

TRANSFER AGREEMENT
BETWEEN
Lehigh University
AND
MONTGOMERY COUNTY COMMUNITY COLLEGE

April 30, 2013

Preface

Lehigh University and Montgomery County Community College have entered into a collaborative relationship to facilitate the transfer of Montgomery County Community College graduates to Lehigh University.

Under this Transfer Agreement, Montgomery County Community College graduates will be eligible for admission into a Bachelor's Degree program at Lehigh University on the condition that they:

- Graduate from Montgomery County Community College with an Associate in Arts (A.A.) Degree, Associate in Science (A.S.) Degree, Associate in Fine Art (A.F.A.) Degree, Associate in Applied Science (A.A.S.) Degree or Associate in General Studies (A.G.S.) Degree with a minimum cumulative GPA of 3.50
- Complete a "Transfer Admissions Intent" form
- Satisfy all other Lehigh University transfer admission requirements

This Transfer Agreement becomes effective as of the date of its signing.

To facilitate the transfer of Montgomery County Community College graduates to Lehigh University in accordance with the foregoing agreement, the parties agree to the following:

Obligations of Lehigh University

1. To attend regularly scheduled Partner Day and Evening Programs at Montgomery County Community College Central and West Campuses to communicate with prospective transfer students and provide the "Transfer Admissions Intent" forms and fact sheets upon request. Before successful completion of 30 credits, students will sign the "Transfer Admissions Intent" form. Communicate about informational/advising meeting(s) with faculty and staff at Lehigh University in order to facilitate curricular and co-curricular integration to Lehigh University.
2. To review all completed transfer applications and to notify applicants of admission and financial aid decisions by appropriate deadlines.
3. To waive the application fee for students who complete the "Transfer Admissions Intent" form and apply to Lehigh University pursuant to this Agreement.
4. To provide Lehigh University financial aid information to all interested students.
5. To complete a course-by-course articulation (Appendix A) for all general education courses, in addition to courses specifically related to a student's major as well as electives which round out an applicant's transcript. Competency exams may be required by certain departments.

6. To create an academic plan and degree requirements for qualified students in collaboration with a Lehigh University academic advisor, and to grant class standing based on the student's number of transferrable credits. Applicants who adhere to the course by course articulation (Appendix A) will receive credit for completed courses with a C or higher. The course-by-course articulation will be evaluated yearly and only those courses listed in the year the student applies will be awarded credit. Students with AP Test scores may receive credit with a 4 or 5, or IB Curriculum Tests of 5 or 6. All AP and IB credits will be individually evaluated by the Registrar's Office and/or Academic Department regarding pre-requisite credit. Lehigh University does not accept CLEP exams.
7. To ensure that Montgomery County Community College graduates entering Lehigh University under the terms of this Agreement will apply through Lehigh University's transfer process and meet all applicable Lehigh University requirements and deadlines pertaining to admission, financial aid, orientation and registration, and payment of tuition and fees. There is no guarantee, implied or written, of an automatic acceptance to Lehigh University. All students bound by this agreement will abide by the policies and procedures, and any revisions thereof, which apply to all Lehigh University students.
8. Montgomery County Community College students who plan to pursue a bachelor's degree at Lehigh University are eligible to be nominated to apply to the Community College Scholars Program (CCSP), a program that allows a M.C.C.C. student to take one course, tuition free, at Lehigh University while still enrolled at M.C.C.C. This course can only be taken during the academic year (fall or spring semester) and only five students a year can participate. An announcement and invitation to participate will be sent to the M.C.C.C. Transfer office the month prior to Lehigh University's registration period each semester. Students will need to identify their intended major at Lehigh University and provide an explanation on how this course would help the student progress on his or her academic plan. The Office of Academic Outreach will oversee the coordination and delivery of the Community College Scholars Program.
9. To ensure that all admitted applicants be eligible to apply for need based financial aid, where financial need is determined by Lehigh University utilizing the CSS Profile, FAFSA, Lehigh University Transfer Student Application for Financial Aid, and the parent and student prior year tax forms (additional applications may be required). Complete financial aid applications must be submitted by the given deadlines in order to be fully considered for need based aid.
10. To make available to each admitted student the opportunity to apply for the Lehigh University President's Scholarship. A separate application will be required and eligible students must meet all of the qualifications noted on the Office of the Registrar website for transfer students (www.lehigh.edu/registrar/students/pres_scholar.html).
11. To ensure that Montgomery County Community College graduates who matriculate at Lehigh University have all of the rights and privileges of other Lehigh University students.

