



---

# Memorandum of Understanding

---

This AGREEMENT (hereinafter “Agreement”) is entered into the 1<sup>st</sup> day of March, 2015 by and between California Baptist University’s Division of Online and Professional Studies (hereinafter “CBU” and “CBU/OPS”) and Mt. San Jacinto College (hereinafter “MSJC”). CBU/OPS and MSJC may be referred to individually as “Party” or collectively as “Parties”.

The purpose of this Agreement is to define the intent of both parties to enter into a mutually beneficial agreement under the conditions here outlined for the purpose of enrolling students of MSJC in CBU academic programs.

As a partner with CBU/OPS, MSJC offers equitable opportunities along with its other college and university partners to promote and recruit MSJC students for enrollment into CBU/OPS academic programs.

## **The Parties Mutually Agree:**

A. This Agreement is effective as of February 15, 2015 and shall terminate three (3) years from that date, unless previously terminated by either Party. The Parties may renew this agreement upon mutual consent. Any extension of the term of this Agreement, or amendment to the terms of this Agreement, shall be in writing and signed by both Parties.

B. Either Party may terminate this Agreement, with or without cause at any time, by giving the other Party thirty (30) days’ written notice.

C. CBU/OPS shall waive application fees and offer a **thirty percent (30%)** tuition scholarship to eligible graduates, former students, or students of MSJC (eligibility to be verified by MSJC, upon request) who participate in the “Fast Track to Success Program” and attend cohort classes online or at a CBU Education Service Center. Participants in the “Fast Track to Success Program” must be enrolled in a minimum of twelve (12) units per semester at the undergraduate level to receive the **thirty percent (30%)** tuition scholarship. Should the student drop below twelve (12) units per semester at the undergraduate level, the tuition scholarship will be reduced to **ten percent (10%)**. The tuition scholarship applies only to tuition, and no other fees (other than the application fee) will be discounted. The tuition discounts apply provided that student accounts remain current. The scholarship may not be combined with other institutional aid.

D. The scholarship and academic programs shall remain in place for students in good standing who maintain continuous enrollment, regardless of their status with MSJC or the dissolution of the partnership between CBU/OPS and MSJC. Students currently or previously

enrolled at CBU/OPS may not seek retroactive discounts or scholarships for tuition or fees paid prior to verification of their eligibility.

E. Students wishing to enroll at CBU/OPS will be required to apply for admission and be accepted in accordance with CBU/OPS's existing admission requirements and processes. It is the *sole* responsibility of the MSJC graduate, former student, or student to notify CBU/OPS of their intent to request the application fee waiver and scholarship. Failure to do so *before the last day to add a class* will result in ineligibility. All admitted students shall have an educational plan created by CBU/OPS with all approved transferable courses identified and posted to their CBU records.

F. With the exception of the Criminal Justice Leadership and Administration program (which is already discounted for Law Enforcement Professionals) all degree and credential programs are eligible; however, CBU reserves the right to modify these programs, price, offerings or curriculum at any time.

G. Unless otherwise negotiated, classes and programs will be held online or at a CBU Education Service Center. These educational options will be offered to encourage and support both Parties commitment to providing lifelong learning to students.

H. Graduates, former students, or students of MSJC may apply for Federal student loans the same as other students attending classes at CBU/OPS.

I. MSJC will incur no financial obligation to CBU/OPS other than those it may voluntarily assume. Students will otherwise be personally responsible to CBU/OPS for payment of fees and tuition.

J. Policies stated in the CBU University Catalog and Student Handbook shall apply to graduates, former students, or students of MSJC. These policies pertain to graduation requirements, academic honesty, withdrawal, re-enrollment, grade disputes and other policies important to all students undertaking degree work at CBU/OPS.

K. CBU shall defend, indemnify and hold MSJC, its officers, agents and employees harmless from and against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts, errors or omissions of CBU, its officers, agents or employees.

L. MSJC shall defend, indemnify and hold CBU, its officers, employees and agents harmless from and against any and all liability, loss, expense, including reasonable attorneys' fees or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts, errors or omissions of MSJC, its officers, agents or employees.

M. MSJC shall provide opportunities for the University to market this tuition discount and related program offerings to their graduates, former students, or students including on-site information meetings, education fairs and advertisements in college publications, website links and other means of promotion that MSJC deems appropriate.

