

MEMORANDUM OF UNDERSTANDING

between

Lesley College

Center for the Adult Learner

and

Bristol Community College

Associate of Arts Degree to a Bachelor of Arts Degree

FALL 2011

Overview

This Memorandum of Understanding (“MOU”) is entered into by Lesley Center for the Adult Learner (“LCAL”) at Lesley College (“LC”) and Bristol Community College (“BCC”) for the purpose of establishing a credit transfer protocol for students completing the Associate of Arts Degree at BCC who desire to transfer into the Bachelor Degree program at LCAL.

Article 1 Credit Transfer Protocol

1.1 BCC students must meet all LCAL admission requirements at the time of application for admission to LCAL including submitting transcripts from BCC and all other previously attended colleges. In addition, students must include a letter from their BCC department chair or dean as one of their recommendation letters.

1.2 LC requires a minimum of 18 students to start an onsite cohort. A maximum of 25 students will be permitted per cohort. Students who miss the start of the cohort may be allowed to enter later with that same cohort, provided that the cohort has not moved beyond the first 3 courses.

1.3 BCC students will be admitted to LCAL with advanced standing (a minimum of 60 semester credit hours of transfer credit and a maximum of 90 credits) subject to the following terms and conditions:

- a. The BCC student must have completed his/her work at BCC in good academic, behavioral and financial standing.
- b. This MOU applies to students who have earned at least 60 credits and/or graduated from BCC with a 2.5 GPA or higher. Only courses with an earned a grade of “C” or better will be accepted by LCAL for transfer credit.
- c. The application and distribution of credits transferred may vary depending on the program of study the BCC student chooses to pursue at LCAL. Lesley College degree programs require a minimum of 120 credits for graduation. Students can transfer a maximum of 90 credits into LCAL.
- d. Sample transfer of credit plans for the included programs of study are attached as Exhibit A.

Article 2 Marketing/Communication

2.1 BCC and LCAL agree to cooperate in communicating with each other and the public concerning the relationship between the two institutions established by this MOU. Communication may include the development of various kinds of publications to inform those who might benefit from the opportunities provided by this MOU. Faculty, staff, recruiters and transfer advisors at both institutions will accurately communicate information about this MOU to students, including referencing this MOU in their catalogs, websites, and other appropriate marketing materials. All students participating in this MOU will be advised about their specific graduation requirements by LCAL Academic Advisors. All published program material should be approved by the Director of LCAL.

- a. BCC agrees to host Open Houses or other recruiting events and to provide space, and internal advertising for the events on-site. LCAL will participate by providing marketing material and recruiters on-site at BCC to talk with students and distribute application material. When possible, academic advisors will also be available. Recruiters will work with the BCC staff to schedule a reasonable amount of events to recruit the cohort.

- b. LC agrees to provide a personalized academic review for each student who applies to the program and an opportunity to meet with an academic advisor prior to starting in the cohort. The recruiter will work with the student to complete the admission file and then hand the file over to the academic advisor for review. Students will be notified of their admission status immediately following their file review.

- c. When requested, BCC will send targeted emails to students to market the program. In addition LCAL recruiters will work with the BCC alumni office who can provide mailings to graduates of BCC.

2.2 LCAL and BCC agree to notify each other promptly of any changes to curricula or policies, which affect this MOU.

Article 3 On-Site Accommodations

3.1 For face-to-face programs offered by LCAL on-site at BCC, BCC will provide LCAL room(s) for classes which are appropriate for student learning and the number of students in the class. LC and BCC will agree on a fee schedule for use of the class room. LC will provide a cohort class schedule with meeting dates for the cohort. LCAL will communicate promptly to BCC any changes to the class schedule or meeting dates.

3.2 Cohort class schedules are designed to meet one night per week consistently. The day and 3 hour time frame will be agreed upon by LC and BCC. (e.g., Wednesday's from 6-9 P.M.).

3.3 LC reserves the right to make alternative arrangements for students in cohorts that fall below a total enrollment of 10. Alternative arrangements may include online, hybrid or independent study course options that allow remaining students the opportunity to finish the cohort albeit a different delivery mode.

Article 4 Student Rights and Responsibilities

4.1 Each BCC student admitted to LCAL will be afforded all of the rights and privileges offered to matriculated students at LCAL as established in the official policies and procedures of LCAL as they may be amended from time to time, including without limitation, participation in the financial aid programs, student counseling and advising and other student services.

4.2 Except with respect to the credit transfer protocol established in this MOU, BCC students must comply with and will be bound by the standards and regulations of LCAL in effect at the time of their application for admission to LCAL.

4.3 This MOU is not intended to and shall not be so construed as to create any independent rights in any students of BCC nor include BCC students as parties hereto.

Article 5 Maintenance and Review Body Procedures

5.1 LCAL and BCC will designate individual(s) who will be responsible for all aspects of the MOU at their respective institutions.

5.2 LCAL and BCC agree to review this MOU possible revision and renewal at the end of each year.

5.3 This MOU will be valid for a period of three years effective Fall 2011, and will be reviewed in the Fall of 2013 for renewal effective Fall 2014. In the event that this MOU between LCAL and BCC is terminated or not renewed, all students who transferred from BCC's Associate of Arts degree program and were admitted to LCAL's Bachelor of Arts Degree program will be permitted to complete their respective degree programs at LCAL according to the terms of this MOU.

Signatures

BRISTOL COMMUNITY COLLEGE

Dr. John J. Sbrega, Ph.D.
President

Dr. Sarah L.D. Garrett, J.D.
Vice-President of Academic Affairs

Dr. Fredrick Rocco, PhD
Associate Vice-President of Academic Affairs

LESLEY COLLEGE

Martha B. McKenna, Ph.D.
Provost

Mary Coleman, Ph.D.
Dean, Lesley College

Deborah D. Wright
Director
Lesley, Center for the Adult Learner

Katherine Barone
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