

July 9, 2013

Joanne Jaeger Tomblin  
President  
P.O. Box 2900  
Mount Gay, WV 25637

**RECEIVED**

JUL 15 2013

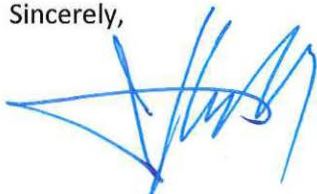
PRESIDENT'S OFFICE

Dear Mrs. Tomblin:

Please find enclosed a copy of the Memorandum of Understanding between American Public University System and Southern West Virginia Community and Technical College that has been signed by Dr. Wallace Boston, President and CEO of American Public University System.

Please contact us again if you need any further information.

Sincerely,



John D. Hough, Ed.D  
Vice President, Community College Relations and Outreach

Enclosure

cc: Merte Dempsey, Acting VP Academic Affairs & Student Services  
Pam Alderman, Dean, Career and Technical  
Cindy McCoy, Dean, University Transfer  
Darrell Taylor, Dean, Enrollment Management & Student  
Teri Wells, Interim Registrar Development

**MEMORANDUM OF UNDERSTANDING BETWEEN**  
**AMERICAN PUBLIC UNIVERSITY SYSTEM**  
**AND**  
**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**

**THIS MEMORANDUM OF UNDERSTANDING** (this “MOU”) is made and entered into this July 1, 2013 by and between Southern West Virginia Community and Technical College (SOUTHERN), and American Public University System (“APUS”) (individually a “Party” and collectively the “Parties”).

**DESCRIPTION OF THE PARTIES**

American Public University System includes American Public University (APU) and American Military University (AMU) and serves over 110,000 learners worldwide. APUS’s relevant curriculum, affordability, and flexibility help students pursue degrees in subjects ranging from homeland security to management and liberal arts. American Public University System is regionally accredited by the Higher Learning Commission (HLC) of the North Central Association. The APUS mission includes expanding access to higher education and preparing graduates for service and leadership in a diverse, global society.

Southern West Virginia Community and Technical College (SOUTHERN) is an independently accredited comprehensive institution providing accessible, affordable, quality education and training. SOUTHERN is a model of academic excellence, scholarship, creativity, and innovation impacting the educational opportunities and economic growth of southern West Virginia. Accredited by the Higher Learning Commission of the North Central Association, the College offers associate degree and certificate programs as well as workforce development and non-credit training activities.

**AGREEMENT**

APUS and Southern West Virginia Community and Technical College hereby agree as follows:

1. American Public University System and Southern West Virginia Community and Technical College will maintain the integrity of their separate programs and enter into this agreement as equal partners.
2. **Advising of Southern West Virginia Community and Technical College students** – Advising of SOUTHERN students regarding admission and program requirements to APUS will be the responsibility of the regular advising staff at SOUTHERN and APUS. APUS will designate one or more points of contact to respond to advising questions

from SOUTHERN advisors. SOUTHERN will monitor the academic performance of their students enrolling under this agreement, and identify problems that may interfere with the successful transfer student to APUS.

