



## MEMORANDUM OF UNDERSTANDING

Between the

**California Community Colleges Chancellor's Office and Clark Atlanta University**

This agreement is effective as of fall 2016 between Clark Atlanta University, Inc. , a tax exempt Georgia non-profit corporation (University), whose address is 223 James P Brawley Dr SW, Atlanta, GA 30314, and the CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE (CCCCO), whose address is 1102 Q Street, Suite 4554. Sacramento, CA 95811.

Clark Atlanta University enters into this agreement with the system wide Chancellor's Office for 113 California Community Colleges and 72 Community College districts. This agreement does not include international students. The purpose of this agreement is to ensure acceptance of prior coursework and to facilitate the transfer of California Community College (CCC) students who have completed either of the following:

1. An Associate Degree Awarded by a California Community College accredited by the Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges with a minimum cumulative grade point average (GPA) of 2.5 or higher, that meets any one of the following requirements:
  - a. The degree is an Associate in Arts for Transfer (AA-T) degree or an Associate in Science for Transfer (AS-T) degree. These degrees were designed to provide a clear pathway to a California State University major and baccalaureate degree and they represent strong preparation for upper division coursework in a range of majors.
  - b. The degree includes the completion and certification of the lower division Intersegmental General Education Transfer Curriculum (IGETC) used by California Community College students to prepare to transfer to the University of California and California State University systems; or,
  - c. The degree includes the completion and certification of the lower division California State University General Education Breadth pattern;

(OR)

2. A minimum of 30 transferrable credit hours with a minimum cumulative grade point average (GPA) of 2.5 or higher.

### I. GUARANTEED ADMISSION

CCC transfer students awarded an Associate Degree as defined above will be guaranteed admission to Clark Atlanta University at junior standing (defined at Clark Atlanta as having earned a minimum of 58 credit hours toward a degree). Students will be made aware that additional prerequisites and graduation requirements may be required by Clark Atlanta University.

CCC transfer students without an Associate Degree but obtaining a minimum 30 transferrable credits as defined above will be guaranteed admission to Clark Atlanta University.

In either instance, students will be made aware that additional prerequisites and graduation requirements may be required by Clark Atlanta University. Only students who are in good standing at their last transfer institution will be considered. All students must provide the completed Dean's Certification form from the last institution attended verifying that the student was/is in good disciplinary standing. The appropriate Student Affairs officer at the previous institution must sign the certification. Clark Atlanta reserves the right to deny admission to any student with a disciplinary record, any student found responsible for sexual misconduct at any institution attended, any student convicted of a felony, and any student required to be registered in any state in the nation as a sex offender.

## **II. TRANSFERABILITY OF CREDIT**

For CCC transfer students awarded an Associate Degree, Clark Atlanta University will accept a minimum of 60 credit hours but no more than 90 credit hours. All credit hours to meet major requirements shall be subject to appropriate evaluation for equivalency by Clark Atlanta and acceptance toward a degree shall be at the sole discretion of Clark Atlanta University. For CCC transfer students without an Associate Degree but with a minimum of 30 transferrable credits, Clark Atlanta University will accept a minimum of 30 credit hours but no more than 90 credit hours. Only collegiate level courses in which the student earned a grade of 'C' or better will be considered for transfer credit.

Clark Atlanta University will accept CCC courses deemed transferable to the University of California and the California State University towards general education, major and/or elective credit. Credits accepted for the CCC Associate Degree through CLEP, IB, AP, Credit by Exam will also be accepted as credit toward the Bachelor's degree at Clark Atlanta as those are consistent with Clark Atlanta University's existing policy. Clark Atlanta University will only award credit for major preparation based on its policy.

## **III. GENERAL EDUCATION REQUIREMENTS**

Clark Atlanta University agrees to accept the completion of the lower division CSU General Education- Breadth pattern (CSU GE), the Intersegmental General Education Transfer Curriculum (IGETC) pattern, or a CCC AA-T or AS-T that includes either CSU GE or IGETC in lieu of its own lower division general education requirements. For CCC transfer students awarded an Associate Degree, no more than twelve additional credits will be required to fulfill Clark Atlanta University general education requirements.

## **IV. CATALOG RIGHTS**

If Clark Atlanta University modifies the degree requirements or prerequisites, the student will be permitted to complete the Bachelor's degree under the requirements of the course catalog that was in place during the first term of the student's admission or the first term of the student's re-admission for that cohort of students who stop-out and must later be re-admitted.

If a transfer student changes his/her major, another evaluation of transfer credits must be completed to advise student about graduation requirements.

Accepted transfer credits count toward degree requirements, but shall not be counted in the calculation of the student's cumulative grade point average.

