

**Memorandum of Understanding**  
**Between**  
**East Stroudsburg University of Pennsylvania**  
**And**  
**Northampton Community College**

East Stroudsburg University of Pennsylvania and Northampton Community College hereby establish a Memorandum of Understanding (“MOU”) to facilitate the terms of an educational partnership (“Signature Partnership”) between the two institutions.

**SECTION 1 - PURPOSE**

1. This MOU between Northampton Community College located at 3835 Green Pond Rd, Bethlehem, PA, 18020 and East Stroudsburg University located at 200 Prospect Street, East Stroudsburg, PA 18301, is for the purpose of facilitating enhanced and seamless access for students in the region to upper division undergraduate and graduate programs through 2 + 2 + 1 pathways. Northampton Community College and East Stroudsburg University are referred to herein individually as “College” and “University” respectively.
2. This MOU defines the nature of the relationship and responsibilities between East Stroudsburg University (the “University”) and Northampton Community College (the “College”). The University and the College mutually understand that this agreement is intended to represent a good faith effort to accommodate the partnership and carry out the parameters defined below. Included by reference into this MOU are any exhibits or amendments that detail particular requirements or responsibilities.

**SECTION 2 - TRANSFER QUALIFICATIONS**

1. The University encourages and recommends that transfer students from the College ideally obtain an associate degree, or approximately 60 semester credit hours prior to transfer to the University. Both institutions will work together to mutually support the needs of their students, and the needs of their respective partner institutions.
2. Admission to East Stroudsburg University is guaranteed for undergraduate students transferring from the College with an associate degree and minimum cumulative GPA of 2.00, subject to the following:
  - a) Students with an Associate of Science (AS) or Associate of Arts (AA) degree in a parallel academic program, subject to capacity, as long as they meet criteria for admission required of native students. The University may designate majors or programs of study that are limited access by reason of accreditation-, clinical-, resource-based capacity.
  - b) Dismissal from the College for disciplinary reasons may limit the ability to enroll at the University. Criminal Conviction of a felony offense or dismissal from the College for disciplinary reasons may limit the ability to complete certain academic majors/programs and may affect approval to live in University owned or affiliated housing. These will be handled on a case-by-case basis.

3. Students transferring with an AA or AS degree from the College to the University shall have satisfied the general education requirements at the University. Exceptions may be made for the following, provided that these exceptions do not add time to the degree:
  - a) Any prescribed general education course required for the major, if not satisfactorily completed; and/or
  - b) General education overlays satisfied in advanced courses in the major.
4. Students transferring with an AA or an AS degree from the College will be awarded full junior (third year) standing at the University and shall not be required to satisfactorily complete more than 60 credits to earn a 120-credit baccalaureate degree in a parallel program, regardless of the courses they took to earn the associate degree. Students transferring into a program with accreditation or licensing/certifications standards may be required to take additional credits to meet those standards (i.e., the same as University native students). This is applicable for the traditional bachelor's degree programs, bachelor's degree completion pathways and accelerated pathway options linked with corresponding graduate programs (see Exhibit A).
5. College students graduating with an Associate in Applied Science (AAS) degree may enter with junior status dependent upon the number of transfer credits and the appropriate sequencing of transfer credits within the AAS degree. College students are encouraged to make themselves aware of particular University degree requirements in parallel programs early in their tenure at the College in order to facilitate a smooth transition.
6. All transfer students may submit unofficial transcripts to the University for initial evaluation and be provided information on remaining requirements for degree completion. Official College transcripts are required prior to admittance to the University.
7. Grades of D or better from the College will be accepted for transfer to the University. Grades in a course that meets a major and/or minor program requirement must meet the minimum grade required by the department. For example, if a program requires that a student earn a B or better in a major and/or minor program requirement, then the student may transfer credit for that course with a passing grade lower than a B, but may be required to repeat the course at the university to meet the program requirements for the major/minor.
8. Transfer students must complete a minimum of 30 semester credit hours in residence at the University. University online (DE) courses satisfy residence requirements.
9. Transfer students must meet all catalog requirements for their degree program.
10. In the event a student transfers from the College to the University without an AA or AS degree but with 60 credits or more, the University will coordinate with the College and student to transfer back ("Reverse Transfer") to the College University general education and or major credits to satisfy requirements and support the awarding of an AA or AS degree after transferring to the University.

