

Memorandum of Understanding
Between
Texas Woman's University
And
Blinn College District

I. Scope

a. Subject of Agreement

Blinn College District (BCD) and Texas Woman's University (TWU) enter into the following Memorandum of Understanding (MOU) concerning the matriculation of BCD students into TWU baccalaureate programs.

b. Purpose of Agreement

The intent of the MOU is to facilitate a seamless transition from BCD to TWU baccalaureate programs by accomplishing two objectives: 1) communicate a message that encourages completion of the bachelor's degree among college transfer or co-enrollment students and 2) assist the State of Texas in reaching its Texas Higher Education Coordinator Board Building a Talent Strong Texas strategic goals. This agreement shall commemorate the parties' intent to enter into, but not be limited to, the following types of collaboration:

1. Joint Admissions Program
2. Dual Enrollment
3. Transfer of Credit, including reverse transfer
4. Financial Aid agreements, as appropriate
5. Data Sharing

c. Students

The MOU is designed to serve BCD students interested in transferring to or co-enrolling in specific programs at TWU.

d. Date of Effect

The MOU will be in effect for five years from the date on which parties have affixed their signatures. Review, revisions and termination provisions are discussed below in Section VII.

II. Understanding of the Parties

a. General Understandings, Texas Woman's University

During the period of this MOU, Texas Woman's University stipulates to the following:

- i. All regular credit courses completed with a grade of "C" or better will be articulated. A grade of "D" may be applied in some circumstances. The application of articulated credit to degree requirements will be determined by the faculty of the major department.
- ii. BCD's Associate of Arts (AA) graduates and Associates of Sciences (AS) graduates who are certified Core Complete will be considered to have met TWU general education requirements for all courses in which they have earned a "C" or higher. Some majors may require additional coursework classified as core at TWU.
- iii. BCD transferees or co-enrollees who have not completed an AA or an AS or who are not Core Complete must complete TWU's general education requirements.
- iv. CC associate degree graduates admitted to TWU will:
 1. Receive junior standing and be treated equal to native students. Policies for financial aid, academics, advising, and graduation will apply equally to native and to BCD's associate degree transfer students;
 2. Be required to complete the same degree requirements as native students.
- v. TWU will provide enrollment and promotional materials in a timely manner, including enrollment packets, catalogs, course lists, promotional brochures, fliers, videotapes and CD-ROMS.

b. General Understanding, Blinn College District

During the period of this MOU, BCD will,

1. Inform students and faculty about the MOU and provide assistance and distribute information about Texas Woman's University;
2. Provide opportunity for TWU representatives to visit BCD campuses to explain the articulation agreement and the opportunity it represents for the students to complete their baccalaureate degree;
3. Cooperate with TWU in providing financial aid information to students transitioning from BCD to TWU;
4. Cooperate with TWU to provide BCD transfer and co-enrolled students access to information about:
 - a. TWU general education requirements;
 - b. Prerequisites for courses in the major;
 - c. Admissions requirements and processes;
 - d. Turnaround times on applications, transfer credit, and financial aid;
 - e. TWU tuition and fees;
 - f. A list of TWU's contact people for articulation questions, academic programs and support services.

5. Cooperate with TWU in the dissemination of information about this MOU so that it is brought to the attention of prospective and existing students by reasonable means, including the BCD's webpage.
6. Contact students who are nearing BCD's graduation requirements to inform them of the opportunity and what needs to be accomplished to meet requirements and apply for graduation.
7. Provide, annually, to TWU, a list of students who are awarded an associate degree with the exception of students who have requested that directory information be withheld.
8. Identify a staff member to serve as the principal liaison with TWU in the conduct of the program. The liaison's role is to:
 - a. Ensure that accurate and timely information regarding the programs and services is made available to students;
 - b. Facilitate such communication between BCD and TWU that creates reciprocal benefits and serves the students.

c. Mutual Understandings

1. Nondiscrimination. Participation of qualified students in the degree programs will be permitted in compliance with the applicable federal, state, and local nondiscrimination laws and regulations. In particular, TWU and BCD will not discriminate on the basis of race, color, national origin, religion, gender, age, sexual orientation, marital status, disability, military discharge, veteran status, or any other basis protected by law in any area of employment or in services to their students.
2. Accreditation. TWU and BCD will maintain their accreditation with regional accrediting associations or other accreditations currently in existence pertaining to the degree programs.
3. Cooperation. TWU and BCD will attempt to encourage and maintain a high degree of cooperation between their support staff in the operation of this MOU.
 - a. Each institution is responsible for notifying the other of any substantive changes to the curriculum. This agreement shall be reviewed by both institutions annually.
4. TWU and BCD agree to exchange information, within legal guidelines, about individual students with the goal of making students aware of the potential to satisfy associate degree requirements by transferring coursework between both institutions.
 - a. Student permission to transmit transcripts will be secured in accordance with the Family Educational Rights and Privacy Act (FERPA) guidelines.
 - b. Students must be in good academic standing at each institution in order to participate in the reverse transfer program.

