



**Memorandum of Understanding  
Guaranteed Transfer Admission Agreement  
Between  
University of Cincinnati  
And  
Fox Valley Technical College**

## **Purpose**

This Memorandum of Understanding (MOU) allows for a collaboration between Fox Valley Technical College (FVTC) and the University of Cincinnati (UC) allowing for the guaranteed transfer admission of qualified FVTC students and guaranteed credit transfers between FVTC and UC contributing to the award of a bachelor's degree from UC. Note that some bachelor's degree options or majors may take more time at UC to complete depending on the exact transfer of courses from FVTC or the nature of the program at UC.

This agreement does not guarantee that all FVTC students will be admitted to the program of their choice at UC, rather this agreement guarantees admission into the University of Cincinnati if the students meet academic admission requirements and enrollment procedures and deadlines. Even adhering to these items does not guarantee admission as certain academic programs may not have enrollment capacity for the students. Nonetheless, this agreement and the relationship between UC and FVTC has the goal of enrolling as many qualified students to UC as possible.

The Parties agree on the terms and conditions stated below:

### 1. The Parties

1.1 University of Cincinnati (UC)

1.2 Fox Valley Technical College (FVTC)

### 2. Objectives

2.1 The primary objective of this MOU is to allow for easier application, scholarship and transfer of credit for graduates of FVTC to the University of Cincinnati and provide those graduates with the opportunity to earn a Bachelor's degree at the University of Cincinnati in the most time efficient manner possible.

### 3. Programs Overview

#### 3.1 The Transfer Degree Program

3.1.1 The program will be composed of 2 stages. Stage 1 consists of 2 years of study at FVTC and Stage 2 consists of at least 2-3 years of study at UC for a Bachelor degree.

## 3.2 Transfer program

3.2.1 The intent of this agreement, and the relationship between FVTC and UC in general, constitutes a collaboration between the two institutions allowing students to enter UC after completion of stage one. However, should students at FVTC choose to transfer to UC before the completion of stage one, they will be admitted to UC as transfer students as long if they meet academic admissions requirements, follow enrollment procedures while meeting posted deadlines, and UC has enrollment capacity for the students.

## 3.3. Credit Transfer

3.3.1 UC will provide appropriate credit transfer for students entering stage 2 of the transfer degree program. Details of the explicit equivalencies are found in Appendix A.

3.3.2 Students admitted to stage 2 of the transfer degree program will receive a detailed course evaluation from UC clearly indicating the UC transfer credit they will receive from their courses at FVTC.

4. Admission Standards and Requirements. FVTC students must submit complete applications and follow UC enrollment processes and deadlines. It should also be noted that admissions requirements may vary significantly by undergraduate degree programs at the UC.

4.1 Transfer student documentation. Students must apply as transfer students and submit official transcripts from FVTC and any other institutions of higher education the students have attended. Students transferring less than 24 semester hours of college credit to UC will be required to submit official secondary school transcripts and proof of secondary school graduation.

## 4.2 English requirements

4.2.1 Students must demonstrate their English proficiency as part of the application process. This can be done by submitting official transcripts showing they have completed 10801195 course at FVTC with a minimum grade of a "C-" or 2.0 on a 4.0 scale. Alternatively, students can meet UC's English publically posted English language

proficiency requirements for undergraduate students. These requirements are posted at [www.admissions.uc.edu/international](http://www.admissions.uc.edu/international).

#### 4.3 Grade Point Average Requirement

4.3.1. For guaranteed admission into UC, students should have the equivalent minimum cumulative grade point average of a 2.5 on a 4.0 grading scale. However, some programs require higher GPA and/or completion of specific pre-requisite courses at FVTC. Consideration for admission will be made on a case by case basis only to students above a 2.0 GPA.

4.3.2 Clearly identified grade point average. It is FVTC's responsibility to ensure that the cumulative grade point average is accurately calculated, converted to a 4.0 scale and clearly identified on each student's transcript.

4.4 Credit Transfer. Refer to Appendix A for course equivalencies between FVTC and UC.

#### 5. Scholarship Requirements

5.1 Scholarship availability. All students admitted from FVTC will automatically be reviewed for scholarship consideration. There is no separate scholarship application process.

