

THE STATE OF TEXAS §

COUNTY OF LUBBOCK §

Memorandum of Understanding
Student Access & Success Partnership
Between
Texas Tech University and Clarendon College

In order to increase the number of Texas residents completing a bachelor's degree and to help the State of Texas reach the goals set out in the Texas Higher Education Coordinating Board's report *Closing the Gaps*, Texas Tech University (TTU) and Clarendon College (CC) have agreed to participate in the Student Access & Success Partnership (partnership).

As a component of transfer initiatives at TTU, this partnership provides a wide range of services and activities for CC students designed to:

- Increase awareness about the educational and student support opportunities available at TTU.
- Encourage currently enrolled transfer students at TTU to complete their associate's degree.
- Provide pre-TTU academic advising to help ensure increased degree applicability of transfer credits
- Provide a more seamless transfer experience to TTU.

TTU and CC agree the initiatives shall include the following:

TTU agrees to:

1. Identify the primary office and/or designee(s) responsible for oversight of this agreement as The Office of Community College & Transfer Relations (CCTR) www.cctr.ttu.edu.
2. Provide academic advising (semester-by-semester), admissions counseling and enrollment information to CC students interested in transferring to TTU.
3. Provide communication regarding TTU admissions policy and procedure updates, campus recruitment events, and scholarship opportunities to the person(s) CC designates as the partnership representative(s).
4. Schedule various TTU representatives to be on the CC campus, to provide various transfer related information, in a manner agreed upon between the TTU CCTR office and the designated CC partnership representative(s).
5. Work closely with The TTU Office of International Affairs to ensure a smooth transition for CC international transfer students to TTU.
6. Facilitate a visitation program for CC students interested in transferring to TTU including potential international transfer students.
7. Contact CC with information needed to advertise and inform potential transfer students of each event.
8. Facilitate CC's ability to offer retroactive associate's degrees or, "reverse transfer", by developing a plan whereby transcript information for students, who transferred to TTU prior to earning an associate's degree, may be reported back to CC. Reporting of students will begin as soon as an addendum to this partnership is agreed upon and signed by the registrars of CC and TTU.

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9. Promote the seamless transfer of CC students to TTU by ensuring that information on Optimal Transfer Plans for TTU degree programs is current and readily available to both students and academic advisors at CC.
10. Encourage the development of articulation agreements for Associate degree programs at the CC to transfer and apply to correlating baccalaureate degree programs at TTU including the Bachelor of Applied Arts & Sciences (BAAS) degree. CCTR facilitates the agreement process for TTU. All agreements should be on file in the TTU Office of the Provost via CCTR.

CC agrees to:

1. Identify a primary office and/or designee(s) responsible for oversight of this partnership agreement.
2. Provide a mutually agreed upon list of prospective transfer students to TTU as determined by designees of TTU and CC. The list will be comprised of students who meet the following criteria:
 - a. *Currently enrolled with a projected transfer date of Fall 2014 and beyond;*
 - b. *Have completed 30 or more semester hours with an overall GPA of 2.250 or better;*
 - c. *Pursuing an Associate in Arts or Science; Associate in Applied Arts or Science; or is undecided;*
 - d. *Not enrolled in a Certificate program;*
 - e. *Do not currently have a 4-year degree;*
 - f. *Are not currently enrolled at a 4-year school of higher education.*
3. Provide transfer counselor contact information to TTU and update this information as changes occur.
4. Coordinate the planning, facilitating and advertising of at least one student recruitment event on their campus each academic year for prospective transfer students (TTU will provide the information and TTU admissions counselors).
5. Coordinate visitation trips to TTU and monetarily assist, advertise, promote, and facilitate such events.
6. Promote communication about partnership initiatives with faculty, staff and students.
7. Initiate articulation agreement discussions for Associate of Arts, Associate of Science, Associate of Applied Arts and Associate of Applied Science degree programs by contacting CCTR or completing the Articulation Agreement Request form located on the CCTR website (www.cctr.ttu.edu) to request an agreement between the two institutions.
8. Promote the seamless transfer of CC students to TTU by:
 - a. *ensuring that Optimal Transfer Plans for TTU degree programs are readily available to all students and academic advisors at CC;*
 - b. *Encourage students to contact CCTR academic advisors each semester for supplemental advising.*
9. Cooperate fully with TTU in awarding retroactive associate's degrees or, "reverse transfer", by developing a plan whereby transcript information for students, who transferred to TTU prior to earning an associate's degree, that is sent back to CC by TTU is processed in a timely fashion and results reported back to TTU. Reporting of students will begin as soon as an addendum to this partnership is agreed upon and signed by the registrars of CC and TTU.

