

**Memorandum of Understanding  
between  
Maricopa Community Colleges  
and  
PARTNER INSTITUTION**

The Maricopa Community Colleges (“Maricopa”) and PARTNER INSTITUTION (“ABBREVIATION”) hereby establish a Memorandum of Understanding (“MOU”) to facilitate students’ transfer from Maricopa to PARTNER INSTITUTION.

**PURPOSE**

This MOU formally recognizes that both institutions are active educational partners, committed to providing greater educational opportunities and services for students transferring between institutions. This commitment strongly supports the concept of seamless transfer that embraces the principle that transfer students should not be required to repeat competencies already achieved.

Under the terms and conditions of this MOU, participating students will maximize, as much as possible, the application of their community college coursework and credits to their bachelor’s degree program.

Through ongoing communication between their faculty and staff, Maricopa and PARTNER INSTITUTION will strive to understand the obstacles confronting students who are transferring and cooperate in removing such obstacles.

**OBLIGATIONS OF PARTNER INSTITUTION**

PARTNER INSTITUTION agrees to provide the following transfer support services to the Maricopa Community Colleges:

- Is accredited with no existing sanctions against the institution for ethical and/or legal violations within the last five years
- Understand and agree that transfer articulation is with the Maricopa Community Colleges as a whole and not with individual colleges within the district. Therefore, it is understood and agreed that courses taken at any Maricopa college or center are considered equally transferable.
- Accepts and applies nationally and regionally accredited credits toward graduation requirements
- Accepts and applies credits earned through prior learning assessment from the Maricopa Community College.
- Aims to accept and apply a minimum of 60 applicable credits (academic and occupational) from the Maricopa Community Colleges.
- Agrees to accept Maricopa’s general education core in satisfaction of lower division institutional general education requirements that are equivalent to university requirements.
- Has a minimum of **50** students who have transferred at least 12 Maricopa earned credits in the last three years.

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- Agrees to survey students who transfer with Maricopa credits annually.
- Agrees to track Maricopa student enrollment and achievement, using mutually agreed upon qualitative and quantitative metrics, and provide these data to the Center for Curriculum and Transfer Articulation (CCTA) on an annual basis.
- Attends at least one Maricopa transfer fair per year (virtual or in person).

## OBLIGATIONS OF MARICOPA

The Center for Curriculum and Transfer Articulation at the Maricopa Community Colleges agrees to provide the following transfer support services to PARTNER INSTITUTION:

- Website placement
- Invitations to transfer fairs and other college events
- Student Success Conference sponsorship opportunities
- Distribution and posting of partner-supplied marketing materials at the colleges
- Inclusion of articles in *Transitions* and *Transfer Focus* newsletters
- Opportunities to meet with faculty and academic advisors
- Review and promotion of partner-supplied/hosted marketing materials, webinars, and events
- Opportunity to request MCCC student directory information in compliance with all federal, state, and local laws

Additional services, time and staff permitting, may be provided and listed in addendum to this MOU.

## JOINT OBLIGATIONS

The Center for Curriculum and Transfer Articulation at the Maricopa Community Colleges and PARTNER INSTITUTION agree to collaborate to:

- continuously improve this transfer partnership for the benefit of students and will promote effective cooperation between the two institutions. The institutions will exchange admission, grades, and retention data after obtaining appropriate permission from the students involved and in compliance with all federal, state, and local laws;
- support recruitment, enrollment, retention, and completion efforts, and communicate regularly and in a timely manner;
- identify scholarship opportunities for Maricopa students;
- provide direct links between their institutional websites, indicating the existence of this transfer partnership;
- maintain a copy of this MOU;

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- develop, distribute, and maintain accurate transfer articulation and marketing resources. Each institution is responsible for the accuracy of the information it distributes verbally, in print, on the web, or otherwise. Both institutions agree not to misrepresent the other, and to consult each other in order to maintain the integrity of messaging to students.
- annually evaluate the effectiveness of the partnership supported by this MOU. The outcome of the evaluation will be used to improve the transfer process for the benefit of students, and will be used to support the continuation, or discontinuation, of the formal partnership supported by this MOU.

