

BAYLOR UNIVERSITY AND MCLENNAN COMMUNITY COLLEGE CO-ENROLLMENT MEMORANDUM OF UNDERSTANDING

Baylor University and McLennan Community College recognize the need to do more to educate and serve the people of the McLennan County community. The Waco and Central Texas community already benefit greatly from the presence of both Baylor and MCC. While the two institutions partner in various ways, Baylor and MCC desire to strengthen the ties between the two institutions by creating a formal program for the benefit of students and the Central Texas community. The program will involve a group of students who first enroll at MCC in a distinct Baylor-bound program and then become full Baylor students upon meeting stated criteria.

I. PROGRAM SCOPE

Baylor University ("Baylor") and McLennan Community College ("MCC") formally agree to the development of a three-year co-enrollment pilot program, known as the Baylor@MCC Co-Enrollment Program ("Baylor@MCC").

ADMISSIONS

- A. Admission to the Baylor@MCC program will commence with a goal of 50 students entering in the fall semester of 2012. The enrollment goal for the second year will be 75 new students, and the goal for the third year in the pilot will be 100 new students.
 - 1. Goals for the program are separate from Baylor's annual transfer enrollment goal. The program's intent is to enhance and enrich the Baylor transfer enrollment goal rather than increase the overall number of transfer students.
 - 2. Students will be counted toward Baylor's fall transfer goal when they successfully complete the program and enroll as a transfer student.
- B. Students will initially apply to Baylor for freshman admission.
 - 1. Freshman applicants qualified for regular admission who cannot be accepted to Baylor due to space constraints will be offered the option of joining the Baylor wait list or the Baylor@MCC program.
 - 2. In addition, if space permits, offers may be made to:
 - a. Non-provisionally admitted freshmen who are unable to enroll at Baylor due to finances; and
 - b. Other students at the discretion of Baylor's Assistant Vice President for Admission Services in consultation with MCC's Director of Admissions.
 - 3. Once students accept the Baylor@MCC offer by signing and returning the agreement for either the one- or two-year program depending upon the student's goals and in consultation with advisors, Baylor will code the students as Highlander Bears (HB) and send the necessary information to MCC.
 - a. Students must submit a \$300 enrollment deposit to Baylor by May 1 to secure a space in the program.
 - b. Students must submit the Baylor health form which includes the date of the bacterial meningitis vaccination, as described on the Baylor website.
 - c. MCC will create a small form to gather additional information as needed.
- C. Students entering the program will be considered degree-seeking students at MCC and non-degree seeking students at Baylor while enrolled in either the one- or two-year program.
- D. Admission to Baylor as a degree-seeking student is dependent upon the submission of a modified reactivation form and successful completion of all program requirements as specified in this document for either the one- or two-year program, including orientation, credit hours, GPA, policy compliance, academic progress, and time frame.

PROGRAM REQUIREMENTS

- A. All students must participate in a joint orientation program prior to beginning the Baylor@MCC program.
- B. Only hours earned at MCC and Baylor after matriculation to the joint program are counted for completion of the program.
 1. Students must complete at least 12 credit hours per semester but will be encouraged to take more than the minimum.
 - a. The one-year program requires students to complete at least 24 credit hours (at least 18 hours at MCC and 6 hours at Baylor).
 - b. The two-year program requires students to complete at least 48 credit hours (at least 36 hours at MCC and 12 hours at Baylor).
 2. Dual credit may count toward degree requirements, but these hours do not count toward the 24 or 48 hours required for completion of the one- or two-year program. These previous credits could be applied to complete certification requirements for the degree at MCC while continuing toward graduation from Baylor.
 3. AP, IB, CLEP, and other credit by exam transferrable hours will be accepted according to the terms and conditions established by academic departments and may count toward degree requirements; but these hours do not count toward the 24 or 48 hours required for completion of the one- or two-year program. These previous credits could be applied to complete certification requirements for the degree at MCC while continuing toward graduation from Baylor.
 4. Chapel (CHA 1088) and any New Student Experience-approved course (for example, University 1000) are graduation requirements for any Baylor degree, but CHA 1088 and University 1000 (UNIV 1000) do not count for course credit hours on the Baylor degree.
 - a. Participants must take CHA 1088 at Baylor in their first semester of the program along with UNIV 1000 or another approved New Student Experience course.
 - b. During the second semester of the program, participants must take CHA 1088 unless there is an exception approved by the Baylor advisor of record.
- C. Students must earn at least a 2.5 cumulative GPA on all work taken at both institutions and at least a 2.0 cumulative GPA at each institution. These GPAs are on a 4.0 scale.
 1. Baylor Admission Services will calculate a cumulative GPA on all work taken at both schools.
 2. Each institution will calculate a separate cumulative GPA for all courses taken at their institutions.
- D. Students will be expected to know and abide by the academic, financial, and conduct policies and guidelines for each of the two institutions and must make appropriate progress on hours passed and GPA.
 1. Each institution will handle its own infractions according to its policies and will share that information with each other.
 - a. For academic integrity cases, the infractions at both institutions will be considered cumulatively; but financial and conduct infractions will be handled independent of similar infractions on the other campus.
 - b. If suspended by both institutions, the student must exit the program.
 - c. If suspended by either institution, the student may pursue continued enrollment at the other institution at the discretion of that institution's officials.
 2. If a student does not meet the course and all GPA requirements at the end of either the one- or two-year program, the student must exit the program or may submit an appeal to continue.