The Student Access and Success Partnership Agreement:

1. Shall begin once appropriate personnel from both institutions have signed this agreement as per the signature page;
2. Shall be reviewed as needed by representatives of both institutions and, where appropriate, modified;
3. Shall continue until such time as either or both institutions terminate the agreement by sending written notification to the partner institution.

SIGNATURE PAGE

MEMORANDUM OF UNDERSTANDING

Student Access & Success Partnership

Between

Texas Tech University and Clarendon College

Texas Tech University

Jennifer Adling, *Director of Purchasing & Contracts*

8-6-14
Date

Lawrence Schovanec, *Provost*

9/9/14
Date

Duane Nellis, *President*

9.11.14
Date

Clarendon College

Robert K. Riza, *President*

Date
10.27.14
Date

Addendum

Retroactive Associate Degree | Reverse Transfer

"Retroactive Associate Degree" (Reverse transfer) allows for the transfer of coursework from a four-year institution to a previously attended 2-year institution for the purpose of associate degree completion. This program is specifically designed to allow students to receive the advantages pursuant to completion of the associate degree when they leave the 2-year institution prior to degree completion.

Effective with House Bill 3025, Texas Tech University will request authorization to return transcript information to Clarendon College (CC) from every student who transfers with 30 or more semester credit hours earned at CC, and will then provide those transcripts to CC at the end of each term.

To facilitate Clarendon College's ability to offer retroactive associate degrees in accordance with the State of Texas Closing the Gaps Initiative and as pursuit to *House Bill 3025*, the Offices of the Registrar at Texas Tech University (TTU) and at Clarendon College agree to the following procedure:

The Office of the Registrar at Texas Tech University agrees to the following:

1. Identify students meeting the following criteria:
 - a. Student has earned 30 or more college-level transfer credit hours.
 - b. Student does not have an Associate's Degree.
 - c. Student has 60 total earned hours (transfer and TTU hours combined).
2. Eligible students will approve or deny permission via MyTech for TTU to send transcripts and student contact information to CC.
3. At the end of each semester, send:
 - a. A spreadsheet list via email of all eligible students who have 60 earned hours to Brandi Havens, Registrar; brandi.havens@clarendoncollege.edu
 - b. Send participating students' transcripts electronically via SPEEDE (aka EDI or Electronic Data Interchange).
4. Each term, once the list of degree earners is received, notify the Office of Student Financial Aid at TTU, via e-mail, when students complete associate degrees.

The Office of the Registrar at Clarendon College agrees to the following:

1. Evaluate TTU transcripts.
2. Contact students regarding any other requirements for the awarding of the Associate's degree.
3. Award Associate degrees based on current requirements.
4. Each term, provide the Office of the Registrar at TTU with an electronic file reflecting awarded associate degrees by:
 - a. Designating on the original list from TTU the month and year for each participant who has earned an Associate's degree.

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- b. E-mail updated, original participant list back to TTU via Yogi Castaneda at yogi.castaneda@ttu.edu.

Retroactive Associate Degree | Reverse Transfer

Texas Tech University


Bobbie Brown, Registrar

9-9-14
Date

Clarendon College


Brandi Havens, Registrar

10/28/14
Date