

# **MEMORANDUM OF UNDERSTANDING**

## **BETWEEN**

### **SOUTHEAST MISSOURI STATE UNIVERSITY**

in Cape Girardeau, Missouri

## **AND**

### **MINERAL AREA COLLEGE**

in Park Hills, MO

This partnership agreement is made and entered into this 16 day of April, 2018, by and between Southeast Missouri State University (Southeast) and Mineral Area College (Mineral Area) to improve degree completion rates by offering students 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 Mineral Area 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. Mineral Area 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 Mineral Area every semester the student is enrolled at no cost to the student until the student completes the Associate of Arts Degree. A Mineral Area College 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, Mineral Area students and academic advisors can use the Transfer Equivalency System (TES) and the Southeast degree maps for advisement.

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

Advisors at both institutions and the Transfer Mentor will assist with concurrent enrollment as appropriate, 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 Mineral Area College, providing the student maintained continuous enrollment at Mineral Area 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 Mineral Area College have executed this agreement on the date written above.

  
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President Steven Kurtz  
Mineral Area College

4/10/18  
\_\_\_\_\_  
Date

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

4.16.18  
\_\_\_\_\_  
Date