#### **V. STUDENT ADVISING**

Clark Atlanta University will provide transfer evaluation and advising to community college students through electronic mail, on-site, and/or telephone advising. In addition, faculty advising by discipline will be available to future transfer students prior to and once enrolled at Clark Atlanta University. Informational materials for potential transfer students will be available at the community colleges to facilitate the transfer process.

Clark Atlanta University will participate in a minimum of one annual outreach activity to educate and inform California Community College students and faculty about Clark Atlanta University.

#### **Activities may include the following:**

- a. Participation in California transfer conferences, transfer fairs, professional conferences (e.g., Umoja Community, Western Association for College Admission Counseling, etc. ) and visits to community colleges to educate administrators, counselors, faculty, staff, and students about University admissions requirements, costs, etc.;
- b. Provision of onsite admissions to eligible California Community College students at transfer conferences, transfer fairs, Umoja Community conferences and during college visits; and,
- c. Work with the California Community College transfer centers and the Umoja Community to outreach to all students. Additional efforts will be made to reach out to Science, Technology, Engineering and Mathematics (STEM) majors.

#### **VI. HOUSING**

Clark Atlanta University will provide priority consideration for campus housing for those community college students transferring as freshmen and sophomores as defined by Clark Atlanta's policy, provided all applicable housing reservation fees are paid by the housing application deadline. CCC transfer students admitted as juniors may reserve campus housing on a space available, first come, first served basis.

#### **VII. SCHOLARSHIP OPPORTUNITIES**

Clark Atlanta University will seek to develop transfer scholarships for incoming students who have a 3.4 or higher grade point average and meet all other criteria of the university, based on available funding.

## **VIII. DATA**

Under this agreement, Clark Atlanta University will conduct an analysis of the California Community College transfer students to determine their progress and success. The analysis should include descriptives that profile the population and process measures, such as course completion and term persistence, as well as course of study. The success of transfer students is measured by achieved outcomes and includes degrees conferred, time to completion, and continuation towards an advanced education. No later than 90 days after the conclusion of an academic year, Clark Atlanta University shall provide the CCCCO with a written summary of the results of the analysis.

## **IX. MARKETING & COMMUNICATION**

The CCCCO will work with Clark Atlanta University to develop an internal and external marketing plan to communicate and publicize the Chancellor's support of this agreement to all CCC campuses. Dissemination may include print media, news releases, email, webinars, and social media distribution channels. The Transfer and Articulation Unit will assist in promoting this opportunity to each CCC and ensure that Transfer Center Directors understand the benefits of the program for students. Professional organizations and initiatives such as the Umoja Community, the Western Association for College Admission Counseling (WACAC), and the CCC Transfer Counselor Web Site grantee, will be encouraged to disseminate information about the HBCU MOU agreements.

## X. TERMS OF AGREEMENT AND SEVERABILITY

The term of this agreement shall be ongoing commencing on the date first set forth above, provided that either party may terminate this agreement upon written notice, with the termination effective at the start of the following academic year. If the agreement is terminated, all students enrolled at Clark Atlanta on or before the date of termination will retain their transfer guarantee and all other terms stated in the agreement.

The parties acknowledge and agree that this Agreement shall be subject to periodic reviews, but no less than annually, to ensure that academic quality, applicable standards, and institutional needs and priorities are being maintained at a level satisfactory to both parties. Representatives from both parties shall be appointed to evaluate the Agreement in operation. The appointed representatives shall undertake a written annual evaluation of the partnership supported by this MOU and use the findings to improve the transfer process for students.

This agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended, unless in writing and signed by both parties.

## XI. Addendum

- This agreement does not include international students.
- Only collegiate level courses in which the student earned a grade of 'C' or better will be considered for transfer credit.
- No remedial courses will be accepted by Clark Atlanta University.
- The terms "credits" and "credit hours" equate to "units".
- For students with an Associate degree, no more than twelve additional units will be required to fulfill Clark Atlanta University general education requirement.
- Clark Atlanta will seek to develop transfer scholarships for incoming students who have a 3.4 or higher grade point average and meet all other criteria of the university, based on available funding.
- Clark Atlanta University will only award credit for major preparation based on its policy.  
<http://www.cau.edu/admissions/transfer.html>
- A Dean's certification form of good standing is required.  
<http://www.cau.edu/admissions/includes/files/dean-certification.pdf>

CALIFORNIA COMMUNITY COLLEGES

Clark Atlanta University

Erik E. Skinner

Ronald A. Johnson

*By*

*By*

Interim Chancellor

President

*Title*

*Title*

*Date*

*Date*

--Original MOU Signed and Dated May 12, 2016--