MEMORANDUM OF UNDERSTANDING BETWEEN AMERICAN PUBLIC UNIVERSITY SYSTEM AND HIGHLAND COMMUNITY COLLEGE

THIS MEMORANDUM OF UNDERSTANDING (this “MOU”) is made and entered into Nov. 15, 2010 (“Effective Date”) by and between Highland Community College (“HCC”) and American Public University System (“APUS”) (individually a “Party” and collectively the “Parties”).

DESCRIPTION OF THE PARTIES

American Public University System includes American Public University (APU) and American Military University (AMU) and serves more than 70,000 learners worldwide. APUS’s relevant curriculum, affordability, and flexibility help students pursue degrees in subjects ranging from homeland security to management and liberal arts. American Public University System is regionally accredited by the Higher Education Commission (HLC) of the North Central Association and nationally accredited by the Accrediting Commission, Distance Education and Training Council. The APUS mission includes expanding access to higher education and preparing graduates for service and leadership in a diverse, global society.

Highland Community College began as Highland University in 1858, making it the first college in Kansas. After eight name changes, HCC now has more than 150 years of experience in providing higher education opportunities to the people of Northeast Kansas and beyond. HCC has traditionally prepared students to continue their studies at baccalaureate institutions. Studies conducted at the Regents universities in Kansas show that students who begin their college careers at HCC and then transfer do as well or better academically as all other students who transfer to those universities and those who start there. The history and mission of HCC can best be described as providing opportunities for higher education that citizens in the region would not have had otherwise. Whether as a conduit to a four-year degree, preparation for a technical career, for professional enhancement, or personal development, HCC provides affordable access to higher education in Northeast Kansas.

AGREEMENT

American Public University System and Highland Community College hereby agree as follows:

1. APUS and HCC will maintain the integrity of their separate programs and enter into this agreement as equal partners.

2. Advising of HCC students – Advising of HCC students regarding admission and program requirements to APUS will be the responsibility of the regular advising staff at HCC and APUS. APUS will designate one or more points of contact to respond to advising questions from HCC advisors. HCC will monitor the academic performance of their students enrolling under this agreement, and identify problems that may interfere with the successful transfer student to APUS.
3. **On-Site Outreach** – APUS will arrange with HCC to meet and make contact with potential HCC transfer students at a minimum of two times annually. HCC will provide an appropriate location(s) for presentations and advising.

4. **Communication** – HCC and APUS agree to cooperate in communicating with each other and with their common and respective publics concerning the established relationship between the two institutions.
   a. Any marketing of the MOU will be subject to the prior approval of both parties.
   b. Each institution will assume responsibility for appropriate marketing to reach their respective student and faculty populations.
   c. Each institution will designate a marketing point of contact.
   d. APUS will not market or promote to HCC students any lower division courses that HCC is scheduled to teach during the period of the MOU
   e. Faculty and staff at both institutions will communicate information about this agreement to students and prospective students.
   f. HCC will provide from its website a link to the APUS website and APUS will provide a link to HCC website
   g. Representatives from APUS and HCC will confer annually to exchange updated degree requirements, admissions, and transfer information to be used the subsequent academic year. Each institution will notify the other of any contemplated planned changes that would affect the future of this agreement.

5. **Exchange of Student Information** – APUS and HCC agree to exchange transfer information for the purpose of monitoring and enhancing student academic success. The information may also be used to enhance curricular offerings. At no time will Family Education Rights and Privacy Act (FERPA) regulations or requirements be violated. In particular, the Provost Office of APUS will provide yearly statistical and global data to HCC for the achievement of transfer students from HCC: GPA, success in course completion after the first semester.

6. **Concurrent Enrollment** - Students may concurrently take courses at both institutions, as well as have access to advising and other services at both institutions, although the transfer block credit cannot be awarded until after the student submits an official transcript from HCC showing an eligible conferred degree. Students will complete all transfer requirements at HCC.

7. **Financial Aid** - Federal regulations require that students receive financial aid from only a single college from which courses are taken during a given quarter or semester. Advisors should recommend that financial aid recipients take all their courses at either APUS or HCC. If a student attends both institutions in a single semester, financial aid may be granted from only one institution.

8. **Eligibility**
   a. Students who were conferred a designated transfer AA or AS degree by HCC on or after May 1, 2007 and enrolled at APU into an eligible Baccalaureate degree without selecting a concurrent minor or certificate
   b. Only HCC students who are admitted to APUS on or after Nov. 15, 2010 are eligible for this block agreement. Students already enrolled at APUS prior to Nov. 15, 2010 are not eligible for the block transfer.
c. HCC students are eligible for this block transfer agreement regardless of where they completed all of their previous courses for their HCC degree, as long as an eligible degree was earned from HCC per the eligibility requirements above.

9. Award
   a. Eligible HCC graduates will be granted junior status at APU and the degrees will transfer as a block.
   b. HCC students transferring under a block agreement are not eligible for any other transfer credit outside of the block award, and will not receive course credit to fulfill any specific course requirements outside of the block award, regardless of what courses student previously completed.
   c. Any program academic changes made by APU will not affect HCC students CURRENTLY ENROLLED at APU at the time of the program change and they will be subject to original requirements that were in effect at the time the student enrolled in an APU program.

10. Graduate School Voucher – APUS will extend to HCC full-time employees a graduate studies book voucher.

11. Length of Agreement – This agreement will become effective upon the execution of signatures by the responsible authority for each institution and will last for a maximum of three (3) years, after which time both institutions will undertake renegotiation of the agreement.
   a. Both APUS and HCC agree to provide written notice of at least one full academic year in advance of termination.
   b. APUS reserves the right to alter the format of the transfer block, based on a change of APU program requirements, as long as the HCC graduate is awarded 60 hours upon transferring to APU.
In Witness whereof, the Parties hereto have executed this MOU as of the date first mentioned above by their authorized representatives.

Highland Community College

By: [Signature]

Name: David Reist

Title: President

Date:

American Public University System

By: [Signature]

Name: Wallace E. Boston, Jr., Ed. D

Title: President and CEO

Date:
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<tr>
<th>APU DEGREE</th>
<th>Eligible HCC Degree</th>
<th>Hours Awarded</th>
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<tbody>
<tr>
<td>General Studies</td>
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<td>History</td>
<td>Any AA or AS Degree</td>
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<td>Intelligence Studies</td>
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<td>Management</td>
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<tr>
<td>Sports and Health Sciences</td>
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<td>Criminal Justice**</td>
<td>AA in Criminal Justice</td>
<td>63</td>
</tr>
<tr>
<td>Transportation and Logistics Management**</td>
<td>AA in Management</td>
<td>63</td>
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* Students must select remaining courses at APU at the upper level (300-499)