5.2 Scholarship requirements. To be eligible for scholarship consideration, students must have a cumulative grade point average of 3.25 on a 4.0 scale at FVTC with an earned associate's degree before first term of enrollment at University of Cincinnati.

5.3 English Language Proficiency for Scholarships: Students must meet UC's publically posted English language proficiency requirements for scholarship consideration. This can be done by submitting official transcripts showing they have completed 10801195 course at FVTC with a minimum grade of a "B-" or 3.0 on a 4.0 scale. Alternatively, students can meet the scholarship requirements that are posted at [www.admissions.uc.edu/international](http://www.admissions.uc.edu/international). Currently, these requirements are a 79 overall Internet-based TOEFL score with all sub-scores being 15 or above or a 6.5 IELTS overall score with all sub-scores being at least 5.5, but these criteria are subject to change.

**6. Responsibilities of the Parties:**

**6.1 FVTC agrees to the following responsibilities and obligations:**

**6.1.1 To maintain accreditation by FVTC's regional accrediting body in the United States.**

**6.1.2 To promote the Transfer Degree Program and recruit students in honest and ethical manners.**

**6.1.3 To identify a central point of contact who will assist students aspiring to enroll at UC.**

**6.2 UC agrees to the following responsibilities and obligations:**

**6.2.1 To maintain regional accreditation by North Central Association of Colleges and Schools.**

**6.2.2 To ensure program approval from the relevant decision-making bodies in UC.**

**6.2.3 To promote the Transfer Degree program and participate in recruiting students in honest and ethical manners.**

**6.2.4 UC will accept successfully completed courses as noted in appendix A and taught at FVTC during Stage 1 of the program for credit transfer so that these courses count towards the eventual degree completion at UC.**

**6.2.5 To provide FVTC students with clear guidelines for Stage 1 performance at FVTC that could lead to admission and timely graduation from the undergraduate UC program.**

**6.2.6 To assist in the student visa application process where necessary for students who complete Stage 1 of the program.**

**6.2.7 To ensure all students are reviewed for undergraduate scholarship opportunities.**

**6.2.8 To promote and market the Transfer Degree Program collaboration in hopes of attracting more students to FVTC and UC.**

## 7. Financial

7.1 Unless otherwise specified and agreed in written form by the Parties, each Party will meet the financial costs associated with delivering the academic components of the International Pathways programs in their respective countries.

7.2 Each party will determine the student tuition fees for its component of the Transfer Degree Program. In UC's case, transfer students will be charged regular non-resident student tuition fees. Students will be considered for any available scholarships.

7.3 Both parties reserve the right to change their fees for any component of the program. Students already progressing through the program may experience a change of fees in line with changes affecting all other students at their respective universities.

7.4 FVTC transfer students are responsible for tuition and fees, room and meal expenses, travel, health and accident insurance, books, supplies, and incidental expenses.

7.5 All FVTC transfer students must purchase UC's Student Health Insurance, unless they are currently enrolled in a health insurance plan that is equal to or better than the UC Student Health Insurance Plan. UC's Student Health Insurance Plan charges will be automatically added to the student's tuition and fees bill, unless they submit a waiver showing they have appropriate health insurance coverage.

7.6 For students who apply for on-campus housing, the UC Office of Housing and Food Services requires payment of a deposit at the time a student applies for housing and a dining plan. Application for housing and dining and payment of the deposit should take place well in advance of arrival at UC. The cost of housing and dining plan depends upon options selected by each student. Payment of the deposit can be made by credit card or by check.

## 8. Term, Variation and Termination

8.1 This Agreement will be effective for a period of five years from the date of signing.

8.2 This Agreement may be varied or modified by mutual written agreement.

8.3 Either party will be entitled at any time, at its discretion, to terminate the International Pathways program and by giving written notice six (6) months beforehand to the other. Such termination will not adversely affect any students currently enrolled at any stage of the program. Each party will ensure that adequate arrangements are made to complete all commitments before the International Pathways program is terminated.

