MEMORANDUM OF UNDERSTANDING

BETWEEN

THE COLLEGE OF NEW JERSEY

AND

BROOKDALE COMMUNITY COLLEGE

The College of New Jersey and Brookdale Community College enter into this collaborative relationship specifically to facilitate the transfer of honors program students into a baccalaureate program at The College of New Jersey.

This collaborative Agreement will enable honors program students with an associate's degree from Brookdale to complete a BA or BS degree at TCNJ. "Honors program student" is a Brookdale student who has taken at least four honors classes prior to earning an associate's degree. To be eligible to participate in the Agreement, Brookdale honors program students should apply to TCNJ at the beginning of the semester in which their associate's degree will be completed. Subsequently, students must graduate from Brookdale with an associate's degree, and a minimum GPA of at least 3.50.

 All TCNJ majors are applicable to this agreement *with the exception of the following:*

Nursing and Special Education

Because space is very limited in: Accounting, Biology, Computer Science, Engineering, Finance and Psychology - automatic admission is not possible, but consideration will be given to Brookdale students.

I.ACADEMICS AND ADMISSION

Obligations of TCNJ:

1. Qualified students who have successfully completed at least two semesters in the honors program at Brookdale, who have earned an Associate's degree with at least a 3.5 GPA, and who are admitted to TCNJ, will be granted junior (5th semester) status.
2. A course-by-course articulation will be completed for all Brookdale general education courses, in addition to electives that round out an applicant's honors program at Brookdale.
3. Beginning in a student's first semester in the honors program at Brookdale, an admission counselor from TCNJ will visit Brookdale to meet with interested students, in a group and individually, along with Brookdale staff in order to review curricular choices that will maximize the transferable credits to TCNJ. These meetings will assure that interested students pursue courses that will transfer to TCNJ.
4. Admission applications will be due February 1st of the student's second year at Brookdale and candidates will be notified of admission and financial aid by April 1st. Candidates must notify

TCNJ of their intention to accept or decline the offer by May 1ˢᵗ (For students receiving their Associates degree in December, an October 1ˢᵗ application deadline and a November 1ˢᵗ notification date would be required).

5. The application fee for students who apply pursuant to the Agreement will be waived.
6. Qualified students will be admitted under the Agreement for the semester beginning fall 2020.
7. TCNJ conducts a special orientation session for all new transfer students.

Obligations of Brookdale County Community College:

1. To continue the transition of academic rigor and excellence for which their honors program is known.
2. To dedicate an advisor to work with the honors students while at Brookdale and in preparation to transfer.
3. To facilitate TCNJ staff visits to campus, and to publicize this to prospective students.
4. To facilitate a trip to TCNJ during the spring semester of the first year.

Joint Obligations:

1. Agree to develop and implement advertising and promotional efforts to communicate the benefits of the Agreement, including posting information of this Agreement on each institution's website.
2. Designate a representative or representatives who will coordinate the Agreement between the two institutions.
3. Collaborate in providing students with information and academic advising about this Agreement, academic requirements, and the process of transferring.
4. Work together to coordinate the application process and the tracking of students in the cohort.
5. Exchange data and documents that will contribute to the maintenance and improvement of this Agreement, enhance the transfer process, and promote effective cooperation between institutions. These will consist of data about individual transfer students, including admissions information and grades. The institutions will exchange data only after obtaining appropriate permission from the students.
6. Consult with each other through appropriate channels prior to implementing major changes in policy or curricula that directly affect students transferring under the terms of this Agreement, and keep each other informed of any other changes of policy or curricula that affect those students.
7. Facilitate and support consultation and collaboration between the institutions as it relates to this Agreement, degree requirements and other academic matters.

Revision, Renewal and Termination of this Memorandum of Understanding

The College of New Jersey and Brookdale Community College are responsible for identifying and communication to each other any change in the policies or requirements of their respective institutions that affect this Agreement.

This agreement will be in effect as of the date of its signing. The appropriate individuals at each institution will review it upon request. Either institution may terminate this Agreement at any time by

written notice at least one year in advance of the effective date of termination. Should this Agreement be terminated, it is understood that all honors students who have been accepted to TCNJ, as part of this Agreement, will be provided all of the obligations as stated.

The willingness of both institutions to enter into this Agreement in order to facilitate the transfer of honors students from Brookdale Community College into TCNJ, and to expand their opportunities for academic success there, is indicated by the following signatures.

The undersigned representatives of the parties, Brookdale Community College and TCNJ have executed this Agreement on the dates indicated:

For Brookdale Community College:

_____ 11/14/19

President   **Date**

_____ 11/14/18

Vice President for Learning   **Date**

For The College of New Jersey:

_____ 11/14/19

President   **Date**

_____ 11/14/19

Provost   **Date**