

MEMORANDUM OF UNDERSTANDING
Program Articulation
by and between
Ivy Bridge College of Tiffin University
and
Park University

This Memorandum of Understanding (MOU) is subscribed to by Ivy Bridge college of Tiffin University (IBC) and Park University (Park) for the purpose of establishing a credit transfer protocol for students completing the associate of Arts Degree at IBC who desire to transfer into an upper division degree program at PU.

Recitals:

Since IBC and PU are both accredited institutions of higher education and generally accept for transfer purposes credits earned by students at the other institutions and desire to establish a protocol to facilitate the transfer of credits earned by students in the Associate of Arts degree program of IBC (AA Degree) into upper division programs of PU, the parties jointly subscribe to the following terms and provisions:

1. Any IBC student will be admitted to Park with full junior standing (a minimum of 60 semester credit hours of transfer credit) subject to the following terms and conditions:
 - a. The IBC student must have completed her/his work at IBC in good academic, behavioral and financial standing.
 - b. Only AA Degree courses in which the IBC student earned a grade of “C” or higher, or which were completed with a “P” on an approved pass/fail system, will be accepted by Park.
 - c. The application and distribution of credits transferred may vary depending on the program of study the IBC student chooses to pursue at Park.
 - d. Notwithstanding the amount of credits transferred and the class level standing accorded the IBC student at Park, the student may be required to complete “100” and “200” level courses at Park in order to meet the requirements of the program of study the IBC student chooses to pursue at Park.
 - e. The IBC student must otherwise meet the admissions standards and comply with the admissions procedures of Park.
 - f. Park may limit the amount of transfer credits accepted from an IBC student that exceed sixty (60) semester credits or that were accepted in transfer by IBC from a non-accredited, foreign, or non-regionally accredited institution.
 - g. All determinations that an IBC student has satisfied the prerequisites for admission, and the application of credit to a Park Program of study shall be made at the absolute discretion of Park.
 - h. Park reserves the right to deny admission, the granting of credit for courses, completed, continued matriculation, and to rescind certificates, credits or degrees already earned with respect of any person whose

participation in a Park program imposes an undue risk of harm to himself or others or the property of Park or others, or if the person is determined to have submitted false or misleading credentials, to have participated in academic dishonesty, fraud or misrepresentation in any courses, or is otherwise determined to be ineligible for participation in the Park program of study that the IBC student chooses to pursue.

2. Each admitted IBC student will be afforded all of the rights and privileges offered to native junior students at Park as established in the official policies and procedures of Park as they may be amended from time to time, including without limitation, participation in the financial aid programs, student counseling and advising and other student services.
3. Except with respect to the articulation protocol established in this MOU, IBC students must comply with and will be bound by the standards and regulations of Park in effect at the time of their application for admission to park.
4. Each party shall designate an individual to serve as liaison for the purposes of implementing this MOU. Such person shall have the authority to administer the interests of the party/he represents in pursuit of the terms and provisions hereof. Both institutions will encourage and maintain a high degree of cooperation between their staff members in the implementation of the terms and provisions of this MOU.
5. Implementation and interpretation of this MOU will be consistent with applicable and mandatory policies and procedures established by the appropriate accreditation bodies, the United States Department of Education, and other agencies that have jurisdiction over the operation of either institution.
6. Participation of IBC students under the articulation protocol established in this MOU will be permitted in compliance with applicable federal, state, and local non-discrimination laws and regulations.
7. Both institutions shall maintain their respective individual accreditation and this MOU shall be binding only so long as that accreditation is maintained by both parties.
8. IBC agrees to advise Park of changes in the AA Degree program, the content thereof and the academic and admission standards applicable thereto from time to time as changes are made. Park shall have the right to terminate this MOU in the event of any material changes in the AA Degree program or the academic or admission standards applicable thereto.
9. IBC agrees to provide each student enrolled in the AA Degree program with advisors, counselors or coaches who will advise them of the articulation protocol established under this MOU. The parties will jointly produce an electronic “transfer guide” to advise students of the articulation opportunity and protocol established hereunder and to assist students in the transfer process. Additionally, Park will provide written material to IBC for ongoing dissemination of information to students who express interest in the Park transfer opportunity.
10. Park authorizes IBC to identify Park as an institution partner on the IBC website and in print publications. Park also authorizes IBC to use its logo on the IBC web site and in print publications.

11. Each party reserves the right to request and review in advance any information disseminated to the public or students about the articulation protocols established herein or that identifies the relationship between the parties hereunder.
12. Both parties agree to communicate the conditions of this MOU to their respective stakeholders – external and internal. In addition to the ongoing responsibilities for notification, communication and cooperation established herein, IBC and Park will review this MOU every other academic year and will make reasonable adjustments and amendments as deemed appropriate for the improvement of the transfer process and student articulation.
13. Both parties recognize that they are bound to comply with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) in the handling of educational records of students enrolled in their institutions.
14. This MOU is not intended to and shall not be so construed as to create any independent rights in any students of IBC nor include IBC students as parties hereto.
15. This MOU shall be effective upon execution by both parties and shall continue until terminated by either party. Either party may terminate this MOU at any time without liability or obligation to the other party. However, in the event that this MOU is terminated, Park commits that IBC students who are at any stage of their AA Degree studies and who have been pre-admitted to Park shall be entitled to pursue transfer to Park under the articulation protocols established herein.

Paul Marion, Ph.D.
President
Tiffin University

Michael Droge, Ph.D.
Provost
Park University

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