Obligations of Montgomery County Community College:

1. To publicize this Agreement to prospective and current Montgomery County Community College students in its promotional literature, and make arrangements for Lehigh University recruiters and advisors to visit Montgomery County Community College to meet with prospective and current students.

2. To continue the tradition of academic rigor and excellence for which Montgomery County Community College is known.
3. To communicate with prospective transfer students and provide the "Transfer Admissions Intent" forms (Appendix B) and fact sheets upon request. To advise current Montgomery County Community College students in order to facilitate curricular and co-curricular integration to Lehigh University.
4. To designate a person to communicate to Lehigh University all changes in course and curriculum that affect this agreement.
5. To share annually with Lehigh University a list of graduates from M.C.C.C. who meet admission and program criteria for marketing purposes.

Joint Obligations:

1. To 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. Both Lehigh University and Montgomery County Community College will review this Agreement annually and make any changes upon mutual agreement, as needed. Such changes will become effective when both Lehigh University and Montgomery County Community College sign the revised document. Updated agreements will be posted on each institution's website.
2. To collaborate in providing students with information and academic advising about this Agreement, Lehigh University academic requirements, and the process of transferring to Lehigh University.
3. To develop and implement advertising and promotional efforts to communicate the benefits of the Transfer Agreement.
4. To designate a representative or representatives at each institution who will coordinate the Transfer Agreement between the two institutions. These representatives will meet annually to review and update this agreement.
5. To exchange data and documents annually that will contribute to the maintenance and improvement of this agreement, enhance the transfer process, and promote effective cooperation between institutions. The institution(s) will exchange data after obtaining appropriate permission from the students as indicated on the "Transfer Admissions Intent" form.
6. To facilitate and support consultation and collaboration between their faculties related to this agreement, general education, degree requirements, and other academic matters.
7. To provide direct links between Lehigh University and Montgomery County Community College websites.

Revision, Renewal and Termination of this Agreement

Lehigh University and the appropriate offices at Montgomery County Community College are responsible for identifying, and communicating to each other, changes 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. It will be reviewed annually by the appropriate parties at each institution, and will be renewed automatically until superseded by a new Agreement or formally terminated. 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 the termination will not apply to students already accepted to Lehigh University under the terms of this Agreement.

The willingness of both institutions to enter into this Agreement in order to facilitate the transfer of students from Montgomery County Community College to Lehigh University, and to expand their opportunities for academic success there, is indicated by the following signatures:


The undersigned representatives of the parties, Montgomery County Community College and Lehigh University, have executed this Agreement on the dates indicated.

For Montgomery County Community College:

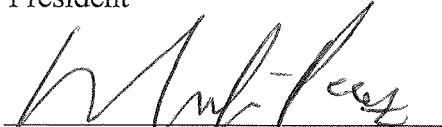
For Lehigh University:

 4/30/2013


Karen A. Stout, Ed.D. Date
President

 4/30/13


Alice P. Gast, Ph.D. Date
President

 4/30/2013

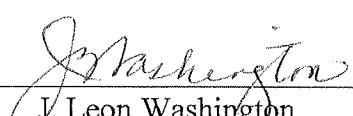
Victoria L. Bastecki-Perez, Ed.D. Date
Vice President of Academic
Affairs and Provost

 4/30/13

Patrick V. Farrell, Ph.D. Date
Provost

 4/30/13

Kathrine B. Swanson, Ed.D. Date
Vice President for Student Affairs
and Enrollment Management

 4/30/13

J. Leon Washington Date
Dean of Admissions and
Financial Aid