

Memorandum of Agreement for the Midway
Connection Program Between
Midway University and
the Kentucky Community and Technical College
System

I. Introduction and Purpose

The purpose of this Memorandum of Agreement (MOA) is to facilitate the seamless transfer of Kentucky Community and Technical College System (KCTCS) students to Midway University (Midway) by:

- A. providing a structure through which transfer-related student information reports will be exchanged between the KCTCS and Midway;
- B. identifying students who are likely to consider transferring from KCTCS to Midway; and
- C. enhancing advising services and transferability of credits through the Midway Connection program (described in the Midway Undergraduate Catalog text included as Attachment B), in which Midway's 'Self-Service' system is used to provide each participating KCTCS student with a regularly-updated Self-Service audit of the student's progress toward a four-year degree at Midway, and each participating student receives regular advising from a Midway advisor.

This MOA is a critical component to advancing Kentucky's 2020 Goals for educational attainment, as well as KCTCS's goals for creating a competitive Commonwealth, including facilitating the transfer of KCTCS students to four-year colleges and universities.

This MOA formally recognizes that KCTCS and Midway are active educational partners, committed to providing greater educational opportunities and services for students transferring between KCTCS and Midway, and support the concept of seamless transfer, the principle that transfer students should receive the appropriate

student support to successfully transfer.

KCTCS and Midway enter this MOA in the spirit of cooperation and mutually recognize each other as quality institutions of higher learning. Each institution, furthermore, is dedicated to serving students regardless of age, race, color, religion, sex, sexual orientation, disability, national origin, veteran status, or genetic information.

II. Elements of the Agreement

KCTCS and Midway agree to collaborate as outlined in this MOA toward the goals of exchanging transfer information, identifying potential transfer students, and enhancing advising services to provide maximum opportunities and choices for KCTCS students to transfer to baccalaureate-degree programs at Midway.

A. DUTIES AND RESPONSIBILITIES OF KCTCS

a. Student Information:

- i. Reports: KCTCS System Office will provide reports per the following schedule regarding currently-enrolled KCTCS students:
 - A. April – Report of the KCTCS All-Academic Team (two students from each college are chosen for this honor).
- ii. Transcripts: KCTCS System Office will provide transcripts (in a format mutually agreed upon by the Institutional Contacts for KCTCS and Midway) after each semester for all students currently enrolled in the Midway Connection program, subject to the Institutions having obtained in the Midway Connection agreement all necessary releases to do so under applicable privacy laws (e.g., FERPA).

- b. **Format and Data:** Each report will be in Microsoft Excel format (or electronic- transfer format mutually agreed upon by the Institutional Contacts at each institution listed in Attachment A). Each report will be sorted by college and will include the following data elements: college name, credential seeking/awarded, academic plan, number of credited hours earned, name, address, county of residence, email address, telephone, date of birth, sex, and race. Sex and race are self-reported by students and will only be provided for students who have self- reported that data. Each report will indicate students who have enrolled in at least one online course while attending KCTCS.

Information for students who have expressly indicated that they do not want information shared (i.e., those with FERPA flags) will not be included in these reports.

The file layout of each report will have a consistent layout where possible unless otherwise noted in this Agreement. The report of Phi Theta Kappa inductees may not follow the file layout of other reports provided per this Agreement. As a courtesy to Midway, KCTCS System Office will acquire this information from Phi Theta Kappa and will not alter the information or file format before forwarding to Midway.

- c. **Distribution:** Each report will be sent electronically to the institutional contact designated by Midway pursuant to the schedule outlined in this Agreement. Only the individual noted in the Agreement will receive these reports and will be responsible for its distribution to all appropriate persons at Midway. KCTCS System Office agrees that no additional request from Midway is required to receive the reports referenced herein to be distributed from the KCTCS System Office.

- d. Requests for Information: Midway may initiate reasonable requests for student information to the KCTCS System Office institutional contact. KCTCS will provide to the Midway institutional contact the following information as time and resources permit:
 - i. information contained in the reports referenced herein; and
 - ii. requests for information reasonably similar to information contained in these reports.

B. DUTIES AND RESPONSIBILITIES OF MIDWAY

- a. Institutional Contact: Midway agrees to designate an individual to serve as the institutional contact pursuant to this Agreement to receive and disseminate these reports of student information to appropriate individuals at Midway.
- b. Distribution: Midway agrees and accepts responsibility for disseminating these reports and/or the information contained therein to appropriate others at Midway. Midway agrees to maintain and use the reports and information contained therein consistent with applicable federal, state, and local laws governing their use.
- c. Transfer Information: Midway agrees to provide KCTCS admissions, academic performance, and retention data in compliance with all federal, state, and local laws to assist with the monitoring and execution of this agreement. If Midway provides data as part of the Council on Postsecondary Education's Transfer Feedback Report, Midway will exchange information with KCTCS through that process, including both system-level and college-specific data. If Midway does not participate in the Transfer Feedback Report, Midway agrees to provide KCTCS System Office with annual data and information, including both system-level and college-specific reports, to assist with the monitoring and execution of this agreement, including:
 - i. KCTCS college from which students transferred;

- ii. entering academic characteristics;
- iii. number of hours transferred and what degrees they transferred into;
- iv. major program of study;
- v. transfer student retention;
- vi. GPA and
- vii. transfer student completion/graduation.

