

# **MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

in Cape Girardeau, Missouri

**AND**

**Borough of Manhattan Community College**

**The City University of New York**

in New York, New York

This partnership agreement is made and entered into this 1<sup>st</sup> day of February, 2018, by and between Southeast Missouri State University (Southeast) and Borough of Manhattan Community College (BMCC) to improve degree completion rates by offering students a guided pathway to success, concurrent enrollment opportunities, and facilitated reverse transfer to earn the Associate of Arts degree.

Missouri Senate Bill 997, signed into law on June 16, 2016, requires institutions to offer proactive advising. Proactive advising is “an advising model in which advisors reach out to students in anticipation of their needs, connect students with resources and support early in their studies, and motivate students to succeed.” To that end, Southeast Missouri State University developed the “Transfer Mentor Program” to encourage students to plan and track their degree program at Southeast beginning in their first semester at a community college.

A Southeast Transfer Mentor will provide individual support to the students enrolled at BMCC and through his/her first semester at Southeast. When the student declares an intent to pursue an online degree at Southeast, an Online Program Specialist will serve as the Transfer Mentor.

Transfer Mentor Program participants will have access to the Southeast degree audit system. As the student earns credit at the community college, the credits will be applied to the major at Southeast and will be viewable in the degree audit system. BMCC agrees to send an official college transcript to Southeast at the end of every semester at no cost to the student. Likewise, Southeast will send official college transcripts to BMCC every semester the student is enrolled at no cost to the student until the student completes a bachelor’s degree. A BMCC academic advisor will be trained and granted access to the Southeast degree audit system to assist students.

The Office of the Registrar at Southeast will provide Individualized Transfer Plans to students upon request. Additionally, BMCC students and academic advisors can use the Transfer Equivalency System (TES) and the Southeast degree maps for advisement.

Faculty at BMCC and Southeast will be encouraged to collaborate and develop program-to-program articulation agreements.

Advisors at both institutions and the Transfer Mentor will assist students with appropriate selection of coursework as it relates to the intended major at Southeast, to reduce time to degree completion for the student.

A student who transfers will be considered for a Southeast community college scholarship in his/her first semester as a degree-seeking student at Southeast. Enrollment as a visiting student in a prior term will not negate scholarship eligibility.

Southeast will waive the undergraduate application fee for Transfer Mentor Program participants enrolling directly from Borough of Manhattan Community College, providing the student maintained continuous enrollment at Borough of Manhattan Community College.

Students must register for the Transfer Mentor Program at least one full fall or spring semester prior to their anticipated term of entry, as it is the intent of this program to facilitate degree planning in advance.

This agreement will remain in place unless amended with the approval of both parties. Understanding the impact of changes to this program on the plans of individual students, advanced notification of one year is required by either party to discontinue this partnership.

Southeast Missouri State University and Borough of Manhattan Community College have executed this agreement on the date written above.



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President Antonio Pérez  
Borough of Manhattan Community College

2/1/18

\_\_\_\_\_  
Date



\_\_\_\_\_  
President Carlos Vargas  
Southeast Missouri State University

2.1.18

\_\_\_\_\_  
Date