

Memorandum of Understanding  
Between  
**Bellevue University**  
And  
**Kirtland Community College**

Bellevue University and Kirtland Community College hereby establish a Memorandum of Understanding ("MOU") to facilitate the terms of an educational partnership between the two institutions.

**SECTION 1 - PURPOSE**

This memorandum between Kirtland Community College located at 10775 North Saint Helen Road, Roscommon, MI 48653 and Bellevue University located at 1000 Galvin Road South, Bellevue, NE 68005, is for the purpose of allowing local students to gain enhanced access to upper division undergraduate programs.

1. This memorandum defines the nature of the relationship and responsibilities between Bellevue University and Kirtland Community College. The parties mutually understand that this agreement is intended to represent a good faith effort to accommodate the partnership and carry out the parameters defined below.

**SECTION 2 - TRANSFER QUALIFICATIONS**

1. Bellevue University prefers that transfer students obtain an Associate's degree, or approximately 60 credit hours prior to transfer. All applicants not meeting these standards will be referred to Kirtland Community College for additional coursework whenever possible. Both institutions will work together to mutually support the needs of their students, and the needs of their respective partner institutions.
2. Students transferring with an Associate's degree will receive credit for all coursework in their degree program and will enter Bellevue University with junior status. This is applicable for both the traditional Bachelor's degree program and the accelerated Bachelor's degree completion program.
3. All transfer students may submit unofficial transcripts to Bellevue University for initial evaluation and to be provided information on remaining requirements for degree completion. Official transcripts are required prior to admittance.
4. Transfer students must complete a minimum of 30 hours in residence with Bellevue University. On-line courses satisfy residence requirements.
5. Transfer students must meet all catalog requirements for their degree program.

### **SECTION 3 - OBLIGATIONS OF PARTNER INSTITUTION**

1. Bellevue University Relationship Manager will be allowed access to various contacts within the partner institution to schedule classroom and other presentation opportunities and for general recruitment purposes. Partner institution to provide guidance on the appropriate process and protocol to follow in requesting faculty appointments and classroom presentations. Those contacts will include, but are not limited to faculty, program directors, advisors, managers and other school personnel.
2. Kirtland Community College agrees to provide Bellevue University students and Bellevue staff residing in the local area access to library services and computers in the College library.
3. In the event of any agreed upon shared marketing effort, Kirtland Community College will provide updated logos for the production of co-branded promotional material. Kirtland Community College reserves the right to review in advance any information including, but not limited to, websites, cobranded web portals, and in-print marketing publications.

### **SECTION 4 - OBLIGATIONS OF BELLEVUE UNIVERSITY**

1. Local student inquiries in which the student is in need of an associate's degree or equivalent lower-division credits will be referred to Kirtland Community College admissions department for additional coursework completion.
2. Bellevue University will create and maintain a co-branded microsite to provide Kirtland Community College students information relevant to transfer requirements, partnership agreements, and additional information as agreed upon by the partner institution.
3. An annual meeting will be coordinated by Bellevue University with the leadership of Kirtland Community College for the purpose of reviewing all aspects of the partnership.
4. Fellowship grants will be established for Kirtland Community College employees who are seeking a Bellevue University undergraduate or graduate degree. Full-time Kirtland Community College employees will be awarded a one thousand dollar (\$1000) grant toward a degree program at Bellevue University. Part-time Kirtland Community College employees will be awarded a five hundred dollar (\$500) grant toward a degree program at Bellevue University. This is intended to be a one-time use grant and will not be duplicated if the employee changes their degree plan, pursues an additional degree, or takes just a single course. Confirmation of employment from Kirtland Community College human resources department will be required before the fellowship grant can be applied to the student's account.
5. Bellevue University will establish a transfer grant fund for Kirtland Community College transfer students seeking a Bellevue University undergraduate degree. The total amount of the grant fund will not exceed \$5,000 per academic year in total disbursements and will be exclusive to and divided among Kirtland Community College transfer eligible students.

6. Bellevue University will maintain all transcript records for BU coursework, as well as handle the processing and administration of all Bellevue University student transactions.

#### **SECTION FIVE- ACCREDITATION**

1. Bellevue University and Kirtland Community College will ensure that they maintain accreditation with the appropriate regional accrediting body and ensure that all operations will be in keeping with accreditation requirements of the two institutions.

This MOU shall be effective upon executive signatures below and any necessary state approvals that may be required and shall continue in force and effect until either party requests amendment or termination of said MOU. Amendment shall occur at the mutual agreement of both parties. Termination shall occur upon written notice by either party to the other submitted ninety (90) days prior to the termination date. Bellevue University programs in progress at the time of termination shall be permitted to run to completion for the sake of the student participants.



Dr. Mary Hawkins, President  
Bellevue University



Dr. Tom Quinn, President  
Kirtland Community College

Date March 24, 2017

Date February 27, 2017