



**Dual Admission & Enrollment Agreement
Between
Cuyahoga Community College District
and
Hiram College**

THIS AGREEMENT (the "Agreement") is entered into as of this 24th day of April, 2014 (the "Effective Date") by and between **Cuyahoga Community College District** ("TRI-C"), with an address at 700 Carnegie Avenue, Cleveland, Ohio 44115-2878 and **Hiram College** ("Hiram"), with an address at 1715 Garfield Road, Hiram, Ohio 44234. TRI-C is an institution of higher education established pursuant to Section 3354 of the Ohio Revised Code, and Hiram is established pursuant to Ohio nonprofit corporation law.

BACKGROUND

TRI-C and Hiram as part of the higher education system northeastern Ohio desire to enter into this Agreement clarifying the status and treatment of students who choose to enroll at Hiram while studying at TRI-C (the "Dual Admission Program"). The goal of the Dual Admission Program established by this Agreement is to recruit and enroll students to TRI-C and Hiram with the intent that students first complete the associate's degree at TRI-C, while purposefully preparing for transfer to Hiram to complete the bachelor's degree. While enrolled at TRI-C, Dual Admission Program students will have access to many services and programs at Hiram that generally are not available until a student matriculates to Hiram. This Agreement will provide an umbrella under which current and future program specific agreements may be administratively implemented.

ACCORDINGLY, in consideration of the foregoing, of the other promises and mutual covenants contained in this Agreement, and of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

A. Admission Requirements and Processes

Students may apply and be admitted to the Dual Admission Program directly out of high school or as college transfer students. In either case, students would begin the Dual Admission Program by completing an associate degree at TRI-C, while

purposefully planning to transfer to Hiram for bachelor degree completion. The Dual Admission Program requires that students apply and be accepted by TRI-C, and also by Hiram under each school's admission requirements. Students entering the Dual Admission Program with no college credits completed are encouraged to begin their first 24 credit hours of study at Tri-C.

1. Students admitted to Hiram will be admitted based on their status under the Hiram Admission Rules (see Attachment A. 1.).
2. A Dual Admissions application will be available from a Campus Enrollment Services Office of any Tri-C campus and the Admission Offices of Hiram. Students who wish to participate in the Dual Admission Program should complete the Dual Admission Application and submit it to an Enrollment Center office at Tri-C or Admissions Office at Hiram.
3. All students who meet the standard admission requirements for both Tri-C and Hiram will be eligible for the Dual Admission Program.
4. If a high school student does not initially meet admission requirements to Hiram, but does meet admission requirements of TRI-C, the student may reapply for Dual Admission Program status after completing a minimum of 12 transferable, non-developmental, TRI-C credits to include ENG1010, and one college level math class (Math 1250 or higher) with a minimum of a C grade in each and a cumulative GPA of 2.0. This same admissions process applies to current TRI-C students attempting to enroll in the Dual Admission Program.
5. TRI-C students who have been accepted into the Dual Admission Program will have catalog rights at Hiram from the term their Dual Admission application is accepted and their attendance at Hiram will be governed by Hiram's policies.
6. As a part of the process of applying to the Dual Admission Program, students will sign an agreement so student education records information may be shared between TRI-C and Hiram, in manners consistent with information security requirements.
7. Acceptance of credits does not guarantee that transfer courses automatically meet course and/or program requirements for graduation. Students must review individual course and program requirements with their academic adviser to determine whether transfer courses will count toward graduation and/or a prospective major or minor. Only courses earned at the baccalaureate degree granting university (Hiram) will be used to calculate the cumulative GPA for Hiram.
8. The parties will comply with all applicable laws and regulations in performing their obligations hereunder. When taking actions (or failing to act) in any way relating to this Agreement, each party agrees that it will not unlawfully discriminate against any person on the basis of race, sex, religion, disability, age, national origin, or ancestry, genetic information,

military status, sexual orientation, gender identity and expression, veteran status, pregnancy or color.

