

AGREEMENT

Between

Community College of Allegheny County

and

Indiana University of Pennsylvania

regarding a

Collaborative Initiative Leading to

IUP's Bachelor of Science

in Various Business Programs

The Community College of Allegheny County (“CCAC”) and Indiana University of Pennsylvania (“IUP”) acknowledge their shared mission to provide quality higher education programs that meet the needs of the community and promote the common good. CCAC and IUP acknowledge their special obligation to provide greater access and new educational opportunities and do so at a reasonable cost. The institutions wish to continue to cooperate in providing a program of study that will enhance access to public education to residents of southwestern Pennsylvania as they prepare for professional and managerial careers in business.

The purpose of this agreement is to convey the cooperative relationship between CCAC and IUP with regard to CCAC’s Associate of Science Degree in the University Parallel Business Program and IUP’s Bachelor of Science Degree* in various business disciplines. This agreement serves both to enhance the articulation of students and transferability of credits earned from CCAC’s Associate of Science Degree in business to IUP’s BS degree in various business disciplines, and to identify the provision of resources and conditions in the cooperative presence of each program, specifically on the CCAC Boyce campus.

The instructional programs named above shall feature the same curriculum as approved by CCAC and IUP. Both CCAC and IUP agree to follow the standards and criteria of the Middle States Commission on Higher Education in the implementation and maintenance of this cooperative effort. Specific IUP liberal studies course requirements have been identified within the applicable program requirements. It is agreed that all courses from either CCAC or IUP identified as meeting program requirements shall meet the degree and residency requirements for both the AS and the BS degrees. The agreement of articulation for the AS degree in the University Parallel Business Program is attached and describes the acceptance of academic credits between CCAC and IUP.

*IUP’s BS Degrees in business include:

- BS in Accounting
- BS in Finance
- BS in Management
- BS in Human Resource Management
- BS in International Business
- BS in MIS
- BS in Marketing

I. ARTICULATION

Students in the CCAC AS in University Parallel Business Program may receive provisional acceptance into IUP's Bachelor of Science in various business majors while in the AS degree program offered by CCAC. Upon graduation and entrance to IUP's BS program, the CCAC graduate will receive 30 credits for business courses taken in the entry-level program at CCAC. An *Academic Passport* also recognizes up to 30 credits of liberal studies, which may have been earned during the AS program as needed to meet the requirements of the BS program, which includes such courses as found on the program sheets attached.

II. IUP BACHELOR OF SCIENCE IN BUSINESS DISCIPLINES PROGRAMS AT CCAC BOYCE CAMPUS

A. ACADEMIC

It is understood that all IUP courses taught on the CCAC campus by IUP faculty are owned by IUP and backed up by individual course syllabi.

At CCAC Boyce Campus, IUP business faculty will teach all IUP business courses identified in the latest BS degree program requirements. CCAC faculty will offer all of the coursework leading to the AS degree. IUP agrees to accept the CCAC courses that match the liberal studies and business requirements for the BS degree as transferred courses.

Students must be accepted by IUP for admission to the BS program.

The CCAC dean of business (or his/her designee) will notify IUP's Eberly College of Business of the due dates for reserving classrooms and ordering books for upcoming semesters, as well as giving notice of other pertinent information arising (e.g. changes in policies regarding student parking, use of technology).

IUP will determine appropriate class sizes and number of sections of IUP business coursework to be offered each semester and notify CCAC administration with the information by the due date. All of IUP's coursework will be taught on the IUP academic calendar while CCAC Boyce courses will be taught on the CCAC calendar.

B. SPACE AND EQUIPMENT

CCAC will provide the following space and equipment to IUP business faculty:

1. The opportunity to schedule classrooms as needed to accommodate up to two sections each evening for business courses offered by IUP each semester. Classrooms need to accommodate up to 50 students and be full equipped with

smart technology for multimedia presentations, including, but not limited to In-focus project and associated computer equipment. (Note: The equipment needs reflect current technology requirements and will change as technology changes.)

2. All facility maintenance, cleaning and equipment repair associated with this program housed on the CCAC campus will be maintained by CCAC.

C. ADVISING AND SECRETARIAL SUPPORT

IUP agrees to provide:

1. Faculty advisors for IUP business students, including IUP business majors enrolled in CCAC general education courses and IUP business majors enrolled in IUP's classes.
2. Secretarial support for the IUP faculty assigned to teach on the CCAC Boyce campus

D. REGISTRATION

IUP will register all IUP students enrolling in IUP business courses on the CCAC Boyce campus. IUP students will register through IUP's onsite coordinator.

