

**Memorandum of Understanding between
Indiana Wesleyan University's
Associate Degree to Bachelor's Degree Programs
And
Kirtland Community College**

INTRODUCTION

Kirtland Community College and Indiana Wesleyan University's (IWU) College of Adult and Professional Studies (CAPS) and School of Nursing (SON) agree to work collaboratively in order to provide educational opportunities for the currently enrolled and potential students of their institutions. This collaboration requires a commitment by both institutions to facilitate the transfer of Kirtland Community College associate degree graduates into the appropriate IWU baccalaureate degree completion program without jeopardizing the mission and goals of either entity.

I. Benefits

This Memorandum of Understanding (Understanding) defines a structure through which articulation on all levels can be supported thereby allowing for maximum transfer of credits for Kirtland Community College students earning an associate degree, and providing for a seamless admission into one of CAPS' or SON's baccalaureate degree completion programs.

II. Accreditation Status

IWU is accredited by the Higher Learning Commission,*(HLC). IWU is also accredited by the State Department of Public Instruction of Indiana, National Association of Schools of Music, National Council for Accreditation of Teacher Education, Indiana State Board of Nursing, the Commission on Collegiate Nursing Education (CCNE), the National Accrediting Agency for Clinical Laboratory Science, American Medical Association, the Council on Social Work Education and Council for Accreditation of Counseling and Related Educational Programs.

IWU will maintain its institutional accreditation with the HLC. Of its bachelor's completion programs currently subject to this Understanding, the Bachelors of Science in Nursing is and will remain programmatically accredited through the CCNE or other equivalent accrediting body recognized by the U.S. Department of Education.

Kirtland Community College is currently accredited by the HLC. Kirtland Community College will maintain its institutional accreditation with the HLC.

*Higher Learning Commission: <http://www.ncahlc.org/> or 312-283-0456

III. Elements of this Understanding

A. Admissions Practices

CAPS' and SON's admissions requirements for the baccalaureate degree completion program are outlined at <http://indwes.edu/Admissions/Adult-Graduate/> and the contents of this site are incorporated into this Understanding by this reference as they exist on the effective date and as they may be revised in the future at IWU's sole discretion. In general, Kirtland Community College students will be eligible for admission to a CAPS or SON baccalaureate degree completion program, based on meeting the following admission criteria:

1. Proof of high school graduation or GED certification.
2. Production of official transcripts from all previous colleges or universities attended.
3. Prior completion of at least sixty (60) semester credit hours (45 for BSW programs) from a regionally accredited college or university; sixty (60) transferable credits are required to begin the core. Forty-five (45) transferable credits are required to begin the BSW core. Up to forty (40) semester credit hours may be met by equivalent education assessed and approved through IWU's portfolio process as described in the University's catalog.
4. Kirtland Community College student seeking enrollment into CAPS' Bachelor of Science degree with a major in Accounting must show evidence of the equivalent of three (3) undergraduate credits of mathematics or statistics.
5. In the event of a conflict, the admissions requirements published at <http://indwes.edu/Admissions/Adult-Graduate/> shall control.

B. Acceptance and Application of Credits

Courses completed through Kirtland Community College may (will) transfer under this Understanding subject to, but not limited to, the following requirements:

1. Must be 100-level or above.
2. Must be a grade of "C" or higher.
3. A maximum of fifteen credit hours of identified equivalent courses may be transferred into the major being pursued at IWU.
4. All credits are accepted as semester credits. Quarter credits are converted to semester credits using the two-thirds conversion ratio.
5. Students must meet admission requirements specific to each CAPS or SON program detailed at <http://indwes.edu/Admissions/Adult-Graduate/>.
6. Academic credit recommendations based on knowledge equivalency examinations must be issued by an American Council on Education recognized testing entity (i.e. CLEP, DANTES, etc.)
7. Must be academic, credit bearing courses and not avocation, recreational, pre-college, remedial, prior learning/assessment or developmental in nature.

Depending on the student's major, up to a maximum of ninety-four (94) credit hours may be transferable to the corresponding CAPS or SON baccalaureate degree completion program. CAPS and SON general education requirements may be included in the credits transferred. For further information, refer to IWU's Transfer of Credit Policy at indwes.edu/catalog.

CAPS and SON offers baccalaureate degree programs in Business, Nursing, and Liberal Arts. Specific baccalaureate degree programs available online through CAPS and SON for this Understanding are identified in Appendix A.

C. Tuition and Financial Aid/Scholarship

The role of financial aid at IWU is to make a quality Christian education affordable to all eligible students who apply. Financial aid information for CAPS and SON students at IWU can be found at <http://indwes.edu/Financial-Aid/Adult-and-Graduate/>.

D. Responsibility of Indiana Wesleyan University

1. IWU will provide academic advising services to transferring Kirtland Community College students.
2. The trademarks and serviced marks owned by Kirtland Community College may not be used by IWU without expressed written permission.
3. IWU will provide Kirtland Community College transfer materials such as brochures, fliers, curriculum guides, academic checklists, and/or procedural checklists. Transfer literature will be updated on an annual basis.

