MEMORANDUM OF AGREEMENT

Hill College

and

Stephen F. Austin State University

The following agreement between Hill College and Stephen F. Austin State University provides a framework to develop programs designed to enhance the educational experience of students attending both schools including but not limited to:

1) Web Based Articulation Agreements
2) Reverse Transfer
3) Joint Admission/Enrollment

This framework will be extended as required to include additional programs benefiting the students of our respective institutions.

Hill College and Stephen F. Austin State University anticipate completing planning guides for all baccalaureate degrees at Stephen F. Austin State University. The planning guides will be designed to maximize the amount of coursework completed for the associate degree that can be applied to the baccalaureate degree. These agreements will be accessible from each university's website via the World Wide Web making them readily accessible to students and counselors of both schools.

"Reverse Transfer" will allow students to transfer course work from Stephen F. Austin State University to Hill College to complete some requirements for the associate degree. This program is specifically designed to allow students to receive the advantages pursuant to completion of the associate degree when they leave Hill College prior to degree completion. In the professional job market, there is a clear distinction between having attended Hill College and having graduated from Hill College.

"Joint Admission/Enrollment" provides students a mechanism to maximize utilization of facilities and programs offered jointly by Hill College and Stephen F. Austin State University while making the transition from the associate to the baccalaureate degree. After acceptance under joint admission/enrollment, the applicants must continually meet all admission requirements for both institutions to retain their eligibility to participate in the program. Students accepted under joint admission may simply transfer or co-enroll at their discretion.
Hill College and Stephen F. Austin State University generally agree:

1. If a student does not meet Stephen F. Austin State University's entrance requirements at the time they enter Hill College, they are not eligible for joint admission/enrollment. They may become eligible for joint admission/enrollment at a future date by meeting the requirements for “transfer student admission” to Stephen F. Austin State University.

2) Hill College will make information available to Stephen F. Austin State University to facilitate admitting students to the joint admission/enrollment program.

3) It is anticipated students applying to Hill College and simultaneously meeting Stephen F. Austin State University admission requirements may apply for and be accepted into the joint admission/enrollment program online. Students may transfer courses covered by articulation agreements freely between both academic institutions. Students may alter enrollment between institutions or co-enroll at their discretion.

4) Hill College and Stephen F. Austin State University will work to create extensive articulation planning guides in all of SFA’s majors. These planning guides will be made available to students at both institutions.

5) Students qualifying for joint admission/enrollment will be issued an SFA picture ID, a computer account, email account, and web access via Stephen F. Austin State University. Students are expected to familiarize themselves with Stephen F. Austin State University’s computer usage policies and abide by these policies when using Stephen F. Austin State University resources.

6) Stephen F. Austin State University agrees to provide reasonable access to academic advisors and transfer counselors from Stephen F. Austin State University to students attending Hill College prior to their actual transfer.

7) Hill College and Stephen F. Austin State University students meeting joint admission/enrollment requirements will be granted access to computer lab facilities, library facilities, and athletic facilities as defined by the student access policies of each institution.

8) Hill College and Stephen F. Austin State University agree to exchange information within legal guidelines about specific students with the goal of making students aware of scholarship, financial aid, and the potential to satisfy degree requirements by transferring course work between both institutions.

9) Stephen F. Austin State University will recognize for transfer credit stated transfer equivalencies, dual credit, CLEP, Advanced Placement or International
Baccalaureate credit that appears on an official Hill College transcript. (as appropriate and subject to Hill College's policies).

10) Hill College and Stephen F. Austin State University will strive to make financial aid transfer between the respective institutions as convenient as possible for the student.

11) Hill College will be responsible for assuring students are in compliance with state mandated placement requirements to higher education such as the Texas Success Initiative (TSI). It should be noted that students seeking certification in a teaching field are generally subject to more stringent requirements than students in the general population.

12) Students desiring to minimize the loss of transfer hours due to changes in state law, particularly those seeking certification to teach, are encouraged to complete a minimum of 12 semester credit hours per semester counting towards the anticipated major and minor.

13) Hill College students desiring to take classes at Stephen F. Austin State University should formally transfer classes via official transcript at the earliest possible time. Stephen F. Austin State University will recognize such courses for transfer credit within legal limitations and allow Hill College transfer students to register during the normal “pre-registration” period as though they were previously enrolled full-time at Stephen F. Austin State University. Hill College students may be required to speak with an academic advisor from Stephen F. Austin State University. Students transferring to SFA will be encouraged to complete the associate degree at Hill College. SFA will assist students in recognizing such courses for transfer credit within legal limitations.

14) Separate academic records for students will be maintained at each school. Periodic exchange of information, within legal limitations advantageous to students, Hill College, or Stephen F. Austin State University is anticipated.

15) Students who co-enroll will be expected to be knowledgeable of the rules for students at both institutions and agree to comply with said rules. Students appealing academic or disciplinary issues will be directed to the institution under whose jurisdiction the matter falls and will follow established procedures at that institution.

16) In general, students losing their eligibility to continue in classes at either institution lose their eligibility to participate in the joint admission/enrollment program. Each institution reserves the right to allow students to continue at their respective institution.
17) Students transferring to Stephen F. Austin State University who recognize such courses for transfer credit within legal limitations are encouraged to complete the associate degree at Hill College. If they fail to complete the degree prior to transferring, they are encouraged to consider the advantages of completing the degree by reverse course transfer. Within legal limitations, Stephen F. Austin State University will recognize such courses for transfer credit and will endeavor to provide Hill College with information on transfer students to help Hill College officials determine students that could benefit from reverse transfer of courses.

18) Students opting for concurrent enrollment must meet all payment deadlines for the respective institutions. SFA will make available to students transferring from Hill College Financial Aid counselors who will assist students seeking scholarship and financial aid assistance.

19) Stephen F. Austin State University will, within reasonable and legal limitations, make available via the SFA Career Services website a list of all student jobs for posting in a timely fashion to Hill College campuses. The goal is to help students obtain work commensurate with their background and to assist students in transferring to Stephen F. Austin State University.

20) The Executive Director of Enrollment Management at Stephen F. Austin State University and the appropriate administrative officer at Hill College will facilitate the review of this agreement and determine the desirability of terminating or expanding the agreement. Administrative, faculty, and student input are encouraged. Input from transfer students is particularly encouraged.

21) SFA will provide to Hill College, with student consent and within legal limitations an automated transcript exchange at the end of each semester. Hill College transfer students who enroll at SFA will have access via the web to view their unofficial SFA transcript including all transfer credit. Students will have access to official transcripts through the Registrar's Office at SFA.

22) Upon completion of implementation of the SFA On-Course degree audit system, Hill College transfer students who enroll at SFA will have access via the web to view their SFA degree plan.
23) Termination and renewal of this memorandum of agreement:

a. This agreement will commence with the start of the fall semester 2005 for a period of three years. It will terminate with the start of the fall semester 2008 unless it is renewed.

b. Prior to the termination of the agreement, the agreement may be renewed with the consent of both parties for a period not to exceed five years.

c. The agreement may be terminated by either institution by submitting written notice of the intent to terminate. The termination notice must be submitted at least one year prior to the start of the date the termination is to become effective.

d. In the event this agreement is terminated, both parties agree to make every effort to protect individual students who are already part of the program.

This framework of cooperation between Hill College and Stephen F. Austin State University is agreed to this 22nd day August 2005, by:

Tito Guerrero  
President  
Stephen F. Austin State University

Sheryl Smith Kappus  
President  
Hill College