B. Partnership Program Enrollment

1. To help ensure a seamless transfer, academic advisors from Hiram will work with TRI-C counseling faculty to conduct appointments on each of TRI-C's campuses with Dual Admission Program students and candidates. All Dual Admission Program students will be advised so as to be able to complete their associate's degree prior to transfer while simultaneously completing Hiram degree requirements. When applicable, and in the student's best interest, TRI-C will accept Hiram courses to fulfill the students' Associate Degree requirements.
2. Dual Admission Program students will receive a Hiram Identification card and a TRI-C My Tri-C card and shall be entitled to all facilities and services offered to regularly admitted students at both TRI-C and Hiram. These include, but are not limited to, access to Hiram and TRI-C College libraries, Career Services, Recreation Centers, computer labs, sporting events, parking, e-mail and internet access. However, Dual Admission Program students are required to pay any fees associated with such services as prescribed by each institution's fee structure.

C. Program Administration

1. Dual Admission Program students will be coded and tracked in the Student Information Systems at both Hiram and TRI-C.
2. Hiram and TRI-C will each assign a representative to serve as a liaison and assure continued communication between the institutions on matters related to this Agreement. Hiram and TRI-C representatives will formally review this Agreement and make adjustments where mutually agreed upon annually (see G. 3, below).
3. Hiram and TRI-C will hold a Dual Admission Program orientation prior to the beginning of each academic term. This orientation program will be required for all new Dual Admission Program students prior to registering for their classes. The orientation program will assist Dual Admission Program students in understanding general education and remediation requirements and will acquaint them with services available to them at the institutions. It will also enable them to meet with TRI-C and Hiram counselors.
4. Except as may be prohibited by law or Hiram policy, Hiram will send an annual report to TRI-C on the progress of Dual Admission Program students after their transfer to Hiram. Except as may be prohibited by law

or TRI-C policy, TRI-C will send Hiram an annual report on the progress of TRI-C Dual Admission Program students.

5. Dual Admission Program students will not be assessed a transcript request fee for transcripts issued for the administration of the Dual Admission Program.
6. Marketing will be coordinated by Marketing at Hiram and the Integrated Communications Department at TRI-C, as set forth in Attachment B. In no event shall decisions for marketing be unreasonably delayed.
7. In an effort to maintain updated and current transfer guides, both institutions will exchange electronic files for curriculum and course changes and updates on a yearly basis, contingent on the capacities of each institution.

D. Student Conduct

1. Dual Admission Program students will be subject to the policies and procedures of TRI-C when participating in TRI-C programs or when present at TRI-C facilities. Dual Admission Program students will also be subject to the policies and procedures of Hiram when participating in Hiram programs or when present at Hiram facilities.
2. Except as may be prohibited by law or by an applicable policy of either institution, Hiram and TRI-C will each promptly notify the other of any financial, disciplinary, or academic actions that have been or are about to be taken against a Dual Admission Program student. TRI-C or Hiram may take any of these actions on its own, and the other party is not required to take similar action against a Dual Admission Program student merely because such an action was taken by the other party. Except as set forth explicitly in this Agreement, neither party will have any authority to direct the actions of the other party relating to any Dual Admission Program student.

E. Financial Aid and Scholarships

Subject to applicable law and any applicable policies of each institution, Dual Admission Program students who wish to apply for financial aid will do so via TRI-C's Financial Aid Office until obtaining the associate's degree. After obtaining the associate's degree, Dual Admission Program students will apply for financial aid via Hiram's Financial Aid Office for periods of part-time or full-time enrollment at Hiram.