3. **On-Site Outreach** – APUS will arrange with SOUTHERN to meet and make contact with potential SOUTHERN transfer students at a minimum of two times annually. SOUTHERN will provide an appropriate location for presentations and advising.
4. **Communication** – SOUTHERN and APUS agree to cooperate in communicating with each other and with their common and respective publics concerning the established relationship between the two institutions.
  - a. Any marketing of the MOU will be subject to the prior approval of both parties.
  - b. Each institution will assume responsibility for appropriate marketing to reach their respective student and faculty populations.
  - c. Each institution will designate a marketing point of contact.
  - d. APUS will not market or promote to SOUTHERN students any lower division courses that SOUTHERN is scheduled to teach during the period of the MOU.
  - e. Faculty and staff at both institutions will communicate information about this agreement to students and prospective students.
  - f. SOUTHERN may provide at its website, a link to the APUS website and APUS will provide a link to SOUTHERN website.
  - g. Representatives from APUS and SOUTHERN will meet annually to exchange updated degree requirements, admissions, and transfer information to be used the subsequent academic year. Each institution will notify the other of any contemplated planned changes that would affect the future of this agreement.
5. **Exchange of Student Information** – APUS and SOUTHERN agree to exchange transfer information for the purpose of monitoring and enhancing student academic success. The information may also be used to enhance curricular offers. At no time will Family Education Rights and Privacy Act (FERPA) regulations or requirements be violated. In particular, the Institutional Research and Assessment Office of APUS will provide yearly statistical and global data to SOUTHERN for the achievement of transfer students from SOUTHERN: GPA, success in course completion after the first semester.
6. **Concurrent Enrollment** -Students may concurrently take courses at both institutions, as well as have access to advising and other services at both institutions, although the transfer block credit cannot be awarded until after the student submits an official transcript from SOUTHERN showing an eligible conferred degree. Students will complete all transfer requirements at SOUTHERN and APUS will not compete with the college for undergraduate courses.

7. **Financial Aid**- Federal regulations require that students receive financial aid from only a single college from which courses are taken during a given quarter or semester. Advisors should recommend that financial aid recipients take all their courses at either APUS or SOUTHERN. If a student attends both institutions in a single semester, financial aid may be granted from only one institution.
8. **Eligibility**
  - a. Students who were conferred a designated transfer AA or AS degree by SOUTHERN on or after May 1, 2012 and enrolled at APU into an eligible Baccalaureate degree without selecting a concurrent minor or certificate.
  - b. Only SOUTHERN students who are admitted to APU on or after July 1, 2013 are eligible for this block agreement. Students already enrolled at APU prior to July 1, 2013 are not eligible for the block transfer.
  - c. SOUTHERN students are eligible for this block transfer agreement regardless of where they completed all of their previous courses for their SOUTHERN degree, as long as an eligible degree was earned from SOUTHERN per the eligibility requirements above.
9. **Award**
  - a. Eligible SOUTHERN graduates will be granted junior status at APU and the degrees will transfer as a block.
  - b. SOUTHERN students transferring under a block agreement are not eligible for any other transfer credit outside of the block award, and will not receive course credit to fulfill any specific course requirements outside of the block award, regardless of what courses student previously completed.
  - c. Any program academic changes made by APU will not affect SOUTHERN students CURRENTLY ENROLLED at APU at the time of the program change and they will be subject to original requirements that were in effect at the time the student enrolled in an APU program.
10. **Graduate Book Grant** – APUS will extend to any partner college’s full-time employees a graduate studies book grant.
11. **Length of Agreement** – This agreement will become effective upon the execution of signatures by the responsible authority for each institution and will last for a maximum of three (3) years, after which time both institutions will undertake renegotiations of the agreement.
  - a. Both APUS and SOUTHERN agree to provide written notice of at least one full academic year in advance of termination.
  - b. APUS reserves the right to alter the format of the transfer block, based on a change of APU program requirements, as long as the SOUTHERN graduate is awarded 60 hours upon transferring to APU.

In Witness whereof, the Parties hereto have executed this MOU as of the date first mentioned above by their authorized representatives.

**Southern West Virginia Community and Technical College**

By: 

Name: Joanne Jaeger Tomblin

Title: President

Date: 6/19/13

**American Public University System**

By: 

Name: Wallace E. Boston, Jr., Ed.D

Title: President and CEO

Date: 6/27/13

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE-APU Degree Transfer Eligibility**

<b>APU DEGREE</b>	<b>Eligible SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE Degree</b>	<b>Hours Awarded*</b>
General Studies	Any AA or AS Degree	60
Intelligence Studies	Any AA or AS Degree	60
Management	Any AA or AS Degree	60
Retail Management	Any AA or AS Degree	60
Security Management	Any AA or AS Degree	60
Information Systems Security	Any AA or AS Degree	60

\* Students must select remaining courses at APU at the upper level (300-499)