

**Memorandum of Understanding**  
**Between**  
**American University**

4400 Massachusetts Avenue, N.W.  
Washington, D.C.

**and**

**Howard Community College**

10901 Little Patuxent Parkway  
Columbia, MD 21044

**I. Purpose**

American University (“AU” or “University”) recognizes the valuable contributions community colleges make to higher education. Toward that end, this Memorandum of Understanding (“MOU”) is entered into with Howard Community College (“HCC”) with the following objectives:

- A. To attract qualified HCC students into American University.
- B. To facilitate an efficient and smooth transition into American University from HCC.
- C. To provide a path of coursework at HCC that is applicable to programs of study at American University.
- D. To encourage academic coordination, faculty and administrative interactions, and student engagement.

**II. Admissions, Financial Aid, and Academic Requirements**

- A. General Requirements for Undergraduate Admission of HCC Students to Transfer Into American University:

- 1. HCC students must complete an Associate of Arts (AA) degree, an Associate of Science (AS) degree, or an Associate of Arts in Teaching (AAT) degree from HCC.

- a. Note: Students intending to transfer to AU under this agreement with an AAT who wish to major in Secondary Education may be

required to take additional lower level courses in the discipline in which they intend to teach (i.e. Chemistry, Physics, English, etc.) These courses may be taken at HCC if AU equivalencies exist, or at AU. Students who wish to major in either Secondary or Elementary Education should plan to take all methods courses at AU. Please refer to the course mapping for these degrees on the AU website.

2. Admission under the terms of this MOU is contingent upon meeting high standards of personal conduct, pursuant with the student conduct codes of both the community college and American University.
3. HCC students must have a cumulative GPA of at least 3.0 grade point average based on a 4.0 scale, at the time of admission. For purposes of admission and credit transfer, AU will include attempted and completed HCC courses in the GPA calculations that apply to all transfer students. These calculations include adjustments to the GPA based on AU's current policies on repetition of courses and freshman forgiveness. In cases where students have attended additional postsecondary institutions, attempted and completed courses would be included in the calculations as described above. AU will evaluate courses/credits earned through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), or other testing programs, such as PLACE, for credit transfer.
4. HCC students must sign a "Letter of Intent to Transfer to AU" (*Letter of Intent*) by October 1<sup>st</sup> of the academic year prior to their desired matriculation date. After submission of the *Letter of Intent*, the student must remain continuously enrolled at HCC until receipt of the AA/AS/AAT degree.
5. Prior to completion of 45 credits towards their degree program, HCC students will be required to meet with a HCC academic advisor to ensure degree progress and completion.
6. HCC students must matriculate at AU in the semester designated in the *Letter of Intent*. However, students may defer matriculation for a period of up to one year following receipt of the AA/AS/AAT degree but will be subject to the limits of the university's capacity to register new transfer students in their desired term of enrollment. If at any time the HCC student decides it is

not their intention to matriculate to AU, the student is responsible for informing AU in writing of this change in status, at which time the *Letter of Intent* will become null and void.

7. HCC students must submit a completed transfer application and all supplemental materials, by the established deadline. The application fee is waived under this Agreement.

B. Notwithstanding satisfaction of the above criteria, a prospective HCC transfer student's admission is subject to the following limitations:

1. AU reserves the right to deny admission to students who have been dismissed or suspended (for academic or nonacademic reasons), have a disciplinary record, felony conviction, or to those who cannot demonstrate adherence to high standards of personal conduct.
2. Admission under this MOU is subject to the University's capacity to enroll transfer students in the semester identified in their *Letters of Intent*.

C. Financial Aid

1. American University will provide financial support consistent with institutional policies. Students' demonstrated financial need may be met using a combination of resources including AU and federal grant funds as well as student loans and Federal Work Study. Students may apply for financial aid (e.g. FAFSA and CSS Profile) by complying with all financial aid application and deadline requirements. Financial aid will be awarded in accordance with AU's normal policies and procedures. Notification of awards will be concurrent with the offer of admission for those students who follow AU's financial aid and deadline requirements.

D. Application of Transferred Credits

1. Students completing an AA/AS/AAT at HCC will be considered to have met all lower division General Education requirements at AU as long as the comparable General Education courses have a grade of C or better. Otherwise students will have to repeat those courses at AU.