IUP students enrolling in coursework on the CCAC Boyce campus who will also be registering for CCAC courses will register according to the regular CCAC registration dates.

E. Financial

All students, registered for IUP courses, will pay tuition and fees directly to IUP. Students registered in the program will be charged standard IUP tuition for IUP courses. Tuition rates for subsequent academic years will be determined by the State System of Higher Education Board of Governors at its July meeting each year. All students, who are registered for CCAC courses, will pay tuition and fees directly to CCAC. IUP will assess fees only to students taking IUP courses. Tuition waivers for IUP employees and their dependents will not be granted for CCAC courses.

The IUP Eberly College will notify IUP's Financial Aid office of students enrolled at CCAC in the BS in business program. IUP will provide financial aid services to students in the cooperative BS degree program. CCAC will provide appropriate records and documentation to IUP officials as requested. A Federal Title IV Consortium Agreement between CCAC and IUP will specify the responsibilities of each institution in delivering financial aid services to students in the cooperative Bachelor of Science in business degree program.

Any student enrolled in this program with an unmet financial obligation at either CCAC or IUP shall not be permitted to register for a subsequent semester or receive a transcript without meeting with a representative of the IUP Bursar's Office and/or CCAC's Bursar's Office to make arrangements for the resolution of the unmet obligation. No student will be accepted into the cooperative Bachelor of Science in business degree program until all prior debts to IUP and CCAC have been paid.

III. MUTUAL TERMS AND CONDITIONS

A. STUDENT SERVICES

It is agreed that any IUP student enrolled in IUP business courses at CCAC's Boyce campus should not have to go to any IUP campus or off-campus center for services. Both parties do reserve the right to provide courses through appropriate distance education technology.

Students enrolled in the IUP Bachelor of Science in Business Degree Programs on the CCAC Boyce campus will enjoy the same services provided to all CCAC students. .

B. RECRUITMENT

It is the intention of both IUP and CCAC to promote and advertise their cooperative business degree program and, more specifically, to promote and advertise both the AS degree and IUP's BS degree at CCAC.

C. STUDENT RECORDS

Both parties reserve the right to audit the other party's records that relate to this cooperative program. Access to either party's records might also be required by the state auditors as part of their annual audit of either party's records. A student records release form will be signed by each student enrolled in this program.

D. DISABILITY SERVICES

The offices that provide accommodations for students with disabilities on each campus are identified as: CCAC Office of Supportive Services and IUP's Advising and Testing Center/Disability Support Services. It is understood that:

- Eligibility for accommodations for students with disabilities will be determined by the disability service office of the institution that has ownership of the course(s) regardless of the physical location of the course(s).
- The disability service offices from each institution will provide notice of accommodation approvals and denials in accordance with procedures established by the institutions.
- Each host disability service office will assist with implementation of accommodations on behalf of the visiting institution.
- Each institution will retain privileges for required procedures to implement accommodations for their courses and for accommodations provided for the courses of the visiting institution. This provision may require students to adhere to procedures for accommodations as established by both institutions.
- In order to carry out the terms of this Agreement, students with disabilities who request accommodations that will be implemented by the host institution may be advised to complete a formal release that permits the disability service offices to share information on a need-to-know basis. Such information may include, but not be limited to, disability documentation and approval and denial decisions for accommodations.

- Students who refuse to sign a release to share information between the disability service offices may risk loss of accommodations if such cannot be carried out without the requested information.
- When students with disabilities enrolled in the business programs self-identify to the disability service offices, the host institution agrees to provide explanation to said students regarding procedures as outlined in this Agreement.
- Each institution acknowledges that accommodations for students with disabilities cannot be predicted in terms of numbers or types of requests, staffing necessary with regard to time and numbers, space needed and/or costs associated with review and decision-making as related to accommodation requests and/or with regard to implementation of reasonable accommodations.
- Each institution agrees to provide to the visiting students with disabilities as is available, the staff, space and equipment necessary to provide reasonable accommodations as is provided to students with disabilities who are enrolled in courses owned by the host institution.
- The disability service providers will retain the right, on behalf of their institutions, to identify accommodations that go beyond reasonableness and/or that compromise the operation of the institution and/or that result in a direct cost to the institution. When such is identified, the following shall occur:
 - Personnel from the host disability service office will advise personnel from the visiting disability service office of such.
 - Personnel from the disability service offices will prepare a recommendation and provide such to appropriate administrative personnel of each institution.
 - Administrative personnel from each institution will entertain the recommendation of the disability service offices and provide an efficient financial mechanism for implementation of the recommendation or will offer an alternative financial mechanism/recommendation that will insure implementation of reasonable accommodations that adheres to federal mandates for such.

