



Memorandum of Understanding
Between
Bellevue University
and
South Texas College

Bellevue University and South Texas College hereby establish a Memorandum of Understanding (“MOU”) to facilitate the terms of an educational partnership between the two institutions.

SECTION 1 - PURPOSE

1. The purpose of this memorandum between South Texas College located at 3201 West Pecan Blvd, McAllen, TX 78501 and Bellevue University located at 1000 Galvin Road South, Bellevue, NE 68005, is to provide South Texas College students and opportunity to gain enhanced access to upper division courses in undergraduate programs at Bellevue University.
2. This memorandum defines the nature of the relationship and responsibilities between Bellevue University and South Texas College. The parties mutually understand that this agreement is intended to represent a good faith effort to accommodate the partnership and carry out the parameters defined below. Included by reference into this memorandum are any Exhibits that detail particular requirements or obligations.

SECTION 2 - TRANSFER QUALIFICATIONS

1. Bellevue University prefers that transfer students obtain an Associate’s degree, or approximately 60 credit hours prior to transfer. All applicants not meeting these standards will be referred to South Texas College for additional coursework whenever possible. Both institutions will work together to mutually support the needs of their students, and the needs of their respective partner institutions.
2. Students transferring with an Associate’s degree will receive credit for all coursework in their degree program and will enter Bellevue University with junior status. This is applicable for both the traditional Bachelor’s degree program and the accelerated Bachelor’s degree completion program.
3. All transfer students may submit unofficial transcripts to Bellevue University for initial evaluation and allowing them to be provided information on remaining requirements for degree completion. Official transcripts are required prior to admittance.

4. Transfer students must complete a minimum of 30 hours in residence with Bellevue University. On-line courses satisfy residence requirements.
5. Transfer students must meet all catalog requirements for their degree program.

SECTION 3 - OBLIGATIONS OF SOUTH TEXAS COLLEGE

1. Bellevue University Relationship Manager will be allowed access to various contacts within South Texas College to schedule classroom and other presentation opportunities and for general recruitment purposes. South Texas College will provide guidance on the appropriate process and protocol to follow in requesting faculty appointments and classroom presentations. Those contacts will include, but are not limited to faculty, program directors, advisors, managers and other school personnel.
2. South Texas College agrees to install directional signage as logical and appropriate to increase awareness of the Bellevue University office. Signage will also be placed at the door or entrance to Bellevue University office area.
3. South Texas College agrees to provide Bellevue University students and Bellevue staff residing in the local area access to library services and computers in the South Texas College library.
4. In the event of any agreed upon shared marketing effort, South Texas College will provide updated logos for the production of co-branded promotional material. South Texas College reserves the right to review in advance any information including, but not limited to, websites, cobranded web portals, and in-print marketing publications.
5. In order to comply with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Bellevue University is required to report statistics for any crimes that occur on your campus in areas that are under our control for educational purposes. Crime statistics for those areas under our control and during our times of control will need to be provided to Bellevue University on or before May 1st of any given year that this agreement is in effect. These statistics need to be from the previous calendar year. (For example, on or before May 1, 2014, the crime statistics for 2013 will need to be provided to BU.) Statistics can be sent to the Director of Campus Security at: Bellevue University, 1000 Galvin Road South, Bellevue, NE 68005.

SECTION 4 - OBLIGATIONS OF BELLEVUE UNIVERSITY

1. Bellevue University will provide a Bellevue University Relationship Manager to be housed on the South Texas College main campus in order to facilitate student enrollment, relationship management with the partner institution, support grant initiatives and community outreach activities.