### SECTION 3 – OBLIGATIONS OF NORTHAMPTON COMMUNITY COLLEGE

1. The University's Partnership Liaison will be allowed access to various contacts within the College to schedule virtual and classroom presentations for general recruitment purposes (see [Exhibit B](#)). The College agrees to provide guidance on the appropriate process and protocol to follow in requesting faculty appointments and virtual or classroom presentations. Those contacts will include, but are not limited to faculty, program directors, advisors, managers and other school personnel.
2. In the event of any agreed upon shared marketing effort, the College will provide updated logos for the production of co-branded promotional material. The College reserves the right to review in advance any information including, but not limited to, websites, co-branded web portals, and in-print marketing publications.
3. **Student Information:** The College will report data for enrolled College students in February, June and September for Enrollment of credential-seeking students (full-time and part-time) who, at the time the report is compiled, have completed 40 credit hours or more. Additionally, in June, Northampton Community College will provide an annual report of associate degree completers from the previous academic year. Each report will be sorted by Northampton Community College and will include the following data elements:
  - a. Name
  - b. Address
  - c. Email address
  - d. Telephone
  - e. Date of birth
  - f. Major program of study
  - g. Dates of attendance
  - h. Number of credit hours earned
  - i. Credential seeking/awarded

[FERPA](#) protections shall apply to any College student who has not consented in writing for data being shared with the University. FERPA regulatory language on consent:

- The [parent](#) or [eligible student](#) shall provide a signed and dated written consent before an [educational agency or institution](#) discloses personally identifiable information from the student's [education records](#), except as provided in [§ 99.31](#).
- The written consent must:
  - Specify the [records](#) that may be disclosed;
  - State the purpose of the [disclosure](#); and
  - Identify the [party](#) or class of parties to whom the [disclosure](#) may be made.

### SECTION 4 - OBLIGATIONS OF EAST STROUDSBURG UNIVERSITY

1. The University will provide a University Partnership Liaison in order to facilitate student enrollment, relationship coordination with the College, support for joint grant initiatives and community outreach activities.

2. The University will create and maintain a co-branded web presence to provide College students information relevant to transfer requirements, partnership agreements, and additional information as agreed upon by the College and University.
3. On condition of receipt of data from the College, the University agrees to a reciprocal obligation of providing transfer information on admissions and enrollment, academic performance, and graduation of College students. All data shall be provided in compliance with federal, state, and local laws relevant to the monitoring and execution of this agreement. The University agrees to provide the College with annual data and information including:
  - a) Name
  - b) Address
  - c) County of residence
  - d) Telephone
  - e) Date of birth
  - f) Major program(s) of study
  - g) Number of credit hours earned
  - h) Dates of attendance
  - i) Degrees/Awards Received

FERPA protections shall apply to any College student who has not consented in writing for data being shared with the University. FERPA regulatory language on consent:

- The parent or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records, except as provided in § 99.31.
  - The written consent must:
    - Specify the records that may be disclosed;
    - State the purpose of the disclosure; and
    - Identify the party or class of parties to whom the disclosure may be made.
4. Annual / periodic meetings will be coordinated between University and College leadership for the purpose of reviewing all aspects of the partnership, including new initiatives to support this dynamic partnership (e.g., University and College faculty teaching courses at partner locations).
  5. College employees seeking a University undergraduate or graduate degree may pursue discount eligibility through the University's API Tuition Discount program. College employees must first apply for admission and be accepted to the University in order to enroll in classes as University students and be eligible to receive consideration for tuition discounts of 10%. In addition, any and all previous balances owed to University by College employees must be paid in full prior to receiving consideration for API tuition discount eligibility. For each term (i.e., fall, winter, spring, summer) of study, students (i.e., College employees) must provide verification of current and active employment at the College to the University's Office of Student Billing on or before the scheduled bill payment due date for classes of that term. Employment verification is satisfied only with a fully completed "10% Tuition Discount Certification Form" by each College employee ([https://www.esu.edu/extended\\_studies/api\\_tuition\\_program.cfm](https://www.esu.edu/extended_studies/api_tuition_program.cfm)).
  6. College transfer students who meet the GPA criteria listed below are eligible for the University

Warrior NCC awards. The GPA must be verified by the most recent transcript in order to qualify. Scholarship amounts and criteria are subject to change based on fund availability.

Warrior NCC Silver Award	\$2,000 per year	\$1,000 per semester	2.50 to 2.99 GPA
Warrior Gold Award	\$4,000 per year	\$2,000 per semester	3.00 to 3.49 GPA
Warrior Platinum Award	\$6,000 per year	\$3,000 per semester	3.50 to 4.00 GPA

7. The University will maintain all transcript records for University coursework, as well as handle the processing and administration of all University student transactions.

**SECTION 5- ACCREDITATION**

The University and the College will ensure they maintain CHEA- recognized accreditation for their respective institutions.

