

MEMORANDUM OF UNDERSTANDING

Clafin University and Midlands Technical College

The following agreement between Clafin University (Clafin) and Midlands Technical College (MTC) is designed to enhance the transfer of students from MTC to Clafin. This collaboration is intended to serve students by providing program support and services which facilitate the transfer process and prepare students desiring to matriculate at Clafin's continuing education and degree completion programs.

Overview

This program utilizes existing policies, programs, and services in a defined and targeted way for students beginning at MTC who wish to matriculate at Clafin University. Policies governing the admission, enrollment, and transfer of students are the sole purview of each institution.

Clafin and MTC will promote the associate degree attainment to interested students. This includes, but is not limited to, completing all necessary coursework and hours to earn an associate's degree at MTC or the 'reverse transfer' of courses back to MTC upon successful completion of coursework and hours at Clafin. Students served by the program begin their academic studies at MTC. Transfer consideration to Clafin generally requires that students from MTC:

- 1) Maintain a cumulative Grade Point Average of 2.0
- 2) Earn no less than a grade of "C" in any course to be eligible for transfer
- 3) Submit official transcripts from each college or university attended
- 4) Submit application fees.

While it is anticipated that students will spend at least a full year at Midlands Technical College, students meeting Clafin University's continuing education admission requirements may transfer after one semester. MTC students who have earned at least 45 semester credit hours of transferable work may apply to Clafin's degree completion program. Students may apply to degree completion programs in:

- 1) Elementary Education
- 2) Middle School Education
- 3) Sociology and Criminal Justice Administration
- 4) Organizational Management

Promotion/Eligibility

Participation in the program is determined by the student's desire to eventually matriculate at Clafin. MTC will notify prospective and/or newly matriculated students about the availability of

the program via web page information about Claflin as a MTC bridge program and other enrollment materials approved by Claflin and MTC.

Admission

All admission policies and procedures, including the admission standards of individual academic units of Claflin and MTC will be in force. Initial admission to the first year is determined by MTC while subsequent transfer is determined by existing transfer admissions policy at Claflin.

Each institution will provide updates of any admission policy changes as necessary. Any official policy change is subject to change without notice.

Academic Advisement /Enrollment/Registration

Academic advisement will include a consultative process between MTC and Claflin. If students are enrolled in both colleges simultaneously, Claflin's registrar will send the registrar at MTC a list of names and identification numbers of students enrolled in cooperative programs. The MTC registrar will forward a copy of each student's schedule and subsequent schedule changes to Claflin's program coordinator. Students also must file a completed Cooperative Program Enrollment Request Form with the MTC Bridge Program Coordinator.

Scheduling of program courses will be discussed and arranged jointly in the sessions prior to course offerings by designated advisors at both institutions to facilitate student enrollment and progression.

Financial Aid

Once students are accepted into Claflin, the University will be responsible for awarding federal/state student aid and monitoring student academic progress as required under federal regulations for financial aid purposes. Financial aid will be awarded only for academic programs that meet Title IV eligibility guidelines, and only to students who meet eligibility requirements.

The host institution is responsible for helping students complete and submit financial aid application forms. Claflin's financial aid application due dates will apply. The Director of Financial Aid at Claflin will monitor student academic progress, award eligibility, and make adjustments in student awards based on enrollment status and student eligibility under Federal Title IV guidelines. Students will need to complete the appropriate financial aid consortium agreement documents with the home institution.

Fee Assessment

Students will be assessed the applicable tuition and fees at each institution where they are enrolled. Claflin students taking MTC classes will pay MTC tuition and fees. Claflin will include these hours in classifying students as full-time or part-time students. Tuition will be assessed according to the student's residency classification. Students may pay fees prior to fee payment deadlines.

Books and Supplies

For applicable courses, students will receive and pay for books and supplies during the registration period at the institution awarding the credit.

Program Components

Fall – A schedule of preliminary meetings between Claflin University staff and MTC-Claflin Bridge Program participants will be determined. The focus of the fall semester will be on awareness of Claflin programs and policies. Sessions will consist of admissions, financial aid and scholarships and tips for academic success. Each participant will be provided with a transfer credit guideline sheet for the chosen academic program. Students will also be provided with a listing of Claflin University administrative and academic contacts including phone numbers and e-mail addresses.

Spring – Topics covered in the fall will be explored in greater depth in the spring. For admissions, attention will focus on the application and admissions process. For financial aid, in addition to the application process, students will be introduced to financial planning tips. Students have the opportunity to begin the career exploration process and will be encouraged to explore the career resources of Midlands Technical College and/or Claflin University. A Claflin advisor will be part of the Midlands Technical College visiting team.

Students will be invited to visit Claflin University and visit itineraries will be developed for each student. If there is sufficient demand, a visitation day for program students will be scheduled.

Special Opportunities

Students will be offered the opportunity to be matched with a transfer student mentor or program advisor the semester before entering Claflin University. This mentor will answer questions as the student prepares for his/her transition to the University. That same mentor will continue to work with the student throughout his/her first year at Claflin University.

Early in their first semester at Claflin University, students will attend a session specifically designed for bridge program students that addresses personal and academic success. To reinforce student engagement and support the transition from MTC to Claflin, students will be offered the opportunity to participate in identified Claflin University programs while in attendance at MTC. These opportunities may include but are not limited to academic, recreational, arts and social programs, based on the student's eligibility criteria for these programs.

Evaluation

MTC and Claflin will meet at least once annually to discuss and review standards of quality. This review provides a means for the institutions to collaborate in assessing program effectiveness obtained through the use of student focus groups, surveys, and enrollment data. This information will assist both institutions in assessing program quality and make modifications as needed to enhance student transfer success and student success after transfer.

Processes and procedures for this cooperative endeavor will be reviewed and revised each year prior to the start of the fall semester, and timelines will be established for subsequent year's cooperative endeavors between Claflin and MTC. Timelines will include dates, functions and institutional responsibilities.

Termination

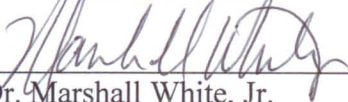
It is mutually understood and agreed that either party may terminate this agreement upon written notice.

Summary Comments

All aspects of the program will be periodically reviewed by representatives of the Claflin and MTC. Any alterations or new program elements will be implemented when mutually agreed upon by the two institutions.


Midlands Technical College and Claflin University agree to the terms of this agreement as indicated by the signatures below:

For Midlands Technical College




Dr. Marshall White, Jr.
President
June 15, 2009

Date



Dr. Ron Drayton
Vice President for Academic Affairs
June 15, 2009


Date



Ms. Sandi Oliver
Vice President for Student Development
Services
June 15, 2009

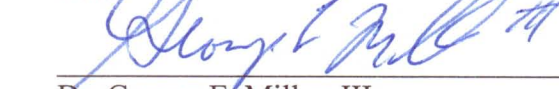
Date

For Claflin University



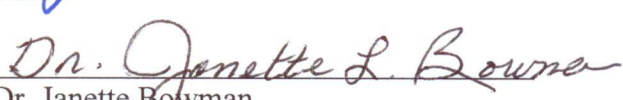
Dr. Henry N. Tisdale
President
June 10, 2009

Date



Dr. George E. Miller, III
Vice President for Academic Affairs
June 9, 2009

Date



Dr. Janette L. Bowman
Dean for Professional & Continuing Studies &
Graduate Programs
June 5, 2009

Date