E. Responsibility of Kirtland Community College

1. Kirtland Community College will provide the opportunity for IWU representatives to meet with Kirtland Community College students on an ongoing basis.
2. Kirtland Community College will assist IWU in the distribution of updated degree and transfer materials to alumni and current students.
3. The trademarks and serviced marks owned by IWU may not be used by Kirtland Community College without expressed written permission.
4. Kirtland Community College will present to their students IWU transfer options as they do any other private universities with which they have similar agreements.

F. Joint Responsibility

1. Both institutions will designate an individual to serve as a liaison for the purpose of managing this Understanding.
2. Both institutions agree to notify each other of any changes in its accreditation status.

3. Any written materials published and distributed by Kirtland Community College and/or IWU which specifically reference this Understanding or make any general representation of each other's institution, must be approved by each respective party prior to use.

G. Implementation of the Understanding

Kirtland Community College will notify its divisions of this Understanding. Kirtland Community College will add CAPS and SON baccalaureate degree completion programs to its published lists of partnering universities with transfer agreements.

IWU will work with each division to develop a strategy of providing faculty and staff with the information and materials essential to informing Kirtland Community College students and alumni of the transfer options offered through this Understanding.

H. Annual Evaluation

After each academic year representatives from Kirtland Community College and IWU will review processes and practices between the two (2) institutions to determine each institution's satisfaction with the Understanding. Each institution will work in good faith to modify their policies, procedures, etc. to accommodate the changing needs of their partner.

I. Term and Modification

This Understanding will be in effect from the Effective Date and continue indefinitely unless and until terminated by either party in accordance with the paragraph III-J. Either party reserves the right to call for a review of the Understanding for the purpose of making changes or modifications. Termination of this Understanding may occur by either party with a one hundred eighty (180) day written notification to the other. Further, either party may terminate this Understanding immediately upon substantial breach by the other party.


Notwithstanding, upon expiration or termination of this Understanding for any reason, students previously accepted by or admitted to IWU will continue to receive the benefits contemplated by this Understanding, provided they stay continuously enrolled and make satisfactory academic progress.

J. Indemnification

Each party agrees to indemnify and hold the other, its officers, directors, agents, employees, and trustees harmless from and against any and all tort liability, claims, actions, and causes of action, losses, damages, or expenses caused or arising out of the act(s) and/or omission(s) of itself, its agents, and employees incident to this Understanding.

IN WITNESS WHEREOF, the parties have entered this Understanding this 25 day of April 2017 ("Effective Date") and do each hereby warrant and represent that they have all necessary and appropriate authority to execute to the Understanding and implement plans of action and procedures necessary to effect this Understanding.

Kirtland Community College




Signature
Dr. Thomas Quinn

Printed name
President

Title
April 25, 2017

Date

Indiana Wesleyan University
College of Adult & Professional Studies
School of Nursing




Signature
Dr. Stacy Hammons

Printed name
University Provost/Chief Academic Officer

Title
5/11/17

Date




Signature
Julie Lavender

Printed name
Vice President of Instructional Services

Title
April 25, 2017

Date




Signature
Dr. Barbara A. Ihrke

Printed name
VP of Academic Affairs, School of Nursing

Title
5/9/17

Date




Signature
Beth Hubbard

Printed name
Director of Nursing

Title
April 25, 2017

Date



Signature
Dr. Brock Reiman

Printed name
Vice President, Academic Affairs CAPs

Title
5-8-17

Date

Signature

Printed name

Title

Date

Kimberly K. Nicholson

Signature

Kimberly K. Nicholson
Printed name

University Registrar
Title

5-18-17
Date

Appendix A
Baccalaureate Degree Programs through SON and CAPS
for MOU between IWU and Kirtland Community College
3/31/2017

1. Bachelor of Science in Nursing (RNBSN) (*online only*)
2. Bachelor of Science with a major in Accounting (*online only*)
3. Bachelor of Science with a major in Addictions Counseling (*online only*)
4. Bachelor of Science with a major in Biblical Studies (*online only*)
5. Bachelor of Science with a major in Business Administration (*online only*)
6. Bachelor of Science with a major in Business Information Systems (*online only*)
7. Bachelor of Science with a major in Criminal Justice (*online only*)
8. Bachelor of Science with a major in Early Childhood Education – Non Licensure (*online only*)
9. Bachelor of Science with a major in General Studies (*online only*)
10. Bachelor of Science with a major in Healthcare Administration (*online only*)
11. Bachelor of Science with a major in Hospitality Management (*online only*)
12. Bachelor of Science with a major in Human Communication Studies (*online only*)
13. Bachelor of Science with a major in Human Services (*online only*)
14. Bachelor of Science with a major in International Relations and Security (*online only*)
15. Bachelor of Science with a major in Management (*online only*)
16. Bachelor of Science with a major in Marketing (*online only*)
17. Bachelor of Science with a major in Psychology of Human Relations (*online only*)
18. Bachelor of Social Work (*online only*)