focus upon admission to Westminster, the student may be required to complete some lower division preparation work prior to beginning the program at Westminster.

Students who transfer to Westminster will have their General Education courses evaluated on a course-by-course basis and may be required to take any additional courses necessary to satisfy the General Education requirements at Westminster. However, if students have taken equivalent General Education courses at St. Charles CC, these courses will be accepted toward satisfying General Education requirements at Westminster.

St. Charles CC students who plan to transfer to Westminster may complete any remaining General Education coursework through courses taken at St. Charles CC or at Westminster.

Courses from St. Charles CC will generally be awarded lower-level credit at the 100 or 200 level, but credit for 300 or 400 level courses may be awarded by the Associate Dean of Faculty, in consultation with the appropriate department chair, if the content of the course is equivalent to a Westminster 300 or 400 level course and the course taken at St. Charles CC has at least one prerequisite. The grades received for such credits must be a C or higher.

Where the student earned a grade of CR, that student must be able to document that the course was passed with a C or better. The course must be comparable to a course offered at Westminster in order for equivalent course credit to be awarded. Courses that are not comparable to specific Westminster courses may be awarded departmental or divisional (e.g. NSC, HUM, SSI) elective credit, if the course fits with our college-wide learning goals. Courses that meet the criteria for a Westminster General Education course will be awarded appropriate credit. If the course has not been previously evaluated for transfer from St. Charles CC, the student may need to provide additional information about the course, such as an official course description or course syllabus. An assessment will then be made to determine whether the course taken elsewhere is indeed comparable to a particular Westminster course or is eligible for elective credit. In any event, Westminster reserves the right to make the final determination as to the transferability of courses.

Although there is no limit to the number of credits that can be transferred from St. Charles CC to Westminster, transfer students must fulfill all of Westminster's graduation requirements. That includes but is not limited to the following: complete at least 48 credit hours at Westminster, be certified by a department as having met the department's requirement for a major, and complete Westminster's General Education requirements. (Other graduation requirements are listed in the Westminster College Catalog).

### **Obligations of Agreement**

#### Obligations of Westminster

Westminster will provide academic advising to St. Charles CC students. Additionally, Westminster will provide materials, catalogs, and other information to St. Charles CC advisors to facilitate understanding of Westminster's academic requirements and academic programs. Westminster enrollment representatives will travel to the St. Charles CC campus at least once per semester to meet with students.

Westminster may place St. Charles CC students interested in attending Westminster on its mailing lists and invite the students to participate in cultural events, social activities, and presentations open to the public and occurring on campus.

If warranted by the student's academic achievement and/or special talents, Westminster will inform the student of scholarship opportunities. An unlimited number of awards up to \$8,000 will be awarded to St. Charles CC associate's degree graduates each year.

#### Obligations of St. Charles CC

St. Charles CC will provide Westminster with timely curriculum updates about the St. Charles CC curriculum.

St. Charles CC will provide dates for Westminster admissions representatives to visit the St. Charles CC campus.

St. Charles CC will provide Westminster recruiting materials to St. Charles CC students and advertise this agreement in appropriate publications.

### Joint Obligations

St. Charles CC and Westminster will develop and support activities that encourage interaction among their faculties and students.

St. Charles CC and Westminster agree to exchange data and documents as agreed that will contribute to the maintenance and improvement of transfer arrangements, and promote effective cooperation between the two institutions. The institutions will exchange admission, grades, and retention data after obtaining appropriate permission from the students involved and in compliance with all federal, state, and local laws.

St. Charles CC and Westminster will work together on recruitment efforts to help students to transfer from St. Charles CC to Westminster or vice-versa and that recruiting materials from both institutions will indicate the existence of this MOU.

Students transferring to Westminster or vice-versa will receive academic advising from both St. Charles CC and Westminster, assisting students in timely degree completion.


St. Charles CC and Westminster will work together to identify scholarship opportunities for St. Charles CC students at Westminster.

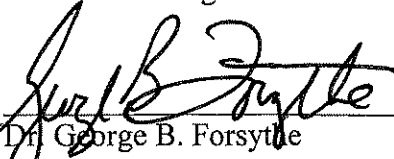
Information about this MOU will be available at both institutions and on both institutions' websites.

St. Charles CC and Westminster agree to provide direct links between their institutional websites, indicating the existence of this MOU.

### **Signatures**

St. Charles Community College and Westminster College hereby enter into this memorandum of understanding leading from the Associate degree to the Bachelor of Arts degree.

  
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Dr. Michael Dompierre  
Assistant Vice-President for Academic  
And Student Affairs  
St. Charles Community College

  
\_\_\_\_\_  
Dr. George B. Forsythe  
President  
Westminster College

9/13/2013  
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Date

September 12, 2013  
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Date