## 9. General provisions

9.1 Force Majeure. An Institution shall not be responsible for failure to perform any of the obligations imposed by this Agreement, provided such failure shall be occasioned by fire, flood, explosion, lightning, windstorm, earthquake, subsidence of soil, failure or destruction, in whole or in part, of machinery or equipment or failure of supply of materials, discontinuity in the supply of power, governmental interference, civil commotion, riot, war, strikes, labor disturbance, transportation difficulties, labor shortage, or any other cause beyond the reasonable control of such Institution.

9.2 Agency. The Institutions agree that, during the term of this Agreement, the Institutions are engaged with each other as independent contractors and not as a joint venture, partnership, trust, association, corporation, or formal business organization of any kind. Except as expressly provided herein, neither Institution shall have the right to bind or obligate the other Institution in any manner without the other Institution's prior written consent.

9.3 Language. If this agreement is translated into a language other than the English language, the document in the English language shall be the official, binding version.

## 10. Program coordinators

Each institution may name coordinators to manage and monitor the program. The program coordinators are as follows:

**University of Cincinnati**  
Mr. Jason Chambers  
Assistant Director of International  
Transfer Admissions  
Office of International Admissions  
Edwards One Building  
47 West Corry Boulevard, Suite 5150  
Cincinnati, Ohio 45221-0123  
USA  
Email: [jason.chambers@uc.edu](mailto:jason.chambers@uc.edu)  
Phone: +1 513 556 7127  
Fax: +1 513 556 0351

**Fox Valley Technical College**  
**Marie Martin, Ph.D.**  
**Director of Global Education and  
Services**  
**1825 N. Bluemound Dr.**  
**Appleton, WI 54912**  
**USA**  
**Email: [martinm@fvtc.edu](mailto:martinm@fvtc.edu)**  
**Phone: +1 920 735 5677**  
**Fax: +1 920 735 4847**

## 11. Intellectual Property

11.1 Each party will retain individual ownership of all existing intellectual property rights in any contribution made by that party to the development of a program, or which it discloses to the other party in the course of performing its responsibilities under this Agreement.

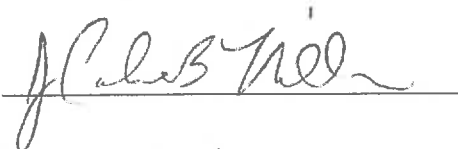
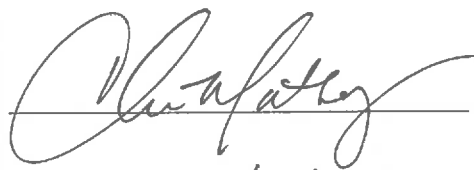
11.2 Unless otherwise agreed, the parties shall jointly own all intellectual property jointly developed in relation to any program, with each party having any unrestricted license to use this jointly owned intellectual property during or after the term of this Agreement.

## 12. Dispute Resolution

Both parties shall endeavor to resolve any issue arising as to the interpretation of any provision of this Agreement, or in respect to any of the responsibilities of either party. If the dispute or difference is not settled by agreement within 30 working days of the dispute arising then, unless agreed otherwise, it shall be referred to a qualified mediator to be agreed by the parties.



The signatories herein, the final acceptance of this Agreement is subject to ratification by the Governing Bodies of the Parties. **IN WITNESS WHEREOF**, this Agreement was executed on the date written below.

<p>J. Caroline Miller</p> <p>Vice Provost of Enrollment Management University of Cincinnati Cincinnati, Ohio</p>  <p>Date: <u>5/5/2017</u></p>	<p><b>Christopher Matheny, Ph.D.</b> <b>Vice President-Chief Academic Officer of Instructional Services</b></p> <p><b>Fox Valley Technical College</b> <b>Appleton, Wisconsin</b></p>  <p>Date: <u>5/5/17</u></p>
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**Appendix A –  
Course Equivalencies between institutions**

**Full semester credit hour values will be awarded at UC.**

**Minimum of FVTC grade “D” at FVTC for UC to provide course credit.**

**Course equivalencies will be added to Appendix A as they become available and current equivalencies can be found at [www.transferology.com](http://www.transferology.com)**