E. TERM OF THE AGREEMENT

It is agreed that this program will be continued by mutual agreement for five years and may be canceled by either institution with 90 days written notice. Upon notification of cancelation, the program will continue in place for a period of three years to allow students to complete the program. Students who are unable to complete the program during this period will be expected to finish at IUP's main campus or online.

F. TERMINATION OF THE AGREEMENT

This Agreement may be terminated in accordance with the following provisions:

1. Either party may terminate this Agreement for any reason with a 90 days advance notice.
2. Either party may terminate this Agreement in the event of a material breach by the other party, effective upon the date of the breach after the notice that includes a description of the breach; *provided* in either case that the breaching party shall be allowed until said effective date to cure said breach, and if the breach is so cured the termination notice will be of no effect.

3. Upon expiration or termination of this Agreement for any reason, no new students will be admitted and continuing students will be allowed to complete the program.

G. NON DISCRIMINATION

The parties agree to continue their respective policies of nondiscrimination based on Title VI of the civil Rights Act of 1964 in regard to sex, age, race, color, creed, and national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act.

H. INTERPRETATION OF THE AGREEMENT

The laws of the Commonwealth of Pennsylvania shall govern this Agreement.

I. MODIFICATION OF THE AGREEMENT

This Agreement shall only be modified in writing with the same formality as the original Agreement and will be reviewed by representatives of both institutions annually in June of each year.

J. RELATIONSHIP OF PARTIES

The relationship between the parties to this collaborative Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.

K. LIABILITY

Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's, the University's, or CCAC's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth, or of the State System of Higher Education, or the University, or that of Community College of Allegheny County.

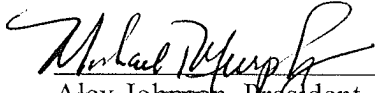
L. ENTIRE AGREEMENT

This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the final date indicated below.

Community College of Allegheny County:

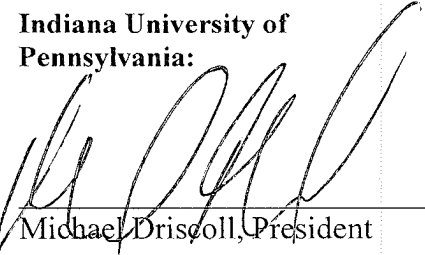
Indiana University of Pennsylvania:



Alex Johnson, President

Interim

Michelle Murphy, President



Michael Driscoll, President

9/30/13
Date

9/10/13
Date

Approved as to form and legality:

University Legal Counsel

Date

COLLABORATIVE PROGRAM INFORMATION

General Program Information

- **Interested in this collaborative program leading to a B.S. degree in business?** Apply to CCAC for Associates in Science Degree in the Business Parallel Program 004 by contacting the CCAC transfer advisor.
 - To obtain a B.S. in an IUP business major, student will complete 73 to 75 CCAC credits and 48 IUP credits for a minimum of 120 credits.
 - IUP courses are taught on CCAC campuses by IUP faculty Monday-Thursday. IUP summer and winter online courses may be taken as approved by the program coordinator. Students may attend full-time or part-time.
 - Registration for IUP and CCAC courses is done through the IUP/CCAC Collaborative Program coordinator, Susan Brant. Registration is limited to students officially accepted to the program.
-

Transfer Credits

- All of a student's CCAC credits may not apply to this program, unless he or she started taking CCAC credits with this program in mind. Transfer credits should be discussed with the CCAC transfer counselor or the IUP program coordinator.
 - Developmental courses (those numbered lower than 100 or with a DVS prefix) do not count toward the 30 program-specific courses required before being admitted to this program.
 - There is a statute of limitations on the age of past credits. A maximum of 30 transfer credits from an institution other than CCAC are accepted.
 - If students complete an associates degree, "D" grades will be transferred to IUP.
-

Tuition and Billing

- Although a student's CCAC schedule will show IUP courses, those courses are not part of the CCAC bill. CCAC does not bill for IUP courses. Students will receive a separate bill from IUP for their IUP courses.
 - Students will pay CCAC tuition rates for CCAC courses and IUP tuition rates and fees for IUP courses.
-

Financial Aid

- Students accepted into the program will continue to be eligible for financial aid through CCAC while they are taking CCAC courses.
 - Once students have completed 60 CCAC credits, they are eligible to claim IUP as their primary institution. Since IUP is a four-year institution of higher learning, more aid can be granted.
 - Students should file the FAFSA form for IUP Financial Aid listing Indiana University of Pennsylvania as their primary institution with the school code of 003277. Additional information about aid is available at www.iup.edu/financialaid.
-

Course Materials and Technology-Related Information

- Students will receive an IUP identification card and Banner ID during their first semester. The card allows access to the IUP library as well as other university services.
- Books and other course materials for IUP courses may be purchased at the CCAC campus bookstore.
- Students will be granted access to IUP email services. Communication from instructor to student is conducted through IUP email. It is required that the students activate their accounts once admitted to the program.