- a. Such an appeal will be considered by the Special Review Committee which will include at least one BU/MCC Task Force representative from each institution from the following Task Force groups: Admissions, Academics, Advising, Financial Aid, and Student Life.
 - 1) Task Force groups with more than 2 members will select their representative to serve on the Special Review Committee, and the members will elect a Chair.
 - 2) The members representing the academics group may wish to consult with the appropriate Academic Program Director.
 - 3) The Special Review Committee Chair will inform the Task Force of the decision.
 - b. If the student exits the program, then degree-seeking admission to Baylor may be pursued independently or continued enrollment at MCC may be approved at the discretion of MCC officials.
- E. Students participating in the program must satisfactorily complete the program requirements within a period that begins with the fall semester of the year of admission to the program and ends within the following 12 months for the one-year program or within the following 24 months for the two-year program.
- 1. If the student chooses to exit the program at any point after enrollment, degree-seeking admission to Baylor may be pursued independently.
 - 2. If the student chooses to exit the program at any point after enrollment, continued enrollment at MCC may be approved at the discretion of MCC officials.

COURSE WORK

- A. Baylor and MCC require that all Baylor@MCC students be advised and registered by the campus's respective advisor of record.
- 1. The advisor of record upon entry in the program at Baylor is the Office of Academic Advisement.
 - 2. Students in the program will be enrolled as non-degree seeking students until they have successfully completed the program and then accepted into a degree program at Baylor.
 - 3. Beginning with the date of enrollment in the program, students must work proactively on major selection by working with respective advisors of record and/or the offices of Student Development at MCC and Career Counseling at Baylor.
 - a. Advisors on both campuses will coordinate advising for each semester, following Baylor-MCC approved course Major Academic Plans (MAPs) for the student's intended degree plan at Baylor and possible reverse transfer to MCC.
 - b. Some plans may need to include summer courses depending on a student's need for remediation (MCC courses) or length of the academic program at Baylor.
 - c. Some MAPS may specify requirements in addition to courses.
 - 4. Students with Credit by Exam (CBE) or Dual Credit will need to choose alternate course options. Some may need to consider traditional transfer rather than this program.
 - 5. Placement in courses will be subject to test scores, CBE, and transfer policies per each institution's policies. Specifically, credit may be given at one institution but may not be given at the other.
 - 6. Due to tightly structured programming, advisors will register students. Students in this program will not have access to the web to register or change schedules.
 - 7. During the pilot, advisors at MCC will register students in traditional, face-to-face courses for all MCC hours required per the appropriate degree MAP. If the advisor believes that

a special exception should be granted to enroll a student in an online or hybrid course, the advisor should submit such request to the Director of Academic Advisement at Baylor. Final approval for such requests can only be granted by the Vice Provost for Undergraduate Education at Baylor, in consultation with the academic department representative.