- c. In accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines, students must complete a minimum of 25% of associate degree requirements at BCD.
5. Waiver of Terms and Provisions. Any waiver by either party of any term or provision of this MOU at any time will not constitute a waiver of any other or all terms and provisions. Any waiver of any part of a provision of this MOU at any one time will not constitute a waiver for all times.
6. FERPA. TWU and BCD will comply with FERPA in the handling of educational records of students enrolled in their programs.

III. Reverse Transfer (from BCD)

a. Orienting Principles

- i. Student permission to transmit transcripts will be secured in accordance with FERPA guidelines.
- ii. Student must be in good academic standing at each institution in order to participate in the reverse transfer program.
- iii. In accordance with SACSCOC guidelines, students must complete a minimum of 25% of associate degree requirements at "CC.

b. Texas Woman's University agrees to:

- i. Identify students who transfer from BCD with 18 semester credit hours completed at BCD.
- ii. For those students who have a minimum of 18 academic credit hours from BCD and have indicated via their ApplyTexas Application that they would allow the transfer of information (Attachment A), automatically send the student's transcript back to BCD once it has been determined that the student is in good standing, has completed a total of 66 semester credit hours (includes transferrable hours from all institutions, including TWU). Lists of students will be provided three times annually following each grading period.
- iii. Send transcripts at no charge.
- iv. Send BCD a list of students whose transcripts have been sent including contact information and email addresses to:

Kristi Urban
Blinn College District Registrar
902 College Avenue
Brenham, TX 77833
kristi.urban@blinn.edu

- v. Provide a contact person who is knowledgeable about the Reverse Transfer Program for students and administrators.

c. Blinn College District agrees to:

- i. Inform BCD students about the reverse transfer opportunity and how to earn an associate's degree after transferring to TWU.
- ii. Provide a list of students to TWU twice annually who are awarded an associate degree as a result of this reverse transfer agreement.
- iii. Provide a contact person to facilitate communication about administrative issues

IV. Financial Aid Consortium

- a. In semesters 1-4 when the student is concurrently enrolled with a minimum of 12 credit hours each semester at BCD, BCD is the Home institution. In semesters 5+, where the student is enrolled in a majority of semester credit hours at TWU, TWU will be the Home institution. If prior to semester 5 the student chooses to take more than 1 class per semester at TWU then TWU becomes the Home institution and BCD becomes the Host institution.
- b. The Home institution will process all financial aid for these students, and if necessary include the hours and costs for the hours taken at the Host institution in determining their financial aid eligibility. The Home institution will monitor each student's eligibility during the student's time in the program. The Host institution will provide the hours of enrollment, time frame of enrollment, tuition and fee costs each semester, notify the Home institution immediately if there is a change in enrollment, and ensure that academic transcripts are provided to the Home institution at the end of each semester. The Host and Home institutions will agree upon a data-sharing process to ensure processing information is efficient and to maintain compliance with Department of Education regulations and institutional policies.

V. Marketing

- a. Parameters for the use of each institution's name or logo in publicity, advertising, or news release. Each Party understands and agrees that all trademarks, service marks, logos, symbols, slogans, domain names and trade names (collectively "Marks") are the properties of their respective owners. A Party's Marks may only be used with that Party's prior written consent which shall not be unreasonably withheld, conditioned, or delayed. Prior written consent must also be obtained for any materials produced and distributed by a Party which contain the name, image, and likeness of the other Party and/or specifically reference this Agreement and/or makes a general representation about the other Party's institution. Except as otherwise provided herein, each Party owns and retains all right, title and interest, worldwide to its respective name, tradenames, trademarks, service marks, trade secrets, patents and other intellectual property rights and each Party agrees that no transfer, grant or license of rights under any patent or copyright or to any intellectual property, proprietary information and/or trade secret is made or is to be implied by this Agreement except as may be expressly stated otherwise herein.

VI. Program-specific Requirements

- a. Specific programs have additional requirements, including, but not limited to, co-enrollments, dual-admission, coursework articulation, program acceptance and continuance, and scholarship opportunities. Program-specific requirements are set forth in addenda which may be amended in accordance with parties approved catalogs. Any changes to program-specific addenda will not require renegotiating this agreement but must be in accordance with all legal requirements and the parties' policies and standards. These addenda will be acknowledged by the parties or their authorized representative.

Attachment A

ApplyTexas' Reverse Transfer Question

For Transfer Students from Texas Community Colleges ONLY: By checking this box, applicant agrees to allow the university to which he/she transfers to provide his/her transcript to the Texas community college from which they are transferring to allow the community college to grant him/her an associate's degree upon completion of sufficient credit hours from the university.

*Checking YES does not guarantee the granting of an associate's degree since not all universities and colleges in Texas participate in reverse transfer partnerships.