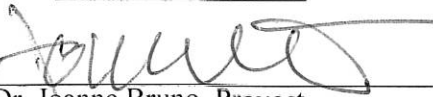
**SECTION 6-AUTHORIZATION**

This MOU shall be effective upon executive signatures below and any necessary state approvals that may be required and shall continue in force and effect until either the University or College requests amendment or termination of said MOU. Amendments shall occur at the mutual agreement of both the University and the College. This MOU will be reviewed annually by the University and the College, and this agreement may not exceed a period of five (5) years from the date of final execution, unless superseded by a new Agreement or formally terminated. Termination shall occur upon written notice by either Party to the other submitted at least ninety (90) days prior to the termination date. Should this Agreement be terminated, it is understood that termination will not apply to students already accepted to ESU under the terms of this Agreement. East Stroudsburg University programs in progress at the time of termination shall be permitted to run to completion for the sake of the student participants. This Memorandum is not intended to and does not create any contractual rights or obligations with respect to the College or University or any other parties. Any dispute arising hereunder shall be submitted to the respective Presidents of the College and University for final resolution.

**East Stroudsburg University**


  
Mr. Kenneth Long, Interim President

Date: 7-12-2021

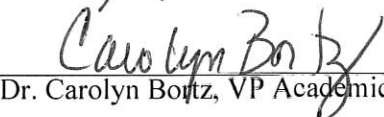
  
Dr. Joanne Bruno, Provost

Date: 7.12.2021

**Northampton Community College**

  
Dr. Mark Erickson, President

Date: 7/12/21

  
Dr. Carolyn Boltz, VP Academic Affairs

Date: 7/12/21

## EXHIBIT A

### ACCELERATED PATHWAYS

A number of undergraduate degree programs at the University have accelerated pathway options linked with graduate degree programs. Current accelerated pathway options are:

- 1) BS, Athletic Training -to- MS, Athletic Training
- 2) BS, Biology -to- MS, Biology
- 3) BA, Communication -to- MA, Communication
- 4) BA, English -to- MA, Professional and Digital Media Writing
- 5) BA, History -to- MA, History
- 6) BA, Political Science -to- MA, Political Science, or MS, Management and Leadership Public Administration
- 7) BS, Sports Management -to- MS, Sports Management, or MS, Management and Leadership Sports Management

An undergraduate student at the University, majoring in a program that has an accelerated pathway with a corresponding graduate program, and who meets the requirements for participating in an accelerated pathway may have the opportunity to take graduate level courses, which will count both toward the completion of the undergraduate degree and graduate degree. Each academic department determines the number of graduate credits that can be taken. Please check the specific program in the undergraduate catalog for the amount of graduate credits that can be taken to count towards both the undergraduate and graduate degrees. Students are encouraged to meet with their academic advisors before electing to participate in the accelerated pathway. In order to qualify to participate in an accelerated pathway, the student must have attained at least junior standing and have a minimum cumulative GPA of 3.00 before taking graduate courses in the intended graduate program. If the intended graduate program requires a higher GPA, the student must meet the higher GPA before taking graduate courses. Each accelerated pathway option has specific requirements. Please check the specific program in the undergraduate catalog for those specific requirements. A student must have obtained a grade of "B" or higher in the graduate course in order for it to count towards the graduate degree program, while a grade of "C" or higher is necessary in order for it to count towards the undergraduate degree program. A student doing an accelerated pathway may be provisionally accepted into the respective graduate program and formally admitted upon completion of their undergraduate degree so long as all the other program admission requirements have been met (see complete graduate degree program admission requirements in the University Graduate Catalog).

## **EXHIBIT B**

### **RESPONSIBILITIES OF A PARTNERSHIP LIAISON**

1. The University's Partnership Liaison will be responsible for networking and building relationships with students, faculty, and staff at College locations. Those duties may include:
  - a. University brand awareness – meetings and campus events
  - b. Conducting table sets, classroom presentations, lunch & learns, as well as formal and informal meetings
  - c. Establish frequent opportunities to interact with the College's main point of contact (POC).
2. The Partnership Liaison is responsible for creating awareness of the University's Transfer Portal and ensuring that feature is available to students on the College's transfer page.
3. The Partnership Liaison is responsible for distributing University information to students, faculty, and staff in order to maintain open communication between the University and the College.
4. The Partnership Liaison will seek every opportunity to interact with staff and faculty; including, but not limited to:
  - a. Meet & Greets
  - b. University Transfer Events
  - c. Sponsorships with student organizations
  - d. Virtual Information Sessions
5. The Partnership Liaison's primary responsibility is to provide a comprehensive degree plan for students to transition from the College to the University upon attaining their associate degree.