8. Students will be expected and encouraged to connect with faculty members in their intended “home” department at Baylor as soon as possible. Advisors at Baylor will work to facilitate such connections.
 9. Baylor courses should be scheduled on MWF and MCC courses on TR when possible. Lab sciences and freshman-level Foreign Language may be exceptions that require more intensive scheduling.
 10. Any changes of schedule must be processed by the respective advisor of record, working in close collaboration with respective campus’s office of registration.
 11. Advisors at both MCC and Baylor will be made aware by their respective institutions of the need to advise students desiring to go to Medical or Nursing School that some Medical Schools and Nursing Schools strongly privilege applicants who take math and science courses at a four-year university.
 12. Students who need to take CHE 1301 or BIO 1305/1306 at Baylor must meet the following prerequisites in order to register for the courses.
 - a. BIO 1305/1306 requires either a 550 SAT Math score (24 ACT Math) or a B in Pre-Calculus (MTH 1304 or equivalent at Baylor).
 - b. CHE 1301, high school chemistry strongly recommended, requires either a 550 SAT Math score (24 ACT Math) or a B in CHE 1300 and a B in Pre-Calculus (MTH 1304) or Calculus (MTH 1321).
- B. Students will fulfill the degree requirements as listed in the catalog of the year of the initial co-enrollment program at Baylor.**
1. Students who intend to graduate in four years may choose to pursue the following degrees at Baylor: Bachelor of Arts (BA), Bachelor of Business Administration (BBA), Bachelor of Science (BS), Bachelor of Science in Education (BSED, some programs eligible but may not lead to an AA or AT degree at MCC—see MAPs; must see Education advisor before beginning program), Bachelor of Science in Nursing (BSN), or Bachelor of Social Work (BSW).
 2. Students considering the following academic programs are advised that time to degree will be longer than four years and are encouraged to discuss their educational goals with advisors prior to entry into a major in one of these areas.
 - a. Family and Consumer Sciences (Child and Family Studies, Fashion Design, Interior Design, etc.),
 - b. Engineering and Computer Science,
 - c. Education (Health Human Performance and Recreation, General Studies, some Teacher Education, etc.),
 - d. Music (all majors require an audition),
 - e. Studio Art, and
 - f. Theatre (performance majors require an audition).
 3. Students will not be eligible to participate in the Baylor Interdisciplinary Core (BIC).
 4. Some exceptions apply, so students should consult with the appropriate academic area, MAPs, and advisor of record at Baylor if there are questions.

- C. In support of the reverse transfer of credits, students will be given the opportunity to complete a Baylor transcript request which will remain in effect as long as they are enrolled in the Baylor@MCC program.
 - 1. The MCC Registrar will send Baylor a list of students currently in the program, and Baylor will send transcripts for those students who signed the transcript request form
 - 2. Upon completion of the Baylor degree program, students will request an official Baylor transcript to be sent to MCC.

FINANCIAL MATTERS

- A. A consortium agreement for the Baylor@MCC program will be created to count courses at both institutions toward full-time status.
- B. Since the majority of the classes for the program will be MCC courses taken on the MCC campus, then MCC will apply the financial aid based on total cost of MCC/Baylor.
- C. Billing will be separate with a template created at the point of registration by the advisor to merge the cost onto an estimated total bill to show both MCC and Baylor costs.
- D. Once off-campus housing costs and a possible transfer living/learning center have been determined, then fees can be estimated.
- E. Scholarship opportunities will be explored and announced prior to the beginning of the pilot program.

STUDENT BENEFITS

- A. Baylor@MCC students will have the same access as other Baylor students including:
 - 1. Academic mentoring
 - 2. Campus facilities
 - 3. Campus recreation
 - 4. Career counseling
 - 5. Career services
 - 6. Counseling services
 - 7. Early registration
 - 8. Health services
 - 9. Library
 - 10. Tutoring
 - 11. Varsity athletic events
 - 12. Wellness program
- B. Students will be given an ID and assigned an email address by each institution.
- C. Students may participate in all non-NCAA sports (e.g., intramurals) and in any student organizations unless the national governing entity has specific limitations, requirements, or processes that would prohibit participation (e.g., Honor Societies, Greek-Letter Organizations, etc.).
- D. Students may purchase a meal plan that meets their specific needs even if living off campus.
- E. Students may purchase a parking decal for the level of campus parking that meets their needs.
- F. Housing in Baylor student apartments close to the Baylor campus will be offered to students in the joint program, with the long-range goal to create a transfer living/learning center (LLC) and a position to provide additional support and programming for the LLC.
- G. Shuttle bus transportation between campuses may be available by 2012.

II. PROGRAM TERMS

- A. All records for Baylor@MCC students will be maintained at each institution but will be shared with each other in a manner consistent with FERPA.
- B. The existing Task Force will remain in place throughout the pilot program and will be responsible for periodic evaluation, assessment and recommendation for future continuation. Because of the

possibility of greater service to more students, a conversation will begin in the second year of the program to address the possibility of expansion and a broader marketing strategy.

- C. Amendments may be made to this agreement by the mutual consent of representatives of both institutions.
- D. This agreement shall become effective upon the date this document is signed and shall remain in effect until August, 2016. This agreement may be extended in a writing signed by both institutions. This agreement may also be terminated by either party provided that one year's written notice is provided. If the agreement is terminated, students enrolled in the program will be allowed to complete the remainder of their program time.

BAYLOR UNIVERSITY

Signed by: Ken Starr
Ken Starr, President

Date: October 6, 2011

MCLENNAN COMMUNITY COLLEGE

Signed by: Johnette McKown
Johnette McKown, President

Date: October 6, 2011