

**Memorandum of Understanding**  
**between**  
**Regis University**  
**Associate's to Bachelor's™ Program**  
**and**  
**Kansas City Kansas Community College**

## **INTRODUCTION**

The Associate's to Bachelor's™ Program is specifically designed to acknowledge the strong academic foundation that the Kansas City Kansas Community College provides its students and the benefits that can be obtained from a bachelor's degree from Regis University. The Associate's to Bachelor's™ Program goes beyond traditional transfer and articulation agreements and creates a close collaboration between the Kansas City Kansas Community College and Regis University.

This Memorandum of Understanding (MOU) formally recognizes that, through the Associate's to Bachelor's™ Program, **Kansas City Kansas Community College, (KCKCC)** and **Regis University (Regis) – School for Professional Studies (SPS)** are actively committed to providing greater educational opportunities and services for students transferring between institutions. Through this MOU, KCKCC and Regis hereby enter into an educational agreement designed to provide participating students the opportunity to complete a Bachelor's degree. This is made possible by the Regis commitment to high quality online instruction and student support services.

KCKCC and Regis enter into this MOU in the spirit of cooperation and mutually recognize each other as quality institutions of higher learning. Each institution is dedicated to serving students from all walks of life, regardless of race, ethnicity, religion, sex, disability, color, age, marital status, national origin or other non-merit factors.

## **PURPOSE**

The purpose of the agreement is to enable KCKCC students who transfer to Regis with an Associate of Arts or an Associate of Sciences degree to be recognized as having achieved junior status at Regis, and to allow them to transfer additional credits (up to a maximum of 90 semester credit hours) that they have already earned. This approach will allow many students to earn a bachelor's degree by attending the equivalent of three years<sup>1</sup> of instruction at KCKCC and completing their fourth and final year at Regis.

The MOU provides a structure through which transfer articulation on all levels can be supported. This agreement is with KCKCC as a whole and not with individual centers within the institution. Therefore, courses taken by students at any KCKCC learning center are considered equally transferable to Regis.

## **TRANSFER ELEMENTS**

### **Treatment of Associate's Degrees as Admission Criteria**

Students who earn an Associate of Arts or an Associate of Science degree will be recognized as having satisfied the first two years of coursework associated with Regis baccalaureate degree programs and will be recognized as having achieved junior status. The Associate of Arts and the Associate of Science degrees are those awards that recognize at least two years but less than four years of full-time equivalent college-level work. These degrees are general in nature and are not directed to a specific career or technical area.

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<sup>1</sup> Years are equivalent to approximately 30 – 36 semester credit hours.

Students graduating from KCKCC and transferring to Regis as participants in the Associate's to Bachelor's™ Program are guaranteed the following:

1. Admission to the Undergraduate SPS at Regis (because of program capacity and specialized entry requirements, there are no guarantees of admission to specific Regis Undergraduate degree programs or certificate programs.)
2. Acceptance of credit earned at KCKCC in all programs, including credit by testing and other non traditional mechanisms such as Advanced Placement (AP), American Council on Education (ACE) credits, Dual Enrollment, Early Admissions, and International Baccalaureate.
3. No additional General Education Core requirements, if Regis requirements have been met with KCKCC programs.
4. Acceptance of all grade forgiveness policies of KCKCC.

In order to complete the baccalaureate program in a timely manner, students are advised to follow the transfer guide for the academic program they plan to pursue at Regis. If the student intends to change degree focus upon admission to Regis, the student may be required to complete lower division preparation work prior to beginning the program at Regis.

KCKCC students enrolling at Regis through the Associate's to Bachelor's™ Program will go through Regis' transfer process and therefore must meet all applicable requirements and deadlines pertaining to application for admission, orientation and registration, and payment of tuition and fees. They will abide by the policies and procedures, along with any revisions thereof that apply to all students.

#### **Treatment of KCKCC Coursework for Students *without* an Associate of Arts or an Associate of Sciences Degree**

KCKCC students transferring without an Associate of Arts or an Associate of Sciences degree (this would include students that have earned Associate of Applied Science Degrees, Certificates, and/or Diplomas), will have all KCKCC courses, numbered 100 and above and with a grade of "C- or better", accepted for transfer.

Twenty four semester hours of skill-based technical course work may be used to satisfy general elective requirements in the Undergraduate degree programs of the SPS. The designation (TOS) is used when recording this credit.

#### **Regis' Degree Plan**

The Regis degree plan outlines degree completion requirements for each student. The degree plan is a written agreement between the student and the appropriate undergraduate program. It sets forth the academic requirements for the degree. The student and a Regis Academic Advisor sign the degree plan.