N. The following programs are eligible for consideration for the “Fast Track to Success Program” for MSJC:

<b>Major</b>	<b>Degree</b>
Accounting	BS
Business Administration	BA
Christian Ministries	BA
Communication Studies	BA
Computer Information Technology	
Criminal Justice	BS
Early Childhood Studies	BA
Emphasis in Early Childhood Intervention	
English	BA
Graphic Design and Digital Media	BA
Interdisciplinary Studies	BA
Emphasis in Communication Arts	
Emphasis in Organizational Leadership	
Emphasis in Psychology	
Emphasis in Public Administration	
Kinesiology	BS
Liberal Studies	BA
Emphasis in English	
Emphasis in Human Development	
Emphasis in Kinesiology	
Emphasis in Social Science	
Marketing	BS
RN-BSN (For current RN license holders)	BS
Organizational Leadership	BA
Political Science	BA
Psychology	BA
Public Health	BS
Public Relations	BA
Sociology	BA

O. Miscellaneous Provisions

1. Authority. The undersigned individuals hereby represent that they are authorized to execute this Agreement on behalf of their respective organizations, and each party represents that this Agreement constitutes a legal and binding obligation of the Parties.

2. Severability. It is agreed that if any provision of this Agreement shall be determined to be void by a court of competent jurisdiction, then so long as such determination shall not affect any other material provisions of this Agreement and continue to allow this Agreement to be performed in the reasonable expectations of both Parties, then this Agreement and all such other provisions shall remain in full force and effect.

3. Notices. Any notice required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed via first class

mail, or by a reputable overnight delivery service, or by personal delivery, and directed to the address of such Party set forth below:

**MSJC CONTACT INFORMATION:**

Mt. San Jacinto College  
Transfer Center  
1499 N. State Street  
San Jacinto, CA 92583  
Attn: Janet McCurdy  
Articulation Officer  
Tel: (951) 487-3280  
Email: jmcurdy@msjc.edu

**CBU CONTACT INFORMATION:**

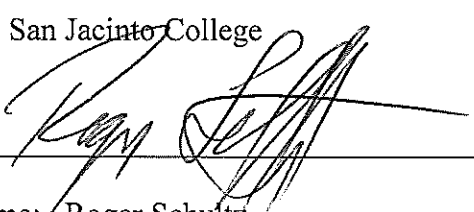
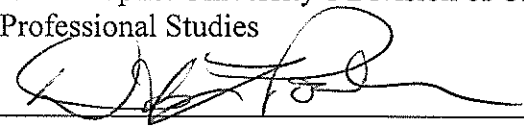
California Baptist University  
10370 Hemet Street  
Riverside, CA 92503  
Attn: Ted Meyer  
Dean of Enrollment Services  
Tel: (951) 343-3909  
Email: tmeyer@calbaptist.edu

4. Complete Agreement. This Agreement, together with Addendum 1, represents the Parties' final and complete agreement, and this Agreement shall supersede all other understandings, discussion and/or agreements between the Parties with regard to the subject matter in the Agreement.

5. Governing Law. This Agreement shall be construed in accordance with the laws of the State of California and in effect at the time of the execution of this Agreement.

6. Counterparts. The Parties agree that separate copies of this Agreement be signed by each of the Parties to the Agreement and these copies will have the same force and effect as if the original had been signed by all Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date.

MSJC	CBU/OPS
Mt. San Jacinto College	California Baptist University's Division of Online and Professional Studies
By 	By 
Name: Roger Schultz	Name: David Poole
Title: Superintendent	Title: Vice President-OPS



## CALIFORNIA BAPTIST UNIVERSITY TRANSFER ADMISSION GUARANTEE (TAG)

This document details the Transfer Admission Guarantee agreement between California Baptist University (CBU) and Mt. San Jacinto College for **Online and Professional Studies Programs**. The agreement is designed to assist and facilitate the transfer process to CBU. Students can receive early review of their academic record, admission notification, and specific guidance on major preparation and general education coursework.

If you are interested in a TAG, please see your community college counselor. The counselor will work with you to complete a transfer agreement before sending it to us. Once we have made our decision, we will contact you to let you know if we have approved your TAG agreement. If your TAG is approved, you will continue the transfer process by completing a formal CBU application and forwarding official transcripts. If your TAG is not approved, we will provide ample information to bolster your application, increasing your chances for acceptance and enrollment into CBU.

