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October 22, 2012

Ms. Heather Kim, M.Ed.
Vice President
Enrollment and Marketing
Arizona Christian College
2625 E. Cactus Road
Phoenix, Arizona 85032

Dear Ms. Kim:

You will find enclosed two copies of the Memorandum of Understanding between Central Arizona College and Arizona Christian College signed by Dr. Doris Helmich, CAC's President and CEO.

Once Gary Damore has signed the two documents, please return one copy to Central Arizona College in the envelope enclosed and keep one for your records.

We look forward to this collaboration with Arizona Christian College to help students achieve their educational goals. Please let me know if you have any questions or concerns regarding this agreement.

Sincerely,

A handwritten signature in cursive script that reads "Mary Menzel-Germanson".

Mary Menzel-Germanson, Ed.D.
Director, Curriculum and Student Learning Assessment
Central Arizona College

Enclosures: Two Copies of Memorandum of Understanding

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Memorandum of Understanding
between
Central Arizona College
and
Arizona Christian University

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Central Arizona College ("CAC") and Arizona Christian University ("ACU") hereby establish a Memorandum of Understanding ("MOU") to facilitate students' transfer from CAC to ACU.

PURPOSE

- This MOU formally recognizes that both institutions are committed to providing greater educational opportunities and services for students transferring between institutions.
- This commitment strongly supports the concept of seamless transfer in that both institutions will work together to identify coursework and credits at CAC that can be matched with courses required at ACU.
- Both institutions enter into this MOU in the spirit of cooperation and mutually recognize each other as quality institutions of higher learning dedicated to serving diverse students from all walks of life.
- Under the terms and conditions of this MOU, participating students will maximize as much as possible their community college coursework and credits.
- Furthermore, CAC and ACU will work together to better understand the obstacles confronting students who are transferring and cooperate in removing such obstacles.

TRANSFER ELEMENTS

Treatment of Associate Degrees and general education core as admission criteria

This MOU establishes the principle that all applicable Associate Degrees at CAC transfer to ACU. CAC graduates will not need to repeat lower-division general education requirements at ACU. All credits are accepted and applied toward the designated/appropriate college degree(s). Articulated Associate Degrees will be identified, maintained, and available as a separate document from this MOU.

CAC graduates with a minimum cumulative GPA of 2.0, courses numbered 100 and above, entering under the terms of this MOU are guaranteed admission into the university. However, students should be advised that some degree programs at ACU might require a higher GPA for admission.

CAC graduates will follow ACU's transfer process and, therefore, must meet all applicable requirements and deadlines pertaining to application for admission, advising, registration, and payment of tuition and fees. They will abide by the policies and procedures, along with any revisions thereof that apply to all students from that institution.

In order to complete the baccalaureate program in a timely manner, students are advised to follow the transfer guide for the academic program they plan to pursue at ACU. If the student intends to change degree focus upon admission to ACU, the student may be required to complete some lower division preparation work prior to beginning the program at ACU.

Arizona General Education Curriculum (AGEC)

Completion of CAC's Arizona General Education Curriculum (AGEC), a 35 semester-credit general education program of study will transfer and satisfy lower-division general education requirements at ACU. The AGECE can be transferred and accepted as a component of an Associate Degree or as a stand alone general education block not affiliated with an Associate Degree.

Treatment of CAC coursework as admission criteria

Students who transfer to ACU with less than an Associate Degree (and have not completed the General Education requirements), an Associate in Applied Science degree, or an Associate Degree that does not articulate to an ACU program, will have their General Education courses evaluated on a course-by-course basis and may be required to take any additional courses necessary to satisfy the General Education requirements at ACU. However, if these students have taken equivalent General Education courses at the sending institution, these courses will be accepted toward satisfying General Education requirements at ACU.

CAC students who plan to transfer to ACU may complete any missing general education by (i) taking the additional CAC lower-division courses required to complete the general education core at CAC, or [ii] complete the general education requirements by taking upper division courses at ACU.

Award of Upper-Division Credit

Students who transfer lower-division credits beyond that required for an Associate Degree or whose lower-division credits/competencies are equivalent to designated upper-division credits/competencies, can request/petition these courses/competencies be evaluated by ACU and, where appropriate, equivalent upper-division credit will be awarded.

Total Number of Transferable Credits

The maximum number of lower-division credits that can be accepted and applied to the university degree at ACU is 84. This transfer credit limit will be the difference between total credits required for degree completion and university upper-division requirements.

Evaluation Process

There will be an annual evaluation process of the partnership supported by this MOU. The information obtained from this evaluation will be used to improve the transfer process for the benefit of students.

Longevity of the MOU

This MOU shall be effective immediately upon approval and shall continue in force and effect until terminated by either party. Termination shall occur upon written notice by either party to the other submitted six (6) months prior to the termination date. Students accepted into the program prior to the termination date will be allowed to continue in the program.

OBLIGATIONS OF ACU

- ACU will provide academic advising to CAC students. Additionally, ACU will provide materials, catalogs, and other information to CAC advisors to facilitate their understanding of university requirements and academic programs. ACU agrees, at its own expense, to hold at least one advising event each year at CAC for prospective transfer students.
- ACU may place CAC students, interested in attending ACU, on its mailing lists and invite the students to participate in cultural events, social activities, and presentations open to the public and occurring on campus.

