



**Memorandum of Understanding  
between  
Community College of Philadelphia  
and  
Western Governors University**

This Memorandum of Understanding (MOU) is a program-to-program agreement between Community College of Philadelphia (“CCP”) and Western Governors University (“WGU”) and replaces the program-to-program Articulation Agreement from December 2012.

**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 CCP.
- Both institutions enter 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 associate degree graduates of CCP will be given **junior standing** to maximize as much of their community college coursework and credits as outlined by the transfer articulation pathways included in this MOU (Transfer Guides).
- Under this Agreement, WGU guarantees that all CCP credits utilized to fulfill CCP programs of study listed in Exhibit A will fulfill general education, elective, or major requirements (as applicable) in the corresponding WGU major that the CCP transfer student wishes to pursue.
- Through ongoing communication between their faculty and staff, CCP and WGU will work together to address transfer obstacles that may present themselves throughout this 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; a list of such programs is included in this MOU as Exhibit A. These articulations will include students from all CCP campuses or locations.
- This MOU benefits both CCP graduates and staff.

**Transfer Elements**

### **Treatment of Community College of Philadelphia associate degree transfer:**

1. This MOU establishes the principles for all articulated associate degrees at CCP that transfer to WGU as outlined in "Exhibit A". Students who complete the approved associate degrees at CCP (and meet all other relevant criteria outlined in this MOU) are assured third-year status into WGU's matching bachelor's degree.
2. CCP graduates must earn a final cumulative CCP grade point average (GPA) of at least 2.0 in approved degrees.
3. All transferrable courses that are completed at CCP 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 – details will be noted in the appropriate transfer guide). Credits from transferrable courses completed with a letter grade of "C-" or lower will not transfer. Credit will also be awarded for AP, CLEP, military, etc. with appropriate documentation.
4. Articulated associate degrees will be identified, maintained, and available through the WGU landing page (at <https://partners.wgu.edu/Pages/Transfer.aspx?iid=1070>). Recommended course selection is described in the Transfer Guides included in this MOU.
5. CCP graduates must comply with all WGU application processes.
6. While WGU expects that CCP 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 Community College of Philadelphia coursework without an earned associate degree:**

Students who transfer to WGU with less than an associate degree or who have earned a CCP associate degree in the study other than those designated in this MOU 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.

### **The Agreement**

To facilitate the transfer of CCP graduates and staff to WGU in accordance with this MOU, the parties agree to the following:

#### **Obligations of Western Governors University**

1. Participate in student outreach (e.g.: transfer fairs, campus visits, virtual open houses, etc.) as feasible, ideally at least once each semester each fall/spring semester, to encourage CCP students to meet with representatives from WGU for discussion of issues related to admission and financial aid well in advance of their expected date of entry to the transfer institution.
2. Develop articulation tables (e.g.: Transfer Guides) for all programs that are a natural transfer to WGU to be used by CCP academic advisors, counselors, and faculty to share with students and staff interested in enrolling at WGU. A list of articulated programs is

included in "Exhibit A" of this MOU. Subsequently, WGU will provide timely curriculum updates on all articulated bachelor's degrees.

3. Provide webinar training to CCP faculty and staff to ensure understanding of the partnership and articulation transfer guides/pathways.
4. Waive the application fee to all CCP students and staff applying to WGU.
5. Offer qualified graduates and staff of CCP scholarships 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.
6. Award financial aid to CCP graduates and staff on the same basis as other WGU students and with equal access to all institutional, state, and federal financial aid programs.
7. Encourage CCP transfer students to complete the appropriate associate degree before matriculation to WGU to take advantage of this MOU. If the CCP student chooses to transfer and matriculate to WGU before completion of the associate degree, WGU may encourage reverse transfer. Any developed reverse transfer credit process, must be mutually agreed upon by both WGU and CCP, including a methodology to notify and assist students with these reverse transfer benefits.
8. Encourage students from the Philadelphia area who apply but are not admitted to WGU to attend and earn an appropriate associate degree from CCP, informing them of the benefits of this MOU.
9. Provide a landing page for students and staff to learn about this MOU at <https://partners.wgu.edu/Pages/Transfer.aspx?iid=1070>.

### **Obligations of Community College of Philadelphia**

1. Highlight the partnership and education benefits of WGU through standard internal communication channels with faculty and staff.
2. Provide a WGU webpage for students and staff to learn about this MOU.
3. Post electronic information about WGU's programs and services for pending graduates and prospective transfer students upon request by WGU.
4. Provide WGU with timely curriculum updates of all articulated associate degrees.

