

CCAC:

 5/9/22  
\_\_\_\_\_  
Provost/EVP Date

Community College of Allegheny County  
800 Allegheny Ave  
Pittsburgh, PA 15233-1895

Wiley College:

 10-19-2022  
\_\_\_\_\_  
VPAA Date

Wiley College  
711 Wiley College  
Marshall, TX 75670

 5/9/22  
\_\_\_\_\_  
President Date

Community College of Allegheny County  
800 Allegheny Ave  
Pittsburgh, PA 15233-1895

 \_\_\_\_\_  
President Date

Wiley College  
711 Wiley College  
Marshall, TX 75670



COMMUNITY COLLEGE OF  
ALLEGHENY COUNTY



## **Memorandum of Understanding**

### **Introduction**

The Community College of Allegheny County (CCAC) located in Allegheny County, Pennsylvania hereafter referred to as the CCAC 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. This Memorandum of Understanding (MOU) formally recognizes that CCAC and Wiley College are active educational partners, committed to providing greater educational opportunities and services for students transferring between institutions, in support of the concept of seamless transfer so that transfer students are not required to repeat courses already successfully completed.

CCAC, located at 800 Allegheny Ave, Pittsburgh, PA 15233-1895, is accredited by the Middle States Commission on Higher Education. Wiley College, located at 711 Wiley Avenue in Marshall, TX, 75670, is accredited by Southern Association of Colleges and School – Commission on Colleges.

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 (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 to achieve both associate and baccalaureate completion. This agreement enables students at CCAC who transfer to Wiley College 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.

### **Advising Guides**

In collaboration with the CCAC, Wiley College will provide appropriate advising guides to identify all freshman and sophomore level courses required for specific baccalaureate degrees. This will ensure maximum transferability of courses with the intent that courses taken at the CCAC will count toward degree requirements. Where applicable, Wiley College will encourage students to complete an associate degree at CCAC 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.

Wiley College will accept a maximum of 90 transfer credits toward a baccalaureate degree. Where advising guides include greater than 60 credit hours, the student will be advised to earn the maximum allowable hours before transfer.

Wiley College will notify the CCAC annually of any changes in degree requirements.

### **Bridge to Transfer**

By the completion of 30 college-level hours, students at the CCAC will declare the college/university to which they intend to transfer. Upon receiving notice of intent to transfer, Wiley College and the advising/mentoring teams of the colleges will work together to actively engage the student to support successful completion of the advising guide courses and prepare for transfer.

The CCAC and Wiley College agree to provide direct links between their institutional Web sites indicating the existence of this Agreement. Official lists of advising guides (AA, AAT, AS, and AAS) reviewed by both the faculty of the CCAC and Wiley College will be made available at both institutions.

### **Core Curriculum**

Completion of the Core Curriculum of the CCAC will transfer as a block and will satisfy the Texas 45-hour core general education requirements at Wiley College. If any courses are preferred or required for specific baccalaureate degrees, the courses will be indicated as such in the advising guides. For degree completion in associate programs, a minimum of 15 semester hours must include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics per SACSCOC legislative requirements.

### **Transfer Admissions Requirements**

Upon completion of an advising guide, students at the CCAC wishing to transfer to Wiley College will go through the Wiley College 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. Wiley College will apply the advising guide applicable in the year the student enters the CCAC in compliance with Texas Administrative Code Title 19, Part 1, Subchapter B, Rule 4.25.g.

Students with a minimum cumulative GPA of 2.0 and any additional departmental admission requirements entering under the terms of this agreement are guaranteed admission into the Wiley College. Students who have completed the advising guide 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, subject to capacity availability.

### **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 Wiley College 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. Wiley College will provide advising guides that maximize the AAS course requirements and will bridge the two institutions as the student completes the Advising Guide courses and prepares for transfer.

### **Provision for Student Financial Assistance**

The CCAC and Wiley College 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 CCAC official.

### **Provision for Campus Visits/Transfer Fairs**

Wiley College will be offered many options designed to recruit students and alumni. Opportunities include but are not limited to: transfer fairs, campus visits, events posting, and college-specific fairs. Information sessions and Advisors will be available on campus by appointment for transfer planning.

Any marketing or advising materials developed by Wiley College will adhere to the terms of this MOU.

### **Exchange of Data**

The CCAC and Wiley College agree to exchange data and documents as agreed 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) ("FERPA") shall occur only in full compliance with FERPA, including, without limitation, committing 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.

Wiley College will provide an annual update at the beginning of each fall semester to the CCAC on the success of students transferring to Wiley College.

Wiley College will include:

- Number of transfer students in the past academic year
- Total number of student transfers from CCAC
- Credits completed at Wiley College
- Number of stop-outs
- Average College GPA
- Average time from admission to completion

### **Limited Trademark License**

The undersigned copyright owner parties 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 represented by its logos set forth at its website ("Marks").

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 Harrison, 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 Harrison, Texas.

#### **Reverse Transfer**

"Reverse Transfer" allows students to transfer course work from Wiley College back to the CCAC to complete requirements for the associate degree from the CCAC. This program is specifically designed to allow students to receive the advantages pursuant to completion of the associate degree when they transfer prior to degree completion. Wiley College and the CCAC will develop a reverse transfer process to provide students with the opportunity to complete the associate degree while working on their Wiley College bachelor's degree. Student records will be exchanged between Wiley College and the CCAC for this purpose, strictly adhering to all privacy regulations and ensuring compliance with Texas House Bill 3025.

#### **Reverse Transfer Guidelines**

1. Transcripts must be identified as a Reverse Transfer. "Reverse Transfer" can be indicated in the address line of the receiving institution (ATTN: Office of the Registrar, Reverse Transcript)
2. Student Information
  - a. Student's name
  - b. Student's current address
  - c. Student's current email
  - d. Student's date of birth (DOB)
3. Sending Institution Contact Information
  - a. Name (Point of Contact)
  - b. Title
  - c. Telephone number
  - d. Email address
4. Send student information and point of contact information to:

**Wiley College Point of Contact**  
Gloria Mitchell  
Registrar  
Wiley College

**CCAC Point of Contact**  
Diane Jacobs  
Registrar  
CCAC

registrar@wileyc.edu  
(903) 927-3215 (office)  
800-382-0378 (fax)

registrar@ccac.edu  
(412) 237-3074 (office)  
(412) 237-3194 (fax)

### **Longevity of the Agreement**

This agreement will commence with the start of the fall semester 2022 for a period of three years. This agreement will terminate with the start of the fall semester 2025 unless it is renewed.

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 CCAC and Wiley College.

#### **Contact Information at the CCAC:**

Dr. Diane Jacobs  
Registrar  
Academic Management  
800 Allegheny Ave  
Pittsburgh, PA 15233  
412-237-3064 Office  
412-237-3194 Fax

#### **Contact Information at Wiley College:**

Ms. Shawana D. Hayes  
Assistant to the Director of Enrollment  
Management  
Admissions Operations Coordinator  
Division of Student Affairs and Enrollment  
Management  
711 Wiley Avenue  
Marshall, TX 75670  
903-927-3291 Office  
800-382-0378 Fax