The degree plan specifies the amount of time during which the requirements for a particular degree must be completed. This period is seven (7) years (84 months) from the date the student is accepted into the Undergraduate Program.

During that seven-year period, students may (but are not required to) revise their degree plans to reflect the Regis' curricular changes. If the degree plan expires before the student has completed all degree requirements, the student must sign a new degree plan or request an extension to the current degree plan.

#### **Maximum Age of Associate Degree**

There is no expiration date on Associate of Arts and Associate of Science degrees or on credits earned from a regionally accredited institution of higher education.

## **The Transfer Process**

Regis SPS will receive transfer credits for all of the course work, up to a maximum of 90 semester hours toward fulfillment of Regis SPS core requirements and toward the Regis degree requirement of 128 semester hours subject to the following provisions:

- All KCKCC transfer student applicants must meet the admissions standards as outlined in this MOU (these requirements may differ from those found in other documents and publications).
- Students that are transferring as part of the Regis Associate's to Bachelor's™ Program must have a minimum of a 2.0 grade point average as verified by an official transcript from KCKCC.
- Students transferring individual courses to Regis separate and apart from the Associate's to Bachelor's™ Program, must have earned a grade of "C-" or better in the specified course.
- All students transferring to Regis SPS must have 3 years of work experience (waivers may be requested by a designated advisor from KCKCC).
- Students who apply to Regis must satisfy or successfully complete six (6) semester credit hours (9 quarter credit hours) in Religious Studies and six (6) semester credit hours (9 quarter credit hours) of Philosophy, if these courses are not included in the KCKCC transferable course work to the satisfaction of Regis. KCKCC students may fulfill the above requirement by (i) taking the courses at KCKCC prior to transfer, or (ii) taking Religious Studies and Philosophy courses at Regis.

A minimum of thirty (30) graded semester hours must be taken through Regis. Credits earned through Portfolio (Prior Learning Assessment) or credits by examination are not included in this 30-hour minimum.

## **Transfer Appeals Procedures**

Any student who wishes to challenge a transfer request or decision may submit a written appeal to the Associate Dean of SPS Undergraduate Programs.

## **Degree Completion Opportunities**

The Associate's to Bachelor's™ Program enables students to earn a bachelor's degree by earning up to ninety (90) semester credit hours at KCKCC and taking their remaining courses at Regis. In order to bring about such a result, Regis will:

- Deliver on-line programs leading to the completion of a Bachelor's Degree. These degree programs will include (subject to change at Regis' discretion), but not be limited to the following<sup>2</sup>:
  - Bachelor's of Science in Business Administration
  - Bachelor's of Science in Computer Information Systems
  - Bachelor's of Science in Computer Networking
  - Bachelor's of Science in Computer Science
  - Bachelor's of Science in Finance
  - Bachelor's of Science in Marketing
  - Bachelor's of Science in Public Administration

<sup>2</sup> Regis University reserves the right to drop majors from time to time. Should a major be eliminated, students will be provided the opportunity to finish the program they began in a timely manner.

- Provide instruction by technologically trained and academically qualified faculty.
- Provide all necessary services including: admissions, advisement, registration, financial aid, textbook purchase options, access to a virtual library, online tutoring, and a technology help desk.
- Scholarship assistance will be provided when available.

### **OBLIGATIONS OF REGIS**

The obligations of Regis in carrying out this agreement include the following:

- Provide academic advising to KCKCC students once they are registered with the Associate's to Bachelor's program.
- Provide materials, catalogs, and other information to KCKCC advisors to facilitate their understanding of Regis requirements and academic programs.
- Provide KCKCC with adequate and periodic reports on its former students enrolled in Regis programs.
- Develop, distribute, and ensure the accuracy of all transfer articulation products (e.g., Transfer Guide).

### **OBLIGATIONS OF KCKCC**

For its role in the Associate's to Bachelor's™ Program, KCKCC will:

- On an annual basis, review the contents of this Memorandum of Understanding and recommend any changes to Regis.
- Support the marketing effort by promoting the programs through student, alumni and community publications/media and through the marketing staffs of each institution.
- Where allowed with in the policies and procedures of KCKCC, provide Regis with access to graduates and potential graduates to enable Regis to market and promote the on-line degrees. Examples would include but not be limited to invitations to career and college fairs, opportunities to distribute materials on campus, and providing space on bulletin boards. Any contact with potential students will be carried out within limits to be determined by the colleges.
- Provide Regis the opportunity to advertise in KCKCC publications.
- Provide Regis with the opportunity to train/orient staff at KCKCC as necessary to support the programs at each KCKCC location.
- Designate administrative, academic and student services personnel who will act as a liaison to their counterparts at Regis.
- Allow students in the Regis Associate's to Bachelor's™ program access to library and computer laboratories at KCKCC.
- Train/orient their staff in those facilities to support the needs of these students and to cooperate with their Regis counterparts within limits to be determined by the colleges.
- Advise, assist and support strategically and at the policy level Regis' efforts to provide quality education through distance education to students graduating from KCKCC.