C. Joint Duties and Responsibilities

- a. KCTCS System Office and Midway agree to provide information that shows transfer programs for which articulation agreements have been approved. KCTCS and Midway agree to monitor any changes in curriculum or program and notify the other annually of any changes.
- b. KCTCS System Office and Midway agree to exchange data and documents as agreed that will contribute to the maintenance and improvement of this Agreement, promote effective cooperation between KCTCS and Midway, and ensure seamless transfer opportunities for KCTCS students.
- c. KCTCS System Office and Midway agree that any transfer-specific marketing and advising client-relation management (CRM) communications created specifically for KCTCS students will include language encouraging the completion of a two-year degree at KCTCS.
- d. KCTCS (at system and college levels) and Midway agree to work together to provide meaningful opportunities regarding transfer to KCTCS students. At the KCTCS college level, this would include, but not be limited to, KCTCS and Midway working together to offer transfer fairs in local communities in addition to the KACRAO-sponsored transfer fairs.

III. Evaluation of Processes

There will be an evaluation of the process established by this MOA every three years, unless there is a change in the curriculum, program or the designated institutional contact. The information obtained from this evaluation will be used to improve the transfer process for the benefit of KCTCS students.

IV. Term and Modification of the MOA

This MOA shall be reviewed and renewed every three years upon written agreement of the parties prior to the start of the academic year.

- A. This Agreement is supplanted by a successive agreement to exchange transfer-related student information reports between the KCTCS System Office and Midway upon written agreement of the parties;
- B. Either party submits written notification to terminate this agreement 30 days prior to the identified cancellation date; and/or
- C. Either party terminates its participation upon submission of written notification 30 days prior to the identified cancellation date.

V. Implementation of the Agreement

This agreement will be considered in force when signed by all parties.

ATTACHMENT A

INSTITUTIONAL CONTACTS AT KCTCS AND MIDWAY FOR KCTCS RECORDS AND REPORTS

KCTCS System Office

Harmony Little

Career Pathways Director, Chancellor's Office

Kentucky Community and Technical College System

300 North Main Street

Versailles, KY 40383

859-256-3591

harmony.little@kctcs.edu

Midway University

Krista Story

Director of CRM and Analytics

Midway University

512 East Stephens Street

Midway, KY 40347

859-846-5789

kstory@midway.edu

ATTACHMENT B

MIDWAY CONNECTION PROGRAM UNDERGRADUATE CATALOG DESCRIPTION

Midway Connection Program

The Midway Connection Program facilitates the transfer process from other colleges to Midway, and eases students' transition to and timely graduation from Midway. The program is available to students who are currently enrolled at another institution (e.g., a community college) and intend to transfer to Midway to complete a baccalaureate degree. Students must apply for admission to Midway, meet all admission requirements, and be accepted to Midway before enrolling in the Midway Connection program.

Upon admission and completion of the Midway Connection program agreement, participating students are granted continuous access to Midway's 'Self-Service' degree audit system allowing them to view their individualized degree plan and progress toward a Midway baccalaureate degree. The degree audit is then kept current through regular submission of transcripts to Midway for credit evaluation. (Note: Midway Connection students may not enroll in Midway coursework without first requesting visiting-student status through their advisor.)

When ready to transfer to Midway, the student must apply for admission to the university as a degree-seeking student for the term in which they wish to begin. To maintain enrollment in the Midway Connection Program, a student must:

- maintain a minimum 2.0 grade-point average (GPA) on all college-level work completed to date;
- complete, with a grade of C or better, no fewer than six (6) credits in the most recent fall/spring semester, and
- meet with an assigned Midway advisor at least twice per academic year to discuss their progress and plans for transfer and graduation.

Students who fail to meet any of the above standards will be given one fall or spring semester to comply, after which they will be disenrolled from the Midway Connection program. Upon enrollment in the Midway Connection program, participants will have a catalog year associated with their student record designating the academic year for their degree program as well as General Education and University graduation requirements. Should graduation requirements subsequently change, students may request a move to the current Catalog through the Registrar's Office. The catalog year may be found on the student's Self-Service degree audit.

Students who fail to maintain their enrollment in the Midway Connection program may apply for readmission to the program; however, their catalog year will be on the date of re-enrollment.

For further information regarding the Midway Connection program, contact the Dean of Online Admissions, 859-846-6248.

The undersigned agree to the terms and conditions set forth in this document.

VI. SIGNATURES

Kentucky Community and Technical College System:

Signature on file

3/19/19

Chancellor, Kentucky Community and Technical College
System

Date

Midway University:

Signature on file

3/23/19

President, Midway University

Date