APPLICATION INFORMATION

Application Process

- There is no application fee!
- Applications are available at any CCAC campus admission/advising center or from IUP contacts:
 - Susan Brant, Program Coordinator
724-357-1285, sbrant@iup.edu
 - Gary Williams, Program Marketing
724-357-3170, gwilliams@iup.edu
- Students may enter the IUP program with as few as 30 program-specific credits as shown below.
- Students must have a minimum GPA of 2.0.
- Students must submit all completed applications with official transcripts from all prior collegiate coursework to:
 - Office of Admissions, IUP
Suite 117 Sutton Hall
1011 South Drive
Indiana, PA 15705
800-442-6830
724-357-2230
724-357-6281 (fax)

Minimum Enrollment Requirements (30 credits/2.0 GPA)

Prior to application to the Collaborative program, students must have completed the following courses at CCAC:

ACCT 104	Financial Accounting	4
BUS 103	Principles of Management	3
BUS 251	Business Law	3
CIT 100 or 140	Computer Applications	3/4
ECO 102 or 103	Macro or Micro Economics	3
ENG 101	English Composition 1	3
ENG 102	English Composition 2	3
PSY 101	Introduction to Psychology	3/4
MAT 108 or MAT 165 or BUS 122	Intermediate Algebra or Probability and Statistics or Business Statistics	3
TOTAL		28/30*

*NOTE: It may be necessary to take another course if students do not have the 30 credits needed to be admitted to the program. Please contact the CCAC transfer counselor or the IUP program coordinator for specifics.

CCAC REQUIREMENTS FOR BUSINESS MAJORS

MATH AND COMPUTER SCIENCE		10/12 CRS
MAT 165 or BUS 122	Probability and Statistics or Business Statistics	3/4
MAT 220	Business Calculus	4
CIT 100 or CIT 140	Introduction to Computers or Office Productivity Applications	3/4
The following CCAC Math courses may be required depending on your Placement Test scores. These courses do not apply toward the IUP degree.		
MAT 120	Analytical Methods <i>(prerequisite for MAT 220)</i>	
MAT 108	Intermediate Algebra <i>(prerequisite for MAT 120 & MAT 165)</i>	
LANGUAGE ARTS		12 CRS
SPH 101	Oral Communications	3
ENG 101	English Composition 1	3
ENG 102	English Composition 2	3
ENG 115	General Literature	3
Based on your Placement Test scores, developmental courses may be required. These courses do not apply toward the IUP degree.		
BUSINESS		20 CRS
ACC 104	Financial Accounting	4
ACC 203	Managerial Accounting	4
BUS 103	Principles of Management	3
BUS 104	Principles of Marketing	3
BUS	Elective <i>(specific to IUP Business Major)</i>	3
BUS 251	Business Law	3
SOCIAL SCIENCES AND HUMANITIES		18 CRS
ECO 102	Macroeconomics	3
ECO 103	Microeconomics	3
ANT 101 or ANT 102	Introduction to Anthropology or Cultural Anthropology	3
PHL	PHL 101/103/104/111/155/201/204	3
HIS 102	History of Western Civilization	3
PSY 101	Introduction to Psychology	3
NATURAL SCIENCE		7CRS
	1 Natural Science with LAB and	
	1 Natural Science without LAB	7
FINE ARTS		3 CRS
100/101/106	Introduction to ART/MUS/THE	3
HEALTH AND WELLNESS		3 CRS
HPE 171	Personal Health and Wellness	3
TOTAL REQUIRED CCAC COURSE CREDITS		73/75
TOTAL REQUIRED IUP COURSE CREDITS <i>(See next page for details)</i>		48
TOTAL DEGREE CREDITS		121/123

- Students have to meet the minimum graduation requirements of 121 credits.

IUP REQUIREMENTS FOR BUSINESS MAJORS

- Students may enter programs leading to Bachelor of Science degrees in a number of business majors. Current offerings include Marketing, General Management, and Human Resources Management, as shown below. Double majors and minors are also available. Contact the CCAC/IUP coordinator, Susan Brant, sbrant@iup.edu.
- See information on specific programs below or on inserts.