2. Local student inquiries in which the student is in need of an associate's degree or equivalent lower-division credits will be referred to the South Texas College admissions department for additional coursework completion.
3. Bellevue University will create and maintain a co-branded microsite to provide South Texas College students information relevant to transfer requirements, partnership agreements, and additional information upon mutual agreement.
4. An annual meeting will be coordinated by Bellevue University with the leadership of South Texas College for the purpose of reviewing all aspects of the partnership. Additionally, in the event Bellevue University teaches Bellevue University programs on the South Texas College campus, Bellevue University will establish a regular meeting or conference call schedule between the academic leadership of both institutions.
5. Fellowship grants will be established for South Texas College employees who are seeking a Bellevue University undergraduate or graduate degree. Full-time South Texas College employees will be awarded a two thousand dollar (\$2000) grant towards a degree program at Bellevue University. Part-time South Texas College employees will be awarded a five hundred dollar (\$500) grant toward a degree program at Bellevue University. This is intended to be a one-time use grant and will not be duplicated if the employee changes their degree plan, pursues an additional degree, or takes just a single course. Confirmation of employment from the South Texas College human resources department will be required before the fellowship grant can be applied to the student's account.
6. All South Texas College transfer students who hold a cumulative GPA of 2.5 or higher may submit an application to be eligible for the Premier Student Scholarship award. GPA must be verified by the most recent transcript in order to qualify. Scholarship amount and criteria subject to change based on fund availability.
7. Bellevue University will maintain all transcript records for BU coursework, as well as handle the processing and administration of all Bellevue University student transactions.
8. Bellevue University will be responsible for hiring, training, and evaluating the performance of all Bellevue University employees located at the South Texas College location. In the event of a complaint or concern related to a Bellevue University employee, please contact the Director of Enrollment Initiatives and Marketing at (402) 557-7861.

SECTION FIVE- ACCREDITATION

1. Bellevue University and South Texas College will ensure that they maintain accreditation with the appropriate regional accrediting body and ensure that all operations will be in keeping with accreditation requirements of the two institutions.

This MOU shall be effective upon executive signatures below and any necessary state approvals that may be required and shall continue in force and effect until either party requests amendment or termination of said MOU. Amendment shall occur at the mutual agreement of both parties. Termination shall occur upon written notice by either party to the other submitted ninety (90) days prior to the termination date. Bellevue University programs in progress at the time of termination shall be permitted to run to completion for the sake of the student participants.

Jim Grotrian, Executive Vice President
Bellevue University

Date _____

Dr. Shirley A. Reed
South Texas College

Date _____

Dr. Mary Hawkins, President
Bellevue University

Date _____

EXHIBIT A
OFFICE SPACE REQUIREMENTS

In addition to the provisions of the memorandum, the following are incorporated by reference:

1. South Texas College agrees to provide dedicated office space, internet and phone service for a full-time Bellevue University Relationship Manager. Due to FERPA requirements, the work environment provided needs to be within an office that can be locked and student records are not in easy access to bystanders. Additionally, space needs to be available for the Relationship Manager to have private conversations with students.
2. Along with office space, a desk, chair and phone will be included. Office to be in move-in condition by target opening date of 90 days after the execution date of this agreement. South Texas College to provide IT support for initial computer system set up in conjunction with office opening. Bellevue University will provide all hardware (computers and printers) and troubleshooting for such equipment through their own IT Department.
3. South Texas College agrees to provide access to campus wide alerts as related to security and weather.

EXHIBIT B

RESPONSIBILITIES OF THE RELATIONSHIP MANAGER

1. The BU Relationship Manager is responsible for networking and building relationships with students, faculty, and staff on the community South Texas College campus. Those duties include:
 - a. BU brand awareness – meetings and campus events
 - b. Conducting table sets, classroom presentations, lunch & learns, as well as formal and informal meetings
 - c. Establish frequent opportunities to interact with CC's main point of contact (POC)
2. Relationship Manager is responsible for creating awareness of the BU Transfer Portal. Also ensures that feature is available to students on CC transfer page.
3. Relationship Manager is responsible for distributing BU information to students, faculty, and staff. In order to maintain open communication between Bellevue University and Community South Texas College, Relationship Manager needs clear understanding of the process for posted flyers and other marketing materials throughout the campus.
4. Relationship Manager will seek every opportunity to interact with staff which may include a variety of additional activities.
 - a. Meet & Greets
 - b. BU Awareness/Transfer Events
 - c. Sponsorships with student organizations
 - d. Provide assistance with graduation events

5. Relationship Manager's primary responsibility is to provide a comprehensive degree plan for students to transition from Community South Texas College to Bellevue University upon attaining their associate's degree.

6. Relationship Manager is available to provide assistance during community South Texas College staff in-service days as needed.