### **TAG Guidelines**

Policy guidelines for this Agreement are as follows:

- A) To obtain eligibility, the prospective student must complete a minimum of 12 transferable semester units with a minimum cumulative GPA of 2.0 from all schools previously attended. Official transcripts from all previous colleges attended must be submitted with the application to verify GPA eligibility.
- B) All TAG students must select a baccalaureate-level academic program which is part of the official Articulation Agreement between CBU and Mt. San Jacinto College in effect for the catalog year in which the TAG student has been approved.
- C) Completion of IGETC or CSU General Education Breadth **and** an Associate's Degree will permit a student to be waived from all general education requirements **with the exception of Christian Studies (7 units), ENG 113 and ENG 123 (articulated with ENGL 101 and ENGL 103)**. **All** areas of the IGETC or CSU General Education Breadth must be completed prior to transfer. Additionally, all pre-requisite coursework for specific majors must be completed prior to beginning any major coursework.
- D) A maximum of 70 units is allowable for transfer from community colleges. Coursework completed at the lower division level is not eligible for upper division credit. Additionally, only coursework of **C** or better is eligible for transfer.
- E) A maximum of 30 semester units is allowed from examinations (CLEP, AP, Credit-by-Exam, Dantes and IBO)
- F) Student understands that he/she is eligible to transfer to CBU from Mt. San Jacinto College under this TAG agreement anytime up to one year after their last term of attendance at Mt. San Jacinto College and up to a maximum of three years after signing the TAG agreement.

**Transfer Admissions Guarantee (TAG)**

Name: \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ Email \_\_\_\_\_

(Evening) \_\_\_\_\_

Major/Concentrations \_\_\_\_\_

Planned Term of Transfer \_\_\_\_\_

**Admissions Requirements for TAG agreement**

- Minimum cumulative 2.0 GPA in completed coursework from previously attended schools.
- Completion of a minimum of 12 transferable semester units.

**My signature below certifies that:**

I have discussed with my community college counselor all previous credits attempted from all institutions or exams.

I understand that when admitted to CBU I will be held to the degree requirements of the catalog in effect at the time of matriculation. I also understand that I may elect to move to a later catalog and the degree requirements contained therein if I so choose.

My community college has my permission to release my academic record to California Baptist University on a regular basis (no less than once per semester/term).

By signing below, I approve the release of any pertinent educational records to California Baptist University by Mt. San Jacinto College, in accordance with all federal guidelines and regulations related to student educational records privacy (FERPA). I have read and understand all of the requirements for admission to California Baptist University under the TAG agreement.

Student Signature	Date	Community College Counselor Signature	Date
-------------------	------	--	------

Community College Transfer Center Director	Date	CBU Representative	Date
--	------	--------------------	------

**File Transfer Protocol (for staff only):**

1. Have student fill out form completely
2. Fax or scan completed form to CBU Office of Admission
3. Approved \_\_\_\_\_ Denied \_\_\_\_\_
4. Forward copy to Mt. San Jacinto College Transfer Center Director

# **Memorandum of Understanding**

## **Transfer Admission Guarantee (TAG)**

California Baptist University (CBU) agrees to partner in offering opportunities to transfer students by allowing students currently enrolled at Mt. San Jacinto College the opportunity to be admitted to CBU while attending Mt. San Jacinto College and taking transferable coursework. CBU and Mt. San Jacinto College also agree to provide academic and student services cooperatively so that it will be a smooth transition from Mt. San Jacinto College to CBU.

**This MOU will encompass the following details.**

- TAG students have the opportunity to be enrolled concurrently in both institutions.
- Both institutions will and have already participated in the development and maintenance of program specific articulation agreements.
- CBU will provide TAG students enrollment advising services, program evaluation, and course transfer services through the use of CBU counselor visits.

**With this MOU CBU will advise students by providing the following:**

- Access to InsideCBU so the student can access CBU degree guide
- Provide materials for students and transfer center staff (applications, catalog binders, etc.).
- Provide information sessions and advising if needed at the Mt. San Jacinto College campuses.
- Review unofficial transcripts for students and develop educational plans and guides based upon desired academic outcomes.

**With this MOU Mt. San Jacinto College will provide the following:**

- Provide transfer advice for students wishing to Transfer to CBU.
- Provide interested students the materials and guidance needed for the TAG agreement.
- Help CBU promote the TAG Transfer program.
- Space if needed for CBU representatives to meet with \_\_\_\_\_ College students.

**CALIFORNIA BAPTIST UNIVERSITY**  
**AND**  
**Mt. San Jacinto Community College District**

This agreement is entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
CBU Registrar

\_\_\_\_\_  
MSJC Dean of Counseling & Support Services

\_\_\_\_\_  
CBU Director of Enrollment Services

\_\_\_\_\_  
MSJC Vice-President Student Services

\_\_\_\_\_  
CBU Academic Dean

\_\_\_\_\_  
MSJC Vice-President Instruction

\_\_\_\_\_  
CBU Vice President

\_\_\_\_\_  
MSJC President