### **Joint Obligations**

1. Assure that appropriate personnel at both respective institutions are aware of this MOU, will support it, and will designate a representative to serve as an institutional liaison to distribute information and maintain the MOU.

#### **CCP Contact:**

Sandra Gonzalez-Torres, Director of Articulation and Transfer (sgonzalez@ccp.edu)

#### **WGU Account Contact:**

Betty Robinson, Strategic Partnership Manager, NJ/PA (betty.robinson@wgu.edu)

#### **WGU National Contact:**

Mary Hendrick, Enterprise Account Executive (mary.hendrick@wgu.edu)

2. CCP and WGU agree to exchange aggregated, de-identified data annually that will contribute to the maintenance and improvement of this MOU, enhance the transfer process, and promote effective cooperation between institutions. To the extent permitted by law, the parties may also exchange individualized data about individual transfer students, including, for example, admissions information and grades, reports on the results of program reviews, assessments of student learning, and/or decisions of curricular and other committees.
3. CCP and WGU agree to maintain regular communication to ensure program and transfer challenges are addressed.
4. 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.
5. 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 the Family Educational Right to Privacy Act (FERPA).
6. Continue their respective policies of non-discrimination in regard to sex, age, race, color, creed, national origin, disability, sexual orientation, gender identity, veteran status, or any other status protected by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, the American with Disabilities Act, or any other applicable federal, state, or local law. The parties agree to reasonably cooperate with each other in any investigation of claims of discrimination or harassment, to the extent permitted by law.
7. 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.
8. WGU will collaborate with CCP in the development, distribution, and accuracy of all Transfer Guide articulation pathways.
9. Transfer Guide articulation pathways developed by the articulating institutions are not valid without this signed MOU.

### **Revision, Renewal, and Termination of this MOU**

WGU's Provost and the Vice President for Academic & Student Success at CCP or their designees are responsible for identifying, and communicating to each other, changes in the policies or requirements of their respective institutions that affect this MOU. Modifications to the terms and conditions of this MOU may only be made by the written agreement of the parties. Until such modification by a mutual written agreement, the then-current terms of the MOU shall remain in effect.

This MOU will be in effect as of the date of its signing, for students entering WGU on or after Fall 2022 and will continue in effect for five (5) years unless otherwise modified or terminated in accordance with this MOU. Either institution may terminate this MOU at any time by written notice at least one year in advance of the effective date of termination. Should this MOU be

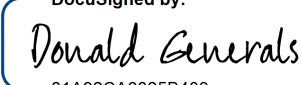
terminated, it is understood that students already accepted to WGU through the effective date of termination will continue to receive the benefits articulated in this MOU.

Provided that all parties execute a copy of this MOU, this MOU may be executed in counterparts, each of which shall constitute an original, and all of which together shall constitute one and the same document. This MOU may be executed by the parties and transmitted by facsimile or electronic transmission, and, if so executed and transmitted, shall be effective as if the parties had delivered an executed original of this MOU.

The willingness of both institutions to enter this MOU to facilitate the transfer of students from CCP into WGU, and to expand their opportunities for academic success there, is indicated by the following signatures.

The undersigned representatives of the parties, Community College of Philadelphia and Western Governors University have executed this MOU on the date indicated below:

**FOR COMMUNITY COLLEGE OF PHILADELPHIA:**

DocuSigned by:  
  
81A92CA6825B403


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Donald Generals, Ed.D.  
President

10/3/2022 | 6:09 PM EDT

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Date:

DocuSigned by:  
  
3A9DE7C1EEE04DE

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Alycia Marshall, Ph.D.  
Vice President for Academic & Student Success

9/30/2022 | 3:12 PM EDT

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Date:

**FOR WESTERN GOVERNORS UNIVERSITY:**

  
Rebecca Watts  
Regional Vice President  
Northeast Region

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Aug 29, 2022

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Date

**Exhibit A**  
**Approved Articulated Degrees**

The following Community College of Philadelphia Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.) degrees may, as further explained in the MOU, be applied to the corresponding Western Governors University bachelor's degrees as indicated in the chart below. With the Parties cooperation, but at WGU's sole discretion, additional pathways may be identified at a later date.

<b>Community College of Philadelphia</b>	<b>Western Governors University</b>
Business-Accelerated AA	Business Administration, Human Resource Management
Business-Accelerated AA	Business Administration, Marketing
Business-General AA	Business Administration, Human Resource Management
Business-General AA	Business Administration, Marketing
Computer Science AS	Information Technology
Nursing AAS	BS and Post Baccalaureate Certificate, Nursing - RN to MSN track (CCNE, ACEN, or CNEA accredited)
Nursing AAS	Nursing (RN to BSN)