F. Term and Termination

1. This Agreement will run from the Effective Date until the end of the last day of the Spring 2017 academic term of TRI-C or of Hiram (whichever comes later), at which time this Agreement will automatically expire unless extended in a writing signed by both parties.
2. Either party may terminate this Agreement in the event of a material breach by the other party, effective upon the date that is 90 days after the notice that includes a description of the breach; *provided* in either case that the breaching party shall be allowed until said effective date to cure said breach, and if the breach is so cured the termination notice will be of no effect.
3. Either party may terminate this Agreement at any time for any or no reason, effective one year after providing written notice of its intent to terminate to the other party.
4. Upon expiration or termination of this Agreement for any or no reason, Dual Admission Program students previously accepted by or admitted to either institution shall continue to receive the benefits contemplated by this Agreement.

G. Miscellaneous.

1. Severability. If any Section or provision of this Agreement be held illegal, unenforceable or in conflict with any law by a court of competent jurisdiction, such Section or provision of this Agreement shall be deemed severed from this Agreement and the validity of the remainder of this Agreement shall not be affected thereby.
2. Notices. All notices or other written communications relating to termination, expiration, or legal matters required or permitted under this Agreement shall be given in writing by courier or reputable overnight delivery services, or by certified mail, postage pre-paid, return receipt requested to either party at its address first set forth below with, in the case of TRI-C and Hiram, an additional copy addressed to "General Counsel."

For Hiram College:

Dr. Robert D. Haak
Vice president and Dean

1715 Garfield Road
Hiram, Ohio 44234

For TRI-C:

Karen Miller
Vice President of Access and
Completion
700 Carnegie
Cleveland, Ohio 44115

With a copy to:

Office of General Counsel
Hiram College
Hiram, Ohio 44234

With a copy to:

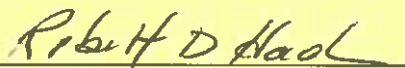
Office of General Counsel and
Legal Services
Cuyahoga Community College
700 Carnegie Avenue
Cleveland, Ohio 44115-2878

3. Waivers and Amendments. The waiver by either party of any provision of this Agreement on any occasion and upon any particular circumstance shall not operate as a waiver of such provision of this Agreement on any other occasion or upon any other circumstance. This Agreement may be modified or amended only via a writing signed by both parties.
4. Survival. Sections F(4) and this Section G shall survive expiration or termination of this Agreement for any reason.
5. Complete Agreement; Integration. This Agreement contains the complete understanding of the parties with respect to the subject matter hereof and supersedes all other agreements, understandings, communications and promises of any kind, whether oral or written, between the parties with respect to such subject matter.
6. Counterparts. This Agreement may be executed in multiple counterparts, all of which shall be originals and which together shall constitute a single agreement.
7. No Third Party Beneficiaries. This Agreement does not and is not intended to confer any rights or remedies upon any party other than TRI-C and Hiram.
8. Facsimile Signatures. For the purpose of interpreting this Agreement, facsimile signatures shall be considered equivalent to original signatures.
9. Neutral Interpretation. This Agreement has been prepared for signature only after each party has had sufficient opportunities to negotiate changes. Each party has been represented by its own lawyer, has had sufficient opportunities to consult with that lawyer, and has done so. The parties agree that this Agreement should be understood and interpreted as a document fully negotiated and accepted by the parties, and should not be construed against the drafting party.
11. All promotion and advertising of the Articulation of the Agreement must conform to the statement approved by the TRI-C Integrated Communications Department, (see Attachment B).

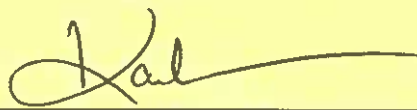
INTENDING TO BE LEGALLY BOUND, by signing below, each party acknowledges its agreement with the terms and conditions of this Agreement and each signatory represents and warrants that he/she is authorized to sign on behalf of and to bind his/her party to all of the terms and conditions of this Agreement as of the Effective Date.

