



Direct Transfer Agreement

Brookdale Community College and Wilmington University

PREFACE

Brookdale Community College (“BCC”) and Wilmington University (“WilmU” or “the University”) enter into this Direct Transfer Agreement as partners committed to facilitating associate degree completion and the successful transfer of graduates into baccalaureate programs that provide educational advancement. BCC graduates with conferred associate degrees from BCC will be conditionally admitted with junior status into related bachelor’s degree programs at WilmU. Graduates who transfer into unrelated degree programs may transfer but are likely to require prerequisites.

This agreement is valid and guarantees that eligible graduates of BCC’s associate degree programs will be admitted into related bachelor’s degree programs with junior status at WilmU with the following caveats or contingencies:

1. Graduates from BCC in a related associate degree program must have a minimum cumulative grade point average (GPA) of 2.0. Students who have not completed an associate degree or are not participating in this articulation must have a “C” or better on any course they would like to transfer to WilmU. Students may be required to repeat courses with unsatisfactory grades.
2. Graduates from BCC must complete other regular admission requirements as determined by WilmU, including but not limited to providing a full application, official BCC transcript and official transcripts from all other institutions previously attended and any medical forms as required for full-time students.

This agreement also guarantees full transfer of all credits from the conferred associate degree. In addition:

- BCC students may transfer up to 90 college credits to WilmU. Thirty (30) credits must be taken at WilmU (online or on-campus). These 30 credits must be at the upper 300 and 400 levels of classwork. Students transferring to a bachelor’s degree program in a field related to their associate degree will likely transfer their entire Associate degree. Students who change their field of study may be required to take appropriate pre-requisite courses either at WilmU or at BCC.

BCC and Wilmington University agree to the following obligations:

Wilmington University

1. The University's Department of External Affairs will manage the necessary degree articulation elements and its Recruiting Department will manage the partnership elements of this agreement.
2. The admission application fee for all BCC graduates will be waived.
3. To fulfill requirements as articulated, the University supports a "program-to-program transfer" agreement that allows BCC students with eligible associate degrees to transfer.
4. The University will send a letter of conditional admission and other information as may be required to BCC students eligible for admission to WilmU under this agreement.
5. The University will provide updated materials, website content and program information sessions about degree programs and the transfer process for BCC staff, faculty, students and graduates.
6. To inform potential students of WilmU programs and services, the University will provide literature, collaborative marketing assistance and information about its admissions/transfer processes, recruitment events and scholarship opportunities through deliverables including posters, brochures, messaging within graduate publications, student newspapers, faculty newsletters and other WilmU marketing communications materials that may be distributed and posted around BCC's campuses.
7. WilmU will participate in BCC transfer fairs, campus visits, and other university-specific fairs.
8. The University will encourage BCC students to complete their associate degree at BCC prior to transferring to WilmU.

BCC

1. The primary offices and designees responsible for oversight of this agreement at BCC will be identified. These responsible groups will host meetings with key contacts to track the progress of the partnership on at least an annual basis with more frequent meetings encouraged.
2. BCC will publicize this Direct Transfer Agreement to prospective students via transfer literature and online communications. It will also inform current BCC students of their transfer options at WilmU under the conditions of this agreement.
3. BCC will promote seamless transfer to WilmU to its students by:
 - Featuring information and content provided by WilmU on BCC's transfer resources websites
 - Communicating information about the Direct Transfer Agreement at open house sessions, welcome days, career transition workshops and campus tours
 - Including WilmU information on all BCC's transfer resources promotional materials, including printed and electronic brochures and newsletters.

4. BCC will facilitate communication between Brookdale faculty University department chairs in order to discuss current and new program offerings and transfer policies.
5. Opportunities to assist, coordinate and promote WilmU on-site recruitment visits on BCC's campus include but are not limited to:
 - o BCC transfer fairs, campus visits, events posting, and university-specific fairs
 - o WilmU information table set-ups several times each semester.
6. BCC will collaborate with WilmU in University marketing activities and ensure that the deliverables listed (see BCC obligations, page 2) are distributed and posted around the BCC campus and available in academic departments for which program to program outlines are available.