## TRANSFER ARTICULATION

### Total Number of Transferable Credits

The maximum number of lower-division credits that can be accepted and applied to a bachelor's degree at PARTNER INSTITUTION is (insert number). This transfer credit limit will be the difference between total credits required for bachelor's degree completion and university upper-division requirements.

Furthermore, transfer pathways from Maricopa to PARTNER INSTITUTION will facilitate the application of at least 60 credits when students complete an associate degree and transfer to complete a complementary bachelor's degree.

### Arizona General Education Curriculum (AGEC)

Completion of Maricopa's Arizona General Education Curriculum (AGEC), a 35 semester-credit general education program of study will transfer and satisfy lower-division general education requirements at PARTNER INSTITUTION. The AGEC can be transferred and accepted as a component of an associate's degree or as a stand-alone general education block not affiliated with an associate's degree. All credits earned as part of the AGEC will be accepted and applied to an applicable baccalaureate degree.

### Associate Degrees

Articulated courses and degree pathways may be identified, maintained, and available as advising resources, separate from this MOU.

### Articulated Resources

Maricopa graduates will follow PARTNER INSTITUTION's transfer admission process and, therefore, must meet all applicable requirements and deadlines pertaining to application for admission, advising, registration, payment of tuition and fees, and graduation. They will abide by the policies and procedures, along with any revisions thereof that apply to all students from that institution. Students should be advised that some degree programs at PARTNER INSTITUTION might require a higher GPA (than is required for university admission) and additional requirements for College or program admission.

In order to complete the baccalaureate program in a timely manner, students are advised to utilize transfer guides, online advising resources, and other published degree requirements for the academic program they plan to pursue at PARTNER INSTITUTION. If the student intends to change degree focus

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upon admission to PARTNER INSTITUTION, the student may be required to complete additional lower division preparation work prior to beginning the program at PARTNER INSTITUTION.

Maricopa students who plan to transfer to PARTNER INSTITUTION may complete any missing general education by (i) taking the additional Maricopa lower-division courses required to complete the general education core at Maricopa, or [ii] complete the general education requirements by taking upper division courses at PARTNER INSTITUTION.

## **Award of Upper-Division Credit**

Students who transfer lower-division credits beyond that required for an Associate degree or whose lower-division credits/competencies are equivalent to designated upper-division credits/competencies, can request/petition these courses/competencies be evaluated by PARTNER INSTITUTION and, where appropriate, equivalent upper-division credit will be awarded.

## **DURATION AND RENEWAL**

This Agreement shall become effective upon full execution of the Agreement, or on such later date as may be provided below with respect to any specific portion of this Agreement, and shall terminate on June 30, 2027, unless sooner terminated as provided herein. PARTNER INSTITUTION must demonstrate Baseline/Prerequisites are met after two years of beginning partnership then every one year following to maintain partnership. This Agreement may be terminated by written mutual agreement or by either party at any time upon one hundred eighty (180) days prior written notice to the other party.

If either institution loses United States Department of Education recognized accreditation the other party has the right to terminate the Agreement retroactive to the date the accreditation was lost.

If this Agreement is terminated for any reason, both institutions shall create and implement a written plan to transition existing transfer program pathway students to PARTNER INSTITUTION programs to complete their specific baccalaureate or certificate programs.

This MOU shall be effective immediately upon approval and shall continue in force and effect until terminated by either party. Failure to meet the obligations of this agreement are acceptable grounds for either institution to request termination of the agreement. Termination shall occur upon written notice by either party to the other submitted six (6) months prior to the termination date. Students who transferred to PARTNER INSTITUTION from Maricopa prior to the termination date will continue to receive all benefits of the partnership as long as they remain in good standing at PARTNER INSTITUTION.

date

### **Maricopa Community Colleges**

Lisa Armour, PhD Executive Vice Chancellor  
and Provost

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### **Contact for Maricopa Community Colleges:**

Rose Rojas  
District Director | Curriculum and Transfer  
2411 West 14th Street  
rose.rojas@domail.maricopa.edu

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<https://www.maricopa.edu/>  
O: 480-731-8039

**Contact for PARTNER INSTITUTION:**

**PARTNER INSTITUTION**  
Name, Title

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date