

**Memorandum of Understanding  
Between  
Bellevue University  
And  
Baltimore City Community College**

Bellevue University and Baltimore City 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 Baltimore City Community College located at 2901 Liberty Heights Avenue, Baltimore, Maryland 21215-7893 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 as outlined by MHEC.
2. This memorandum defines the nature of the relationship and responsibilities between Bellevue University and Baltimore City 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.

**TIMELINE AND DURATION**

This MOU shall remain in effect until modified in writing and signed by both parties.

**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 Baltimore City 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 BALTIMORE CITY COMMUNITY COLLEGE**

1. Bellevue University Relationship Manager will be allowed access to various contacts within Baltimore City Community College to schedule classroom and other presentation opportunities and for general recruitment purposes. Baltimore City Community College 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. Baltimore City 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 area.
3. Baltimore City Community College agrees to provide Bellevue University students and Bellevue staff residing in the local area access to library services and computers in the Baltimore City Community College library.
4. In the event of any agreed upon shared marketing effort, Baltimore City Community College will provide updated logos for the production of co-branded promotional material. Baltimore City 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 Baltimore 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 Baltimore City Community College admissions department for additional coursework completion.

3. Bellevue University will create and maintain a co-branded microsite to provide Baltimore City 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 Baltimore City Community College for the purpose of reviewing all aspects of the partnership. Additionally, in the event Bellevue University teaches Bellevue University programs on the Baltimore City 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 Baltimore City Community College employees who are seeking a Bellevue University undergraduate or graduate degree. Full-time Baltimore City Community College employees will be awarded a one thousand dollar (\$1000) grant toward a degree program at Bellevue University. Part-time Baltimore City 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 Baltimore City Community College human resources department will be required before the fellowship grant can be applied to the student's account.
6. All Partner School transfer students who hold a cumulative GPA of 2.5 or higher may submit an application to be eligible for the Premier Student Scholarship award. GPA must be verified by the most recent transcript in order to qualify. Scholarship amount and criteria subject to change based on fund availability.
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 Baltimore City 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 Baltimore City 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.

#### Designation of Program Coordinators


Each partner shall designate individual to serve as coordinators under this MOU. The individuals designated as coordinators may be revised by either party by providing written notification to:

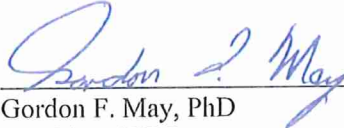
##### Program Administrator

Daphne Snowden, EdD  
Dean, Academic Operations & Academic Services  
Baltimore City Community College  
2901 Liberty Heights Avenue  
Baltimore, Maryland 21215  
410.462.7697 [dsnowden@bccc.edu](mailto:dsnowden@bccc.edu)


##### Bellevue Administrator

Pati Moore, MBA  
Director, Regional Partnerships  
Community College Partnerships  
1000 Galvin Road South  
Bellevue, NE 68005  
[Pati.moore@bellevue.edu](mailto:Pati.moore@bellevue.edu)

  
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Dr. Mary Hawkins, President  
Bellevue University  
Date 7 May 2018

  
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Gordon F. May, PhD  
President/CEO  
Baltimore City Community College  
Date 4/19/18

#### APPROVED FOR FORM & LEGAL SUFFICIENCY

  
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BCCC Legal Counsel  
Date 4/19/18