### **JOINT OBLIGATIONS**

In carrying out their roles in the Associate's to Bachelor's™ Program, both Regis and KCKCC agree to the following:

- Provide direct links between their institutional websites, indicating the existence of this MOU.
- Make available official lists of programs for which articulation agreements have been approved, by both KCKCC and Regis will be made available at both institutions and on both institutions' websites.
- Exchange data and documents that will contribute to the maintenance and improvement of these transfer arrangements and promote effective cooperation between the two institutions. The institutions will exchange admissions, grades, and retention data after obtaining appropriate permission from the students involved and in compliance with all federal, state, and local laws and U.S. Department of Education Guidelines.

### **Tuition Discount for Employees**

Regis will also offer a 10% tuition discount to full-time faculty, staff, and administrators at KCKCC. This offer is valid with both undergraduate and graduate programs in the SPS. This offer will take effect within the first semester following the signature of this Memorandum of Understanding.

### **Annual Evaluation**

There will be an annual evaluation process of the program supported by this MOU. That evaluation will include representatives at the decision making level of both Regis and KCKCC. Both parties may request a more frequent review in response to curricular changes and other institutional changes and conditions. The party initiating such change will communicate it in a timely manner to the other party. The information obtained from this evaluation will be used to improve the transfer process for the benefit of students.

### **Term and Modification**

This MOU will be in effect until terminated by either Regis or KCKCC. Either party may terminate this MOU by submitting written notification one year prior to the identified cancellation date in order to protect all students transferring between these institutions. Any modifications to the MOU must be in writing and signed by both parties.

Should this MOU be terminated, KCKCC students in the process of applying to Regis at the time of cancellation will be allowed to complete the application process and complete degrees, subject to the requirement to complete the degree within seven years from the date the student is accepted into the Undergraduate Program.

This MOU is effective only under the condition that both transferring institutions maintain current accreditation by a regional accrediting association as recognized by the U.S. Department of Education. In the event either institution loses its accreditation, this MOU will immediately terminate.

### **Indemnification**

The Parties shall indemnify, hold harmless and defend the other from any and all liability, claims, demands and expenses (including reasonable attorneys' fees and costs) arising out of the other's actions causing (a) damage to the property of the other or injuries to their employees, officers, directors or agents, or any other persons in connection with the provision of courses offered hereunder, except for such damages as are caused by the sole negligence of the indemnified party, its employees, officers, directors or agents, and (b) such damages or losses are caused by the other party in connection with any alleged inadequacy in class content, credits or official recognition.

### **Dispute Resolution**

In the event that Regis and KCKCC are unable to resolve any disputes under this MOU, the matter in dispute shall be submitted to the American Arbitration Association (AAA) for binding resolution. Any dispute under this MOU shall be submitted to the AAA for binding resolution under the AAA's then

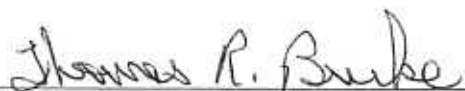
existing Rules for Commercial Arbitration. The parties agree that such arbitration shall be submitted to the AAA's Denver office with the locale for arbitration being Denver, Colorado. The arbitrator shall have the right to award damages, including awarding attorneys' fees and cost to the prevailing party if the arbitrator deems such appropriate. The parties to this MOU waive their right to take action in any court of law or equity, with the exception of an action to enforce any arbitrator's award rendered as a result of binding arbitration initiated under this Agreement.

### Limitation of Liability

Except for the specific remedies expressly identified as such in this MOU, the parties agree that their sole liability (whether in contract, tort, by statute or otherwise) for any claim in any manner related to this MOU, shall be the payment of direct damages. In no event shall either party be liable for any consequential, incidental, indirect, special or punitive damages, loss or expenses (including but not limited to business interruption, lost business, lost profits or lost savings) even if it has been advised of their possible existence.

### Summary

The intent of the Associate's to Bachelor's™ Program is to enhance the learning opportunities available to the students, alumni, faculty, and staff of KCKCC. Through this new venture, students will be able to capitalize on their rich experience at KCKCC and be able to earn a bachelor's degree without leaving their community.



Dr. Thomas R. Burke  
President  
Kansas City Kansas Community  
College

4-6-05

Date



Allan L. Service, Ph.D.  
Provost and Vice President for  
Academic Affairs  
Regis University

3/14/05

Date



Joe D. May, Ed.D.  
Associate Vice President for  
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Regis University

3-10-05

Date