Any marketing or advising materials developed by WilmU will adhere to the terms of this agreement.

JOINT OBLIGATIONS

1. WilmU and BCC will conduct annual reviews of this agreement and coordinate changes as necessary. Any changes will require signatures from both institutions prior to implementation. This agreement may be terminated by either institution at any time by written notice at least one year in advance of the effective date of termination. Students conditionally accepted by WilmU will not be affected by the termination of this agreement.
2. BCC and WilmU authorize this agreement to become effective with the start of the fall 2018 semester.
3. BCC and WilmU will develop, maintain and share records of the BCC students admitted into the program to the extent permitted by law.
4. BCC students in the program who do not complete an eligible associate degree from the community college will not be granted automatic admission to WilmU and must apply for admission under the University's regular transfer admissions process.
5. Each institution will designate a representative who will coordinate and monitor the Guaranteed Admissions Agreement.
6. Each institution agrees that all programs can be updated as needed and will ensure regular communication about curricular changes with the partner institution to ensure BCC graduates ease of transfer to WilmU.

FACULTY DEVELOPMENT EXCHANGE

WilmU will make online faculty development materials available to BCC faculty. These materials will include streaming video of faculty development speakers, access to Hybrid/Online Training (HOT), participation in workshop webinars and other resources as developed by the University's Online Learning & Educational Technology and its Center for Teaching Excellence.

WilmU will invite BCC faculty to the annual Teaching and Learning with Technology symposium, and Faculty Development Day, which is held each spring and fall. BCC faculty will be responsible for their own travel, lodging and meal expenses.

EXCHANGE OF DATA

BCC and Wilmington University agree to exchange data and documents that will contribute to the maintenance and improvement of these transfer arrangements, and promote effective cooperation between the two institutions.

Any exchange by the parties of student record information protected by the Family Education Rights and Privacy Act (20 USC § 1232g) and implementing regulations (34 CFR Part 99) shall commit the receiving party to limit the use of such information to the purposes for which the disclosure was made, and to impose such limits on any re-disclosure, and the parties agree to comply with all applicable statutory and regulatory provisions, including, without limitation 34 CFR 99.31, 99.32, 99.33, 99.34 and 99.35.

WilmU will provide an annual update, at the beginning of each fall semester, to BCC regarding the success of BCC students who transfer to the University that will include:

- The number of transfer students in the previous academic year
- The total number of BCC student transfers
- Credits completed at WilmU
- The number of stop-outs
- Average GPA
- Average time from admission to completion

LIMITED TRADEMARK LICENSE

The undersigned copyright owners, BCC and Wilmington University, do hereby enter into this Limited Trademark Cross-License (“License”) to one another under the following terms and conditions:

1. Mark Ownership

Each party represents and warrants to the other party that it has ownership rights in the trade and service marks represented by its logos set forth at its website (“marks”).

2. Consideration

This cross-license is made in consideration of the mutual promises herein, the mutual benefit of the authorized use herein licensed, and for other good and valuable consideration, the receipt of which is hereby acknowledged.

3. Grant of Cross-License

The undersigned parties hereby grant to one another a non-exclusive, fully paid, revocable license to use its marks for the limited purpose of publicizing the existence of the agreement for so long as the agreement remains in effect.

4. No Additional Rights

The parties acknowledge that each party shall have no further interest or rights in the intellectual property of the other party other than the limited, revocable rights herein granted.

CONSORTIUM AGREEMENT

Wilmington University will extend a consortium agreement contract to BCC students who have exhausted their financial aid at BCC and who wish to take additional courses after receiving their associate degree. A consortium agreement can apply to all federal student aid (FSA) programs. Under a consortium agreement, students may take courses at BCC (host school) and have those courses count toward a degree or certificate program at the University (home school). A student may only receive FSA assistance for courses that are applicable to the student's certificate or degree program.

Therefore, in the interest of building on the partnership between Brookdale Community College and Wilmington University, it is agreed on this date, April 10, 2018, to create this Direct Transfer Agreement between our two institutions.