

MEMORANDUM OF AGREEMENT  
Between  
SOMERSET COMMUNITY COLLEGE  
And  
**Union College**

for on-site Baccalaureate and/or Masters degree completion programs

This MEMORANDUM OF AGREEMENT, made and entered into as of the first (1<sup>st</sup>) day of January, 2013 by and between Somerset Community College, hereinafter referred to as SCC and **Union College** hereinafter referred to as the VISITING COLLEGE.

INTRODUCTION

Many students residing in the Somerset Community College service area are hindered from completing a baccalaureate or higher degree by virtue of family, employment, or other obligations that prevent them from attending a four-year educational program outside the Somerset-London area.

PURPOSE

The purpose of this MEMORANDUM OF AGREEMENT is to address this unmet educational need by partnering with **Union College** to provide opportunities for students to continue their educational pursuits beyond the Associate degree without having to relocate; this will assist in increasing the number of individuals who possess a baccalaureate or higher educational credential within the Commonwealth.

SEC facilities will serve as the location for this cooperative educational program.

NOW, THEREFORE, THE PARTIES TO THIS MEMORANDUM OF AGREEMENT HEREBY AGREE AS FOLLOWS:

SEC agrees:

1. To schedule instructional facilities requested by **Union College**.
2. To extend access to library facilities in accordance with the needs of **Union College**.
3. To offer the lower division courses to satisfy the general education requirements and certain electives necessary for students to satisfactorily matriculate into their chosen degree completion major at **Union College**.
4. To assist with the marketing and promotion of the degree completion partnership.

VISITING COLLEGE agrees:

1. To conduct informational and orientation sessions for prospective students.
2. To register students in upper division classes and maintain appropriate student records for degree completion.
3. To establish student financial accounts and collect student fees.
4. To design and deliver the upper division and/or graduate curriculum necessary for degree completion. See attachment for degree completion options offered at SCC.
5. To provide required learning resources not available in the SCC library.
6. To direct and fund the marketing and promotion of the degree completion partnership.
7. To provide "college" brochures and program information for distribution to prospective students.
8. To confer Baccalaureate and/or Masters degree(s) to qualified students.
9. To reimburse SCC for additional expenses incurred during the delivery of this program according to the schedule outlined in the Financial Provisions of this Agreement.
10. To identify a representative that will serve as a single point of contact with SCC for the purpose of requesting room reservations and other accommodations.

SCC AND THE VISITING COLLEGE MUTUALLY AGREE:

1. That courses offered by SCC pursuant to this Agreement shall be considered equivalent to courses offered by **Union College** for satisfaction of **Union College's** general education and residency requirements.
2. That **Union College** will offer only those courses required as part of the degree completion program and selective upper level electives as needed to satisfy degree requirements.

3. That **Union College** will notify SCC of any changes to the curriculum that necessitates changes in the lower division courses or the sequencing of these courses and that SCC will have the option of changing its schedule to meet these needs. If SEC chooses not to modify its offerings to meet the lower division needs, **Union College** may arrange to offer the lower division course.
4. That the tuition and fees charged students in the lower division courses delivered by SEC will be accordance with those approved by the Kentucky Community and Technical College Board of Regents.
5. That the tuition and fees charged students in the upper division and/or graduate courses delivered by the VISITING COLLEGE will be accordance with those approved by their respective Board of Trustees.
6. That students enrolled in the degree completion partnership will be subject to policies approved by "college." It is expected that these students will conduct themselves according to the KCTCS Student Code of Conduct while enrolled in classes conducted in any SEC facility.
7. That only those buildings and rooms in which VISITING COLLEGE classes have been scheduled will be open to students.
8. That classroom assignment will be based on availability and on a first-come, first-served basis. Room assignments may vary each semester. Faculty may not change rooms without prior approval.
9. That it is the responsibility of the VISITING COLLEGE to provide any equipment, materials, and supplies that are not typically available in the room assigned.
10. That room keys will be issued to a single representative of each VISITING COLLEGE. These representatives will return the keys at the end of each semester.

#### FINANCIAL PROVISIONS

It is the intent of this Agreement that **Union College** will incur the expense of all direct costs associated with the delivery of the degree completion partnership. It is anticipated that SEC will incur some indirect support costs such as staff support/ promotion, administrative, and clerical support.

However, it is not the intent of either party for SCC to incur any major expense associated with the support and delivery of the degree completion partnership. Therefore, the following Fee Schedule will be utilized.

| <i>Type of Space</i>      | <i>Fee</i>                                                                  |
|---------------------------|-----------------------------------------------------------------------------|
| General Purpose Classroom | \$ 400/ semester or \$50/ day                                               |
| Computer Classroom        | \$ 1,000/semester or \$100/day                                              |
| ITV Classroom             | \$ 1,500/semester plus cost of proctor                                      |
| Library                   | Actual cost divided among partners whose students utilize library services. |
| Security Services         | Actual cost divided among partners.                                         |
| Copier Services           | \$.06/copy Copier cards may be purchased via the SCC Business Office        |

**SCOPE**

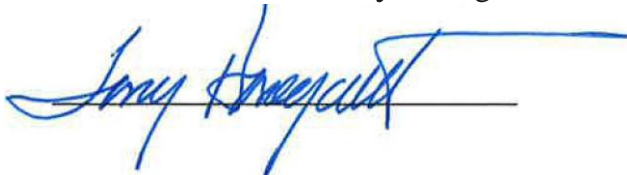
This MEMORANDUM OF AGREEMENT will be in effect until terminated by either SCC or Union College. Either party may terminate this MOA by submitting written notification one semester prior to the identified cancellation date in order to protect all students at both institutions involved in this partnership. Any modifications or amendments to this MEMORANDUM OF AGREEMENT must be in writing and signed by representatives of both parties.

**SUMMARY**

It is the intent of both institutions to represent the degree completion program as a partnership between SCC and **Union College** and to enhance the educational opportunities of students wishing to pursue educational credentials beyond the Associate degree level.

**AGREED**

Somerset Community College



Union College