B.S. Double Major in General Management and Human Resources Management

QBUS 215	Business Statistics	3
IFMG 300	Information Systems: Theory and Practice	3
FIN 310	Fundamentals of Finance	3
BTST 321	Business and Interpersonal Communications	3
MGMT 330	Production and Operations Management	3
MGMT 300	Human Resources Management	3
ECON 330	Labor Economics	3
MGMT 311	Human Behavior in Organizations	3
MGMT 400	Compensation Management	3
MGMT 401	Management Development and Training	3
MGMT 405	Organizational Staffing	3
MGMT 434	Quality Management	3
MGMT 451	International Management	3
MGMT 428	Seminar in Management	3
MGMT xxx	Management Elective	3
MGMT 495	Business Policy—Capstone Case Analysis Course <i>Prerequisites:</i> <i>Completion of all other Business Core requirements; Graduating Seniors</i>	3
TOTAL		48

B.S. in Marketing

QBUS 215	Business Statistics	3
IFMG 300	Information Systems: Theory and Practice	3
FIN 310	Fundamentals of Finance	3
BTST 321	Business and Interpersonal Communications	3
MGMT 330	Production and Operations Management	3
MKTG 321	Consumer Behavior	3
MKTG 421	Marketing Research	3
MKTG 430	International Marketing	3
MKTG 431	Business-to-Business Marketing	3
MKTG 435	Professional Selling and Sales Management	3
MKTG 450	Marketing Strategy	3
MKTG xxx	Marketing Elective	3
MKTG xxx	Marketing Elective	3
MKTG/MGMT	Marketing or Management Elective	3
MKTG/MGMT	Marketing or Management Elective	3
MGMT 495	Business Policy—Capstone Case Analysis Course <i>Prerequisites:</i> <i>Completion of all other Business Core requirements; Graduating Seniors</i>	3
TOTAL		48

APPLICATION FOR ADMISSION CCAC/IUP COLLABORATIVE BUSINESS PROGRAMS

Please mail completed application to:

Office of Admissions, IUP • Sutton Hall Suite 117 • 1011 South Drive • Indiana, PA 15705-1046

ADMISSIONS INFORMATION (please print in ink)

Semester for which I am applying:

Fall 20____ Spring 20____

Degree program for which I am applying:

- Double Major: B.S. in General Management/
Human Resources Management
- B.S. in Marketing

Please contact the program coordinator for other General Management and Marketing double major and/or minor options.

IDENTIFYING INFORMATION

SOCIAL SECURITY NO.	BIRTHDATE (MO/DAY/YR)	MAIDEN/FORMER NAME	
LAST NAME	FIRST NAME	M.I.	
ADDRESS (NUMBER AND STREET)	CITY	COUNTY	STATE ZIP
HOME TELEPHONE	WORK/DAY TELEPHONE	EMAIL ADDRESS	
NAME OF PERSON TO CONTACT IN CASE OF EMERGENCY	RELATIONSHIP	WORK/DAY TELEPHONE	

EDUCATIONAL INFORMATION

High School from which you have graduated:

NAME OF SCHOOL	CITY, STATE	GRADUATION DATE
----------------	-------------	-----------------

Have you earned a general equivalency diploma (GED)? No Yes If Yes, year earned _____

List all colleges and universities attended. Official transcripts are required from each college or university attended (including CCAC).

NAME OF SCHOOL	CITY, STATE	GRADUATION DATE
----------------	-------------	-----------------

NAME OF SCHOOL	CITY, STATE	GRADUATION DATE
----------------	-------------	-----------------

DEMOGRAPHIC INFORMATION (for statistical purposes only; not used to determine admission)

Please check one: U.S. Citizen Permanent Resident Other (specify visa type) _____

Green Card Number _____ Country of Citizenship _____

Ethnic Background: 1. White American non-Hispanic 3. Hispanic 5. Asian-American/Pacific Islander
 2. African-American non-Hispanic 4. American Indian/Alaskan Native 6. Other _____

Sex: Male Female

Do you have military service experience? No Yes If Yes, give dates of active duty: From _____ to _____
MO/YR MO/YR

By my signature, I attest to the fact that all information given on this application is complete and correct. Any omission, falsification, or misrepresentation on this application is cause for nonacceptance or dismissal from the program. I also authorize CCAC and IUP to exchange all relevant institutional records pertinent to my admission and continuance in this program.

SIGNATURE	DATE
-----------	------

FOR OFFICE USE ONLY (do not complete this section)

Applicant has: _____ completed 30 credit hours
_____ minimum CGPA 2.0

Action: _____ Accepted _____ Rejected

Officer: _____

Date: _____