2. Where transferred course equivalencies exist for AU required courses and/or prerequisites in the major, these courses will apply to AU's graduation requirements as long as such courses have a grade of C or better.
  - a. If the transferred HCC courses are taught at the 300 or 400 level at AU, students will only receive credit toward the major for at most two of those courses if those courses are approved by the academic unit in which the major resides. All other transferred upper-level HCC courses will count toward the AU degree, but not toward the major.
  - b. AU will develop course equivalency information and make this information readily available to HCC. Until such time that this process is automated/web-based, advising will be done through the contacts at each institution once the student has signed a letter of intent; the plan for the course of study at AU will be included in the offer of admission.
3. Students transferring from HCC with an AA/AS/AAT degree and no grades lower than a C will be required to complete a minimum of 60 semester hours of AU coursework to be eligible for the AU undergraduate degree. Courses representing credits beyond the 60 semester hours allowed in transfer will be considered to have been completed under the general AU transfer guidelines and will be reviewed for comparability to receive credit.
4. Students transferring from HCC with an AA/AS/AAT degree who will be repeating courses per item 1 or item 2 above may be required to complete more than 60 semester hours of AU coursework to be eligible for the AU undergraduate degree.
5. Course articulations in effect at the time a student first enrolls at HCC will be honored by AU if the student completes an AA/AS/AAT degree and successfully transfers to AU within 4 years of initial enrollment at HCC.

E. Upper Division Scholars Program for Transfer Students

1. HCC students who meet the eligibility requirements described in this MOU and have a GPA of at least 3.8 at the time of application will qualify for upper-level honors courses at AU.
  - a. These students will be considered for competitive merit scholarships based on their past academic performance and indicators of future promise.

**III. Collaboration between American University and HCC**

A. American University agrees:

1. to begin an advising process in collaboration with the HCC academic advisor with the HCC student shortly after receiving the *Letter of Intent*.
2. that HCC students will be eligible for the combined bachelors/masters programs if such programs are available in their major.
3. that HCC students who meet the application deadline for the fall semester matriculation listed in the *Letter of Intent*, will be informed of their admission and financial aid by March 1<sup>st</sup>.
4. that AU will waive the application fee for HCC students who apply under the terms of this agreement.
5. that admitted HCC students who have a 3.5 GPA based on a 4.0 scale are eligible to pre-register for courses in the semester prior to matriculation at AU, and
6. that all support services will be readily available to HCC students. Such services include, but are not limited to, all workshops (*The Digital Student*, *Time Management*, *Effective Reading*, *Note Taking Skills*, etc.) and individual consultation offered by the Academic Support Center, the Writing Lab, Supplemental Instruction in courses where available, and the Peer Tutoring program. AU also offers a *Transfer Transitions* orientation program for new transfer students that provides opportunities for meeting peers, learning about resources and services, finalizing class schedules, and providing assistance with parking permits, photo IDs, and setting up bank accounts.

B. HCC agrees:

1. to use its best efforts to inform students seeking admission to American University of the academic requirements necessary to attend and succeed at American University.

**IV. Coordination of MOU**

American University and HCC agree to:

1. communicate to each other changes to policies or requirements of their respective institutions that affect this MOU,
2. review the MOU annually or earlier upon the request of either party. This review will include among other items, specific program articulation, course-by-course equivalencies, academic achievement, retention and graduation rates, and transitional experience of participants,
3. designate a primary contact for the respective institutions to serve as liaison for the purposes of monitoring this MOU,
4. announce this relationship on the respective institutions' websites, and other marketing venues as appropriate,
5. provide accurate and timely information about the relationship to prospective students, and
6. provide updated course catalogs to the other immediately upon their availability.

**V. Term, Termination, and Other Provisions**

- A. This MOU may be amended from time to time by the written agreement of the parties. These amendments may include without limitation terms related to specific program articulation and course-by-course transfer articulations.
- B. The MOU is made effective on the date that both parties have signed the agreement and shall continue unless earlier terminated as provided in this MOU.
- C. The MOU may be terminated:
  1. by mutual agreement of the parties, or

2. by either party upon 180 days prior written notice to other party of an intention to terminate.

D. HCC students who have submitted a *Letter of Intent* at the time of MOU termination will be permitted to transfer to AU under this MOU.

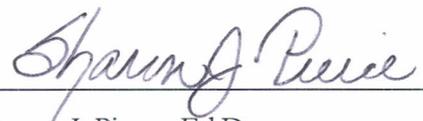
E. No Intended Third-Party Beneficiaries: This MOU is between HCC and American University and shall not be construed, interpreted, or deemed to confer any rights whatsoever to any student or other third-party.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the date set forth below:

For American University:

  
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Scott A. Bass, Ph.D. 8/11/12  
Provost Date:

For Howard Community College :

  
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Sharon J. Pierce, Ed.D. 8-21-12  
Vice President of Academic Affairs Date: