

Memorandum of Understanding  
Between  
Bellevue University  
And  
Kansas City Kansas Community College

June 8, 2017

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

**SECTION 1 - PURPOSE**

1. This memorandum between Kansas City Kansas Community College located at 7250 State Street, Kansas City, Kansas 66112 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.
2. This memorandum defines the nature of the relationship and responsibilities between Bellevue University and Kansas City Kansas 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. Included by reference into this memorandum are any Exhibits that detail particular requirements or obligations.

**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 Kansas City Kansas 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. Kansas City Kansas Community College agrees to install directional signage as logical and appropriate to increase awareness of the Bellevue University office. Signage will also be placed at the door or entrance to Bellevue University office /workspace area.
3. Kansas City Kansas City College agrees to provide Bellevue University students and Bellevue staff residing in the local area access to library services and computers in the Kansas City Kansas Community College library.
4. In the event of any agreed upon shared marketing effort, Kansas City Kansas Community College will provide updated logos for the production of co-branded promotional material. Kansas City Kansas 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.
5. In order to comply with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Bellevue University is required to report statistics for any crimes that occur on your campus in areas that are under our control for educational purposes. Crime statistics for those areas under our control and during our times of control will need to be provided to Bellevue University on or before May 1<sup>st</sup> of any given year that this agreement is in effect. These statistics need to be from the previous calendar year. (For example, on or before May 1, 2014, the crime statistics for 2013 will need to be provided to BU.) Statistics can be sent to the Director of Campus Security at: Bellevue University, 1000 Galvin Road South, Bellevue, NE 68005.

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

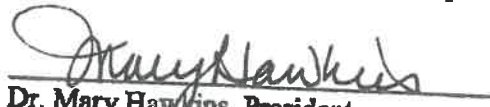
1. Bellevue University will provide a Bellevue University Relationship Manager to be housed on the Kansas City Community College main campus in order to facilitate student enrollment, relationship management with the partner institution, support grant initiatives and community outreach activities.
2. Local student inquiries in which the student is in need of an associate's degree or equivalent lower-division credits will be referred to the Kansas City Kansas Community College admissions department for additional coursework completion.

3. Bellevue University will create and maintain a co-branded microsite to provide Kansas City Kansas Community College students information relevant to transfer requirements, partnership agreements, and additional information as agreed upon by the partner institution.
4. An annual meeting will be coordinated by Bellevue University with the leadership of Kansas City Kansas Community College for the purpose of reviewing all aspects of the partnership. Additionally, in the event Bellevue University teaches Bellevue University programs on the Kansas City Kansas Community College campus, Bellevue University will establish a regular meeting or conference call schedule between the academic leadership of both institutions.
5. Fellowship grants will be established for Kansas City Kansas Community College employees who are seeking a Bellevue University undergraduate or graduate degree. Full-time Kansas City Kansas Community College employees will be awarded a one thousand dollar (\$1000) grant toward a degree program at Bellevue University. Part-time Kansas City Kansas 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 the Kansas City Kansas Community College human resources department will be required before the fellowship grant can be applied to the student's account.
6. Bellevue University will establish a transfer grant fund for Kansas City Kansas 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 Kansas City Kansas Community College transfer eligible students.
7. Bellevue University will maintain all transcript records for BU coursework, as well as handle the processing and administration of all Bellevue University student transactions.
8. Bellevue University will be responsible for hiring, training, and evaluating the performance of all Bellevue University employees located at the Kansas City Kansas Community College location. In the event of a complaint or concern related to a Bellevue University employee, please contact the Premier Partnerships Assistant Vice President at (402) 557-7894.

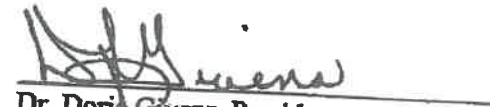
**SECTION FIVE- ACCREDITATION**

1. Bellevue University and Kansas City Kansas 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

Date 7/8/17

  
\_\_\_\_\_  
Dr. Doris Givens, President  
Kansas City Kansas Community College

Date 6/20/2017

**EXHIBIT A**  
**OFFICE SPACE REQUIREMENTS**

In addition to the provisions of the memorandum, the following are incorporated by reference:

1. Bellevue University agrees to pay \$10,000 to Kansas City Kansas Community College annually for the use of office/work space as negotiated with the partner institution. This amount is intended to cover utility and administrative expenses related to the partnership. The \$10,000 will be paid within 30 days of the initial office opening date and on the anniversary of the opening date each year, upon receipt of invoice provided by College.
2. Kansas City Kansas Community College agrees to provide dedicated office/work space, internet and phone service for a full-time Bellevue University Relationship Manager. Due to FERPA requirements, the work environment provided needs to be within an office that can be locked and student records are not in easy access to bystanders. Additionally, space needs to be available for the Relationship Manager to have private conversations with students.
3. Along with office space, a desk, chair and phone will be included. Office to be in move-in condition by target opening date of 90 days after the execution date of this agreement. Kansas City Kansas Community College to provide IT support for initial computer system set up in conjunction with office opening. Bellevue University will provide all hardware (computers and printers) and troubleshooting for such equipment through their own IT Department.
4. Kansas City Kansas Community College agrees to provide access to campus wide alerts as related to security and weather.