



## **Memorandum of Understanding between Hawaii Community College and Western Governors University**

This Memorandum of Understanding (MOU) is entered into between Hawaii Community College (HCC) and Western Governors University (WGU).

### **Purpose**

- This MOU formally recognizes that both institutions are active educational partners, committed to providing greater educational opportunities to students transferring between our two institutions. This partnership is committed to providing seamless transfer to advance individuals in their personal educational goals and advance the educational mission of HCC.
- Both institutions enter into this MOU in recognition of their mutual commitment to furthering the quality, affordability, and accessibility of higher education.
- Under the terms and conditions of this MOU, participating graduates will maximize as much of their community college coursework and credits as outlined by the transfer articulation pathways.
- Through ongoing communication between their faculty and staff, HCC and WGU will work together to address transfer obstacles that may present themselves throughout the partnership.
- The MOU provides a structure through which transfer articulation is supported for all degree programs that are an equal or natural transfer between institutions. These articulations will include students from all HCC campuses or locations.

### **Transfer Elements**

#### **Treatment of Hawaii Community College associate degree transfer**

This MOU establishes the principles that all articulated associate degrees at HCC transfer to WGU. All transferrable courses that are completed at HCC with a letter of "C" or higher are accepted and applied toward the appropriate college degree (with the exception of licensure programs or state requirements where a grade of "B" or better may be required). Credits from transferrable courses completed with a letter grade of "C-" or lower will not transfer.

Articulated associate degrees will be identified, maintained and available through the WGU landing page.

HCC graduates must comply with all WGU application processes.

While WGU expects that HCC graduates and staff will be prepared for WGU's rigorous programs, all applicable admission requirements must be met, and WGU will retain sole discretion in admission decisions.

#### **Treatment of Hawaii Community College coursework without an earned associate degree**

Students who transfer to WGU with less than an associate degree or non-articulated degree will have their courses evaluated on a course-by-course basis and may be required to take any additional courses necessary to satisfy WGU degree requirements.

### **Obligations of WGU**

- Articulation tables are provided for all programs that are a natural transfer to WGU and are to be used by counselors and faculty to share with students and staff interested in enrolling at WGU. These articulation tables can be found at <https://partners.wgu.edu>
- WGU will provide webinar training to HCC faculty and staff to ensure understanding of the partnership and articulation pathways.

- Graduates and staff of HCC will be eligible to apply for scholarships offered through the WGU Community College Partnership Scholarship. Scholarships are valued at up to \$2,500.00. Recipients will receive a \$625.00 tuition credit each term, renewable for up to four (4) terms based on satisfactory academic performance.
- WGU will provide print materials to disburse to interested students.
- WGU will provide a landing page to link your students and staff to the WGU website.

### **Obligations of Hawaii Community College**

- HCC will highlight the partnership and education benefits of WGU through standard internal communication channels with faculty and staff.
- HCC will establish a web link from its website to the WGU partner landing page <https://wgu.edu/CC>
- HCC will include information about WGU's programs and services in communications sent to pending graduates and prospective transfer students.
- HCC will provide WGU with timely curriculum updates of all articulated associates degrees.

### **Joint Obligations**

- HCC and WGU agree to exchange data and documents as agreed that will assist in the maintenance and improvement of the transfer arrangements identified in this MOU.
- WGU and HCC agree to maintain regular communication to ensure program and transfer challenges are addressed.
- In the case of reverse articulation transfer requests initiated by students, both institutions will exchange admission, grades, and retention data after obtaining appropriate permission from the students involved and in compliance with all federal, state and local laws.
- All educational records created, disclosed, or maintained pursuant to the terms of this MOU are confidential and shall be created, disclosed, and maintained pursuant to the provisions of Family Educational Right to Privacy Act (FERPA).
- Each party assures that it will not discriminate against any individual based on race, religion, creed, color, gender, age, disability, veteran status, national origin, or other protected status.
- Except as permitted by this MOU, neither institution shall use the name or marks of the other institution in connection with any product, service, promotion, news release, or other publicity without the prior written consent of the other.
- WGU will collaborate with HCC in the development, distribution, and accuracy of all transfer articulation pathways.
- Transfer articulation pathways developed by the articulating institution are not valid without a signed MOU.

### **Term of MOU**

This MOU shall be effective upon the date of the last signature and serves as the basis of the partnership between the institutions. The MOU may be modified by mutual written consent or terminated by either party upon thirty (30) days prior written notice to the other institution. In the unlikely event the partnership is terminated, WGU agrees that HCC graduates and staff then receiving any educational benefit described in this MOU will receive the full value of that benefit towards their studies as long as they remain in continuous good academic standing at WGU.

### **Contact information**

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