HIRAM COLLEGE

**CUYAHOGA COMMUNITY
COLLEGE DISTRICT**



Dr. Robert D. Haak
Vice President and Dean



Karen Miller
Vice President for Access and
Completion

Date May 6, 2014

Date April 25, 2014

**Attachment A
To The
Dual Admission & Enrollment Agreement
Dated April 24, 2014
By and Between
Cuyahoga Community College District
and
Hiram College**

Articulation Criteria and Articulation Benefits

1. *The articulation criteria (“Articulation Criteria”) are:*

- a. Completion of a High School Diploma.
- b. Students must be eligible for participation in the Dual Admission Program. Dual Admission Program requirements are listed as below:

Students are eligible for admission as a first-year student at the Hiram College if they:

- Will be pursuing post-secondary education for the first time since graduating high school
- Have a cumulative 2.5 high school grade point average
- Have successfully completed 13 academic core requirements
 - 4 years/units of English
 - 3 years/units of Math
 - 3 years/units of Natural Sciences
 - 3 years/units of Social Sciences
- ACT score of 18 or SAT score of 860 (combined critical reading and math). Hiram College reviews the writing and essay sections of the ACT and SAT but is not currently using these scores in the admission process. Test scores are not required of applicants who graduated high school more than 5 years ago.

Students are eligible for admission as a transfer student at Hiram College if they:

- Are pursuing a post-secondary education at Hiram College after previously enrolling at another post-secondary institution after graduating from high school.
- Have a cumulative 2.0 post-secondary grade point average at all previous college and universities combined.
- Have submitted a high school diploma with a cumulative grade point average of 2.5 and an ACT score of 18 or SAT score of 860 (combined critical reading and math) if the student has fewer than 12 semester credit hours completed and the high school diploma is less than five years old.

Students are eligible for the Dual Admission Program under this Agreement if they:

- Meet the admissions requirements as a transfer or first-year student
- Are intending to complete their first associate’s degree
- Have not attained a college degree
- Are planning to complete a bachelor’s degree program at Hiram College
- Have never been (including currently) a Hiram College student

2. *The articulation benefits (“Articulation Benefits”) are:*

- a. Students in the Dual Admission Program are considered students of each institution and are eligible to participate in and have all services available to current students of each institution.
- b. Dual Admission Program students enrolled in at least twelve (12) semester credit hours for the semester, six (6) of the hours must be Hiram College credit hours, will be eligible to apply

for on-campus housing at Hiram College. Hiram will determine whether or not housing will be permitted and the application accepted.

- c. Students should receive advising and counseling from both institutions to maximize the transferability of all earned credits and the applicability of College credits to the bachelor's degree at Hiram College. Students should be aware that it is possible that earned credits will not always apply to the majors for the bachelor's degree.
- d. Students should utilize Ohio Transfer Module credits and Transfer Assurance Guides to gain maximum use of College credits to the bachelor's degree, whenever possible.
- e. Hiram's Admission Fee for Dual Admission Program students will be waived.

ATTACHMENT B

Marketing and Advertising Restrictions

Promotion of Partnership to Domestic and International Students

In order for Cuyahoga Community College to reach out to partners and the community effectively, it is important to monitor the impression conveyed through all forms of communication such as advertising, publications and signage. The sum total of all impressions generated by these communications must be effective and meaningful to the audiences with which the College communicates.

Therefore, the College Integrated Communications Department carefully monitors how the institution is promoted. The Cuyahoga Community College logo and tagline are registered service marks. Use of the Cuyahoga Community College logo or tagline is prohibited without the express written permission of the College Integrated Communications Department. Cuyahoga Community College will designate a person authorized to review and approve all promotional materials created to promote any credit agreements.

1. Any and all promotional materials: written, presented verbally, and/or via mass media; must be reviewed and mutually agreed upon by both organizations prior to any distribution.
2. Use of materials representing the partnership: may use the Cuyahoga Community College District logo, the College name, or refer to the agreement; but, must prominently state (verbally or in bold print in a conspicuous location on printed materials) the following:
 - a. Degrees within the Agreement.
 - b. Additional average credit hours required to complete the degree.
3. Time limitations on articulation and award of credit must be prominently presented in all promotional materials.